



VIA EMAIL

March 18, 2016

Michel Foster
Granite Mountain Asset Management
7765 N. Williamson Valley Rd.
Prescott, AZ 86305

Re: CRB # 16-008 Vineyards at Cottonwood

Dear Mr. Foster,

Thank you for attending the March 15th Code Review Meeting, we look forward to working with you on this project. This project is required to go to the Planning and Zoning Commission and City Council for rezoning approval.

Below is a process summary and comments regarding this project.

- 1) **P&Z & City Council Hearings Zone Change.** A hearing application is required (submitted following Code Review), with a fee for Re-zoning. Fees for re-zoning are \$750 + \$35 per acre. The Planning & Zoning Commission meets at 6 PM on the third Monday of each month, except during holiday months. After you submit your hearing application with all required documents and the required neighborhood meeting is held, you will be scheduled to attend a P&Z meeting. You must have a representative who is familiar with all aspects of this project attend this meeting.

If the Planning & Zoning Commission recommends approval for the rezone, it will then be presented to the City Council for final approval. This meeting will be scheduled after Planning & Zoning approval and will require two hearings.

Please review the Cottonwood Zoning Ordinance procedural codes for Design Review (Article III, Sec. 304), Amendments or Zone Changes (Sec. 301), and PAD requirements (Sec. 424). Other design related codes pertaining to signs, parking, landscaping, and lighting are found under Sections 405-408. The zoning ordinance is on-line at <http://cottonwoodaz.gov>.

- 2) **Site Improvement Permits:** Grading and Building Permits may not be issued nor any site work commenced until after Planning & Zoning approval.

- 3) **Certificate of Occupancy:** Issuance of a Certificate of Occupancy is required prior to use of this building. All requirements stipulated as part of the Code Review and Planning & Zoning process must be addressed before the Certificate of Occupancy will be issued.

DEPARTMENT COMMENTS REGARDING SUBMITTAL

Planning – Charlie Scully, csully@cottonwoodaz.gov (928) 634-5505 x 3323

BACKGROUND:

In 2001, subject property was rezoned to Planned Unit Development (PUD-C & PUD-R) Zone for the “Groseta Ranch Master Plan,” which included approximately 144 acres. PUD zoning city-wide was subsequently renamed Planned Area Development (PAD) Zone. The former project did not proceed past the zoning approval process. The current proposal represents a substantially different project in terms of the general layout, the mix of uses, circulation and access. The current proposal includes rezoning with a new PAD Zone Ordinance and Master Development Plan.

MASTER DEVELOPMENT PLAN

The proposed “The Vineyards at Cottonwood” project includes approximately 101 acres. A new parcel, 28.53 acres in area, located to the south of the Vineyards at Cottonwood project at Verde Heights Drive is NOT part of the current proposal. The 28.53 acre parcel will be retained by the current property owner for future development through a separate application process. Future planning, layout and use of the corner property at Verde Heights Drive and SR 89A will be through a separate process subject to separate zoning review and public notification.

Zoning Ordinance, Section 424. PAD (Planned Area Development) Zone, describes the procedures and includes the outline for a Master Development Plan (MDP.) PAD zoning provides an opportunity for proposing a unique custom designed development project. In return for flexibility with zoning and development standards, the applicant is required to submit a separate Master Development Plan document that allows review of the overall proposal in a comprehensive and coordinated format, so as to allow the reviewing agencies an opportunity to determine compliance with objectives.

The MDP is a separate document, submitted in a ring binder format, that includes a detailed project narrative, supporting exhibits describing the proposed uses, development standards, design guidelines, project phasing data, maintenance responsibilities and other supporting documentation, as well as detailed graphic exhibits, including proposed site plan, landscape plan, building designs, and other project elements, as described in the PAD Zone section of the Zoning Ordinance. PAD Zoning supports a master planned approach to property development and encourages quality mixed-use development with integrated open space and natural lands preservation.

MDP Project Narrative:

Section 424 provides an outline for the project narrative, including:

- Name and Contact Information.
- Data Summary.
- Project Objectives.

PROJECT SUMMARY AND PHASING

Information in this section needs to be confirmed for the MDP submittal.

- 7-10 year total project lifespan for build-out.
- 6 housing phases, each with roughly consistent mixes of single family, patio homes, and condominiums.

Total: (523 residential units)

101 acres. Gross Density- 5.17 units per acre

- ___ single family homes
- ___ patio homes
- ___ row homes
- ___ condominium units
- ___ acres commercial development

Phase 1 (___ units)

Units 1-4

- ___ single family homes
- ___ patio homes
- 32 condominiums
- 1 acre organic farm with farmers market

Phase 2 (___ units)

Units 5-7

- ___ single family homes
- ___ patio homes
- ___ Row Homes
- Condominium exercise, social room and pool
- 4 acres commercial development

General Plan Review:

The Applicant provides a written statement in the MDP describing how the proposed project conforms to the objectives of the Cottonwood General Plan.

Staff General Plan Analysis: The proposed PAD zoning is in conformance with the General Plan Land Use classification for this property, which is designated as Planned Development (PLD). The PLD Land Use classification in the Cottonwood General Plan 2025 supports the Planned Area Development (PAD) Zoning District designation.

Graphic Exhibits: Typical Planning exhibits include:

Site Plan
Topographic map
Phasing Plan
Housing Elevations/Renderings
Open Space & Landscape Plan.

Property Development Standards:

PAD Zoning allows the Applicant to propose unique standards for the project with the understanding that the project will include superior design and character. The MDP serves as the guide for documenting the unique standards for a project. The Applicant shall include all proposed standards, including narrative descriptions and any graphic exhibits.

Typical property development standards may include: Setbacks, Parcel Size, Lot Coverage, Open Space requirements, Parking and Driveway standards, and similar features.

Design Guidelines: Section 424.D.2.g. “Design Guidelines” provides information for documenting Design Guidelines. This includes a narrative section and graphic exhibits, as needed, to adequately describe typical design elements, materials and colors for buildings and site features. This typically includes statements and guidelines to describe:

- General Guidelines.
- Architectural Theme.
- Building Design.
- Screening/Buffering from adjacent properties.
- Site Features: walls, entry signs.
- Landscaping: May included plant list, description of special features, design details.

Screening and Buffering:

1. Describe the east boundary of the project in relation to the existing homes and properties. Will there be any landscaping, fence or wall? How close are the new homes to the neighboring properties?
2. New residential development is proposed along the State Route 89A corridor. What does this look like and is there any screening or buffering, such as walls, fences, or landscaping along the highway? A cross section showing relationship of the highway to the residential development with the grade change would help explain the condition.

Landscape Plan:

A landscape plan for the overall development at this stage indicates general landscape and open space areas. This may include natural open space, drainage features, right-of-way areas, streetscape, pedestrian areas, walking paths, common areas, project entry features and residential areas, where applicable. A Landscape Plant table indicating categories, such as trees, shrubs and ground cover, is typically included. Strict adherence to drought-tolerant plant varieties is expected.

Open Space Standards:

There is an expectation that projects with PAD Zoning will include open space features as an integrated component of a quality master planned community. The ordinance describes open space as both natural and developed areas. For residential and mixed-commercial PAD development, the ordinance describes 30% minimum gross acreage, excluding public and private right-of-way.

Parks and Community Amenities

A separate site plan is typically used to show various open space and park features, including park and recreation amenities, walking paths, flood and drainage areas, detention basins, developed common areas, landscaped areas, and preserved natural areas. Provide descriptions and typical details to help describe the character of such areas.

Trails.

The goal of including walking trails in and around planned developments is described in the PAD Zone ordinance and MDP outline. The MDP should show the proposed location on map and describe basic design, surface treatment and any relevant details. The Subdivision plat should also include trail and walkway locations.

Circulation Standards:

Existing streets include Groseta Ranch Road, providing access from the roundabout on State Route 89A, and Anna's Street connecting Groseta Ranch Road to On the Greens development.

Traffic Impact Study:

The Zoning Ordinance, Section 424. PAD Zoning indicates that a Traffic Impact Study (TIS) is required for residential development with 50 or more units proposed, including where part of larger phased development. Any TIS need to be coordinated through the City Engineer.

Access and Driveways:

All access points to the development need to be described as part of the MDP. The roundabout at Groseta Ranch Road is indicated as the primary access. The extension of Groseta Ranch Road to Main Street is indicated as future second access. Any additional access at State Route 89A needs to be approved by ADOT.

Interior Circulation:

Describe typical streets, and include provisions for pedestrian and bicycle circulation. Cottonwood Area Transit (CAT) should be consulted for possible location/s of bus shelter, in the event that future transit routes would include a bus stop for the development

Statement of Water Use:

Recognizing the importance of having a sustainable supply of water, the City of Cottonwood in 2009, obtained from the Arizona Department of Water Resources (ADWR) a "Designation of Adequate Water Supply" for 6,000 acre-feet of water annually, which is more than twice the volume of groundwater pumped in 2013. In order to obtain this designation, the City demonstrated to ADWR that 6,000 acre-feet of groundwater will be continuously available to be pumped from the aquifer for 100 years without causing the groundwater table to decline below a

statutorily defined limit. By becoming a Designated Adequate Water Provider, all proposed subdivisions within the City's service area are designated as having a sustainable supply of water to meet their needs. Developers are not required to submit a separate hydrologic study to the State for the subdivision process, as the city-wide designation covers this requirement.

Water Conservation Plan:

The PAD Zone provides an opportunity to propose a comprehensive approach to water conservation for the development. The City ordinance requires greywater dual plumbing for all new residential units; however, the PAD Zone provides an opportunity to waive the dual plumbing requirement for individual residences in return for meeting objectives through a conservation program. Low water plumbing fixtures, rainwater harvesting, drought-tolerant landscaping, or other innovative measures can be included in a water conservation plan.

Development Phasing Plan:

A site map should be submitted showing the phasing plan for the overall project. Land development may occur in phases; infrastructure phasing needs to be determined, as per system requirements, on a case-by-case basis. The requirements for phased infrastructure development, including roads, water lines and wastewater systems, need to be determined based on system requirements. In some cases, extended infrastructure will need to be installed at an earlier phase, so as to meet operational or system requirements.

SUBDIVISION PROCESS:

The subdivision platting process is guided by the City's Subdivision Ordinance and State Statute. Subdivision is done through a separate application process that requires review and approval by the Planning and Zoning Commission and City Council. The zoning approvals for the proposed Planned Area Development project must be obtained first with subdivision of land to follow. A Preliminary Plat for the complete project is required to be approved by the Planning and Zoning Commission and City Council. Final Plats for separate phases and units may then be approved by the City Council.

1. **Development Agreement:**

A Development Agreement describing responsibilities of the City and the Developer may be proposed as part of the subdivision process.

2. **Condominium Plat:**

There are questions about how the condominium component of the project will be established. Will the undivided common interests for the condominium units include the immediately surrounding landscaped areas, parking lots and sidewalks, or will that be covered a separate Tract owned by the property owners association for the entire project? Arizona Revised Statutes §§ 9-463 and 33-1201, et seq., and the Cottonwood Subdivision Ordinance, Article 8, Condominiums, address procedures and standards for condominiums.

3. Flag Lots:

The PAD zoning provides flexibility with typical lot layout requirements. Under standard zoning categories, the creation of all new parcels shall have minimum frontage on City streets. “Flag lots” also called “cherry stem lots,” where lots have long driveways providing minimal street frontage at the driveway connection are not permitted as part of standard zoning districts, which require minimum street frontage width. Flag lots have the effect of creating isolated parcels along the street, difficult design challenges with residences essentially located in backyards, and street character defined by excessive driveways within a short section. Details are needed.

4. Flag Lot Typical Housing Layout:

PAD Zoning allows consideration of flexibility with standards in return for providing a superior quality development. A typical detail showing how the homes are laid out on the “flag lots,” including the relationship and orientation of the street front units and rear flag lot units, needs to be shown. Driveways could potentially be shared through the use of easements so as to minimize the overall number of driveways. Showing the design details for how these homes are laid out will help make the case for how the flag lots contribute to the neighborhood quality and character.

Planning Comments:

1. The application for PAD (Planned Area Development) Zoning requires submittal of a MDP (Master Development Plan,) as per Section 424 (PAD Zone) of the Cottonwood Zoning Ordinance. The MDP is specific to each PAD Zone project and will serve as the guide for development for this project for many years to come. For that reason the MDP is submitted in a ring-binder format and includes the zoning details, property development standards and design review guidelines that become adopted in relation to the PAD ordinance.
2. Housing: Several types of residential uses are indicated, including patio homes, row house, multi-family and single family. The types of housing, typical design styles and typical lot layout should be provided to understand the different types of residential uses.
3. The Design Review describes the character and theme for various components of the buildings and site features. Materials and colors are described. Lighting fixtures for homes and common areas should be described.
4. Open Space and Landscape Plan: A separate plan should identify different types of open space features with estimates of area. Landscaping describes plant varieties and general areas to be landscaped, with separate details provided where needed to describe features.
5. Provide information regarding any screening or buffering proposed along the east project boundary where lots are shown abutting existing properties, including any walls, fences, berms or landscaping.

6. Parking and Driveway Details. There are several parking lots shown. Descriptions of design details and number of spaces should be indicated. For single family units, describe off-street parking, including any covered spaces, setbacks from street and relation to home.
7. Provide information and graphic exhibits for the proposed layout of “Flag Lot” units, including the relationship and orientation between the street front dwelling units and the interior flag lot units. Options to minimize driveways should be considered. Typical layouts for the flag lot properties are needed so as to be able to adequately review the proposal.
8. Provide information on the treatment of residential properties abutting State Route 89A, including any proposed walls, fences or landscaping. Provide cross-section drawings where residential properties front on the highway showing relationship of highway to buildings in terms of grade change, as well as the location of any screening walls and landscaping. What does the view of the residential buildings look like from State Route 89A?

Engineering / Public Works – Robert Winiecke, rwiniecke@cottonwoodaz.gov (928) 634-8033

1. Portions of the subject property lie both within and outside of Special Flood Hazard Areas (SFHA) designated by FEMA on the City of Cottonwood’s current FIRM Maps. Work being performed in the SFHA will require the developer to obtain a “Floodplain Development Permit” and comply with additional permitting requirements as necessitated by this proposed work activities. Areas that fall outside of the SFHA contain several well defined washes inscribed into the land. The developer will be required to perform a detailed “Hydrologic & Hydraulics” study to delineate the 1-percent annual chance occurrence floodplain in these areas in accordance with the Yavapai County Drainage Design Manual (and general engineering standards) and show this information on all subdivision plats (including regulatory flood elevations where applicable). This study may be incorporated into the subdivision Drainage Master Plan required per City Ordinance #172.
2. If a lot is constructed upon falls within the SFHA or delineated floodplain, upon completion of building the structure the Developer shall submit a copy of a completed “Elevation Certificate” (see FEMA Form 086-0-33, current version) prepared by a Surveyor licensed to practice in the State of Arizona verifying the structure’s “As-Built” condition to the City’s Floodplain Administrator. The Contractor shall be aware that additional site inspections will be required by the Floodplain Administrator following slab form placement (but prior to concrete pouring) and as otherwise be deemed necessary.
3. The developer shall be responsible for preparing any and all paperwork associated with requesting changes to the City of Cottonwood’s FIRM maps by the FEMA. All expenses for requesting and filing any LOMA, LOMR, LOMR-F, CLOMR, and CLOMR-F shall be the responsibility of the developer.

4. A Traffic Impact Analysis Report will be required for this development. Areas of particular concern are: the intersection of Groseta Ranch Road & SR 89A (roundabout), Groseta Ranch Road, Anna's Avenue and the intersection of Groseta Ranch Road & Main Street.
5. A Master Water plan will be required for this development.
6. A Master Wastewater plan will be required for this development.
7. The Developer shall be responsible for constructing the Groseta Ranch Road Extension to Main Street per City of Cottonwood Standards.
8. The Developer shall be responsible for constructing the Anna's Avenue Extension to northwest along the north boundary of Phase 1-Unit 2 (North) to the end of his development per City of Cottonwood Standards.
9. A Stormwater Pollution Prevention Plan will be required for this project.
10. The preferred width of sidewalks for public use is 6'. The preferred location for sidewalks along arterial and collector streets is detached from the back of curb with a landscape buffer. For sidewalks installed along local streets with narrower rights of way may be attached to the back of curb.
11. Final engineering plans shall be submitted to the City of Cottonwood Engineering Dept. for review and approval prior to the commencement of any work and any permits being issued.
12. Tract A – Two of the three proposed condominium buildings are shown to span the existing wash channel. Are you proposing to re-route the wash or install culverts?
13. The proposed "Public Road" serving lots 106, 107, 108 is shown as a dead end street. This will not be allowed and shall be revised.
14. What is being proposed at Lot 92 & 93.
15. The proposed "Public Road" serving lots 69-76 is shown as multiple dead end streets. This will not be allowed and shall be revised.
16. All proposed "Public Roads" shall be named throughout the subdivision.
17. The developer shall dedicate a 1' Vehicular Non-Access Easement along the rear property line of parcels abutting SR 89A, Groseta Ranch Road & Anna's Avenues.
18. All proposed "Public Roads" shall be platted, designed and constructed in accordance with the City of Cottonwood Subdivision Ordinance.
19. Pedestrian Access, including crosswalks and signage at major street intersections shall be required as well as anywhere a walking trail crosses a public road.

20. The use of “Flag lots” is strongly discouraged as it makes driveway placement and future maintenance difficult.
21. The developer shall dedicate a drainage easement along the new property line dividing the commercial and residential developments (line shown with a bearing of S50 ° 11’ 05” W and a distance of 788.61’).
22. All designed slopes shall be a maximum of 3:1 and have provisions for slope stabilization installed. Deviations may be considered by the City Engineer on a case-by-case basis and by no means should be a waiver of this requirement be expected.
23. All disturbed areas within the development shall be either hydroseeded or landscaped.
24. Please provide a master site plan showing the proposed development in its entirety in an engineering format.
25. How does the developer propose to connect existing public roads adjacent to the development (i.e. Ocotillo or Apsco Lane)?

Utilities – Mike Traynor, mtraynor@cottonwoodaz.gov (928) 634-0186

1. Please contact for comments.

Fire Department- Rick Contreras, rcontreras@cottonwoodaz.gov (928) 634-2741

All plans and designs shall fully comply with the 2012 International Fire Code {IFC} and the 2012 International Building Code {IBC} and per the Cottonwood Fire Departments Conditions.

1. Fire sprinklers shall be installed throughout the building{s} per NFPA 13 and all local regulations. The system shall be designed to meet the Hazard Class.
2. All plans, designs and fire flow calculations shall fully comply with the 2012 International Fire Code Appendix B and Chapter 5 of the IFC and per the Cottonwood Fire Departments Conditions.
3. Fire hydrants and all water supply systems shall be installed, inspected, tested and accepted in accordance with all fire code requirements before any building materials and combustibles are allowed to arrive on site. Coordinate the installation and exact location of the fire hydrants with the Cottonwood Fire Marshal and the City of Cottonwood Utilities Department. {A reduction of fire hydrants and/or distance may be allowed}.
4. All road/street heights, widths and cul-de-sac shall meet the requirements in the 2012 IFC and the City of Cottonwood conditions.

5. A secondary *approved* temporary access road shall be installed before phase II construction is started. A permanent approved collector street accessing North Main Street shall be installed and fully accepted by the City of Cottonwood before phase II is 25% completed.
6. All addressing and street names shall be coordinated and approved with the Cottonwood Fire & Medical Department and shall meet the conditions of Chapter 5 and appendix D of the 2012 IFC.
7. Fire alarms shall be installed in all commercial and mixed use buildings per NFPA 72 and NFPA 70.
8. The Cottonwood Fire and Medical Department looks forward to working alongside the developer/contractor on this upscale subdivision project that will provide the most up to date current fire and life safety systems and code requirements within the State of Arizona. These features will provide our citizens and property with enhanced fire protection for many years to come.
9. If there are any questions please feel free to contact the Cottonwood Fire Department at 928} 634-2741 or email rcontreras@cottonwoodaz.gov
10. **These comments are preliminary, and final determinations, comments and approvals will be provided upon review of the final sets of plans submitted. No Certificate of Occupancy will be signed or issued by the Fire Marshal until all Fire Department conditions and requirements are fully met.**

Fire Alarm Plan Comments

1. Fire Alarms shall be installed per NFPA 72 and all applicable codes and standards.
2. All Fire Alarm Plans shall be provided to the Cottonwood Fire Department for approval before the work to the Fire Alarm system starts. The Fire Alarm shall be tested by the Fire Marshal or his representative.
3. A Certification of Completion per NFPA72 shall be completed by the contractor and provided to the Cottonwood Fire Departments Fire Marshal after the testing and acceptance of the fire alarm system is completed.
4. Fire Alarm Panel location signage is required, verify the exact verbiage with the Cottonwood Fire Marshal {see item #5 for details and size}
5. If there are any questions please feel free to contact the Cottonwood Fire Department

6. **Final determinations, comments and approvals will be provided upon review of the final sets of plans submitted. No Certificate of Occupancy will be signed or issued by the Fire Marshal until all Fire Department conditions and requirements are fully met.**

Building Department- Steve Jackson, sjackson@cottonwoodaz.gov (928) 634-5505 x3317

1. All plan submittals shall be thru the Community Development Department.
2. All change orders which occur following the issuance of a building permit must be approved by city staff or they will be cited as part of the final inspection and must be remedied before a certificate of occupancy will be issued.
3. Specify the Building area, Construction type, and Occupancy classification.
4. Two sets of plans shall be submitted for each building for review accompanied by a completed Building Permit application.
5. Buildings will be required to be sprinklered which is a separate permit.
6. The City of Cottonwood follows all the 2009 IRC and IBC Building codes along with the 2008 NEC code.
7. All work will be done by contractors licensed by the State of Arizona and the City of Cottonwood.
8. All exterior lighting including home lighting will have to meet the dark sky ordinance of fully shielded fixtures only.

Yavapai County Community Health Services – John Alden, john.alden@yavapai.us (928) 634-6893

1. Any facilities selling food, beverage (to include wine tasting), or retail foods will require a separate plan review by health. One complete set of plans and appropriate review fee (based on square footage) will be required for each facility. No plan review by health for the condominium pool. Once pool is completed and approved, health will then license and conduct inspections.

NOTE: All plan submittals shall be through the Community Development Department. Changes to project proposals following Design Review approval which have been incorporated into permit submittal must be highlighted in writing and attached to the building permit, or they will not be considered approved. All change orders which occur following issuance of a building permit must be approved by City Staff, or they will be cited as part of the final inspection and must be remedied before a Certificate of Occupancy will be issued.

Please call if you have any questions.

Sincerely,

Scott Ellis
Planner



City of Cottonwood

Engineering Dept.

Date: July 8, 2016

Mr. Charles Scully
City of Cottonwood
111N Main St.
Cottonwood, AZ 86326

RE: Vineyards @ Cottonwood Comments

Dear Mr. Scully:

The following comments pertain to Vineyards@ Cottonwood Master Development Plan, submitted to the City on June 20, 2016:

1. All public infrastructure (streets, water, sanitary sewer, storm drainage, reclaimed water, etc.) shall be constructed in accordance with the current edition of the Maricopa Association of Governments, Uniform Standard Details for Public Works Construction, Maricopa Association of Governments, Uniform Standard Specifications for Public Works Construction, Article 6 of the City of Cottonwood Subdivision Ordinance (06/07/OS) and generally accepted engineering principles. Additional requirements may be required at the discretion of the City of Cottonwood, Engineer.
2. Drainage improvements shall be designed in accordance with the Drainage Design Manual for Yavapai County and City Ordinances 172 & 615. Additional requirements may be required at the discretion of the City of Cottonwood, Engineer.
3. Public roads shall be a minimum of 30' wide back of curb to back of curb. Streets with a width less than 30' back of curb to back of curb shall be considered to be private streets and will not be publically maintained. If a street width of less than 30' back of curb to back of curb is desired, the minimum width shall be dictated by the requirements set forth by the City of Cottonwood Fire Department.
4. Time is of the essence for the construction of Groseta Ranch Road north to Main Street. Construction of the roadway extension shall be started as soon as practicable ensuring that the road is completely constructed and accepted by the City of Cottonwood no later than March 1, 2020. Failure to comply will result in ownership of the granted right of way reverting back to the property owner.
5. The Developer shall dedicate an Avigation Easement to the City of Cottonwood due to subject property's proximity to the Cottonwood Airport. This easement shall be identified on the subdivision plat.

If you have any questions or need additional information, please do not hesitate to contact me at 928.634.8033 or via e-mail at rwieniecke@cottonwoodaz.gov.

Respectfully,

A handwritten signature in blue ink, appearing to read 'RWieniecke', is written over a horizontal line.

Robert L. Winiecke, P.E., CFM
Engineer



FIRE & MEDICAL DEPARTMENT

TO: Berrin Nejad, Community Development Manager
FROM: Rick Contreras, Fire Marshal
DATE: June 28th 2016
SUBJECT: The Vineyards at Cottonwood Subdivision Preliminary Requirements

GENERAL FIRE DEPARTMENT COMMENTS

The Cottonwood Fire and Medical Department looks forward to working alongside the developer/contractor on this upscale subdivision project that will provide the most up to date current fire and life safety systems and code requirements within the State of Arizona. These features will provide our citizens and property with enhanced fire protection for many years to come. As a reminder, all plans and designs shall fully comply with the 2012 International Fire Code {IFC} and the 2012 International Building Code {IBC} and per the Cottonwood Fire Departments Conditions. Please review the comments that are listed below.

- A full complete set of detailed stamped plans shall be provided to the Cottonwood Fire & Medical Department for review and prior approval of all phases before the work is permitted to start.
- Any buildings that exceeds 30' of the vertical distance between the grade plane and the highest roof surface shall meet all the requirements of Appendix D section D105.

FIRE SPRINKLER & FIRE ALARM COMMENTS

- Fire sprinklers shall be installed throughout the building{s} per NFPA 13 and all local regulations. The system shall be designed to meet the Hazard Class.
- Fire alarms shall be installed in all commercial and mixed use buildings per NFPA 72 and NFPA 70.

*Community risk reduction through:
Experience – Education – Engineering - Enforcement*

FIRE HYDRANT AND FIRE FLOW COMMENTS

- All plans, designs and fire flow calculations shall fully comply with the 2012 International Fire Code Appendix B and Chapter 5 of the IFC and per the Cottonwood Fire Departments Conditions.
- Fire hydrants and all water supply systems shall be installed, inspected, tested and accepted in accordance with all fire code requirements before any building materials and combustibles are allowed to arrive on site. Coordinate the installation and exact location of the fire hydrants with the Cottonwood Fire Marshal and the City of Cottonwood Utilities Department. {A reduction of fire hydrants and/or distance may be allowed} per appendix C of the IFC.

STREET / ACCESS / TURNAROUND COMMENTS

- All road/street heights, widths, cul-de-sac and hammerhead turn around distance {s} shall meet the requirements in the 2012 International Fire Code appendix D and the City of Cottonwood conditions.
- A secondary approved temporary access road shall be installed before phase II construction is started. A permanent approved collector street accessing North Main Street shall be installed and fully accepted by the City of Cottonwood before phase II is 25% completed.
- Tract “G” and Tract “F” may not meet the requirements stated within appendix D table D103.4. Provide a detailed plan of these Tracts for review and approval.
- No parking will be allowed on any streets that are 20’ wide. Parking on one side of the road will be allowed on streets that are 26’ wide, except where Fire Hydrants are located.
- Fire lanes shall be provided and shall be a minimum of 20’ wide and have a vertical clearance of 13’6” and maintained within 150’ of any part of the building. 12”x 8” Red retro reflective Fire Lane signs stating “No parking by order of the Fire Marshal” shall be posted at every 75’. All curbs in the Fire Lane shall be painted red with 4” white letters stating “No Parking Fire Lane” painted of the curb face. Coordinate exact areas of signage requirements with the Cottonwood Fire & Medical Department.

MAPPING / ADDRESSING COMMENTS

- All addressing and street names shall be coordinated and approved with the Cottonwood Fire & Medical Department Lieutenant Jeff Boyd. There may be some conflicts with the proposed street names that are currently listed. All requirements and conditions shall meet the conditions of Chapter 5 and appendix D of the 2012 IFC.

LANDSCAPING PLAN

- At the gated entrance to the On the Greens subdivision {from Anna's Ave.}, The Cottonwood Fire and Medical Department has an emergency vehicle preemption signal device on the coded gate system that requires a clear visible path from Groseta Ranch Road in order to operate correctly. Please coordinate any future placement of trees and shrubs within this corridor that may prevent this device from working correctly.

FIRE MARSHAL DIRECT COMMENTS

- We believe that this will be an outstanding project that will satisfy all of the Fire and Life Safety Code requirements throughout the entire subdivision. Our goal is to provide you {the developer} with outstanding customer service, and also provide our citizens with the safest living community as possible. We value your experience within the development/construction profession in Northern Arizona and look forward to hearing input from the developer so that we are all on the same page throughout this process.
- If there are any questions or comments, please feel free to contact the Cottonwood Fire Department at 928} 634-2741 or email rcontreras@cottonwoodaz.gov
- **These comments are preliminary, and final determinations, comments and approvals will be provided upon review of the final sets of plans submitted. No Certificate of Occupancy will be signed or issued by the Fire Marshal until all Fire Department conditions and requirements are fully met.**

