
Technical Advisory Committee Review Comment Memorandum

To: Angelica Armenta, ProCa Design
From: Jose A. Macias, Senior Planner
Development Services Department, Planning & Zoning
Re: CUP250002 Pulido Project New Four-Plex
Date: May 20, 2025

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 comments.

ECONOMIC DEVELOPMENT – Tom Doyle, Economic Development

2. No comment.

ENGINEERING – Bryce Christo, Asst. City Engineer

3. See the attached memorandum.

FIRE DEPARTMENT – Jason Napier, Fire Marshall

4. No comments.

PLANNING & ZONING – Jose A. Macias, Senior Planner

5. See the attached memorandum.

POLICE DEPARTMENT – Chris Culp, Police Sergeant

6. No comment.

PUBLIC WORKS – Scott Ketchmark, Utilities Superintendent

7. 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: **Pulido Four Plex Site Plan Application Review No. 2**
DATE: **05-19-25**

Below are the Engineering Division's comments for the above referenced submittal provided in **May 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. Items in red are comments that have been updated since the original comments provided on 02-25-25 due to the change in the building configuration.

Narrative

2. No comments.

Site Plan (Sheet A0)

3. Area Per Unit – Show the total area per unit. The numbers here are slightly different than the ones on Sheet A1.
4. Total Areas – Show the Existing Lot Size, the Proposed Right of Way Dedication and the Proposed Lot Size. Revise the Lot Coverage to remove the area to be dedicated. **The Lot Coverage is 24.55%.**
5. Vicinity Map – The header of the Vicinity Map is incorrectly labeled as “Lot Coverage Calculations”.
6. Note 1 – This note incorrectly states that the driveway entrance is per City Detail EM-158.
7. The project is responsible for the dedication of 16 feet of right of way, an 8-foot wide Public Utility Easement (PUE), half street roadway improvements, a six-foot-wide detached (meandering if possible) sidewalk, signing/stripping and landscaping/irrigation along the Main Street frontage. The roadway improvements will require widening the existing roadway section to the monument line with a 22.5 foot wide pavement section (measured to face of curb) and vertical curb and gutter. Offsite plan and profile sheets will be required. **The PUE shall be placed behind the new right-of-way line (within the 10-foot front yard setback).**
8. The face of curb shall be 22.5 feet east of the Main Street centerline and within the proposed right of way.

9. The north side of the **Main Street** roadway widening shall include three OM4-2 (18"x18") signs and the additional pavement will be striped to maintain the current configuration.
10. Provide Parking Calculations that show both the number of spaces required and provided. **Duplexes without on street parking require 2 parking spaces per unit plus 0.25 visitor spaces per unit, therefore this site requires a total of 9 spaces. The site will need to add one more parking space.**
11. Show the location of any fences, walls and exterior signs.
12. Provide dimensions of the sidewalk, driveway areas in front of the garage, the radius of the main driveway entrance, etc.
13. Plans shall include the most current 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.

Context Plan (Sheet A0.1)

14. No comments.

Architectural Plan (Sheet A1)

15. No comments.

Grading & Drainage Plans

16. The City Notes on Sheet 1 are not the most current. Also, City Notes should be written as "El Mirage General Notes", "El Mirage Grading & Drainage Notes", etc.
17. Site Data
 - a. The Zoning is MU
 - b. The Lot Coverage calculation here is different than the one under Building Area.
18. The legal description at the top of Sheet 2 is incorrect.
19. Construction Notes
 - a. Note 1 – Revise to "Install a 1" water meter per City Detail EM-325." The backflow preventers will not be required. The proposed water meters are noted as 1-inch. Are the proposed service lines also 1-inch?
 - b. Note 4 – Are parking blocks being placed in front of the garages?
 - c. Note 6 – Draw the driveway to match City Detail 251-2.
 - d. Note 7 – Revise to "Install vertical curb and gutter per MAG Detail 220-1, Type A".
 - e. Note 8 – Revise to "Install stop sign (R1-1, 30"x30") on sign post per City Detail 132."
 - f. Note 9 – City Details 559-2 & 3 are inlet markers. These are required on the catch basin and headwall but also call out the type of catch basin being proposed and note the length, size and slope of the storm drain. The storm drain must be RGRCP and a minimum of 18 inches in diameter.
20. Retention Calculations
 - a. Verify the half street area as it should be closer to 3,400 sf (103' x 33')? Update the calculations accordingly.
 - b. Is grass proposed for this site?
 - c. A Tributary Area Map shall be provided to show which portion of the site is draining to which basin. The volume required should be based on the volume that is reaching the individual basins since they are not connected.
21. Verify the slope does not exceed 2% in any direction within the parking spaces.

22. The proposed retention basins shall be located a minimum of 4 feet away from any structures and shall not be located within any easements.
23. Side slopes adjacent to the public right of way and within Public Utility Easements (PUE) shall be 6:1 or flatter. The west side of the basins shall be 6:1 while the other sides may be 4:1.
24. There shall be at least two feet of level ground between the back of sidewalk or wall/fence and the top of any side slope grading.
25. The bottom basin elevation and volume of Basin 1 in Section B-B does not match the Grading Plan or the Drainage Report.
26. Trash racks and safety rails are recommended for any on-site headwalls.
27. **The Grading & Drainage Plans shall be updated to include the new building configuration.**

Utility Plans (The utilities were incorporated into the Grading and Drainage Plans but it is recommended to provide a separate Utility Plan.)

28. The Utility Plans shall show all utilities and utility easements including electric, gas, phone and cable.
29. There shall be a minimum of 3 feet horizontal separation between the proposed water service taps from outside diameter to outside diameter (OD-OD).
30. The existing water service line shall be abandoned per City Detail EM-326.
31. The existing fire hydrant will have to be removed and a new hydrant shall be placed behind the new curb per City Details EM-360 and EM-362. The hydrant will be public and painted "Safety Yellow" and will require a marker per MAG Detail 122.
32. If the power pole/streetlight at the northwest corner of the property is within the parcel's frontage, it will have to be relocated behind the new curb.
33. The proposed sanitary sewer service and proposed hydrant lead must be separated by a minimum of 6 feet (OD-OD).
34. The proposed sanitary sewer service is located within the basin which is not recommended. If this alignment is preferred, the service line shall be located a minimum of 4 feet below the bottom of the basin and either concrete encased or placed within a sleeve.
35. Show utility horizontal and vertical clearance information crossings per MAG Detail 404 and City Detail EM-402.
36. Show the location of any exterior lighting. A Photometric Plan will be required that addresses the following:
 - a. Any lighting used to illuminate an off-street area shall be arranged so as to deflect light away from any adjoining residential zone or from the public streets. 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 adjacent residential property line.
 - b. 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 Main Street to verify that the proposed lighting will not exceed the maximum limit.
37. Any overhead utility lines along the project frontage, 13kV or lower, shall be placed underground. This includes the lines along both Main Street and the north property line.

Landscape Plans

38. 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.
39. No walls (including the footing) or trees shall be placed within the proposed Public Utility Easement (PUE). **The PUE shall be placed behind the new right-of-way line (within the 10-foot front yard setback).**
40. Trees shall not be placed within 5 feet of any City curb or sidewalk or within 6 feet of any public utility.
41. Remove the existing tree shown within the proposed building.
42. Remove the landscaping at the southwest corner of the project as the driveway ramp and sidewalk is required in this location.
43. DG is required on all non-paved areas both on site and within the right of way adjacent to the project site.
44. 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(s).
45. Irrigation plans will be required.

Exterior Elevations

46. No comments

ALTA Survey

47. The blow up of the corner section shows it as Section 21 but it should be 13.
48. Is there no easement for the pole and overhead electrical line that runs along the north property line?

Drainage Report

49. Label the cover sheet as "Drainage Report".
50. Calculations for the proposed storm drain will be required.
51. Remove any references to the City of Scottsdale (Conclusion #6 and Reference #4).
52. Street calculations for a collector street (Main Street) shall verify that:
 - a. 10 year flows can be carried within the curb
 - b. 100 year flows can be carried within the right of way
- 53. The Drainage Report shall be updated to account for the new building configuration.**

Water Report

54. The water main within Main Street is a 12-inch ductile iron pipe.
55. Verify with the Fire Department whether or not a fire suppression system will be required for this property. If one is required, a Flow Test shall be performed. The developer would be required to schedule and perform their own fire flow test. The City's Public Works Department (623-876-4251) would also have to be contacted to act as a witness to the test one week prior to the scheduled date.

Sewer Report

56. The wet weather peak flow is calculated by multiplying the dry weather peak flow by 1.17 which is approximately 3,050 gpd.

Traffic Impact Statement (TIS)

57. No comments.

Title Report

58. No comments.

Phase I Environmental Assessment

59. Page 7-3 states that there are no landfill facilities listed within one-half mile of the subject site, however, the El Mirage Industrial Landfill (EPA ID: AZD123907495) appears to be within a half mile of the property. It shall be noted that the [EPA Superfund Search](#) shows that it does not qualify for the NPL.

Miscellaneous

60. A Final Plat will be required to show any right of way and easement dedications. The Plat shall be reviewed and approved by the City and recorded prior to Certificate of Occupancy.
61. All offsite improvements must be approved and accepted by the City prior to the release of any Certificates of Occupancy.
62. 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.
63. An Approval to Construct (ATC) will be required from MCESD for the water and sewer line extensions prior to the release of any Engineering permit. This project may qualify for a waiver from MCESD.
64. A Dust Control Permit from the County will be required prior to the release of any Engineering permit.
65. A Stormwater Pollution Prevention Plan (SWPPP) will be required per the City's [SWPPP Guidelines](#) document if the project will disturb one acre or more. A Notice of Intent (NOI) from ADEQ would also be required prior to release of any Engineering permit.
66. Any cutting of the pavement in Main Street will require Pavement Cut Fees per the most current Fee Schedule.

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, ProCa Design
From: Jose A. Macias, Senior Planner
Development Services Department, Planning & Zoning
Re: CUP250002 Pulido Project New Four-Plex (Second Review)
Date: May 20, 2025

Mrs. Armenta,

Please see the review comments from the Planning and Zoning Division for the proposed development project mentioned above.

ZONING INFORMATION

Property Ownership: Pulido Jose S Mendez.

Assigned Address: 13225 N Main St., El Mirage, AZ 85335 Building A; A101, A102, Building B; B101 & B102.

General Plan: The site is situated within the Neighborhoods Planning Area of the El Mirage 2020 General Plan. The proposed use aligns with the plan, and no amendment is necessary.

Zoning: Mixed Urban (MU)

Current Land Use: Vacant

Proposed Land Use: Dwelling, Multi-Family.

Zoning Application Requirement: A Conditional Use Permit with a site plan.

CONDITIONAL USE PERMIT

The Planning Commission and City Council shall, in addition to any other conditions, impose the following general conditions upon every conditional use permit granted.

1. The right to a use and occupancy permit shall be contingent upon the fulfillment of all general and special conditions imposed by the conditional use permit procedure.
2. All of the special conditions shall constitute restrictions running with the land and shall be binding upon the owner of the land, his or her successors, or assigns.
3. All conditions specifically stated under any conditional use listed in this chapter shall apply and be adhered to by the owner of the land, his or her successors, or assigns.
4. All of the special conditions shall be consented to in writing by the applicant.
5. The proposed multi-family use for the four-plex residential building shall not create noise, vibrations, parking, or odor that may become a nuisance to the public.
6. If the conditional use permit is granted, the permit shall be issued upon the signature of the Senior Planner / Zoning Administrator, and any conditions, automatic termination date, or period of review shall be stated on the permit.

SITE PLAN APPROVAL

SITE PLAN

7. In those instances where a fence is erected as an enclosure that restricts access from the front to the rear yard, a gate, identifiable collapsible section of fence, or other such means of recognizable ingress shall be installed.

ELEVATIONS

8. Each building shall display its building letter and unit number over the front door.
 - a. Building A; A101, A102 (West Building)
 - b. Building B; B101, B102 (East Building)

LANDSCAPE PLAN

9. Identify the ground cover on the “open space” area.

ARS 28-8481 Military Land Use Compatibility

9. The site is located outside the Luke Air Force Base (LAFB) Noise Contour Zone, but inside the Military Airport Territory Area and is not subject to review from LAFB for land use compatibility with ARS 28-8481. However, LAFB confirmed that the project does not meet its Graduated Density Concept Policy. Since the development will be located within the “territory in the vicinity of a military airport,” it will be subjected to approximately 170 direct overflights per day. See the attached review letter from the base dated December 31, 2023.

Final Plat

10. 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.

Miscellaneous

11. It shall be prohibited to disturb the peace or quiet of a neighborhood, family, or person by making or emitting unreasonable noise. Noise that exceeds 55 decibels, measured at the property line of the source, between 10:00 p.m. and 6:00 a.m. is presumed unreasonable.

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