

**CITY OF SURPRISE
PLANNING AND ZONING COMMISSION**

MEETING MINUTES

November 6, 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 November 6, 2025.

A. ROLL CALL

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

STAFF PRESENT:

Bianca Cortez, Assistant City Attorney; Lloyd Abrams, Director of Community Development; Mindy Davis, Assistant Director; Carl Montgomery, Chief Building Official; Keith Tanner, Fire Marshall; Steven Faraclas, 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

- Cancellation of the November 20, 2025, Planning and Zoning Meeting due to no agenda items scheduled

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 16, 2025, Planning and Zoning Commission Regular Meeting Minutes.

Commissioner Leonard made a motion to approve the October 16, 2025, Planning and Zoning Commission Regular Meeting Minutes as presented. Commissioner Perry seconded the motion. Motion passed with 4 votes in favor. Commissioner Spata abstained.

REGULAR AGENDA ITEM – PUBLIC HEARING:

Item 2 – Consideration and action pertaining to the adoption of the 2024 International Building and Fire Codes including Local Amendments.

Mindy Davis, Assistant Director, Carl Montgomery, Chief Building Official and Keith Tanner, Fire Marshall 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:

- Water demand calculator used to determine size of pipe needed for water distribution based on fixtures
- How Federal or State regulation affects the International Building Codes adoptions

Commissioner Leonard moved to recommend approval of the adoption of the 2024 International Building and Fire Codes, including local amendments. Commissioner Bash seconded the motion. Motion passed with 5 votes in favor.

REGULAR AGENDA ITEM – PUBLIC HEARING:

- None

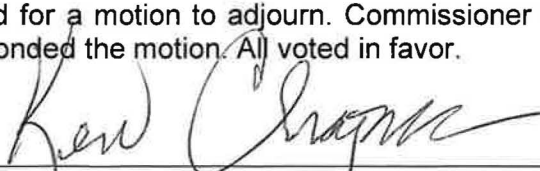
OTHER BUSINESS AND FUTURE AGENDA ITEMS:

- None

ADJOURNMENT:

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

Meeting adjourned at 6:13 pm.



Ken Chapman
Planning and Zoning Commission Chair

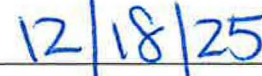
The foregoing instrument is a full, true, and correct copy of the original document on file in the office of the City Clerk, City of Surprise, Arizona.

ATTEST BY:



Renee Puig-Hink, Secretary

DATE:



12/18/25