



STAFF REPORT

TO: Hillside Building Committee

FROM: Chad Weaver, Community Development Director
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DATE: September 17, 2025

DEPARTMENT: Community Development Department

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AGENDA TITLE:

Combined Review - New Guesthouse

Jeffrey G. Kramer, Architect

5001 East Cottontail Run Rd (APN 169-08-053).

HILL-25-20

RECOMMENDATION:

It is recommended that the Hillside Building Committee **approve** Case HILL-25-20, a request by Architect Jeffrey G. Kramer on behalf of the property at 5001 East Cottontail Run Rd, for a new detached guesthouse.

BACKGROUND/DISCUSSION/SUMMARY (PROVIDED BY APPLICANT)

The applicant proposes the development of a new detached guesthouse to an existing Single-Family Residence. The existing home (9,629 SF) was approved December 20, 2013 along with a guesthouse (1,213 SF) that was never built.

Lot Data	
1. Area of Lot	1.85 ac or 80,645 SF
2. Area Under Roof	9,629 SF + New Guest House 1,674 SF
3. Floor Area Ratio	14.02%
4. Building Site Slope	17.21%
5. Allowable Disturbed Area	21,516 SF (26.68%)
6. Existing Net Disturbed Area	25,839 SF (32.04%)
7. Proposed Net Disturbed Area	24,376 SF (30.23%)
8. Accessory Building Height	15' 4"
9. Overall Height	17' 11"

10. Volume of Cut/Fill	25 C.Y.
11. Hillside Assurance	\$5,880

Single Family Residence

No changes are proposed to the existing single-family residence and garage at 9,629 SF.

Variance

N/A

Guesthouse and/or Accessory Structures

The proposed guest house is approximately 1,674 SF.

Per Article XXII. Section 2207 DEVELOPMENT STANDARDS II. ARCHITECTURAL STANDARDS: A. 2. Accessory Structures:

a. The height of an accessory building or accessory structure is limited to a sixteen foot (16') imaginary plane that parallels the existing predevelopment Natural Grade. (see FIGURE 5a)

b. In the case where the Natural Grade has been Cut and is not restored back against the building, no exposed face in any vertical plane shall exceed a sixteen (16') foot height measured from the lowest, Finished Grade. The maximum height of any deck support shall not exceed twelve (12') feet tall measured from the adjoining grade.

The height of the exposed face for the guesthouse is approximately 15' 4" (Max. height 16' 0") from finished grade. The architect has called out the overall height of the guest house measuring from the bottom of the retaining wall to the top of the home as 17' 11", however the guesthouse is under the 16' 0" imaginary plane that parallels the existing predevelopment Natural Grade as shown on sheets A-4.1 and A-4.2

Driveway

N/A

Pool

N/A.

Solar

N/A

Walls and Fences

The applicant has proposed 3 new walls to enclose mechanical equipment. Wall #15 is 8 linear feet long and wall #16 is 10 linear feet, and Wall #17 is 14 linear feet. The new walls are a maximum height of approximately 5' 0" as specified on sheet C-2. These walls are compliant to the hillside regulations.

Building Materials

The proposed building materials will match the previously approved for the existing single-family residence. The proposed materials are stone veneer in Anasazi limestone with a colored mortar wash (maximum LRV 38%) and stucco on building and walls in Frazee paint No. 2883D "Mexican Tea" (LRV 36). The brick accent used as coping is Old Chicago

“Full Range Color Blend”, wood stain accent is Behr semi-transparent color No. DP-352 “Wood Chip”. Clay roof in imported Mexican clay and standing seam metal roof titan SL-100 series “weathered copper” black per sheet A-4. All materials will have an LRV of 38 or less.

Hardscape Materials

N/A

Building Lighting

Three (3) wall sconces are proposed with approximately 750 lumens. These fixtures are located at doorways with the light element fully shielded in compliance with the hillside outdoor light standards.

Landscape & Driveway Lighting

N/A. The project will require the removal of a couple path lights and tree lights as the detached guesthouse location is the existing turfed landscape area behind the existing home.

Landscaping

N/A. All existing landscaping remains in place.

Mountain Profile Inviolate

At and above an elevation of 1,500 feet mean sea level, no development shall occur which will alter the mountain top ridge lines. The property is not within the vicinity of a Primary Ridge Line and no further restrictions shall apply.

Land Disturbance

The lot was previously disturbed and shows grading scars. The submitted plans show no gross disturbed area on the lot and the building pad slope of 17.21% allows a disturbance of 26.68% (21,516 SF) of the lot. The applicant acquired approval for a net disturbed area of approximately 25,839 SF (32.04%). This updated plan proposes no changes to the existing gross disturbed area limits as the proposed guesthouse is within an existing turfed yard area. Per code, the livable portions of detached accessory buildings are not counted as disturbed areas, hence the net disturbance calculation will be reduced slightly to 24,376 SF (30.23%).

Grading and Drainage

A grading and drainage plan has been provided. The proposed construction of the property shall be required properly retain the greater of “pre vs post” or “first flush” storm water volumes for the 100-year, 2-hour rainfall event. The applicant will be required to update grading and drainage plan of existing home, to include updated Town of Paradise Valley format, all retention calculations for the new guesthouse, existing calculations for the home, show new proposed runoff, and include drainage report prior to permit issuance.

Sewer

The property is on septic and is not required to connect to sewer at this point.

Fire Protection

Per the Fire Marshal the site meets fire protection requirements.

Hillside Safety Improvement Plan

No Hillside Safety Improvement Plan is required for this project.

ANALYSIS:

The applicant has proposed a new detached guesthouse that meets the requirements of Town Code and the adopted Zoning Ordinance.

STIPULATIONS:

- 1.) All materials shall have an LRV of 38 or less.
- 2.) Provide updated Grading and Drainage plan to conform to Town standards, subject to approval by engineering staff, prior to permit issuance.
- 3.) Provide Drainage Report, subject to approval by engineering staff prior to permit issuance.

REQUIRED ACTION:

The Hillside Building Committee must consider the facts and determine if the application is compliant with Article XXII - Hillside Development Regulations. The Hillside Building Committee may take the following actions:

1. Approve the application requests, subject to the stipulations noted by Staff and/or Hillside Building Committee.
2. Deny the application request if not compliant with Article XXII or if further information is needed.
3. Continue the application for further review.

NOTICING:

Public notification was performed in accordance with the public hearing process. Staff received no comments.

NEXT STEPS:

If approved, the applicant shall acquire all required permits to complete the proposed scope of work. Plans submitted to the Town for permits shall be in compliance with the plans, with stipulations, approved by the Hillside Building Committee.

ATTACHMENTS:

- A. Staff Report
- B. Hillside & Vicinity Maps
- C. Application
- D. Plans
- E. Notification Materials
- F. Standard Approval Information