



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, 4th Review

November 9, 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. Please note that this is the 4th submittal and there are still outstanding issues that have not been addressed. If comments are not satisfactorily addressed with the next submittal, Staff may schedule the project for a public hearing as-is.
 - 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)*, *purple italics (3rd review)*, and *green italics (4th review)*.
- 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.
- 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 1.3.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.*
 - *Topographic map was not included in the resubmittal.*
 - **01/04/23: New sheet with contour lines**

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.*
- iii) *Comment remains.*

- **01/04/23: Revision made**

- 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.*
 - ii) *The LOI now only addresses gross square footage. The LOI and the plat should include both net and gross lot areas.*

Preliminary Plat Sheet V-6 has all the information in a table. The LOI confirms that the four lots meet the gross square footage minimum lot size requirement. Sheet V-6 provides detail net square footage information.

- 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.*
 - ii) *This has not been addressed.*

Please accept LOI as is.

- 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.*
 - ii) *Not addressed.*

Once the city of Sedona completes the onsite blasting, grading, and drainage work, this will be addressed, please accepted as is.

4. 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.*

(b) *Comment remains.*

Once the city of Sedona completes the onsite blasting, grading, and drainage work, this will be addressed, please accepted as is.

- c) LDC Section 7.4.D: Sensitive Lands: Due to the slopes of this property, development must follow this section. 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.*
- *Comment remains.*
- *Comment remains.*

Once the city of Sedona completes the onsite blasting, grading, and drainage work, this will be addressed, please accepted as is.



Public Works Department

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**PZ21-00020 (SUB)
Bowers Subdivision (Preliminary Plat)
11/9/2023**

Engineering Comments

Please address all comments for the Preliminary Plat:

1. Remove clouding/ linework labeled as "bushes". **01/04/23: Removed**
2. Remove blurry scans of easements/legal descriptions and replace with tables or annotated dimensions. **01/04/23: Done**
3. Clearly indicate/hatch the roadway and NW & SE corners as right-of-way also: **01/04/23: Indicated.**

