

**CITY OF SURPRISE  
PLANNING AND ZONING COMMISSION**

**MEETING MINUTES**

**October 16, 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 16, 2025.

**A. ROLL CALL**

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

**STAFF PRESENT:**

Bianca Cortez, Assistant City Attorney; Lloyd Abrams, Director of Community Development; Trever Fleetham, Planning Manager; Tanner Wessel, Planner II; and Renee Puig-Hink, Administrative Specialist, Sr.

**COUNCIL MEMBERS PRESENT:**

- None

**B. PLEDGE OF ALLEGIANCE**

**C. CURRENT EVENTS REPORT**

- None

**D. STAFF REPORT**

- None

**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.

**CONSENT AGENDA:**

**Item 1 – Consideration and action to approve or disapprove the October 2, 2025, Planning and Zoning Commission Regular Meeting Minutes.**

Commissioner Perry made a motion to approve the October 2, 2025, Planning and Zoning Commission Regular Meeting Minutes as presented. Commissioner Leonard seconded the motion. Motion passed with 4 votes in favor. Commissioner Bash abstained.

## **REGULAR AGENDA ITEM – PUBLIC HEARING:**

### **Item 2 – Consideration and action pertaining to an amendment to the Surprise City Center Comprehensive Sign Program, generally located at the southeast corner of Bell Road and Bullard Avenue. Case #FS25-0170.**

Tanner Wessel, Planner II, 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:

- Initial location at Surprise Community Park
- Mobility of the sign
- Ownership of the sign
- Process when relocating sign to alternative locations in the future

Commissioner Holland moved to approve the amendment to the Surprise City Center Comprehensive Sign Program, Case #FS25-0170, subject to stipulations 'a' and 'b' as outlined in the staff report. Commissioner Leonard seconded the motion. Motion passed with 5 votes in favor.

### **Item 3 – Consideration and action regarding a Zoning Text Amendment (ZTA) to the Surprise Land Development Ordinance (LDO) to modify residential development standards. Case #FS24-1275.**

Trever Fleetham, Planning Manager, 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:

- Density increase
- Product specification
- Process in reviewing and applying standards to the home product
- Driveway length for parking
- Circulation for emergency services and solid waste
- Street parking signage for trash days
- Requirement for alternative parking locations

Commissioner Leonard moved to recommend approval of the proposed Zoning Text Amendment to the Surprise Land Development Ordinance to modify residential development standards, Case #FS24-1275. Commissioner Bash seconded the motion. Motion passed with 5 votes in favor.

**REGULAR AGENDA ITEM – PUBLIC HEARING:**

- None

**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 6:27 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:

  
\_\_\_\_\_  
11/10/25