

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, JUNE 10, 2025

Minutes

1. **CALL TO ORDER AND PLEDGE OF ALLEGIANCE - meeting called to order at 6:00 p.m.**

2. **ROLL CALL**

Present: Philip Bueno, P&Z Chairperson; Lupe Amarillas, P&Z Vice Chair; Brian Campbell-Sanderfield, Commissioner; Janie Garcia (non-voting), Alternate Commissioner; William Mejia, Commissioner

Absent: Thomas Gouer, Alternate Commissioner; Cornelia Nelson, Commissioner

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

1. Consideration and action to approve the May 13, 2025, Planning and Zoning Commission minutes.

Commissioner Mejia moved to approve the minutes of the Planning and Zoning Commission meeting on May 13, 2025; seconded by Commissioner Campbell-Sanderfield.

Vote: 4 - 0 Passed - Unanimously

2. A public hearing, closure of public hearing, followed by a discussion and recommendation to the City Council regarding a conditional use permit and site plan approval zoning application for a proposed multifamily dwellings project for a four-plex development in a Mixed-Use (MU) zone at 13225 N Main Street, El Mirage, Arizona 85335 submitted by ProCa Design LLC.

Chairperson Bueno opened the Public Hearing at 6:02 p.m.

Jose Macias, Senior Planner, presented a conditional use permit and site plan approval zoning application for a proposed multifamily dwellings project for a four-plex development in a Mixed-Use zone at 13225 N. Main Street, El Mirage, Arizona 85335 that was submitted by ProCa Design LLC. The project was first submitted as one building but based on comments from the Fire and Building department it was recommended the project break into two duplexes so fire codes are met. Each building is approximately 3644 square feet and will contain two units that are 1822 square feet. This conditional use permit would have six stipulations that are being imposed in order to be granted. These stipulations were outlined in a memorandum dated May 2025. Staff will ensure all stipulations are met before signing off on the conditional use permit. During this process, staff received a call from a neighbor asking general questions about the development. They inquired about the size and height of the building, would it be multiple stories, and whether the project would be required to sidewalk the entire Main Street on the East Side.

Vice-Chairperson Amarillas asked how many parking spaces are allotted for each unit. Mr. Macias

stated each unit has a two-car garage with two additional spaces in front of the garage.

Commissioner Campbell-Sanderfield asked what the approximate length of time the project would take to complete and if there would be construction equipment parked on the street. Melissa Saenz, Contractor, stated the project would be complete within eight to twelve months. In addition, construction equipment used to build the project would only be on the new property while in use and would not stay on the premises after hours.

Chairperson Bueno asked how construction would affect the traffic congestion for neighbors. Ms. Saenz stated that no equipment would be stored in the road or block traffic during the time of construction.

Jon Paladini, City Attorney, stated the new state law for summer hours, which has taken effect, prohibits the city from preventing construction between the hours of 5:00 a.m. to 7:00 p.m. in the summer and during non-summer hours the time is moved to 6:00 a.m.

Chairperson Bueno closed the Public Hearing at 6:16 p.m.

Vice-Chairperson Amarillas moved to recommend approval to the City Council a conditional use permit and site plan approval zoning application for a proposed multifamily dwellings project for a four-plex development in a Mixed-Use zone at 13225 N. Main Street, El Mirage, Arizona 85335 submitted by ProCa Design LLC.; seconded by Commissioner Campbell-Sanderfield.

Motion passed - (4/0)

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

Mr. Macias stated he is working hard to get more applications in front of the Planning Commission. However, there are currently no applications for July, so there will be a summer break.

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

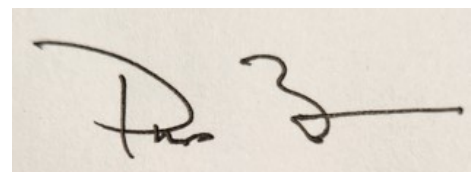
Vice-Chairperson Amarillas thanked the staff for a great presentation and packets to read the information and get familiar with the projects.

Commissioner Campbell-Sanderfield thanked the staff for the presentation.

Commissioner Mejia thanked the staff and the residents for participating in the meeting today.

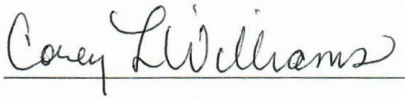
Chairperson Bueno thanked the staff and everyone for coming out today and voicing their concerns and opinions.

6. **ADJOURNMENT**

A handwritten signature in black ink on a light-colored background. The signature is stylized and appears to read 'Philip Bueno'.

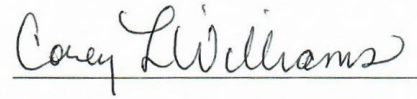
Philip Bueno, P&Z Chair

ATTEST:

Handwritten signature of Corey Williams in cursive script, underlined.

Corey Williams, Sr. Mgt. Clerk Specialist

I hereby certify the aforementioned minutes are a true and accurate record of the Regular P&Z Meeting held on Tuesday, June 10, 2025, and a quorum was present.

Handwritten signature of Corey Williams in cursive script, underlined.

Corey Williams, Sr. Mgt. Clerk Specialist