

**CITY OF SURPRISE
PLANNING AND ZONING COMMISSION**

MEETING MINUTES

October 2, 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 October 2, 2025.

A. ROLL CALL

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

STAFF PRESENT:

Bianca Cortez, Assistant City Attorney; Lloyd Abrams, Director of Community Development; Mindy Davis, Assistant Director; Carl Montgomery, Chief Building Official; Trever Fleetham, Planning Manager; Chris Sexton, Planner - Senior; Keith Tanner, Fire Marshall, Steven Farclas, Fire Inspector; and Renee Puig-Hink, Administrative Specialist, Sr.

COUNCIL MEMBERS PRESENT:

- None

B. PLEDGE OF ALLEGIANCE

C. CURRENT EVENTS REPORT

- None

D. STAFF REPORT

- Director Abrams acknowledged Commissioner Keating for his 10 years of dedication and service to the commission, the city and residence.

CALL TO THE PUBLIC:

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

- Lyle Michelson, Surprise, AZ – Addressed the safety of the residents and guests who exit the single-story bungalows located on the corner of Perryville Rd and Cactus Rd.

Chair Chapman closed the call to the public.

CONSENT AGENDA:

Item 1 – Consideration and action to approve or disapprove the September 18, 2025, Planning and Zoning Commission Regular Meeting Minutes.

Commissioner Leonard made a motion to approve the September 18, 2025, Planning and Zoning Commission Regular Meeting Minutes as presented. Commissioner Holland seconded the motion. Motion passed with 5 votes in favor.

REGULAR AGENDA ITEM – PUBLIC HEARING:

Item 2 – Consideration and action regarding a Conditional Use Permit (CUP) with Site Plan for a credit union with a drive-through facility zoned Sycamore Farms Planned Area Development (PAD), located near the southwest corner of Cactus Road and Sarival Avenue. Case# FS24-1468.

Chris Sexton, Planner - Senior, 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:

- Type of ATM that will be installed at this branch

Commissioner Perry moved to approve the Conditional Use Permit with Site Plan for a drive-through facility known as OneAZ Credit Union, Case# FS24-1468, subject to stipulations 'a' through 'e' as outlined in the staff report. Commissioner Leonard seconded the motion. Motion passed with 5 votes in favor.

Item 3 – Consideration and action pertaining to a proposed Zoning Text Amendment (ZTA) to update the Surprise Municipal Code related to recent legislative updates regarding administrative approvals. Case # FS25-0479.

Mindy Davis, Assistant Director and Trever Fleetham, Planning Manager, presented item 3 to the Commission. This presentation also included agenda items 4 and 5.

Chair Chapman opened the public hearing.

- None

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

The Commission discussed the following:

- None

Commissioner Holland moved to recommend approval of the Zoning Text Amendment for administrative approvals, Case # FS25-0479. Commissioner Leonard seconded the motion. Motion passed with 5 votes in favor.

Item 4 – Consideration and action pertaining to a proposed Zoning Text Amendment (ZTA) to update the Surprise Municipal Code related to recent legislative updates regarding noise and construction start times. Case # FS25-0482.

Chair Chapman opened the public hearing.

- None

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

The Commission discussed the following:

- None

Commissioner Perry moved to recommend approval of the Zoning Text Amendment for noise and construction start times, Case # FS25-0482. Commissioner Leonard seconded the motion. Motion passed with 5 votes in favor.

Item 5 – Consideration and action pertaining to a proposed Zoning Text Amendment (ZTA) to update the Surprise Municipal Code related to recent legislative updates regarding middle housing. Case # FS25-0481.

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 recommend approval of the Zoning Text Amendment for middle housing, Case #FS25-0481. Commissioner Holland seconded the motion. Motion passed with 5 votes in favor.

REGULAR AGENDA ITEM – PUBLIC HEARING:

Item 6 – Presentation and discussion of the 2024 International Building and Fire Codes Adoption Process.

Mindy Davis, Assistant Director; Carl Montgomery, Chief Building Official; and Keith Tanner, Fire Marshall, presented item 6 to the Commission.

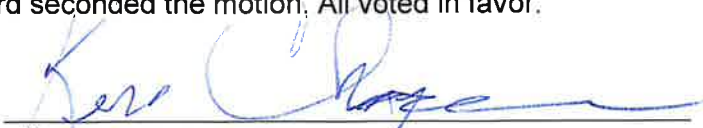
OTHER BUSINESS AND FUTURE AGENDA ITEMS:

- None

ADJOURNMENT:

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

Meeting adjourned at 6:36 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: 10/16/25