

CITY OF SURPRISE

**PLANNING AND ZONING COMMISSION
16000 North Civic Center Plaza
Surprise, AZ 85374**

August 1, 2013

MEETING MINUTES

CALL TO ORDER

Chair Jan Blair called the Planning and Zoning Commission Meeting to order at 6 p.m. at Surprise City Hall, 16000 North Civic Center Plaza, Surprise, Arizona 85374, on Thursday, August 1, 2013.

ROLL CALL

In attendance with Chair Blair were Vice Chair Steve Somers and Commissioners Ken Chapman, Dennis Smith and Jerry Hoyler. Commissioner Matthew Bieniek was absent.

PLEDGE OF ALLEGIANCE

CURRENT EVENTS REPORT

STAFF REPORT

Assistant City Manager Jeff Mihelich stated that the City Council approved the General Plan and it will be going to voters in the November election.

Development is picking up significantly and there's a good chance that the Planning and Zoning Commission will need to start meeting more than once a month.

CALL TO THE PUBLIC

Chair Blair called to the public to discuss any issues not noted on the agenda. Hearing no comments, Chair Blair closed the call to the public.

CONSENT AGENDA

All items listed with an asterisk (*) are considered to be routine by the Planning and Zoning Commission and were approved by one motion. There was no separate discussion of these items during this meeting.

REGULAR AGENDA ITEMS NOT REQUIRING A PUBLIC HEARING

- **Item 1: Planning and Zoning Commission Minutes for June 6, 2013.**

Vice Chair Somers made a motion to approve the **Planning and Zoning Commission Minutes for June 6, 2013**. Commissioner Smith seconded the motion. The motion passed with a vote of 3 ayes, 2 abstain (Chapman, Smith), 1 absent (Bieniek) and 1 vacancy.

REGULAR AGENDA ITEMS REQUIRING A PUBLIC HEARING

- **Item 2: FS13-213 – Consideration and Action – Boulevard at Surprise Pointe Building H-1**

Planner Vamshee Kovuru presented the project to the Commission. Staff recommended approval of **FS13-213, a conditional use permit for Boulevard at Surprise Pointe Building H-1**.

In response to Chair Blair, Planner Kovuru stated that the tenant would be a restaurant however there is not an end user at this time.

The commission had discussion regarding:

- Not knowing the end user of the space
- The drive through exit area
- Loading and Fire lane areas
- Loading and unloading limited hours
- Pedestrian safety
- Speed control devise at drive through exit
- Hours of operation of drive through

Alexis Fuller, applicant, stated that have a drive through approved without an end user makes marketing the space easier. Tenants don't want to come in if can't have a drive through for their space.

Keith Zolman, architect, stated that the hours of operation for the drive through could be built into the lease. And spoke a little about the design of the space, parking lot, and drive through exit area.

The Commission proposed the following two conditions be added.

- c) An additional traffic control device shall be installed after the drive-through before the sidewalk in front of the building.
- d) No loading and unloading of products shall be allowed in the drive through lane when the drive through is operational.

Chair Blair opened the Call to the Public. Hearing no comments, Chair Blair closed the call to the public.

Commissioner Chapman made a motion to approve **FS13-213, a conditional use permit for the Boulevard at Surprise Pointe Building H-1** and adopt staff's findings and conditions 'a' through 'd' as amended. Vice chair Somers seconded the motion. The motion passed with a vote of 5 ayes, 1 absent (Bieniek) and 1 vacancy.

OTHER BUSINESS

- **Item 3: FS09-246 – Discussion Only – Surprise Unified Development Code**

Planner Bart Wingard presented Articles 1 and 3 to the Commission.

ADJOURNMENT

Hearing no further business, Chair Blair adjourned the Planning and Zoning Commission meeting at 7:00 p.m.

STAFF PRESENT:

Assistant City Manager Jeff Mihelich, Deputy City Attorney Julie Kriegh, Planner Hobart Wingard, Planner Vamshee Kovuru and Planning and Zoning Commission Secretary Deb Perry.

COUNCIL MEMBERS PRESENT: None

Jeff Mihelich
Assistant City Manager

Jan Blair, Chair
Planning and Zoning Commission