
MEMORANDUM
Technical Advisory Committee
Review Comments

TO: Kristin Thoma-Mahan, KTM Design Studio

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

RE: SP250002 DT Industrial Park

DATE: August 21, 2025

Mrs. Thoma-Mahan,

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. This is a great project that meets the needs of several small businesses looking for rental space.

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 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: DT Industrial Site Plan Review
DATE: 08-20-25

Below are the Engineering Department's comments for the above referenced submittal provided in August 2025. **These items will have to be addressed prior to the Planning and Zoning Meeting.**

Site Plan/Civil Plans

1. None.

The below items will have to be addressed during the Construction Plan Submittal.

Narrative

2. A Final Phasing Plan per [Chapter 1, Section F of the City's Design & Development Standards Manual \(DDSM\)](#) will be required with the Site Plan application.

Site Plan/Civil Plans

3. Provide the street address of the project.
4. Label the right of way of Dysart Road.
5. The plans will have to show the following:
 - a. Exterior signs
 - b. Exterior lighting
6. A 1-foot Vehicular Non-Access Easement (VNAE) is required along the south property line and along Dysart Road except at the proposed driveways.
7. The proposed south driveway appears to be approximately 235 feet north of the future rail crossing right of way. The spacing meets City Code requirements but the applicant will have to obtain a letter from BNSF stating this spacing is acceptable to them. This letter must be submitted to the City prior to civil plan approval or the release of any permits.
8. The proposed driveway shall be per MAG or City details. A stop sign is recommended at the driveway. A "One Way" sign shall be installed in the existing median across from the driveway.
9. The driveway shall be able to accommodate a WB-67 vehicle without encroaching into the adjacent lane.
10. Any fire lane/emergency access road shall be 26 feet wide and 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 all other onsite paving.

11. Show a breakdown of all of the required and provided parking spaces for each building including the number of ADA spaces (standard and van accessible). If the amount of spaces being provided is less than required, a Parking Waiver must be provided. The Waiver shall include the number of spaces required per City Code, the number of spaces actually required by the site and how that number was determined and explain how additional spaces can be accommodated if required in the future.
 - a. If the office is part of the warehouse, the number of spaces required reduces to 1 per 350 sf.
 - b. A note on the Site Plans states that “parking stalls can be provided in rear yard as required per tenant”. There does not appear to be enough room to (a) drive the vehicles to/from the rear via the proposed gate and (b) to provide both parking spaces and a drive aisle in the rear of the buildings while meeting City Code.
12. When parking spaces are adjacent to a sidewalk, the sidewalk shall be a minimum of 6 feet wide or parking blocks shall be installed.
13. The standard parking space dimensions for 90-degree spaces shall be 9’x18’ per [City Detail EM-157](#). The drive aisles within the parking lots shall be a minimum of 25 feet wide for two-way traffic. The drive aisles for the parking lot between Buildings M and N appear to be only 24 feet wide. Provide dimensions of the improvements included the parking spaces, drive aisles, sidewalks, etc.
14. Dead end parking lots require a minimum 5 foot bump out to allow vehicles to pull out/turnaround.
15. Parking spaces shall be striped with a minimum of 4-inch painted lines.
16. 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 no closer than 3 feet to any property line.
17. Verify that there are no conflicts with the parking spaces and the proposed garage door locations.
18. Off-street loading spaces are required per [City Code Section 154.105](#). Shows these spaces on the plans.
19. 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 Grading & Drainage Plan (A separate Grading and Drainage Plan was not submitted for review but the below are based on typical comments and the exhibit provided in the Preliminary Drainage Report)

20. Provide topographic contours and drainage arrows.
21. Verify the slope does not exceed 2% in any direction within ADA parking spaces.
22. Side slopes adjacent to the public right of way, areas where pedestrian access is permitted and within Public Utility Easements (PUE) shall be 6:1 or flatter. There shall be at least two feet of level ground between any wall or vertical obstruction and the top of any side slope grading.
23. The proposed basins and/or underground retention pipe shall be located a minimum of 4 feet away from any structures and shall not be located within any building setbacks, easements, or fire lanes.
24. Label basin volumes required, volumes provided, HWL, bottom elevations and the basin overflow elevations for each basin.
25. The finished floors of Buildings L and N appear to be less than 1 foot above the HWL of the adjacent basin. These finished floors shall be raised or the basin lowered to obtain the one foot of freeboard.

Preliminary Utility Plans (A separate Utility Plan was not submitted for review but the below are based on typical comments and the exhibit provided in the Preliminary Water and Sewer Reports)

26. The Utility Plans shall show all utilities and utility easements including electric, gas, phone and cable, if applicable.
27. Onsite sanitary sewer main/services and water mains/services will be private and will be reviewed by the City. The water main between the backflow preventer and main will be reviewed by EPCOR. The sanitary sewer connection will be reviewed by EPCOR.
28. Water meters/vaults shall be located within the right of way and backflow preventers shall be located on private property but not within the PUE.
29. Domestic and landscape services lines shall be a minimum of 1 inch in diameter. Fire service lines shall be a minimum of 6 inches in diameter unless a smaller size is approved by the Fire Department in writing.
30. The landscaping service requires its own meter and backflow preventer.
31. The maximum length of a dead end water main is 400 feet.
32. Fire hydrants shall adhere to [City Details EM-360, 361 and 362](#). If bollards are required, they shall adhere to [City Detail EM-364](#). The backflow preventers shall adhere to [City Details EM-351, 352 or 353](#).
33. Water valves are required 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. Hydrant spacing shall be a maximum of 300 feet around the buildings. Final locations will be reviewed and approved by the Fire Department.
35. All utilities shall maintain a minimum of 3 feet of clearance from all fire hydrants and fire suppression devices per [City Detail EM-361](#).
36. 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.
37. Water and sewer lines or services are not recommended to run through retention basins as shown on the plans. If this is desired, the utilities must have a minimum of 4 feet of cover from the bottom of the basin to the top of the pipe.
38. The sewer services shall be a minimum of 6 inches in diameter.
39. Each new building will require a backwater valve per [City Detail EM-442](#).
40. See [Section 6-3 of the City's Design and Development Standards Manual \(DDSM\)](#) to determine if a pretreatment device is required.
41. Show utility horizontal and vertical clearance information per MAG Detail 404 and [City Detail EM-402](#).
42. Each proposed driveway shall have at least one streetlight.
43. 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. Provide a Photometric Plans that shows the foot candles along the centerline of Dysart Road to verify that the proposed lighting will not exceed the maximum limit.

Preliminary Landscape Plans

44. A separate landscaping service, meter and backflow preventer is required.
45. 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.
46. Trees shall not be placed within 5 feet of any City curb or sidewalk or within 6 feet of any public utility.

47. DG, or another approved soil stabilization measure, is required on all non-paved, improved areas both on site and within the right of way adjacent to the project site.
48. 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.
49. Irrigation plans will be required.

Exterior Elevations

50. No comments.

Preliminary Drainage Report

51. Section 4.2 – This section states that “offsite flows are assumed to only enter the property at the northeast corner of the site.” There are two scuppers along Dysart Road that accept offsite flows.
52. Table 4.1 – The volume required for the “Onsite” is incorrect. Use 2.4 inches as the rainfall depth.
53. Section 4.4 – The difference between the lowest finished floor and the site outfall is 1.31 feet.
54. Use the City Runoff Coefficients per [City Code Section 155.054\(B\)\(6\)\(a\)](#). Concrete = 0.95, roofs/asphalt = 0.85, grass = 0.15 and desert/rock lawn = 0.70.
55. Show the high water level, bottom elevation and overflow elevations of each basin. Provide stage-storage calculations.
56. Provide dry well calculations for the basins and underground retention pipes. It is recommended to use 0.1 cfs as the percolation rate for planning purposes.
57. Provide a Tributary Area Map.
58. Update any offsite calculations that were originally prepared with the Desert Truss West site, as applicable.
59. Provide calculations of the storm drain pipes, catch basins, etc.

Preliminary Water Report

60. Section 2 – The Zoning for this parcel is PAD/EI.
61. Provide the Pipe Report to show the system meets the requirements of the [City’s Water Design Criteria](#).

Preliminary Sewer Report

62. Show calculations that the proposed sewer can accommodate the flows from the entire site including Desert Truss West and the full build out of DT Industrial. Show that it meets the requirements set forth in the [City’s Wastewater Design Criteria](#).

Traffic Impact Statement (TIS)

63. Turn Lane Analysis and Queue Storage – The City’s Auxiliary Lane Criteria has been updated for 2025.
64. Right Turn Lane Warrant Analysis
 - a. The reduction of the southern deceleration lane storage to 55 feet requires a [Design Exception](#). Previous approvals for reduced storage do not carry over to future phases/projects.
 - b. It is noted that 55 feet of storage for the southern deceleration lane is sufficient for two typical passenger vehicles. Being that the ultimate site includes both a truss manufacturing company and various industrial uses, are larger vehicles anticipated to be visiting this site that could make this reduced storage inadequate?

- c. The spacing of 215 feet between the proposed driveways is less than the City requirement of 250 feet, therefore a [Design Exception](#) will be required.
 - d. If the above Design Exception is approved, the taper of the deceleration lane can be reduced to 90 feet in an attempt to maximize the storage length. The City does not wish for the right turn lane to be continuous.
65. Queue Storage – It shall be noted that the northbound left turn lane constructed by the City as part of the Dysart Road project was installed with 153 feet of storage.

ALTA Survey

66. ALTA Surveys are only good for 6 months but the provided one is from 2021. This ALTA is acceptable for the TAC Committee but an updated ALTA will be required as part of the Final Plat process. The updated ALTA will need to revise Schedule B per the latest title report.
67. The following items were noticed on the submitted ALTA:
- a. The Schedule B number references on Sheet 3 appear to be off by 1 (i.e., #11 should actually be #12).
 - b. The right of way is shown as both 61.5 feet and 60.5 feet. The correct right of way width is 60.5 feet.

Title Report

68. No comments.

Phase I Environmental Site Assessment

69. Phase I ESAs are only good for 6 months but the provided one is from 2022. An updated Phase I ESA will be required.
70. The following items were noticed on the submitted Phase I ESA:
- a. Section 3.2 & 7.2 – The project site lies within a Water and Wastewater Service Area that is in the process of being transferred to EPCOR.
 - b. Section 3.3 – The “stormwater manhole” found on the southern boundary of the site is actually an irrigation manhole that helps direct the water from the existing concrete ditch through the TI Cold site to the south.
 - c. Section 3.4.5 – The sanitary sewer manhole found at the southeast corner of the property was installed by EPCOR and is located within the right of way, not on the subject property.

Miscellaneous

71. A Final Plat will be required prior to Certificate of Occupancy. The Plat shall show the following:
- a. Any lot splits
 - b. Any right of way and/or easement dedications including a 1-foot Vehicular Non-Access Easement (VNAE) and any Pedestrian Access Easements (PAEs) where the driveways may encroach into the private property.
 - c. Cross access, utility, drainage, etc. easements required.
 - d. Abandonment of any easements on the lot that are no longer required.
72. The applicant will have to obtain a letter from BNSF stating the spacing between the southern driveway and the future rail crossing is acceptable to them. This letter must be submitted to the City prior to civil plan approval or the release of any permits.
73. 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 access lane.

74. 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.
75. An Approval to Construct (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.
76. A Dust Control Permit from the County will be required prior to the release of any Engineering permit.
77. 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.
78. Any cutting of the pavement in the reconstructed Dysart Road will require Pavement Cut Fees per the most current Fee Schedule.
79. 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.

Planning & Zoning Review Comments Memorandum

TO: Kristin Thoma-Mahan, KTM Design Studio

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

RE: SP250002 DT Industrial Park

DATE: August 19, 2025

Mrs. Thoma-Mahan,

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

APPLICATION FORM

1. Property Owner: Desert Truss Holding Company Inc.
2. Assigned Address: 10080 N Dysart Rd, El Mirage, AZ 85335, Building Letters, Suite Numbers.

ZONING

3. General Plan: Commerce Industrial Park
4. Zoning: PAD (Planned Area Development, PAD00-08-01, Commercial, Industrial, Manufacturing)
5. Overlay District: ARS 28-8481, Luke Air Force Accidental Potential Zone II.
6. Current Land Use: Undeveloped
7. Flood Area: N/A
8. Proposed Land Use: Industrial/Retail Park
9. Zoning Application Requirement: Site Plan Approval

SITE PLAN

12. The parking requirements for the office and warehousing space are not being met. Staff will need to evaluate the proposed use for each suite to confirm the parking requirements. Additional parking may be required.
13. Add the following notes to the site plan.
 - a. *All potential tenants shall be required to verify the intended use of the suites to confirm compatibility with city zoning, ARS28-8481, and APZ II before applying for tenant improvement permits, certificates of occupancy, and city business licenses.*

ELEVATIONS

12. No comment.

LANDSCAPE PLANS

14. The off-site landscaping along Dysart Road is being completed with the Desert Truss West project.
15. A final landscape plan must be submitted along with the construction documents for review. Any changes to the landscape plan—whether before, during, or after the approval of the preliminary or final landscape plan—must be authorized by the Zoning Administrator or their designee prior to installation.

SIGNAGE

16. 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.

FINAL PLAT

17. A Final Plat shall be submitted for staff review and City Council approval to accept any lot splits, land deeded to the City, utilities, and access easements. \$1,000.00 plus \$10.00 per lot/tract.

ARS 28-8481 MILITARY LAND USE COMPATIBILITY

18. The site is situated within the Noise Contour Zone of Luke Air Force Base (LAFB), in Accidental Potential Zone II, and within the Military Airport Territory Area. As a result, it is subject to review by LAFB to ensure land-use compatibility. Please see the attached email dated January 20, 2025.

MISCELLANEOUS

12. The property management company 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.