PRELIMINARY CODE REVIEW
“Eagle-Eye Mining LLC”
MEETING NOTES
Thursday, August 20, 2015

I. Opening Statements
   1. Introductions of attending staff members:

      David Williams, Land Use and Planning
      Danyl Tomerlin, Land Use and Planning
      Mark Rogers, Building Safety
      Amy Ness, Administrative Assistant, CS&P
      Kathy Houchin, Customer Service & Permitting - Facilitator

   2. Short synopsis of the intent of the Preliminary Code Review Meetings

Please Note: Comments are based upon information provided by the applicant as of this date. This process is not intended to be a formal review and does not constitute approval of the project. Requirements may be subject to change should different and or additional information be provided in the future.

II. PCR # 2015-31 APN # 203-14-005B & C
    Review of: “Eagle-Eye Mining LLC”
    Applicant: Pete Incardona

   1. Addressing –
      1. It looks like the applicant is using 23287 North Highway 89 as listed on the application. The correct address is 23287 South State Route 89. No other concerns from Addressing.
      Please direct any questions regarding addressing to Toni Ketchum, toni.ketchum@yavapai.us or Joan Burton, joan.burton@yavapai.us at (928) 771-3214.

   2. Planning/Land Use –
      1. Use: The properties are zoned C1-2 (Commercial; general sales and service). The current uses of the art gallery, retail sales and museum are allowed in this C1 zoning district. The proposed uses of the outside stone workshop, outside storage of materials and the heavy equipment storage and usage would require a Use Permit since they are first allowed in a C3 (Commercial and Minor Industrial).
         A. Several questions that should be answered in the Use Permit letter of intent are:
            • What are the hours of operation of the art gallery and the hours of operation of the outside activities?
            • Are most of the outside activities done under or inside existing buildings onsite?
         B. Another item that should be included in the letter of intent is a request for a waiver of the 50’ foot setback from property boundaries from the material storage and the outside workshop area.
         C. The non-refundable filing fee for the Use Permit application would be $1063.
         D. Citizen Participation: As part of the Use Permit application process all property owners within 300’ for the property boundaries along with any community groups would need to be notified about the proposed application. Generally the letter of intent that is provided with the completed Use Permit application is the same letter that you should send to the surrounding neighbors. A list of the property owners and a Use Permit application were provided to the applicant at the meeting.
2. **Parking:** The parking on the plan provided by the applicant should be sufficient since the retail space and gallery are not expanding. The existing parking should suffice for the proposed use.

3. **Screening:** The site plan indicates that the subject properties are fully fenced. This should be sufficient to screen the existing uses from neighboring properties.

4. **Exterior Lighting:** Any new exterior lighting must be permitted and meet all requirements of Section 603, Dark Sky ordinance, including fully shielded fixtures. Cut sheets and total lumen count to be provided along with a building permit application.

5. **Signage:** Please provide information on any new proposed signage as part of the Use Permit application.

6. **Access.** Per Section 502, Public Works will administer any requirements.

7. **Other.** Applicant should be aware of Section 581 Trash, Garbage, and Refuse Containment. All trash must be contained on parcel until appropriately removed.

   Please contact David Williams, david.c.williams@yavapai.us or Nicole Russell, nicole.russell@yavapai.us at (928) 771-3214 if you have any questions.

3. **Flood Control District –**
   1. The property is not impacted by a Special Flood Hazard Area and there is no increase in impervious area proposed. Therefore, the Flood Control District has no comments on this application.
   2. If, at the time of application, there are new buildings or there is a plan for new impervious area, we will review as appropriate at that time.

   Please contact Dan Cherry, dan.cherry@yavapai.us or Lynn Whitman, lynn.whitman@yavapai.us at (928) 771-3197 should you have any questions regarding this project.

4. **Public Works – N/A**

5. **ADOT –**
   Please contact Robert LaJeunesse, rlajeunesse@azdot.gov at (928) 777-5867 or Bruce Cooper, bruce.cooper@yavapai.us at (928) 777-5874 if you have questions regarding this project.

6. **ADEQ – N/A**

7. **Special District – N/A**

8. **Environmental Unit –**
   1. The proposal does not appear to affect the existing on site wastewater system. No Environmental Unit issues noted.

   Please contact Geoff Meek, geoff.meek@yavapai.us at (928) 771-3214 if you have any questions.

9. **Environmental Health – N/A**

10. **State Fire Marshal –**
    Please contact Fred Durham, fred.durham@dfbls.az.gov or Jeff Ashley, jeff.ashley@dfbls.az.gov at (602) 364-1003 if you have questions.

11. **Building Safety –**
    1. Yavapai County has adopted the International Building Codes. Plans submitted must be designed and constructed to the following codes: 2012: International Building Code,

2. Building Safety has no requirements for the project as described in the Preliminary Code Review meeting.

Please contact Mark Rogers, mark.rogers@yavapai.us at (928) 771-3214 if you have any questions.

12. Customer Service & Permitting Unit

A building permit is not required to install/use the saw within an existing structure. For any future structures and or structural/electrical/plumbing/mechanical modifications to existing structures, permit(s) are required prior to commencement of construction. Final inspection and Certificate of Occupancy must be obtained prior to initiation of use.

Submittal Requirements:

1. Applicant to submit completed permit application packet (which includes an 8 ½” X 11” Plot Plan drawn to scale, directions to site, floor plan with proposed room uses, dimensions and exits, and a letter of intent).

2. Submit five (5) complete sets of plans per the commercial plan review criteria plus two (2) sets of grading/drainage sheets only.

3. Plans will be distributed to the Fire District for review and approval as needed. Approval from the Fire District must be obtained prior to issuance of permit if required.

4. On Site waste water system permit must be applied for and/or approval of existing system must be obtained prior to or in conjunction with any permit dependent upon use of the on-site waste water system.

5. Each structure will require a separate permit.

6. Grading will require a separate permit. (Plan Review deposit due upon application)

7. Fencing will require a separate permit (Plan Review deposit due upon application)

8. Any new or modified signage will require a separate permit.

9. Applicant is advised to comply with ARS 32-1121 as it pertains to the Contractor’s Licensing Laws.

10. Separate submittal to be made directly to the Health Department if required.

11. Applications are accepted Monday through Friday during normal business hours. Please contact Kathy Houchin, kathleen.houchin@yavapai.us at (928) 771-3214 if you have any further questions.