

# SPECIAL USE PERMIT GUIDELINES

## TABLE OF CONTENTS

General Purpose .....	1
Lighting.....	1
Open Space Criteria.....	2
Resorts.....	3
Medical Office.....	6
Religious Facility, Private School, Non-Profit Organization, Public/Quasi Public.....	8
Country Club and Golf Course.....	10
Guardhouse, Gatehouse, and Access Control Gates.....	12

### Section 1            General Purpose

The following guidelines should not be construed as an ordinance. These guidelines are a result of joint discussions between the Town Planning Commission and Town Council to provide a generally-accepted vision of appropriate site, bulk, density, perimeter, parking, sign, lighting, and other related standards during the review of a new or amended Special Use Permit for a non-residential development in the Town of Paradise Valley. The nature of the request, the architecture of the development, the unique characteristics of the site, among other factors; may merit less or more restrictive standards as determined during a complete review of each individual request. It should be noted that meeting all the guidelines listed below does not obligate the Town to grant a Special Use Permit or amendment thereto. These guidelines supplement the regulations as set forth in Article XI, Additional Use Regulations and Special Uses, of the Town Zoning Ordinance.

### Section 2            Lighting

The following lighting guidelines shall apply to all non-residential properties requiring a Special Use Permit.

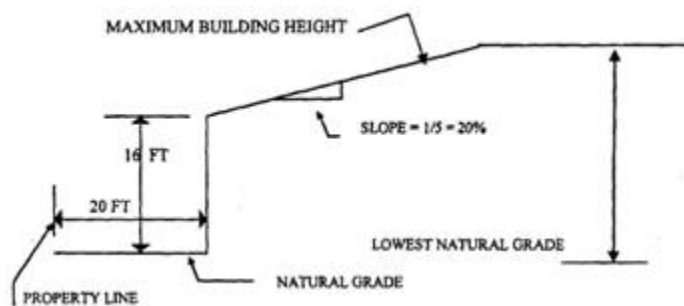
- a. Outdoor lighting shall be permitted so long as:
  - i. the light emitting element is shielded so that no beam of light extends above a horizontal plane placed at the lowest level of any exposed portion of the light emitting element; and
  - ii. the light emitting element and reflecting device of all lighting or illumination units is hooded or shielded so that it is not visible from any adjacent lot or real property; and
  - iii. such outdoor lighting or illuminating units do not direct light, either directly or through a reflecting device, upon any adjacent real property.
  - iv. uplighting shall be permitted so long as no Luminaire is greater than 300 Lumens.
- b. Outdoor pole lighting shall be permitted subject to the provisions of subsection A.8.a of this section so long as:
  1. the height of such lights or illumination does not exceed 16 feet measured from the natural ground level; and
  2. Each lighting or illuminating device shall be set back from the nearest property line a distance equal to or greater than the height of the device above natural ground level.

- c. Outdoor light levels, measured in foot candles or equivalent Lux in accordance with Illuminating Engineering Society of North America (IESNA) standards, shall not exceed the following levels in the locations specified:
  - i. parking lots – 1.6.
  - ii. entrance roadways, interior driveways and drop off areas – 5.0.
  - iii. adjacent to service buildings and loading docks – 5.0.
  - iv. in conjunction with architectural lighting adjacent to all other structures – 3.0.
  - v. outdoor pool decks and function areas – 5.0.
  - vi. outdoor dining areas – 10.0.
- d. No outdoor lighting shall be permitted within any setback area adjacent to a residential property unless:
  - i. the lighting measured at the property line does not exceed 0.5 foot candles; and
  - ii. all light emitting elements are less than three (3) feet in height.

### **Section 3            Open Space Criteria**

The following Open Space Criteria shall apply to all non-residential properties requiring a Special Use Permit. To maintain view corridors around the perimeter of a property, building heights shall be limited around property lines. No building shall penetrate an imaginary plane beginning at 16 feet above the natural grade and 20 feet from exterior property lines, which plane slopes upward at a ratio of one foot vertically for each five feet horizontally measured perpendicular to the nearest property line, as illustrated in Figure 3-1. This limitation shall apply until the maximum allowable height is reached. All height measurements shall commence at the ground elevation at the 20-foot beginning line. Building height measurements shall be taken from the high points of the structure to the closest point on the 20-foot beginning line perpendicular to that portion of the structure. Notwithstanding the foregoing, no structure shall be located closer to an exterior property line than as otherwise permitted for that use.

**Figure 3-1**



## Section 4      Resorts

### 1. Site Standards

- a. *Except for properties that have existing special use permits for resort uses, the minimum site area shall be 20 acres which shall not be bisected by any public right-of-way.*
- b. Except for properties that have existing special use permits for resort uses, the site shall have primary access from and frontage of at least 300 feet on a Major or Minor Arterial as designated in the Paradise Valley General Plan.
- c. Principal structures shall be those containing guest units or those containing guest registration areas, facility administrative offices and accessory uses. Principal structures with guest units also may contain permitted accessory uses.
- d. Accessory structures shall be those containing accessory uses.
- e. Service structures shall include those structures used for support and maintenance of the resort.
- f. All parking on a site shall be at the surface or underground.
- g. No individual retail business, office or business service shall occupy more than 2000 square feet. Entrances to any retail business, office or business service shall be from within a principal or accessory structure.

### 2. Bulk and Density Standards

- a. Maximum building height:
  - i. *Principal Structures - 36 feet*
  - ii. *Accessory structures - 24 feet*
  - iii. *Service structures - 18 feet*
  - iv. Towers and other architectural features may exceed maximum building heights, subject to special use permit or major amendment approval.
  - v. To maintain view corridors around the perimeter of a property, building heights shall be limited around property lines in accordance with the Open Space Criteria per Section 3 of the Special Use Permit Guidelines.
- b. Lot coverage
  - i. *Total of all structures - 25%*
  - ii. *Total of all impervious surfaces including building footprints - 60%*
  - iii. *Open space, which shall consist of land and water areas retained for active or passive recreation purposes or essentially undeveloped areas retained for resource protection or preservation purposes, a minimum of 40%*
- c. *Maximum density of guest units – 1 unit for each 4000 sq. feet of site area*

### 3. Perimeter Standards

- a. Minimum distance from exterior property lines where the adjacent use is residential:
  - i. *Principal structures - 100 feet*
  - ii. *Accessory structure - 60 feet*
  - iii. Service structure - 100 feet
  - iv. *Outdoor game courts and swimming pools which are generally available to all guests - 200 feet*
  - v. *Parking lots and interior drives, excluding exterior points of access - 60 feet*
  - vi. Any portion of an equestrian facility, including structures, barns, stalls and corrals - 200 feet
- b. Minimum distance from exterior property lines where the adjacent use is other than residential or is adjacent to a public street:
  - i. *Principal structures - 100 feet*
  - ii. *Accessory structure - 40 feet*
  - iii. Service structure – 65 feet
  - iv. *Outdoor game courts and swimming pools which are generally available to all guests - 65 feet*
  - v. *Parking lots and interior drives, excluding exterior points of access - 40 feet.*
- c. There shall be a 40 foot wide landscaped area adjacent to an exterior property line where it abuts residentially zoned property.
- d. There shall be a minimum 30 foot wide landscaped area where an exterior property line abuts a public or private local or collector street and a 50 foot wide landscaped area where an exterior property line abuts a Major or Minor Arterial.
- e. The provisions of Chapter XXIV, Walls, and Fences, of the Town's Zoning Ordinance shall apply.

### 4. Parking and Circulation

- a. On site parking shall be provided as follows:
  - i. For each guest unit - 1.2 spaces.
  - ii. For each dwelling unit - 2.0 spaces.
  - iii. For each 50 square feet of net dining area in restaurants - 1.0 space.
  - iv. For each two seats or equivalent area in meeting rooms, auditoriums or group assembly areas - 1.0 space.
  - v. For each 300 square feet of net sales areas in retail establishments – 1.0 space.

- vi. For each 300 square feet of net occupied space in office and service establishments - 1.0 space.
  - b. These requirements may be modified in conjunction with special use permit or major amendment approval based on information documenting overlapping usage of on-site facilities by guests or visitors and as contained in an approved traffic and parking analysis.
  - c. *All parking and driveway areas shall be located so as to prevent lights from shining onto adjacent residential property.*
  - d. All parking areas and driveways located within 200 feet of adjacent residentially zoned property shall be screened with a minimum three foot high, solid, decorative wall or a landscaped berm providing equivalent screening or a combination of both.
  - e. *Landscaped islands shall be provided every 100 feet within surface parking areas. Shade tree planters shall be provided between every four stalls.*
  - f. No loading, truck parking, trash containers or outdoor storage area shall be located within 100 feet of adjacent residentially zoned property. All such areas shall provide visual and noise screening to minimize impacts on adjacent residential property.
5. Signs
- a. An identification sign may be located at each entrance to the resort from a Major or Minor arterial street. The maximum height shall be 8 feet and the maximum sign area shall be 40 square feet, aggregate.
  - b. On entrances from all other streets, the maximum height shall be 4 feet and the maximum area shall be 32 square feet, aggregate.
  - c. All signs shall be only backlit or indirectly illuminated according to the standards in Article XXV, Signs, of the Town's Zoning Ordinance.
  - d. No moving or animated signs shall be permitted. Changeable copy is permitted within the allowable sign area.
  - e. Traffic and directional signs within the site shall not exceed 12 square feet in area, aggregate, and shall not exceed 5 feet in height.
  - f. A sign, mounted on an exterior wall of any structure shall contain only structure identification as necessary for emergency access.
6. Lighting as per Section 2 of the Special Use Permit Guidelines

## **Section 5      Medical Office**

### **1. Bulk and Density Standards**

#### **a. Maximum building height**

- i.      *Principal Structures – 30 feet*
- ii.     Accessory structures – 24 feet
- iii.    Service structures – 18 feet
- iv.    Towers and other architectural features may exceed maximum building heights, subject to special use permit or major amendment approval.
- v.     To maintain view corridors around the perimeter of a property, building heights shall be limited around property lines in accordance with the Open Space Criteria per Section 3 of the Special Use Permit Guidelines.

#### **b. Maximum lot coverage for all buildings - 25%**

#### **c. Minimum lot area - 5 acres**

### **2. Perimeter Standards**

#### **a. Building setback when property is adjoining residentially zoned property – 60 feet**

#### **b. Building setback when property is adjoining a public street - 40 feet**

#### **c. Parking lots and internal driveways shall be set back a minimum of 60 feet from adjoining residential zoned property**

#### **d. Parking lots shall be shielded with a minimum 3 foot high wall or landscaped berm providing equivalent screening or a combination of both so that no vehicle lights shall shine onto adjacent residential property.**

#### **e. Parking lots adjoining public streets shall be screened with a minimum three foot high, solid, decorative wall or a landscaped berm providing equivalent screening or a combination of both.**

#### **f. There shall be a 40 foot wide landscaped area adjacent to an exterior property line where it abuts residentially zoned property.**

#### **g. There shall be a minimum 30 foot wide landscaped area where an exterior property line abuts a public or private local or collector street and a 50 foot wide landscaped area where an exterior property line abuts a Major or Minor Arterial.**

### **3. Parking**

#### **a. On-site parking shall be provided as follows:**

- i.      Medical offices - 1 space for each 200 square feet of interior floor area.
- ii.     Outpatient surgical facilities - 1 space for each 2 employees plus 1 space for each surgical room.

- iii. Medical laboratories - 1 space for each 2 employees.
  - iv. Physical therapy facilities - 1 space for each 1.5 employees.
  - v. Pharmacy – 1 space for each 300 square feet of interior area.
- b. These requirements may be modified in conjunction with special use permit or major amendment approval based on information documenting overlapping usage of on-site facilities by staff and visitors and as contained in an approved traffic and parking analysis.

#### 4. Signage

In addition to the provisions of Chapter XXV, Signs, of the Town's Zoning Ordinance, the following regulations shall apply:

- a. One ground sign that is no higher than 8 feet and no larger than 40 square feet in area shall be permitted at each principal entrance to the property.
- b. No moving or animated signs shall be permitted.
- c. Traffic and directional signs within the site shall not exceed 12 square feet in area or five feet in height.

#### 5. Lighting

Lighting as per Section 2 of the Special Use Permit Guidelines

**Section 6      Religious Facility, Private School, Non-Profit Organization,**  
**Public/Quasi Public**

1. Bulk and Density Standards

- a. *Maximum building height of principal building – 35 feet*
- b. Maximum building height for all other structures - 24 feet
- c. Maximum lot coverage for all buildings - 25%
- d. Minimum lot area - 5 acres
- e. Towers and other architectural features may exceed building maximum heights subject to special use permit or major amendment approval.
- f. To maintain view corridors around the perimeter of a property, building heights shall be limited around property lines in accordance with the Open Space Criteria per Section 3 of the Special Use Permit Guidelines.

2. Perimeter Standards

- a. Building setback when property is adjoining residentially zoned property – 60 feet
- b. Building setback when property is adjoining a public street - 40 feet
- c. Parking lots and internal driveways shall be set back a minimum of 60 feet from adjacent residentially zoned property.
- d. Parking lots shall be shielded with a minimum 3 foot high wall or a landscaped berm providing equivalent screening or a combination of both so that no vehicle lights shall shine onto adjacent residentially zoned property.
- e. Parking lots adjoining public streets shall be shielded by a minimum 3 foot high wall or landscaped berm providing equivalent screening or a combination of both.
- f. There shall be a 40 foot wide landscaped area adjacent to an exterior property line where it abuts residentially zoned property.
- g. There shall be a minimum 30 foot wide landscaped area where an exterior property line abuts a public or private local or collector street and a 50 foot wide landscaped area where an exterior property line abuts a Major or Minor Arterial.

3. Parking

- a. On-site parking shall be provided as follows:
  - i. Places of assembly - 1 space for each 3 seats or for each 54 inches of total pew length
  - ii. Classrooms - 1 space for each classroom
  - iii. Administrative offices - 1 space for each 300 square feet of net interior floor area
  - iv. Professional offices - 1 space for each 300 square feet of net interior floor area

- b. These requirements may be modified in conjunction with special use permit or major amendment approval based on information documenting overlapping usage of on-site facilities by employees or visitors and as contained in an approved traffic and parking analysis.

#### 4. Signage

In addition to the provisions of Chapter XXV, Signs, of the Town's Zoning Ordinance, the following regulations shall apply:

- a. One ground sign no higher than 8 feet and no larger than 32 square feet in area shall be permitted at each principal entrance to the property.
- b. No moving or animated signs shall be permitted.
- c. Changeable message panels shall be permitted.
- d. Traffic and directional signs within the site shall not exceed 12 square feet in area and five feet in height.

#### 5. Lighting

Lighting as per Section 2 of the Special Use Permit Guidelines

## **Section 7      Country Club and Golf Course**

### **1. Bulk and Density Standards**

- a. Uses may be conducted indoors or outdoors.
- b. Structures associated with the facility shall not exceed one story or 24 feet in height
- c. Lot coverage of all structures on a site shall not exceed 20% excluding outdoor game courts and swimming pools, and shall not exceed 30% including outdoor game courts and swimming pools.
- d. Minimum site area - 5 acres
- e. To maintain view corridors around the perimeter of a property, building heights shall be limited around property lines in accordance with the Open Space Criteria per Section 3 of the Special Use Permit Guidelines.

### **2. Perimeter Standards**

- a. No tee or hole within any golf course or driving range shall be closer than 100 feet from the principal structure on any residentially zoned land.
- b. No portion of any outdoor game court or swimming pool and decking shall be closer than 150 feet from the property line of any residential zoned land.
- c. Building setback when property is adjoining residentially zoned property – 40 feet.
- d. Building setback when property is adjoining a public street – 40 feet.
- e. Parking lots and internal driveways shall be set back a minimum of 60 feet from adjacent residentially zoned property.
- f. Parking lots shall be shielded with a minimum 3 foot high wall or a landscaped berm providing equivalent screening or a combination of both so that no vehicle lights shall shine onto adjacent residentially zoned property.
- g. Parking lots adjoining public streets shall be shielded by a minimum 3 foot high wall or landscaped berm providing equivalent screening or a combination of both.
- h. There shall be a 40 foot wide landscaped area adjacent to an exterior property line where it abuts residentially zoned property.
- i. There shall be a minimum 30 foot wide landscaped area where an exterior property line abuts a public or private local or collector street and a 50 foot wide landscaped area where an exterior property line abuts a Major or Minor Arterial.

### **3. Parking**

- a. On-site parking shall be provided as follows:
  - i. employees - 1 space per employee.
  - ii. per golf course hole - 2 spaces.

- iii. per driving range station tee area - 2 spaces.
  - iv. putting or chipping green - 1 space per 500 square feet.
  - v. tennis, racquetball or handball - 3 spaces per court.
  - vi. swimming pool - 1 space per 60 square feet of deck area.
  - vii. dining areas and bar - 1 space per 50 square feet of dining area.
  - viii. retail sales area - 1 space per 300 square feet of gross sales area.
  - ix. exercise room - 1 space per 150 square feet of gross area.
  - x. event hall - 1 space per 50 square feet of assembly area or 1 space per 2 fixed or portable seats.
- b. These requirements may be modified in conjunction with special use permit or major amendment approval based on information documenting overlapping usage of on-site facilities by guests or visitors and as contained in an approved traffic analysis.

#### 4. Signage

In addition to the provisions of Chapter XXV, Signs, of the Town's Zoning Ordinance, the following regulations shall apply:

- a. One ground sign which shall be no higher than 8 feet and no larger than 40 square feet in area shall be permitted at each principal entrance to the property.
- b. No moving or animated signs shall be permitted.
- c. Changeable message panels shall be permitted.
- d. Traffic and directional signs within the site shall not exceed 12 square feet in area or five feet in height.

#### 5. Lighting

Lighting as per Section 2 of the Special Use Permit Guidelines

## **Section 8      Guardhouse, Gatehouse, and Access Control Gates**

1. Bulk, density and design standards
  - a. The appearance of the guardhouses, gatehouses, and access control gates and related improvements shall be architecturally and aesthetically compatible with adjacent buildings, structures and landscaping.
  - b. There shall be a turnaround provided outside a guardhouse, gatehouse, or access control gate which shall meet Town standards for cul-de-sacs.
  - c. An access control gate shall be set back a minimum of 150 feet from the centerline of the nearest intersecting street providing access to the facility.
  - d. Guardhouses and gatehouses shall be no higher than 16 feet in height.
  - e. No guardhouse or gatehouse shall exceed 250 square feet in area.
  - f. No access control gate shall be higher than 8 feet.
  - g. Pedestrian and non-motorized vehicle access shall be provided adjacent to roadway access.
2. Signage
  - a. One wall sign, not to exceed 6 feet in height or 6 square feet in area shall be permitted.
  - b. Ground signs, not to exceed 4 feet in height or 2 square feet each in area shall be permitted.

### **3. Lighting**

Lighting as per Section 2 of the Special Use Permit Guidelines