

**CITY OF SURPRISE  
PLANNING AND ZONING COMMISSION**

**MEETING MINUTES**

**November 3, 2016 / 6:00 PM**

**COUNCIL CHAMBERS  
16000 North Civic Center Plaza  
Surprise, AZ 85374**

**CALL TO ORDER.**

Chair Ken 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 Thursday, November 3, 2016.

**A. ROLL CALL**

In attendance were Chair Ken Chapman, Vice Chair Matthew Keating and Commissioners Dennis Smith, Dennis Bash, Gisele Norberg and Eric Cultum.

**STAFF PRESENT:**

Community Development Director Eric Fitzer, Deputy City Attorney Donna Bronski, Planner Hobart Wingard, Planner Robert Kuhfuss and Planning and Zoning Commission Secretary Lorraine Nevarez.

**COUNCIL MEMBERS PRESENT:**

None.

**B. PLEDGE OF ALLEGIANCE**

**C. CURRENT EVENTS REPORT**

**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. Hearing no comments, Chair Chapman closed the call to the public.

**CONSENT AGENDA:**

No items.

**REGULAR AGENDA ITEMS NOT REQUIRING A PUBLIC HEARING:**

**Item 1 – Internal – Consideration and action pertaining to approval of the October 20, 2016 Planning and Zoning Commission minutes.**

Vice Chair Keating made a motion to approve the October 20, 2016 Planning and Zoning Commission minutes. Commissioner Cultum seconded the motion. The motion passes with 5 votes in favor, 1 abstention, 1 absence.

**Item 2 – DISTRICT 4 – Consideration and action regarding a Site Plan for the Quik Trip located at the northeast corner of Bell Road and 115<sup>th</sup> Avenue.**

Robert Kuhfuss, planner, presented item 2 to the Commission.

The Commission discussed item 2:

- Landscaping of the area

Commissioner Smith made a motion to approve the Site Plan for Quik Trip located at the northeast corner of Bell Road and 115<sup>th</sup> Avenue, subject to stipulations “a” through “c” as listed in the staff report. Commissioner Cultum seconded the motion. The motion passes with 6 votes in favor, 1 absence.

**Item 3 – DISTRICT 5 – Consideration and action item regarding a Site Plan for a medical and retail facility known as the Marketplace at the City in the Surprise Center Planned Area Development (PAD).**

Hobart Wingard, planner, presented item 3 to the Commission.

The Commission discussed item 3:

- Parking spaces
- Versatility of parking
- Landscaping
- Review of the PAD
- Time of construction
- Reviewed stipulations

Commissioner Cultum made a motion to approve the Site Plan for the Marketplace at the City medical and retail facility, subject to stipulations “a” through “c” as listed in the staff report. Vice Chair Keating seconded the motion. The motion passes with 6 votes in favor, 1 absence.

**REGULAR AGENDA ITEMS REQUIRING A PUBLIC HEARING:**

**Item 4 – DISTRICT 6 – Consideration and action on an Ordinance rezoning 8.1 acres of property located on the west side of Litchfield Road ½ mile north of Peoria Avenue from Rural Residential (RR) to Business Park (BP).**

Hobart Wingard, planner, presented item 4 to the Commission.

The Commission discussed item 4:

- Use of the property

Chair Chapman opened the call to the public.

Hearing no comments, Chair Chapman closed the call to the public.

Vice Chair Keating made a motion to recommend approval of the Bola Tie Rezone to the Mayor and City Council subject to stipulations “a” through “c” as listed in the staff report. Commissioner Smith seconded the motion. The motion passes with 6 votes in favor, 1 absence.

#### **OTHER BUSINESS:**

#### **Item 5 – INTERNAL – Presentation and Discussion regarding the Laws applicable to commissioners, and an overview of the general plan and SUDC.**

Donna Bronski, Deputy City Attorney, and Eric Fitzer, Director of Community Development, presented item 5 to the Commission.

The commission was appreciative of the provided information.

#### **Item 6 – INTERNAL - Discussion pertaining to future agenda items.**

None.

#### **ADJOURNMENT:**

Hearing no further business, Chair Chapman adjourned the Planning and Zoning Commission meeting at 7:33 p.m.

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Eric Fitzer  
Community Development Director

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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: \_\_\_\_\_

Lorraine Nevarez, Commission Secretary

DATE:

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