

MKC Holdings, LLC
15010 N. 78th Way, Suite 109
Scottsdale, Arizona 85260
480-998-2803

August 14, 2024

Cari Meyer, Planning Manager
City of Sedona
102 Roadrunner Drive
Sedona, AZ 86336

RE: PZ24-00004 (SUB) Navajo Lofts

Dear Cari;

Enclosed please find the following with respect to addressing planning comments and engineering comments dated June 13, 2024.

- 6- 24 x 36 copies of the preliminary plat.
- 6 -11 x 17 copies of the preliminary plat
- Written explanation provided by Landcor of items 4 of the Planning comments and item 1 of the engineering comments.
- Copy of Letter mailed to Neighbors pursuant to comment 3, Citizen Participation Plan.
- 1 Electronic copy of the above items.

After your review, please let me know if there are any questions or follow items needed.

Sincerely,



M. Keith Holben

kh@mkcompany.com



City of Sedona Community Development Department

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

PZ24-00004 (SUB) Navajo Lofts
Planning Comments, June 13, 2024
Reviewer: Cari Meyer, Planning Manager
cmeyer@sedonaaz.gov, (928) 203-5049

1. 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.
- 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.
- 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. 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.

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

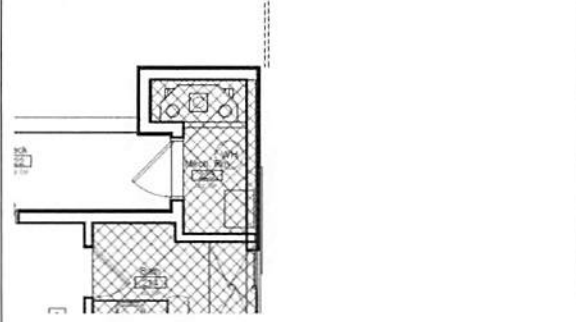
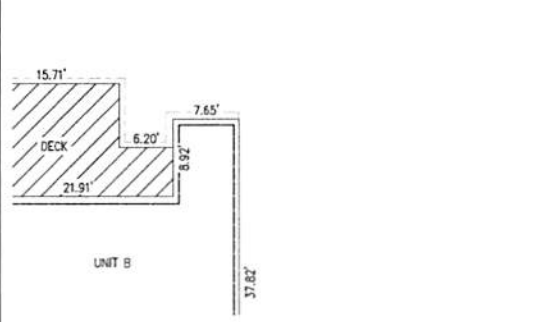
- a) Provide a Citizen Participation Plan. The Citizen Participation Report must be provided prior to scheduling the public hearing for this project.
- b) Staff will provide the mailing labels for the Citizen Participation Plan – please let us know where they should be sent.

4. Preliminary Plat

- a) Sheet 2: Line weights on the plat do not match line weights in the legend.
- b) Provide sizes for all Tracts.
- c) Show compliance with LDC Section 8.5.D(5) – Provide total square footage for outdoor areas.
 - i) *A minimum area of 400 square feet per unit of outdoor area shall be provided in all residential condominium projects, excluding parking, carports, service areas, mechanical equipment areas, dumpsters, and similar areas. A maximum of 400 square feet of patio space per unit may be included in the satisfaction of this condition.*

d) In comparing the plat to the approved building permit plans, the approved units do not appear to match the wall dimensions shown on the plat. There are a number of small discrepancies. Ensure the plat matches the approved plans unless revisions have been approved. At a minimum, review the following and adjust as needed:

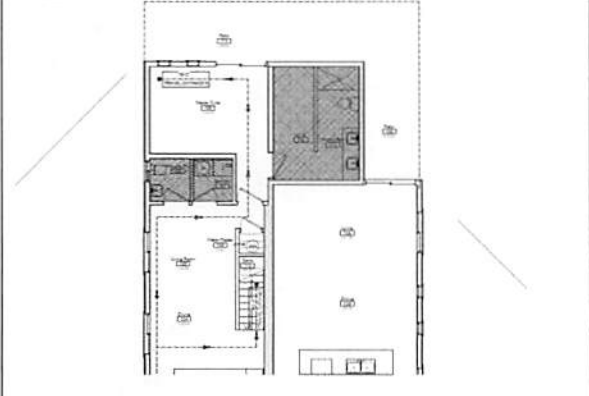
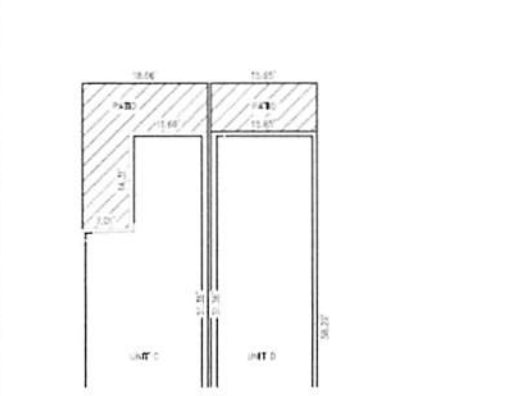
i) Unit B, Second floor: Jog in wall for mechanical room not shown on plat

Approved Plans:	Proposed Preliminary Plat
	

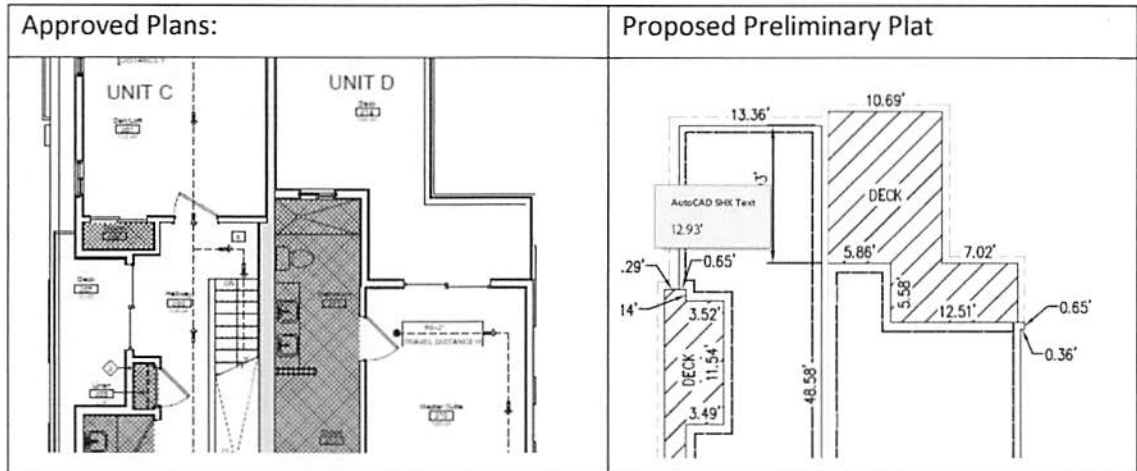
ii) Units A & C, Garages: Garage/Exterior Walls are slightly different on plans vs. plat.

iii) Units C & D, First Floor: Appear to be in the wrong configuration (What is shown as Unit C on the approved plans appears to be Unit D on Preliminary Plat). Second Floor appears to be correct.

iv) Units C& D, First Floor: The bathroom of the master suite in Unit C jogs onto the Unit D side of the building on the approved plans while the Preliminary Plat shows a straight line between the units:

Approved Plans:	Proposed Preliminary Plat
	

- v) Unit D, Second Floor: Area where bathroom is on approved plans is not the same size on the plat:



- vi) The Manual (Section 1.3.D), Condominium and Condominium Conversions contains the requirements for condo plats. The following do not appear to be shown. Modify plat to include all required elements:

- (1) Firewall construction, if required by the Department;
- (2) All required parking;
 - (a) 1.75 parking spaces are required per unit
- (3) All required open space;
 - (a) 400 square feet is required per unit
- (4) Location of individual utility lines and meters, if needed.
- (5) Location and use of all open storage areas;
- (6) Location of all private access ways, driveways, pedestrian ways, vehicle parking areas and curb cuts;
- (7) Location of walls or fences;
- (8) Location of all landscaped areas;
- (9) Location of all recreational facilities;
- (10) Location of parking facilities to be used in conjunction with each dwelling unit;
- (11) Location of all signs

PZ24-00004 (SUB) Navajo Lofts
Engineering Comments, June 13, 2024
Reviewer: Hanako Ueda, Assistant Engineer
hueda@sedonaaz.gov, (928) 203-5024

1. The dedication language states Tract B is outdoor shared space, and that the drainage easements shown are the developer's responsibility to maintain. However, I don't see drainage easements called out on the plat. Show drainage easements.



1955 S Val Vista Dr., Ste 121
Mesa, Arizona 85204

July 25th, 2024
City of Sedona
City of Sedona Community Development Department

Project: Navajo Lofts

Re: Comment Responses – 1st Review

Cari Meyer – Planning Comments

The following are responses to your review comments for the above referenced project:

4. A. Line Weights Match
 - B. Tract table added to cover sheet.
 - C. Square Foot requirements are depicted on cover sheet.
 - D. Updated on sheet 5.
 - ii-v. Updated on sheet 5.
 - vi. Sheet 5 has been updated to match approved plans.
 - vi-1. Firewall construction not shown.
 - vi-2. Shown on sheet 4.
 - vi-2 (a). Shown on sheet 4.
 - vi-3. Tracts are depicted on all sheets
 - vi-3 (a). Square feet per unit is identified on sheet 1.
 - vi-4. Utilities are shown on sheet 3.
 - vi-5. None.
 - vi-6. There are no private driveways or curb cuts. Other items shown on sheets 2-4.
 - vi-7. Shown on sheets 2-4.
 - vi-8. Shown on sheet 4.
 - vi-9. Pool, Gazebo, and Office shown on sheet 2.
 - vi-10. Garages are shown for each unit. Driveway parking is depicted in front of said garages.
 - vi-11. Shown on sheets 2-4.

Hanako Ueda – Engineering Comments

The following are responses to your review comments for the above referenced project:

1. There are no drainage easements. Language removed from cover sheet.

Please feel free to contact me if you have any questions or need any additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Nicholas W. Jarrett". The signature is written in a cursive, flowing style.

Nicholas Jarrett, P.L.S.
Landcor Consulting
810-287-8513
nick@landcorconsulting.com

MKC Holdings, LLC
15010 N. 78th Way, Suite 109
Scottsdale, Arizona 85260
480-998-2803

August 12, 2024

Dear Neighbor;

We have made application for a preliminary and final plat with the City of Sedona for the approved and under construction project known as Navajo Lofts. (A site map is attached.) The completion of the platting process will allow the individual sale of units while still retaining the ability to rent the units on a long term basis. The project plat will not alter or change short term rentals are prohibited for the project, by agreement with the city.

This notice is sent to you to satisfy the notification requirements set forth by the City of Sedona for the plat process.

If you have any questions, please feel free to reach out to me by email kh@mkcompany.com.

Sincerely,



M. Keith Holben

