

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, NOVEMBER 14, 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; Brian Campbell-Sanderfield, Commissioner; Cornelia Nelson, Commissioner
Excused: Phil Bueno, Commissioner

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

1. Approve the minutes of the Planning and Zoning Commission meeting held on October 10, 2023.

Vice-Chairperson Lupe Amarillas moved to approve the minutes of the Planning and Zoning Commission meeting held on October 10, 2023; seconded by Commissioner Campbell-Sanderfield.

Vote: 4 - 0 Passed - Unanimously

2. A Public Hearing, closure of public hearing, followed by discussion and action on a conditional use permit requesting the approval of a 130-foot tall flagpole on a non-residential property located at 12495 NW Grand Avenue, El Mirage, Arizona 85335 submitted by Symonds Flags and Poles, Inc.

Chairperson Houston opened the Public Hearing.

Senior Planner Jose Macias provided background information on the conditional use permit request. The applicant, Russ Hunt, Service Director, stated that the owner of the company installs these large flags at every location they are allowed to. Mr. Hunt said they frequently receive compliments on the display at their other locations. Vice-Chairperson Amarillas asked if the area of placement would be upgraded and Mr. Hunt answered they have a specific company that they use to build up the foundation for the pole installation.

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

Vice-Chairperson Lupe Amarillas moved to approve a conditional use permit requesting approval of a 130-foot tall flagpole on a non-residential property located at 12495 NW Grand Avenue; seconded by Commissioner Campbell-Sanderfield.

Vote: 4 - 0 Passed - Unanimously

3. A discussion and recommendation to City Council on site plan zoning application for a light manufacturing use located at 12545 W Butler Drive, El Mirage, Arizona, 85335, submitted by Phoenix Door, Inc.

Senior Planner Macias presented information on the site plan zoning application. Applicant Scott Finley, Director of Operations, stated they are requesting approval for the application because they need to expand their current building to provide cover from the elements for materials used in their manufacturing.

Vice-Chairperson Amarillas asked if the staffing count and business hours would stay the same and Mr. Finley answered yes. Commissioner Campbell-Sanderfield asked if the new building would be strictly used for storage and Mr. Finley answered it would be used for storage and assembly of items. Commissioner Campbell-Sanderfield asked if there would still be sufficient parking for the addition and Mr. Finley answered yes. Commissioner Nelson asked if the additional building would increase large truck traffic and Mr. Finley stated the traffic would not be affected.

Vice-Chairperson Lupe Amarillas moved to recommend to City Council approval of a site plan zoning application for a light manufacturing use located at 12545 West Butler Drive; seconded by Commissioner Campbell-Sanderfield.

Vote: 4 - 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 are a few new projects that will be addressed at upcoming meetings and a training session has been scheduled for December, 2023. Economic Development Manager Tom Doyle stated there are a few very large projects being discussed that will be brought to the commission next year.

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

Vice-Chairperson Amarillas stated he would be unable to attend the December meeting and he wished everyone a happy holiday.

6. **ADJOURNMENT - MEETING ADJOURNED AT 6:23 PM**

Marie Houston P&Z Chair

ATTEST:

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, November 14, 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.

Wendy Henson, Deputy City Clerk