



## Legislation Text

---

**File #:** 17-057, **Version:** 1

---

**TO:** Mayor and Town Council

**FROM:** George Burton, Planner  
Paul Michaud, Senior Planner  
Eva Cutro, Community Development Director

**DATE:** February 23, 2017

**CONTACT:**

**AGENDA TITLE:**

Discussion of Intermediate Special Use Permit Amendment - Statement of Direction  
Sanctuary Resort (SUP 16-08)  
5700 E. McDonald Drive

**RECOMMENDATION:**

Approve the Statement of Direction for an Intermediate SUP Amendment for the Sanctuary Resort, located at 5700 E. McDonald Drive.

**BACKGROUND:**

History and Lot Conditions

The Town annexed the subject property in 1961. The original Special Use Permit (SUP) was issued on September 14, 1967 and has been amended several times. The most recent amendment was approved in 2014 to include spa related uses at Casa 2. The property is approximately 17 acres in size and located at the southwest corner of McDonald Drive and Superstition Lane.

Statement of Direction - A Statement of Direction is a document administered by the Town Council at the beginning of the application process. A Statement of Direction is not a final decision of the Town Council and shall create no vested right to the approval of a Special Use Permit, nor shall any applicant for a Special Use Permit be entitled to rely upon the matters addressed in the Statement of Direction being the same as those that may be part of an approved Special Use Permit. It may address, but is not limited to the following items:

- a. Uses
- b. Lot coverage/density
- c. Massing/Scale
- d. Perimeter setbacks
- e. Maximum heights
- f. View Corridors
- g. Circulation
- h. Known issues, if any

**REQUEST:**

Sanctuary Resort and Spa is requesting an amendment to their Special Use Permit (SUP) to allow for additions to the existing casitas, two new casitas, a new pool, a new snack bar, modified parking near the central part of the property, and additions to the existing ballroom building.

- New Casitas

A total of 45 keys will be added to the property with the addition of new casitas or bungalows. 13 of the new keys will be created by infilling areas underneath the existing casitas. The other 32 keys will be created by placing one and two story additions at the ends of eleven casitas and constructing two new casita buildings. One of the new casita buildings will be two stories and the other new casita building will be one story.

The proposal is substantially compliant with the SUP Guidelines with a setback of approximately 110' from the west residential property, approximately 560' from the north property line adjoining Lincoln Drive, and approximately 7' from the east property line adjoining Starlight Way. The SUP Guidelines recommend a minimum setback of 60' from residential uses and 40' from a public street.

Also, the two story additions are approximately 22' tall and the one story additions are approximately 11' tall. The new additions will be designed to match the architectural style of the existing casitas and new sconces will be placed at the entrance of each key or bungalow. The sconces are hooded and shielded to direct light downward in accordance with the hillside code.

The 13 infill keys vary in size from 550 square feet to 850 square feet. The other 32 new keys are approximately 410 square feet in size.

- Pool & Snack Bar

A new pool and snack bar will be located at the northern end of the project area. A 5' tall iron view fence will be placed around the pool area to provide barrier protection and a 15' tall snack bar will be added to accommodate guests. The snack bar is 190 square feet in size.

- Parking

The parking in the casita area will be modified to accommodate the improvements, with 17 new spaces added to the site. Per the parking analysis, there are a sufficient number of parking spaces to accommodate the improvements and the resort's parking needs.

- Ballroom Expansion

The existing ballroom will be expanded along the north side of the building. There is an existing deck in this area that will be expanded and enclosed to create an additional 2,200 square feet of ballroom. Below this enclosed deck the applicant proposes an additional 1000 square feet of office and storage space. A patio expansion is also proposed on the west side of the ballroom, across from the Jade bar. This patio would be uncovered and approximately 1000 square feet in size (because it is uncovered it would not be included in any lot coverage or Floor Area Ratio calculations). Lastly, the applicant is proposing a stairwell on the northeast corner of the ballroom to meet exiting requirements.

- Lot Coverage

The existing lot coverage is 141,438 square feet or 19.1% lot coverage. The improvements will add approximately 10,663 square feet of footprint to the resort; which results in the lot coverage of 20.5%.

#### Town Council Discussion

The Town Council reviewed the draft SOD at the February 9<sup>th</sup> meeting. The Council identified that the Planning Commission shall focus their review on the visible and audible effects of the improvements and must clarify that the applicant will need to provide additional information for staff and Commission review. The following items were added to the SOD:

- The applicant must identify the location of on-site retention and how this may affect parking and circulation.
- The hours of operation of the snack bar and pool area shall be reviewed.
- Traffic and circulation shall be studied.
- The location of new or modified utilities shall be addressed.
- Renderings as they relate to neighboring properties shall be provided.

#### **ATTACHMENTS:**

Vicinity Map & Aerial Photo  
Application  
Narrative  
Plans  
Parking Analysis  
Updated Statement of Direction

CC: Don Larry, Applicant