



CITY OF SURPRISE
Planning and Zoning Commission
16000 N. Civic Center Plaza
Surprise, AZ 85374
Thursday, October 1, 2026 @ 6:00 PM
COUNCIL CHAMBERS

- A. Call To Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Current Events and Reports
- E. Staff Reports

Presentation and discussion related to the FY26 Community Development Department Update

- F. Planning and Zoning Commission Agenda:

CONSENT AGENDA:

Approval of the consent agenda may be by one motion and a passing vote by the Planning and Zoning Commission. There will be no separate discussion on these items unless a Commissioner requests such. The requested item for discussion will be removed from the consent agenda and considered in its normal sequence on the agenda.

- | | | | |
|----|----------|--|-----------------------|
| 1. | Internal | Consideration and action to approve or disapprove the August 20, 2026, Planning and Zoning Commission Meeting Minutes. | Community Development |
| 2. | Internal | Consideration and action to approve or disapprove the 2027 Planning and Zoning Commission Meeting Calendar. | Community Development |

REGULAR AGENDA ITEM - PUBLIC HEARING:

REGULAR AGENDA ITEM - NON-PUBLIC HEARING:

- G. Call To The Public

INSTRUCTIONS:

In order to address the Commission, you will need to fill out a Public Comment Form available at the entrance, and turn it in to the Secretary before the meeting begins.

You may also fill out the [Public Comment Form online](#). If submitting the online form, it must be received at least one hour before the meeting start time.

In accordance with A.R.S. 38-431.01(I) - During this time members of the public may address the "Commission" only on issues within the jurisdiction of the "Commission". At the conclusion of the open call, "Commissioners" may respond to criticism, may ask staff to review the matter or may ask that the matter be put on a future agenda.

Commissioners may not discuss or respond to matters raised during the call to the public that are not specifically identified on the agenda.

Each speaker shall be limited to three (3) minutes per item. If several speakers desire to speak regarding a single topic, the Chair may limit the number of speakers or the time given to each group. A maximum time of 30 minutes will be given per topic. However, an equal amount of time will be given to each side of an issue.

- H. Other Business and Future Agenda Items
- I. Executive Session

Pursuant to A.R.S. § 38-431.03

A. On a public majority vote of the members constituting a quorum, a public body may hold an

executive session but only for the following purposes:

2. Discussion or consideration of records exempt by law from public inspection, including the receipt and discussion of information or testimony that is specifically required to be maintained as confidential by state or federal law.
3. Discussion or consultation for legal advice with the attorney or attorneys of the public body.
4. Discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation.
7. Discussions or consultations with designated representatives of the public body in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property.

J. Adjournment

KRISTI PASSARELLI, CITY CLERK

POSTED: Thursday, September 24, 2026 @ 2:30 PM

Meeting room doors will be open at least 30 minutes prior to the start of the meeting.

SPECIAL NOTE: PERSONS WITH SPECIAL ACCESSIBILITY NEEDS, INCLUDING LARGE PRINT MATERIALS OR INTERPRETER, SHOULD CONTACT THE CITY CLERK'S OFFICE @ 623.222.1200 OR CLERK@SURPRISEAZ.GOV, BY NO LATER THAN 24 HOURS IN ADVANCE OF THE REGULAR SCHEDULED MEETING TIME.



CITY OF SURPRISE
Planning and Zoning Commission

Council Meeting Date: October 1, 2026 Contact Person:
Submitting Department: Community Development District: Citywide
Staff Recommendations: None

Consent: No Regular: No Public Hearing: No Report/Discussion: Yes

Agenda Wording:

Presentation and discussion related to the FY26 Community Development Department Update

Motion:

Presentation and discussion only

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:

1. PZ Dept Update_FY26
-

DEVELOPMENT UPDATE

Community Development Department

P&Z Commission October 01, 2026



SURPRISE
ARIZONA

Presentation Overview



Planning & Zoning Commission Activity



Community Development Department Overview



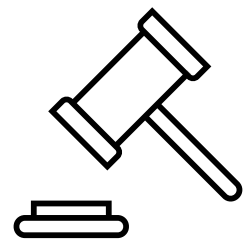
Ongoing Development Activity



Transportation



SURPRISE
ARIZONA



Planning & Zoning Commission Activity

P&Z Mission Statement

The Planning & Zoning Commission exists to promote the health, safety and beauty of the community and secure growth and development within the City, in conformance with the General Plan.

(SMC § 2-301)



SURPRISE
ARIZONA

P&Z Cases Reviewed

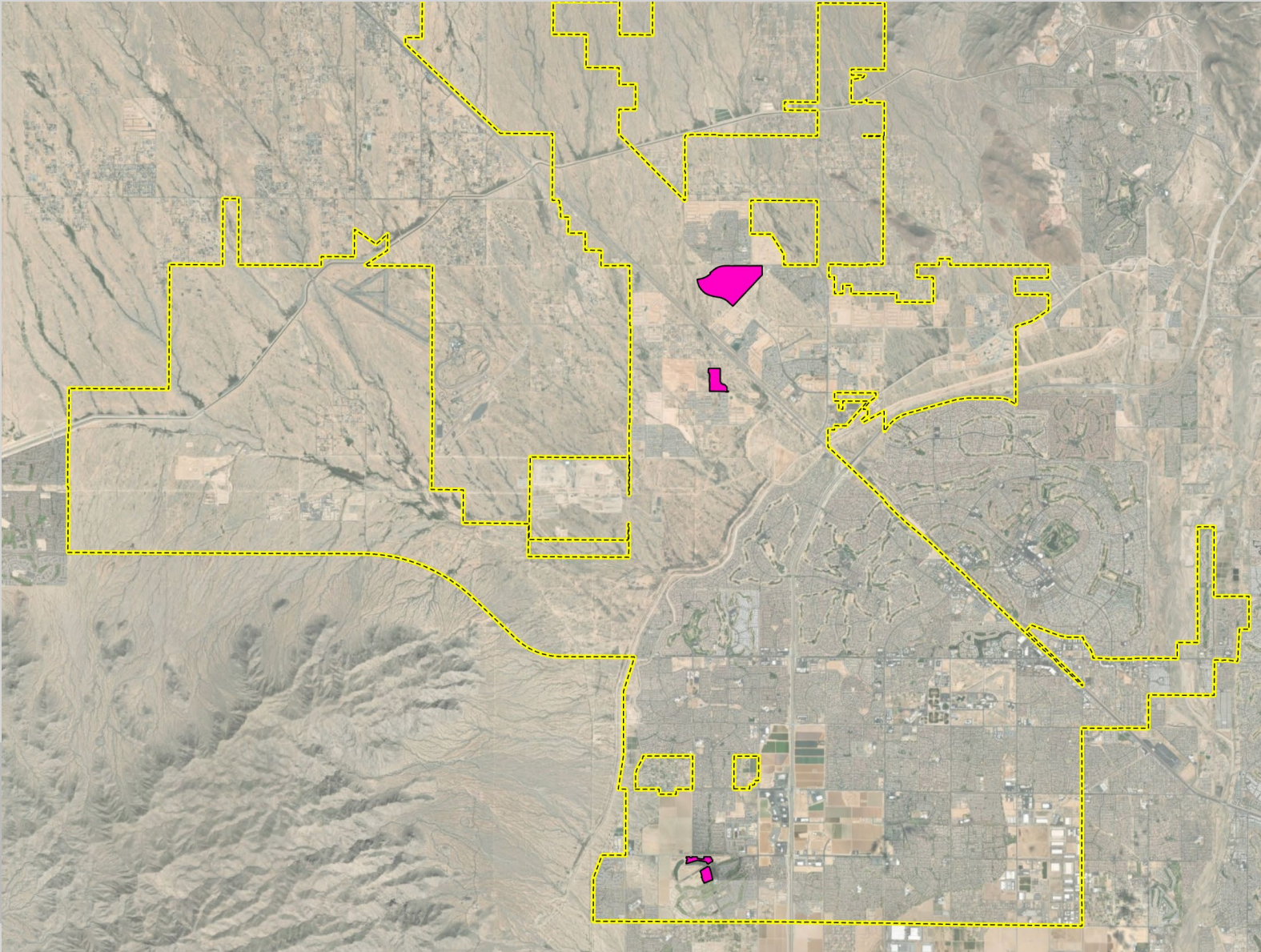
Type:	FY22	FY23	FY24	FY25	FY26
Comprehensive Sign Program	1	0	3	1	4
Conditional Use Permit	10	18	15	12	8
General Plan Amendment	2	1	0	0	0
Preliminary Plat	19	12	8	4	0
Rezone/Zoning Amendment	10	13	13	10	3
Site Plan	21	6	2	0	0
Text Amendment	5	1	4	3	5
TOTAL:	68	51	45	30	20

Note: Preliminary Plat and Site Plan entitlements converted to Administrative Approvals

Total Cases Reviewed

Type:	FY22	FY23	FY24	FY25	FY26
Annexation	2	0	1	4	2
Comprehensive Sign Program	3	1	6	1	4
Conditional Use Permit	10	18	15	12	8
Final Plats	76	72	57	37	45
General Plan Amendment	2	1	1	0	0
Other	72	43	46	22	24
Preliminary Plat	19	12	8	5	4
Rezone/Zoning Amendment	19	18	19	23	10
Site Plan	58	72	45	27	33
Text Amendment	5	1	4	4	5
TOTAL:	266	238	202	135	135

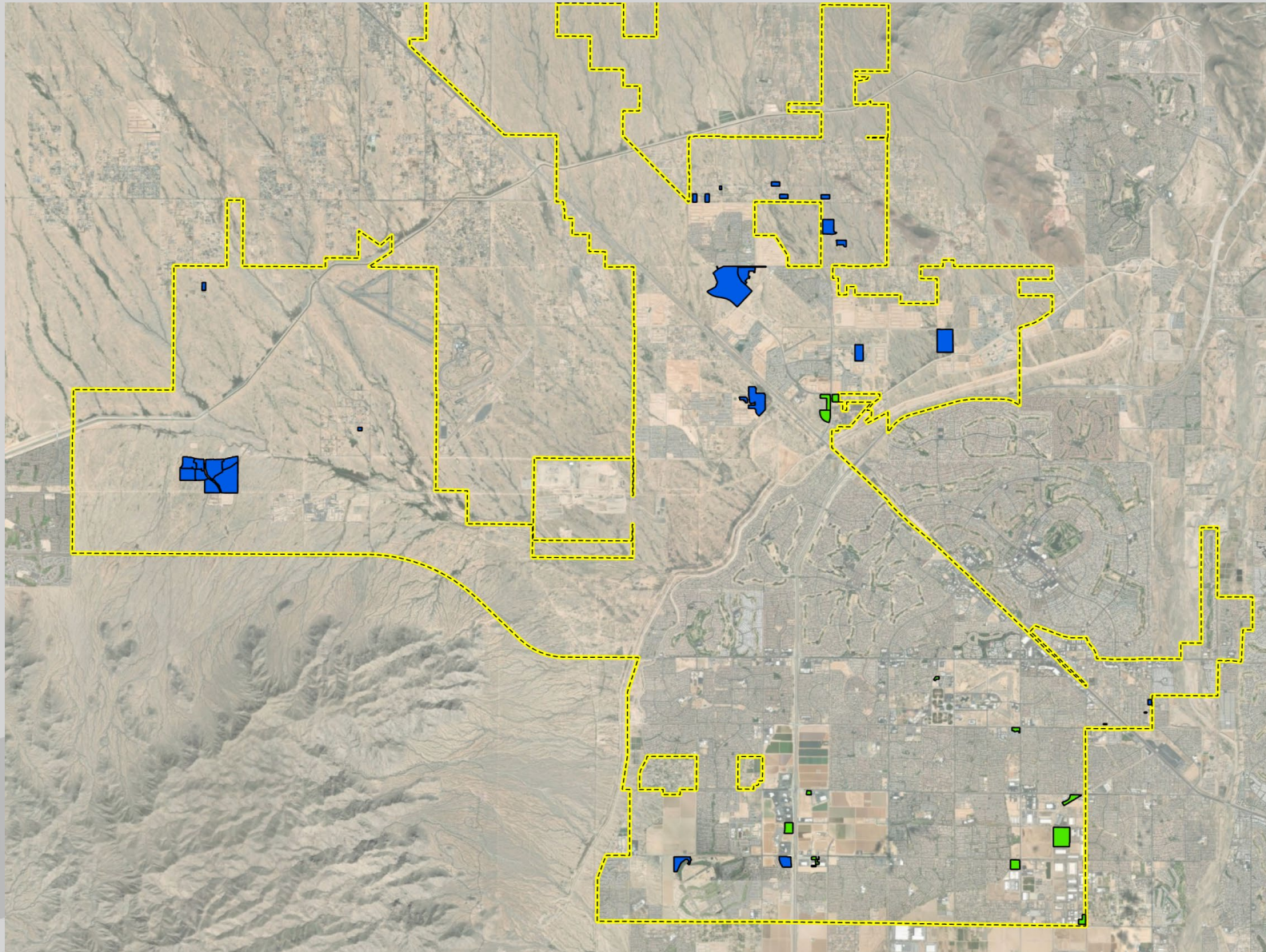
Approved Preliminary Plats



- Number of Pre-Plats: 4

- Pre-Platted Lots: 992

Approved Final Plats



- **Number of Plats: 38**

Residential: 26

Commercial: 12

- **Platted Lots: 1,495**

Residential: 1,459

Commercial: 36



Community Development Overview (By Division)

CD Mission Statement

Mission: To guide Surprise's responsible growth through the delivery of exceptional service and proactive planning, permitting, building safety, and code enforcement — supporting Surprise's vision for sustainable growth, livability, and community resilience.

Vision: To create a well-designed, vibrant Surprise that honors our heritage, embraces innovation, plans for the future, connects people to opportunity, and builds strong and safe neighborhoods where everyone thrives.



SURPRISE
ARIZONA

Administration

Mindy Davis, Director

- **Tiffany Copp & Trever Fleetham, Assistant Directors**

Responsible for:

- Overseeing department divisions
- Supporting Council goals and initiatives
- Solving today's problems while thinking about/planning for the City's future!



SURPRISE
ARIZONA

CD Business Operations

Responsible for:

- Supporting development & permitting software and related applications
- Participating in the project to replace/update the City's current development/permitting software
- Reporting on department financials and statistics
- Developing the annual department budget
- Managing contracts for goods & services
- Managing 80+ Development Agreements



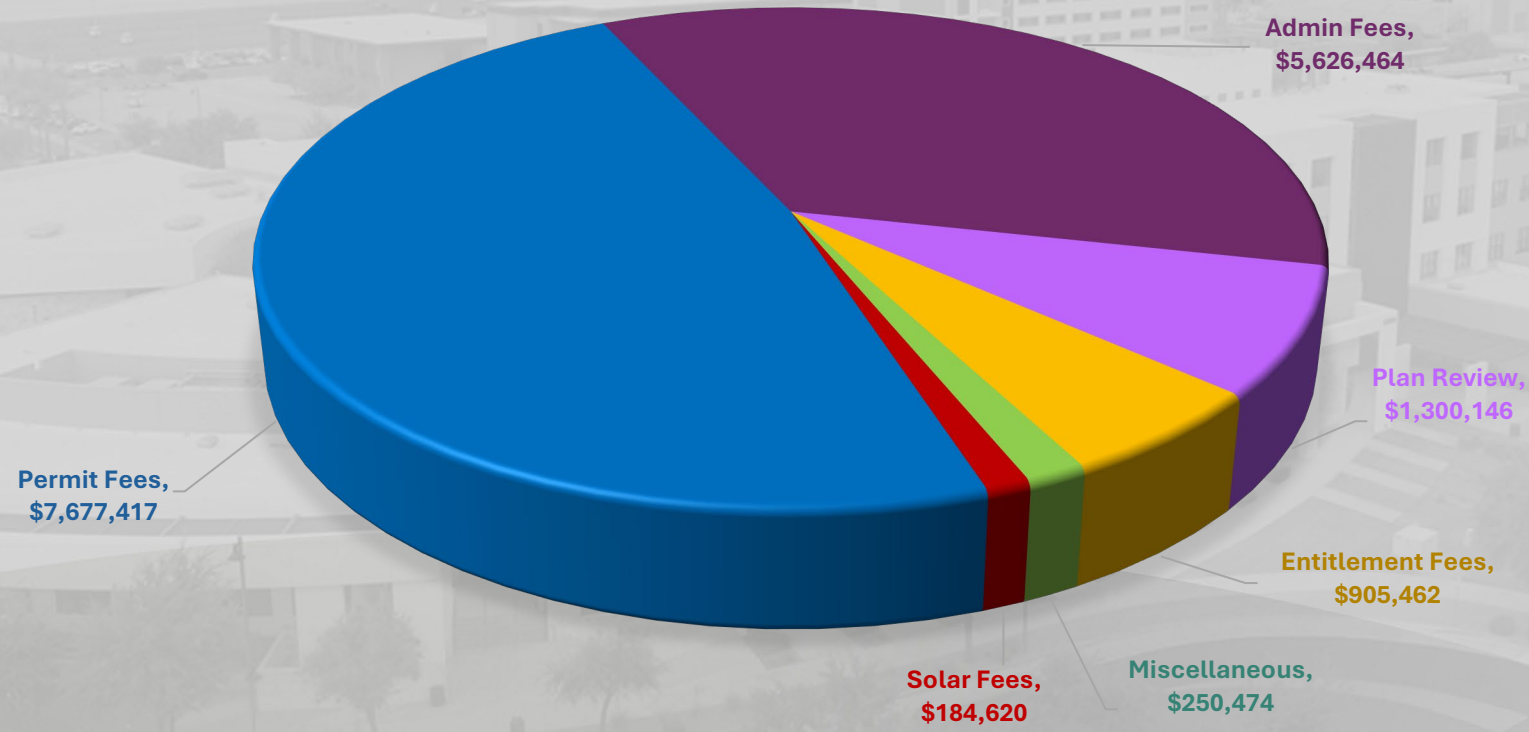
SURPRISE
ARIZONA

Business Operations



Business Operations

FY26 Revenue Streams



Real Property

Responsible For:

- Acquisition: Land, ROW, Easements
- Disposition
- Research: Legal Access, Ownership, etc.
- Land/Lease Management

FY26 Projects Included:

- Happy Valley Road Expansion Project
- Cactus Road Beardsley to Magnolia Drive
- Fire Station land purchase in SPA 3
- Various right-of-way acquisitions



Easements are areas of your property that are reserved for public use or for the installation, operation, and maintenance of public utilities.

Public Right-of-Way

The area adjacent to public streets that is owned by the City and available for public use. This includes the roadway, sidewalk, and any adjacent public landscaping.

Utility Easement

A private property right-of-way granted to the City or utility providers to access, install, operate, and maintain underground utilities such as water, sewer, electric, and communications.



Important: Structures, walls, landscaping with deep roots, and other improvements may be restricted within utility easements. Always check with the City before planning any improvements.

Planning

Responsible For:

- Design Review & Pre-Application Meetings
- Spearheads the City's development process
- Case management for current and long-range planning efforts

FY26 Projects Included:

- Continuation of Prasada/ Prasada North/ Asante Developments
- Zoning text amendments for BESS & Desert Rural



Development Services & Building Safety

Responsible For:

- Intake and processing of all building permit applications, temporary use permits, special event permits
- Building Plan Review & Inspections
 - Residential & Commercial

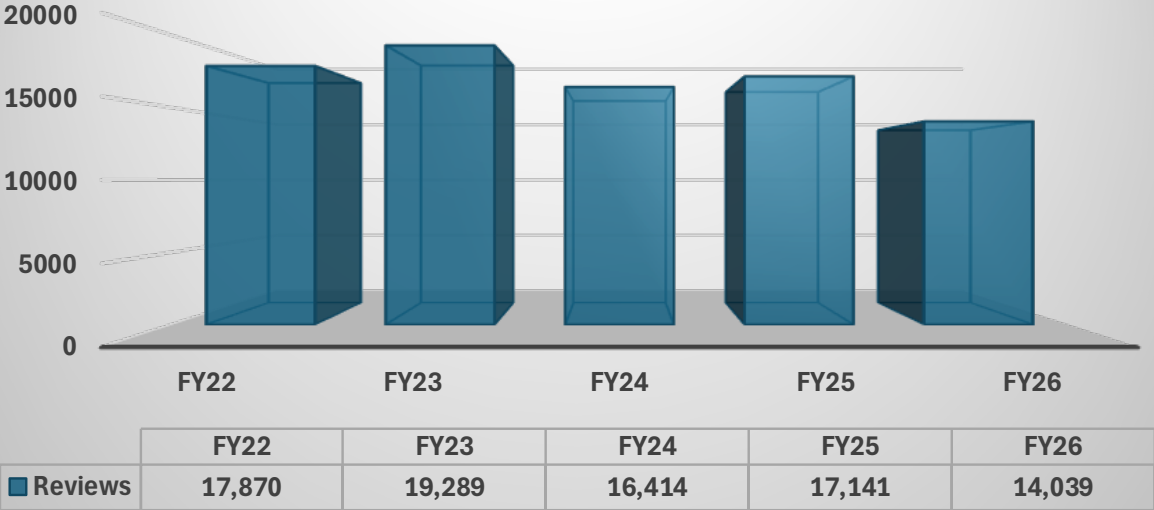
FY26 Projects Included:

- Continued review of ongoing large-scale developments:
 - Commercial - Prasada, Asante
 - Multi-family – Arterra Apartments, Orchard Springs
- 2024 International Codes - Local Amendments **ADOPTED!**



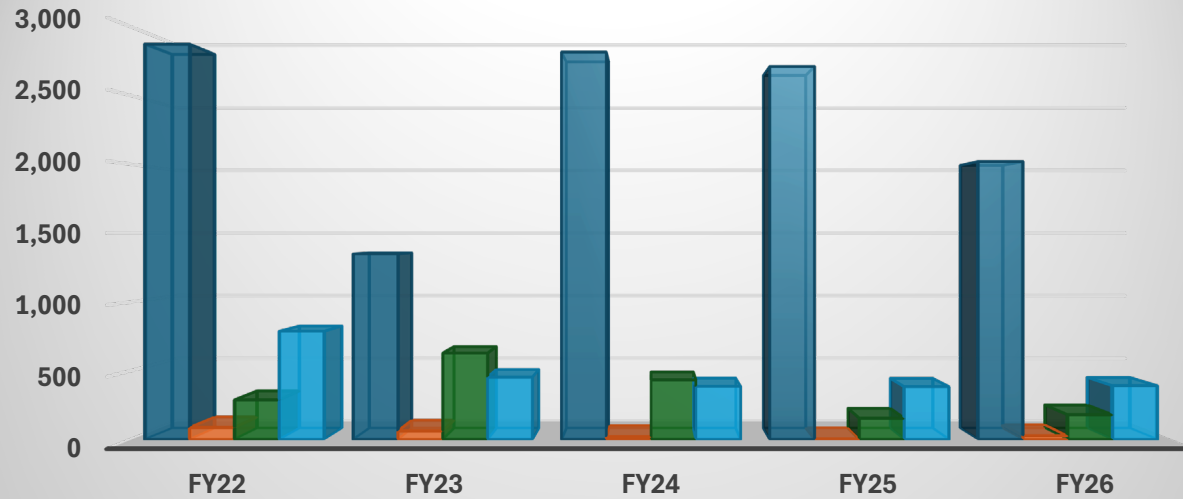
Plan Review

Completed Building Plan Reviews



% Completed On or Before Due Date	
FY22	98.47%
FY23	98.18%
FY24	96.18%
FY25	97.77%
FY26	99.00%

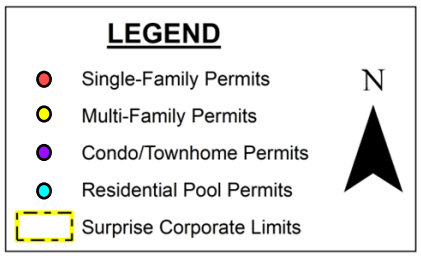
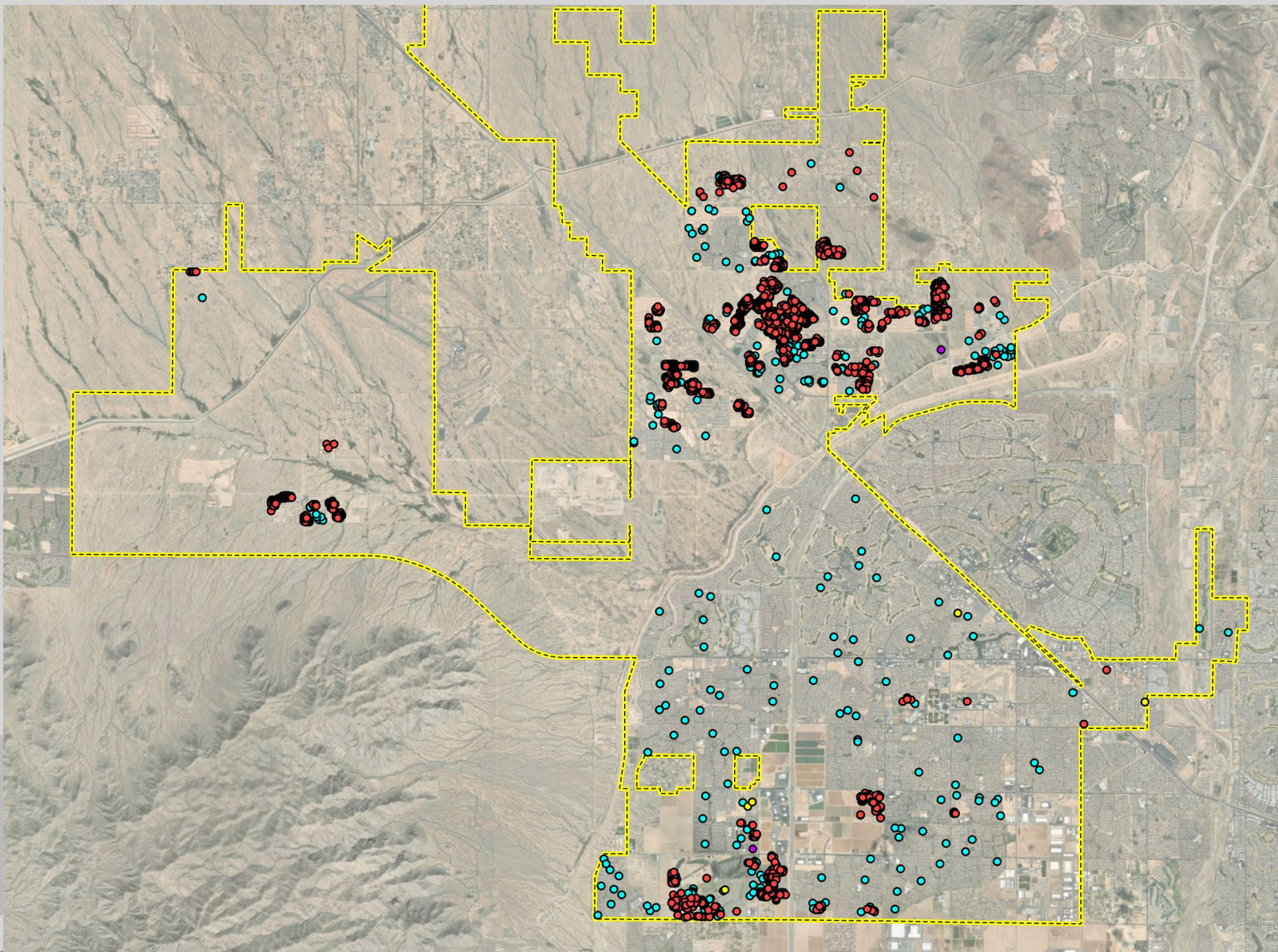
Residential Permits Issued



	FY22	FY23	FY24	FY25	FY26
Single Family (SFR)	2,873	1,349	2,815	2,711	2,020
Multi-Family	87	62	19	2	27
Condos/Townhomes	288	628	433	154	180
Residential Pools	787	453	386	384	391

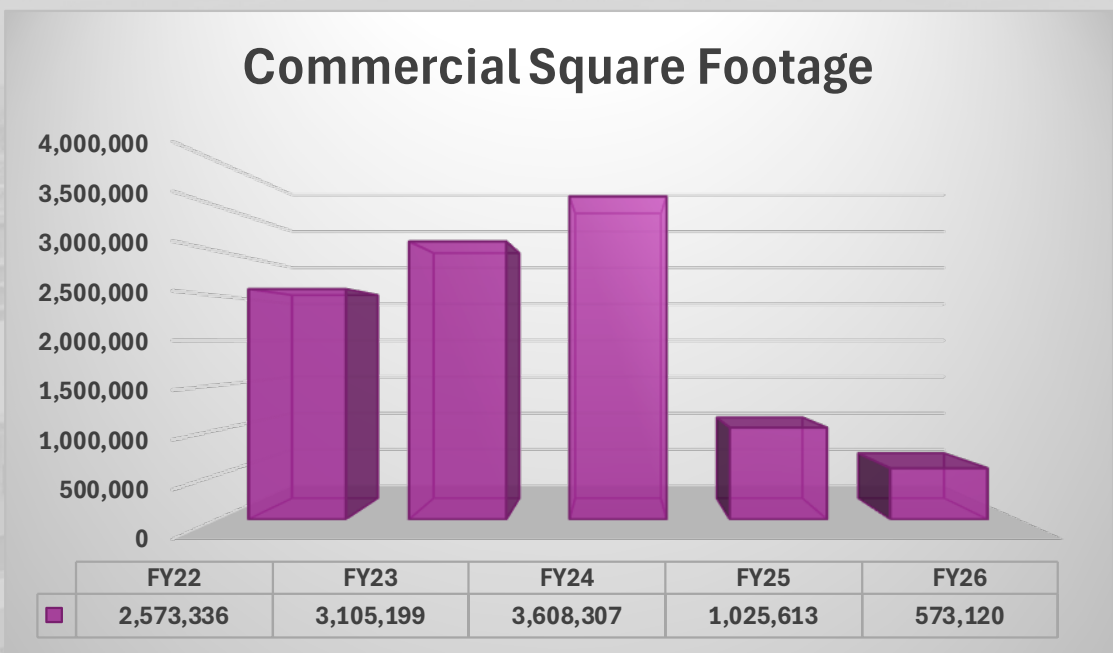
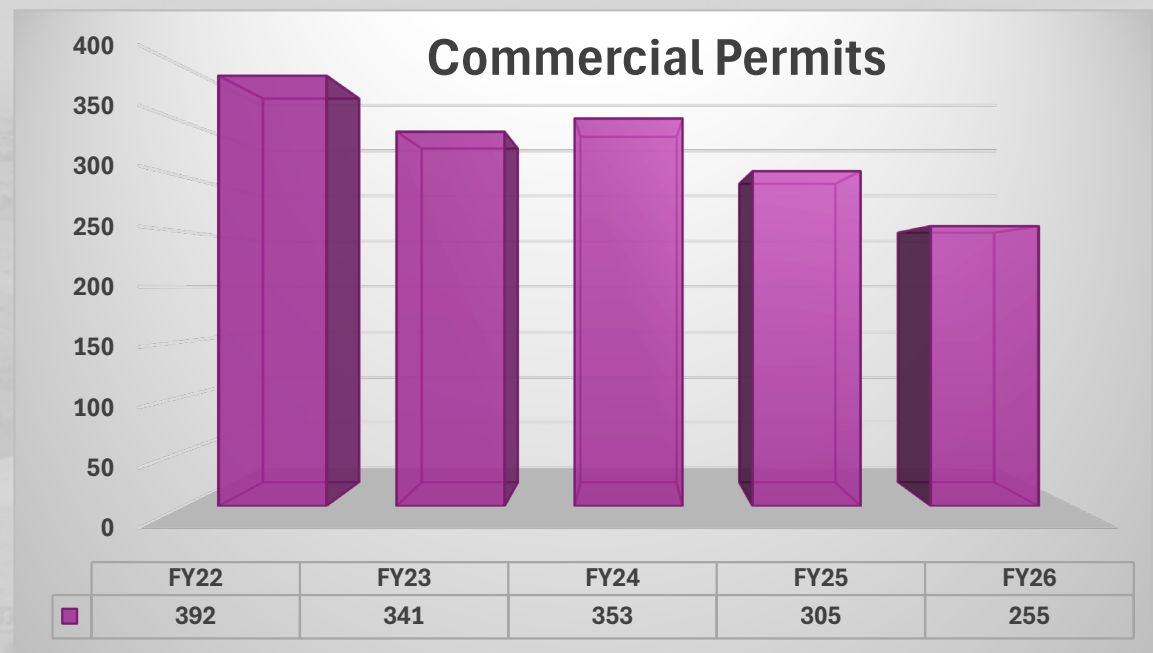


Residential Permits Issued



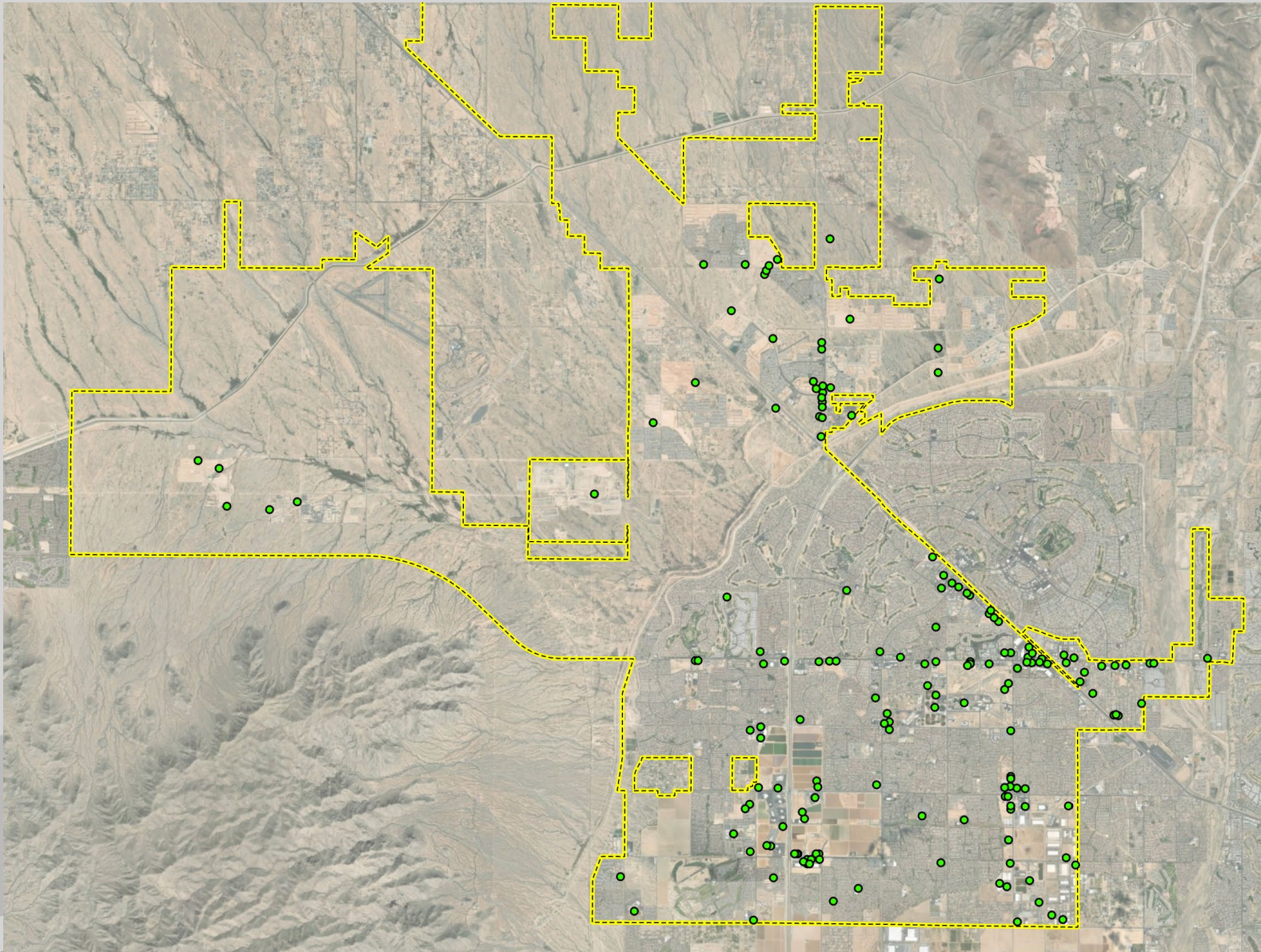
PERMIT TYPES	# OF PERMITS
Single-Family	2,020
Multi-Family	27
Condos & Townhomes	180
Pools	391

Commercial Permits Issued



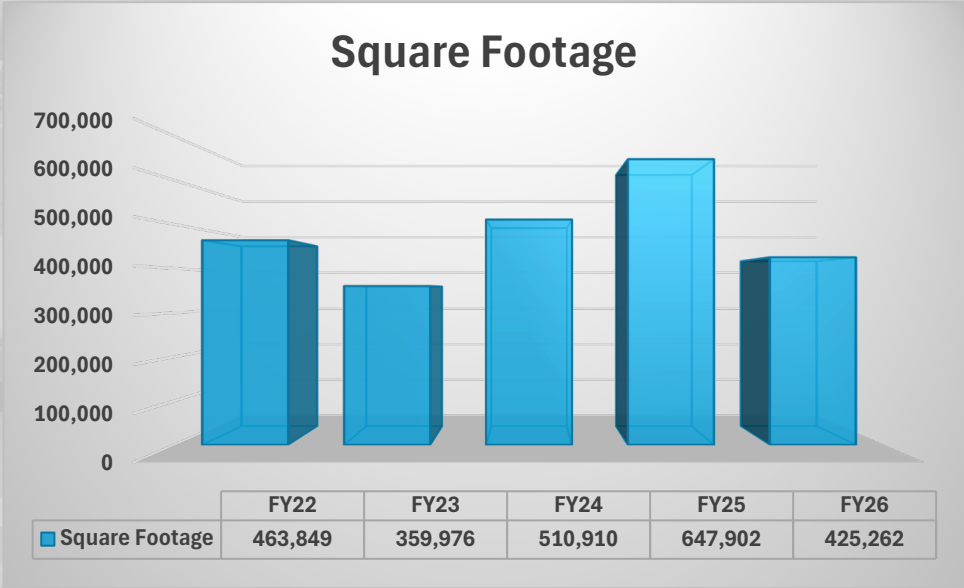
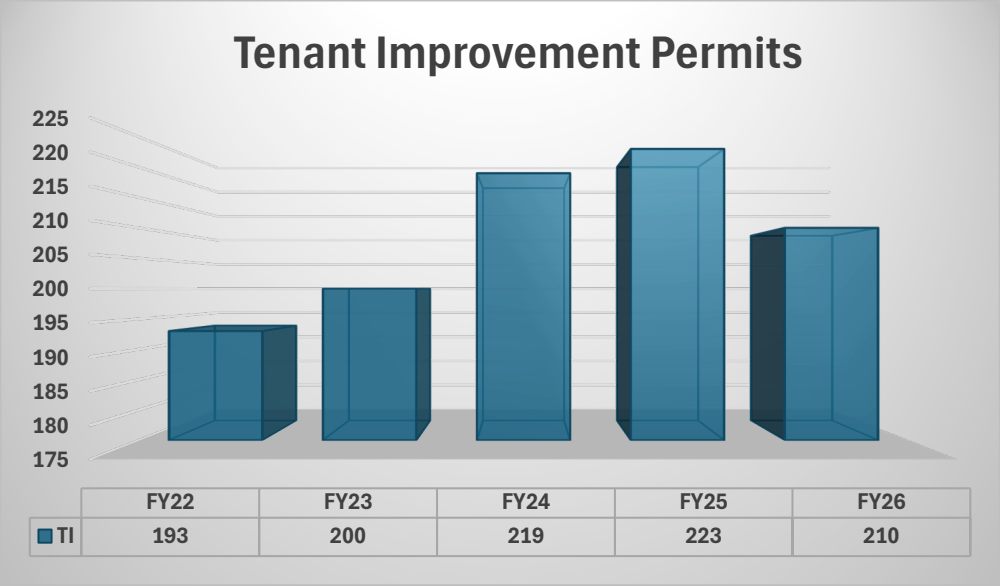
Total Estimated FY26 Valuation: \$65,639,050

Commercial Permits Issued



**New Commercial
Construction Permits
255**

Tenant Improvement Permits Issued



Total Estimated FY26 Valuation: **\$50,464,585**

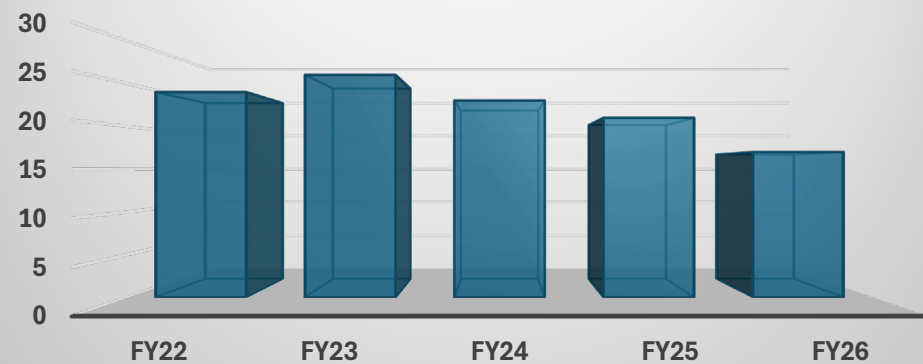
Building Safety Inspections

Completed Inspections



	FY22	FY23	FY24	FY25	FY26
■	60,013	62,769	63,184	58,943	44,533

Average Daily Inspections
Per Inspector



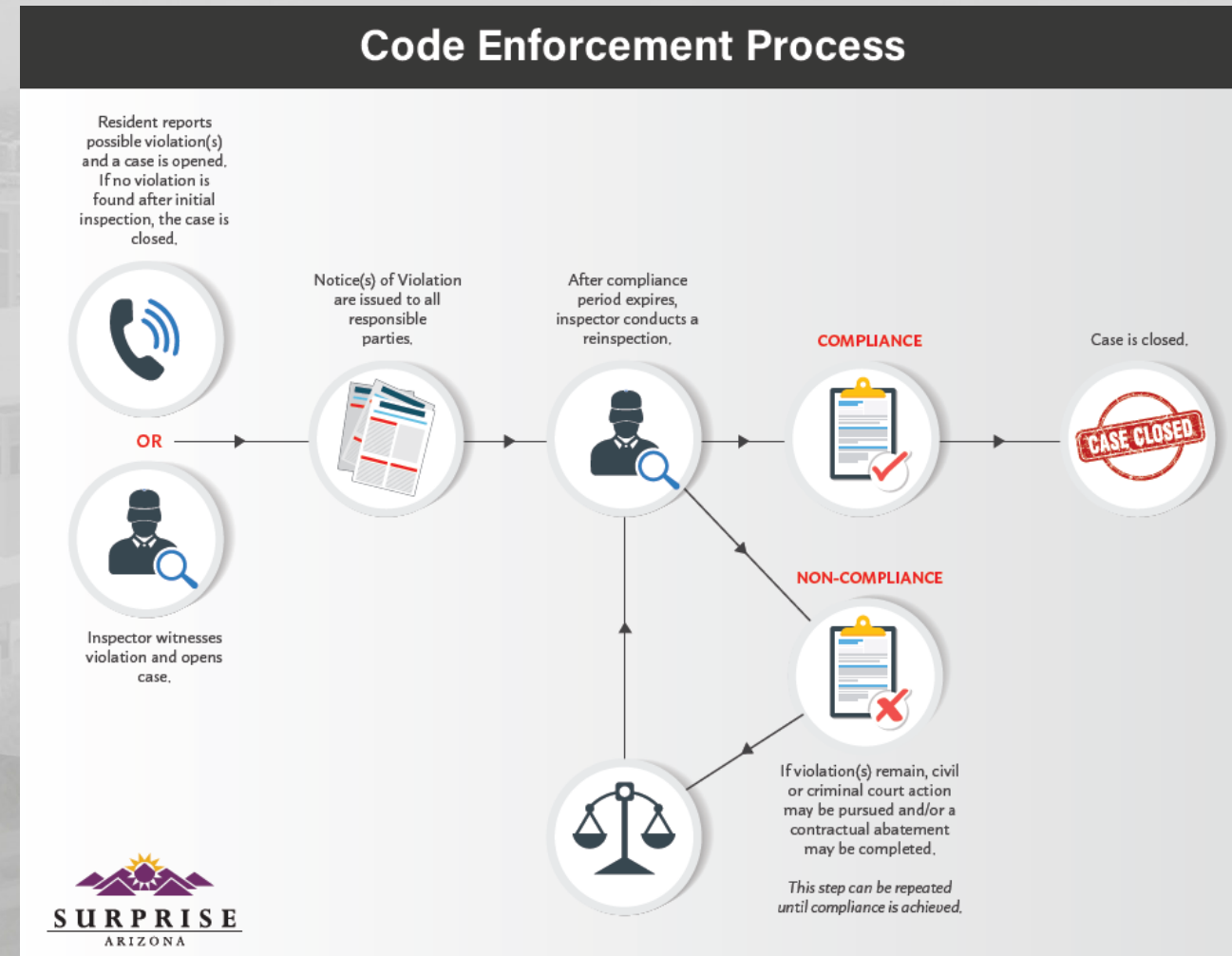
	FY22	FY23	FY24	FY25	FY26
■	24	26	23	21	17



Code Enforcement

Responsible for the Education & Enforcement of:

- Property Maintenance code
- Sign Code
- International Building Codes
- Zoning (LDO) Code
- Short Term Rental Ordinance
- Other City Municipal Codes



Code Enforcement

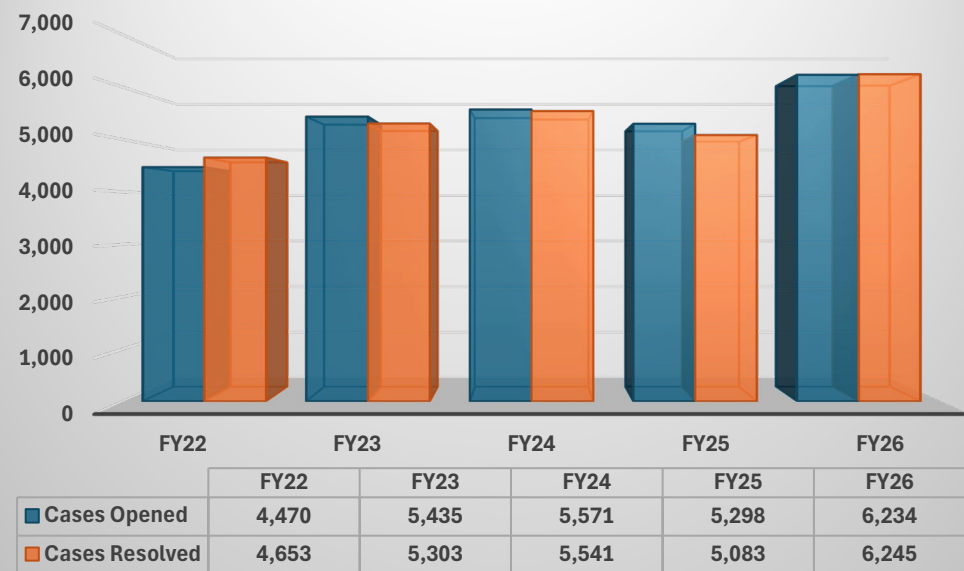
FY26 Projects Included:

- Graffiti Abatement Program
- Strategic clean-up campaign in the OTS
 - Ongoing alley enforcement
- Continue to monitor truck parking areas
- Technology enhancements

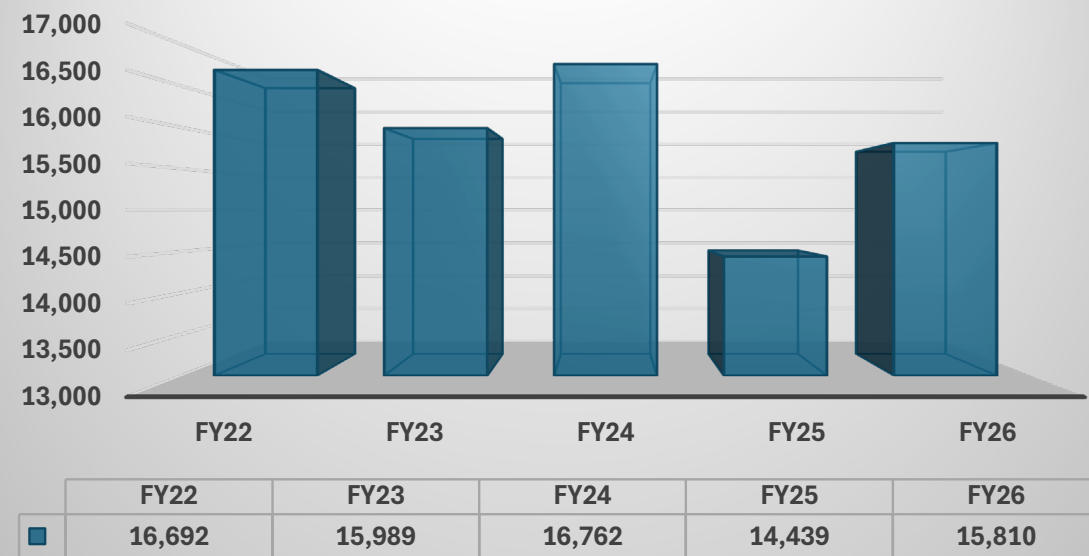


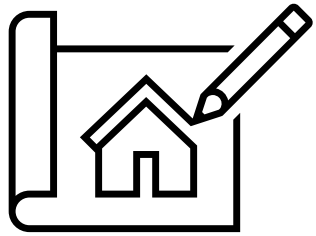
Code Enforcement

Cases Opened and Resolved



Inspections Completed





Ongoing Development Activity

Commercial Retail



Sycamore Farms Marketplace

Cactus Rd. & Sarival Ave.



Commercial Retail

Sycamore Farms Marketplace

Cactus Rd. & Sarival Ave.



Commercial Retail

Thompson Thrift Prasada

NEC Cactus Rd. & Loop 303



Commercial Retail

Litchfield Road

NEC Litchfield Rd. & Waddell Rd.



Commercial Retail

Asante Trails

SWC Pat Tillman Blvd. & 163rd Ave.



Commercial Retail

Goodwill

SEC Bell Rd. & Loop 303



Multi-Family



Avilla Foothills

NWC Cactus Rd. & Cotton Ln.

Surprise City Center Townhomes

SWC Luke Pkwy. & Litchfield Rd.



Multi-Family



Kamarata Ranch BTR

SWC Happy Valley Rd. & 147th Ave.

Multi-Family



Truman Ranch Marketplace

SWC Luke Pkwy. & Litchfield Rd.



Multi-Family

Heritage Senior Apartments

NWC Santa Fe Dr. & Hollyhock St.

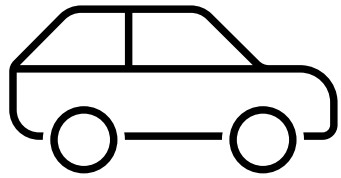


Industrial

Summit of Surprise

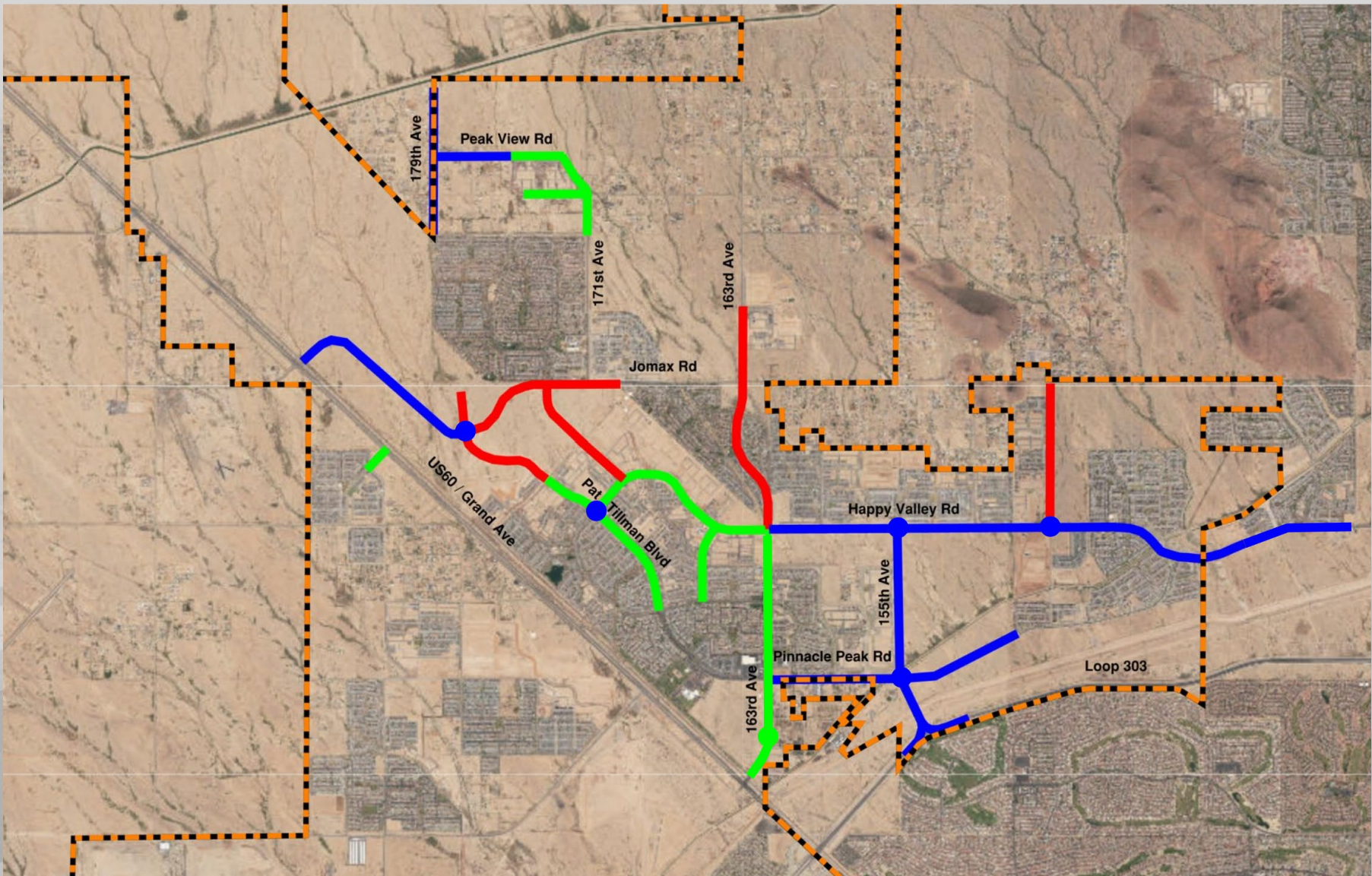
NWC Cactus Rd. & Dysart Rd.





Transportation

Roadway Status – District 1



Legend

District/City Boundary

Roadway Status

Constructed

Under Construction

Future/Planned

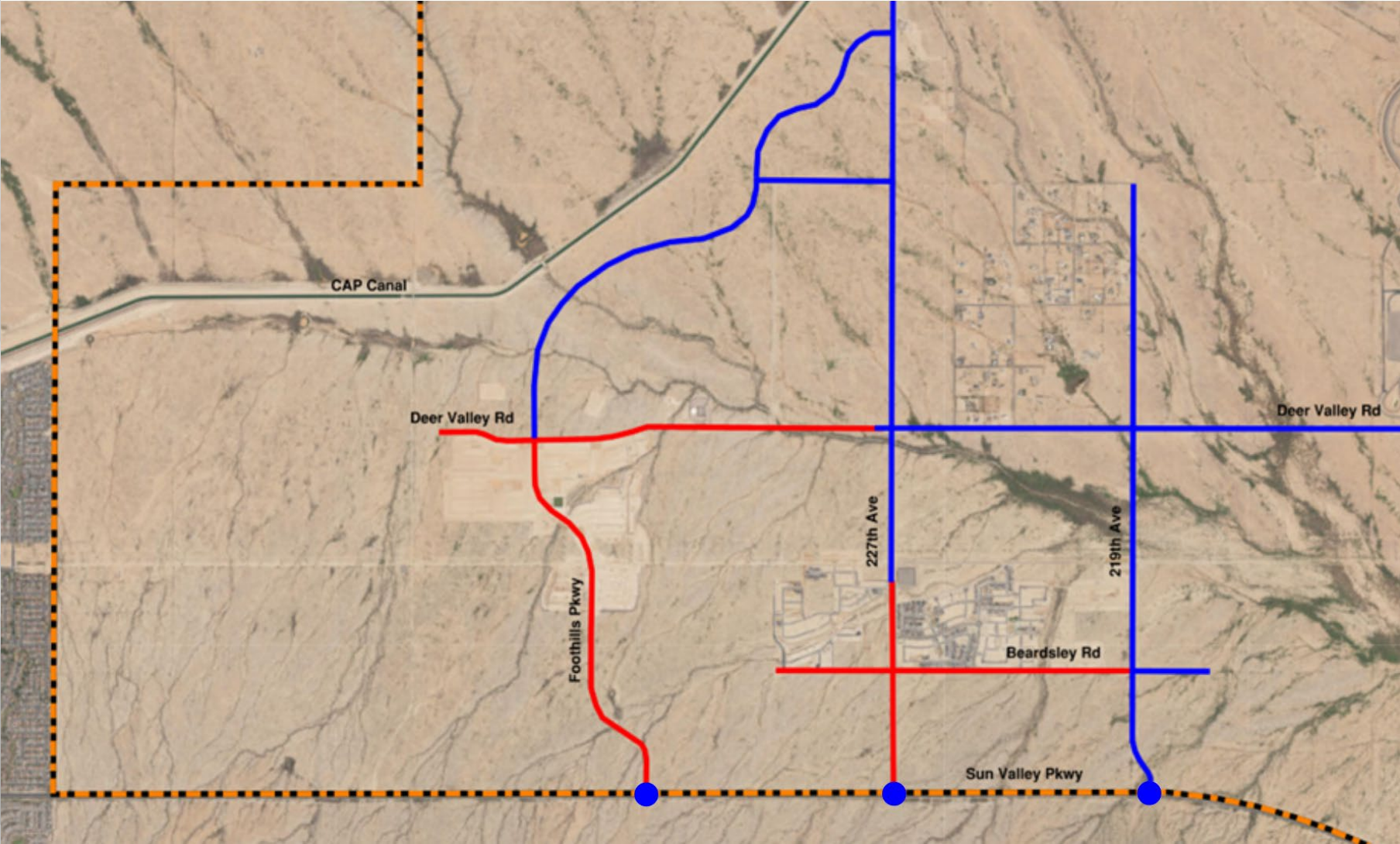
Traffic Signal Status

Constructed

Under Construction

Future/Planned

Roadway Status – District 1

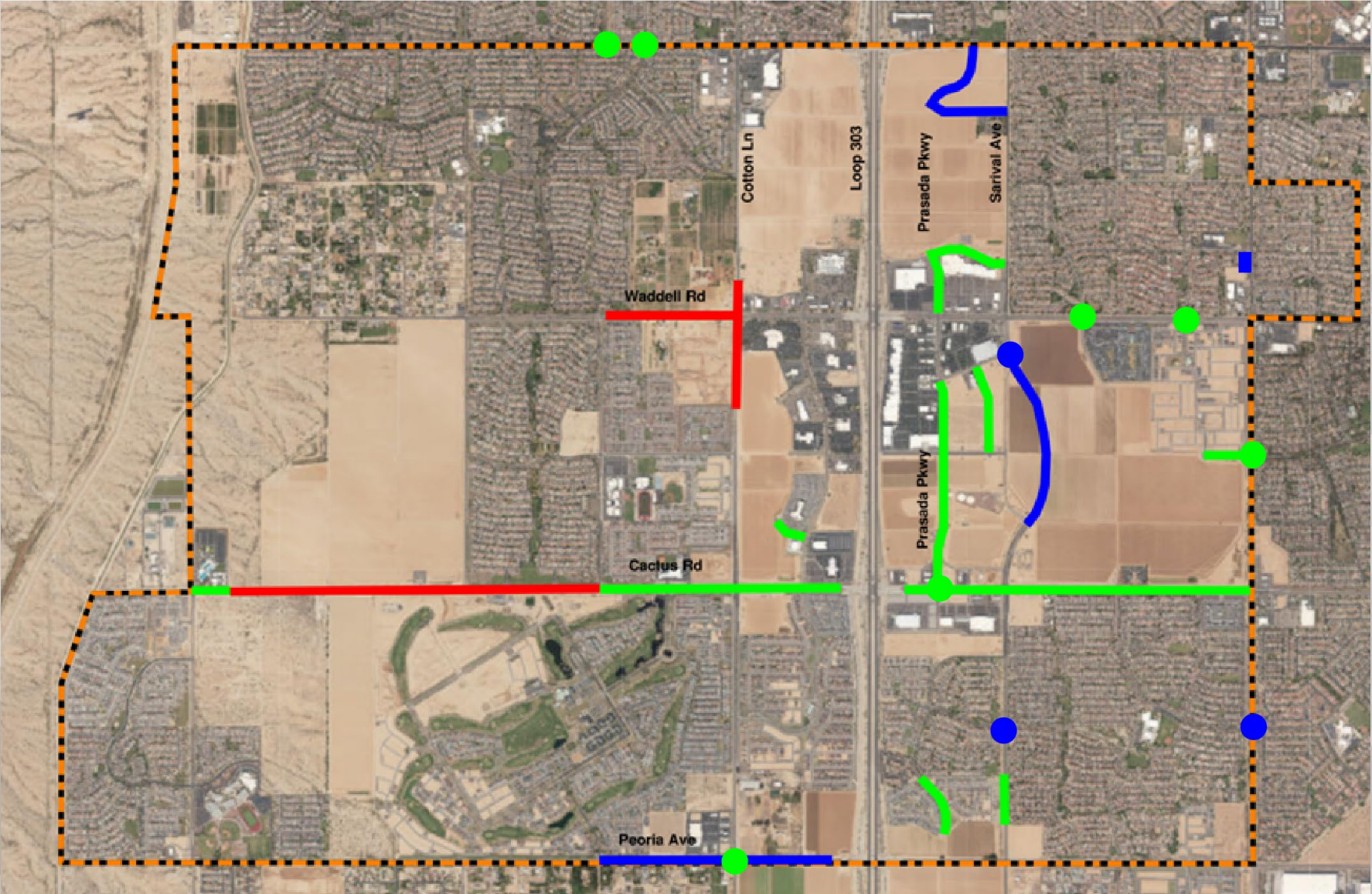


Legend
 District/City Boundary

Roadway Status
 Constructed
 Under Construction
 Future/Planned

Traffic Signal Status
 Constructed
 Under Construction
 Future/Planned

Roadway Status – District 3



Legend

District/City Boundary

Roadway Status

Constructed

Under Construction

Future/Planned

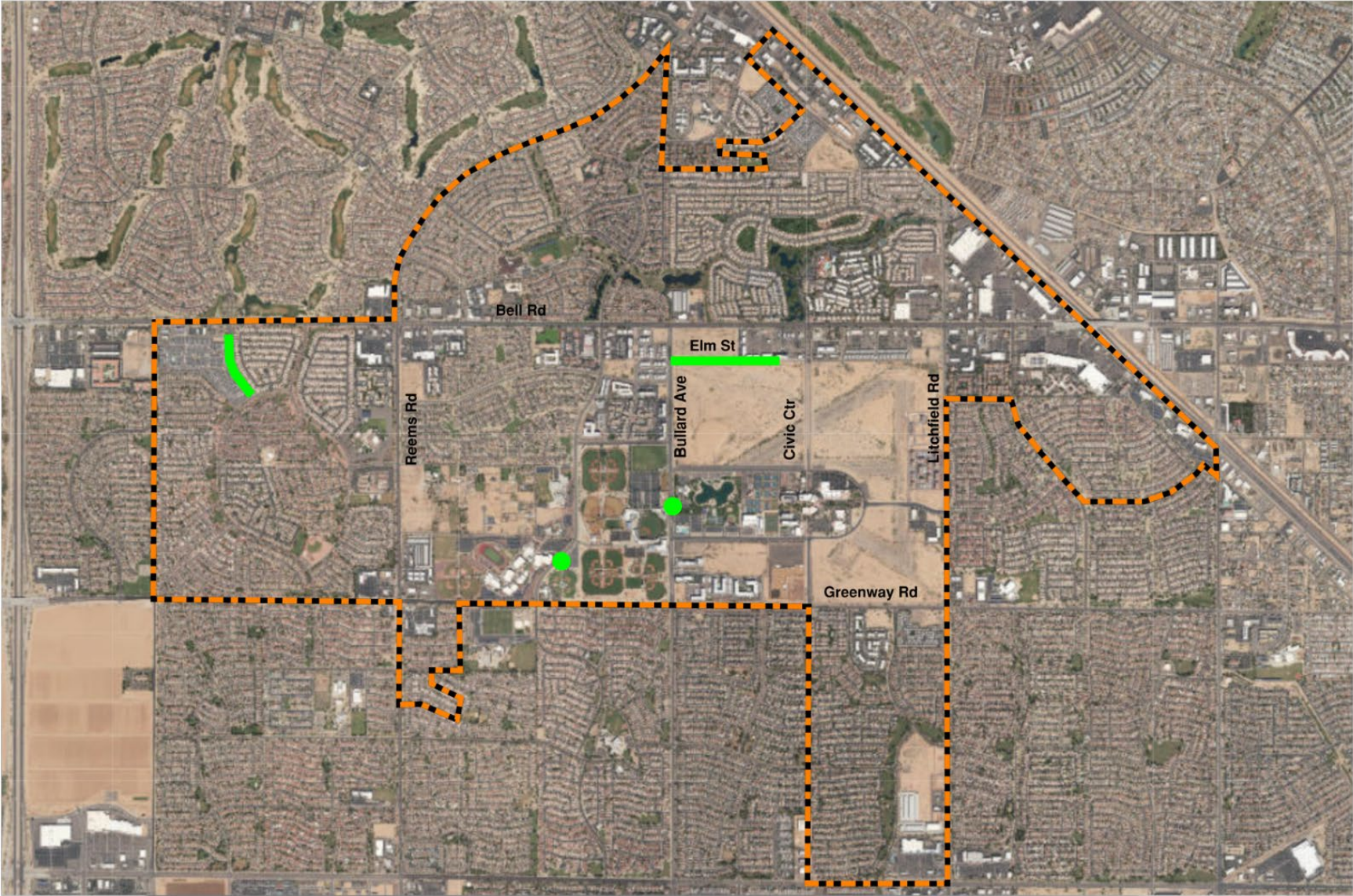
Traffic Signal Status

Constructed

Under Construction

Future/Planned

Roadway Status – District 5



Legend

District/City Boundary

Roadway Status

Constructed

Under Construction

Future/Planned

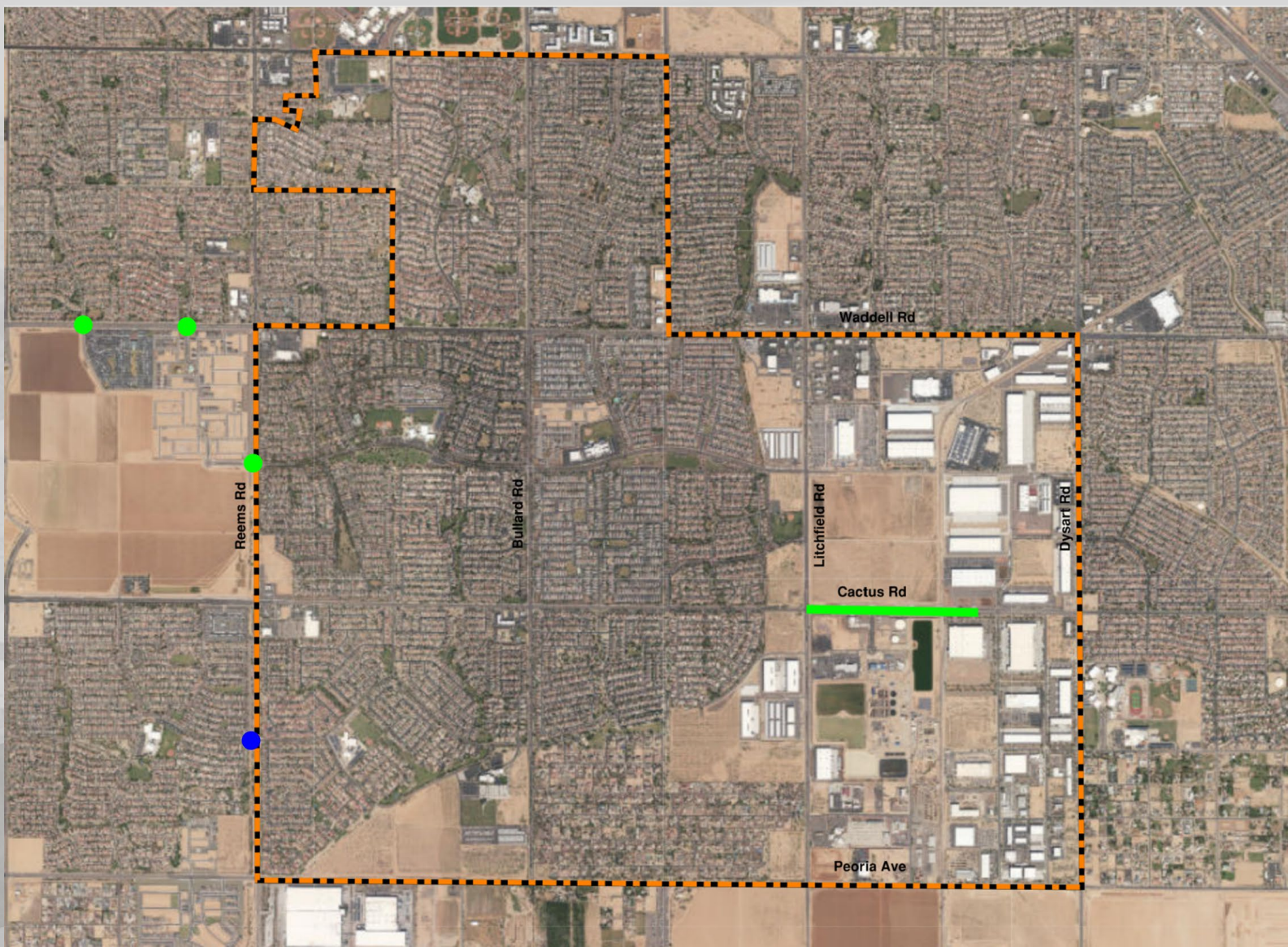
Traffic Signal Status

Constructed

Under Construction

Future/Planned

Roadway Status – District 6



Legend
 District/City Boundary

Roadway Status
 Constructed
 Under Construction
 Future/Planned

Traffic Signal Status
 Constructed
 Under Construction
 Future/Planned

Questions or Comments?

THANK YOU



SURPRISE
ARIZONA



CITY OF SURPRISE
Planning and Zoning Commission

Council Meeting Date: October 1, 2026 Contact Person:
Submitting Department: Community Development District: Internal
Staff Recommendations:

Consent: Yes Regular: No Public Hearing: No Report/Discussion: No

Agenda Wording:

Consideration and action to approve or disapprove the August 20, 2026, Planning and Zoning Commission Meeting Minutes.

Motion:

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:

1. 08-20-2026 MINS
-

**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:



CITY OF SURPRISE
Planning and Zoning Commission

Council Meeting Date: October 1, 2026 Contact Person:
Submitting Department: Community Development District: Internal
Staff Recommendations:

Consent: Yes Regular: No Public Hearing: No Report/Discussion: No

Agenda Wording:

Consideration and action to approve or disapprove the 2027 Planning and Zoning Commission Meeting Calendar.

Motion:

I move to approve/disapprove the 2027 Planning and Zoning Commission Meeting Calendar.

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:

1. 2027 Planning and Zoning Meeting Dates
-



2027 Planning and Zoning Meeting Dates

January 7, 2027

January 21, 2027

February 4, 2027

February 18, 2027

March 4, 2027

March 18, 2027

April 1, 2027

April 15, 2027

May 6, 2027

May 20, 2027

June 3, 2027

June 17, 2027

August 5, 2027

August 19, 2027

September 2, 2027

September 16, 2027

October 7, 2027

October 21, 2027

November 4, 2027

November 18, 2027

December 2, 2027

December 16, 2027