

Technical Advisory Committee Review Comment Memorandum

To: Sayed Ramiz, Surprise Auto Network LLC
From: Jose A. Macias, Senior Planner
Development Services Department, Planning & Zoning
Re: CUP250006 Surprise Auto Network LLC
Date: December 18, 2025

Mr. Ramiz,

Please review the comments from the El Mirage Technical Advisory Committee (TAC) regarding the conditional use permit.

BUILDING & SAFETY – Brigham Bennett, Building Official

1. A public restroom shall be provided within a 500' travel distance of the office location.
2. The FBB office shall be mounted on a permanent foundation system.
3. FBB office shall be sourced from a manufacturer approved by the Arizona Department of Housing.

ECONOMIC DEVELOPMENT – Tom Doyle, Economic Development

4. No comment.

ENGINEERING – Bryce Christo, Asst. City Engineer

5. See the attached memorandum.

FIRE DEPARTMENT – Jason Napier, Fire Marshall

6. Annotated re-line requirements for access gate and address identification.

PLANNING & ZONING – Jose A. Macias, Senior Planner

7. See the attached memorandum.

POLICE DEPARTMENT – Chris Culp, Police Sergeant

8. No comment.

PUBLIC WORKS – Scott Ketchmark, Utilities Superintendent

9. No comment.

If you have any questions regarding these comments or would like to schedule a follow-up meeting or call, please do not hesitate to contact my office.

MEMORANDUM

TO: Jose Macias, Planner/GIS
FROM: Bryce Christo, P.E., Assistant City Engineer
SUBJECT: Surprise Auto Network Site Plan Review
DATE: 12-16-25

Below are the Engineering Division's comments for the above referenced submittal prepared in December 2025. **These items will have to be addressed prior to the Site Plan Zoning Application being approved:**

1. Provide a deed or title report
2. Provide a Phase 1 Environmental Site Assessment
3. Provide a Context Plan that shows the following:
 - a. Existing zoning which is Urban Corridor (UC)
 - b. Existing land use
 - c. Color photographs of the subject site and surrounding improvements and show photo reference numbers on the Context Plan.
4. Update the Narrative to include the following:
 - a. Describe the location of the site.
 - b. Provide any historical data for the site.
 - c. What is the height of the proposed building?

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

Project Narrative

5. See Comment #4 above.

Site Plan

6. Show and label the building setback lines which are 5 feet for all yards.
7. Show the proposed parking spaces on the Site Plan.
 - a. The standard parking spaces shall be 9' wide x 18' long per [City Detail EM-157](#). Overhang cannot be counted towards the length of the space. Up to 30% of the spaces may be compact (8'x16') and shall be marked as such.
 - b. The ADA space shall be van accessible, paved and signed accordingly.
 - c. All parking spaces shall be striped with a minimum of 4-inch painted lines or a delineated in a manner acceptable to the City.
8. The project is responsible for the dedication of a 1-foot wide Vehicular Non-Access Easement (VNAE) along the Grand Avenue Frontage Road (GAFR).

9. Per [City Code Section 155.057](#), all overhead utility lines, 13kV and under, adjacent to the site shall be placed underground. This includes all electrical, communication, cable, etc. facilities. This may require the undergrounding beyond the site boundary to the next convenient power pole or junction element. Relief from these requirements may be presented to City Council per [City Code Section 152.030\(E\)](#).
10. Provide an exterior refuse collection area.
11. Will there be any exterior lighting?
12. 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.

Grading & Drainage Plans & Drainage Report

13. The City General Notes (Detail EM-101-2) are not the most current version. The latest version can be found [here](#). Also include the General Information Notes which is Detail EM-101-1.
14. Project Data
 - a. The City will provide the address of the property.
 - b. The disturbed area shall also include the driveway outside of the parcel.
 - c. Maximum Building Height is 40 feet. How tall is the proposed building?
15. Stormwater Retention Calculations
 - a. The pre construction site consisted of dirt which has a runoff coefficient of 0.50.
 - b. Also include the proposed improvements outside of the parcel (i.e. the paved driveway) in the calculations.
 - c. Some retention will be within the parking spaces. The ADA parking space, however, must be free from ponding.
16. The [City's Approval Block](#) shall be included on the plans.
17. The stop sign shall be 30"x30" and shall be placed on its own post.
18. The object marker signs shall be OM3-R (12"x36").
19. Basins shall not be located within the building setbacks and shall not be located within 4 feet of an inhabited building.

Exterior Elevations

20. No comments.

ALTA Survey

21. No comments.

Miscellaneous

22. A 1-foot Vehicular Non-Access Easement (VNAE) shall be dedicated along GAFR. This can be done via separate instrument.
23. A Dust Control Permit from the County will be required prior to the release of any Engineering permit if the limit of disturbance is 0.10 acre or more.
24. 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.

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: Sayed Ramiz, Surprise Auto Network LLC
From: Jose A. Macias, Senior Planner
Development Services Department, Planning & Zoning
Re: CUP250006 Surprise Auto Network LLC
Date: December 18, 2025

Mr. Ramiz,

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

ZONING INFORMATION

Property Ownership: Surprise Auto Network LLC
Assigned Address: 12289 NW Grand Ave, El Mirage, AZ 85335
El Mirage 2020 General Plan: Mixed-Use Planning Area
Zoning: Urban Corridor (UC)
Current Land Use: Vacant Undeveloped
Proposed Land Use: Automobile, Boat, RV sales and leasing (Online Auto Sales)
Zoning Application Requirement: Conditional Use Permit

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, including any comments from the El Mirage Technical Advisory Committee (TAC).
5. The proposed online auto sales operation shall not create noise, vibrations, parking issues, or odors that may become a nuisance to the public.
6. The operation shall not create a traffic hazard to vehicles and obstruct pedestrians' sidewalk access.
7. The property shall be maintained in a professional and clean manner at all times.
8. No storing of vehicles or other items not related to the auto sale operations.
9. Inoperable vehicles shall not be stored on the property.
10. Any storage areas on the property shall be screened from the public view.
11. The operation is subject to the City's sign regulations, zoning code section §154.125.

12. A City Business License shall be obtained prior to operating and shall be maintained annually.
13. 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 review period shall be stated on the permit.

SITE PLAN

Site Plan

14. A comprehensive site plan will be submitted for administrative review and approval if the conditional use permit is granted.
15. Click [here](#) to access the Site Plan requirements and process.

ARS 28-8481 Military Land Use Compatibility

16. The site is located outside the Luke Air Force Base (LAFB) Noise Contour Zone, but inside the Military Airport Territory Area, and is subject to review from LAFB for land use compatibility with ARS 28-8481. Since the proposed development will be located within the “territory in the vicinity of a military airport,” it will be subjected to approximately 170 direct overflights daily. Once the LAFB review letter is available from the base, city staff will provide a copy to the applicant.

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