
Technical Advisory Committee Review Comment Memorandum

To: Angelica Armenta, Pro Ca Design, LLC
From: Jose A. Macias, Senior Planner
Development Services Department, Planning & Zoning
Re: SP24-09-01 Thunderbird Project
Date: October 17, 2024

Mrs. Armenta,

Please see the review comments from the El Mirage Technical Advisory Committee (TAC) for the conditional use permit and site plan approval zoning application.

BUILDING & SAFETY – Brigham Bennett, Building Official

1. No comment.

ECONOMIC DEVELOPMENT – Tom Doyle, Economic Development

1. No comment.

ENGINEERING – Bryce Christo, Asst. City Engineer

2. See attached memorandum.

FIRE DEPARTMENT – Jason Napier, Fire Marshall

3. No comment.

PLANNING & ZONING – Jose A. Macias, Senior Planner

4. See attached memorandum.

POLICE DEPARTMENT – Chris Culp, Police Sergeant

5. No comment.

PUBLIC WORKS – Scott Ketchmark, Utilities Superintendent

6. No comment.

If you have any questions regarding these comments or would like to set up a follow-up meeting or call, please feel free to contact my office.

MEMORANDUM

TO: Jose Macias, Planner/GIS
FROM: Bryce Christo, P.E., Assistant City Engineer
SUBJECT: Thunderbird Project (NEC Thunderbird Rd & Palm St) Site Plan Review
DATE: 10-14-24

Below are the Engineering Department's comments for the above referenced submittal provided in September 2024. **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.

Narrative

1. No comments.

Site Plan

2. Show the property lines thicker.
3. Use the new address of the property on all plan sheets.
4. The 1' VNAE will no longer be required for this site and can be removed from the plans.
5. The 4 foot wide sidewalk along Palm Street shall be replaced with a 5 foot wide sidewalk.
6. The proposed driveway shall be per MAG or City details.
7. Driveways shall have a minimum throat of 50 feet. The proposed driveway throat is shown at approximately 10 feet.
8. Parking Space Calculations:
 - a. Revise the calculations as commercial offices require 1 space per every 300 square feet of building.
 - b. The area of the proposed building is shown as 2,800 sf on this sheet while other plans show the area as 2,916 sf. Which is correct?
9. Keynotes
 - a. Note 4 – Compact spaces must be labeled as such via signage and/or striping.
 - b. Note 14 – This note calls out a new 6-foot high masonry wall but there is currently an existing wall there. Is the existing wall being replaced?
 - c. Note 22 – This note appears to be for proposed trees but is not included in the Keynotes.
10. A stop sign is recommended at the driveway per the Traffic Impact Statement.

11. When parking spaces are adjacent to a sidewalk, the sidewalk shall be a minimum of 6 feet wide or 5 feet wide with parking blocks. Parking blocks need to be shown and called out on the plans.
12. 6-inch MAG type curbing is required around all driveways and parking lots. Curb that carries drainage shall include a gutter. The curbing shall be placed no closer than 3 feet to any property line.
13. The parking lot appears to extend into the City's right of way. This will not be allowed.
14. The ADA parking space shall be van accessible and shall be signed accordingly.
15. The ADA parking space ramp cannot extend into the access aisle as shown. The ramp configuration shown on the Grading and Drainage Plan is acceptable.
16. The site visibility triangles shall be placed behind the property lines.
17. The existing shared property line runs through the proposed building which is not allowed. The two lots will have to be consolidated.
18. A chamfer per City Detail EM-161 is required at the northeast corner of the Thunderbird/Palm intersection.
19. A retention basin or underground retention pipe(s) is/are not required if the entire parcel drains to the adjacent roadway(s).
20. If the site cannot meet any City requirements noted in this memo, a [Design Exception](#) may be requested via the attached form. Each request requires its own form. Approvals of the requests are not guaranteed.

Context Plan

21. No comments.

Preliminary Grading & Drainage Plans

22. Sheet 1 of 2
 - a. City Notes should be labeled as such (i.e. City of El Mirage General Notes, etc.).
 - b. FEMA Firm Information – The Zone is X (Shaded).
 - c. Site Data – The Zoning is UC not MU.
23. Sheet 2 of 2
 - a. A slope of 0.15% is very flat and may be difficult to move runoff off site.
 - b. The design shows the runoff being pushed to the alley but the runoff must be able to ultimately reach the roadways of Thunderbird Road or Palm Street. Stormwater cannot pond within the alley. Show grade shots within the alley showing that the stormwater will reach Thunderbird Road. Show additional grade shots along the east side of the property to show that the site drains. Provide flow arrows.
 - c. Show additional grade shots along Palm Street and Thunderbird Road to show that the site drains. Provide flow arrows.
 - d. Construction Note 1 – The water service/meter box shall be per City Detail EM-325.
 - e. The existing water main within the alley is 8-inch ductile iron.
 - f. Separate water service lines are required for each domestic line, they cannot be combined prior to tapping the main. A separate service line, meter and tap is also required for the irrigation and, if necessary, the fire suppression system. Backflow preventers are required on each service line.
 - g. The number of onsite hydrants, if any, will be determined by the Fire Department.
 - h. Any hydrants within the project site will be private and painted "Safety Red" per City Detail EM-360. All hydrants require markers per MAG Detail 122.
 - i. The proposed sewer service line shall be a minimum of 6 inches in diameter and requires a backwater valve per City Detail EM-442.

- j. Only one sewer service is shown on the plan while the Sewer Report notes two services will be provided. Verify which is correct.
- k. Show utility horizontal and vertical clearance information per MAG Detail 404 and City Detail EM-402.
- l. A streetlight is recommended at the proposed driveway.
- m. Label any proposed onsite exterior lighting.
- n. A Photometric Plan will be required that addresses the following:
 - i. Any lighting used to illuminate an off-street area shall be arranged so as to deflect light away from any adjoining residential zone. The source of lights shall be hooded or controlled in some manner so as not to light adjacent property. The foot candles generated from the proposed site shall be 0.0 at any residential property lines.
 - ii. Any light or combination of lights which cause light on a public street, other than lights specifically intended for that purpose, shall not exceed one foot candle as measured from the center line of the street. Show the foot candles along the centerline of Palm Street and Thunderbird Road to verify that the proposed lighting will not exceed the maximum limit.

Exterior Elevations

- 24. No comments.

Preliminary Landscape Plans

- 25. Add City Landscaping and Irrigation Notes (City Detail EM-101-4) to the plan set.
- 26. The 10'x20' and 15'x33' site visibility triangles shall be placed behind the property lines.
- 27. Show the sight distance requirements per City Detail EM-158 at the intersection of Thunderbird Road and Palm Street. Verify that landscaping will not block any views.
- 28. All plantings at maturity shall maintain a minimum of 6 feet of clearance from all fire hydrants and fire suppression devices per City Detail EM-361.
- 29. No new trees shall be placed within 5 feet of any City curb or sidewalk or within 6 feet of any public utility.
- 30. Provide the name of the accent planting to be used.
- 31. Irrigation plans will be required.
- 32. The Parking Calculations can be removed from this plan set.

ALTA Survey

- 33. The ALTA shows Lot 7 as “not a part”, it is not included in the Site Data Section and no legal description has been provided. Lot 7 is included in this project and the ALTA shall be updated accordingly.
- 34. Note 2 – The site lies within Flood Zone “X (Shaded)”.
- 35. Schedule B Item 7 – This should be Book 28, Page 43.
- 36. Turn off the proposed utilities.

Preliminary Drainage Report

- 37. Provide a Drainage Statement, either on the plans or in a separate document, that the site will drain to Thunderbird Road and/or Palm Street.

Preliminary Water Report

- 38. Revise calculations to:
 - a. Max Daily Demand = Average Daily Demand x 1.7
 - b. Peak Hour Demand = Average Daily Demand x 2.9

39. Verify with the Fire Department whether the proposed building requires a fire suppression system. If so, the developer will be required to perform their own fire flow test. The City's Public Works Department (623-876-4251) shall be contacted as a witness and notified one week prior to the test. Fire flow calculations shall also be provided.

Preliminary Sewer Report

40. The report states that "two sewer services are proposed, one for each unit" but the plans only show one service. Please verify.
41. Revise calculations to:
 - a. Remove Max Daily Demand and Peak Hour Demand
 - b. Dry Weather Peak Hour Flows = Average Daily Demand x 3.62
 - c. Wet Weather Peak Hour Flows = Dry Weather Peak Hour Flows x 1.17

Traffic Impact Statement (TIS)

42. Are there any issues with the distance between the proposed drive and Thunderbird Road? Are there any recommendations due the location?
43. Provide trip generation and LOS information for 5 years after opening year (2029).
44. A full Traffic Impact Analysis (TIA) will not be required for the project at this time. Updates to the TIS per the comments above will suffice. Additional updates to the TIS or a full TIA may be required once the uses for the buildings are determined.

Title Report

45. No comments.

Phase I Environmental Assessment

46. No comments.

Miscellaneous

47. A Final Plat per Chapter 1, Section B-2 of the City's Design & Development Standard Manual (DDSM) will be required prior to Certificate of Occupancy. The Plat shall show:
 - a. Any right of way and easement dedications.
 - b. The consolidation of the two lots into one.
 - c. Any portion of the proposed driveways or sidewalk that encroaches on to the property will require a Pedestrian Access Easement (PAE).
48. A Geotechnical Report will be required to provide recommended asphalt/concrete pavement sections.
49. A Haul Permit will be required if 500 cubic yards or more of material will be brought into or out of the site. This will require a separate application, an exhibit showing the haul route and insurance from the company performing the haul. The fee is \$300.
50. An Approval to Construction (ATC) or waiver will be required from MCESD for the water and sewer line extensions. A copy shall be provided to the City prior to the release of any Engineering permit.
51. A Dust Control Permit from the County will be required prior to the release of any Engineering permit.

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

Planning and Zoning Division Zoning Application Review Memorandum

To: Angelica Armenta, Pro Ca Design, LLC
From: Jose A. Macias, Senior Planner
Development Services Department, Planning & Zoning
Re: SP24-09-01 Thunderbird Project
Date: October 17, 2024

Mrs. Armenta,

Please see the review comments from the Planning and Zoning Division for the zoning application mentioned above.

SITE PLAN APPROVAL

Narrative

1. The correct address for this commercial retail project will be 12128 W THUNDERBIRD RD, SUITES 100 & 101. Please make sure to update your construction documents with this information.

Site Plan

2. The lots will need to be combined via the final plat process before the certificate of occupancy is issued. See the Final Plat section below.
3. Permits for signs other than building number and address will be required, this includes monument, pole, wall signs, and other sign types permitted. Separate fees will apply.

Elevations

4. The Thunderbird Road Overlay District encourages awnings and building canopies to overhang onto the City's right-of-way to allow pedestrians to enjoy the opportunity for seating.

Final Landscape Plan

5. All changes in landscape plans before, during, or after preliminary or final landscape plan approval and/or landscape installation shall be approved by the Zoning Administrator or his or her designee.

FINAL PLAT

6. A final plat will be required to record the lot combinations, easements, and/or dedication of land before issuing the Certificate of Occupancy. Separate fees will apply. \$1,000.00 plus \$10.00 per lot/tract.

ARS 28-8481 MILITARY LAND USE COMPATIBILITY

7. NOTE: The site is located within the Luke AFB 1988 JLUS 65 DNL, “high noise or accident potential zone” as defined by A.R.S. § 28-8461 and inside the “territory in the vicinity of a military airport” also defined by A.R.S. § 28-8461 and is subject to land use compatibility with the State Statute. Once the review letter from the base has been received staff will provide a copy to the applicant.

If you have any questions regarding these comments, please feel free to contact my office; at (623)876-2996 or jmacias@elmirageaz.gov.