

## Response to the City of Sedona Community Development Department

102 Roadrunner Drive Sedona, AZ 86336  
(928) 282-1154 | www.sedonaaz.gov/cd

PZ24-00005 (DEV) Best Western Expansion, Conceptual Review  
Planning Comments, July 15, 2024

### 1. Conceptual Review

- a) The application has been submitted for conceptual review. The following comments contain items that are deficient for a conceptual submittal and must be addressed prior to scheduling a conceptual public hearing and comments that are intended to serve as a guide as you assemble the submittal packet for the Comprehensive Review and do not need to be addressed prior to your conceptual hearing. Please contact staff if you have questions regarding what will be required to continue with the conceptual review.
- b) While Staff has made an effort to bring up items that stand out as impacting the overall project, the following comments should not be viewed as a comprehensive and detailed evaluation of the proposal. The applicant and their representatives should carefully review all applicable code sections and ensure the plans submitted clearly show compliance. Additional comments may be generated once the plans are resubmitted.
- c) 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 Schnebly CFA or other long-range plans (Community Plan, GO! Sedona Pathways Plan, Transportation Master Plan, etc.).
- 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>

### 2. Fire District Review

- a) Please contact Dori Booth, Fire Marshal (dbooth@sedonafire.org or 928-204-8926), regarding Fire District requirements for this project.
  - i) Adding an assembly use to the rooftop may trigger the need for the building to be sprinkled.  
*The proposed scope of work for the hotel renovation includes adding sprinklers to the structure.*
  - ii) The new restaurant is attached to the existing hotel building, which may trigger the need for the building to be sprinklered.  
*The proposed scope of work for the hotel renovation includes adding sprinklers to the structure.*
  - iii) The property is within the Wildland-Urban Interface (WUI) and must follow WUI requirements.  
*Per the Map of designated Wildland Urban Interface Areas within the Sedona Fire District, we understand a large portion of this site is within the Wildland-Urban Interface. Our intent is to be respectful of WUI Code by adhering to the following measures –*
    - *Design a “lean and clean” landscape.*
      - *Use low growing herbaceous or succulent plants near structures.*
      - *Use mulches, rock and non-combustible hard surfaces to break up continuity of vegetation.*
      - *Space deciduous trees and shrubs as individual plantings or as groups of plants. Plants nearest to structures should be more widely spaced and smaller than those farther away. Use small, irregular clusters and islands, not large masses.*
      - *Minimize use of ornamental and native coniferous shrubs and trees.*
    - *Apply the three-zone approach for defensible zones around buildings, structures & decks.*
      - *Zone 1 – 0 feet to 10 feet, Intensive Fuel Reduction Zone*
      - *Zone 2 – 10 feet to 30 feet, Moderate Fuel Reduction Zone*
      - *Zone 3 – 30 feet to 150 feet, Managed Wildland Zone*
    - *Follow Irrigation Design and Performance Requirements*
    - *Determine Maximum Tree Density for each Zone*

- Upon completion of project a vegetation management plan will be established through the hotel management staff.

*Additionally, after a review of the WUI code it is the development team's position that the project's architectural elements meet the requirements of the WUI by addressing the Fire-adapted Communities goals of the Wildland-Urban Interface.*

*The casitas and support sheds that are being proposed as new construction within the WUI are inherently noncombustible as they are prefabricated units created out of recycled shipping containers with overhangs created out of solar panels. These steel containers will sit directly on the ground and without overhangs that traditionally create fire exposure concerns. Additionally, fire access to the site has been enhanced with two defined access points to the site where previously there was only one. All structures and points on the site are sited within the 150' pull distance in accordance with the International Fire Code.*

- iv) Ensure that appropriate fire/emergency access is provided to all units. The cart paths may need to be widened or constructed in a way that allows them to double as emergency access.

*Emergency access is addressed from the perimeter of the project from the parking area to the north and the access road / parking area to the south. A hammerhead has been added to the southern access road leading to the water facility and all new units are within the 150' pull distance from any point along either emergency access route in accordance with the International Fire Code.*

- v) Fire hydrants will need to be provided in the new areas.

*Acknowledged, at the point that site engineering has been completed fire hydrants will be located to provide the required coverage.*

- vi) Fire pits shall be gas – no wood fire pits are permitted.

*All fire pits are planned as gas*

- vii) Show all required exterior accessible routes.

*Fine grading and landscape design is still being studied. Accessible routes will shown on the circulation plan in the Comprehensive Review submittal.*

### 3. 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. The LOI should reference specific code sections.

- b) The LOI must discuss how the project meets the required findings for a Development Review project – See LDC Article 8.

- c) Provide an overall summary of the project, including number of lodging units, non-lodging uses (including square footage), number of parking spaces, etc.

*The LOI has been revised to address the above issues specifically.*

- d) Page 3: Workforce Housing: The LOI mentions an in-lieu affordable housing contribution. While this is not a required fee, if the applicant is interested in making a contribution to the affordable housing fund, they should contact the City's Housing Division to discuss those details.

- e) Requested Feedback:

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

- ii) Question regarding increases in height for rooftop deck and elevator.

- (1) LDC Section 2.24.E, Table 2.7 contains the authorized exceptions to height requirements. Elevators (and associated supporting structures) and rooftop decks may extend up to 8 feet above the maximum height requirements provided that such structures shall not cover more than 5% of the total roof area of the building. Further, roof decks must be setback from the edge of the roof by a minimum of 6 feet.

- (2) As the building currently exceeds height requirements, this additional height may be permitted as measured from the top of the existing parapets. Before a final determination can be made, the applicant would need to provide more detailed plans showing the height(s) of the parapet, the location, size, and heights of the roof deck, guardrail, and elevator.

(3) As a nonconforming structure, the hotel must comply with the requirements of LDC Section 1.6 (Nonconformities), specifically Subsection B (Regulations Applicable to All Nonconformities) and Subsection D (Nonconforming Structures). Please review these sections and ensure proposed modifications to the building are in compliance with these sections.

*Acknowledged. To the extent that the design has been developed at this point this information has been added to the LOI.*

#### 4. Project Drawings

a) The existing property consists of a number of smaller parcels. Clarify what the intention is for the existing parcels (combinations, lot line adjustments, etc.). Clearly show the proposed configuration of the lot lines on the submitted plans, as the final configuration of the parcels could impact how the project is reviewed.

i) If any of the interior property lines are to remain, each parcel will be reviewed as a separate/stand alone parcel, any required setbacks must be observed, lot coverage calculations will be required for each lot, structures will not be permitted across property lines, and appropriate easements (cross access, parking, etc.) will be required.

*The replatting process has been initiated, however the attached exhibits denote the proposed resulting plats.*

#### 5. LDC Section 2.24.E: Building Heights

a) The project documents do not provide enough detailed information for staff to review/provide feedback on proposed building heights. Provide elevation height of all ridges, eaves, and parapets for all buildings, overlaid on a contour map showing existing topography of the site. Roof heights and topography lines must be in the same format.

*Building heights have been added to the sections and show that all new construction meets the requirements of the LDC.*

#### 6. LDC Section 5.4: Access, Connectivity, and Circulation

a) The site plan shows an area along the northwestern property line of the lower parcel that appears that it could provide a connection from Art Barn Road to Arroyo Roble Drive (as required based on the cross-access requirements of the LDC). In past conversations with the application, it has been indicated that is the intention for this strip of land. Verify that this is the case and how that connection will be memorialized (easement, dedication, etc.). If this is the intention for this area, consider moving some of the site elements so they are not impacted by a potential new road in this area (entrances to some of the units appear to be directly into this setback area).

*The site plan has been revised to accommodate a future access route through the site. It is the ownerships intention to maintain the existing access easement and has planned the site so that no major element would restrict the design of the proposed access way, however low impact elements including small scale landscaping and pedestrian walkways are shown until a comprehensive strategy of vehicular traffic parallel 89A has been developed.*

b) Show how pedestrian/bicycle circulation will be provided from State Route 89A to all areas of the site. A sidewalk would typically be required along Arroyo Roble Drive and Art Barn Road. If this is impractical due to the width of the road/easement or the slope of the road, provide an alternative pedestrian/bicycle access.

*A circulation plan has been added to the submittal. A sidewalk currently exists along Arroyo Roble and will remain. A sidewalk has be added parallel the north property line along Art Barn Road. For the safety of our guests the resort does not intend on facilitating public access through the Resort grounds outside of the proposed Art Plaza adjacent the Sedona Arts Center and a possible future connect between Art Barn Road and Arroyo Roble Drive.*

7. LDC Section 5.5: Off Street Parking and Loading

a) Parking for the restaurant has been calculated based on the dining room area, not the gross area of the restaurant, as required. Calculating parking correctly will increase the amount of required parking. In lieu of increasing the amount of parking, the applicant may submit a parking analysis based on shared use (hotel guests going to the restaurant) or differing peak hours of the restaurant/hotel. See LDC Section 5.5.E.

*Revised Parking Study has been provided. See below*

Hotel Keys	82 keys	.5 per key +10%	46 spaces
Existing Retail	3,785sf	1/250 sf	15 spaces
New Spa Space	3,785 sf	1/250 sf	15 spaces
New Restaurant (gross)	3,720 sf	1/100 sf	38 spaces
Restaurant (Exterior Seating)	980 sf	1/100sf	3 spaces

*for space exceeding 20% of the interior space*

<b>Total Parking Required</b>	<b>117 spaces</b>	<b>5 ADA spaces</b>
Existing Parking Provided	67 spaces	6 ADA spaces
Proposed New Parking	79 spaces	2 ADA spaces
<b>Total Provided Parking</b>	<b>146 spaces</b>	<b>8 ADA spaces</b>

*It is the development team's intention to develop a parking solution that accurately accommodates the site's needs with some additional overflow for the general benefit of the City. Acknowledging the programming that has been added to the site in the form of the spa and restaurant will have significant use by on-site guests, the team has initiated a parking study by Kimley Horn.*

b) Bicycle parking is required to be provided at a rate of 1 space per 10 vehicle parking spaces. Indicate where this parking is proposed.

*15 Bicycle parking spaces are noted on the site plan. These spaces have been spread throughout the site to accommodate the different use types. Bicycle parking has been noted adjacent to the lobby for guest use, adjacent the southwest parking area for employee use, at street level near the entrances to the Village shops and at two locations on site A additionally for guest use.*

8. LDC Section 5.6: Landscaping, Buffering, and Screening

a) Provide a landscaping plan that clearly shows compliance with the requirements of this section.

*Floor Associates: Landscape design will be included in the comprehensive submittal*

9. LDC Section 5.7: Site and Building Design

a) Staff has reviewed the conceptual plans and has not noted any major flaws in the design of the buildings in relation to LDC requirements. However, a complete review is not done at this time, as a complete set of plans has not been submitted for the buildings. The applicant should review the requirements of this section and ensure the plans submitted for comprehensive review clearly show compliance with all applicable code sections.

*Building Heights have been added to the provided site sections.*

10. LDC Section 5.8: Exterior Lighting

a) Provide a lighting plan that clearly shows compliance with the requirements of this section.

b) Exterior Lighting Application:

i) <https://www.sedonaaz.gov/home/showpublisheddocument/44952/638221678311370000>

*A site lighting plan will be included in the comprehensive submittal.*

11. LDC Section 5.9: Public Art

a) This development will be required to provide Public Art, either through an on-site installation or a contribution to the Art in Public Places Fund. The comprehensive submittal must include how this requirement will be met.

*Ownership is currently studying its approach to on-site Public Art or contributing to the fund. This will be defined in future submittals.*

12. LDC Article 6: Signs

a) Provide a Master Sign Plan for the development.

*Master signage plan will be included in the comprehensive submittal*

### 13. Application Materials

- a) Review the submittal requirements of both the LDC and the Manual and ensure the comprehensive submittal includes all required documentation.

### Engineering Comments

Please address all comments by the next submittal:

1. Please provide a Traffic Impact Study (see City Code 14.10 for TIS requirements).
2. Please provide a geotechnical report. Include recommendations for new pool area.
3. Please provide preliminary grading and drainage plans.
4. Please provide a preliminary drainage report.
5. Please provide a sewer design report.
6. Provide letters of serviceability for all utilities.
7. Please route the 20' easement along the rear/east of the property. Please provide 25' if possible.  
*The 20' easement has been added to the new plans.*
8. Please show the City of Sedona 100-year floodplain on the plans.  
*100 year flood line has been added to site plan*
9. The grey water usage will require a type of reuse permit through ADEQ (we are supportive of this – aim for less than 3000 gallons per day for Type 3 Recycled Water General Permit).  
*Unless noted above as included in the submittal the requested information and engineering documentation will be included in the Comprehensive Review submittal.*

Prior to Issuance of Building Permit:

- Property lies in a floodplain. An elevation Certificate from an Arizona Registered Land Surveyor is required.
- Infrastructure within the ADOT ROW must be approved by ADOT. It is recommended to attend a pre-application meeting with ADOT.
- 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 is required per DREAM 3.1.G.1.
- Assurance bonds are 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 "Sedona Red" (Davis 160 color).

*MDG: All Requirements are acknowledged and will be addressed at the time of permit submittal*