
MEMORANDUM
Technical Advisory Committee
Review Comments

TO: Richard South, DLR Group

FROM: Jose A. Macias, Senior Planner
Development Services Department, Planning & Zoning

RE: SP250003 Cavco Manufacturing Facility

DATE: August 28, 2025

Mr. South,

Please see the review comments from the El Mirage Technical Advisory Committee (TAC) for the site plan approval zoning application mentioned above.

BUILDING & SAFETY – Brigham Bennett, Building Official

1. No comments.

ECONOMIC DEVELOPMENT – Tom Doyle, Economic Development Manager

2. Great company and project for the City of El Mirage. This really complements the diversity at the LogistiCenter, reducing employee turnover.

ENGINEERING – Bryce Christo, Asst. City Engineer

3. See the attached memorandum.

FIRE DEPARTMENT – Jason Napier, Fire Marshall

4. See the attached memorandum.

PLANNING & ZONING – Jose A. Macias, Senior Planner

5. See the attached memorandum.

POLICE DEPARTMENT – Chris Culp, Police Sergeant

6. No comments.

PUBLIC WORKS – Scott Ketchmark, Utilities Superintendent

7. No comments.

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

MEMORANDUM

TO: Jose Macias, Planner/GIS
FROM: Bryce Christo, P.E., Assistant City Engineer
SUBJECT: Cavco Manufacturing Facility Site Plan Application Review
DATE: 08-25-25

Below are the Engineering Division's comments for the above referenced submittal prepared in August 2025. **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.

Project Narrative

2. No comments.

Design Exception Requests

3. Design Exception No. 1 – Number of Driveways – This request has been approved.
4. Design Exception No. 2 – Driveway Width – This request has been approved.
5. Design Exception No. 3 – Parking Waiver – Parking Waivers are not requested through a Design Exception. The City will use Response #2 to the Planning & Zoning Comments from the DLR letter dated 08-11-25 as the waiver request.

Preliminary Site Plan (C1.0 & C1.1) and Enlarged Site Plans (AS1.0 – AS1.3)

6. Show the address of the property.
7. Show the building setback lines.
8. The project is responsible for a six-foot-wide detached (meandering where possible) sidewalk and landscaping/irrigation along the Ramirez Road frontage. The project will also be responsible for any associated right of way/easement revisions.
9. The sidewalk shall be within the right of way, not the PUE, if possible. The sidewalk may be attached to the curb to avoid obstructions (streetlights, electrical equipment, etc.). If the sidewalk cannot fit within the right of way (i.e. areas around the proposed driveways), a Pedestrian Access Easement shall be dedicated to the City in these locations.
10. Site Data – The Parking Required does not match the number on the Context Pan. Which is correct?
11. The proposed driveways shall be per MAG or City standards. Stop signs are recommended at each driveway.

12. If a driveway is either designated for truck entry or prohibits use by trucks, please provide the necessary signage. Verify that any driveway to be used by a truck can accommodate a WB-67 vehicle without encroaching into the adjacent lane.
13. Show the sight distance requirements at each proposed driveway per [City Detail EM-158](#).
14. Any fire lane/emergency access road shall be designed to handle 75,000 lbs. A Geotechnical Report will be required for this project, and it should provide a recommended design section for the access road(s) and any other onsite pavement section.
15. Curb that carries drainage shall include a gutter. Sheet Note S3 of the Enlarged Site Plans calls out curb and gutter but none of the details show gutter. The curbing shall be no closer than 3 feet to any property line.
16. It is noted that “spaces adjacent to landscape or sidewalk are 16’ with a 2’ overhang”. This does not appear to pertain to this Site Plan any longer.
17. Buildings 3 and 4 are shown as 30 feet tall while Sheet AS1.1 shows them as 25 feet tall. Which is correct?
18. Are there any issues with the spacing between Building 1 and Buildings 5-8 or between Building 2 and Building 3? Or do the overhead doors align to allow for maneuverability.
19. Sheet AS1.2
 - a. Detail 1A – Show that the curb is 6 inches tall.
 - b. Detail 1E – The refuse container slab is recommended to be 6 inches thick.
 - c. Detail 4C – The sign will have to be specific to El Mirage and reference A.R.S. Section 28-884.

Context Plan and Enlarged Site Plans (AS1.0 – AS1.3)

20. 455 parking spaces requires a minimum of 9 ADA spaces including 7 standard and 2 van accessible spaces.

Preliminary Grading Plans

21. The proposed retention basins shall not be located within any building setbacks, easements, or fire lanes. The basins along Ramirez Road appear to encroach into the front setback and the southern basin appears to encroach into the rear setback.
22. If any existing dry well is removed, it will need to be abandoned per EPA requirements.
23. Side slopes adjacent to the public right to way or within the PUE, including within any basins, shall be 6:1 or flatter. There shall be at least two feet of level ground between any sidewalk, wall or vertical obstruction and the top of any side slope grading.
24. Verify no portion of the fire lane has a longitudinal slope over 10% or a cross slope over 5%.
25. Headwalls require safety rail and trash racks.
26. The City does not typically allow the co-mingling of offsite flows with on-site flows. However, per Section 4-3(B)(6)(c)(1) of the City’s DDSM, “upon written request, off-project flows, which historically flowed through the project, may be routed through the storm water storage facilities. The applicant shall provide specific written request submitted to the City Engineer and receive written acknowledgment of approval by the City.”
27. Show utility clearance/crossing information per MAG Detail 404 and City Detail EM-402.
28. Plans shall include applicable City Notes. Call out MAG, City, etc. details to be used. Use the City’s [Design & Development Standards Manual \(DDSM\)](#) as a guide for the final design.

Preliminary Utility Plans

29. This site is located within the EPCOR Water and Sewer Service Area. Any water improvements between the main in Ramirez Road and the backflow preventer will be reviewed by EPCOR. Any sewer improvements within Ramirez Road right of way will be reviewed by EPCOR. All onsite water and sewer improvements will be reviewed by the City.
30. Backflow preventers shall be placed on private property, not within the right of way or PUE.
31. See City Water Note #21 and City Sewer Note #13 for pavement restoration within Ramirez Road. Trench Backfill within the City's right of way shall adhere to City Detail EM-406.
32. Show utility clearance/crossing information per MAG Detail 404 and City Detail EM-402.
33. Water valves are recommended along the fire line, approximately every 500 feet, and at locations so that the maximum number of hydrants to be out of service is two.
34. Hydrants shall be installed per City Details EM-360, 361 and 362. Bollards, which are recommended around the hydrant when they are not protected by curbs, shall adhere to City Detail EM-364.
35. Hydrants shall be spaced at a maximum of 300 feet or as approved by the Fire Department.
36. All water and sewer mains and services within the site will be considered private. Any hydrants within the project site will be private and painted red per City Detail EM-360. All hydrants require markers per MAG Detail 122.
37. There is an existing irrigation pipe that runs from the Arcadia property into the Cavco property. Verify whether or not this irrigation pipe active? If not, the pipe shall be removed from the City right of way or capped and filled with slurry.

Preliminary Landscaping Plans

38. The City Landscaping and Irrigation Notes (Detail EM-101-4) are not the most current.
39. Landscaping and irrigation within the right of way of Ramirez Road will be required along the project frontage.
40. Show the sight distance requirements at the proposed driveways per City Detail EM-158. Verify that landscaping will not block any views.
41. All plantings at maturity shall maintain a minimum of 3 feet of clearance from all fire hydrants and fire suppression devices per City Detail EM-361. Show the hydrants on the plans.
42. No walls or trees shall be placed within the Public Utility Easements (PUE).
43. Trees shall not be placed within 5 feet of any City curb or sidewalk or within 6 feet of any public utility.
44. DG is required on all non-paved areas both on site and within the right of way adjacent to the project site.
45. Add a note to the plans that the maintenance for all landscaping and irrigation shown on the plans will be the responsibility of the property owner.
46. Irrigation plans will be required.

Exterior Elevations (A4.1 – A4.10)

47. No comments.

Electric Plans (ES101 – ES104)

48. No comments.

Final Drainage Report

- 49. This report should be labeled as “Preliminary”. The Final Report shall be submitted with the civil plans.
- 50. Section 6.0 – Note the location and elevation of the ultimate outfall.
- 51. Figure 3 – The drainage arrows for Ramirez Road appear to be incorrect (they appear to be correct on the Preliminary Grading Plan). OFF-1 appears to drain to RB-3 and OFF-2 appears to drain to RB-5. Verify and update the calculations accordingly.
- 52. Weighted Runoff Calculations – The Cw for basins should be 1.0.
- 53. Calculations for the on-site storm drain will be required.
- 54. Provide stage-storage calculations for the basins.
- 55. Appendix C - Verify how much offsite flow reaches the site from the north, how much will overflow to the south and how it will reach the CarMax site. More recent Drainage Reports from CRI, TI Cold (Arcadia), Copperwing Spur Extension Phase II and CarMax can be obtained through a Public Records Request.

Preliminary Water Report

- 56. This report shall be reviewed by EPCOR.
- 57. Table 1
 - a. EPCOR has their own criteria and may require those numbers to be used.
 - b. Note 3 – Should this be a 75% reduction?
- 58. Table 3 – Include the office portion for Building 1 as well.
- 59. Section 5.1
 - a. The static pressure is noted as 81.9 psi. Individual pressure reducing valves sized equivalent to the meter size shall be installed on private services where static pressures will exceed 80 psi.
 - b. The 1,513 gpm flow is not adequate to accommodate the max day plus fire flows for Building 1. This site will require a tank and pump.

Preliminary Wastewater Report

- 60. This report shall be reviewed by EPCOR.
- 61. Table 1
 - a. Maximum manhole spacing onsite shall be 400 feet.
 - b. There shall be 0.2 feet of drop through the onsite manholes
- 62. Table 2 – Include the office portion for Building 1 as well.
- 63. Section 4.2 – The first sentence of the second paragraph is not accurate. There is an 8-inch main in Ramirez Road that runs to a 12-inch main within Dysart Road.

Traffic Impact Statement (TIS)

- 64. Existing Traffic Conditions – The traffic volume data was collected when school was not in session. An adjustment factor shall be included.
- 65. Trip Generation and Distribution Section - If there is only one shift, is it likely that the peak hour traffic will be 455 entering the site in the am and 455 exiting in the pm rather than the trips shown in Table 2?
- 66. Will left turns into the driveways be accommodated within the existing TWLTL? Provide calculations that show this.
- 67. Provide a crash summary and identify any trends and/or potential safety hazards.

68. Due to the increase in traffic, do any of the below turn lane lengths at the Ramirez Road/Dysart Road intersection need to be increased? Provide calculations:
- NB left turn lane
 - SB right turn lane
 - EB left turn lane
 - EB right turn lane
 - What happens if the traffic signal is not installed by the time Cavco opens?
- See the City's [Auxiliary Lane Criteria](#) for turn lane requirements.
69. Provide an exhibit that shows the distances between the driveways (existing and proposed) from nearest face of curb to nearest face of curb.

Title Report

70. No comments.

ALTA Survey

71. No comments.

Phase I Environmental Site Assessment

72. Section 2.2 – The Water and Sewer Provider is EPCOR.
73. Section 2.4 – CarMax is to the south.
74. Section 4.0 – There are drywells in the existing on site basins. It is possible they were never registered. Cavco will have to register them in their name as part of their project.

Miscellaneous

75. A Final Plat will be required to show any right of way and/or easement dedications. The Plat shall be reviewed and approved by the City and recorded prior to Certificate of Occupancy.
76. The project is responsible for reimbursement of ½ of the southbound deceleration lane at Dysart Road and Ramirez Road. The estimated fee is \$38,000 and would be due to the City prior to release of the Certificate of Occupancy. The fee is subject to change and will be finalized after the one year warranty period for Dysart Road (approximately August 2026).
77. A Geotechnical Report will be required to provide on-site pavement sections. Verify the proposed pavement sections can handle 75,000 lbs. for the fire lane.
78. A Stormwater Pollution Prevention Plan (SWPPP) will be required per the City's [SWPPP Guidelines](#) document. A Notice of Intent (NOI) from ADEQ will be required prior to release of any Engineering permit.
79. An Approval to Construct (ATC) 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.
80. 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.
81. Any cutting of the pavement in Ramirez Road will require Pavement Cut Fees per the most current Fee Schedule.
82. A Dust Control Permit from the County will be required prior to the release of any Engineering permit.
83. Any modifications to the farmer's irrigation system would be an agreement between the developer and the property owner but the modifications may be reviewed by the City.

84. The City will not release any permits until EPCOR provides the City with their approval of the water and sewer plans and reports. The applicant is responsible for submitting plans to EPCOR for review and approval.

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.



**DEVELOPMENT SERVICES
ENGINEERING DIVISION**

10000 N. El Mirage Road
El Mirage, AZ 85335
Phone: 623-876-2974
www.elmirageaz.gov

REQUEST FOR DESIGN EXCEPTION

Applicant Information

Name: _____ Telephone: _____

Address: _____ City: _____ State: _____

E-mail: _____

Name of Development: _____ Permit No.: _____

Describe the Request:

1. Cite City of El Mirage Design & Development Standard or condition of approval that you are requesting the Design Exception for.

2. Reason that the Exception is needed.

3. Impacts of granting the Exception.

4. Alternatives to granting the Exception.

Tim Thielka
Applicant

Date

For Office Use Only

APPROVED **DENIED**

Comments: _____

Bryce Christo
City Engineer or Assigned Designee

08-25-25
Date



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Tim Thielke
Applicant

Date

For Office Use Only

APPROVED DENIED

Comments: _____

Bryce Christo
City Engineer or Assigned Designee

08-25-25
Date

Date: August 27, 2025

Project: SP250003 CAVCO Manufacturing Facility

Project Location: 13201 W Joe R Ramirez Road

ACCESS

- Provide a letter of commitment from property owners along the proposed secondary access route between the West end of Joe R Ramirez Way and W Olive Ave agreeing to the future establishment of a recorded emergency access easement. The land-use process will be placed on hold until this commitment document is received in writing by the city.

WATER

- The submitted water report did not contain the appendices. Resubmit the report with all related appendices.
-

Comments generated utilizing the 2018 International Fire Code and the City Municipal Code.

Jason Napier | Fire Marshal
El Mirage Fire Department
13601 N. El Mirage Rd.
El Mirage, Arizona 85335
T. 623-251-3507 | F. 623-583-8257
jnapier@elmirageaz.gov



Planning & Zoning Review Comments Memorandum

TO: Richard South, DLR Group

FROM: Jose A. Macias, Senior Planner
Development Services Department, Planning & Zoning

RE: SP250003 Cavco Manufacturing Facility

DATE: August 20, 2025

Mr. South,

Please review the comments from the Planning and Zoning Division regarding the Preliminary Application submission for the proposed project outlined above.

APPLICATION FORM

- Property Owner: Cavco Exchange LLC
- Assigned Address: 13201 W Joe R Ramirez, El Mirage, AZ 85335
 - One street number with a letter for each building.

ZONING

- El Mirage 2020 General Plan: Commercial/Industry Park
- Zoning: Planned Area Development (PAD)
- Overlay District: Luke AFB 80 LDN Zone, Accident Potential Zone II
- Current Land Use: Undeveloped
- Flood Area: Not Applicable
- Proposed Land Use: Manufacturing, Light (Permitted)
- Zoning Application Requirement: Site Plan Approval & Parking Waiver

PROJECT NARRATIVE:

1. A request for a conditional use permit is not required because outdoor storage is a permitted use on the Employment/Industrial zone.
2. The Planning and Zoning Division has no issues with the parking waiver request and recommends approval.

SITE PLAN

The site plan application submittal did not address these pre-application (PA250010) comments. Please provide a response.

3. Please add the following statement to the site plan:
“Any change of use or occupancy of any building or buildings, including additions thereto requiring more parking, shall not be permitted until such additional parking spaces as required by this chapter are furnished.”

4. The area around Trash Compactors and closed Dumpsters shall be identified by bollards to prevent them from moving around the yard.
5. Identify the ground surface material and use it throughout the lot.

ELVATIONS

6. No comments.

LANDSCAPE PLANS

7. The retention area at the south of the property does not need plantings; decomposed granite will be required for dust and weed control since it is out of the public view.
8. All required trees shall be a minimum of 15 gallons in size, and at least 50% of those trees must be 24-inch boxes or larger.
9. All 24-inch box and larger trees shall be a minimum of ten feet in height, four feet in spread, and two and a half inches trunk caliper at the ground level.
10. Decomposed granite shall be 1/2" or 3/4" screened material with a minimum of two (2) inches in depth. Decomposed granite is required in all non-paved areas, both on-site and within the right-of-way adjacent to the site.
11. All trees shall maintain a minimum of 6'-0" clearance from any city water or sewer line and a minimum of 5'-0" clearance from any city sidewalk and curb. All plantings shall maintain a sufficient distance from any sanitary and storm sewer manholes to allow access by maintenance vehicles.
12. At maturity, all plantings shall maintain a minimum 3'-0" clearance around all fire hydrants and fire suppression devices.

SIGNAGE

13. Sign permits are required for all types of signs, including monuments, freestanding signs, wall signs, and others. Building address and number signs are excluded from this requirement. Separate fees will apply for obtaining these permits. [Click here](#) to access the sign regulations.

FINAL PLAT

14. A Final Plat will be required for staff review and City Council approval to accept any lot splits, lot combinations, land deeded to the City, utilities easements, and cross-access easements before the building and engineering permits are issued. Process \$1,000.00 plus \$10.00 per lot/tract.

ARS 28-8481 MILITARY LAND USE COMPATIBILITY

15. The site is located inside the Luke Air Force Base (LAFB) Noise Contour Zone, Accident Potential Zone II, and the Military Airport Territory Area and is subject to review from LAFB for land use compatibility with ARS 28-8481. Please see the attached review letter from LAFB.

MISCELLANEOUS

16. Cavco Exchange LLC shall obtain and maintain a city business license.

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