

**CITY OF SURPRISE
PLANNING AND ZONING COMMISSION**

MEETING MINUTES

December 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 December 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.

STAFF PRESENT:

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

COUNCIL MEMBERS PRESENT:

- None

B. PLEDGE OF ALLEGIANCE

C. CURRENT EVENTS REPORT

- Chair Chapman congratulated Director Lloyd Abrams for the promotion as Assistant City Manager
- Chair Chapman congratulated and welcomed Trever Fleetham as the Acting Assistant Director of the Community Development Department

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 November 6, 2025, Planning and Zoning Commission Meeting Minutes.

Commissioner Perry made a motion to approve the November 6, 2025, Planning and Zoning Commission Regular Meeting Minutes. Commissioner Leonard seconded the motion. Motion passed with 5 votes in favor. Commissioner Holland abstained.

Item 2 – Consideration and action to approve or disapprove the December 4, 2025, Planning and Zoning Commission Meeting Minutes.

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

REGULAR AGENDA ITEM – PUBLIC HEARING:

Item 3 – Consideration and action pertaining to the Conditional Use Permit (CUP) with Site Plan for McDonald's, a drive through restaurant facility, generally located west of Sarival Avenue and south of Cactus Road within the Sycamore Farms Planned Area Development (PAD). Case FS25-0515.

Alex Ferruccio, Planner I, 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 recommend approval the Conditional Use Permit with Site Plan for McDonald's at Sycamore Farms, Case FS25-0515, subject to stipulations 'a' through 'e' as outlined in the staff report. Commissioner Perry seconded the motion. Motion passed with 6 votes in favor.

REGULAR AGENDA ITEM – NON-PUBLIC HEARING:

Item 4 – Presentation and discussion to review FY25 Citywide Transportation update, including City construction projects, City design projects, regional improvements, and planning for the future.

Eric Boyles, Director of Transportation, presented item 4 to the Commission.

The Commission discussed the following:

- Bridge over Beardsley Canal for connectivity of 155th Ave Interchange
- Happy Valley Road to McMicken Way connectivity
- Number of lanes on 155th Ave

- 163rd Ave Interchange access and egress

Item 5 – Presentation and discussion to review FY25 Community Development Department and Planning & Zoning Commission activity.

Tiffany Copp, Assistant Director, Mindy Davis, Assistant Director, and Trever Fleetham, Acting Assistant Director and Planning Manager, presented item 5 to the Commission.

The Commission discussed the following:

- 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 7:00 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:

4/2/2026
