

**CITY OF EL MIRAGE  
PLANNING AND ZONING COMMISSION  
MEETING MINUTES  
MAY 12, 2016**

**I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Planning and Zoning Commission Vice-Chairman Monica Dorcey called the meeting to order at 6:00 p.m. & led the Pledge of Allegiance.

**II. ROLL CALL**

Members present were Vice-Chair Monica Dorsey, Commission Members Martin Crosby, Justin McCarty and Robyn Freberg, Commission Chair Frank Carnal was excused. City staff present was Jorge Gastelum, Director of Development & Community Services/City Engineer, Jose A. Macias, Development Services Coordinator/GIS.

**III. APPROVAL OF THE MINUTES OF APRIL 12, 2016**

There being no changes; Martin made a motion to approve the minutes for the February 9, 2016 Regular Meeting, seconded by McCarty, and the motion passed with a vote of 3 to 0. Vice-Chair Dorcey was not at the April meeting and sustained from the vote.

**IV. OLD BUSINESS**

None

**V. NEW BUSINESS/PUBLIC HEARING ITEM**

**1. Public hearing, discussion and recommendation for a Conditional Use Permit and Major Site Plan for Warehouse Use (Business Center and Storage) at 10111 N. El Mirage Road, El Mirage, Arizona 85335**

Dorcey opened the public hearing; Macias presented the staff report to the Commission Members and audience. Dorcey asked the project architect Greg Cornell from Cornell Architectural, if he had any comments, Greg stated he had nothing to add to the staff report and was available to answer any questions. Dorcey called for comments from the public, there being none Dorcey closed the public hearing and asked for a motion. Crosby made the motion to recommend approval of the application as presented by staff with the stipulations (see attachment #1), seconded by Freberg, motion passed with a 4-0 vote.

**2. Public hearing, discussion and recommendation for a Minor Site Plan for a Restaurant with a Drive-Thru Facility (Burger King) at 13775 N. Dysart Road, El Mirage, Arizona 85335.**

Dorcey opened the public hearing; Macias presented the staff report to the Commission Members and audience. Dorcey asked if the applicant had any comments for the Commission Member, John from One Architectural stated that he had nothing to add. Dorcey asked for comments from the public, Mayor Lana Mook had a question for the applicant; she asked when they would like to start moving (with the construction). Shelley Barnett, the business owner, stated the construction will start immediately. Macias stated that the application will be on the June 7, 2016

City Council agenda. Dorcey asked the business owner how long it would take to build the facility after the construction permits are approved, Barnett stated that they can have the whole facility completed within three months. There being no more comments from the public or discussion from the Commission Members, Dorcey closed the public hearing and asked for a motion; Crosby made the motion to recommend approval of the application as presented by staff with the stipulations (see attachment #2), seconded by McCarty, motion passed with a 4-0 vote.

**3. Public hearing, discussion and recommendation for an amendment to City Code section 154.130 paragraph (14) Temporary Signs; to be in compliance with Arizona State Statute.**

Dorcey opened the public hearing; Macias introduced Sharon Antes, City of El Mirage City Clerk to present. Antes presented the code amendments to the Planning Commissioners and audience. Dorcey asked the Commission Members if they had any questions, McCarty stated that the ordinance did not mention anything about sign height restrictions and locations in sight visibility triangles. Antes answered that the City code already addresses those regulations and that the Code Enforcement Department can enforce them. There being no more questions from the Commission Members and audience, Dorcey closed the public hearing and asked for a motion; Crosby made the motion to recommend approval of the application as presented by the City Clerk's Office staff, seconded by McCarty, motion passed with a 4-0 vote.

**VI. DISCUSSION ITEM**

None

**VII. STAFF REPORT**

Gastelum reported on the following; 1) El Mirage Road between Peoria Avenue and Cactus Road is still closed and is scheduled to be opened on May 23, 2016, and to take additional time if driving within the area. 2) Verizon's Small Cell Site at 14955 N. Dysart Road was approved by Council on May 3<sup>rd</sup>.

Macias reported on a follow-up question from Commission Member Freberg from the April 12, 2016 Meeting regarding the Pro-Petroleum operation and the City's Fire Department capability to handle a hazmat emergency. Macias stated the City's Fire Department is a member of a hazmat response network managed by the City of Phoenix Fire Department and when needed neighboring Cities will assist.

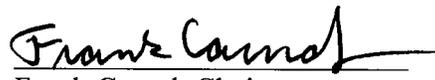
**VIII. COMMISSIONER COMMENTS**

No comments.

**IX. ADJOURNMENT**

Planning and Zoning Commission Vice-Chairperson, Monica Dorcey, adjourned the commission meeting at 6:21 p.m.

  
Jose A. Macias, DSC/GIS

  
Frank Carnal, Chairperson



**DCS-Planning & Zoning**  
12145 NW Grand Avenue, El Mirage 85335  
623-876-2996; Fax 623-876-4605; TDD 623-933-3258  
www.cityofelmirage.org

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## MEMORANDUM

**TO:** Greg Cornell, Cornell Architecture

**FROM:** Jose A. Macias, Development Services Coordinator/GIS  
Community & Development Services, Planning and Zoning Department

**RE:** **Second Review:** PZ16-03-05 Conditional Use Permit/Site Plan – Exterior Storage Yard at 10111 N. El Mirage Road, El Mirage, Arizona 85335

**DATE:** May 4, 2016

Mr. Cornell,

Please see review comments from the Technical Advisory Committee members for the project mentioned above;

### ENGINEERING

1. See Attachment

### ECONOMIC DEVELOPMENT

2. No Comment

### FIRE BUILDING & LIFE SAFETY

3. No Comments

### PLANNING AND ZONING

[The following Planning and Zoning comments will be addressed in the construction plans]

4. A new address will be assigned by the City once the plat is re-recorded showing the dedication of ROW.
5. The current plat shows three (3) parcels on site, are the two (2) parcels in this project going to be combined as one?
6. Screen Walls shall have one or more of the following: break up the lineal expanse of the walls with a centerline, pilasters, three-wall enclosures, varying heights, the installation of extra plant materials, or varying the landscaped area contours to improve the visual impact of the wall.
7. Wall Permit: wall details shall be reviewed and approved once a separated wall permit is submitted.
8. ~~Landscape Plan: show the water meter box location.~~
9. An irrigation plan shall be required if the landscaping on Monroe Street is going to be in the City's ROW.

POLICE DEPARTMENT

- ~~10. Recommends the following; the site have adequate lighting, surveillance system and police access to the site during after hours. Applicant has addressed in Response Letter.~~

PUBLIC WORKS

No Comments

- ~~11. Monroe Street improvements—the project states that the property owner on the north side of Monroe Street will be responsible for improvements to that half of the road. Is there verification from that property owner to such an agreement?~~
- ~~12. Monroe Street improvements—project states that Monroe Street is classified as a “collector.” Should any improvements to the road be made, they should conform to MAG standards for collector streets.~~
- ~~13. Utility (water and sewer) tie ins will need to be described in more detail on subsequent plans.~~

Please feel free to contact my office if you have any questions regarding this matter, or if you wish to set-up a follow up meeting with the TAC members.

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**MEMORANDUM**

TO: Jose Macias, GIS/Development Services Coordinator

FROM: Bryce Christo, Civil Engineer II

SUBJECT: El Mirage Business Center & Storage – Final Development Application Review

DATE: 05-05-16

Below are the Engineering Department's comments for the above referenced submittal prepared in April 2016. **These items will have to be addressed prior to the Planning and Zoning Meeting.**

1. None

**The below items will have to be addressed during the Construction Plan Submittal.**

1. A design will be required to show how the existing Southwest Steel driveway will connect to Cheryl Drive.
2. Cheryl Drive shall have a 20-foot pavement section, not including the gutter pan, in the interim condition.
3. The proposed water main within Cheryl Drive needs to connect to the existing 8-inch main within Southwest Steel's driveway.
4. The proposed water meter shall be within the City's right-of-way and the backflow preventer should be on private property.
5. The hydrant spacing along Cheryl Drive shall be 300-feet minimum.
6. Provide an 8-foot PUE along the south side of Cheryl Drive.
7. Provide drainage arrows on the Grading Plan.
8. The minimum domestic and irrigation meter size is 1-inch. The minimum fire service size is 6-inches. The service size, meter size and backflow preventer size must all be the same. The minimum sanitary sewer service size is 6-inches.
9. Show utility crossing information.
10. The fire line shall not be located within the limits of the retention basin.
11. Final Drainage Calculations will be required and must include the following:
  - a. A tributary area map to show the areas contributing to each basin.
  - b. Sizing calculations for any storm drain.
  - c. The ultimate site outfall for the site drainage.
  - d. Any offsite flows that reach the site.
  - e. For the dry up calculations, use Equations 9.2 and 9.3 from the MCFCD Drainage Design Manual – Hydraulics dated August 15, 2013.
12. For Basin 3, show headwall, riprap, trash rack, etc.
13. The Sight Distance Requirements shown do not appear to adhere to COEM Detail 158.
14. A SWPPP will be required.

15. An Approval to Construct and Approval of Construction for MCESD will be required for the utility extensions.
16. Specific City Notes/Details need to be referenced.
17. A Geotechnical Report will be required to provide pavement section recommendations and percolation tests for any proposed basins.

The above comments are meant to be general in nature and are not considered to be all inclusive. Additional comments may arise during the formal permit submittal.



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## MEMORANDUM

**TO:** Michael Bustamemte, One Architecture

**FROM:** Jose A. Macias, Development Services Coordinator/GIS  
Community & Development Services, Planning and Zoning Department

**RE:** **Second Review:** Burger King Site Plan, TAC Review Comments

**DATE:** May 4, 2016  
Michael,

Please see the TAC review comments for the project mentioned above, all comments will become stipulations to be addressed in the construction plans and will be review during the building permitting process.

**ENGINEERING DEPARTMENT**  
See Attachment

**ECONOMIC DEVELOPMENT**  
No Comment

**FIRE BUILDING & LIFE SAFTEY**  
No Comment

**PLANNING AND ZONING**

1. Signage – A separate permit for the wall and monument sign will be required prior to the installation. Sign permit fees will apply.
2. ~~Per the approved Goodwill Store site plan, a landscape plan will be required for future pad developments. See City Landscape Code for regulations.~~
3. Provide an Access Easement at the south entrance to the back of the Goodwill Store.
4. Provide a Final Plat with a legal description for the new parcel for review and approval, to be recorded by the Maricopa County Recorder's Office.

**POLICE DEPARTMENT**  
5. No Comment

**PUBLIC WORKS**  
See Attachment

Feel free to contact the Planning and Zoning Department if you have any questions regarding this matter.

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**MEMORANDUM**

TO: Jose Macias, GIS/Development Services Coordinator

FROM: Bryce Christo, Civil Engineer II

SUBJECT: Burger King (Park West) - Development Application Submittal

DATE: 05-05-16

Below are the Engineering Department's comments for the above referenced submittal prepared in April 2016. **These items will have to be addressed prior to the Planning and Zoning Meeting.**

1. None

**The below items will have to be addressed during the Construction Plan Submittal.**

1. It appears the existing Access Easement along the west side of the project site is being relocated. The existing easement will have to be abandoned and the new one will have to be recorded. Access Easements will also be required at any other shared driveway.
2. Updated drainage calculations will be required in order to determine that the retention volume required for this area (Drainage Area 'B') has not increased with the proposed improvements. Any existing storm drain that receives runoff from the proposed improvements will require updated calculations to verify the diameter is still adequate. A minimum of 2-feet of cover over the storm drain must be maintained. The drainage flow patterns must also be consistent with the originally approved Goodwill Plans/Drainage Report.
3. Domestic water and irrigation services require both a meter and a backflow preventer. Fire service lines require a backflow preventer. The minimum domestic and irrigation meter size is 1-inch. The minimum fire service size is 6-inches. The service size, meter size and backflow preventer size must all be the same. Couplings will not be allowed on water services. The minimum sanitary sewer service size is 6-inches.
4. A sign is recommended that lets those using the drive thru know that they cannot block the entrance to the parking lot.
5. A Photometric Plan will be required to assure that there are 0.0 foot-candles at any property line shared with residential lots.
6. Show Sight Distance Requirements at access drives from Dysart Road, which is an arterial roadway, per COEM Detail 158.
7. A SWPPP will be required.
8. The proposed site must follow the Development Standards of Exhibit "K" of the Park West Development Agreement (Recording No. 2009-0688816).
9. Specific City Notes/Details need to be referenced

The above comments are meant to be general in nature and are not considered to be all inclusive. Additional comments may arise during the formal permit submittal.