

**Correspondence Between
Staff and Applicant
Approval Letter**



**Community & Economic Development Division
Planning, Neighborhood & Transportation**

7447 East Indian School Road
Scottsdale, Arizona 85251

Date: 10/20/16
Contact Name: Jeff Kershaw
Firm name: DeBartolo Architects
Address: 4450 N. 12th St
City, State Zip: Phoenix, AZ 85282

RE: Application Accepted for Review.
699 - PA-2016

Dear JEFF:

It has been determined that your Development Application for FERVOR CREATIVE
has been accepted for review. 699 - PA-2016

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: BEN MORIARITY
Title: PLANNER
Phone number: 480 312 2836
Email address: B.MORIARITY@SCOTTSDALE.AZ.GOV

52-DR-2016
10/21/2016



**Community & Economic Development Division
Planning, Neighborhood & Transportation**

7447 East Indian School Road
Scottsdale, Arizona 85251

January 20, 2017

52-DR-2016
Jeff Kershaw
DeBartolo Architects
4450 north 12th street
phoenix, AZ 85282

RE: DRB APPROVAL NOTIFICATION

Case Reference No: 52-DR-2016 Fervor Creative Renovation and Addition

The Development Review Board approved the above referenced case on January 19, 2017. For your use and reference, we have enclosed the following documents:

- Approved Stipulations/Ordinance Requirements
- 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, Ben Moriarity, 480-312-2307.
- 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,

Ben Moriarity
Planner
bmoriarity@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

debartoloarchitects

attention **Ben Moriarty, planner**
company address **City of Scottsdale Planning & Development Services**
contact numbers **480.312.2836**
from **Jeff Kershaw**

date **07 november 2016**
regarding **699-PA-2016 FERVOR CREATIVE**

outgoing correspondence transmittal

ben,

please find attached the following additional information for the FERVOR CREATIVE DRB submittal as requested:

1. Neighborhood Notification checklist

- copy of checklist
- copy of notification letter
- copy of addresses within 750' radius

2. Landscape plan

- (2) copies 24x36, folded
- (1) copy 11x17, folded
- (1) copy 8-1/2x11
- CD with DWF version

3. Materials board

- please note that we would like to receive this back from the City once the DRB process is complete

4450 north 12th street suite 268
phoenix arizona 85014
tel 602 264 6617
fax 602 264 0891
www.debartoloarchitects.com

30 November 2016

debartoloarchitects

Ben Moriarity, planner

City of Scottsdale Planning and Development Services Division

re: 52-DR-2016

Fervor Creative renovations and additions

DRB comments

Ben, Thank you for your review of the aforementioned project. We have reviewed and addressed the comments provided by your team and have incorporated them into the drawings. Below, we address each item individually in narrative for your convenience.

1: Please provide a site plan and project data that complies with the Plan & Report Requirements for Development Applications.

Complete. A site plan and project data has been provided and is shown on DR1.0.

2: Please provide information and details related to screening devices that will be utilized to screen any mechanical equipment.

Complete. Mechanical equipment screens consist of perforated corrugated weathered steel run horizontally and affixed to vertical steel supports behind. These supports will be connected to the roof structure below. The use of perforated corrugated steel as a screening material is in keeping with the roof overhang that is screening the south window. Likewise, the patina of the weathered steel is consistent with the design character of the entire building and complements the vertical standing seam cladding. Please refer to conceptual detail on DR1.3.

3: Please provide information and details related to the roof drainage system.

Complete. All roof drainage is internal with primary and overflow piping running internally and discharging just above grade. Outlets will be housed in custom-built weathered steel plates that correspond to the height and width of one concrete masonry unit as shown on the Building Elevations.

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4: Please provide window sections that indicate that all exterior window glazing will be recessed a minimum of fifty (50) percent of the wall depth, including glass curtain walls/windows within any tower/clerestory elements.

Historically, fenestration in the desert southwest was characterized by small, deep-set windows with minimal detailing. This aesthetic was the natural tectonic manifestation of heavy-mass thermal walls and single-pane float glass with no capacity for insulation or solar mitigation. This vernacular reflected an authentic response to an arid climate as allowed by the technology available at the time.

Rather than imitate a historic aesthetic, this project proposes to reflect the unique climate of the Sonoran Desert with a response that is informed by the past yet utilizes contemporary technology. Windows are still marked by shading projections that mitigate solar heat gain to the interior space, but advances in glass coating and insulation allow for the plane of glass to reside at the exterior of these projections. The result is, in essence, an inverse of the historic recessed window. Similarly, the proposed steel-plate frame expresses advanced fenestration technology while also employing the same minimal detailing of early desert windows.

5: Please provide door sections that indicate that all exterior doors will be recessed a minimum of thirty (30) percent of the wall depth.

Complete. All exterior doors are recessed at least thirty percent. Please see door sections as shown on DR1.3.

6: Please provide section drawings of the proposed exterior shade devices. Provide information that describes the shade/shadow that will be accomplished by the proposed shade devices given the vertical dimensions of the wall opening.

Complete. The shade device on the south elevation consists of a nearly-opaque overhang to be constructed with perforated corrugated steel that will be allowed to patina in the same fashion as the rooftop mechanical screens. As shown on the building section on DR1.3, this overhead shading device provides full shade for the fully-occupied second floor of the building from March to September. For the less-used conference room on the first floor, the shading device provides full shade during the summer and nearly full shade in the spring and fall. During the winter months, the sun is allowed to penetrate and warm the building.

7: Please indicate the location of the electrical service entrance section.

Complete. The existing SES will remain in place and become part of a separate utility room. The location is indicated on the floor plan shown on DR1.3

8: Roof drainage systems shall be interior to the building, except that overflow scuppers are permitted.

All roof drainage is internal with primary and overflow piping running internally and discharging just above grade. Outlets will be housed in custom-built weathered steel plates that correspond to the height and width of one concrete masonry unit as shown on the Building Elevations.

9: Please revise the conceptual 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.

Complete. Preliminary Summary Data has been added to landscape sheet.

10: Please show all of the existing and new landscaping that will be located within the Osborn Road street frontage landscape area.

Complete. Existing agaves and aloes have been added to plan and plant legend.

11: Please indicate the location of above ground utility equipment and vaults on the landscape plan.

Complete. Existing above-ground telecom junction box and existing in-ground water meter in box are now shown in landscape plan.

12: Please utilize a dashed line to indicate the sight distance visibility triangles on the landscape plan.

Complete. Sight distance visibility triangles are now being shown with dashed line.

13: Please provide a floor plan or roof plan that indicates the location of the roof access ladder.

Complete. Location of roof access ladder has been noted on DR1.3.

14: Please eliminate the landscape symbols from the site plan.

Complete. Landscape symbols have been eliminated from the site plan. Please see DR1.0.

15-18: Please revise notes so that they are 12-point font size.

Complete. All notes have been revised to 12-point.

Respectfully,

A handwritten signature in black ink, appearing to read 'Jack DeBartolo 3', with a stylized flourish at the end.

Jack DeBartolo 3, FAIA
architect



11/17/2016

Jeff Kershaw
debartolo architects
4450 north 12th street
phoenix, AZ 85282

RE: 52-DR-2016
Fervor Creative renovation and additions

Dear Mr. Kershaw:

The Planning & Development Services Division has completed the review of the above referenced development application submitted on 10/21/2016. 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.

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:

1. 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 1.303.
 - a. Provide a bar scale on the site plan.
 - b. Provide a vicinity map on the site plan.
 - c. Revise the site plan to indicate the zoning district of all adjacent and abutting parcels.
 - d. Revise the project data to indicate the gross and net lot area in square feet.
 - e. Revise the project data to indicate the gross floor area on the site plan.
 - f. Revise the project data to indicate the lot coverage / floor area ratio - allowable, provided, show calculations.
 - g. Revise the project data to indicate bicycle parking - required, provided, show calculations.
 - h. Revise the site plan to indicate the location of above ground utility equipment.

Building Elevation Design:

2. Please provide information and details related to screening devices that will be utilized to screen any mechanical equipment. Please refer to Zoning Ordinance Sec. 1.904.A.4 and Sec. 7.105.

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3. Please provide information and details related to the roof drainage system. Please refer to Zoning Ordinance Section 7.105.
4. Please provide window sections that indicate that all exterior window glazing will be recessed a minimum of fifty (50) percent of the wall depth, 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, the Downtown Urban Design and Architectural Guidelines, and the Scottsdale Design Guidelines for Office Development.
5. Please provide door sections that indicate that all exterior doors will be recessed a minimum of thirty (30) percent of the wall depth. 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, the Downtown Urban Design and Architectural Guidelines, and the Scottsdale Design Guidelines for Office Development.
6. Please 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>.
7. Please indicate and illustrate the location of the electrical service entrance section. The service entrance sections (SES) 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.
8. 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 Scottsdale Design Standards & Policies Manual Section 2-1.401.4.

Landscaping:

9. Please revise the conceptual 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.
10. Please show all of the existing and new landscaping that will be located within the Osborn Road street frontage landscape area. Please refer to the Plan & Report Requirements for Development Applications. Please refer to Zoning Ordinance Section 1.303.
11. Please indicate the location of above ground utility equipment and vaults on the landscape plan. Please refer to the Plan & Report Requirements for Development Applications. Please refer to Design Standards & Policies Manual, Section 2-1.401.1. Please refer to Zoning Ordinance Section 1.303.
12. Please utilize a dashed line to indicate the sight distance visibility triangles on the landscape plan. Please refer to the Plan & Report Requirements for Development Applications. Please refer to the Scottsdale Design Standards & Policies Manual Section 5-3.119. Please refer to Zoning Ordinance Section 1.303.

Floor Plan:

13. Please 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.

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:

Site:

14. 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 1.303.
15. Notes and dimensions on the site plan and the open space plan appear to be 6-point font size, or less. Please revise the notes 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 1.303.

Landscaping:

16. Notes on the landscape plan appear to be 6-point font size, or less. Please revise the notes so that they are 12-point (1/6 inch) font size. Please refer to the Plan & Report Requirements for Development Applications. Please refer to Zoning Ordinance Section 1.303.

Building Elevations:

17. Notes and dimensions on the building elevations appear to be 6-point font size, or less. Please revise the notes so that they are 12-point (1/6 inch) font size. Please refer to the Plan & Report Requirements for Development Applications. Please refer to Zoning Ordinance Section 1.303.

Lighting:

18. Notes on the lighting plans and cut-sheets appear to be 6-point font size, or less. Please revise the notes so that they are 12-point (1/6 inch) font size. Please refer to the Plan & Report Requirements for Development Applications. Please refer to Zoning Ordinance Section 1.303.

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 480-312-7000 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 20 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 480-312-2307 or at bmoriarity@ScottsdaleAZ.gov.

Sincerely,



Ben Moriarity
Planner

cc: FERVOR CREATIVE
7038 E Osborn Road
Scottsdale, AZ 85251

**ATTACHMENT A
Resubmittal Checklist**

Case Number: **52-DR-2016**

Please provide the following documents, in the quantities indicated, with the resubmittal (all plans larger than 8 1/2 x11 shall be folded):

- One copy: COVER LETTER – Respond to all the issues identified in the 1st Review Comment Letter
- One copy: Revised CD of submittal (DWG or DWF format only)

- Site Plan:

<input checked="" type="checkbox"/> 2 24" x 36"	<input checked="" type="checkbox"/> 1 11" x 17"	<input checked="" type="checkbox"/> 1 8 1/2" x 11"
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- Elevations:

Color <input checked="" type="checkbox"/> 2 24" x 36"	<input checked="" type="checkbox"/> 1 11" x 17"	<input checked="" type="checkbox"/> 1 8 1/2" x 11"
B/W <input checked="" type="checkbox"/> 2 24" x 36"	<input checked="" type="checkbox"/> 1 11" x 17"	<input checked="" type="checkbox"/> 1 8 1/2" x 11"

- Landscape Plan:

Color 24" x 36"	11" x 17"	8 1/2" x 11"
B/W <input checked="" type="checkbox"/> 2 24" x 36"	<input checked="" type="checkbox"/> 1 11" x 17"	<input checked="" type="checkbox"/> 1 8 1/2" x 11"

- Lighting Site Plan(s):

<input checked="" type="checkbox"/> 2 24" x 36"	<input checked="" type="checkbox"/> 1 11" x 17"	<input checked="" type="checkbox"/> 1 8 1/2" x 11"
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- Manufacturer Cut Sheets of All Proposed Lighting:

<input checked="" type="checkbox"/> 2 24" x 36"	<input checked="" type="checkbox"/> 1 11" x 17"	<input checked="" type="checkbox"/> 1 8 1/2" x 11"
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- Floor Plan(s):

<input checked="" type="checkbox"/> 2 24" x 36"	<input checked="" type="checkbox"/> 2 11" x 17"	<input checked="" type="checkbox"/> 1 8 1/2" x 11"
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- Other Supplemental Materials:
Please revise the Color & Material Sample Board per the Development Review Development Application Checklist, Part III – Samples & Models. It may be necessary to provide two boards. Please consider using a thicker foam core board, or multiple-layered foam core board so that heavier samples can be recessed into the board. This helps prevent heavier samples from falling off and makes the boards easier to scan for the case records.

Exterior Building Color & Material Sample Board(s):

8-1/2" x 14" material sample board(s)

- The material sample board shall include the following:
 - A color elevation of one side of the building
 - 3" x 3" Glass samples mounted on the board with reflectivity identify
 - 3" x 3" of each the building materials mounted on the board (i.e. split face CMU, Stucco, EIFS, etc.)
 - 2"x 2" of proposed paint colors
 - All material manufacture names and material identification names and numbers shall be keynoted on the individual materials and the elevation.
- 11" x 17" – 1 copy, folded of a printed digital photo of the material board
- 8 1/2" x 11" – 1 copy of a printed digital photo of the material board