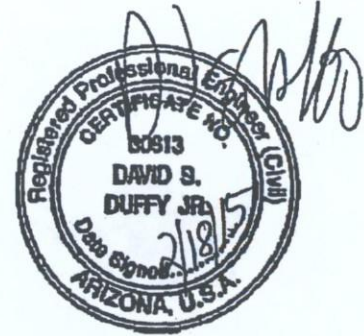


**Neighborhood Notification  
Open House Information  
Citizen Comments**



February 18, 2015

Ms. Dana Herzberg, M.Ed.  
On-Track Academy  
9811 E Bell Road  
Suite 110  
Scottsdale, AZ 85260



Expires 12/31/2017

**RE: Traffic Statement for the On-Track Academy Development in Scottsdale, Arizona**

Dear Ms. Herzberg:

CivTech Inc. has been retained by On-Track Academy, to prepare a traffic statement for the existing On-Track Academy at 16641 North 91<sup>st</sup> Street in Scottsdale, Arizona. The private school currently provides educational services to approximately 70 special needs students. On-Track Academy is adding approximately 6,000 square feet to their portion of the building and proposes to increase enrollment to 140 students.

Information provided by Phil Kercher, traffic engineer at the City of Scottsdale, indicated that an update to the trip generation and distribution statement dated May 16, 2013 was needed and that it should include a discussion of the additional trips generated and the effects on the capacities of the adjacent roadway system and site queuing.

This traffic statement addresses the following conditions: number of daily and peak hour trips generated by the proposed enrollment, the existing and proposed capacity of the adjacent street system, the distribution of the site trips, any additional turning lane needs or conflicts and school queuing/circulation.

### EXISTING CONDITIONS

The existing On-Track Academy is a private school located at 16641 North 91<sup>st</sup> Street, south of Bell Road. The school occupies a previous office building within a business park. On-Track Academy currently provides educational services to approximately 70 special needs children. Two driveways on 91<sup>st</sup> Street serve the school and are shared with other buildings on-site. Therefore, all school queuing should occur in front of the school building without blocking the driveways. For school circulation, parents enter at the south driveway and depart at the north driveway. The drop-off and pick-up area in front of the school building is approximately 210 feet long.

**91<sup>st</sup> Street** – 91<sup>st</sup> Street has two lanes in each direction divided by a raised median. Bike lanes and sidewalks are provided in both directions. Auxiliary lanes are not provided on 91<sup>st</sup> Street at the driveways for the school and other office buildings. The posted speed limit is 35 mph.

**91<sup>st</sup> Street & North Driveway** - This intersection is right-in and right-out only and is controlled by a stop sign with the driveway stopping for 91<sup>st</sup> Street. The northbound approach consists of one through lane and one shared through/right-turn lane. The driveway is 36 feet wide.

**91<sup>st</sup> Street & South Driveway** - This intersection is full access and is controlled by a stop sign with the driveway stopping for 91<sup>st</sup> Avenue. The northbound approach consists of one through lane and one shared through/right-turn lane. The southbound approach consists of one shared through/left-turn lane and one through lane. The driveway is divided by a raised median with 20 feet on each side.

**TRIP GENERATION**

The school is proposing to increase enrollment to 140 students.

The trip generation for the new enrollment was estimated utilizing the Institute of Transportation Engineers (ITE) *Trip Generation, 9<sup>th</sup> Edition* and *Trip Generation Handbook, 2<sup>nd</sup> Edition*. *Trip Generation* contains data collected by various transportation professionals for a wide range of different land uses. The data summarized in the report includes average rates and equations that have been established correlating the relationship between an independent variable that describes the development size and generated trips for each categorized land use. The report provides information for daily and peak hour trips.

**Table 1** summarizes the trip generation for the proposed On-Track Academy with an enrollment of 140 students. A detailed trip generation worksheet has been included as part of the **Attachments**.

**Table 1: Trip Generation**

Land Use	ITE Code	Size		Weekday Generated Trips						
				Daily Total	AM Peak Hour			PM Peak Hour of School		
					Enter	Exit	Total	Enter	Exit	Total
School	536	140	Students	348	70	44	114	34	48	82

The results of the trip generation summarized in **Table 1** reveal that with an enrollment of 140 students, the trip generation would double resulting in 348 anticipated daily trips, with 114 occurring during the morning peak hour and 82 occurring during the afternoon peak hour of the school.

**TRIP DISTRIBUTION**

Since the building is proposed to consist of school use, trips generated by site are anticipated to be predominantly to/from the students' homes. It is assumed that the distribution of generated trips may be similar to the population distribution surrounding the site. A population distribution was assessed using future socioeconomic information predicted by the Maricopa Association of Governments. The resulting distribution was applied through the major travel routes in the area to approximate travel behavior of the expected trips to the site.

**Table 2** displays the resulting trip distribution utilized while assigning new trips to the roadway network.

**Table 2: Trip Distribution**

Roadway	Distribution	
	In	Out
Bell Road/91 <sup>st</sup> St. (North)	64%	100%
Bahia Street/91 <sup>st</sup> St. (South)	36%	0%
<b>Total</b>	<b>100%</b>	<b>100%</b>

**TRIP ASSIGNMENT**

The trip distribution displayed in **Table 2** was applied to the anticipated trips generated by the site as displayed in **Table 1**. The resulting site peak hour turning movements on 91<sup>st</sup> Street are displayed in **Table 3** and in **Exhibit A**.

**Table 3: School Traffic Peak Hour Turning Movements**

Roadway	Access	Movement	AM (PM) Site Volumes
North Driveway	Right-in/Right-out	Northbound Right-in	0 (0)
		Westbound Right-out	44 (48)
South Driveway	Full	Northbound Right-in	25 (12)
		Southbound Left-in	45 (22)
		Westbound Right-out	0 (0)
		Westbound Left-out	0 (0)

As shown in **Table 3**, the peak southbound left-turn volume from 91<sup>st</sup> Street to the south driveway is 45 vehicles per hour (vph), the peak northbound right-turn from 91<sup>st</sup> Street to the south driveway is 25 vph, and the peak westbound right-turn from the north driveway to 91<sup>st</sup> Street is 48 vph.

The weekday daily trips anticipated to be added to 91<sup>st</sup> Street north of the site and Bell Road west of the site is 285 vehicles per day (vpd). The daily trips anticipated to be added to 91<sup>st</sup> Street south of the site is 63 vpd.

Bell Road is classified as a minor arterial – rural roadway according to Scottsdale’s *MTP 2010*. A minor arterial with rural character has a design average daily traffic (ADT) maximum of 35,000. The most recent ADT count available on the City of Scottsdale’s website is 14,200 (Bell Road east of Loop 101). Since the site is anticipated to add 285 daily trips, the additional site traffic is not expected to overburden the roadway.

91<sup>st</sup> Street is not classified by Scottsdale’s *MTP 2010*, but its cross section corresponds to a major collector with urban character which has a design ADT maximum of 30,000. ADT traffic counts were not collected on 91<sup>st</sup> Street. Since the anticipated ADT on Bell Road is less than the capacity of 91<sup>st</sup> Street, the additional site traffic is not expected to overburden the roadway.

Bahia Street is not classified by Scottsdale’s *MTP 2010*, but its cross section corresponds to a minor collector with urban/ESL character which has a design ADT maximum of 15,000. ADT traffic counts were not collected on Bahia Street. Since the anticipated ADT on Bell Road is less than the capacity of Bahia Street, the additional site traffic is not expected to overburden the roadway.

## EXISTING DROP-OFF, PICK-UP OPERATION

Drop-off and pick-up operations were observed at the On-Track Academy on Tuesday, February 10, 2015. There were 71 students in attendance on this day. The observations began at 8:00 AM for the morning drop-off and resumed at 2:50 PM for the afternoon pick-up.

In the morning, the drop-off times are 8:30 AM and 8:45 AM for lower and middle school students. The high school students arrive at 9:00 AM and later. In the afternoon, the pick-up times are 3:15 PM and 3:30 PM for lower and middle students. The high school students are released at 3:00 PM and earlier. The school site has a parking lot in the front of the building and along the north side of the building. Two driveways on 91<sup>st</sup> Street serve the school and are shared with other buildings on-site. Therefore, all school queuing should occur in front of the school building without blocking the driveways. For school circulation, parents enter at the south driveway and depart at the north driveway. The drop-off and pick-up area in front of the school building is approximately 210 feet long.

It was observed that during both the drop-off and pick-up times, the arrivals were spaced with no distinguishable peak times. The maximum queue observed was three vehicles, which occurred once in the morning and once in the afternoon. Generally, there were only two vehicles queued. There appeared to be a fairly even distribution between parents that stopped in the queue area and those who parked and walked their student into or from the school. Parents were not noticed arriving excessively early, which is the case at other private/charter schools that have been observed.

In the morning, there were three teachers/aides/administrators that helped children from the vehicles. In the afternoon, there were 5 to 6 teachers/aides/administrators that called or went inside to get children as their pick-up vehicle pulled onto school property. Many times the student had come from inside to be at the curb when the vehicle pulled up or shortly thereafter. A few instances were timed, and it took 15 to 20 seconds for pick-up until the vehicle pulled away. Aides sometimes instructed parents to pull to the farthest point in the queue if several vehicles entered the school.

Generally, when multiple vehicles arrived together, about half parked and half pulled to the curb. The aisle in front of the school is wide enough to be able to pull around a vehicle queued if needed.

It was observed that there was approximately 15 open parking spaces for parents to use if they parked and walked to the building to retrieve their child. The first release was for the high school students, and approximately 5 additional spaces opened up due to student drivers. During any point, there were still 50% of the parking spaces available should the school double enrollment.

## IMPACT OF INCREASED ENROLLMENT TO ON-SITE CIRCULATION

The observation revealed a fairly even distribution between parents that stopped in the queue area and those who parked and walked their student into or from the school. Parents were not observed arriving excessively early, which is the case with several other private/charter schools. It was observed that there was approximately 15 open parking spaces for parents to use if they parked and walked to the building to retrieve their child. The first release was for the high school students, and approximately 5 additional spaces opened up due to student drivers.

During any point, there were still 50% of the parking spaces available should the school double enrollment.

An observation of the current pick-up and drop-off operations revealed a maximum queue of three vehicles. The length of the drop-off/pick-up area is approximately 210 feet. Using an average length of 20-25 feet, which accounts for space between the vehicles, the area in front of the school can accommodate a queue of 8-10 vehicles. Since the maximum observed queue is only three vehicles, it is expected that the number of queuing vehicles with double enrollment would be less than 8.

Moreover, CivTech has previously collected data at various charter schools and determined a queuing rate of 0.1 vehicle per student. Because the drop-off and pick-up times are staggered, the 0.1 rate was applied to 70 students assuming that would be the maximum number released at one time. The resulting queue is 7 vehicles. The projected queue of 7 vehicles could be accommodated on-site in front of the school building with the increased enrollment.

## CONCLUSIONS

From the above, the following could be concluded.

- The On-Track Academy is a private school that currently provides educational services to approximately 70 special needs children. The school is adding approximately 6,000 square feet to their portion of the building and proposes to increase enrollment to 140 students.
- With an enrollment of 140 students, the anticipated trip generation would double resulting in 348 daily trips, with 114 occurring during the morning peak hour and 82 occurring during the afternoon peak hour of the school.
- With an enrollment of 140 students, the following is the projected school peak hour trips:

Roadway	Access	Movement	AM (PM) School Traffic Volumes
North Driveway	Right-in/Right-out	Northbound Right-in	0 (0)
		Westbound Right-out	44 (48)
South Driveway	Full	Northbound Right-in	25 (12)
		Southbound Left-in	45 (22)
		Westbound Right-out	0 (0)
		Westbound Left-out	0 (0)

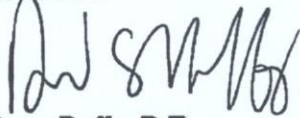
- An observation of the current pick-up and drop-off operations revealed a maximum queue of three vehicles. There are staggered times for drop-off and pick-up. The length of the drop-off/pick-up area is approximately 210 feet. Using an average length of 20-25 feet, which accounts for space between the vehicles, the area in front of the school can accommodate a queue of 8-10 vehicles. Based on previous data collected by CivTech at charter schools, a queue of 7 vehicles could be expected with an enrollment of 140 students released at staggered times. A queue of 7 vehicles could be accommodated on-site in front of the school building.

- The observation revealed a fairly even distribution between parents that stopped in the queue area and those who parked and walked their student into or from the school. Parents were not observed arriving excessively early, which is the case with several other private/charter schools. It was observed that there was approximately 15 open parking spaces for parents to use if they parked and walked to the building to retrieve their child. During any point, there were still 50% of the parking spaces available should the school double enrollment.
- With the staggered times and the option to park and walk the student, the current school site is expected to accommodate the increased queuing as a result of increased enrollment from 70 to 140 students.
- If the student make-up differs from the existing conditions, such as a higher portion of lower school students, the staggered pick-up/drop-off times should be re-evaluated to ensure that the queue does not extend the length of the school building.

Should you wish to discuss this information further, please contact me at (480) 659-4250.

Sincerely,

**CivTech**



Dave Duffy, P.E.  
Project Manager

Attachments:

*Exhibit A*

*Trip Generation Calculations*

*Trip Distribution Calculations*



Planning & Development Services Division  
Current Planning Services  
7447 E. Indian School Rd.  
Scottsdale, AZ 85251

April 17, 2015

Dana Herzberg, M.Ed.  
On-Track Tutoring & Family Support Services  
9811 E Bell Road Ste 110  
Scottsdale, Az

RE: Determination of a Planning Commission hearing.

Dear Ms. Herzberg:

Your Development Application 5-UP-2013#2, On-Track Academy CUP Amendment is scheduled for the May 27, 2015 Planning Commission agenda.

You will likely be required to make a presentation to the Planning Commission. Applicant's presentation is limited to ten minutes. If you choose to present your application to the Planning Commission utilizing a Power Point presentation, I will need to have the electronic file by 1:00 p.m. on Monday May 25<sup>th</sup>.

A subsequent letter with your site post requirements will be sent shortly after the required text has been verified. Typically, this is approximately twenty-one (21) days before a hearing date.

The Planning & Development Services Division has had this application in review for 20 Staff Review Days.

Thank you,

Doris McClay  
Planner

C: Case File



**Community & Economic Development Division  
Planning, Neighborhood & Transportation**

7447 East Indian School Road  
Scottsdale, Arizona 85251

Date: 3/5/15  
Contact Name: Shari Schwartz  
Firm name: on-track tutoring  
Address: 16641 N 91st St  
City, State Zip: Scottsdale AZ 85260

RE: Application Accepted for Review.

57 - PA- 2015

Dear Shari:

It has been determined that your Development Application for 57-PA-2015 has been accepted for review.

Upon completion of the Staff's review of the application material, I will inform you in writing or electronically either: 1) the steps necessary to submit additional information or corrections; 2) the date that your Development Application will be scheduled for a public hearing or, 3) City Staff will issue a written or electronic determination pertaining to this application. If you have any questions, or need further assistance please contact me.

Sincerely,

Name: Dennis McCleary  
Title: Planner  
Phone number: 480 312-4214  
Email address: Dmccleary@scottsdaleaz.gov

~ J

**5-UP-2013 #2  
3/6/2015**



**Community & Economic Development Division  
Planning, Neighborhood & Transportation**

7447 East Indian School Road  
Scottsdale, Arizona 85251

Date: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Firm name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State Zip: \_\_\_\_\_

RE: Minimal Submittal Comments  
\_\_\_\_\_ - PA- \_\_\_\_\_

Dear \_\_\_\_\_:

It has been determined that your Development Application for \_\_\_\_\_ does not contain the minimal information, and has not been accepted for review.

Please refer to the application checklist and the Minimal Information to be Accepted for Review Checklist, and the Plan & Report Requirements pertaining to the minimal information necessary to be accepted for review.

**PLEASE CALL 480-312-7000 TO SCHEDULE A RESUBMITTAL MEETING WITH ME PRIOR TO YOUR PLANNED RESUBMITTAL DATE. DO NOT DROP OFF ANY RESUBMITTAL MATERIAL WITHOUT A SCHEDULED MEETING. THIS WILL HELP MAKE SURE I'M AVAILABLE TO REVIEW YOUR RESUBMITTAL AND PREVENT ANY UNNECESSARY DELAYS. RESUBMITTAL MATERIAL THAT IS DROPPED OFF MAY NOT BE ACCEPTED AND RETURNED TO THE APPLICANT.**

These **Minimal Submittal Comments** are valid for a period of 180 days from the date on this letter. The Zoning Administrator may consider an application withdrawn if a revised submittal has not been received within 180 days of the date of this letter (Section 1.305. of the Zoning Ordinance).

Sincerely,

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Email address: \_\_\_\_\_

# On-Track Academy

## NEIGHBORHOOD INVOLVEMENT REPORT

### Application Information:

Request: Conditional Use Permit Amendment  
 Existing Zoning: I-1 PCD  
 Building size: 34,445 +/- sq. ft.  
 Parcel size: 74,723 +/- sq. ft.  
 Location: 16641 N 91<sup>st</sup> Street, Suite 101  
 Applicant: On-Track Tutoring & Academy  
 Project No: 57-PA-2015

### Background

This is a request for an amendment to a Conditional Use Permit for a Private School in a portion of an existing 34,445 +/- sq. ft. building located at 16641 N 91<sup>st</sup> Street. On-Track Academy requests an expansion within the current leased property (an immediate addition of just under 6000 sq. ft., with plans to eventually occupy the entire building), as well as an increase in maximum number of students enrolled (from the current allowance of 70 students to 100 students for the next school year, with a long-term cap of 140 students).

### Neighborhood Outreach

Public Outreach for this application included sending a project notification letter to all property owners within 750-feet of the Property. Notification letters were mailed via USPS (first class) on 2/24/15 to a total of eighty-seven (87) property owners; the mailing list and a copy of the Open House notification letter are attached. As of today's date, no letters have been returned "undeliverable" and no property owners have contacted us with support or concerns.

Name	Address	City	State	Zip
16454 N 91ST STREET #A LLC	7918 E MCCLAIN DR UNIT 101	SCOTTSDALE	AZ	85260
16674 N 91ST LLC	13828 N 41ST PL	PHOENIX	AZ	85232
90TH STREET AND BAHIA BUSINESS PARK LLC	16611 NORTH 91ST STREET STE 105	SCOTTSDALE	AZ	85260
91ST STREET COMMONS LLC	16650 N 91ST STREET #102	SCOTTSDALE	AZ	85260
ABBAJAY DUANE/PAULA	16622 NORTH 91ST STREET STE 101B	SCOTTSDALE	AZ	85260
ADELSON SPORTS LLC	6501 E GREENWAY PKWY #103-504	SCOTTSDALE	AZ	85254
AEGIS I LLC	PO BOX 458	ORINDA	CA	94563

March 5, 2015

AIRBOR LLC	28509 N 104TH ST	SCOTTSDALE	AZ	85262
AMERIFUND HOLDINGS INC	9019 E BAHIA DR STE 100	SCOTTSDALE	AZ	85260
AZR PROPERTIES LLC	11258 E DEL TIMBRE DR 10405 E MCDOWELL MOUNTAIN RANCH RD STE 202 F	SCOTTSDALE	AZ	85259
BAHIA 91 LLC		SCOTTSDALE	AZ	85255
BAHIA CONDO LLC	8475 E HARTFORD DR STE 100	SCOTTSDALE	AZ	85255
BAHIA DRIVE LLC	10401 N 52ND ST STE 214	PHOENIX	AZ	85235
BAHIA HOLDINGS LLC	8340 E RAINTREE DR	SCOTTSDALE	AZ	85260
BAHIA HOLDINGS LLC	16622 N 91ST ST STE 102-103	SCOTTSDALE	AZ	85260
BAHIA SCOTTSDALE PROPERTIES LLC	7985 LEA CIR	BLOOMINGTON	MN	55438
BAHIA WAREHOUSE LLC	9836 E CASITAS DEL RIO DR	SCOTTSDALE	AZ	85255
BELL-101 / RANCHO VERDE INVESTORS LLC	11861 E DESERT TR RD	SCOTTSDALE	AZ	85259
BG ICE LLC	9375 E BELL RD	SCOTTSDALE	AZ	85260
BONFIELD HOLDINGS INC	12160 E MOUNTAIN VIEW RD	SCOTTSDALE	AZ	85259
BOONE DANIEL L/DOMINIQUE A	16801 N 90TH ST	SCOTTSDALE	AZ	85260
BOVAPA PARTNERS LLC	8970 E BAHIA DR STE 100	SCOTTSDALE	AZ	85260
BWE 2000 LLC	16611 N 91ST ST STE 105	SCOTTSDALE	AZ	85260
C N S PROPERTIES LLC	16631 N 9TH ST BLDG E U107	SCOTTSDALE	AZ	85260
CARSON GROUP LLC	8269 E DEL CADENA DR	SCOTTSDALE	AZ	85258
CHEYENNE INVESTMENT GROUP LLC	28150 N ALMA SCHOOL PKWY STE 103 499	SCOTTSDALE	AZ	85262
COFFEY LARRY W/CONNIE F/POWERS P H/FAYE E	701 MARINA BAY PL G5-638 PEAK RD F9	8912 E PINNACLE LINCOLN	NE	68201
COMSTOCK FAMILY LLC		SCOTTSDALE	AZ	85255
CRANE NORMAN B/VERNABELLE TR	4402 E MOCKINBIRD LN	PARADISE VALLEY	AZ	85253
DAGNEY ENTERPRISES LLC	7820 E EVANS RD STE 700	SCOTTSDALE	AZ	85260
DESERT REAL ESTATE HOLDINGS LLC	16679 N 90TH ST STE 101	SCOTTSDALE	AZ	85260
DISCOUNT SPAS DIRECT LLC	16443 N 91ST ST C103	SCOTTSDALE	AZ	85260
DITTRICK PHILLIP	16674 N 91ST ST 104	SCOTTSDALE	AZ	85260
DUNBAR PROPERTIES LLC	9170 E BAHIA DR STE 102	SCOTTSDALE	AZ	85260
FAT BAXTER INVESTMENTS LLC	8748 HIGH POINT DR	SCOTTSDALE	AZ	85262
H F HOLDINGS LLC	11931 E CHRISTOPHER LN	SCOTTSDALE	AZ	85244
HINKSON-PATTERSON HOLDINGS LLC	9019 E BAHIA DR NO 102	SCOTTSDALE	AZ	85260
HUGHES RAY D	9151 E BELL RD STE 101	SCOTTSDALE	AZ	85260
HUNNICUTT GRAVENSTEIN LLC	808 JONIVE RD	SEBASTOPOL	CA	95472
JACS PROPERTIES LLC	12707 E GOLD DUST AVE	SCOTTSDALE	AZ	85259
JMC FAMILY HOLDINGS LLC	11959 E TROON VISTA WY	SCOTTSDALE	AZ	85255
JORDAN WESLEY LLC	12239 E CORTEZ DR	SCOTTSDALE	AZ	85259
LAMCO-NORTH PLATTE INC	6401 WINDING RIDGE CIR	LINCOLN	NE	68512
LEAP DAY LLC	16674 N 91ST ST UNIT 107D	SCOTTSDALE	AZ	85260
LEBLANC INVESTMENT PROPERTIES LLC	28407 N 63RD ST	CAVE CREEK	AZ	85331
LEVY ROBIN G	345 SPRINGSIDE DR	AKRON	OH	44333
LGE CORPORATION	740 N 52ND ST STE 200	PHOENIX	AZ	85008
LME ASSET DEVELOPMENT LLC/BILTMORE MMBC LLC	PO BOX 15101	SCOTTSDALE	AZ	85267
MACKAY NEIL V	16674 N 91ST ST UNIT 101D	SCOTTSDALE	AZ	85260
MALO PROPERTIES LLC	16601 N 90TH ST BLDG B	SCOTTSDALE	AZ	85260

March 5, 2015

MAZEL ENTERPRISES LLC	16454 N 91ST ST STE 104	SCOTTSDALE	AZ	85250
MCDONALD JULIE R FRANK	4859 E MOCKINGBIRD LN	PARADISE VALLEY	AZ	85253
MCDOWELL MOUNTAIN MEDICAL INVESTORS LTD	P O BOX 847	CARLSBAD	CA	92018
MCDOWELL MOUNTAIN TECH LLC	740 N 52ND ST NO 200	PHOENIX	AZ	85008
MENG PROPERTIES LLC	8677 E GARY RD	SCOTTSDALE	AZ	85260
METIS GROUP THE LLC	9078 E LOS GATOS DR	SCOTTSDALE	AZ	85255
MMM BROKERAGE INC	8361 E EVANS RD 108	SCOTTSDALE	AZ	85260
MOPAR RANCH LLC	28440 N 75TH ST	SCOTTSDALE	AZ	85266
NJ REALTY LLC	23233 N PIMA RD UNIT 113	SCOTTSDALE	AZ	85255
NP NOTE 8 LLC	6109 N PALO CRISTI	PARADISE VALLEY	AZ	85253
OLIVE TREE DEVELOPMENT GROUP LLC	9260 E RAINTREE DR STE 100	SCOTTSDALE	AZ	85260
OMF HOLDINGS LLC	9349 E CALLE DE LAS BRISAS	SCOTTSDALE	AZ	85255
PACE ENTERPRISES LLC	20701 N SCOTTSDALE RD UNIT 107-624	SCOTTSDALE	AZ	85255
PAVO INDUSTRIAL LLC	16410 N 91ST ST STE 112	SCOTTSDALE	AZ	85260
PB SQUARED LLC	8596 E VOLTAIRE AVE	SCOTTSDALE	AZ	85260
PERSONAL GOURMET REAL ESTATE LLC	25227 N RANCH GATE RD	SCOTTSDALE	AZ	85255
PESTANO M A/STELLA A TR/MICHAEL M	14425 N 27TH PL	PHOENIX	AZ	85032
RANDALL PROPERTIES LLC	9096 E BAHIA DR STE 103	SCOTTSDALE	AZ	85260
REJUVENT PROPERTIES LLC	9155 E BELL RD STE 101	SCOTTSDALE	AZ	85260
S & L KING LLC	9025 E KAREN DR	SCOTTSDALE	AZ	85260
SAVONE ANGELO/ANNA TR SCOTTSDALE VISTELLA LLC LEASE 03-108992	14854 N 46TH PL 40 N CENTRAL AVE STE 2700	PHOENIX PHOENIX	AZ AZ	85032 85004
SPENSA ARIZONA VI LLC	10446 N 74TH ST STE 150	SCOTTSDALE	AZ	85258
SUNLIGHT REALESTATE AZ LLC	16621 N 91ST ST NO 103	SCOTTSDALE	AZ	85260
SUPERPHARM II LLC	400 N 3RD ST SUITE 400	PHOENIX	AZ	85012
TIERRA MARKETING SERVICES LLC	9170 E BAHIA DR STE 103A	SCOTTSDALE	AZ	85260
TMD CACTUS LLC	4910 E GREENWAY RD STE 6	PHOENIX	AZ	85254
TNT PROJECT LLC	7730 E REDFIELD RD BLD 3A	SCOTTSDALE	AZ	85260
TRAN TIEN/TERI	7187 MIDNIGHT ROSE CIR	CORONA	CA	92880
UNITED CLUB SERVICES LLC	9383 E BAHIA DR STE 250	SCOTTSDALE	AZ	85260
VANCAT INVESTMENTS LLC	16621 N 91ST STE 101	SCOTTSDALE	AZ	85260
VOICE INSTITUTE LLC	5900 N GRANITE REEF RD 114	SCOTTSDALE	AZ	85250
WDG ENTERPRISES LLC	11068 E JASMINE DR	SCOTTSDALE	AZ	85255
WERNER ROERHS INC	11684 N 83RD PL	SCOTTSDALE	AZ	85260
WIEDMAN IRA S/TERRY ANN	13442 HUSTON ST B	SHERMAN OAKS	CA	91423
WOLLMANN ANDREW F	16621 N 91ST ST STE 106	SCOTTSDALE	AZ	85260
WRIGHT BROTHERS INVESTMENTS II LLC	8241 E GELDING DR	SCOTTSDALE	AZ	85260



February 25, 2015

Dear Property Owner:

We are writing to notify you of our pending submittal to the City of Scottsdale for a revision to our conditional use permit (CUP) for our education-based business, which includes tutoring (on- and off-site) and a **small private day school**, located at **16641 N. 91<sup>st</sup> Street** (approx. 25,000 sq. ft. on a 1.72 acre lot). We plan to **increase the amount of square footage** we occupy in the building (zoned I-1 PCD office/warehouse) and **increase our student count**.

Overview of the CUP Revisions: If approved by the City, the amount of square footage leased in the building would increase from approx. 23,000 sq. ft. to approx. 29,000 sq. ft. Our private school student count (K-8<sup>th</sup> grade) will increase from 70 (our current cap) to 140 students, maximum, over the next few years.

About On-Track Academy: **On-Track Academy is a small, nurturing, and supportive learning environment for high-potential children with learning differences including dyslexia, ADHD, and those considered "twice exceptional" (gifted intelligence in addition to specific learning challenges).** The academy not a therapeutic school, and does not serve children who have primarily behavioral or psychiatric needs. It is also important to note that On-Track Academy is **NOT** a traditional school model: On-Track has built its reputation on providing completely individualized educational services one-on-one and in small groups. As such, no class in our academy exceeds the low teacher-to-student ratio of 1:8. Because of the needs of our student population, not all of our students attend school full-time or during "normal" school hours. Additionally, we place vital importance on the family atmosphere of our school community and intend to remain a small private school. We welcome you to learn more about On-Track Academy at [www.ontrackacademy.org](http://www.ontrackacademy.org).

History at this Location and Potential Community Impacts: On-Track has occupied our current facility for over a year and a half. During that time, we have had no complaints regarding any activity in or around our building. We have had only a single complaint regarding the traffic flow in the area during after school hours. As a result, we have visited with several neighboring businesses to inquire about any possible complaints about our drop-off or pick-up procedures (none were expressed), and we have made frequent adjustments so that pick-up and drop-off does not interfere with the flow of traffic in the area. **We continuously assess these policies, as well as others, to ensure that our academy does not adversely affect any other businesses in the area due to traffic (or any other) concerns.** We will continue to have staggered drop-off and pick-up times, and daily start and finish times that are later than other area schools (most notably Scottsdale Preparatory). In addition, we have a successful carpooling program in place as many of our students are traveling from outside Scottsdale. There are no plans for any changes to lighting, sound systems (or PA/bell systems), or the exterior of the building, eliminating any other potential impacts.

If you have any questions regarding the academy or the CUP, please contact Shari Schwartz at [shari@ontracktutoring.com](mailto:shari@ontracktutoring.com) or the City Coordinator for this CUP revision: Doris McClay, (480) 312-4214.

Thank you! We look forward to continuing to serve extraordinary kids in our community! ☺

Sincerely,

A handwritten signature in cursive script that reads "Dana Herzberg".

Dana Herzberg  
President and Head of School

A handwritten signature in cursive script that reads "Shari Schwartz".

Shari Schwartz  
Head of Operations



# Neighborhood Notification Checklist

AB, BA, UP, DR, HE, MUMSP, PP

Neighborhood notification is necessary for all Conditional Use Permits, including Municipal Use Master Site Permits, Abandonments, Development Review Board, Board of Adjustment, and Hardship Exemption cases. You are required to return this form with checked items completed, and your Neighborhood notification Report with your application submittal.

If you have questions on these requirements, please contact Planning & Development Services at 480-312-2328.

### This application is for a:

- Abandon of ROW/GLO
- Board of Adjustment
- Conditional Use Permit
- Development Review Board
- Hardship Exemption
- Municipal Use Master Site Plan

If you are submitting an application for Re-Zoning, Zoning Ordinance Text Amendments, Zoning Stipulation Amendments, Council Approved Amended Standards, and City Council Site Plan Approval this is not the correct checklist; please obtain a copy of the Citizen Review Checklist from your project coordinator. If you are applying for a General Plan Amendment, please obtain a copy of the Neighborhood Involvement Checklist from your project coordinator.

Complete the following marked items prior to submitting your application

### Step 1: Neighborhood Notification

<p><b>Provide information by:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 1<sup>st</sup> Class Letter or Postcard</li> <li><input type="checkbox"/> In Person</li> <li><input type="checkbox"/> Phone call</li> <li><input type="checkbox"/> Certified Mail</li> <li><input type="checkbox"/> Door Hangers/Flyers</li> </ul>	<p><b>To:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Property owners and HOAs within 750' (*required for all WCF)</li> <li><input type="checkbox"/> Adjacent property owners/ tenants/HOAs</li> <li><input type="checkbox"/> School District(s)</li> <li><input type="checkbox"/> Interested Party list (provided by Project Coordinator)</li> <li><input type="checkbox"/> Tenants, employees, and students (*required for all WCF)</li> </ul>
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\* WCF requirements for Notification shall be completed a minimum of 15 days prior to the application submittal.

### Project Notification shall include the following information:

- Project request and description
- Location
- Size (e.g. Number of Acres of project, Square Footage of Lot)
- Zoning
- Site Plan
- Applicant and City contact names and phone numbers
- Any scheduled open house(s) - including time, date, and location

### Step 2: Project Under Consideration

- Post sign 10 calendar days prior to your Open House Meeting. (See Sign posting requirements)
- Post sign 15 calendar days prior to your formal application submittal. (See WFC requirements)

5-UP-2013 #2  
3/6/2015

## Planning, Neighborhood & Transportation Division

7447 E. Indian School Road, Suite 105, Scottsdale, AZ 85251 • Phone: 480-312-7000 • Fax: 480-312-7088



# Neighborhood Notification Checklist

AB, BA, UP, DR, HE, MUMSP, PP

## Step 3: Hold An Open House Meeting

You are required to hold a minimum of \_\_\_ Open House Meeting(s).

Provide open house date, time, and location to Project Coordinator **at least** 14 calendar days prior to the meeting. E-mail open house information to project coordinator and to: [planninginfo@scottsdaleaz.gov](mailto:planninginfo@scottsdaleaz.gov).

## Step 4: Complete a Neighborhood Notification Report

Provide all of the checked items, in a report, with your submittal

- You are required to submit a Neighborhood Notification Report with your application.
- Submit either the original, or a copy of this marked Neighborhood Notification Packet.
- Document your Project Notification efforts as follows:
  - Provide a list of names, phone numbers/addresses of contacted parties (e.g. neighbors/property owners, School District representatives, and HOA's).
  - Provide a map showing where notified neighbors are located.
  - Provide the dates contacted, and the number of times contacted.
  - Indicate how they were contacted (e.g. letter, phone call). If certified mail was used, provide receipts of delivery.
  - Provide copies of letters or other means used to contact neighbors, the school district, and HOA's.
  - Provide originals of all comments, letters, and correspondence received.
  - Provide affidavit(s) of mailing(s).

- Verify the "Project Under Review" Sign Posting or Newspaper listing as follows:
  - Provide affidavit of posting, and pictures of sign, which are date and time stamped.
  - Copy of Newspaper listings with date of publication.

- Document the Open House Meeting(s) as follows:
  - List dates, times, and locations of open house meeting(s).
  - Provide the sign-in sheets, list of people attended the meeting(s), comment sheets, and written summary of the comments, issues and concerns provided at the open house meeting(s).
  - List the method by which the applicant has addressed, or intends to address, the issues, concerns, and problems identified during the process.
  - List dates, times, and locations of any follow-up with interested parties.

- List any other neighborhood, citizen involvement.

### Related Resources:

- Project Under Consideration Sign Posting Requirements
- Affidavit of Posting
- Public Hearing Sign Posting Requirements

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