

**Correspondence Between  
Staff and Applicant  
Approval Letter**



6/15/17

John Berry  
Berry Riddell  
6750 E Camelback Rd Ste 100  
Scottsdale, AZ 85251

RE: 23-DR-2017  
Hyatt Place

Dear Ms. Hammond:

The Planning & Development Services Division has completed the review of the above referenced development application submitted on 5/9/17. The following **1<sup>st</sup> 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. Per stipulation #5 from Conditional Use Permit case 16-UP-2007, no signage shall be installed on the south or west building elevations. Please revise the south building elevation to remove the signage.
2. Per stipulation #4D from Conditional Use Permit case 16-UP-2007, pole mounted lighting shall not exceed 16' feet in height as measured from finished grade to the bottom of the light fixture. Please provide a pole light fixture and mounting detail demonstrating compliance with this requirement.
3. Per stipulation #8 from Conditional Use Permit case 16-UP-2007, vision control shutters or similar device is required on all windows facing south and west. The proposed exterior window shades appear to meet the intent of this requirement, however, on the third floor windows facing south, the shade should be extended downward to achieve the illustrated vision angle using a 5 foot tall subject. Also, there are windows on the west elevation (on the furthest west portion of the building) that do not have the shades. Please add the shades to those windows.
4. Per stipulation #6 from Conditional Use Permit case 16-UP-2007, 70% of the required number of trees shall be mature as defined by the Zoning Ordinance. Zoning Ordinance Section

10.501.B.1-3 outlines the definition of mature trees. Please revise the landscape plan to add caliper sizes for all proposed trees and calculation for percentage of mature trees.

5. At locations where parking spaces are perpendicular to a sidewalk or landscape area, please modify the length of the parking spaces so that they are sixteen (16) feet long with a two-foot vehicle over hang. Convert the remaining site area into sidewalk width and/or landscape area, in accordance with the provisions of Zoning Ordinance Section 9.106.A.1.b and Section 10.501.F.c.
6. Please revise the site plan to identify the location of all screen walls, in accordance with the requirements of Zoning Ordinance Sections 5.1504, 7.105, 9.106.F, and 10.501.H. Perimeter and site walls shall be constructed with 6 or 8-inch-wide concrete masonry blocks, 8 inches wide brick, stone, concrete, or a similar solid and durable material to match the building. Stucco and paint the surface of concrete block walls to match the on-site buildings unless they are split-faced, grid or similar decorative types of block. Grade breaks shall be located at the top of the wall at piers or corners wherever possible. Include varied setbacks, alignments, and/or heights and/or piers or buttresses for walls over 200 feet long. Vary the horizontal and vertical alignment of the wall for visual interest. Please refer to Scottsdale Design Standards & Policies Manual Section 2-1.401.5.
7. Please indicate the location and method of screening for all above ground mechanical and utility equipment, as well as any ground and roof mounted mechanical equipment, in accordance with the Plan & Report Requirements for Development Applications and Zoning Ordinance Sections 7.105 and 7.200.B. 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.
8. Please revise the site plan to provide the required 15-foot-wide landscape buffer area along the southern boundary of the development site, in accordance with Zoning Ordinance Section 10.602.A.1.b. This buffer area shall be planted in conformance with Zoning Ordinance Section 10.501. and the City Council approved site/landscape plan (16-UP-2007).
9. Please revise the bicycle parking calculations to comply with the requirements of Zoning Ordinance Section 9.103.C.
10. Please revise the open space calculations for the site to comply with the open space requirements of Zoning Ordinance Section 5.1004.D.
11. Please provide additional information regarding the lumen output of all the "L" light fixtures which demonstrates compliance with Zoning Ordinance Section 7.600.
12. Please provide information and details related to the roof drainage system, which demonstrate compliance with Zoning Ordinance Section 7.105. Roof drainage systems shall be interior to the buildings, 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.
13. On the roof plan and floor plan, please indicate and illustrate the location of the roof access ladder for the building, in accordance with the Design Standards & Policies Manual Section 2-1.401.3.
14. Please identify the registered landscape architect that will be preparing the plans for this project. Please refer to Arizona Administrative Code, Title 4, Chapter 30.

15. 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.
16. Based on the mature size of the proposed plants, please modify the planting density and layout so that it is representative of the mature size of the proposed species, relative to the planting area. In general, a twenty to thirty percent (20 - 30%) reduction of planting intensity should be implemented in order to avoid overcrowding of plants, and so that there will be no need to trim excessively or shear the plants, resulting in sustainable landscape improvements. Please refer to Zoning Ordinance Sections 10.100 and 10.700.
17. There are several existing and approved wireless communication facilities located on the subject property. Some of these appear to be effected by the proposed redevelopment of the site. Please show the locations of the existing facilities that area going to remain in their current or approved locations, and submit a pre-application request to start discussions on facilities that will need to be relocated.

Fire:

18. Please revise the site plan to demonstrate the Fire Department Connection meets spacing requirements, and provide remote Fire Department Connections in accordance with Fire Ord. 4045, Section 912.
19. Please revise the site plan to demonstrate the fire hydrant location meets spacing requirements, in accordance with Fire Ord. 4045, 507.5.1.2.
20. Please revise the site plan to clearly demonstrate commercial turning radii requirements for all driveways (25' inner, 49' outside, 55' bucket swing), in accordance with the Design Standards & Policies Manual, Section 2-1.802(5).
21. All Codes and Standards shall be revised, updated, and constructed under the current 2015 I-codes and 2016 Standards.
22. Driveway entrances and drive thru by pass lanes shall be a minimum of 20' wide, in accordance with the Design Standards & Policies Manual Section 2-1.802(2).

Drainage:

23. 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.

Water and Waste Water:

24. Please review the attached redlined reports, and submit three (3) copies of the revised Water and Waste Water Design Reports to your Project Coordinator with the rest of the resubmittal material identified in Attachment A.

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:

25. Please provide a minimum 6-foot-wide sidewalk connection from the hotel building to the Pima Road bike path/sidewalk. There is an existing connection that needs to be replaced, in

accordance with the Design Standards & Policies Manual Section 2-1.808 and the 2008 Transportation Master Plan: Ch. 7, Sec. 8.

26. Please revise the site plan to show the existing sidewalks along Inner Circle Drive, in accordance with the Plan & Report Requirements for Development Applications, and add a connection from the existing sidewalks into the hotel property in accordance with Sensitive Design Principle 6 and Design Standards & Policies Manual, Section 2-1.808. The existing sidewalk connection to Pima Drive along the south side of Inner Circle drive should remain.
27. Please revise the site plan to show the existing sidewalks around the existing condo building, in accordance with the Plan & Report Requirements for Development Applications, and add a connection from the existing sidewalks into the hotel property in accordance with Sensitive Design Principle 6 and Design Standards & Policies Manual, Section 2-1.808.
28. 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. Please refer to the Plan & Report Requirements for Development Applications and the Design Standards & Policies Manual Section 2-1.808.B.
29. Please revise the site plan to redesign the trash enclosure as needed in accordance with the Design Standards & Policies Manual, Section 2-1.804. Also confirm compliance with the number of trash containers for the development, which requires one container per 20,000 square feet of building area.

Landscape Design:

30. Please show all of the existing and new landscaping that will be located within the Pima Road street frontage landscape area, in accordance with the Plan & Report Requirements for Development Applications and Zoning Ordinance Section 1.303. The plant species that are indicated for the Pima Road frontage should be consistent with the plant species that are recommended in the Pima Road Final Design Concept Report (October 2009). Please contact Scottsdale Transportation Department for more information.
31. Please revise the landscape plan so that, *Agave americana* Century Plant, *Agave murpheyi* Murphey's Agave, *Agave murpheyi* 'Rodney' Variegated Murphey's Agave, *Agave weberi* 'Reiner's Selection' Reiner's Agave, *Carnegie gigantea* Saguaro, *Echinopsis pachanoi* San Pedro Cactus, *Stenocereus thurberi* Organ Pipe Cactus, *Fouquieria splendens* Ocotillo, *Opuntia basilaris* Beavertail Prickly Pear, and *Yucca* species will be installed a distance of at least four feet between the edge of the walkway and pedestrian areas to the edge of the mature plant, due to the thorny spines on these plants. Please refer to DSPM Sec. 2-1.1001.13.

Building Elevation Design:

32. 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. 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 the Scottsdale Design Guidelines for Office Development, Architecture section, Regional Influence on Design sub-section.
33. Please provide door sections that indicate that all exterior doors will be recessed a minimum of thirty (30) percent of the wall depth. 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 the

Scottsdale Design Guidelines for Office Development, Architecture section, Regional Influence on Design sub-section.

34. 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>.
35. Please indicate the locations of all building mounted lighting fixtures on the building elevation drawings. In accordance with the Plan & Report Requirements for Development Applications. Please refer to Zoning Ordinance Section 1.303.
36. Please indicate and illustrate the location of the electrical service entrance section. Service entrance sections (SES) shall be incorporated into the design of the buildings, 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, in accordance with the Design Standards and Policies Manual, Section 2-1.402.

#### Lighting Design:

37. Proposed light fixtures "DD" and "WG" are not consistent with the City of Scottsdale Lighting Design Guidelines, due to exposed light source which will result in excessive glare. Please provide an alternative light fixture that will effectively direct the light to the site areas that are intended to be illuminated and shield the light source, in accordance with the Design Standards & Policies Manual, Section 2-1.1202.A.
38. The summary data on the photometrics plan identifies a maximum illumination level of 37.3 footcandles, which is not consistent with the City of Scottsdale Lighting Design Guidelines. Please revise the lighting plan so that the maximum illumination level does not exceed 10.0 footcandles over the entire site.

#### 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:

39. 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 (1/6<sup>th</sup> of an inch), in accordance with the Plan & Report Requirements for Development Applications.
40. Please indicate the locations of building mounted and free standing exterior light fixtures on the site plan, in accordance with the Plan & Report Requirements for Development Applications and Zoning Ordinance Section 1.303.

#### Landscaping:

41. Please provide a landscape plan that indicates the building footprint and does not indicate the interior spaces within each building, in conformance with the Plan & Report Requirements for Development Applications and Zoning Ordinance Section 1.303.
42. 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, in accordance with the Plan & Report Requirements for Development Applications and Zoning Ordinance Section 1.303.
43. Please coordinate the landscape plan with the lighting plan in order to avoid conflicts between mature-size trees and lights, specifically the light pole/fixtures. In accordance with Zoning Ordinance Section 7.600 of the Zoning Ordinance.
44. Please show the locations of building mounted and free standing exterior light fixtures on the landscape plan, in accordance with the Plan & Report Requirements for Development Applications. To avoid conflicts between the size of mature trees and light fixtures, please 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.
45. Please utilize a dashed line to indicate the sight distance visibility triangles on the landscape plan, in accordance with the Plan & Report Requirements for Development Applications and the Design Standards & Policies Manual Section 5-3.119.
46. 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.

Lighting:

47. Notes on the lighting plan and cut sheets appear to be 6-point font size, or less. Please revise the notes so that they are 12-point font size (1/6<sup>th</sup> of an inch), in accordance with the Plan & Report Requirements for Development Applications.

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.**

These 1<sup>st</sup> 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 480-312-2258 or at [bcluff@ScottsdaleAZ.gov](mailto:bcluff@ScottsdaleAZ.gov).

Sincerely,



Bryan Cluff  
Senior Planner

cc: OWNER



**ATTACHMENT A**  
**Resubmittal Checklist**

Case Number: **23-DR-2017**

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 the 1st Review Comment Letter

Context Aerial with the proposed Site Plan superimposed

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

Site Plan:

8    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"

Landscape Plan:

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"

Other Supplemental Materials:

Fire Department Redlines, Drainage Report Redlines, Water & Sewer BOD Redlines.

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Technical Reports:

- 2 copies of Revised Drainage Report:
- 3 copies of Revised Water Design Report:
- 3 copies of Revised Waste Water Design 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 & Development Services Department  
Planning and Neighborhood

7447 East Indian School Road  
Scottsdale, Arizona 85251

October 23, 2017

23-DR-2017

John Berry

Berry Riddell

6750 E Camelback Rd Ste 100

Scottsdale, AZ 85251

**RE: DRB APPROVAL NOTIFICATION**

**Case Reference No: 23-DR-2017 Hyatt Place**

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

- Approved Stipulations/Ordinance Requirements
- Site Plan with Fire Dept. Requirements Notations
- Accepted Basis of Design Reports
- 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, Bryan Cluff, 480-312-2258.
- 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,

Bryan Cluff  
Senior Planner  
bcluff@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"> <li>▪ 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</li> </ul>	At time of application submittal
	Plan Review	<ul style="list-style-type: none"> <li>▪ Commercial, foundation, addition, tenant improvement/remodel</li> <li>▪ Apartments/Condos</li> <li>▪ Engineering site review</li> <li>▪ Signs</li> <li>▪ Plat fees</li> <li>▪ Misc. Plan Review</li> <li>▪ Lot Tie/Lot Split</li> <li>▪ Pools &amp; Spas</li> <li>▪ Recordation</li> </ul>	At time of construction document submittal
	Building Permit	<ul style="list-style-type: none"> <li>▪ Commercial addition, remodel, tenant improvement, foundation only, shell only</li> <li>▪ Fence walls or Retaining walls</li> <li>▪ Misc. Permit</li> <li>▪ Signs</li> </ul>	After construction document approval and before site construction begins
Residential	Application	<ul style="list-style-type: none"> <li>▪ 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</li> </ul>	At time of application submittal
	Plan Review	<ul style="list-style-type: none"> <li>▪ Single family custom, addition, remodel, standard plans</li> <li>▪ Engineering site review</li> <li>▪ Misc. plan reviews</li> </ul>	At time of construction document submittal
	Building Permit	<ul style="list-style-type: none"> <li>▪ Single family custom, addition, remodel, detached structure, standard plans</li> <li>▪ Fence walls or Retaining walls</li> <li>▪ Misc. Permit</li> <li>▪ Signs</li> </ul>	After construction document approval and before site construction begins



7447 East Indian School Road  
Scottsdale, Arizona 85251

Date: 5/9/17  
Contact Name: Michele Hammond  
Firm Name: Berry Riddell  
Address: 6750 E. Camelback Rd.  
City, State, Zip: SCOTTSDALE, AZ 85251

RE: Application Accepted for Review.

175-PA-2017

Dear MS. Hammond:

It has been determined that your Development Application for Hyatt Place 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: Bryan Cluff  
Title: Senior Planner  
Phone Number: (480) 312-2258  
Email Address: BCLUFF @ScottsdaleAZ.gov