

# Project Application

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**City Of Sedona**

**Community Development Department**

102 Roadrunner Drive Sedona, AZ 86336  
 (928) 282-1154 • [www.sedonaaz.gov/cd](http://www.sedonaaz.gov/cd)

Application for (check all that apply):

- |   |   |                                      |   |
|---|---|--------------------------------------|---|
| <input type="checkbox"/> Conceptual Review        | <input type="checkbox"/> Comprehensive Review   | <input type="checkbox"/> Appeal      | <input type="checkbox"/> Time Extension     |
| <input type="checkbox"/> Community Plan Amendment | <input type="checkbox"/> Development Review     | <input type="checkbox"/> Subdivision | <input type="checkbox"/> Minor Modification |
| <input type="checkbox"/> Zone Change              | <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Variance    |   |

Project Information	Project Name			
	Project Address		Parcel No. (APN)	
	Primary Contact		Primary Phone	
	Email		Alt. Phone	
	Address		City/State/ZIP	
Office Use Only	<i>Application No</i>		<i>Date Received</i>	
	<i>Received by</i>		<i>Fee Paid</i>	

Project Description	
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Additional Contact Information: Please complete the following for all companies/people authorized to discuss the project with the City. Please attach additional sheets if necessary.

Contact #1	Company		Contact Name	
	Project Role		Primary Phone	
	Email		Alt. Phone	
	Address		City/State/ZIP	
Contact #2	Company		Contact Name	
	Project Role		Primary Phone	
	Email		Alt. Phone	
	Address		City/State/ZIP	
Contact #3	Company		Contact Name	
	Project Role		Primary Phone	
	Email		Alt. Phone	
	Address		City/State/ZIP	

**PROPERTY OWNER AUTHORIZATION**

I do hereby authorize those business entities and persons listed below to apply for land development approvals, including but not limited to Site Plan Review, Design Review, Building Permits and other approvals and permits for the following property:

Property: **NEC 89A and Southwest Drive**

APN's: 408-24-536C

Authorized Persons/Firms: **Land Development Consultants, LLC**  
**Michael Scarbrough**  
**David Cisiewski**  
**Jill Kaiser**  
**Jodi Hamill**  
**Beni Rich**

**PROPERTY OWNER: Circle K Stores Inc**

1120 W. Warner Road. Tempe, AZ 85284

**Owner Address**

Carla Ramirez-Garsha  
Owner Representative Signature

7-23-2021  
Date

Carla Ramirez-Garsha Assistant Secretary  
Owner Representative Printed Name / Title

602-728-8000

Owner Representative Phone Number

December 15<sup>th</sup>, 2022

Ms. Cari Meyer  
Planning Manager  
City of Sedona Community Development  
928-203-5049

Ms. Meyer,

Below, please find our responses to your 1<sup>st</sup> review comments:

**a) Comprehensive Review**

- a) The application has been submitted for comprehensive review. The following comments identify areas where information is missing, does not comply with City codes, or areas of suggested changes to bring the project into greater compliance with City goals.

*Understood*

- b) A public hearing date has not been scheduled for this project. A hearing date will be set after the applicant has had a chance to review the comments provided and either responds with resubmitted plans or requests that the project move forward without changes.

*Understood*

- c) Contact the following Staff members if you have any questions regarding what will be required:
- i. Cari Meyer, Planning Manager, [cmeyer@sedonaaz.gov](mailto:cmeyer@sedonaaz.gov), (928) 203-5049, for questions regarding development standards, submittal requirements, and the review process.
  - ii. Cynthia Lovely, Principal Planner, [clovely@sedonaaz.gov](mailto:clovely@sedonaaz.gov), (928) 203-5035, for questions regarding the Schnebly CFA or other long-range plans (Community Plan, GO! Sedona Pathways Plan, Transportation Master Plan, etc.).

*Understood*

- d) The following comments reference sections of the Land Development Code (LDC) and Design Review, Engineering, and Administrative Manual (Manual). These documents are available for review at the following links:
- i. LDC: <https://sedona.municipal.codes/SLDC>
  - ii. Manual: <https://www.sedonaaz.gov/home/showdocument?id=38278>

*Understood*

## **b) Overall Submittal**

- a) In the following comments, Staff has made every attempt to comprehensively outline the deficiencies and clearly explain where more information is needed. Additional comments may be generated once the plans are resubmitted. The applicant and their representatives should carefully review all applicable code sections and ensure the plans submitted clearly show compliance. Please contact staff with any questions.

*Understood*

- b) Please contact Dori Booth, Fire Marshal (dbooth@sedonafire.org or 928-204-8926), regarding Fire District requirements for this project.

*Understood*

## **c) Letter of Intent (LOI)**

- a) The LOI must discuss how the project addresses the requirements of the Land Development Code and any additional guidelines contained in the Administrative Manual. All applicable sections must be addressed, please refer to specific sections of these documents in the LOI. While the LOI has a general statement about each section, it must also include more specific details regarding the various requirements of each. See Manual Sections 1.1.D, 1.1.E(2), 1.1.H, 1.2.A(1).

*The LOI has been updated with additional details.*

- b) The LOI must discuss how the project meets the required findings for a Development Review application (LDC Section 8.3.E(5)).

*The LOI has been updated accordingly.*

- c) The proposed use of the site for vehicle fuel sales and a convenience store does not require a Conditional Use Permit.

*Acknowledged*

- d) The LOI must address the use-specific standards for vehicle fuel sales (LDC Section 3.3.C(23))

*The LOI has been updated accordingly.*

## **d) Submitted Plans**

- a) Include a graphic and written scale on all plans (Manual Section 1.1.C(1)d)

*Requested information has been added on all plans.*

- b) Provide all floor plans/elevations of buildings at the same scale. The plans are currently provided in 1/4" and 3/16" scales. (Manual Section 1.1.C(3)b)

*The plans have been revised accordingly.*

e) **Site Plans**

- a) Provide ADOT approval of proposed curb cut on W State Route 89A. (LDC Section 5.4.E) Clarify whether ADOT will require a deceleration lane for either the curb cut or at the corner. If either is required, show on plans. If deceleration lane is required at curb cut, show how this will impact the property to the east.

*We have not yet received comments from ADOT regarding this project.*

- b) The site plan includes a significant amount of pavement that does not appear to be necessary. The Land Development Code encourages reducing the amount of paving to reduce storm water runoff, reduce heat island effects, improve water quality, and ensure the proposed development responds to site-specific conditions. (LDC Sections 5.4.A, 5.5.A, 5.7.D) The site should be redesigned to reduce the amount of pavement and incorporate the natural state of the site where possible. Some considerations could be the following:
- i. Reduce drive aisle(s) around gas pumps to one-way.

*Drive aisles have been designed for safe circulation.*

- ii. Reduce drive aisle widths to the minimum required widths (most are shown well over the minimums).

*Drive aisles have been designed for safe circulation.*

- iii. Remove and/or reduce parking and loading spaces to minimum requirements.

*Parking area has been revised to allow for adequate parking and loading.*

- iv. The pavement on either side of the gas pumps (107 feet and 90 feet) seems excessive and as though it can be reduced.

*The paved area has been revised to reduce the amount of paving on either side of the canopy.*

- v. Clarify why a “bypass” road is needed for the car wash. If not needed, remove.

*The “bypass” allows the customer to pull away/be moved away from the car wash without effecting all cars in queue. This is critical if a vehicle gets a flat tire or stops running while in queue.*

- vi. Reduce width of curb cut on Southwest Drive. 40 feet is the maximum permitted and does not appear to be needed for the side street.

*The drive way on Southwest Drive has been reduced to 35’.*

- c) Future Electric Vehicle parking spaces will be required (Building Code requirement). Indicate location.

*Future EV parking spaces will be located in the easternmost bank of parking stalls.*

**f) Heights (LDC Section 2.24.E)**

- a) Provide a roof plan overlaid on a contour map with elevation heights in the same format as the contours for all buildings. Ensure contours continue through the footprint of buildings. Once complete height information is provided, a complete height evaluation will be completed, and additional comments may be generated. See Manual Section 1.1.F(3). If alternate standards are needed for the height, clearly show calculations on plans.

*Please refer to sheet A-6.*

**g) Access, Connectivity, and Circulation (LDC Section 5.4)**

- a) Provide a Circulation Plan (LDC Section 5.4.C)

*A circulation plan has been provided.*

- b) Shared driveways shall be provided to the maximum extent feasible. Indicate whether there are any opportunities to provide shared driveways for this site and the adjoining sites. (LDC Section 5.4.E(1)).

*There is no opportunity for shared driveways on this project.*

- c) Show visibility triangles (LDC Section 5.4.F) and ensure these areas will not be blocked by site elements (including landscaping).

*The visibility triangles have been shown as requested.*

- d) The site must be designed to provide cross-access to adjacent non-residential properties (LDC Section 5.4.G). Indicate how/where this access will be provided.

*Cross-access has been provided to the north through the site and ties into the Public Trail.*

- e) Provide sidewalks along the Southwest Drive frontage of the site, tying into the existing sidewalks on W State Route 89A and sidewalks for the approved development to the north. (LDC Section 5.4.H(1)).

*Sidewalks have been provided.*

- f) Provide on-site pedestrian walkways. See LDC Section 5.4.H(2).

*On-site pedestrian walkway have been provided.*

- g) The property to the north (APN 408-24-536B) was recently approved to be developed with duplexes/townhome units. That plan included a shared use path along the southern property line (northern property line of this project), in compliance with the recommendations of the GO! Sedona Pathways Plan and LDC Section 5.4.H(5). Indicate how this pathway could be incorporated into this development and show how pedestrian access from the pathway will be provided to this development.

*Cross-access has been provided to the north through the site and ties into the Public Trail.*

## **h) Off-Street Parking and Loading (LDC Section 5.5)**

- a) Provide a parking calculation for the development. Excess parking is provided; consider reducing the amount of parking to the code requirement and replacing excess parking with landscape areas. See LDC Section 5.5.D for parking requirements (Vehicle Fuel Sales).

*Revised – please see revised site plan.*

- b) Bicycle parking is required at a rate of 1 space per 10 vehicle parking spaces (minimum of 2). Ensure the area designated for bicycle parking can accommodate the correct number of bicycles. Additional bicycle parking is encouraged. See LDC Section 5.5.D(3).

*2 racks – 4 spaces have been provided.*

- c) The City’s standard for a parking space size is 9’ wide by 18’ long (2’ of length can hang over into a landscape area). Consider reducing the width of parking spaces to 9’ (currently shown at 9.5’) to incorporate additional landscape into the parking area.

*The length of the stalls has been revised where possible. The width of the spaces (9.5’) is the client minimum.*

- d) A building under 10,000 square feet does not require any loading spaces (LDC Section 5.5.G). It appears that the plans show three (3) loading spaces by the dumpster enclosure. Reduction and/or removal of these spaces would reduce the overall amount of pavement and it appears that loading could be accommodate in other drive aisles.

*Revised – see revised site plan.*

## **i) Landscaping, Buffering, and Screening (LDC Section 5.6)**

- a) The Landscaping Plan does not provide sufficient information to allow for review. Review LDC Section 5.6 and amend landscaping plan to provide all required information.

*See revised landscape plan.*

- b) The Landscape Plan shows trees over an area designated for the detention basin on the drainage plans. Verify that trees will be able to survive in this location and not damage the detention. To give the trees and other vegetation the best chance to survive, the detention basin should be moved to underneath a paved area.

*The landscape plan has been designed to meet code and ensure plant viability.*

- c) The City’s Design Review Manual states “Shade trees with canopies should be used throughout paved areas and in public spaces and along pathways to provide shade and to reduce heat build-up and glare.” Redesign the site to reduce pavement and increase the amount of landscaping within the paved areas.

*The site has been revised to include less paving and increased landscaping.*

- d) Provide a calculation for total landscape area and clearly show which area is included in those calculations. Ensure plant quantities proposed meet the requirement of 1 tree and 3 shrubs per 400 square feet of landscape area. (LDC Section 5.6.C(1)a.2).

***Landscape plan has been revised to include 1 tree and 3 shrubs per 400 sf.***

- e) Provide proposed plant quantities for all proposed plants. Ensure a minimum of 50% of proposed plants are native species, as listed on the City's native plant list. (LDC Section 5.6.C(1)b.1, Plant list in Manual Section 4.1, Appendix A)

***Landscape plan has been revised to meet this requirement.***

- f) The following species are not appropriate for the Sedona area and must be removed from the proposal and replaced with an appropriate species:  
a) Acer Freemanii (Autumn Blaze Maple)

***This species has been removed from the plan.***

- g) A minimum of 10% of the site area devoted to parking shall consist of landscape islands (LDC Section 5.6.C(2)b.2). Provide calculation of area within parking lot devoted to landscaping and clearly show on plans the area counting towards this requirement.

***Calculation has been provided on the plan.***

- h) Provide a tree removal/preservation plan. To the greatest extent possible, the site should be designed around keeping existing vegetation. See LDC Section 5.6.C(5).

***Per my Landscape Architect, the soil conditions in Sedona have resulted in a significant mortality rate for relocated trees. The landscape plan notes that all landscaping along the ROW should be maintained and protected.***

- i) Provide details on the roof-mounted equipment to ensure the proposed parapets will provide sufficient screening. Indicate whether any ground mounted equipment is proposed. (LDC Section 5.6.D)

***See roof plan for HVAC roof-mounted equipment locations and building elevations for HVAC locations.***

- j) The trash and recycling enclosure, along with the loading areas, requires screening at a minimum height of 8 feet. (LDC Section 5.6.D) The plans show a dumpster enclosure at 6 feet in height.

***The dumpster enclosure has been increased in height.***

**j) Site and Building Design (LDC Section 5.7)**

- a) Building Articulation (LDC Section 5.7.F(2)c)

- i. Horizontal Articulation: While the elevations do appear to incorporate some articulation, it does not appear that they project far enough off the wall to meet



the requirements of this code section. Review requirements and modify buildings and plans to clearly show compliance.

***Please see revised building elevations and floor plan.***

- ii. Unrelieved Building Plane: Commercial buildings are limited to a maximum unrelieved building plane of 800 square feet. This may be restricted to a lower number depending on the application of alternate standards for height. Indicate location and size of largest unrelieved building plane.

***Please see revised building elevations and added dimensions.***

- iii. Transparency (Windows, Door, and Openings):

- (1) Indicate percentage of windows and doorways on elevations. Each façade facing a public street or other public area shall contain a minimum of 30% windows or doorways.

***This information has been added to the plans.***

- (2) (2) Storefront glass shall not extend in a continuous unbroken façade longer than 20 feet. Provide breaks to the glass on the north elevation.

***See revised building elevations and floor plan.***

- iv. Roofline variation: No roofline shall exceed 50 feet in length without a visual variation. The center roof form of the building and the gas canopy exceed 50 feet.

***See revised building elevations and roof plan.***

b) Building Materials (LDC Section 5.7.F(4)) and Building Color (LDC Section 5.7.F(5))

- i. Provide physical samples of all proposed exterior materials and colors. (Manual Section 1.1.H(5))

***Actual material board has been provided.***

- ii. Faux rock, simulated cement, or similar products are prohibited. (LDC Section 5.7.F(4)b) The elevations include a note that the rock wainscoting will be cement. Remove and replace with an approved material.

***See revised building elevations for change of finish.***

- iii. The proposed color Totally Tan (SW6112) has a light reflectance value of 42%. As the proposed building is 6,250 square feet, the maximum permitted LRV is 28%.

***See revised elevations and LRV % added.***

- 1. If alternate standards are used for height, a darker paint color may be required.

***Acknowledged.***

- iv. All other colors and materials will be evaluated for compliance with LRV requirements once a physical sample has been submitted.

***See revised elevations and LRV% added.***

- v. The proposed red components on the car wash building are not permitted as a building color or a sign background color. Remove from plans and ensure building colors comply with applicable requirements.

***See revised car wash elevations.***

**11. Exterior Lighting (LDC Section 5.8)**

- a) Complete the City's Outdoor Lighting Application or provide all information from the application on the lighting sheet. Not all required information has been provided on the plans. This form can be found at the following link:

<https://www.sedonaaz.gov/home/showpublisheddocument/44952/637732617633670000>

***Form was provided.***

- b) All lighting is shown with a CCT of 3000K. Class 2 (Security) lighting is limited to a CCT of 2700K. Provide class types for all proposed lighting and ensure CCT complies with code requirements.

***See revised Photometrics package noting the class types. This site isn't a parking lot. It's a convenience store where customers are fueling vehicles and gas containers with pedestrians traversing between gas canopy and building. It is high activity, thus making it Class 1.***

- c) Not all cut sheets provided for lighting fixtures have 3000K options. Ensure that the proposed fixtures will meet Code requirements.

***See revised Photometrics package noting the class types. This site isn't a parking lot. It's a convenience store where customers are fueling vehicles and gas containers with pedestrians traversing between gas canopy and building. It is high activity, thus making it Class 1.***

**12. Signs (LDC Article 6)**

- a) Review all sign requirements in Article 6 and clearly show compliance with applicable requirements.

***Signs meet all applicable requirements.***

- b) Provide a summary of all proposed signs on a single sheet.

***Summary of all proposed signs has been provided.***

- c) Include a code compliance summary for all signs proposed and whether and exceptions are being requested with the Master Sign Plan.

***A code compliance summary has been provided.***

- d) Electronic message signs are prohibited (LDC Section 6.15.F). Remove from plans and propose a compliant sign.

*Electronic message signs have been removed.*

- e) Clearly show what areas are counted towards the sign area. The sign area is defined as an 8-sided polygon drawn around the sign. See LDC Section 6.6.A. Based on the given dimensions, the monument sign area would be larger than the stated 21.14 square feet.

*The measurement has been clearly shown.*

- f) Provide color samples for all sign background colors. Background colors of signs must meet the same color requirements of the building. See LDC Section 6.7.C. Based on a visual review of the plans, it is unlikely that any of the sign background colors would meet these requirements.

- i. The proposed color Totally Tan (SW6112) has a light reflectance value of 42%. A maximum of 38% is permitted.

*Please see revised elevations and LRV % added.*

- ii. The proposed red components on the car wash building are not permitted as a building color or a sign background color.

*See revised car wash elevations.*

- g) Provide a night view of the signs so proposed lighting can be evaluated. See LDC Section 6.7.E.

*A night view has not been provided. This is in process and will be provided upon receipt.*

- h) Check scale on plans and ensure they are printed at the correct scale.

*The scale shown is correct.*

### **13. Citizen Participation Report (LDC Section 8.3.D)**

- a) The Citizen Participation Report must be provided prior to scheduling the public hearing for this project.

*Acknowledged.*

### **14. Missing Application Materials**

- a) The following are required application materials that were not included in the submittal. Please review the Manual and ensure all required documents are provided. At a minimum, the following items are required:

- i. Context Plan and Narrative – Manual Section 1.1.E *Provided*  
ii. Preliminary Grading and Drainage Report – Manual Section 1.1.F(8) *Provided*

- iii. Material Sample Board – Manual Section 1.1.H(5) **Provided**
- iv. Letters of Serviceability from all proposed utility connections – Manual Section 1.1.H(7) **Provided**
- v. Legal Description of the Property – Manual Section 1.1.H(8) **Provided**
- vi. ALTA Survey completed within the past 2 years – Manual Section 1.1.H(9)
- vii. Summary of additional legal restriction for development on the subject property – Manual Section 1.1.(10) **Provided**

## Engineering Comments

Please address all comments by the next submittal:

1. Please provide a geotechnical report. **Included**
2. Please provide a preliminary drainage report. **Included**
3. Provide letters of serviceability for all utilities. **Included**
4. Provide a 10' sidewalk along Southwest Dr to connect to the development to the north. **Included**
5. Will the carwash utilize recycled water? **Yes**
6. Ensure the facility is EV ready. **Facility will be EV ready**
7. Consider a parking lot connection to the property to the east, Plaza de Oeste. Connectivity with the properties to the east and driveway consolidation is a City identified goal – SIM6. **Connectivity is not possible to the east.**
8. Traffic Impact Analysis comments from 3rd party expert reviewer: **ADOT comments not yet received. Will forward comments upon receipt and will address ADOT comments and comments below for the resubmittal of the TIA to both the City of Sedona and ADOT.**
  - a) Provide ADOT comments for the Traffic Impact Analysis
  - b) The current edition of the ITE Trip Generation is the 11th Edition (September 2021). Please update the analysis to that edition.
  - c) Show circulation & wheel paths for the fuel tank truck.
  - d) Please clarify what adequate LOS and inadequate delay are. City of Sedona (LOS D – City Streets, ADOT roadways and intersections – LOS C).
  - e) Mitigation measures should be identified for any movement, driveway, or intersection that does not meet the agency driven LOS criteria.
  - f) In the study methodology, note that the 2025 conditions have the growth factor and the traffic from the Navajo Lofts added as the 2025 “without” project analysis (similar to what is noted on page 19).
  - g) Update Tables 4, 5, 6, 7 and 8, and related text, based on the trip generation update and LOS criteria.
  - h) Since the warrant analysis is for intersections on State Route 89A, ADOT TGP 611 should be used to prepare the warrant evaluation.
  - i) Crash Analysis: There are two key patterns (angle/left turn crashes and rear end/sideswipe crashes) that are apparent for Tortilla and SR 89A and Southwest and SR 89A. Both of these patterns represent a significant number of crashes at the two locations and are associated with the majority of the injury crashes. These types of crash patterns are typically experienced in areas of high congestion and limited right turn lanes and should be discussed in the report.
  - j) Mitigation (starting on Page 35)
    - i) Please remove commentary that notes that the poor LOS experienced along SR 89A driveways is not significant – not enough gaps is a factor, not a mitigation measure. Please provide feasible mitigation measures to improve the operation of these driveways and intersections to mitigate the project’s impacts.
    - ii) The report notes that the installation of a traffic signal at the Southwest Drive SR 89A

intersection will mitigate the poor intersection operation but does not note it as a mitigating measure due to the project specific impact as shown in Tables 7, 8 and 17.

- iii. No mitigation is recommended to address the poor intersection operation at Tortilla and SR 89A.
  - iv. Specific mitigation measures for the unacceptable LOS delay driveways and intersections along SR 89A are not provided.
  - v. Please provide a detailed sketch to scale showing how the right turn lanes that are warranted along westbound SR 89A at Southwest and at the eastern site driveway could be constructed given the dimensions noted in the report.
  - vi. For the proposed traffic signal at Southwest and SR 89A, please provide how a traffic signal could be installed considering the location of the driveways on the southside of SR 89A.
  - vii. The report notes that the installation of a traffic signal at the Southwest Drive SR 89A intersection will mitigate the poor intersection operation but does not note it as a mitigating measure due to the project specific impact (Tables 7, 8 and 17). The conclusion should note that since the warrants for signalization combined with the poor intersection LOS, that the project should contribute to the signalization and require construction before the project is constructed.
  - viii. Please remove commentary that notes that the poor LOS experienced along SR 89A driveways is not significant – not enough gaps is a factor, generic statement that with roadways like 89A, that poor LOS is to be expected are not mitigation measures. Please provide feasible mitigation measures to improve the operation of these driveways and intersections to mitigate the project’s impacts.
- k) On the fourth paragraph from the bottom of page 37, please clarify that the Navajo Lofts traffic is included in the base 2022 and 2025 traffic conditions. The current text is not clear.
- l) Update Figure 14 with the proposed lane configurations (right turn lanes not shown) and any mitigated lane geometry / signalization is not shown. There are two location 7’s on the figure.

Prior to Issuance of Building Permit:

- Infrastructure within the ADOT ROW must be approved by ADOT. **Understood.**
- For projects involving grading of more than 5,000 cubic yards, a haul plan, a dust control plan, a topsoil reutilization plan, a stormwater pollution prevention plan, and a traffic control plan shall be required. Each must be acceptable to and approved by the City Engineer. (DREAM 3.1.H.6.i). **Understood**
- For projects involving grading of more than 5,000 cubic yards, an assurance bond is required per DREAM 3.1.G.1. **Understood**
- Assurance bonds are required for all subdivision construction projects. **Understood.**
- Provide Final Grading and Drainage Plans. The Site Plan shall meet the requirements of DREAM Chapter 3.1. **Understood.**
- Provide the Final Drainage Report. **Understood.**
- Applicant shall follow the City of Sedona Land Development Code in its entirety. **Understood.**
- Applicant shall provide a Storm Water Pollution Prevention Plan. SWPPP measures shall be in place prior to the start of construction (DREAM 3.1). Storm water quality measures shall also comply with City of Sedona Code requirements (City Code Chapter 13.5) **Understood.**
- Accessible sidewalks and parking areas will need to meet the current US Dept. of Justice ADA requirements. **Understood.**
- Accessible parking/signage shall meet the requirements of the City LDC and DREAM documents. **Understood.**
- All concrete within the City ROW shall be colored “Sedona Red” (Davis 160 color). **Understood.**

## MEMO

- 1) Circle K could explore APS's Green Choice Program. This can help increase the amount of renewable energy that is utilized for the power consumption of the site. ***Acknowledged.***
- 2) An increase in renewable energy is desired for the community to reach its Climate Action Plan goals. Installation of solar photovoltaic panels on the properties roof would help decrease greenhouse gas emissions associated with electricity consumption on site. ***Circle K will research this to determine if it is viable.***
- 3) As per the City's Building Code, there needs to be EV-capable (installed electrical panel capacity with a dedicated branch circuit and a continuous raceway from the panel to the future EV parking spot). Circle K should consider having EVSE-ready outlets on top of that (installed electrical panel capacity and raceway with conduit terminating in a junction box or 240-volt charging outlet, such as a typical washer/dryer outlet). It is projected that by 2030, a third of the vehicle market will be electric. As such, homes with EVSE (electric vehicle supply equipment) in their garage or the ability to easily install EVSE will likely become increasingly attractive to potential buyers and renters. Installation or preparedness for EV charging stations would allow Circle K to meet the increase the demand project for EV charging locations and energy, while helping facilitate transportation changes that reduce greenhouse gas emissions. ***Future EV has been planned for this location.***
- 4) Solar on covered parking: Inclusion of covered carports with solar panel installations should be considered. This would align with the Climate Action Plan by increasing the amount of renewable energy sources and decreasing emissions associated with the property. This could also reduce long term utility costs for the site. It would also provide shade and reduce heat customers feel off a traditional asphalt parking lot. ***Circle K will research this to determine if it is viable on top of the fuel canopy.***
- 5) No new natural gas connections: Natural gas is a significant greenhouse gas that contributed to over 30,000 metric tons of CO<sub>2</sub>e in the 2018 Climate Action Plan inventory. New natural gas connections should be avoided. Heating and cooling of facilities should be done through passive designs or appliance alternatives like mini-splits and heat pumps. ***Circle K does not utilize natural gas.***
- 6) Refrigerants: Many refrigerants have high global warming potentials and contribute to greenhouse gas emissions. Circle K should look to incorporate alternative refrigerants and systems that reduce the need for traditional HFCs and CFCs with high global warming potential. Resources for options here can be found in the EPA's Significant New Alternatives Policy (SNAP). Any refrigeration system should have a means to properly detect leaks, collect refrigerant, and contain methods to dispose of refrigerants properly. ***A leak detection system will be included in the construction drawings.***
- 7) Sustainable building materials: Inclusion of many of the US EPA's Green Building Standards would be desired. It would be interesting to see if phase change materials would be incorporated into property windows to reduce heating and cooling demands. ***Circle K will research this to determine if it is viable.***
- 8) Recycling drop-off location: Considerations should be made on providing increased recycling access for the property. Recycling operations and/or a recycling drop-off location in collaboration

with Sedona Recycles, or other vendor, would be ideal and improve waste diversion. This would help reduce greenhouse gas emissions associated with landfilled solid waste, reduce waste making it to the watershed, and improve ecosystem health. ***A recycling drop-off location is not a core business for Circle K and would be difficult to implement into the site plan.***

9) Water efficiency/conservation: With water being a finite resource and droughts expected to increase in frequency and duration, interior and exterior water fixtures should include low-flow faucets and aerators, exterior water timers, and drip irrigation. Please consider a water reuse system for your carwash. We are happy to assist in doing the research of case studies for this. ***The car wash will include the use of recycled water.***

10) Native plants: Plant species chosen for the property should align with the City of Sedona's approved plant list. With annual temperatures increasing, as well as the risk of extensive drought, it would be beneficial to increase the use of native vegetation that is adaptive and drought tolerant to reduce the reliance on water resources. ***Plant species will align with the City of Sedona's approved plant list.***

11) The designs contain a large amount of poured asphalt. To better assist with the City's MS4 water management, the inclusion of permeable pavement, especially in parking areas, would help reduce the non-point source pollution that would exit the site quickly into nearby drainage during storm events. Permeable pavement would also reduce the discharge rate of water from the site during those events, further reducing the property's contribution to potential municipal flooding. More information about permeable pavement and green infrastructure can be found through the Environmental Protection Agency. ***Circle K will research this option to determine if it is viable.***

12) In alignment with City's Land Development Code Section 5.8, all exterior lighting should look to preserve the area's dark skies and be dark sky compliant where applicable. ***The proposed lighting will be dark sky compliant.***

13) Sidewalks/bike lanes/walkability: Incorporating bike racks and access would help increase and align with efforts found in the City's Sedona in Motion and Transportation Master Plans. ***Bike racks and pedestrian access have been implemented into the site plan.***



**LAND DEVELOPMENT**  
CONSULTANTS, LLC

**Letter of Intent  
Development Review Application**

**Proposed Circle K Store with Fuel Sales and a Car Wash  
SR89A and Southwest Drive**

The property which is the subject of this Letter of Intent is located at the NEC of SR89A and Southwest Drive in Sedona, Arizona. Per the LDC, a new convenience store with associated fuel sales and a car wash requires a Development Review Application.

**EXISTING CONDITIONS**



The 1.781-acre parcel (outlined in red above) is currently vacant and is zoned CO (Commercial). Commercial uses exist east, west, and south of the proposed project. The buildings associated with these commercial uses are primarily single story with a few two-story buildings being located south of SR89A. There is some mature vegetation along the ROW south, west, and east of the proposed project. Existing monument signs for the commercial uses are located outside of the ROW and are designed and painted in a manner that is architecturally consistent with the building. The primary building materials for the existing commercial uses are masonry and stucco largely painted in desert tones. Pedestrian access exists along the southern boundary of the proposed project but does not extend north along Southwest Drive.



## **PROPOSED IMPROVEMENTS**

Circle K Stores Inc intends to develop a 6,250 SF store with associated fuel sales and a car wash on the vacant parcel. The building will be placed in a landscape setting (along SR89A) and has been designed to meet the design review requirements of the LDC (vertical and horizontal articulation, varying materials, colors, etc.). The fuel canopy has been centered on the building and landscaped islands have been added to the parking lot on both ends of the fuel canopy to provide additional landscaping while still allowing for proper circulation. The vendor parking and trash enclosures have been designed to be functional while not impeding on-site circulation. Pedestrian access to the building will be directly from the public sidewalk along SR89A or from either the walking path (proposed by the development to the north) or the proposed sidewalk along Southwest Drive.

## **DEVELOPMENT REVIEW**

Several items have been reviewed and implemented per the Land Development Code. Those areas are as follows:

### ***LDC 5.3 Grading and Drainage***

The site has been designed in a manner that limits the amount of cut and fill and is integrated into the existing grades. Additionally, the stormwater has been captured on-site within a landscape area and incorporates a bleed off system to the existing storm system.

### ***LDC 5.4 Access, Connectivity and Circulation***

The site promotes multimodal travel and reduces stormwater runoff. Additionally, the on-site circulation allows for emergency and service vehicle access, adequate parking and loading areas. Access to the site is via a driveway on SR89A and a driveway on Southwest Drive which will provide convenient and efficient access for emergency and service vehicles as well as our customers. The site will also provide bike racks for those customers on bikes and will be connected to the public sidewalk providing access to pedestrians.

### ***LDC 5.5 Off-Street Parking and Loading***

The site is designed with the building in a landscape setting (the building is located along SR89A) and the parking is located internally between the building and the fuel canopy. The parking spaces are designed to be concrete and the access areas are designed to be asphalt. The site currently provides for 28 parking spaces (21 standard spaces, 1 accessible space and 3 vacuum spaces) where 25 spaces are required. In addition, the site provides for bicycle parking, vendor parking and vacuum parking spaces.

### ***LDC 5.6 Landscaping, Buffering and Screening***

All areas not used for buildings, parking, driveways, walkways, etc. shall be landscaped per code and will be protected from vehicular encroachment by curbs and wheel stops. The landscaped areas will include a variety of trees, shrubs and decomposed granite. Front, rear and side yard landscaped areas have been provided along with parking lot landscaping.

All roof mounted mechanical equipment will be screened from view when viewed from the ground. The refuse area is located within a trash enclosure with gates that utilizes materials and colors that match the building and a small retaining wall will be painted to match the building.

### ***LDC 5.7 Site and Building Design***

The site has been designed with the building being placed in a landscape setting (adjacent to SR89A) with direct pedestrian connection to the public sidewalk. The architecture of the building massing varies in height vertically and horizontally and meets the building proportion and articulation requirements. The site incorporates 4-sided architecture and carries those elements to the fuel canopy and the car wash building. The building color will be light and darker tones of brown along with a variation of material including Nichiha panels and a Kurastone wainscot.

### ***LDC 5.8 Exterior Lighting***

The project has been designed with lighting that meets the requirements of this section and will be fully shielded. The parking area, pedestrian walkways, etc. will be well lit and will provide for a safe environment while still meeting the requirements of this section.

### ***LDC 5.9 Public Art***

Circle K proposes to pay an equivalent cash contribution to the City of Sedona Art in Public Places fund.

### **SUMMARY**

This project includes the development of a Circle K Store with associated fuel sales and a car wash along SR89A, a well-traveled commercial corridor. Commercial uses exist east, west and south of the proposed project. The area immediately north of the project is currently vacant. The site has been oriented to meet the requirements of the LDC with the building in a landscape setting (backing to SR89A) and one access point on SR89A and one access point on Southwest Drive. The site has been designed with ample on-site circulation, parking and loading areas and it will be landscaped and illuminated per the requirements of the LDC. The business would operate 24 hours a day and will be open every day of the year and will employ 8-10 employees. A Traffic Impact Analysis has been prepared for this location for your review and analysis. Based on the commercial nature of the surrounding area and the design elements that have been implemented any impact to the surrounding area should be negligible.

Based on the information outlined above along with the supporting plans and documents, we believe that the proposed project meets the Development Review requirements outlined in the LDC and we look forward to moving this project forward to the Planning and Zoning Commission.



April 22<sup>nd</sup>, 2022

RE: Proposed Circle K Store  
NEC of SR89A and Southwest Drive  
Sedona, Az

Dear Neighbor,

An application has been filed with the City of Sedona for Development Review and Conditional Use Permit Review to accommodate a Convenience Store with fuel sales and a car wash for property located at the northeast corner of SR89A and Southwest Drive. This letter is being sent to all property owners within 300 feet of the property at the request of the City of Sedona. Enclosed for your review is a copy of the site plan and elevations of the proposed development.

A virtual meeting will be held on Tuesday, May 3<sup>rd</sup>, 2022 at 6PM to discuss the proposal and answer any questions or concerns you may have. To join the meeting, please utilize the following information:

Phone Number: + 1 520-415-6047

Phone Conference ID: 789 144 880#

If you would like to join virtually, please contact Michael Scarbrough at [mike@ldcaz.com](mailto:mike@ldcaz.com) and I will send you the link.

This application will be scheduled for consideration by the **City of Sedona Planning and Zoning Commission** at a date soon. You will be notified of that meeting and are invited to attend this meeting and provide any input you may have regarding this proposal.

If you have any questions regarding this proposal, you may contact me at 602-684-5210 or [mike@ldcaz.com](mailto:mike@ldcaz.com).

Sincerely,

*Michael E. Scarbrough*

Michael Scarbrough

**Citizen Participation Plan Report for Proposed Circle K Store  
Northeast Corner of SR89A and Southwest Drive  
Sedona, Arizona**

**Date:** 12-15-2022

**Purpose:**

This purpose of the Citizen Participation Plan was to inform citizens and property owners in the vicinity of the site of an application for a Circle K Convenience store with fuel sales and a car wash. This site is located at NEC of SR89A and Southwest Drive. This application to the City of Sedona is for Development Review. This plan ensured that those affected by this application would have adequate opportunity to learn about and comment on the proposed plans and actions addressed in the application.

**Contact:**

Michael Scarbrough  
Land Development Consultants, LLC  
11811 North Tatum Blvd., Suite 1051  
Phoenix, Arizona 85028  
602-850-8101 (office)  
Email : mike@ldcaz.com

**Pre-application Meeting:**

The pre-application meeting with the City of Sedona was previously held and Staff reviewed the application and recommended that all property owners within a 300-foot radius of the site be notified of the public hearing to consider the request.

**Citizen Participate Plan Report:**

In order to provide effective citizen participation in conjunction with their application, the following actions were taken to provide opportunities to understand and address any real or perceived impacts their development may have on members of the community.

1. A contact list was developed for all property owners within a 300-foot radius of the site.
2. All property owners on the contact list received a letter describing the project along with a copy of the site plan and building elevations and an invitation to a virtual meeting to be held online.
  - a. The meeting was held on Tuesday, May 3<sup>rd</sup>, 2022, via Microsoft Teams Meeting. The proposed site plan and building elevations were presented to Michelle Lloyd (Sedona Paint – business on the southside of SR89A) as she was the only person to attend.
  - b. Ms. Lloyd’s concerns revolved around the general traffic in the area. She believed that Southwest Drive would benefit from a traffic signal. I let her know that there was discussion regarding a traffic signal before our project and I encouraged her to contact Cari Meyer to discuss further.

**Exterior Lighting Application**  
 Commercial and Multi-Family  
 See LDC Section 5.8: Exterior Lighting



**City Of Sedona**  
**Community Development Department**  
 102 Roadrunner Drive Sedona, AZ 86336  
 (928) 282-1154 • [www.sedonaaz.gov/cd](http://www.sedonaaz.gov/cd)

**Applicant and Permit Information**

Applicant Name:		Permit #:	
Phone:		Date Rec'd:	
Email Address:		Initials:	
Action/Staff Initials:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date:	

**Site Identification**

Property Address/Location:	
Parcel Number	
Business Name (If applicable):	

**Lumen Information**

Gross acres of entire site:		Acres for Public Right-of-Way:	
Net Acreage of Site:		x 70,000 = Total initial lumens permitted*	

*\*Total outdoor light output shall not exceed 70,000 initial lumens per net acre for all development except single-family residential uses. This cap is not intended to be achieved in all cases or as a design goal. Design goals should be the lowest level of lumens necessary to meet the lighting requirements of the site. Partially shielded light fixtures are limited to a maximum of 3,850 initial lumens per net acre and are counted towards the 70,000 initial lumens per net acre cap.*

**Type of Shielding and Lumens Proposed (See Lumen Calculation Table – page 2)**

Lumens: Fully Shielded Fixtures:	
Lumens: Partially Shielded Fixtures:	
Total Lumens Proposed:	

**Applicant Signature**

Signature:		Date:	
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# Exterior Lighting Application

## Commercial and Multi-Family

See LDC Section 5.8: Exterior Lighting

### Lighting Inventory and Lumen Calculation Table

- Include a Site Plan identifying all lighting fixtures, keyed to the inventory table.
- Include all new/proposed lighting and all existing lighting.
- Include any lighting proposed for external illumination of signs.
- Attach cut sheets or manufacturer’s product description for all lights. If not available for existing fixtures, include photographs of the fixtures and any additional information to demonstrate compliance with code requirements.
- Attach additional sheets if necessary

*Lighting Classes (See LDC Section 5.8.D(1) for a complete explanation):*

- Class 1: High Activity Areas
- Class 2: Security and Public Safety
- Class 3: Decorative and Accent

*Correlated Color Temperature(CCT)/Kelvin Rating:* A maximum of 4,000K is permitted for all lighting; Class 2 Lighting is limited to a maximum of 2,700K

*Shielding:*

- F: Fully Shielded: Required for most lighting
- P: Partially Shielded: Limited to 3,850 lumens per acre
- U: Unshielded: Only permitted for existing, legal nonconforming lighting

**Site Plan:**     Attached             Provided with plans (Sheet \_\_\_\_\_ )

Plan Key (ID)*	New or Existing (N or E)	Lighting Class (1, 2, or 3)	CCT/Kelvin Rating	Shielding (F, P, or U)	Initial Lumens	No. of Units	Total Lumens
<b>Total Lumens Proposed:</b>							

\*Plan key identification in first column must correspond to labeling on site plan

Parcel	Owner	Address	City	State	Zip
408-24-536C	CIRCLE K STORES INC	1130 W WARNER RD	TEMPE	AZ	852842816
408-24-132A	NELMS DONALD E & KATHLEEN L	PO BOX 1954	SEDONA	AZ	863391954
408-24-002	MARTINEZ FILOMENO G & DENISE A JT UI	2985 W STATE ROUTE 89A	SEDONA	AZ	863365113
408-28-003	SEDONA 360 VIEW LLC	6001 E HARTFORD AVE	SCOTTSDALE	AZ	852545903
408-24-351	SEDONA RED ROCK FIRE DISTRICT	2860 SOUTHWEST DR	SEDONA	AZ	863363728
408-24-103	DIGIOVANNI SYLVESTER G LIVING TRUST	PO BOX 4273	SEDONA	AZ	863404273
408-24-310	C C J B HOLDINGS LLC	PO BOX 2487	SEDONA	AZ	863392487
408-24-004C	CENTRAL ARIZONA MASONIC LODGE #14	2875 W STATE ROUTE 89A	SEDONA	AZ	863365162
408-03-003	AGUILAR JOSE FERNANDO DIAZ	2715 CANTABILE ST	SEDONA	AZ	863364405
408-28-006	SEDONA 360 VIEW LLC	6001 E HARTFORD AVE	SCOTTSDALE	AZ	852545903
408-03-006	ZUNIGA JOSE LAZALDE	26 WINDSONG DR	SEDONA	AZ	863364436
408-24-105	DIGIOVANNI SYLVESTER G LIVING TRUST	PO BOX 4273	SEDONA	AZ	863404273
408-24-314	COSSE REVOCABLE LIVING TRUST	PO BOX 3969	SEDONA	AZ	863403969
408-28-005	SEDONA 360 VIEW LLC	6001 E HARTFORD AVE	SCOTTSDALE	AZ	852545903
408-24-003E	RAYZEL INVESTMENTS LLC	2885 W STATE ROUTE 89A	SEDONA	AZ	863365112
408-03-002	RAUSCH MARIA DEL CARMEN Y CONTREAS	2725 CANTABILE ST	SEDONA	AZ	863364405
408-24-006	NEW YORK COMMUNITY BANK	1801 E 9TH ST STE 1025	CLEVELAND	OH	441143107
408-03-021	WILLIAMS DEBORAH	35 FRIENDSHIP WAY	SEDONA	AZ	863364417
408-24-311	C C J B HOLDINGS LLC	PO BOX 2487	SEDONA	AZ	863392487
408-03-001	HERNANDEZ RICARDO PANTOJA	PO BOX 3029	SEDONA	AZ	863403029
408-24-132A	NELMS DONALD E & KATHLEEN L	PO BOX 1954	SEDONA	AZ	863391954
408-24-106	RAINBOW ACRES	2120 W RESERVATION LOOP RD	CAMP VERDE	AZ	863228408
408-03-022	ELLIS JOY CEOLIA REVOCABLE TRUST	590 SCHNEBLY RD	SEDONA	AZ	863364000
408-24-536B	MKC HOLDINGS LLC	15010 N 78TH WAY STE 109	SCOTTSDALE	AZ	852602612
408-24-312	CASTELLI COMPANY LLC	1390 PIEDRA LN	FLAGSTAFF	AZ	860011928
408-24-536C	CIRCLE K STORES INC	1130 W WARNER RD	TEMPE	AZ	852842816
408-24-007	NEW YORK COMMUNITY BANK	1801 E 9TH ST STE 1025	CLEVELAND	OH	441143188
408-24-008	SEDONA CHURCH OF CHRIST INC	2757 W STATE ROUTE 89A	SEDONA	AZ	863365149
408-28-004	SEDONA 360 VIEW LLC	6001 E HARTFORD AVE	SCOTTSDALE	AZ	852545903
408-24-315	BUILDING 2920 LLC	135 SAN PATRICIO DR	SEDONA	AZ	863364701
408-24-005A	SIEBROOK ENTERPRISES LLC	40 COLUMBIA DR	SEDONA	AZ	863366618
408-03-004	WOLF FAMILY LIVING TRUST	20 CHRYSONA LN	SEDONA	AZ	863369511
408-03-005	RUIZ-ESCOBAR CONSTANTINO	2695 CANTABILE ST	SEDONA	AZ	863364404

408-24-102	DIGIOVANNI SYLVESTER G LIVING TRUST	PO BOX 4273	SEDONA	AZ	863404273
408-09-026	HOKANSON LAWRENCE D	1607 W TONI RAE DR	SPOKANE	WA	992182453
408-24-009	NG20 LP	11720 EL CAMINO REAL STE 250	SAN DIEGO	CA	921302243
408-24-124H	TORTILLA INVESTMENTS LLC	60 TORTILLA DR STE 1	SEDONA	AZ	863363798
408-24-313	JOHN & ANN HOLMAN PROPERTIES LLC	301 PALISADES DR S	SEDONA	AZ	863366206
408-24-339	BREWER GINA (BD)	PO BOX 3704	SEDONA	AZ	863403704
408-03-010	ACREE JONNAS	115 ANDANTE DR	SEDONA	AZ	863364400
408-03-009	MONTANEZ RAMON &	10 SYMPHONY WAY	SEDONA	AZ	863363761
408-24-337	SEDONA-RED ROCK FIRE DISTRICT	2860 SOUTHWEST DR	SEDONA	AZ	863363728
408-24-104	DIGIOVANNI SYLVESTER G LIVING TRUST	PO BOX 4273	SEDONA	AZ	863404273



