

**Correspondence Between  
Staff and Applicant  
Approval Letter**



Planning & Development Services Department  
Planning and Neighborhood

7447 East Indian School Road  
Scottsdale, Arizona 85251

May 9, 2018

50-DR-2017

Michelle Hassler

George Bell

10105 N 116th St

Scottsdale, AZ 85259

**RE: DRB APPROVAL NOTIFICATION**

**Case Reference No: 50-DR-2017 Bell Group Self Storage**

The Development Review Board approved the above referenced case on May 3, 2018. For your use and reference, we have enclosed the following documents:

- Approved Stipulations/Ordinance Requirements
- 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: 12/21/17  
Contact Name: MICHELLE HASSLER  
Firm Name: PKAA  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

RE: Application Accepted for Review.

357 - PA - 2017

Dear Ms. HASSLER :

It has been determined that your Development Application for STORAGE AT SHEA 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: SR. PLANNER  
Phone Number: (480) 312 - 2258  
Email Address: bcluff @ScottsdaleAZ.gov

January 24, 2018

Michelle Hassler  
George Bell  
10105 N 116<sup>th</sup> St  
Scottsdale, AZ 85259

RE: 50-DR-2017  
Bell Group Self Storage

February 28, 2018

**Zoning Ordinance and Scottsdale Revise Code Significant Issues**

**Zoning**

1. In accordance with zoning stipulation #2 (9-ZN-2017), the maximum building height is limited to 18 feet, inclusive of all mechanical equipment and rooftop appurtenances. Building height is measured from average top of curb along Shea Boulevard, plus 1 foot. Please update the site plan or provide information on another document showing the curb points taken to achieve the average top of curb identified on the building elevations (1474.00).

**Response: Building height calculations have been added to the site plan sheet and the elevation sheet and are in accordance with zoning stipulation #2.**

2. In accordance with zoning stipulation #9 (9-ZN-2017), please provide additional information on the site plan and landscape plan regarding the trail location, trail surface and construction, and trail easement location and 24-foot-wide Public Non-Motorized Access Easement (PNMAE) dedicated dedications. In accordance with the stipulation, the trail shall be designed in conformance with the Design Standards and Policies Manual.

**Response: According to stipulation #9, the site plan and landscape plan show an additional 8' being added to the existing multiuse trail with a colored decomposed granite that is a different treatment than the landscape ground cover.**

3. Please revise the submitted lighting site plan and photometrics to clearly identify any proposed lighting on the east and south sides of the building, demonstrating compliance with zoning stipulation #6 (9-ZN-2017).

**Response: The lighting plan has been revised to show lighting along the south and east sides of the building. The lighting is still in compliance with the zoning stipulation 6. The lights are mounted no higher than 12' and include motion sensors to limit their usage to security lighting. Lighting cut sheets are provided and information on the motion sensor.**

4. Please Provide a pole mounted lighting mounting detail with dimensions, demonstrating compliance with zoning stipulation #6 (9-ZN-2017).

**Response: A pole mounted lighting cut sheet has been provided, all pole lights are max 16' in height to stay in compliance with zoning stipulation #6.**



**Arizona Office**

2233 East Thomas Road  
Phoenix, AZ 85016  
Office: (602) 955-3900  
[rkaa.com](http://rkaa.com)

**California Office**

26591 La Roda  
Mission Viejo, CA 92691  
Office: (949) 954-8785

**Licensed in:**

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Pennsylvania  
South Carolina  
South Dakota  
Tennessee  
Texas  
Utah  
Virginia  
Washington  
West Virginia  
Wisconsin  
Wyoming

**Principals:**

Robert W. Kubicek, AIA  
Jorge A. Calderon, Assoc. AIA  
Kathleen D. Rieger, VP  
Steve A. Nosal, VP  
Neil A. Feaser, VP  
Edgar Felix

**50-DR-2017  
02/28/18**

5. Please update the project narrative to respond to the requirements of zoning stipulation #3 BUILDING MASSING (9-ZN-2017), with regard to minimization of long walls on the north and east building elevations.

Response: The project narrative has been revised.

6. Please revise the site plan worksheet to remove the mechanical unit areas from the open space calculations, in accordance with Zoning Ordinance Section 3.100.

Response: The mechanical unit areas have been removed from the open space calculations.

7. Please identify the location of all screen walls on the site plan. Please refer to Zoning Ordinance Sections 5.1304, 7.105, 9.106.F, and 10.501.H. for requirements on when screen walls are needed. Please provide an additional parking lot screen wall in the area north of the proposed parking lot between the building and the west property line to screen the new parking stalls.

Response: There are screen wall around the mechanical units that are 8" cmu walls painted to match the building. There are no parking lot screen walls as there are no longer any parking stalls that face the street.

8. Please revise site plan to dimension the central parking spaces in accordance with the requirements of Zoning Ordinance Section 9.106., and show that the emergency vehicle turning motions around them will not be impeded if vehicles are parked to the full extent of the spaces adjacent to the rounded landscape medians.

Response: The central parking spaces were removed with the reduced parking requirement. The central area was revised to a landscape planter. All drives were adjusted to 35 feet in width.

9. Please revise the site plan so that parking lot landscape islands will have a minimum width of seven (7) feet and a minimum area of one hundred twenty (120) square feet, in compliance with Scottsdale Zoning Ordinance Section 10.501.H.2.a.

Response: All parking lot landscape islands are minimum 7' in with with at least 120 square feet. The square footage of each planter is labeled on the site plan.

10. Please revise the landscape plan to provide additional plantings in the area adjacent to the south side of the parking lot so that there is not more than 7 feet between plantings, in accordance with Zoning Ordinance Section 10.501.

Response: The landscape plan was revised to include more landscaping along the south side of the parking area.

11. 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 vehical over hang. Convert the remaining site area into sidewalk width and/or landscape area. Please refer to Zoning Ordinance Section 9.106.A.1.b and Section 10.501.F.c.

Response: All parking spaces were adjusted to be 16 feet long with a 2 foot overhang considering every stall abuts a landscape area or a sidewalk.

12. Bicycle parking spaces and rack design shall be in conformance with City of Scottsdale Standard Detail No. 2285, unless otherwise approved in writing by the City of Scottsdale's Transportation Department. Please revise the site plan to provide the 'Required' and 'Provided' bike parking calculations and the bike rack locations in accordance with Section 9.106.C.2.b. of the Zoning Ordinance. One bicycple rack for



two bicycle parking spaces is shown on the site plan. Please indicate the location of the other required bicycle parking spaces. Please utilize a dashed or dotted line to indicate the site area that will be allocated as bicycle parking spaces.

**Response:** Bicycle parking has been added to our site with a dashed clear space around it for at least 3 bike parking spaces.



13. 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.

**Response:** The landscape plan includes summary data for all landscape areas.

14. Revise the landscape plan so that the landscape legend includes quantity of the proposed plants, in compliance with Zoning Ordinance Section 10.200.

**Response:** The landscape legend includes the quantity of each proposed plant.

15. Please revise the site plan worksheet to show the required and provided calculations for parking lot landscaping, in accordance with Zoning Ordinance Section 10.501.H.2., and show the parking lot landscaping on the plan.

**Response:** The site plan shows the calculations for required and provided parking lot landscaping. This is also located on the open space plan.

#### Drainage

16. 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.

**Response:** Drainage reports have been revised.

#### Water and Waste Water

17. A site plan and preliminary Water/Sewer Basis of Design (BOD) report (October 18, 2017 version) was accepted with comments on 10/19/2017 under the Zoning Case (9-ZN-2017). The BOD and site plan submitted under 50-DR-2017 is the older version (August 10, 2017) of the preliminary BOD submitted during the Zoning case. Please update the site plan and Water/Sewer BOD by incorporating comments from the accepted preliminary BOD (zoning case) and resubmit for review.

**Response:** Water/Sewer basis of design has been revised.

#### Significant Policy Related Issues

##### Site Design

18. Refuse enclosures are required in accordance with the Design Standards & Policies Manual Section 2-1.804. For commercial sites the minimum number of refuse enclosure is 1 per 20,000 square feet of commercial space. Please revise the site plan to provide the additional required number of refuse enclosures, or provide additional information which clearly demonstrates that the provided number of enclosures is sufficient to serve the site.

**Response:** The trash enclosure requirement through the City of Scottsdale is extreme for the internalized community storage use. I have provided a letter to the City engineering department from another operating self-storage facility showing their trash load and that one enclosure is more than sufficient for the proposed use. In addition I have added a calculation showing the amount of non-storage leaseable space that the building has for the 1/20,000 s.f. requirement. By this calculation the building needs two trash enclosures and we are providing two.

19. Please revise the site plan to relocate the proposed 8-foot-wide sidewalk along Shea Boulevard to be further separated from the curb line with meandering curves rather than hard angles, in accordance with the Design Standards & Policies Manual Section 5-3.101.

Response: The 8-foot wide sidewalk along Shea has been revised to be at least 8' from the existing curb and meanders along Shea versus having hard angles.

20. 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.

Response: All site walls to screen the mechanical units are 4'-8" tall made of 8" cmu block and painted to match the building. In cases where building is acting as the perimeter wall, we do not have any lengths longer than 200' before there is a step in the building or architectural detail through columns, windows or awnings.

21. Please revise the site plan to show sidewalk ramps at both sides of all driveways for the accessible route shown on the site plan, in accordance with the Design Standards & Policies Manual.

Response: Sidewalk ramps have been added to the site plan for the accessible route.

#### Fire

22. Please revise the site plan to clearly demonstrate compliance with the hydrant spacing requirements of Fire Ord. 4283, 507.5.1.2.

Response: Two proposed hydrants have been added to the site to comply with the spacing requirements of the Fire ordinance.

23. Please demonstrate all fire lane surfaces with support 83,000 lbs. GVW, in accordance with the Design Standards & Policies Manual Section 2-1.802(3).

Response: This is added in our site notes that all fire lane surfaces will support 83,000 lbs. GVW.

#### Landscape Design

24. The landscape plan and landscape legend indicate *Pinus eldarica* Mondel Pine as a buffer tree located in the drainage easement that is along the eastern edge of the development site. Please revise this proposed tree because of their proximity to abutting residential properties that have existing swimming pools. Pine needles are known to cause staining on swimming pool surfaces and pine needle drop and distribution will be significant during desert wind storms. Please refer to Scottsdale Sensitive Design Principle 11.

Response: The landscape plan has been revised and the mondell pine tree was replaced with the willow acacia.



25. 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 and the following internet link:  
<http://www.scottsdaleaz.gov/design/Shading>.

**Response: Exterior shade detail has been provided.**

26. Please revise the provided window sections to 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.

**Response: Window sections have been revised to be recessed a minimum of 50%.**

27. Please revise the provided door sections to 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.

**Response: Door sections have been revised to be recessed a minimum of 30%.**

## **Technical Corrections**

### **Site**

28. Please revise the site plan to identify the water and sewer mains to serve the site, and the service connections. Identify any new required water/sewer easements with a minimum width of 20 feet, in accordance with the Design Standards & Policies Manual.

**Response: Water and sewer mains are shown on the civil plans and reports.**

29. Please update the site plan to revise the proposed building height so that it complies with zoning stipulation #2 (9-ZN-2017).

**Response: The site plan has a calculation table showing the building height and how it complies with zoning stipulation #2.**

### **Landscaping**

30. Please revise the plant legend so that plant symbols and nomenclature shown on the landscape plan are accurately represented on the plant legend and plants, so that COS staff will be able to understand the landscape design concepts. There is one plant symbol that is not identified and others unreadable. Please refer to Zoning Ordinance Section 10.200 and the Plan & Report Requirements for Development Applications.

**Response: The plant legend has been revised for better readability.**

31. Please show the locations of the 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 the 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.

**Response: The building lights are being shown to avoid landscaping conflicts.**



32. 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.

Response: Notes have been revised.

#### Building Elevations

33. 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 1.303.

Response: Building elevation numbers have been added to show the difference between each planer surface.

34. Indicate the locations of all building mounted light fixtures on the building elevation drawings, in accordance with the Plan & Report Requirements for Development Applications and Zoning Ordinance Section 1.303.

Response: All building mounted light fixtures are shown and labeled on the elevations.

#### Lighting

35. 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, in accordance with the Plan & Report Requirements for Development Applications and Zoning Ordinance Section 1.303.

Response: Notes have been revised and enlarged.

#### Other

36. Please provide a copy of the notification letter(s) that was/were mail to the surrounding property owners within 750 feet, in accordance with the application submittal requirements for the Development Review Board.

Response: A copy of the notification letter and mailing has been provided.

37. 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 boards so that heavier samples can be recessed into the board.

Response: A revised color and material board has been provided.

38. Notes and dimensions on the Color & Material Sample Board 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.

Response: Notes have been revised.



1/24/18

Michelle Hassler  
George Bell  
10105 N 116th St  
Scottsdale, AZ 85259

RE: 50-DR-2017  
Bell Group Self Storage

Dear Ms. Hassler:

The Planning & Development Services Division has completed the review of the above referenced development application submitted on 12/21/17. 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. In accordance with zoning stipulation #9 (9-ZN-2017), the maximum building height is limited to 18 feet, inclusive of all mechanical equipment and rooftop appurtenances. Building height is measured from average top of curb along Shea Boulevard, plus 1 foot. Please update the site plan or provide information on another document showing the curb points taken to achieve the average top of curb identified on the building elevations (1474.00).
2. In accordance with zoning stipulation #9 (9-ZN-2017), please provide additional information on the site plan and landscape plan regarding the trail location, trail surface and construction, and trail easement location and 24-foot-wide Public Non-Motorized Access Easement (PNMAE) dedicated dedications. In accordance with the stipulation, the trail shall be designed in conformance with the Design Standards and Policies Manual.
3. Please revise the submitted lighting site plan and photometrics to clearly identify any proposed lighting on the east and south sides of the building, demonstrating compliance with zoning stipulation #6 (9-ZN-2017).
4. Please provide a pole mounted lighting mounting detail with dimensions, demonstrating compliance with zoning stipulation #6 (9-ZN-2017).

5. Please update the project narrative to respond to the requirements of zoning stipulation #3 BUILDING MASSING (9-ZN-2017), with regard to minimization of long walls on the north and east building elevations.
6. Please revise the site plan worksheet to remove the mechanical unit areas from the open space calculations, in accordance with Zoning Ordinance Section 3.100.
7. Please identify the location of all screen walls on the site plan. Please refer to Zoning Ordinance Sections 5.1304, 7.105, 9.106.F, and 10.501.H. for requirements on when screen walls are needed. Please provide an additional parking lot screen wall in the area north of the proposed parking lot between the building and the west property line to screen the new parking stalls.
8. Please revise site plan to dimension the central parking spaces in accordance with the requirements of Zoning Ordinance Section 9.106., and show that the emergency vehicle turning motions around them will not be impeded if vehicles are parked to the full extent of the spaces adjacent to the rounded landscape medians.
9. Please revise the site plan so that parking lot landscape islands will have a minimum width of seven (7) feet and a minimum area of one hundred twenty (120) square feet, in compliance with Scottsdale Zoning Ordinance Section 10.501.H.2.a.
10. Please revise the landscape plan to provide additional plantings in the area adjacent to the south side of the parking lot so that there is not more than 7 feet between plantings, in accordance with Zoning Ordinance Section 10.501.
11. 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. Please refer to Zoning Ordinance Section 9.106.A.1.b and Section 10.501.F.c.
12. Bicycle parking spaces and rack design shall be in conformance with City of Scottsdale Standard Detail No. 2285, unless otherwise approved in writing by the City of Scottsdale's Transportation Department. Please revise the site plan to provide the 'Required' and 'Provided' bike parking calculations and the bike rack locations in accordance with section 9.106.C.2.b. of the Zoning Ordinance. One bicycle rack for two bicycle parking spaces is shown on the site plan. Please indicate the location of the other required bicycle parking spaces. Please utilize a dashed or dotted line to indicate the site area that will be allocated as bicycle parking spaces.
13. 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.
14. Revise the landscape plan so that the landscape legend includes quantity of the proposed plants, in compliance with Zoning Ordinance Section 10.200.
15. Please revise the site plan worksheet to show the required and provided calculations for parking lot landscaping, in accordance with Zoning Ordinance Section 10.501.H.2., and show the parking lot landscaping on the plan.

Drainage:

16. 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:

17. A site plan and preliminary Water/Sewer Basis of Design (BOD) report (October 18, 2017 version) was accepted with comments on 10/19/2017 under the Zoning case (9-ZN-2017). The BOD and site plan submitted under 50-DR-2017 is the older version (August 10, 2017) of the preliminary BOD submitted during the Zoning case. Please update the site plan and Water/Sewer BOD by incorporating comments from the accepted preliminary BOD (zoning case) and resubmit for review.

### 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:

18. Refuse enclosures are required in accordance with the Design Standards & Policies Manual Section 2-1.804. For commercial sites the minimum number of refuse enclosure is 1 per 20,000 square feet of commercial space. Please revise the site plan to provide the additional required number of refuse enclosures, or provide additional information which clearly demonstrates that the provided number of enclosures is sufficient to serve the site.
19. Please revise the site plan to relocate the proposed 8-foot-wide sidewalk along Shea Boulevard to be further separated from the curb line with meandering curves rather than hard angles, in accordance with the Design Standards & Policies Manual Section 5-3.101.
20. 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.
21. Please revise the site plan to show sidewalk ramps at both sides of all driveways for the accessible route shown on the site plan, in accordance with the Design Standards & Policies Manual.

#### Fire:

22. Please revise the site plan to clearly demonstrate compliance with the hydrant spacing requirements of Fire Ord. 4283, 507.5.1.2.
23. Please demonstrate all fire lane surfaces will support 83,000 lbs. GVW, in accordance with the Design Standards & Policies Manual Section 2-1.802(3).

#### Landscape Design:

24. The landscape plan and landscape legend indicate *Pinus eldarica* Mondel Pine as a buffer tree located in the drainage easement that is along the eastern edge of the development site. Please revise this proposed tree because of their proximity to abutting residential properties that have existing swimming pools. Pine needles are known to cause staining on swimming pool surfaces and pine needle drop and distribution will be significant during desert wind storms. Please refer to Scottsdale Sensitive Design Principle 11

### Building Elevation Design:

25. 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 and the following internet link: <http://www.scottsdaleaz.gov/design/Shading>.
26. Please revise the provided window sections to 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.
27. Please revise the provided door sections to 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.

### 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:

28. Please revise the site plan to identify the water and sewer mains to serve the site, and the service connections. Identify any new required water/sewer easements with a minimum width of 20 feet, in accordance with the Design Standards & Policies Manual.
29. Please update the site plan to revise the proposed building height so that it complies with zoning stipulation #9 (9-ZN-2017).

#### Landscaping:

30. Please revise the plant legend so that plant symbols and nomenclature shown on the landscape plan are accurately represented on the plant legend and plants, so that COS staff will be able to understand the landscape design concepts. There is one plant symbol that is not identified and others unreadable. Please refer to Zoning Ordinance Section 10.200 and the Plan & Report Requirements for Development Applications.
31. 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.

32. 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.

Building Elevations:

33. 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 1.303.
34. Indicate the locations of all building mounted lighting fixtures on the building elevation drawings, in accordance with the Plan & Report Requirements for Development Applications and Zoning Ordinance Section 1.303.

Lighting:

35. 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, in accordance with the Plan & Report Requirements for Development Applications and Zoning Ordinance Section 1.303.

Other:

36. Please provide a copy of the notification letter(s) that was/were mail to the surrounding property owners within 750 feet, in accordance with the application submittal requirements for the Development Review Board.
37. 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.
38. Notes and dimensions on the Color & Material Sample Board 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 480-312-7767 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.**

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: **50-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
- One copy: Revised CD of submittal (CD/DVD, PDF format)

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	_____ _____	24" x 36"	_____ _____	11" x 17"	_____ _____	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"

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.