

**Correspondence Between  
Staff and Applicant  
Approval Letter**



Planning & Development Services Department  
Planning and Neighborhood

7447 East Indian School Road  
Scottsdale, Arizona 85251

March 20, 2017

50-DR-2016  
Joanna Bartholomew  
SEG  
8280 E Gelding Dr Ste 101  
Scottsdale, AZ 85260

**RE: DRB APPROVAL NOTIFICATION**

**Case Reference No:** 50-DR-2016 Fry's Fuel Center #621

The Development Review Board approved the above referenced case on March 16, 2017. For your use and reference, we have enclosed the following documents:

- Approved Stipulations/Ordinance Requirements
- Site Plan with Fire Dept. Requirements Notations
- Construction Document Submittal Requirements/Instructions
- This approval expires two (2) years from date of approval if a permit has not been issued, or if no permit is required, work for which approval has been granted has not been completed.
  - These instructions are provided to you so that you may begin to assemble information you will need when submitting your construction documents to obtain a building permit. For assistance with the submittal instructions, please contact your project coordinator, Brad Carr, AICP, 480-312-7713.
- Table: "About Fees"
  - A brief overview of fee types. A plan review fee is paid when construction documents are submitted, after which construction may begin. You may review the current years fee schedule at: <http://www.scottsdaleaz.gov/bldgresources/Fees/default.asp>

Please note that fees may change without notice. Since every project is unique and will have permit fees based upon its characteristics, some projects may require additional fees. Please contact the One Stop Shop at 480-312-2500.

**Finally, please note that as the applicant, it is your responsibility to distribute copies of all enclosed documents to any persons involved with this project, including but not limited to the owner, engineers, architect, and developer.**

Sincerely,

Brad Carr, AICP  
Principal Planner  
bcarr@ScottsdaleAZ.gov

## About Fees -

The following table is intended to assist you in estimating your potential application, plan review, and building permit fees. Other fees may also apply, for example Water Resources non-Residential Development, Parking-in-Lieu Fees, or Assessment District Fees; and those fees are not listed in this package the plan review staff is responsible for determining additional applicable fees.

Type of Activity	Type of Fee	Subcategory	When paid?
Commercial	Application	<ul style="list-style-type: none"> <li>▪ Preapplication, Variance, Zoning Appeal, Continuance, Development Review Board, ESL, General Plan, Rezoning, Sign Review, Special Event, Staff Approval, Temporary Sales Trailer, Use Permit, or Zoning Text Amendment</li> </ul>	At time of application submittal
	Plan Review	<ul style="list-style-type: none"> <li>▪ Commercial, foundation, addition, tenant improvement/remodel</li> <li>▪ Apartments/Condos</li> <li>▪ Engineering site review</li> <li>▪ Signs</li> <li>▪ Plat fees</li> <li>▪ Misc. Plan Review</li> <li>▪ Lot Tie/Lot Split</li> <li>▪ Pools &amp; Spas</li> <li>▪ Recordation</li> </ul>	At time of construction document submittal
	Building Permit	<ul style="list-style-type: none"> <li>▪ Commercial addition, remodel, tenant improvement, foundation only, shell only</li> <li>▪ Fence walls or Retaining walls</li> <li>▪ Misc. Permit</li> <li>▪ Signs</li> </ul>	After construction document approval and before site construction begins
Residential	Application	<ul style="list-style-type: none"> <li>▪ Preapplication, Variance, Zoning Appeal, Continuance, Development Review Board, ESL, General Plan, Rezoning, Sign Review, Special Event, Staff Approval, Temporary Sales Trailer, Use Permit, or Zoning Text Amendment</li> </ul>	At time of application submittal
	Plan Review	<ul style="list-style-type: none"> <li>▪ Single family custom, addition, remodel, standard plans</li> <li>▪ Engineering site review</li> <li>▪ Misc. plan reviews</li> </ul>	At time of construction document submittal
	Building Permit	<ul style="list-style-type: none"> <li>▪ Single family custom, addition, remodel, detached structure, standard plans</li> <li>▪ Fence walls or Retaining walls</li> <li>▪ Misc. Permit</li> <li>▪ Signs</li> </ul>	After construction document approval and before site construction begins



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

12/27/2016

Joanna Bartholomew  
SEG  
8280 E Gelding Dr Ste 101  
Scottsdale, AZ 85260

RE: Concurrent Development Application Placed on Hold.  
50-DR-2016, Fry's Fuel Center #621

Dear Ms. Bartholomew:

This letter is to inform you that the Planning and Development Services has placed the following Development Application "On Hold": case number 50-DR-2016, Fry's Fuel Center #621. The City is processing your current application in accordance with your Request to Submit Concurrent Development Applications. Further processing of your Development Application by the City is reliant on your concurrent Development Application, case number 9-UP-2016, Fry's Fuel Center #621. After a final decision has been determined regarding your Development Application, case number 9-UP-2016, the Planning and Development Services will continue to process, case number 50-DR-2016.

Please be advised that if a determination has not been made regarding the Development Application, case number 9-UP-2016, within six (6) month of the date of this letter, the Zoning Administrator may consider case number 50-DR-2016 to be withdrawn.

Thank you,

Brad Carr, AICP, LEED-AP  
Principal Planner

C: Case File



November 18, 2016

Joanna Bartholomew  
SEG  
8280 E. Gelding Drive, Ste 101  
Scottsdale, AZ 85260

RE: 9-UP-2016 / 50-DR-2016  
Fry's Fuel Center #621

Dear Ms. Bartholomew:

The Planning & Development Services Division has completed the review of the above referenced development application submitted on 10/12/2016. The following **1<sup>st</sup> Review Comments** represent the review performed by our team, and is intended to provide you with guidance for compliance with city codes, policies, and guidelines related to this application.

#### **Zoning Ordinance and Scottsdale Revise Code Significant Issues**

The following code and ordinance related issues have been identified in the first review of this application, and shall be addressed in the resubmittal of the revised application material. Addressing these items is critical to scheduling the application for public hearing, and may affect the City Staff's recommendation. Please address the following:

#### **Zoning:**

1. The proposed drive aisle that is dimensioned at 12'-0" wide must be increased to 18'-0" wide, in compliance with Zoning Ordinance Section 9.106.B. Please revise the project plans to maintain the width and length of the proposed landscape median and reduce, as necessary, the width of the drive aisle that is between the proposed fuel canopy and the proposed landscape median.
2. Please provide an open space plan in compliance with Zoning Ordinance Sec. 5.1504.C.
3. Please submit a revised copy of the Citizen Review Report summary to include details, if any, of the most recent public outreach efforts, including any additional public comments that may have been received. (Zoning Ordinance, Sec. 1.305.C.2.b.)
4. Please revise the conceptual landscape plan so that it includes summary data indicating the landscape area (in square feet) of on-site, right-of-way, and parking lot landscaping, in compliance with Zoning Ordinance Section 10.200.

#### **Significant Policy Related Issues**

The following policy related issues have been identified in the first review of this application. Even though some of these issues may not be critical to scheduling the application for public hearing,

they may affect the City Staff's recommendation pertaining to the application and should be addressed with the resubmittal of the revised application material. Please address the following:

Site Design:

5. Notes and dimensions on the site plan and the open space plan appear to be 6-point font size, or less. Please revise the notes so that they are 12-point font size (1/6<sup>th</sup> of an inch). Please refer to the Plan & Report Requirements for Development Applications. Please refer to Zoning Ordinance Section 1.303.

Landscape Design:

6. Notes on the landscape plan appear to be 6-point font size, or less. Please revise the notes so that they are 12-point (1/6 inch) font size. Please refer to the Plan & Report Requirements for Development Applications. Please refer to Zoning Ordinance Section 1.303.

Building Elevation Design:

7. Notes and dimensions on the building elevations appear to be 6-point font size, or less. Please revise the notes so that they are 12-point (1/6 inch) font size. Please refer to the Plan & Report Requirements for Development Applications. Please refer to Zoning Ordinance Section 1.303.

Lighting Design:

8. Please provide a revised lighting site plan and photometric analysis that reflects any changes to the site plan. (Zoning Ordinance, Sec. 1.303.)

Circulation:

9. Please revise the project plans to improve the alignment of the on-site exit aisle with the parking lot aisle to the south. Site plan shows travel path aligning with curbed landscape island; existing layout lines up with parking aisle. This should not change with the addition of the new pumps. (Zoning Ordinance, Sec. 1.204.)
10. Please revise the project plans to relocate the accessible parking space so that it is not blocking the on-site circulation. (Zoning Ordinance, Sec. 1.204.)
11. Please revise the project plans to identify the refuse enclosure location on the site. (Zoning Ordinance, Sec. 1.204.)

Please resubmit the revised application requirements and additional information identified in Attachment A, Resubmittal Checklist, and a written summary response addressing the comments/corrections identified above as soon as possible for further review. The City will then review the revisions to determine if the application is to be scheduled for a hearing date, or if additional modifications, corrections, or additional information is necessary.

**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.**

The Planning & Development Services Division has had this application in review for 27 Staff Review Days since the application was determined to be administratively complete.

These **1<sup>st</sup> Review 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).

If you have any questions, or need further assistance please contact me at 480-312-7713 or at [bcarr@ScottsdaleAZ.gov](mailto:bcarr@ScottsdaleAZ.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Brad Carr". The signature is fluid and cursive, with the first name "Brad" and the last name "Carr" clearly distinguishable.

Brad Carr, AICP, LEED-AP  
Senior Planner

**ATTACHMENT A  
Resubmittal Checklist**

Case Number: **9-UP-2016 / 50-DR-2016**

Please provide the following documents, in the quantities indicated, with the resubmittal (all plans larger than 8 ½ x11 shall be folded):

- One copy: COVER LETTER – Respond to all the issues identified in the 1st Review Comment Letter
- One copy: Revised CD of submittal (PDF format)

Context Aerial with the proposed Site Plan superimposed

Color              2       24" x 36"              2       11" x 17"              2       8 ½" x 11"

Site Plan:

      8       24" x 36"              2       11" x 17"              2       8 ½" x 11"

Open Space Plan:

      2       24" x 36"              2       11" x 17"              2       8 ½" x 11"

Elevations:

Color              2       24" x 36"              2       11" x 17"              2       8 ½" x 11"  
B/W               2       24" x 36"              2       11" x 17"              2       8 ½" x 11"

Landscape Plan:

B/W               2       24" x 36"              2       11" x 17"              2       8 ½" x 11"

Lighting Site Plan/Photometric Analysis:

      2       24" x 36"              2       11" x 17"              2       8 ½" x 11"





Community & Economic Development Division  
Planning, Neighborhood & Transportation

7447 East Indian School Road  
Scottsdale, Arizona 85251

Date: 10/12/16  
Contact Name: JOANNA Bartholomew  
Firm name: Sustainability Engineering Group  
Address: 8280 Golding Dr. #101  
City, State Zip: Scottsdale, AZ 85260

RE: Application Accepted for Review.

570 - PA - 2016

Dear MS. Bartholomew:

It has been determined that your Development Application for Fry's Fuel Center G21 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: Brad Carr  
Title: Sr. Planner  
Phone number: 480-312-7713  
Email address: BCarr@ScottsdaleAZ.gov