



City Of Sedona Community Development Department

102 Roadrunner Drive Sedona, AZ 86336

(928) 282-1154 • www.sedonaaz.gov/cd

PZ21-00020 (SUB) Bowers Subdivision Preliminary Plat

Planning Comments, 3rd Review

July 26, 2023

LDC Section 8.3.C(7): If an application has not been resubmitted to address staff-noted deficiencies within three months, such application shall be deemed abandoned and all fees forfeited. The applicant may request three additional months to address staff-noted deficiencies. Abandoned applications shall require a new pre-application meeting and may be subject to additional fees.

It is the applicant's responsibility to be aware of submittal deadlines. Staff may not alert an applicant that a deadline is approaching and may not accept submittals after the deadlines.

1. General Comments

- a) The application has been submitted for preliminary plat. The following comments must be addressed prior to scheduling a public hearing for this project.
 - i) Comments were previously provided to the applicant and not satisfactorily addressed with this submittal. Further clarifications or additional comments generated by the additional information provided are in *red italics (2nd review)* and *purple italics (3rd review)*.
 - ii) Many of the following comments may be better described/discussed in person with Staff and the applicant being able to look at the plat and point out the areas that need modifications. Please set up a meeting with Staff to go over these comments prior to resubmittal of the plans to ensure all parties are on the same page.

iii) The base fee paid for this project only includes review of the initial submittal and one resubmittal. As the resubmittal did not address all outstanding comments, additional reviews will be charged at a minimum rate of \$50 per hour.

- **This project has accrued an additional \$250 in charges (5 hours of review). This must be paid prior to scheduling a public hearing.**

- b) Contact the following Staff members if you have any questions regarding what will be required:
 - i) Cari Meyer, Planning Manager, 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, (928) 203-5035, for questions regarding the Sedona Community Plan, GO! Sedona Pathways Plan, or other plans adopted by the City.
- c) 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>

2. The application is missing the following items:

- a) Review the submittal requirements in the Administrative Manual, both the general application requirements (Section 1.1) and specific application submittal requirements (Section 1.3). All items listed for

Conceptual Plat and Preliminary Plat are required at this stage of review. As currently submitted, the application is missing several required items, including, but not limited to:

- i) Manual Section 1.1.H(9): ALTA Survey completed within the last two (2) years
 - *This has not been provided.*
 - *The ALTA provided says it's a Preliminary ALTA. Provide the final ALTA Survey (not Preliminary)*
 - New ALTA Survey provided, and was completed within the last two years

- ii) Manual Section 1.3.A(1)c: A topographic map prepared by a registered surveyor with minimum 1-foot contours (provide on a separate sheet from the Preliminary Plat)
 - *This has not been provided. In addition, the contours have been removed from the Preliminary Plat.*
 - *The topographic map provided does not appear to have been printed at the correct scale.*
 - Corrected

3. Letter of Intent (LOI)

- a) The LOI needs to be updated to clearly state how the project is meeting the requirements of the code – Articles 7 and 8 must be referenced. Specific code sections must be referenced and an explanation of compliance or a request for an exception must accompany each. See LDC Article 7 (Subdivision Requirements), LDC Article 8 (Review Procedures, Findings), and Manual Sections 1.1.D, 1.1.E(2), 1.1.H, 1.3.A(1)a, and 1.3.B(1)a.
 - i) *While this comment has been largely addressed, as outlined below, there are still some areas where changes to the LOI are needed.*
 - ii) *Comment remains.*
 - A neighborhood meeting report is included in this submittal.

- b) *Page 2: Site Overview: This paragraph states the smallest net lot size is 16,029 square feet. It is unclear which lot this is referring to and how net vs. gross square footage is being calculated. All lots are required to be a minimum of 18,000 square feet.*
 - i) *Gross square footage of lots is not addressed. The numbers quoted in the LOI as being the net lot areas are stated as the gross lot areas on the plat. Clarify.*
 - The LOI was changed to “Gross Lot Size”.

- c) *Page 2: Article 7: Subdivision. Many of the sections listed here have various subsections and requirements. Address all relevant subsections.*
 - i) *This has not been addressed.*

- d) *Page 3: LDC Section 7.3.D: Sensitive Lands: Clarify how the subdivision is addressing this section (protecting natural topography, watercourses, drainage ways, etc.). As suggested in Comment 1.b, a cluster subdivision could be considered. Alternatively, building envelopes could be restricted beyond typical setbacks to protect the features mentioned above and to minimize adverse environmental impacts. This should also be reflected in the response to LDC Section 8.3.E(5)g: Minimize Adverse Environmental Impacts.*
 - i) *This has not been addressed. If the applicant does not wish to pursue a cluster subdivision, the building envelopes should be restricted to prevent building on the steepest portions of the property.*
 - It is not possible to include the natural topography, watercourses, drainage way, etc., on the Bowers Preliminary drawings because

the City is developing the Forest Road Connection project and currently, the natural topography, watercourses, drainage ways, etc., are being altered. Once the City completes the alteration of the natural topography, watercourses, drainage way, and installs trees and landscaping, the Bowers Final drawings will include the completed topography, watercourses, drainage ways, and landscaping. Also, in the Letter of Intent, LDC Section 7.3.D: Sensitive Lands, are directly written about as follows:

- It is the developer's intent, among other elements, to protect the natural topography, watercourses, drainage ways, trees and to control erosion.
 - The lots are designed to accommodate topography, natural vegetation, soil conditions, drainage, street traffic, and other conditions
 - The subject 2.68-acres will be constructed with the intent of minimizing adverse environmental impacts by protecting the natural topography, watercourses, drainage ways, trees and to control erosion.
 - The Bowers Subdivision's public infrastructure will be constructed in accordance with the Engineering Standards Manual with the intent of minimizing adverse environmental impacts by protecting the natural topography, watercourses, drainage ways, trees and to control erosion.
- As mentioned before, our client will continue to keep the entire construction envelope as determined by the setback requirements.
- e) *Page 4: LDC Section 8.3.E(5)h: The response here refers to four private driveways. Given the shared access to Lots 3 and 4, the subdivision will have a maximum of 3 driveways.*
- i) *The current layout of the subdivision would have a maximum of 2 driveways.*
- See revised statement is LOI, titled: Access

4. Preliminary Plat

- a) In addition to the following comments specific to the Preliminary Plat, the comments in other sections of this comment letter may require that changes be reflected on the Preliminary Plat. Ensure that all necessary changes are made in the individual documents as well as the Preliminary Plat.
- b) Provide non-vehicular access easements along the street except for where the driveway for each lot intersects with the street.

i) *"NVAE: Non vehicular access easement" has been added to the legend; however, no NVAEs are shown on the plat.*

- *The NVAE continues across the access easements to the lots. Remove the NVAE across the shared access easements.*
 - NVAE across the access easement is now removed

c) Common driveways

i) *Provide net lot area, removing the area within the access easement.*

- *It does not appear areas within the access easement (30' easement to access the lots, not the NVAE) have been removed from the lot area.*
 - Revised

- d) Due to the amount of information contained on the preliminary plat, consider whether it can be presented more clearly by using multiple sheets rather than a single sheet.
- i) *There are overlapping lines and it is not clear which are lot lines, easement lines, etc. Review the plat and ensure all information is being clearly conveyed.*
 - ii) *There are still a number of overlapping elements. Review plat and ensure all information is clearly presented.*
 - Additional pages added and overlapping lines removed
- e) *It is not clear what is being included in the lot area. Clarify how lot area is being calculated. Provide a separate exhibit/sheet if needed.*
- i) *It does not appear areas within the access easement (30' easement to access the lots, not the NVAE) has been removed from the lot area.*
 - The areas within the access easement have been removed and revised Exhibit provided
- f) *Clean Up Items*
- i) *Legend (Sheet 2): Not all lines included on the plat are included in the legend. Review the plat vs. the legend and ensure all lines are accounted for.*
 - *There are still lines and shading (for easements) used on the map that are not included in the legend. Review plat and ensure all lines and shading are accounted for.*
 - All legend lines accounted for

5. Subdivision Standards (LDC Article 7)

- a) Review the LDC Sections listed below and make necessary changes to ensure compliance with LDC requirements. If an exception is being requested, add to list of requested exceptions in LOI for staff review. Please note that while the following comments outline only where staff has identified deficiencies. The applicant needs to go through the Subdivision requirements and address all relevant sections.
- b) *LDC Section 7.3.C: Lot Planning*
 - i) *Subsection 2:*
 - *(g) The construction envelope on a lot shall be determined by the setback requirements for the lot and the location of natural and/or topographic features such as drainage ways, rock outcrops, native vegetation, and trees. Consider further reducing building envelopes to account for these features. See additional comments in the LOI section regarding sensitive lands and environmental impacts.*
 - (a) *Comment remains.*
 - Currently, the City is developing the Forest Road Connection project and the natural topography, watercourses, drainage ways, etc., are being altered. Once the City completes the alteration of the natural topography, watercourses, drainage way, and installs trees and landscaping, the Bowers Final drawings will show these features
 - As mentioned before, our client will continue to keep the entire construction envelope as determined by the setback requirements.

Provide sufficient information to show how these standards are being met.

- i) LDC Section 7.4.D(2): Steep Slope and Ridgeline Development: Clearly show where the crest of ridges/hilltops occurs. Lot lines should follow these lines to the greatest extent possible and building pads shall not be located on or near the crest of ridge lines.

- *This has not been done.*

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- Through the City's development of the Forest Road Connection project the ridges and hilltops are being altered. Sefton Engineering provided a 3D SURFACE RENDERING OF THE SURFACE BEFORE THE CITY ALTERED THEM.

6. Citizen Participation Plan (LDC Section 8.3.D)

- a) Provide a citizen participation plan. A citizen participation report is required prior to scheduling a public hearing for this project.

- i) *A Citizen Participation Report has not been provided.*

- *This has not been provided.*

- A citizen participation report is provided in this resubmittal.



Public Works Department

102 Roadrunner Drive Sedona, AZ 86336
(928) 204-7111 • Fax: (928) 282-5348;
Hanako Ueda, EIT (928) 203-5024

PZ21-00020 (SUB)
Bowers Subdivision (Preliminary Plat)
07/27/2023

Engineering Comments

Please address all comments for the Preliminary Plat:

1. Please reach out to me for the most up to date easements to be shown: (DONE, thank you!)
 - a. On the plat, please show the drainage easement for the intake on Lot 2.
 - Shown
 - b. Provide a drainage easement over the entirety of the storm drains on Lot 3 and 4.
 - Provided
 - In the City's storm drain legal description for Lot 4, it appears that the curve is not joining (See N27* 43'57.00"W 12.45'). See preliminary plat drawing
 - Also, for Lot 3, a line bearing is not shown in the City's Drainage Easement. See preliminary plat drawing
 - c. Please provide an easement over the shared-use-path.
 - Done
 - Also, the City's ROW Easement show this area as 6440 sq. ft. After drawing is on the plat, the area is coming out as 6439 sq. ft. See preliminary plat drawing
2. All property corners shall be set, including calculated.
 - ?
3. Remove the 1' NVAE from the 30' access easements.
 - Done
4. Please lighten the linework for the storm drains & other improvements which are under the City's project.
 - Done
5. From the plat, please remove signage, SUP markings, and other irrelevant roadway improvements.
 - Done
6. Show all line types and hatching on the legend.
 - Done
7. Provide all material on the preliminary plat as outlined in DREAM 1.2.B.
 - Done

Prior to Issuance of Building Permit:

- The maximum allowable driveway slope on hillside development areas is 24%, while the first 10' from

the garage should be less than 6% (With the exception at the shared use path, which shall maintain a cross slope of less than 2%).

- 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).
- For projects involving grading of more than 5,000 cubic yards, an assurance bond may be required per DREAM 3.1.G.1.
- Assurance bonds may be required for all subdivision construction projects.
- Provide Final Grading and Drainage Plans. The Site Plan shall meet the requirements of DREAM Chapter 3.1.
- Provide the Final Drainage Report.
- Applicant shall follow the City of Sedona Land Development Code in its entirety.
- 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)
- Accessible sidewalks and parking areas will need to meet the current US Dept. of Justice ADA requirements.
- Accessible parking/signage shall meet the requirements of the City LDC and DREAM documents.
- All concrete within the City ROW shall be colored "Red Rock Sedona".