

**Correspondence Between
Staff and Applicant
Approval Letter**



Planning & Development Services

7447 East Indian School Road
Scottsdale, Arizona 85251

October 10, 2018

27-DR-2018
John MocarSKI
LGE Design Build LLC
740 N 52Nd St
Phoenix, AZ 85008

RE: DRB APPROVAL NOTIFICATION

Case Reference No: 27-DR-2018 Bell and Hartford

The Development Review Board approved the above referenced case on October 4, 2018. For your use and reference, we have enclosed the following documents:

- Approved Stipulations/Ordinance Requirements
- Accepted Case Drainage Report
- Construction Document Submittal Requirements/Instructions
- This approval expires two (2) years from date of approval if a permit has not been issued, or if no permit is required, work for which approval has been granted has not been completed.
 - These instructions are provided to you so that you may begin to assemble information you will need when submitting your construction documents to obtain a building permit. For assistance with the submittal instructions, please contact your project coordinator, Jeff Barnes, 480-312-2376.
- Table: "About Fees"
 - A brief overview of fee types. A plan review fee is paid when construction documents are submitted, after which construction may begin. You may review the current years fee schedule at: <http://www.scottsdaleaz.gov/bldgresources/Fees/default.asp>

Please note that fees may change without notice. Since every project is unique and will have permit fees based upon its characteristics, some projects may require additional fees. Please contact the One Stop Shop at 480-312-2500.

Finally, please note that as the applicant, it is your responsibility to distribute copies of all enclosed documents to any persons involved with this project, including but not limited to the owner, engineers, architect, and developer.

Sincerely,

Jeff Barnes
Senior Planner
jbarnes@ScottsdaleAZ.gov

About Fees -

The following table is intended to assist you in estimating your potential application, plan review, and building permit fees. Other fees may also apply, for example Water Resources non-Residential Development, Parking-in-Lieu Fees, or Assessment District Fees; and those fees are not listed in this package the plan review staff is responsible for determining additional applicable fees.

Type of Activity	Type of Fee	Subcategory	When paid?
Commercial	Application	<ul style="list-style-type: none"> ▪ Preapplication, Variance, Zoning Appeal, Continuance, Development Review Board, ESL, General Plan, Rezoning, Sign Review, Special Event, Staff Approval, Temporary Sales Trailer, Use Permit, or Zoning Text Amendment 	At time of application submittal
	Plan Review	<ul style="list-style-type: none"> ▪ Commercial, foundation, addition, tenant improvement/remodel ▪ Apartments/Condos ▪ Engineering site review ▪ Signs ▪ Plat fees ▪ Misc. Plan Review ▪ Lot Tie/Lot Split ▪ Pools & Spas ▪ Recordation 	At time of construction document submittal
	Building Permit	<ul style="list-style-type: none"> ▪ Commercial addition, remodel, tenant improvement, foundation only, shell only ▪ Fence walls or Retaining walls ▪ Misc. Permit ▪ Signs 	After construction document approval and before site construction begins
Residential	Application	<ul style="list-style-type: none"> ▪ Preapplication, Variance, Zoning Appeal, Continuance, Development Review Board, ESL, General Plan, Rezoning, Sign Review, Special Event, Staff Approval, Temporary Sales Trailer, Use Permit, or Zoning Text Amendment 	At time of application submittal
	Plan Review	<ul style="list-style-type: none"> ▪ Single family custom, addition, remodel, standard plans ▪ Engineering site review ▪ Misc. plan reviews 	At time of construction document submittal
	Building Permit	<ul style="list-style-type: none"> ▪ Single family custom, addition, remodel, detached structure, standard plans ▪ Fence walls or Retaining walls ▪ Misc. Permit ▪ Signs 	After construction document approval and before site construction begins



7/23/2018

John MocarSKI
LGE Design Build LLC
740 N 52Nd St
Phoenix, AZ 85008

RE: 27-DR-2018 (Bell and Hartford)

Dear Mr. MocarSKI:

The Planning & Development Services Division has completed the review of the above referenced development application submitted on 6/20/2018. The following **1st Review Comments** represent the review performed by our team, and is intended to provide you with guidance for compliance with city codes, policies, and guidelines related to this application.

Zoning Ordinance and Scottsdale Revise Code Significant Issues

The following code and ordinance related issues have been identified in the first review of this application, and shall be addressed in the resubmittal of the revised application material. Addressing these items is critical to scheduling the application for public hearing, and may affect the City Staff's recommendation. Please address the following:

Zoning:

1. Please submit a revised Project Narrative that addresses the criteria set forth in Sec. 1.904 of the Zoning Ordinance.
2. The accessible parking spaces shown on the west site of the building are detailed at a 9-foot wide space and an 11-foot wide space. Per Sec. 9.105.F, all accessible spaces require a minimum 11-foot width. Please revise the plan and details accordingly.
3. In accordance with Sec. 9.105.M of the Zoning Ordinance, where covered parking is provided, a minimum of the same percentage accessible and non-accessible parking shall be provided. Please revise the site plan to identify covered accessible parking in compliance with this requirement.
4. Please revise the site plan to relocate the bicycle parking spaces so that they will comply with Zoning Ordinance Section 9.106.C.2.
5. Please revise the open space plan so that the site area that is within the parking space overhang area is not included in the calculation of parking lot landscape area, per Zoning Ordinance Section 10.501.H.2.c.
6. Notes and dimensions on the 24x36-inch plan sheets appear to be 6-point font size, or less. Please revise the notes and dimensions so that they are 12-point font size (1/6th of an inch). Please refer to

the Plan & Report Requirements for Development Applications. Please refer to Zoning Ordinance Section 1.305.

7. Please provide design details of the hardscape and pavement design, shade devices and materials, and pedestrian amenities with the next submittal.
8. Please provide paint color drawdowns per the Development Review Development Application Checklist, Part III – Samples & Models.

Landscape:

9. Please revise the landscape plan so that it includes summary data indicating the landscape area (in square feet) of on-site, right-of-way, and parking lot landscaping, in compliance with Zoning Ordinance Section 10.200. Please refer to Zoning Ordinance Section 1.305.
10. Please revise the landscape plan so that the landscape legend includes quantity of the proposed plants, in compliance with Zoning Ordinance Section 10.200.
11. Coordinate the landscape plan with the lighting plan in order to avoid conflicts between mature-size trees and light pole/fixtures. Please refer to Sec. 7.600 of the Zoning Ordinance.

Lighting:

12. Proposed under carport fixture SF (BS101LED) does not meet the full cutoff and shielded requirements of Table 7.602.A.2 of the Zoning Ordinance. Please propose an alternative fixture that will be in compliance.
13. Coordinate the lighting plan with the landscape plan in order to avoid conflicts between light pole/fixtures and mature-size trees. Please refer to Zoning Ordinance Section 7.600.

Fire:

14. Please revise the site plan to demonstrate Fire Hydrant spacing, existing and proposed, per Fire Ord. 4283, 507.5.1.2. Please show where the fire hydrant at the main entrance will be relocated.

Drainage:

15. Please submit two (2) copies of the revised Drainage Report with the original red-lined copy of the report to your Project Coordinator with the rest of the resubmittal material identified in Attachment A. In addition to the comments in the redlined report, please address the following:
 - a. Provide evidence the parcel is part of the Perimeter Center Master Drainage Plan.
 - b. Show the HAG and LAG on the grading and drainage plan.
 - c. Show drainage easements on the grading and drainage plan and the site plan.

Significant Policy Related Issues

The following policy related issues have been identified in the first review of this application. Even though some of these issues may not be critical to scheduling the application for public hearing, they may affect the City Staff's recommendation pertaining to the application and should be addressed with the resubmittal of the revised application material. Please address the following:

Site Design:

16. Please provide a site plan and project data that complies with the Plan & Report Requirements for Development Applications. There will be comments regarding the site plan after it has been received and reviewed by staff. Please refer to Zoning Ordinance Section 1.305.

- a. Revise the project data to indicate the gross and net lot area in square feet.
 - b. Revise the project data to indicate accessible parking and covered parking - required, provided, show calculations. Please refer to Zoning Ordinance Section 9.103.
 - c. Revise the site plan to indicate the location and dimensions of all abutting rights-of-way.
 - d. Revise the site plan to indicate the dimensions of the parcel.
 - e. Revise the site plan to indicate the dimension from each building/structure to the adjacent/abutting property line.
 - f. Revise the site plan to indicate the location of sidewalks, with pavement types, and dimensions.
 - g. Revise the site plan to indicate the dimensions of the parking spaces, drive aisles, and landscape islands.
 - h. Revise the site plan to indicate the dimension from the right-of-way centerline to the back of curb at the street frontage of the site.
 - i. Revise the site plan to indicate the location of street lights, traffic control devices, irrigation standpipes, stormwater management structures, overhead utility lines and poles, etc.
17. Please eliminate the landscape symbols from the site plan. Showing the landscape symbols on the site plan results in too much information on the plan, making it difficult to read. Please refer to the Plan & Report Requirements for Development Applications. Please refer to Zoning Ordinance Section 1.305.
 18. Please utilize a dashed or dotted line to show the locations and dimensions of bicycle parking spaces and rack design, in conformance with City of Scottsdale Standard Detail No. 2285, on the site plan. Detail No. 2285 is for 4 bicycle parking spaces and requires 6.5 feet by 9.5 feet of site area. A bicycle rack for two parking spaces requires 4.5 feet by 9.5 feet of site area. Please refer to the Plan & Report Requirements for Development Applications. Please refer to DSPM Sec. 2-1.808 B. Please refer to Zoning Ordinance Section 1.305.
 19. At locations where parking spaces overhang the abutting sidewalk, the clear width of the sidewalk appears to be too narrow for the adjacent pedestrian path. Please increase the sidewalk width so that it complies with the Scottsdale Design Standards & Policies Manual, Section 2-1.808.A.
 20. Please indicate the locations of building mounted and free standing exterior light fixtures on the site plan. Please refer to the Plan & Report Requirements for Development Applications. Please refer to Zoning Ordinance Section 1.305.
 21. Please provide notation on the site plan regarding detail 07 Pipe Bollard Detail that is illustrated and noted on Sheet A1.3.1 Site Details. Key notes indicate 'steel pipe bollard'. Please revise the design of the steel pipe bollard so that it relates to other metal materials and details that are included with this project and provide a paint color that relates to the building color scheme. Please refer to the Scottsdale Sensitive Design Principle 9.

Landscape Design:

22. Avoid conflicts between the size of mature trees and light fixtures. Shift either the location of trees or the location of light fixtures so that there is at least twenty (20) feet between tree trunks and light fixtures. Please refer to Scottsdale Sensitive Design Principle 13.
23. Please show the locations of building mounted and free standing exterior light fixtures on the landscape plan. Please refer to the Plan & Report Requirements for Development Applications. Please refer to Zoning Ordinance Section 1.305.
24. Please utilize a dashed or dotted line to indicate the site area that needs to be allocated as bicycle parking spaces. Modify the location of either the landscape improvements or the bicycle parking

spaces and racks if there is a conflict between landscape plants and bicycle parking spaces. Please refer to DSPM Sec. 2-1.808 B.

Building Elevation Design:

25. Carport structures are identified on the site plan and lighting plans, but no details are provided regarding the elevations or materials of these structures. Please provide those details with the resubmittal.
26. Based on the Scottsdale Sensitive Design Principle 9 and the Scottsdale Design Guidelines for Office Development, please modify the design of the proposed building so that it will reference naturally occurring regional material colors and textures within a palette that has richness and some variety, and reference the construction methods, use of materials, and cultural architectural responses of past indigenous civilizations and cultures.
27. In order to improve readability of the building elevations, add number notations (0.0, +1.5, -0.5, etc.) that indicate the differences between planer surfaces or utilize thicker and thinner lines to indicate portions of the building that are nearer or farther from view. Please refer to Zoning Ordinance Section 1.305.
28. Provide window sections that indicate that all exterior window glazing will be recessed a minimum of fifty (50) percent of the wall thickness, including glass curtain walls/windows within any tower/clerestory elements. Please demonstrate the amount of recess by providing dimensions from the face of the exterior wall to face of glazing, exclusive of external detailing. Please refer to the Scottsdale Sensitive Design Principle 9 and Scottsdale Commercial Design Guidelines, or Design Guidelines for Office Development or Restaurant Design Guidelines.
29. Please provide door sections that indicate that all exterior doors will be recessed a minimum of thirty (30) percent of the wall thickness. Please demonstrate the amount of recess by providing dimensions from the face of the exterior wall to the face of the door frame or panel, exclusive of external detailing. Please refer to the Scottsdale Sensitive Design Principle 9 and Scottsdale Commercial Design Guidelines or Design Guidelines for Office Development or Restaurant Design Guidelines.
30. Provide section drawings of the proposed exterior shade devices. Provide information that describes the shadow/shade that will be accomplished by the proposed shade devices, given the vertical dimensions of the wall opening. All shade devices should be designed so that the shade material has a density of 75%, or greater, in order to maximize the effectiveness of the shade devices. Please refer to Scottsdale Sensitive Design Principle 9. Please refer to the following internet link: <http://www.scottsdaleaz.gov/design/Shading>.
31. Indicate the locations of all building mounted lighting fixtures on the building elevation drawings. Please refer to the Plan & Report Requirements for Development Applications. Please refer to Zoning Ordinance Section 1.303.
32. Indicate and illustrate the location of the electrical service entrance section or electrical meters and service panels for each unit. Service entrance sections (SES) or electrical meters and service panels shall be incorporated into the design of the building, either in a separate utility room, or the face of the SES shall be flush with the building face. An SES that is incorporated into the building, with the face of the SES flush with the building, shall not be located on the side of a building that is adjacent to a public right-of-way, roadway easement, or private streets. Please refer to the Scottsdale Design Standards and Policies Manual, Section 2-1.402.

33. All exterior mechanical, utility, and communications equipment shall be screened by a parapet that matches the architectural characteristics, color, and finish of the building. Parapet height for roof-mounted units shall be equal to, or exceed the height of the tallest unit. Please refer to Design Standards & Policies Manual, Section 2-1.401.1.
34. Roof drainage systems shall be interior to the building, except that overflow scuppers are permitted. If overflow scuppers are provided, they shall be integrated with the architectural design. Areas that are rooftop drainage shall be designed and constructed to minimize erosion or staining of nearby building walls and directs water away from the building foundations. Please refer to Design Standards & Policies Manual, Section 2-1.401.4.
35. Provide a floor plan or roof plan that indicates and illustrates the location of the roof access ladder. Please refer to Scottsdale Design Standards & Policies Manual Section 2-1.401.3.

Circulation:

36. Please revise the site plan to identify the dedication of cross access easements so that shared site driveways and access drives may be utilized by this property and the property to the west, per DSPM 5-3.201.
37. Please revise the site plan to show and identify sight distance triangles at the site driveway and the dedication of sight distance easements as necessary, in accordance with DSPM Sec. 5-3.123; Figs. 5-3.25 and 5-3.26.
38. Please revise the site plan to identify on-site sidewalks to be a minimum of 6-feet in width, per DSPM 5-8.200.
39. Per DSPM Section 2-1.09, revise the site plan to move the refuse enclosure to the south to minimize truck maneuvering by creating a perpendicular or straight-in route for a truck to pick the refuse bins.

Technical Corrections

The following technical ordinance or policy related corrections have been identified in the first review of the project. While these items are not as critical to scheduling the case for public hearing, they will likely affect a decision on the final plans submittal (construction and improvement documents) and should be addressed as soon as possible. Correcting these items before the hearing may also help clarify questions regarding these plans. Please address the following:

Engineering:

40. Please revise the site plan to show the water and sewer mains (noting the diameter and material type) serving the site and the location of the proposed water meter and sewer service location.

Airport:

41. This project for a commercial office building falls within the Airport Influence Area AC-2. Chapter 5, of the Scottsdale Revised Code, Aviation, states that the owner shall submit the completed forms with final plan:
 - a. Per Sec 5-354, the owner shall submit to the FAA the appropriate forms for FAA review, see FAA Form 7460-1. The response to the FAA Form 7460-1 must be submitted with final plans.
 - b. Per Sec. 5-355, each owner of property shall make fair disclosure to each purchaser.
 - c. Per Sec. 5-357, the owner of a new development in AC-2 shall grant the city and record an aviation easement.

Please resubmit the revised application requirements and additional information identified in Attachment A, Resubmittal Checklist, and a written summary response addressing the comments/corrections identified above as soon as possible for further review. The City will then review the revisions to determine if the application is to be scheduled for a hearing date, or if additional modifications, corrections, or additional information is necessary.

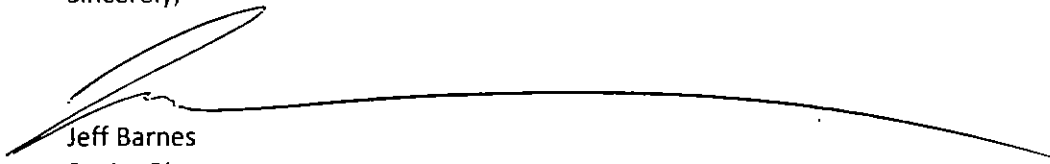
PLEASE CALL 480-312-7767 TO SCHEDULE A RESUBMITTAL MEETING WITH ME PRIOR TO YOUR PLANNED RESUBMITTAL DATE. DO NOT DROP OFF ANY RESUBMITTAL MATERIAL WITHOUT A SCHEDULED MEETING. THIS WILL HELP MAKE SURE I'M AVAILABLE TO REVIEW YOUR RESUBMITTAL AND PREVENT ANY UNNECESSARY DELAYS. RESUBMITTAL MATERIAL THAT IS DROPPED OFF MAY NOT BE ACCEPTED AND RETURNED TO THE APPLICANT.

The Planning & Development Services Division has had this application in review for 23 Staff Review Days since the application was determined to be administratively complete.

These **1st Review Comments** are valid for a period of 180 days from the date on this letter. The Zoning Administrator may consider an application withdrawn if a revised submittal has not been received within 180 days of the date of this letter (Section 1.305. of the Zoning Ordinance).

If you have any questions, or need further assistance please contact me at 480-312-2376 or at jbarnes@ScottsdaleAZ.gov.

Sincerely,



Jeff Barnes
Senior Planner

**ATTACHMENT A
Resubmittal Checklist**

Case Number: **27-DR-2018**

Please provide the following documents, in the quantities indicated, with the resubmittal (all plans larger than 8 ½ x11 shall be folded):

- One copy: COVER LETTER – Respond to all the issues identified in this 1st Review Comment Letter
- One copy: Revised CD of submittal (CD/DVD, PDF format)
- Four copies: Revised Narrative for Project

Site Plan:

8	24" x 36"	1	11" x 17"	1	8 ½" x 11"
---	-----------	---	-----------	---	------------

Landscape Plan:

1	24" x 36"	1	11" x 17"	1	8 ½" x 11"
---	-----------	---	-----------	---	------------

Open Space Plan:

1	24" x 36"	1	11" x 17"	1	8 ½" x 11"
---	-----------	---	-----------	---	------------

Elevations:

Color	1	24" x 36"	1	11" x 17"	1	8 ½" x 11"
B/W	1	24" x 36"	1	11" x 17"	1	8 ½" x 11"

Lighting Site Plan(s):

1	24" x 36"	1	11" x 17"	1	8 ½" x 11"
---	-----------	---	-----------	---	------------

Photometric Analysis Plan(s):

1	24" x 36"	1	11" x 17"	1	8 ½" x 11"
---	-----------	---	-----------	---	------------

Manufacturer Cut Sheets of All Proposed Lighting:

1	24" x 36"	1	11" x 17"	1	8 ½" x 11"
---	-----------	---	-----------	---	------------

Floor Plan(s):

1	24" x 36"	1	11" x 17"	1	8 ½" x 11"
---	-----------	---	-----------	---	------------

Roof Plan:

1 24" x 36" 1 11" x 17" 1 8 ½" x 11"

Technical Reports:

2 copies of Revised Drainage Report:

Resubmit the revised Drainage Reports, Water and Waste Water Report and/or Storm Water Waiver application to your Project Coordinator with any prior City mark-up documents.



Planning and Development Services Division

7447 East Indian School Road
Scottsdale, Arizona 85251

Date: 6/20/18
Contact Name: John Mocariski
Firm Name: LGE Design Group
Address: 70 N. 52nd St.
City, State, Zip: Phoenix AZ 85008

RE: Application Accepted for Review.

284 PA - 2018

Dear Mr. Mocariski:

It has been determined that your Development Application for Bell and Hartford has been accepted for review.

Upon completion of the Staff's review of the application material, I will inform you in writing or electronically either: 1) the steps necessary to submit additional information or corrections; 2) the date that your Development Application will be scheduled for a public hearing or, 3) City Staff will issue a written or electronic determination pertaining to this application. If you have any questions, or need further assistance please contact me.

Sincerely,

Name: Jeff Barnes
Title: Sr. Planner
Phone Number: (480) 312 - 2376
Email Address: jbarnes @ScottsdaleAZ.gov