
Technical Advisory Committee Review Comment Memorandum

TO: Joshua Oehler, Arc One Associates
FROM: Jose A Macias, Senior Planner
SUBJECT: CUP250007 Dog Grooming
DATE: December 8, 2025

Mr. Oehler,

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

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. Require the use of a hair/grease interceptor to catch hair, fats, oils, and grease from the wastewater stream.

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: Dog Grooming Building (12030 Thunderbird) 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 Planning and Zoning Meeting**

1. Provide a Context Plan that provides the following:
 - a. A current aerial of the site and the surrounding area.
 - b. Color photographs of the subject site and surrounding improvements and show photo reference numbers on the Context Plan.

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

Narrative

1. Project Details
 - a. The street to the west is named Poppy Street.
 - b. The proposed driveway does not line up with the existing driveway across the street. The offset s noted in the Traffic Impact Statement.
2. Infrastructure – The electrical service provider is APS not SRP.

Site Plan

3. The right of way of Thunderbird Road is 55 feet wide.
4. The proposed driveway shall be per MAG or [City details](#). A 30"x30" stop sign is recommended at the driveway.
5. General Site and ADA Notes Section
 - a. General Note E - The footcandles at the property line for a residential use must be 0.
 - b. General Note E - No noise shall be generated at the site that exceeds 55 decibels, measured at any property line of the subject parcel, between 10 pm and 6 am.
 - c. General Note K – Delete this note.
 - d. Note A - The parcel numbers referenced are not for this project site.
 - e. Note E – Delete this note.
6. There are several notes listed in the bottom left hand corner of the Site Plan. Note 4 can be deleted as a trash enclosure is not proposed.
7. Label and dimension the building setback lines. Show the 5' setback along the chamfer.

8. The property owner shall dedicate a Pedestrian Access Easement to the City for the sidewalk that encroaches onto the private property at the southwest corner of the lot. The easement shall be set 1 foot behind the sidewalk/ramp.
9. The roll curb along Poppy Street shall be replaced with vertical curb and gutter. The 4 foot wide sidewalk along Poppy Street shall be replaced with a 5 foot wide sidewalk.
10. Driveways shall have a minimum throat of 50 feet. The current configuration will require a Design Exception (see Comment #21).
11. Provide dimensions of the improvements included the sidewalks, etc.
12. Will there be a sidewalk that leads to/from the door on the north side of the proposed building?
13. The curbing shall be placed no closer than 3 feet to any property line. The curb of the 5 foot bump out appears to be closer than this.
14. Any fire 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 this access road.
15. A retention basin or underground retention pipe(s) is/are not required if the entire parcel drains to the adjacent roadway(s).
16. Show all utilities and utility easements including electric, gas, phone, cable, water and sewer.
17. Show any exterior signs.
18. Show any exterior lighting.
19. Remove the landscaping from the Site Plan.
20. 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.
21. If the site cannot meet any City requirements noted above, a Design Exception may be requested via [this form](#). Each request requires a its own form. Approvals of the requests are not guaranteed.

Preliminary Landscaping Plans

22. Remove the Site Plan callouts from the Landscaping Plans.
23. The City Landscaping and Irrigation Notes ([Detail EM-101-4](#)) shall be included on the plans.
24. Show the sight distance requirements at the proposed driveway and at the Poppy/Thunderbird intersection per [City Detail EM-158](#). Verify that the proposed landscaping will not block any views.
25. 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](#).
26. Trees shall not be placed within 5 feet of any City curb or sidewalk or within 6 feet of any public utility.
27. DG is required on all non-paved areas both on site and within the right of way adjacent to the project site.
28. 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.
29. Irrigation plans will be required.

Exterior Elevations

30. No comments

ALTA Survey

31. The ALTA shall be signed and stamped by the Surveyor.
32. The Monument Notes provided on Sheet 2 are incorrect.

Water Report

33. Section 1.1
 - a. The 8-inch water line in the alley is ductile iron.
 - b. It is stated that "...the neighboring parcel owner (to the east) has granted the easement to allow for the installation of needed utility lines for this project." A copy of that easement shall be submitted to the City.
34. Section 1.4 – It is noted that the highest adjacent grade to the proposed building is 1590.00. What is this referring to ?
35. Table 1
 - a. The water demand for an office should be 115 gpd/1000 sf. This number was used throughout the rest of the report.
 - b. The minimum pipe diameter for a water main is 8 inches.
36. Section 3.0 & Table 3 – Section 3.0 states that the velocities are below 10 fps but Max Day + Fire Flow is shown as 17.02 fps in Table 3. This velocity is above the maximum allowed by the City.
37. Appendix B - The City's Wastewater System Design Criteria can be removed.
38. Appendix C – Are the calculations provided in the Fire Flow Test 10% Reduction sheet accurate? This sheet also references a design standard from another jurisdiction.
39. Appendix F – The utility services shall adhere to the separation requirements set forth in [City Detail EM-402](#) where the water services must be 3 feet from each other and the water and sewer services must be separated by 6 feet from outside diameter to outside diameter.

Sewer Report

40. Section 1.3 – This site is not zoned I-1.
41. Section 1.4 - It is noted that the highest adjacent grade to the proposed building is 1590.00. What is this referring to ?
42. Table 1
 - a. The Industrial demand should be replaced with Commercial (retail) which has an average daily flow of 75 gpd/1,000 sf.
 - b. Maximum manhole spacing for sewers less than 18 inches is 400 feet.
43. Table 2
 - a. The dry weather peaking factor of 3.62 should have been used (as noted in Note 1) but 3.14 was used. Update accordingly.
 - b. The Peak Daily Flow provided is the dry weather value. This number needs to be multiplied by 1.17 to obtain the wet weather value.
44. Table 3
 - a. Revise the commercial uses to 75 gpd/1,000 sf.
 - b. Revise the Peak Daily Flows to the wet weather values.
 - c. Revise Note 4 to show 58.5 gpcpd instead of 85.5.
45. Section 2.3.1 - It is stated that "the sewer service will be located in a utility easement provided by the neighboring parcel owner." A copy of that easement shall be submitted to the City.
46. Appendix B - The City's Water System Design Criteria can be removed.
47. Appendix C

- a. The invert of the sewer service shall match the top of the 8-inch main as shown on [City Detail EM-440](#). Revise the slope accordingly.
- b. The utility services shall adhere to the separation requirements set forth in [City Detail EM-402](#) where the water and sewer services must be separated by 6 feet from outside diameter to outside diameter.
- c. The meter boxes shall be within a Public Utility Easement so that the City has access to them.

Traffic Impact Statement (TIS)

48. Existing Conditions & Figure 3 – It is noted that the “northbound and southbound vehicles approaching the intersection are STOP controlled and each provided a left turn lane and a right turn lane.” Both approaches only have one lane.
49. Are there any recommendations for having the deceleration lane also a bus stop?
50. Provide an exhibit that shows the distance between any existing driveways and the proposed driveway and between the proposed driveway and the intersection of Poppy/Thunderbird, measured from nearest face of curb to nearest face of curb.

Title Report

51. No comments.

Phase I Environmental Assessment

52. No comments.

Miscellaneous

53. A Final Plat will be required prior to Certificate of Occupancy. The Plat shall show any right of way or easement dedications.
54. A Geotechnical Report will be required to provide onsite pavement sections. Verify the proposed pavement sections can handle 75,000 lbs. for the emergency access lane.
55. 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.
56. An Approval to Construct (ATC) or a waiver will be required from the Maricopa County Environmental Services Department (MCESD) for the water and sewer line extensions. A copy shall be provided to the City prior to the release of any Engineering permit.
57. A Dust Control Permit from the County will be required prior to the release of any Engineering permit.
58. A Stormwater Pollution Prevention Plan (SWPPP) will be required per the City’s [SWPPP Guidelines](#) document if there is a disturbance of 1 acre or more. A Notice of Intent (NOI) from ADEQ would also be required prior to release of any Engineering permit.
59. Any cutting of the pavement in Thunderbird Road 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.

MEMORANDUM

TO: Joshua Oehler, Arc One Associates
FROM: Jose A Macias, Senior Planner
SUBJECT: CUP250007 Dog Grooming
DATE: December 8, 2025

Mr. Oehler,

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

ZONING INFORMATION

Property Ownership: Nora L. Canez Aguillar

Assigned Address: 12030 W Thunderbird Road, El Mirage, AZ 85335

El Mirage 2020 General Plan: Thunderbird Core Planning Area

Zoning: Urban Corridor

Overlay Districts: Thunderbird Road Overlay District, ARS 28-8481 Luke AFB Noise Contours

Current Land Use: Undeveloped Lot

Proposed Land Use: General Personal Services

Zoning Application Requirement: Conditional Use Permit & Site Plan Approval

CONDITIONAL USE PERMIT

The site is situated in the Thunderbird Road Overlay District, which is subject to specific site and building design standards. These standards require that buildings be placed along the front property line and feature large windows, overhanging awnings, and canopies to promote a more walkable environment. However, the applicant is requesting a deviation from these development standards due to concerns regarding safety and security. According to the zoning code, an applicant can pursue this request through a conditional use permit process.

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 review comments provided by the El Mirage Technical Advisory Committee (TAC).

5. The proposed used dog grooming operation shall not create noise, vibrations, parking issues, or odors that may become a nuisance to the public.
6. The property shall be maintained in a professional and clean manner at all times.
7. The property and business are subject to the City's sign regulations, zoning code section §154.125.
8. Any storage areas on the property shall be screened from the public view.
9. A City Business License shall be obtained prior to operating and shall be maintained annually.
10. Any change or new use shall be reviewed by the City for compatibility and parking requirements.
11. 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 APPROVAL

Narrative

12. There are a few misspelled words in the narrative, Poppy Street, not Poopy Street.
13. There is no mention of hours of operation, nor the number of employees.

Site Plan

The following items need to be included on the site plan

14. Provide the lot coverage.
15. Names and addresses of property owners within 200 feet of the site.
16. Sign locations shown. A separate sign permit shall be submitted for review and approval.
17. A rapid residential trash service for a commercial property was approved, and a full commercial enclosure is not required.
18. 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.”
19. Add the following information to the Project Data table:
 El Mirage 2020 General Plan: Thunderbird Core Planning Area
 Overlay: Thunderbird Road Overlay District, ARS28-8481 Planning and Zoning
 Military Airport and Ancillary Military Facility's Operation Compatibility.
 Property Use: General Personal Services – Dog Grooming

Landscape Plan

20. All changes in landscape plans before, during, or after preliminary or final landscape plan approval shall be approved by the Zoning Administrator or his or her designee prior to the installation of any such landscape change.
21. All changes in the landscaping of a site before, during, or after final landscape plan approval and landscape installation shall be approved by the Zoning Administrator or his or her designee as set forth in this subchapter.

SIGNAGE

22. 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 review the sign regulations.

ARS 28-8481 Military Land Use Compatibility

23. The site is located inside the Luke Air Force Base (LAFB) Noise Contour Zone, and 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.

Final Plat

24. A Final Plat will be required for the City Engineering Division to review and approve to accept any lot splits, lot combinations, land deeded to the City, utilities, and access easements before the Certificate of Occupancy is issued. \$1,000.00 plus \$10.00 per lot/tract.

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