

# DRAFT

**REGULAR MEETING OF THE PLANNING & ZONING  
COMMISSION OF THE CITY OF EL MIRAGE  
EL MIRAGE CITY COUNCIL CHAMBERS  
10000 N. EL MIRAGE ROAD  
6:00 PM - TUESDAY, SEPTEMBER 12, 2023**

**Minutes**

1. **CALL TO ORDER AND PLEDGE OF ALLEGIANCE - MEETING CALLED TO ORDER AT 6:00 PM**

2. **ROLL CALL**

Present: Marie Houston, Chairperson; Lupe Amarillas, Vice-Chairperson; Phil Bueno, Commissioner; Brian Campbell-Sanderfield, Commissioner; Martin Crosby, Commissioner; Cornelia Nelson, Alternate Commissioner

3. **ACTION ITEMS - Zoning items requiring review and Commission action**

1. Consideration and action to approve the minutes of the Planning and Zoning Commission meeting held on June 13, 2023.

Vice-Chairperson Amarillas moved to approve the minutes of the Planning and Zoning Commission meeting held on June 13, 2023; seconded by Commissioner Campbell-Sanderfield.

**Vote:** 4 - 0 Passed

Other: Chairperson Marie Houston (ABSTAIN)

2. A discussion and recommendation to City Council on a site plan approval for a proposed industrial use for a heavy equipment rental operation located at 12398 W Butler Dr, El Mirage, AZ 85335, submitted by Sunbelt Rentals.

Senior Planner Jose Macias presented background information on the proposed site plan. Architect for the applicant, John Meissner, provided additional information on the plans for the site. Commissioner Bueno asked if the entry on El Mirage Road would be used for heavy equipment and Mr. Meissner stated that it would only be used for exiting traffic and would have an automatic gate. Commissioner Bueno asked if the gate would be screened and Mr. Meissner stated there will be landscaping and a solid block wall installed. Commissioner Crosby asked how many parking spaces would be on-site and Mr. Meissner stated approximately thirty parking spaces. Commissioner Campbell-Sanderfield asked how many employees there will be and Mr. Meissner stated ten to twelve total employees. Commissioner Campbell-Sanderfield asked if the second part of the parcel would be for storage of equipment and Mr. Meissner stated there would be some pieces of equipment stored in an orderly manner in that area. Vice-Chairperson Amarillas asked what the hours of operation would be and Mr. Meissner stated the owner of the property was not present and he believes the hours would be 6:00 am until 5:00 am, Monday through Friday and possibly weekends. Vice-Chairperson Amarillas asked if

the location of the fire hydrant has been addressed and Mr. Meissner stated hydrants would be included. Vice-Chairperson Amarillas asked about the landscaping plans for the site and Mr. Meissner stated the landscaper had a few questions for staff on the requirements.

Vice-Chairperson Amarilla moved to recommend approval to City Council on a site plan for a proposed industrial use for a heavy equipment rental operation located at 12398 W. Butler Drive; seconded by Commissioner Campbell-Sanderfield.

**Vote:** 5 - 0 Passed - Unanimously

3. An item for discussion and action on a preliminary subdivision plat located at the northwest corner of El Mirage Road and Peoria Avenue submitted by Ezequiel Mendez.

Senior Planner Macias presented background information on the preliminary plat. Applicant Ezequiel Mendez and Civil Engineer Francisco Bodadilla were present to answer questions. Commissioner Bueno asked if the lot sizes have been looked to be adjusted in order to have bigger lots and better road access for emergencies and if the landscaping and parking guidelines would be enforced by the Home Owners Association (HOA). Mr. Mendez stated the lots were designed to be approximately one acre only and, yes, the HOA would enforce parking and landscaping. Commissioner Crosby asked if there would be two entrances to the subdivision and Mr. Bodadilla stated there would be only one entrance. Commissioner Crosby asked how emergency responders would enter if one of the homes at the entrance were on fire and Mr. Bodadilla stated the plans have met minimum fire code standards. Commissioner Campbell-Sanderfield asked how vehicles parked on the street would affect emergency responders and Mr. Bodadilla answered there will be signage to prevent street parking that will be enforced by Mr. Mendez. City Engineer Jorge Gastelum stated the Fire Chief's main concern is also about the street parking, but the plans have met the code standards and private streets cannot be enforced by the City. Vice-Chairperson Amarillas asked if a landscaping plan would be submitted and Mr. Bodadilla stated a landscape architect would be hired to meet the City requirements. Vice-Chairperson Amarillas asked how the HOA would maintain the retention basin and Mr. Bodadillo stated a maintenance plan for the basin could be provided to the City if requested. Chairperson Houston asked staff if the CC & R's for the Ranchettes would be applicable to this subdivision and Mr. Gastelum stated there is no formal HOA for the Ranchettes and staff has requested Mr. Mendez to form an HOA for this subdivision. Chairperson Houston stated a contingency shall be added to the approval that the private streets shall conform to City standards and shall include an easement for utility and public safety access at least equal to the City standard right of way for local, residential streets.

Vice Chairperson Amarillas moved to approve the preliminary subdivision plat located at the northwest corner of El Mirage Road and Peoria Avenue with the contingency stated by Chairperson Houston as well as the stipulation that the preliminary landscaping be submitted; seconded by Commissioner Campbell-Sanderfield.

**Vote:** 5 - 0 Passed - Unanimously

4. A public hearing, closure of public hearing followed by a discussion and recommendation to the City Council on a proposed rezoning application to rezone 5.2 acres of land from Commerce Park (CP) to Employment/Industry (E/I) located 675 feet east of the intersection of El Mirage Road and Olive Avenue submitted by Fuel Processing Operators, LLC.

Chairperson Houston opened the Public Hearing.

Senior Planner Macias provided background information on the rezoning application. Applicants John Ulibarri, Architect, and Michael Brandon, Senior Plant Manager, were present to answer questions. Mr. Ulibarri stated all neighboring businesses were notified of the application as well as the public

hearing and none had responded. Commissioner Bueno asked for clarification on the current entry and if it would be utilized for construction traffic. Mr. Ulibarri answered yes. Commissioner Bueno asked if the expansion of the plant would affect the truss business located nearby and Mr. Ulibarri stated it would not. Mr. Brandon explained the processes used at the plant for receiving, mixing and storing fuel and added the truss business would not be affected. Vice-Chairperson Amarillas asked if the items addressed by the engineers would be taken care of and Mr. Brandon stated yes, all items would be addressed. Chairperson Houston asked how the neighboring businesses were notified and Mr. Brandon stated by mail.

Hearing no further comments, Chairperson Houston closed the Public Hearing.

Commissioner Crosby stated he is concerned about the neighboring wooden truss business being nearby, but if the Fire Department does not have any concerns, he will recommend approval.

Vice-Chairperson Amarillas moved to recommend to City Council approval on a proposed rezoning application to rezone 5.2 acres of land from Commerce Park to Employment/Industry located 675 feet east of the intersection of El Mirage Road and Olive Avenue; seconded by Commissioner Bueno.

**Vote:** 5 - 0 Passed - Unanimously

4. **STAFF REPORT** - The Commission may not discuss or act upon any matter unless the matter is properly noticed for legal action

Senior Planner Macias stated there were a few items ready for the October meeting. City Engineer Gastelum stated this was Commissioner Crosby's final meeting as he had decided to retire after eight years of serving on the Commission. A plaque was presented to Commissioner Crosby and photos were taken of the Commissioners with staff. Mr. Gastelum also announced that Alternate Commissioner Cornelia Nelson will be replacing Commissioner Crosby and has been promoted to full commissioner.

5. **COMMISSIONER COMMENTS** - The Commission may not discuss or act upon any matter unless the matter is properly noticed for legal action

Commissioner Bueno thanked staff for the assistance in meeting preparations. Vice-Chairperson Amarillas stated Commissioner Crosby has always been welcoming, extremely helpful and his service and dedication to the City is appreciated. Chairperson Houston stated Commissioner Crosby will be missed. Commissioner Crosby stated he appreciated being on the Commission and will miss serving the City.

6. **ADJOURNMENT - MEETING ADJOURNED AT 6:56 PM**

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Marie Houston P&Z Chair

ATTEST:

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Wendy Henson, Deputy City Clerk

I hereby certify the aforementioned minutes are a true and accurate record of the Regular P&Z Meeting held on Tuesday, September 12, 2023, and a quorum was present.

A handwritten signature in blue ink, consisting of several overlapping, slanted lines that form a stylized, somewhat abstract shape.

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Wendy Henson, Deputy City Clerk