

**CITY OF SURPRISE
PLANNING AND ZONING COMMISSION**

MEETING MINUTES

September 18, 2025 / 6:00 PM

**COUNCIL CHAMBERS
16000 North Civic Center Plaza
Surprise, AZ 85374**

CALL TO ORDER.

Chair Chapman called the Planning and Zoning Commission Meeting to order at 6:00 p.m. at Surprise City Hall, 16000 North Civic Center Plaza, Surprise, Arizona 85374, on September 18, 2025.

A. ROLL CALL

In attendance were, Commissioner Kevin Perry, Commissioner Jared Holland, Commissioner Jay Leonard, Chair Ken Chapman, Vice Chair Anthony Spata, and Commissioner Dennis Bash. Commissioner Matthew Keating had an excused absence.

STAFF PRESENT:

Bianca Cortez, Assistant City Attorney; Lloyd Abrams, Director of Community Development; Tiffany Copp, Assistant Director; Mindy Davis, Assistant Director; Trever Fleetham, Planning Manager; Renee Puig-Hink, Administrative Specialist, Sr.

COUNCIL MEMBERS PRESENT:

- None

B. PLEDGE OF ALLEGIANCE

C. CURRENT EVENTS REPORT

- None

D. STAFF REPORT

- None

CONSENT AGENDA:

Item 1 – Consideration and action to approve or disapprove the September 4, 2025, Planning and Zoning Commission Regular Meeting Minutes.

Commissioner Leonard made a motion to approve the September 4, 2025, Planning and Zoning Commission Regular Meeting Minutes as presented. Commissioner Holland seconded the motion. Motion passed with 4 votes in favor. Commissioner Spata and Commissioner Bash abstained.

REGULAR AGENDA ITEM – PUBLIC HEARING:

Item 2 – Consideration and action regarding a Conditional Use Permit (CUP) with Site Plan for an oil change facility, located north of the northwest corner of Pat Tillman Boulevard and 163rd Avenue, zoned Asante Planned Area Development (PAD), case # FS25-0143.

Trever Fleetham, Planning Manager, presented item 2 to the Commission.

Chair Chapman opened the public hearing.

- None

Hearing no further requests, Chair Chapman closed the public hearing.

The Commission discussed the following:

- Accommodation for vehicles with trailers
- Procedures for customers during service

Commissioner Leonard moved to approve the Conditional Use Permit for Valvoline - Surprise (Pat Tillman), Case # FS25-0143, subject to stipulations 'a' through 'e' as memorialized in the staff report. Commissioner Holland seconded the motion. Motion passed with 6 votes in favor.

Item 3 – Consideration and action pertaining to a proposed Zoning Text Amendment (ZTA) to update the Surprise Municipal Code related to home occupations. Case # FS25-0655.

Tiffany Copp, Assistant Director, and Mindy Davis, Assistant Director presented item 3 to the Commission.

Chair Chapman opened the public hearing.

- None

Hearing no further requests, Chair Chapman closed the public hearing.

The Commission discussed the following:

- None

Commissioner Leonard moved to a recommended approval of the Zoning Text Amendment for home occupations, Case # FS25-0655. Commissioner Perry seconded the motion. Motion passed with 6 votes in favor.

CALL TO THE PUBLIC:

Chair Chapman opened the call to the public to discuss any items not listed on the agenda.

- None

Chair Chapman closed the call to the public.

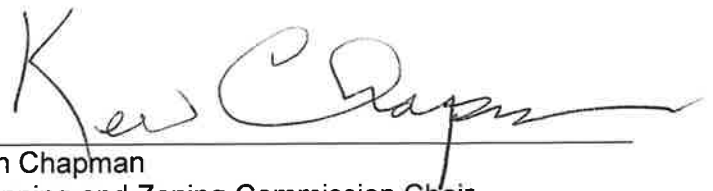
OTHER BUSINESS AND FUTURE AGENDA ITEMS:

- None

ADJOURNMENT:

Hearing no further business, Chair Chapman called for a motion to adjourn. Commissioner Leonard made a motion to adjourn. Commissioner Holland seconded the motion. All voted in favor.

Meeting adjourned at 6:17 pm.



Ken Chapman
Planning and Zoning Commission Chair

The foregoing instrument is a full, true, and correct copy of the original document on file in the office of the City Clerk, City of Surprise, Arizona.

ATTEST BY:



Renee Puig-Hink, Secretary

DATE:

10/2/25