



July 3, 2018

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Withey Morris, PLC  
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**RE: Major Special Use Permit Amendment Review (SUP-18-06)  
Redevelopment of Lincoln Medical Plaza**

Dear Jason:

The Town Council took action on the Statement of Direction (SOD) for the request to redevelop Lincoln Medical Plaza on June 14, 2018. Attached is the approved version of this SOD. The Planning Commission and Town staff will refer to this SOD during the Planning Commission review process. You are scheduled for your first Planning Commission work session at 6:00 p.m. on Tuesday, July 17, 2018. Due to the limited time before the next meeting, I do not require any additional copies from what was previously provided. This meeting will focus on the SOD and existing material filed. The SOD provides the Planning Commission until October 16, 2018 to act on the application. However, the Planning Commission does have the ability to request an extension of Council should more time be necessary.

As noted in the memo dated May 16, 2018, many of the application submittal items are not fully complete. To date, no additional material has been forwarded to staff for its review. Please be aware that delays in providing material may delay scheduling of future work session meeting dates to provide staff time to review the material (typically 10 working days), the applicant to make any necessary revisions, and the lead time to provide the meeting packet to the Planning Commission (typically 6 working days).

Below is a list of material needed for staff review mentioned in the May 16, 2018 memo.

1. Updated Narrative. Revise the narrative to provide more information. This information includes:
  - a. The type of medical office uses targeted for the site, including: overnight stays; urgent care or other late hour use of the facility; pharmacies; or other uses not currently on the property. The SOD discourages uses that generate quick turn-around trips at this medical plaza. These discouraged uses include, but are not limited to, retail and medical marijuana dispensaries.
  - b. Hours of operation for the facility, along with any differing hours for specialized uses.
  - c. Clarification of the existing dedicated right-of-way width, along with the proposed right-of-way dedication and/or easement width along Lincoln Drive.

Staff is asking for the full 65' of right-of-way dedication and necessary improvements (curbing, lane pavement, sidewalk, etc.). Further discussion on this point will be necessary as the project moves forward. Timing with the Town existing CIP project for Lincoln Drive is critical for median construction and any water, sewer, and utility improvements.

- d. To address any risks associated with drugs used and stored at medical facilities, access to patient records, patient safety, possible targets for illegal acts, among other risks. It is encouraged that applicant work with the Town's Police Department on such security measures, including application of any pertinent Crime Prevention Through Environmental Design (CPTED) strategies.
  - e. The Special Use Permit Guidelines suggest one ground-mounted sign at a maximum height of 8' and sign area of 40 sf. Please correct your table on Page 5 of the narrative that incorrectly shows 48 sf as the maximum allowed.
  - f. There are General Plan policies that address Development Areas providing public gathering areas, pedestrian amenities, and public art. Identify any community spaces/services that will provide public benefit(s) to Town residents.
  - g. As stated in the SOD, the Planning Commission shall consider how the proposed setbacks, building heights, location of uses, and any other related design aspect of the project may negatively impact nearby properties located outside the subject site with or regarding unwanted noise, light, traffic and other adverse impacts. Of particular concern, is any outdoor employee areas and service uses such as maintenance, trash collection, mechanical equipment (roof/ground), etc. They should be explained or shown. In particular, trash pickup/storage shall be studied. You may want to consider relocating the trash storage from along Smoke Tree Resort to along the commercial site to the east.
  - h. Remove/modify the single-provider text in the narrative if the intent is to retain the existing multiple-tenant allowance.
  - i. Add a section to discuss the Open Space Criteria. The SOD states that the Planning Commission shall evaluate the impact to adjoining properties by the additional encroachment outside of the imaginary plane suggested by the Open Space Criteria. However, due to the small size of this lot, it's location adjoining other commercial uses, and that the existing structures do not meet the Open Space Criteria, a heavy focus on preserving view corridors is not necessary. If Open Space Criteria is applied the measurement may be taken from the existing property line along Lincoln Drive.
2. Title Report. The application form requires a title report. This report is necessary to submit to verify existing right-of-way dedication and any other encumbrances.
  3. Updated Site Plan. The site plan submitted with the SOD is sufficient for the first work session. However, edits will likely be needed to address such items as the following:
    - a. Any changes to the proposed right-of-way dedication/easements along Lincoln Drive.
    - b. Any changes to the building setbacks. The front yard setback along Lincoln Drive would not meet the suggested 40' building setback with full 65' right-of-way dedication. The proposed front setback is 35' to the posts of the roof overhang.
    - c. Any changes to the perimeter landscape buffers to meet Special Use Permit Guidelines. The Special Use Permit Guidelines recommend a 50-foot buffer adjacent to Lincoln Drive. Currently a 34' Lincoln Drive buffer exists with 16' in the existing right-of-way.

- d. Dimensions of the parking spaces and the recommended spaces per the traffic/parking/circulation study. The Town's Zoning Ordinance requires each parking space be at least 200 sf (typically 9' x 20').
  - e. Location and area dimensions of mechanical equipment and related screening. As noted during the SOD meetings, the roof-top screening should be around the minimum area necessary.
  - f. There is no defined connection shown from the future sidewalk on Lincoln Drive to the building. This area is important for pedestrian connections within the immediate vicinity. Pedestrian circulation shall be addressed, as well as any hardscape improvements.
  - g. Show the location and setbacks of covered parking structures.
  - h. Include in the lot coverage calculations the covered parking.
  - i. The lot coverage and floor area ratio information should include both percentages and square footage numbers, and the lot coverage and floor area for both the existing condition and proposed condition.
  - j. Clearly identify that the dashed line around the outline of the proposed structure is roof overhang.
4. Landscape Plan. The SOD requires a landscape plan. The Planning Commission shall evaluate the proper balance of landscaping to soften the building while not obscuring it from the street. Hardscaping and pedestrian access shall be considered with the landscape plan. The Town is in process of a Visually Significant Corridor Plan that addresses improved landscaping along Lincoln Drive. You can find the draft Visually Significant Corridors Plan at <http://www.paradisevalleyaz.gov/561/Projects-Visually-Significant-Corridors>. Please inform your Optimus Civil Design Group that they are encouraged to consider incorporating the landscaping elements proposed.
5. Traffic/Parking/Circulation Study. As stated in the SOD, the primary concern when evaluating impact of this project is safety. Safety for motorists, pedestrians, and any persons that access Lincoln Drive or the properties nearby. Attention shall be beyond the subject site. Staff and/or applicant shall present relevant information to the Planning Commission for consideration that may include:
  - Number of access points in/out of the site
  - Emergency access to the site
  - Design of entry/exit and roadway medians related to the restriction of vehicular movements in/out of site (e.g. right in/right out movements)
  - Deceleration turn lane for eastbound traffic entering the site
  - Any cross-access easement(s) with the owners of the AJs to the east/Andaz to the south/SmokeTree to the west.
  - Sidewalk and other pedestrian circulation
  - Necessary roadway dedication/easement, with consideration of what may be necessary in the short term and long-term
  - Number of parking spaces, use of shared parking, and ride-share
  - Full build-out of the Ritz Special Use Permit
  - Coordination of improvements/impacts with neighboring non-residential properties
  - Coordination with Town improvements along Lincoln Drive

6. Drainage Study/Plan. A drainage report will be required to address retention. Retention will be a concern as there is not much impervious area shown on the site plan. Retention must be shown 100% pre (vacant desert lot) versus post. The weighted C value must be calculated for the developed site. The “pre” condition C value shall be for a vacant desert lot typical to this area which has an approximate C value of 0.38. Additionally, at a minimum the first flush volume of 0.5” of rainfall must be retained for the developed site. Please be aware that a new Storm Drainage Design Manual was adopted by Town Council on June 14, 2018 and becomes effective on July 14, 2008. This new manual would require 100% retention of the development.
7. Water Impact Service Study/Utility Improvements. The SOD states that utility improvements that may have a visual impact or service level impact should be explained and mitigated. Water impact service study, utility information, and hydrology report shall be reviewed.
8. Exterior Lighting Plan. Details on all exterior lights will be required. Landscape lighting will need to be reviewed. Exterior lighting will be reviewed against Section 2 of the Special Use Permit Guidelines. You can find the Special Use Permit Guidelines at <http://www.paradisevalleyaz.gov/DocumentCenter/View/135>. Each lighting type shall include cut sheets, name of the fixture, watts, lumens, color temperature (3,000 K or less is preferred), and total quantity. Typically, a photometric plan is submitted to show compliance with the outdoor light levels of the Special Use Permit Guidelines.
9. Exterior Wall/Fence Details. Provide locations, setbacks to perimeter lot lines, elevation views, heights, and material for any walls or fences proposed on the property.
10. Exterior Sign Plan. Details on all exterior signage will be required. The SOD states that the Planning Commission review shall focus on the impact of project sign location, dimensions, and illumination on the resulting impact to the streetscape. Particular attention shall be paid to any building mounted signage. The Commission shall look at the broader signage plan for the whole of this area of Lincoln Drive including proposed gateway signs, identification signs, and Ritz-Carlton and Smoke Tree signage, as well as any Andaz signage that may be re-located to Lincoln Drive.
11. Updated Elevations/Cross-Sections/Renderings. As stated in SOD, the Planning Commission may require that the applicant provide more precise information to verify how the project meets the vision and policies of the General Plan related to context-appropriate design. This includes impact related to exterior lighting, screening of mechanical equipment, and the choice of material palette of the improvements. This may include providing at least one west-east and one north-south building cross section and updating provided renderings.

It is recommended that the Planning Commission evaluate the proposed height as to its impact to adjacent properties and the operational needs for medical office use; minimizing height where possible through means such as articulation of the roofline, reducing the area of the roof mechanical equipment screening, and reduction of the overall height. A compelling reason must be given for height proposed over 30’.

Finished floor is not an appropriate measurement point. It is recommended that all heights be taken from existing finished grade. If any portion of the rooftop is visible off-site, care should be taken to minimize the impact. White roofing material is discouraged if visible off-site.

Provide the elevation views of the covered parking.

If you have any questions, or would like a meeting, please contact me at (480) 348-3574.

Sincerely,

Paul E Michaud, AICP  
Interim Community Development Director