



DEPARTMENT OF COMMUNITY DEVELOPMENT
Current Planning Division

**104 Road Runner Drive
Sedona, Arizona 86336**

**Tel: 928-203-5049
Fax: 928-282-7124
TDD: 928-282-3113
cmeyer@sedonaaz.gov**

March 1, 2013

Survey Innovation Group, Inc. (SIG)
ATTN: Laurie Castillo and Jason Segneri
7301 E Evans Road
Scottsdale, AZ 85260

RE: PZ 13-00004 (SUB), Kayenta Plaza Office Condominium

Dear Ms. Castillo and Mr. Segneri:

Department of Community Development Staff have completed a preliminary review of the submitted materials for the above referenced project. Comments from this preliminary review are attached and are presented in no particular order of importance.

Any other ideas or comments and copies of comments and concerns provided by other reviewing agencies on this application will be provided to you at the Project Review meeting. The Project Review meeting for your proposal will be held in the Department of Community Development Conference Room at 104 Roadrunner Drive on **Thursday, March 28, 2013 at 11:30 a.m.** Please be prepared to address my comments and concerns at this meeting, and provide any additional data and materials requested. If plan revisions are required, please bring one set of revised site plans for discussion. Additional sets to be included in the Planning and Zoning Commission packet, modified as necessary, must be submitted by **April 15, 2013**. The Citizen Participation report is also be due at this time.

The introductory work session for this project is also scheduled on **Thursday, March 28, 2013 at 3:30 p.m. in the Vultee Conference Room**. Please plan to attend this session during which you will introduce the project to the Planning and Zoning Commission. The regular work session is scheduled for **Thursday, May 2, 2013 at 3:30 p.m. in the Vultee Conference Room** and the Planning and Zoning Commission's public hearing is scheduled on **Tuesday, May 7, 2013 at 5:30 p.m. in the City Council Chambers**. You or your designated agent must attend all of these meetings. An agenda will be provided to you with a copy of the staff report when it is distributed to the Commission prior to the public hearing.

If you have any questions or comments on this matter, or require any additional information, please call me at the numbers provided above.

Sincerely,

Cari Meyer, Associate Planner
Department of Community Development

Attachment: Community Development Department Preliminary Review Comments

**Community Development Department Preliminary Review Comments
PZ13-00004 (SUB); Kayenta Plaza Office Condominium; 30 Kayenta Court**

- 1) Please address the following issues/comments regarding the letter of intent:
 - a) Please provide a parking summary and if the complex will utilize open parking or assigned parking. Please include the parking ratios used to determine parking requirements. General retail and office uses require 1 space per 250 square feet while other uses (such as a restaurant or a medical office) require more parking. If there is not enough parking provided, the uses that may go into these spaces may be limited.
 - b) Please provide information on how the common areas will be managed after the individual units are sold.
 - c) Please provide information on how the utilities will be handled after the individual units are sold. If any work will need to be done to separate utilities, please indicate that. If there will be any new meters on site, please indicate their location on the site plan.
 - d) It is Staff's understanding that the building is currently sprinklered. Please indicate if this is true.
- 2) Please review the following sections of the Land Development Code and make changes necessary to ensure that the proposed project is in compliance:
 - a) Section 704.09 (Submittal Requirements)
 - i) C.1.p: Please include total acreage of the site.
 - ii) C.1.cc: The location of floodway and floodplain boundaries. If none exist, please include a statement to that effect.
 - b) Section 711 (Condominiums and condominium conversions - airspace planning)
 - i) 711.02.D.1: Please include the overall height of the existing building. The building section only shows the ceiling height.
 - ii) 711.03.C: Please provide a pest inspection and written report prepared by a certified inspector.
 - iii) 711.03.D: Please provide a comprehensive building report including the items specified in the Land Development Code (attached)
 - c) Section 711.05 (Special Conditions)
 - i) A copy of the required covenants, conditions and restrictions, articles of incorporation, and bylaws or other documents of the owners association or other entity which controls the common facilities shall be submitted to the city. As this is most likely not done at this time, submittal of this document will most likely be a condition of approval.
 - ii) A minimum of 400 square feet per unit shall be provided for recreational purposes. For the proposed 6 units, that requirement would be 2,400 square feet. Please show how this requirement will be met.



DEPARTMENT OF COMMUNITY DEVELOPMENT
Current Planning Division
 104 Road Runner Drive
 Sedona AZ 86336

Tel: 928-282-1154
Fax: 928-204-7124
TDD: 928-282-3113

APPLICATION FOR:

<input type="checkbox"/> Development Review	<input checked="" type="checkbox"/> Subdivision
<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Time Extension
<input checked="" type="checkbox"/> Conceptual Review	<input type="checkbox"/> Zone Change

Property Owner ATL HOLDINGS, LLC

Address 50 PORTLAND PIER #400, PORTLAND, ME 04101

Telephone (214) 630-4446 **Fax** (214) 630-4447 **E-mail** dsisk@capservicing.com

Applicant ATL HOLDINGS, LLC c/o DANIEL SISK ATLANTIC NATIONAL TRUST, LLC

Address 50 PORTLAND PIER #400, PORTLAND, ME 04101

Telephone (214) 630-4446 **Fax** (214) 630-4447 **E-mail** dsisk@capservicing.com

Authorized Agent (if applicable) LAURIE CASTILLO & JASON SEGNERI / SURVEY INNOVATION GROUP, INC.

Address 7301 E EVANS RD, SCOTTSDALE, AZ 85260

Telephone (480) 922-0780 **Fax** (480) 922-0781 **E-mail** lauriec@sigurveyaz.com
jsegneri@sigurveyaz.com

Project Name KAYENTA PLAZA OFFICE CONDOMINIUM

Project Address/Location 30 KAYENTA COURT

Description CONDOMINIUM PLAT FOR EXISTING OFFICE BUILDING

Signature *[Signature]* **Date** 11/29/12

Print Name DANIEL SISK

FOR STAFF USE ONLY

Taken By _____ **Application #** _____

Date Filed _____ **Filing Fee** _____

Hearing Date _____ **Zoning** _____

Parcel # _____ **Acreage** _____

S | I | G
**SURVEY INNOVATION
GROUP, INC**
Land Surveying Services

February 5, 2013

Ms. Cari Meyer
City of Sedona
Current Planning Division
104 Road Runner Drive
Sedona, AZ 86336

Re: SIG #2012-153 - Kayenta Plaza Office Condominium
Letter of Intent and Development Report

Dear Cari:

It is the intent of ATL Holdings, LLC to create a condominium of the existing two-story professional office building located at 30 Kayenta Court. The condominium will allow for the possible sale of 6 total units ranging from 379sqft to 1,031sqft for individual ownership within the building. No new construction or site improvements are anticipated to create the condominium.

The existing building will continue to be easily accessible via improved City streets and is located within 1000 feet of the US Highway 89A arterial to the south. At the time the existing building was constructed, the Southwest Center Subdivision included several bed and breakfast establishments, offices, and retail developments of similar scale. The adjacent properties to the north and east of the site have been developed as two-story apartments, a single story office/retail building to the southeast, with vacant lots to the south and west. The property is currently zoned C-2, General Commercial and will not be affected by the condominium.

The proposed condominium will not affect the location of the building which has been built to be situated near the center and east property boundary. The building is surrounded by small parking areas to the south, west and north utilizing existing gravel roads for access. The building was placed on the site in a way that preserved the maximum number of existing trees as possible as well as orienting the second floor units towards the surrounding view corridors.

The building uses stucco and wood to create a contemporary southwest style of architecture. In an effort to minimize the visual impact of the building, darker colors, rough-textured materials, and overhangs were used. The parking lots are paved with colored decomposed granite. The colors used complement those found in the surrounding natural environment.

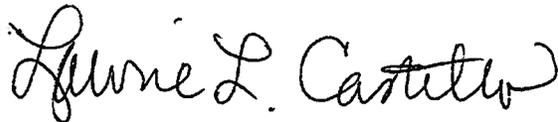
The creation of a condominium will not have an affect on utility services currently providing Sewer (City of Sedona), Water (AZ Water Company), Electric (APS) and Natural Gas (Unisource) to the building. All other site improvements will remain as is and will not be affected by the condominium. Flood hazards determined with the original development should not be affected by the condominium as there will be no new construction onsite. There are no known historical or archaeological resources that will be affected by the condominium.

Traffic, environmental and drainage impacts are not anticipated by the creation of this condominium. A Topographic Survey and Slope Analysis are provided in this package to show that site conditions are virtually the same as originally approved and constructed. The existing landscaping will not be affected by the proposed condominium and will remain a mixture of native and ornamental vegetation with rock rip-rapped drainage ways. Site lighting remains limited to the office entries, along walkways and within the courtyard. No flood lighting is used for the parking areas.

Onsite construction will not be necessary to complete the Condominium and existing building conditions are shown on the Preliminary Condominium Plat. We have provided most information requested for the site associated with the creation of a condominium within the Conceptual Preliminary Condominium Plat, Slope Analysis and Topographic Survey. Please refer to these documents to locate any site information. Construction phasing will not be necessary as no construction will take place to accomplish the condominium.

Should you have any questions or require additional information please call me at (480) 922-0780.

Sincerely,

A handwritten signature in black ink that reads "Laurie L. Castillo". The signature is written in a cursive, flowing style.

Laurie L. Castillo
Project Administrator

ATL HOLDINGS LLC

50 Portland Pier, Suite 400, Portland, ME 04101 • Phone: (214) 630-4446 • Fax: (214) 630-4447

January 25, 2013

RE: 30 Kayenta Court – Kayenta Court Plaza
Proposed Condominium

Cari Meyer
City of Sedona
Community Development
102 Roadrunner Drive
Sedona, AZ 86336

Dear Cari:

This letter authorizes LAURIE CASTILLO AND JASON SEGNERI OF SURVEY INNOVATION GROUP, INC. to submit review packages and pick up corrections for the above-mentioned plans.

This authorization is valid for the duration of the project.

If there are any questions, please contact me using the contact information provided below.

Sincerely,



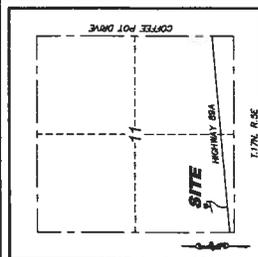
Daniel Sisk



PRELIMINARY PLAT KAYENTA PLAZA OFFICE CONDOMINIUM SEDONA, ARIZONA



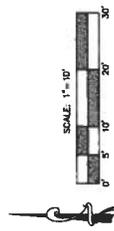
REVISIONS:	
DRAWING NAME:	12153PREPLAT
JOB NO.:	12153
DRAWN BY:	JAS
CHECKED BY:	RHM
DATE:	9-25-12
SCALE:	1"=10'
SHEET:	1 OF 2



- LEGEND**
- FOUND COTTON POCKER SPINDLE
 - FOUND 1/2" REBAR AS NOTED
 - UNOCCUPIED PARKING SPACE
 - Ⓜ MAIL BOX
 - PROPERTY BOUNDARY LINE
 - ADJACENT PROPERTY LINE
 - CENTER LINE
 - EASEMENT LINE
 - BUILDING TIE LINE
 - BOOK AND PAGE NUMBER
 - ASSessor PARCEL NUMBER
 - APN
 - SES SITE ELECTRIC SERVICE ACCESS
 - R/W RIGHT OF WAY

NOTE
THE EXISTING PARKING LOT ON SITE IS GRABEL. THE SPACES SHOWN ARE NOT DEFINED BY PAINT MARKINGS. THE NUMBER OF SPACES LISTED ON THE SHEET IS BASED ON THE NUMBER OF SPACES EXISTING ON THE SITE.

BENCHMARK
NMS POINT 2492 (PD 550665)
BRASS CASE ON TOP OF REBAR AT THE SOUTHWEST CORNER OF HIGHWAY 89 AND DEER ELEVATION=4371.84 (NAVD80)
CIP MARKINGS:
RM 31
2492.182
R&S 17.12
R&S 48333



PRELIMINARY PLAT FOR KAYENTA PLAZA OFFICE CONDOMINIUM

A SUBDIVISION OF A PORTION OF THE SOUTHWEST QUARTER OF SECTION 11, TOWNSHIP 17 NORTH, RANGE 5 EAST OF THE GILA AND SALT RIVER BASE AND MERIDIAN, YAVAPAI COUNTY, ARIZONA.

LEGAL DESCRIPTION

LOT 41, SOUTHWEST CENTER, ACCORDING TO THE PLAT OF RECORD IN BOOK 17 OF MAPS, PAGE 16, RECORDS OF YAVAPAI COUNTY, ARIZONA.

LAND AREA

18.843 SQ.FT. 0.428 ACRES (NET)

ZONING

C-2

OWNER

A.T. HOLDINGS, LLC
1000 WEST WILSON AVENUE
ATLANTIC NATIONAL TRUST, LLC
POST OFFICE BOX 2010
PORTLAND, OR 97208

LOT 40 SOUTHWEST CENTER BOOK 17 OF MAPS PAGE 16

FOUND 1/2" REBAR
LS TAG 32258
WALL LOCATED WEST
OF PROPERTY LINE

LOT 39 SOUTHWEST CENTER BOOK 17 OF MAPS PAGE 16

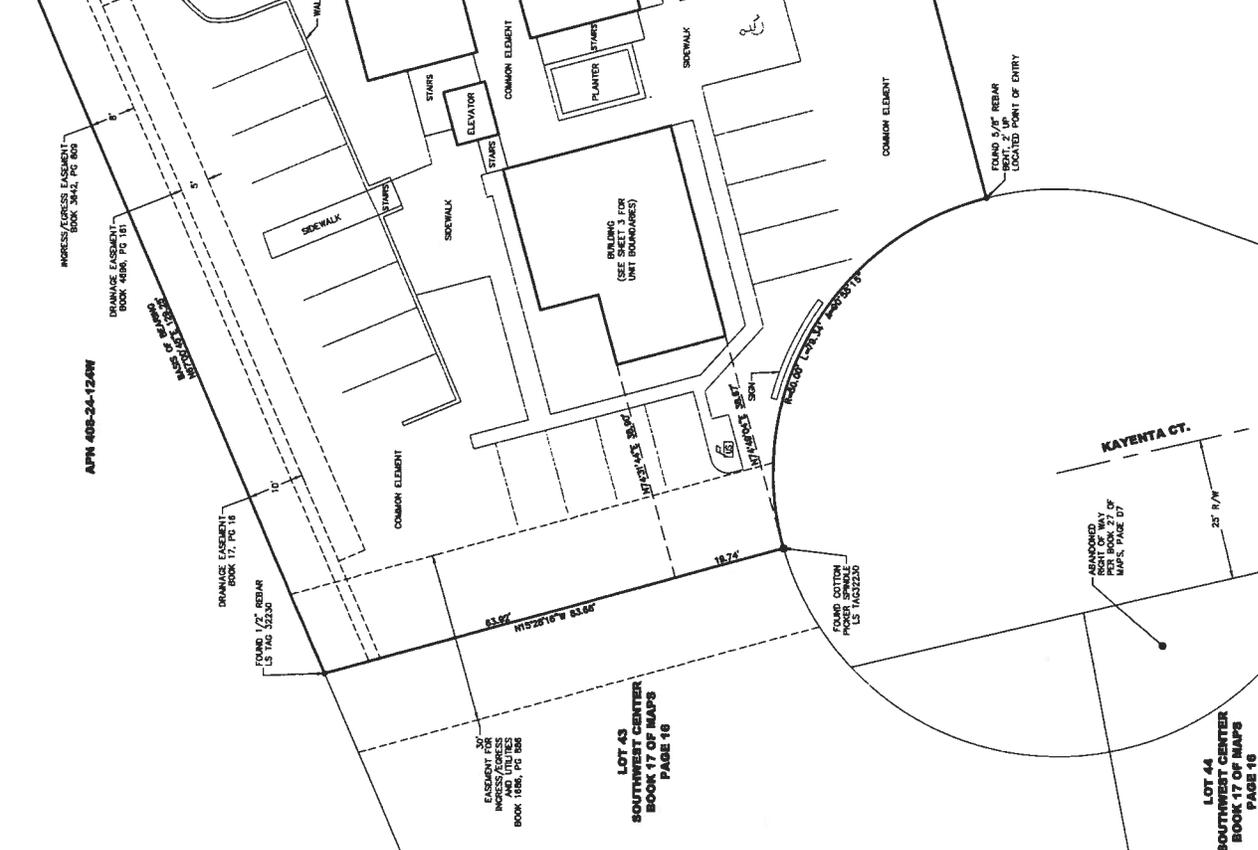
FOUND 1/2" REBAR
LS TAG 32063
0.39' WEST/0.05' NORTH
WALL LOCATED WEST
OF PROPERTY LINE

LOT 38 SOUTHWEST CENTER BOOK 17 OF MAPS PAGE 16

FOUND 1/2" REBAR
TAG NOT LOCATED
WALL LOCATED WEST
OF PROPERTY LINE

LOT 42 SOUTHWEST CENTER BOOK 17 OF MAPS PAGE 16

FOUND 5/8" REBAR
BEARING 2° UP
LOCATED POINT OF ENTRY



LOT 43 SOUTHWEST CENTER BOOK 17 OF MAPS PAGE 16

EASEMENT AND
INGRESS/EGRESS
BOOK 1880, PAGE 108

LOT 44 SOUTHWEST CENTER BOOK 17 OF MAPS PAGE 16

EASEMENT AND
INGRESS/EGRESS
BOOK 1880, PAGE 108

TOPOGRAPHIC SURVEY KAYENTA PLAZA OFFICE

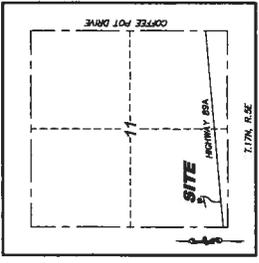
A SUBDIVISION OF A PORTION OF THE SOUTHWEST QUARTER OF SECTION 11, TOWNSHIP 17 NORTH, RANGE 5 EAST OF THE GILA AND SALT RIVER BASE AND MERIDIAN, YAVAPAI COUNTY, ARIZONA.

SIG
SURVEY INNOVATION
GROUP, INC.
Land Surveying Services
7901 EAST EVANS ROAD
SCOTTSDALE, AZ 85260
PHONE (480) 322-0789
FAX (480) 322-0781
WWW.SIGSURVEYAZ.COM

TOPOGRAPHIC SURVEY
KAYENTA PLAZA OFFICE
SEDONA, ARIZONA



REVISIONS:	▲	
REVISIONS:	▲	
REVISIONS:	▲	
DESIGNER:	JAS	
CHECKED:	RNH	
DATE:	1-21-13	
SCALE:	N.T.S.	
SHEET:	1 OF 2	



VICINITY MAP
N.T.S.

LAND AREA

18,543 SQ.FT. 0.428 ACRES (NET)

BASIS OF BEARING

THE NORTHERLY LINE OF LOT 41, SOUTHWEST QUARTER, ACCORDING TO THE BOUNDARY AND EASEMENT INFORMATION SHOWN ON MAPS 17 AND 18, YAVAPAI COUNTY, ARIZONA, LINE BEARS NORTH 87 DEGREES 00 MINUTES 45 SECONDS EAST.

OWNER

ATL HOLDINGS, LLC
C/O JONAS REAL TRUST, LLC
50 FORT AND PIER, STE 400
PORTLAND, ME 04101

BENCHMARK

NGS POINT 2482 (PID 150853)
BRASS CAP ON TOP OF HEADWALL AT THE SOUTHWEST CORNER OF HIGHWAY 89 AND DEER TRAIL
ELEVATION=471.84 (NAVD83)
CAP MARKINGS: BM 81
Z=471.84
RE-SET 4.7.12
R.L.S. 44333

CERTIFICATION

THIS IS TO CERTIFY THAT THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY SUPERVISION AND TO THE BEST OF MY KNOWLEDGE.

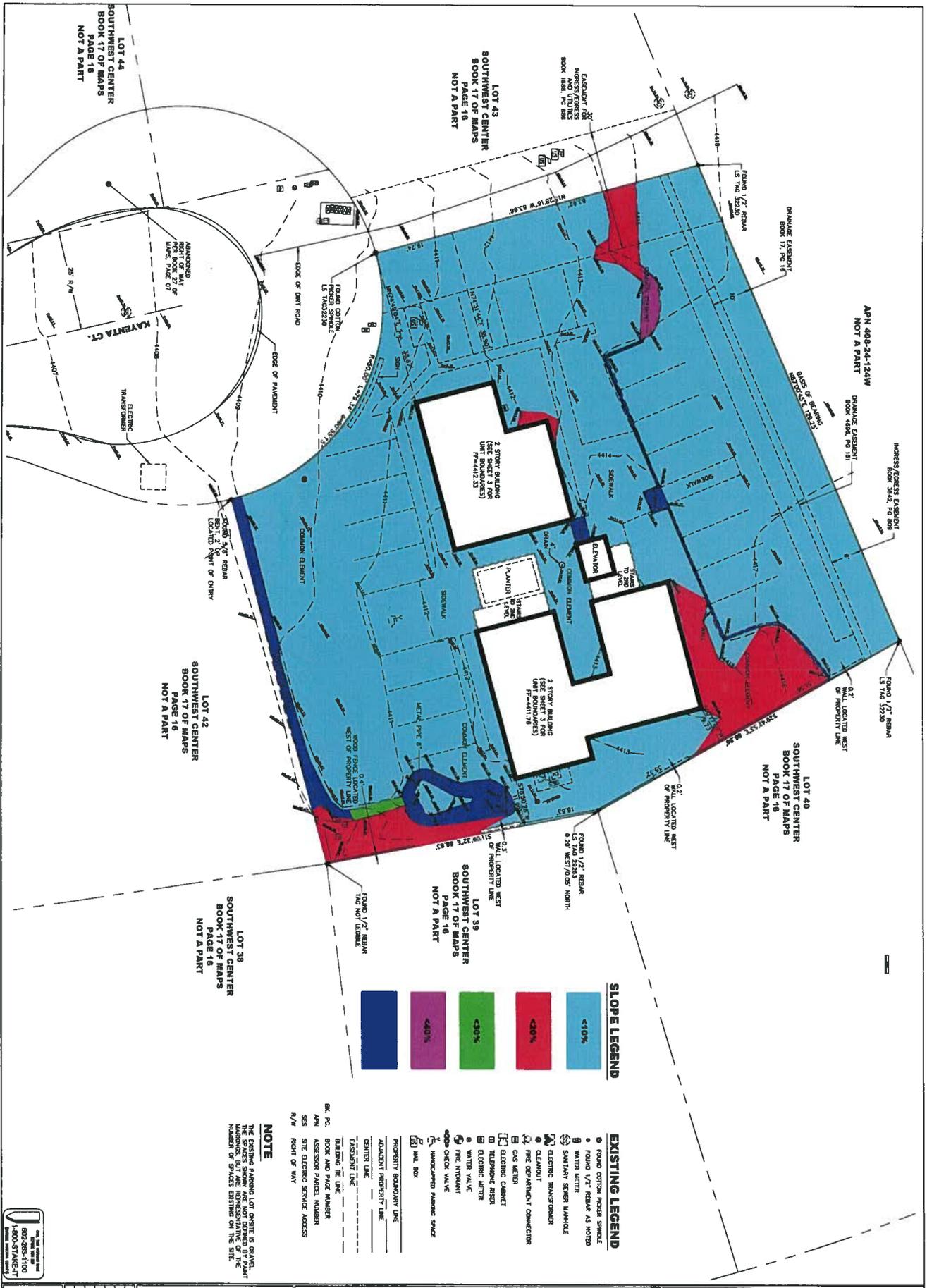
J.S.
DATE: 1-21-13
JASON SEINER

NOTES

1. ANY UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY DATA. THE SURVEYOR HAS MADE A VISUAL INSPECTION AND MAKES NO GUARANTEE THAT THE UNDERGROUND UTILITIES SHOWN COMPREHEND ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR IN ABANDONMENT. THE SURVEYOR HAS MADE A VISUAL INSPECTION OF UNDERGROUND UTILITIES SHOWN IN THE EXACT LOCATION INDICATED BY THE SURVEY DATA. THE SURVEYOR HAS NOT MADE ANY ATTEMPT TO VERIFY THE EXACT LOCATION OF ANY UTILITIES SHOWN. THE SURVEYOR HAS NOT MADE ANY ATTEMPT TO VERIFY THE EXACT LOCATION OF ANY UTILITIES SHOWN. THE SURVEYOR HAS NOT MADE ANY ATTEMPT TO VERIFY THE EXACT LOCATION OF ANY UTILITIES SHOWN. THE SURVEYOR HAS NOT MADE ANY ATTEMPT TO VERIFY THE EXACT LOCATION OF ANY UTILITIES SHOWN.
2. THE BOUNDARY AND EASEMENT INFORMATION SHOWN HEREIN IS FOR INFORMATION ONLY AND DOES NOT REPRESENT A FIELD BOUNDARY SURVEY. THE BOUNDARY AND EASEMENT INFORMATION SHOWN HEREIN IS FOR INFORMATION ONLY AND DOES NOT REPRESENT A FIELD BOUNDARY SURVEY. THE BOUNDARY AND EASEMENT INFORMATION SHOWN HEREIN IS FOR INFORMATION ONLY AND DOES NOT REPRESENT A FIELD BOUNDARY SURVEY.
3. THE SURVEYOR HAS RELIED SOLELY ON INFORMATION SUPPLIED TO HIM BY THE CLIENT AND HAS MADE NO INVESTIGATION OR INDEPENDENT SEARCH FOR EVIDENCE OF ANY OTHER MATTERS THAT MAY AFFECT THE SUBJECT PROPERTY.
4. ON-SITE PLANT INFORMATION SHOWN HEREIN IS FOR REFERENCE ONLY. THE SURVEYOR HAS MADE NO ATTEMPT TO VERIFY THE EXACT LOCATION AND/OR RELOCATION OF ON-SITE PLANT MATERIALS. CONTACT A LANDSCAPE PROFESSIONAL FOR MORE INFORMATION.

LEGAL DESCRIPTION

LOT 41, SOUTHWEST QUARTER, ACCORDING TO THE PLAT OF RECORD IN BOOK 17 OF MAPS, PAGE 18, RECORDS OF YAVAPAI COUNTY, ARIZONA.



APN 400-24-124W
NOT A PART

DRAINAGE ELEMENT
BOOK 17, PAGE 16

APN 400-24-124W
NOT A PART

LOT 40
SOUTHWEST CENTER
BOOK 17 OF MAPS
PAGE 16
NOT A PART

LOT 42
SOUTHWEST CENTER
BOOK 17 OF MAPS
PAGE 16
NOT A PART

LOT 43
SOUTHWEST CENTER
BOOK 17 OF MAPS
PAGE 16
NOT A PART

LOT 44
SOUTHWEST CENTER
BOOK 17 OF MAPS
PAGE 16
NOT A PART

SLOPE LEGEND



EXISTING LEGEND

- FOUND COTTON POLES SYMBOL
- FOUND 1/2" REBAR AS NOTED
- WATER METER
- SHUTOFF SEWER MANHOLE
- ELECTRIC TRANSFORMER
- CLEANOUT
- PRE DEPARTMENT CONNECTION
- GAS METER
- ELECTRIC CABINET
- TELEPHONE RESES
- ELECTRIC METER
- WATER VALVE
- FIRE HYDRANT
- CHECK VALVE
- UNOCCUPIED MANHOLE SPACE
- MAIL BOX

NOTE

THE EXISTING PARKING LOT CENTER IS SHOWN. THE SPACES SHOWN ARE NOT DENIED BY PLANT MATERIAL OR SHADE DEFINING ON THE SITE.



1
1 of 1

**KAYENTA COURT
SLOPE ANALYSIS
SEDONA, ARIZONA**



EME
Engineering, LLC
1000 N. 20th Street
Sedona, Arizona 86352
Phone: (928) 286-4800
Fax: (928) 286-4800

DATE:	01/25/13
PROJECT NO.:	113-003
DESIGNER:	JZ
DRAWN:	JZ
CHECK:	JZ
SCALE:	1"=10'
CDR FILE:	113-003-0495