CITY OF SURPRISE
PLANNING AND ZONING COMMISSION

MEETING MINUTES

August 20, 2026 / 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 August 20, 2026.

A. ROLL CALL
In attendance were, Commissioner Kevin Perry, Commissioner Jared Holland, Commissioner Jay Leonard, Chair Ken Chapman, Commissioner Lisa Everett, and Commissioner Dennis Bash. Vice Chair Anthony Spata had an excused absence.

STAFF PRESENT:
Bianca Cortez, Assistant City Attorney; Lloyd Abrams, Assistant City Manager and Director of Community Development; Tiffany Copp, Assistant Director of Community Development; Trever Fleetham, Interim Assistant Director of Community Development; Chris Sexton, Senior Planner; Jani Wertin, Planner II; Leslie Carnie, Planner II; and Sara Camarillo, 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 July 16, 2026, Planning and Zoning Commission Meeting Minutes.

Chair Chapman called for corrections to July 16, 2026, Planning and Zoning Commission Regular Meeting minutes. Hearing none, Chair Chapman accepted a motion.

Commissioner Leonard made a motion to approve the July 16, 2026, Planning and Zoning Commissioner Regular Meeting Minutes. Commissioner Perry seconded the motion. Motion passed with 4 votes in favor. Vice Chair Spata had an excused absence. Commissioner Holland abstained. The system did not reflect a vote for Commissioner Everett.

Due to a technical glitch, voting was initiated for a second time. Minutes reflect correct vote.

Item 2 – Consideration and action to approve or disapprove the August 6, 2026, Planning and Zoning Commission Meeting Minutes.

Chair Chapman called for corrections to August 6, 2026, Planning and Zoning Commission Regular Meeting minutes. Hearing none, Chair Chapman accepted a motion.

Commissioner Holland made a motion to approve the August 6, 2026, Planning and Zoning Commission Regular Meeting Minutes. Commissioner Bash seconded the motion. Motion passed with 5 votes in favor. Vice Chair Spata had an excused absence. Commissioner Leonard abstained.

Commissioner Leonard requested his vote be changed from against to abstention. Minutes reflect correct vote.

REGULAR AGENDA ITEM – PUBLIC HEARING:

Item 3 – Consideration and action regarding a Conditional Use Permit (CUP) with Site Plan for a carwash (Clean Freak) on a site generally located at the southeast corner of Cactus Road and Sarival Road, zoned Greer Ranch Planned Area Development (PAD), case FS24-1579.

Jani Wertin, Planner II, presented item 3 to the Commission.

Chair Chapman opened the public hearing.

- Brennan Ray, Applicant - gave an overview of water, noise, overall development and operation. He also shared the site will be using Advanced Velocity Water Reclamation System and remaining balance of the site will be sold at a future date.
- Jared Schmiskie, Surprise resident and adjacent neighbor – expressed concern for the increased traffic of surrounding area.

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

The Commission discussed the following:

- Hours of operation of car wash and vacuums
- Portion of land between car wash and residential buildings
- Traffic study

Commissioner Perry moved to approve the Conditional Use Permit with Site Plan for a carwash (Clean Freak), Case FS24-1579, subject to stipulations ‘a’ through ‘e’ as memorialized in the staff report. Commissioner Leonard seconded the motion. Motion passed with 6 votes in favor. Vice Chair Spata had an excused absence.

Item 4 – Consideration and action regarding a Conditional Use Permit (CUP) with Site Plan for a vehicle fueling station, located at the southeast corner of Cactus Road and Sarival Road, zoned Greer Ranch Planned Area Development (PAD), case FS24-1580.

Jani Wertin, Planner II, presented item 4 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 Holland moved to approve the Conditional Use Permit for Circle K Gas Station and C Store, Case FS24-1580, subject to stipulations ‘a’ through ‘e’ as memorialized in the staff report. Commissioner Leonard seconded the motion. Motion passed with 6 votes in favor. Vice Chair Anthony Spata had an excused absence.

Commissioner Everette recognized her vote did not record in the system and voiced her vote be recorded as a yes. Minutes reflect correct vote.

Item 5 – Consideration and action regarding a Comprehensive Sign Program (CSP) Amendment for the Asante Trails development on a site generally located on the southwest corner of 163rd Avenue and Pat Tillman Boulevard. Case FS25-1042.

Leslie Carnie, Planner II, presented item 5 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:
- Signage quality/contribution to City’s character

Commissioner Perry moved to recommend approval of the Comprehensive Sign Program Amendment for Asante Trails, Case FS25-1042, subject to stipulations ‘a’ and ‘b’ as outlined in the staff report. Commissioner Leonard seconded the motion. Motion passed with 6 votes in favor. Vice Chair Anthony Spata had an excused absence.

Item 6 – Consideration and action pertaining to a Minor General Plan Amendment of approximately 7.52 acres from Neighborhood Character Area to Commerce and Office Character Area for property generally located near the southwest corner of Happy Valley Road and 157th Avenue. Case FS25-1081.

Chris Sexton, Senior Planner, presented items 6 and 7 to the Commission.

Chair Chapman opened the public hearing.
- None

Chair Chapman requested clarification that prior opposition was rescinded.

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

The Commission discussed the following:
- Office spaces/meeting rooms

Adam Baugh, attorney for the applicant - presented additional information to the Commission.

Commissioner Holland moved to recommend approval of the Minor General Plan Amendment for Happy Valley Biz-Tech Park, Case FS25-1081. Commissioner Leonard seconded the motion. Motion passed with 6 votes in favor. Vice Chair Spata had an excused absence.

Item 7 – Consideration and action pertaining to a Rezone of approximately 7.52 acres from Rural Residential (RR) to Regional Commercial (C-3) with a Planned Unit Development (PUD) overlay for property generally located near the southeast corner of Happy Valley Road and 157th Avenue. Case FS25-1081.

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 Rezone for Happy Valley Road Biz-Tech Park, Case FS25-1081, subject to stipulations (a) and (b) as outlined in the staff report. Commissioner Leonard seconded the motion. Motion passed with 6 votes in favor. Vice Chair Spata had an excused absence.

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 6:50 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: ______________________________

Sara Camarillo, Secretary

DATE: