

Case Research

CITY COUNCIL ACTION REPORT



TO: MAYOR AND CITY COUNCIL DATE: 1/20/87
FROM: COMMUNITY DEVELOPMENT/PROJECT COORDINATION
SUBJECT: CASES 141-Z-86 AND 59-UP-86

AGENDA ITEM NO 21

Grish Shirvani

Don Hadder

STAFF

REQUEST: Rezoning from R1-10 (Single-family Residential) to R-5 (Multi-family Residential) Conditional and use permit for private club

LOCATION: 6398 East Oak

APPLICANT: Louis G. Jekel
4323 N Brown Avenue, Ste E
Scottsdale, AZ

OWNER: Scottsdale Elks Lodge #2148
6398 E Oak
Scottsdale, AZ

PLANNING COMMISSION RECOMMENDATION: APPROVE subject to the attached stipulations

STAFF RECOMMENDATION: Per Planning Commission

CONCURRENCE: None required

PUBLIC COMMENT: No known opposition

GENERAL PLAN: Does not conform - single-family residential at 2-4 units per acre

ZONING HISTORY: R1-10 adopted in 1962.

SITE DETAILS

USE: Private club

PARCEL SIZE: 3.6+

GROSS FLOOR AREA: 18,200 square feet

FLOOR AREA RATIO: .12

PARKING REQUIRED: 151

PARKING PROVIDED: 152

BUILDINGS: 2 (1 existing)

HEIGHT: 20'

SETBACKS: 160' Oak, 120' north
50' east, 30' west

DISCUSSION:

The proposal is to expand the Scottsdale Elk's Lodge with a 13,200 square foot building consisting of meeting rooms, lounge/dining room, kitchen, and offices. The existing 5,000 square foot building will be converted to administrative office space and storage. The parking lot and landscaping would be up-graded to meet current standards.

The current use and development of the property enjoys a legal non-conforming status. The request would bring the property into ordinance conformance. With surrounding land uses consisting of Blood Services to the west, Valley Riding Club to the north, Handicap Village to the east, and the National Guard Armory to the south, the expansion of the facility should not have any adverse impact.

At their January 13, 1987 meeting the Planning Commission voted unanimously to recommend approval.

ACTION TAKEN

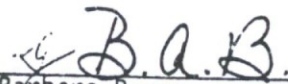
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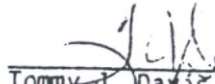
CITY COUNCIL ACTION REPORT

Cases 141-Z-86/59-Z-86
Page 2

COMMUNITY IMPACT:

The proposal provides a substantial upgrade to the property.


Barbara Burns
General Manager/Community Development


Tommy J. Davis
Assistant City Manager

ATTACHMENTS: A - Stipulations
#1 - Aerial
#2 - Zoning Map
#3 - Site Plan

STIPULATION FOR CASE 141-Z-86

1. Development shall be in substantial conformance with the plan and stipulations approved as part of the conditional use permit.

STIPULATIONS FOR CASE 59-UP-86

1. Development shall be in substantial conformance with the submitted plan except as modified by subsequent stipulations.
2. Dedication of the following right-of-way shall be made within 6 months of case approval:

Oak 35' (half-street)

3. The Development Review Board shall pay particular attention to the following:
- a. architectural integration of the existing building into the redevelopment
 - b. on-site circulation
 - c. on-site lighting
 - d. screening of parking area along east property line

ATTACHMENT A

TO: PLANNING COMMISSION DATE: 1/13/87
FROM: PROJECT COORDINATION
SUBJECT: CASES 141-Z-86 AND 59-UP-86

REQUEST: Rezoning from R1-10 (Single-family Residential) to R-5 (Multi-family Residential) Conditional and use permit for private club

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ATTACHMENTS: A - Stipulations
#1 - Aerial
#2 - Zoning Map
#3 - Site Plan

ML:ss

1-8-87 NS

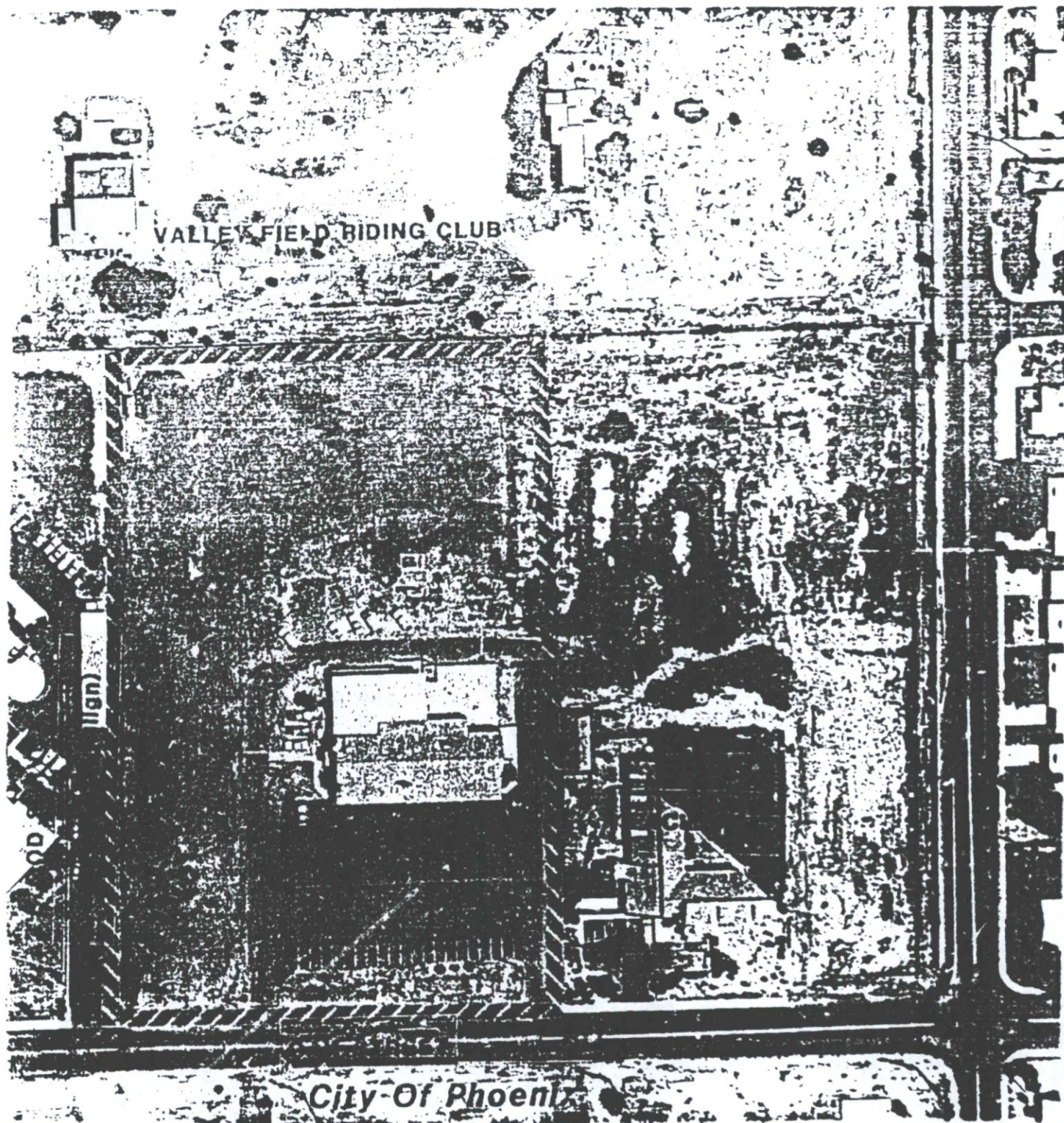
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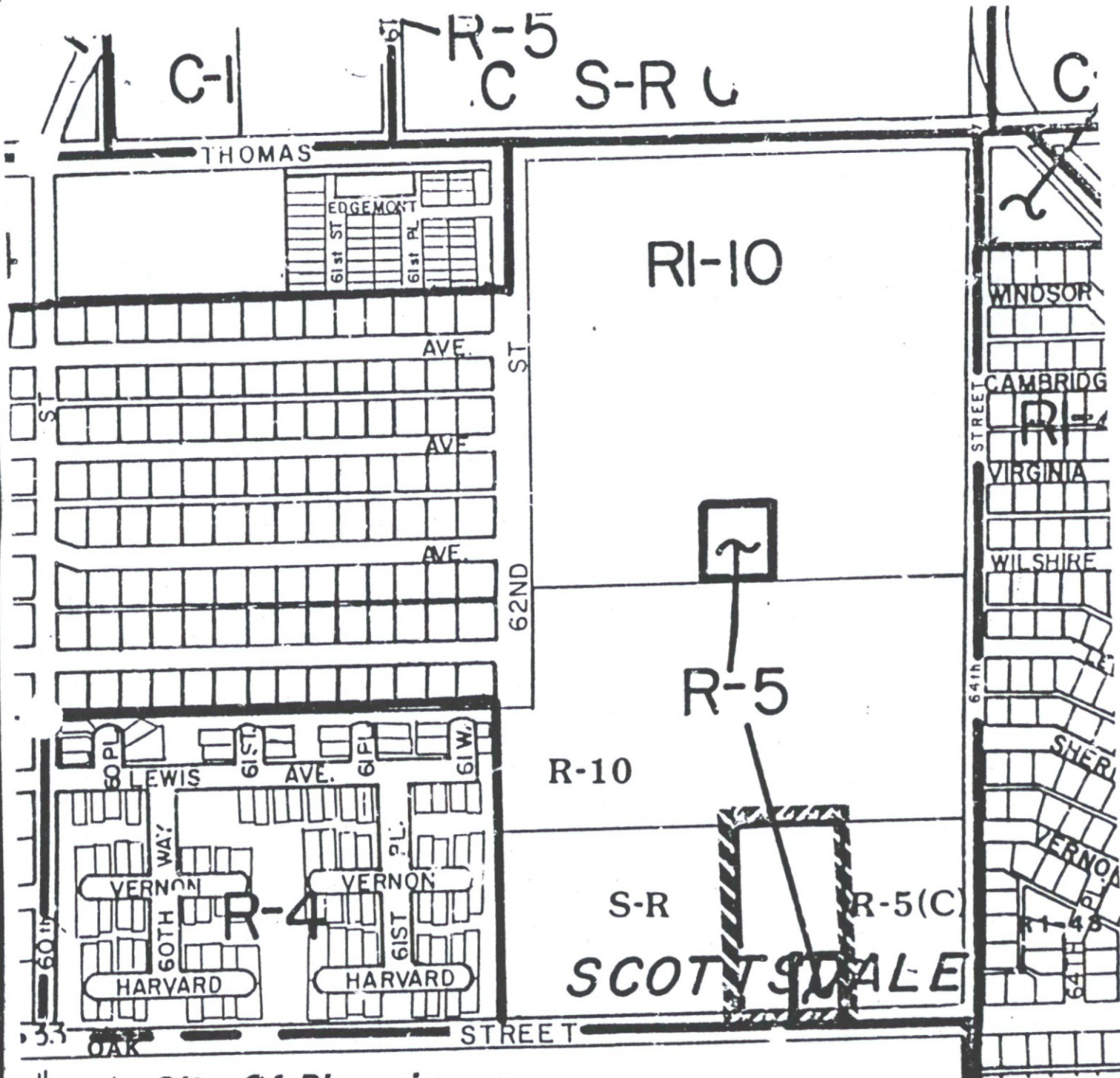
| | |
|-----|-------------------|
| Oak | 35' (half-street) |
|-----|-------------------|
3. The Development Review Board shall pay particular attention to the following:
 - a. architectural integration of the existing building into the redevelopment
 - b. on-site circulation
 - c. on-site lighting
 - d. screening of parking area along east property line



N
1" = 100'
1985

141-Z-86/59-UP-86

ATTACHMENT #1



City Of Phoenix

//// SUBJECT PROPERTY



141-Z-86/59-UP-86
Request rezoning from R1-7
to R-5(Conditional)

USE PERMIT CERTIFICATE

On January 20, 1987, (date) the City Council of the City of Scottsdale, Arizona, approved a use permit for a private club (use) located at 6398 East Oak

This use permit is subject to compliance with applicable codes, ordinances, and regulations of the City of Scottsdale; and is further subject to any and all stipulations and conditions contained in case file # 59-UP-86, which file is of public record and may be viewed in the offices of the City of Scottsdale Community Development Department, 7447 E. Indian School Road, Scottsdale, Arizona 85251.

Copies of this use permit were sent by registered mail to the following named persons:

on February 27, 1987
(date)

by: Cerise Schuyfer

ORDINANCE PLAN CHECK WORKSHEET
Scottsdale Elk's Lodge
6398 E. Oak Street

Existing Zoning: R1 - 7
Proposed Zoning: R-5 with Use Permit
Building Use: Private Club
Min. Lot Size allowable: 35,000 S.F.
Net Actual Lot Size (after dedication of 40' R.O.W.):
442' x 351.19' = 155,226 S.F.

OPEN SPACE

Total Required: $155,226 \times 24\% = 37,254$ S.F.
Frontage Open Sp. Req'd: $37,254 / 2 = 18,627$ S.F.

Total Provided = approx. 80,000 S.F.
Frontage Open space Provided = 18,724 S.F.
(See Work Sheet for calculation of open space provided)

BUILDING HEIGHT

Required - 36' max.
Provided - 20'

BUILDING SETBACKS

Front Yard - no minimum
Rear Yard - 15' req'd, 120' setback is provided
Side Yards - 0' (if side yard is provided, it shall be not less than 10')
Side Yards Provided - 50' at East side yard
30' at West side yard

DISTANCE BETWEEN BLDGS.

Required - 151
Provided - 152 (30 max. may be compact spaces)
(See Work Sheet for required parking calcs.)

LANDSCAPING

Required Trees (1" caliper min.) - 1-1/2 trees per 900
S.F. of req'd open space = $1.5 \times 37,254 / 900 = 62$ trees
Required Mature Trees = $62 \times 40\% = 25$ trees
(mature as defined by C.O.S. Zoning Ordinance Section 3.100)

Defiel & Associates Architects, Planners, Builders

Members of the American Institute of Architects

4330 North 62nd Street Suite 112 Scottsdale, AZ 85251 602-941-1932

PROJECT NARRATIVE

REQUEST: REZONING FROM R1-7 TO R-5 CONDITIONAL
LOCATION: 6398 E. OAK STREET, SCOTTSDALE, A
APPLICANT: SCOTTSDALE ELKS LODGE # 2148

SITE DETAILS

USE: PRIVATE CLUB
PARCEL SIZE: 351.19 X 442
GROSS FLOOR AREA: N/A
FLOOR AREA RATIO: N/A

PARKING

REQUIRED: 151 CARS
PROVIDED: 152 CARS

BUILDINGS

HEIGHT: 20' MAX.

SETBACKS: 163' FRONT: 120' REAR: 30' W. SIDE: 50' E. SIDE

OTHER:

THIS PROJECT EXISTED WHEN IT WAS ANNEXED INTO THE CITY OF SCOTTSDALE. THIS REZONING WILL BRING THE PROJECT INTO CONFORMANCE WITH THE PRESENT PROJECT USE. THE PROPOSED ADDITION TO THE PROJECT WILL BE IN CONFORMANCE WITH THE PROPOSED ZONING. THE EXISTING BUILDING WILL BE USED FOR OFFICE AND STORAGE SPACE FOR THE ELK'S LODGE.

ARCHITECTS
DEFIEL & ASSOCIATES, A.I.A.
4330 N. 62nd STREET, SUITE 112
SCOTTSDALE, ARIZONA 85251
PHONE: (602) 941-1932

SCOTTSDALE ELK'S LODGE
6398 E. OAK STREET
SCOTTSDALE, ARIZONA

DRAWN

CHECKED

DATE

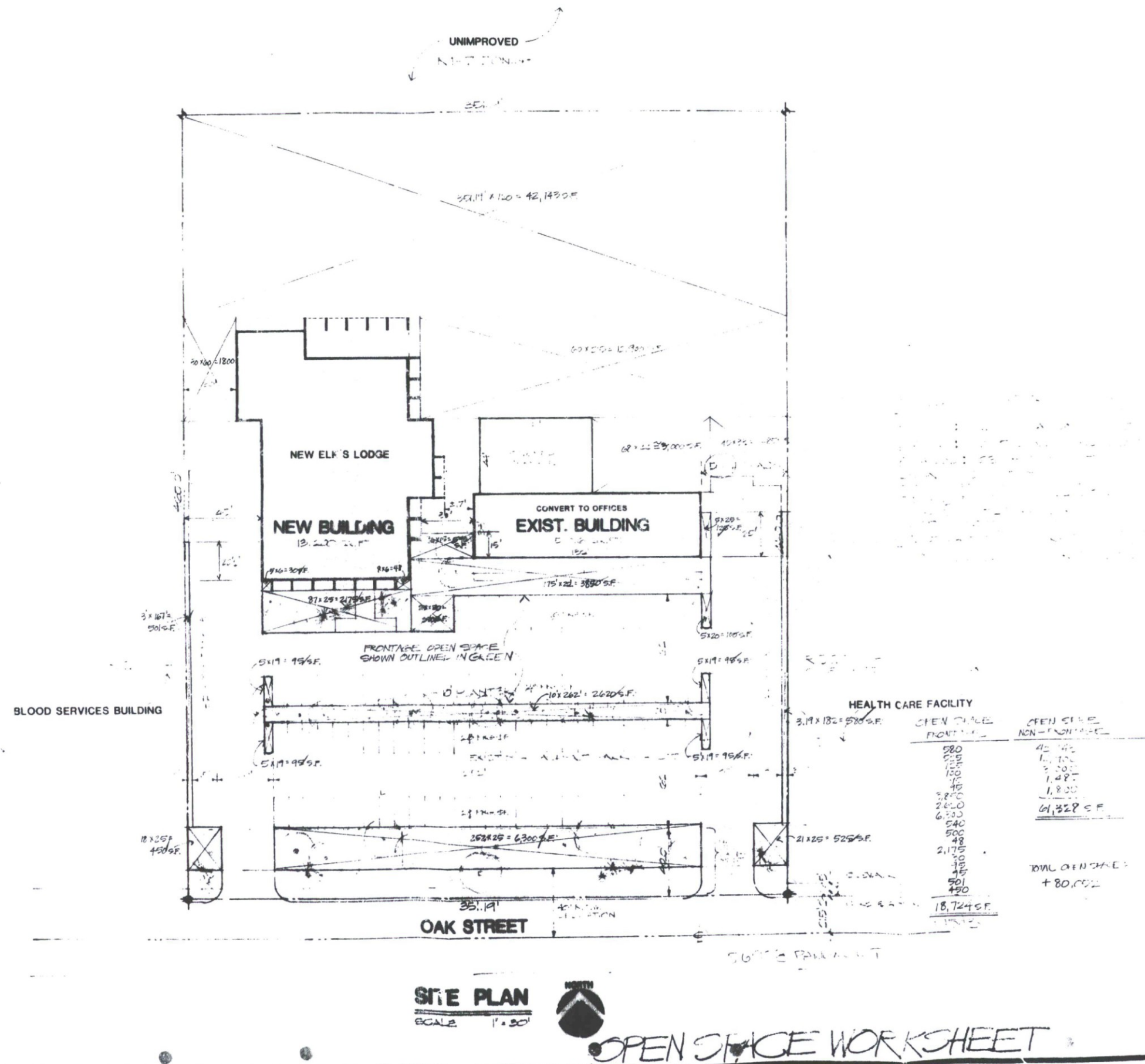
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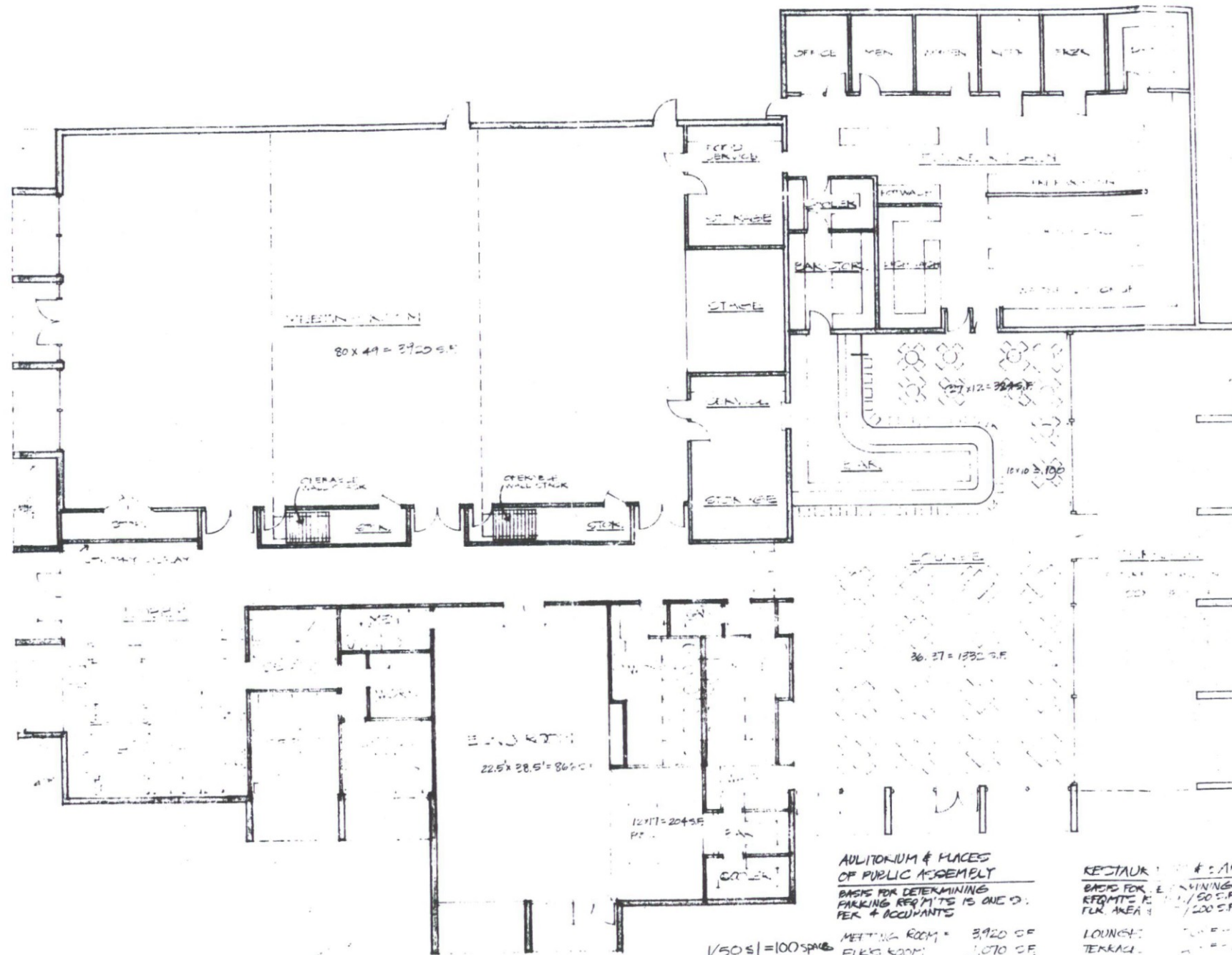
JOB NO

SHEET

1

OF SHEETS





AUDITORIUM & PLACES
OF PUBLIC ASSEMBLY
BASIS FOR DETERMINING
PARKING REQ'TS IS ONE SP.
PER OCCUPANT

MEETING ROOM = 3920 SF
ELK'S ROOM = 2070 SF
TOTAL = 4,990 SF
OCCUP. PER SQ. FT. = 15
TOTAL OCCUPANTS = 233
OCCUP. PER PKG. SP. = 4
PKG. SPACES REQ'D = 84

RESTAURANT & BANQUET
BASIS FOR DETERMINING
PARKING REQ'TS IS ONE SP.
PER 100 S.F. OUTDOOR PATIO

LOUNGE = 972 SF
TERRACE = 160 SF
PKG. SPACES = 15

OFFICES &
STORAGE
BASIS FOR PKG.
REQ'TS IS 1 SP.
PER 200 S.F.

CONFERENCE
ROOMS
REQ'D = 2

TOTAL SPACES REQ'D = 151

PROPOSED FLOOR PLAN
SCALE 1/8" = 1'0"



REQ'D PARKING WORKSHEET

| REVISIONS | BY |
|-----------|----|
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DEFIEL & ASSOCIATES, A.I.A.

ARCHITECTS & PLANNERS

6730 E. McDOWELL ROAD
SCOTTSDALE, ARIZONA (602) 941-1932

SCOTTSDALE ELK'S LODGE

A NEW MEETING & DINING HALL

6308 EAST OAK
SCOTTSDALE, ARIZONA

| |
|-----------------|
| DRAWN |
| CHECKED |
| DATE 7/31/84 |
| SCALE |
| JOB NO. |
| SHEET |
| 2 |
| OF SHEETS |

Conditional Use Permit

Development Application Checklist



Minimal Submittal Requirements:

At your pre-application meeting, your project coordinator will identify which items indicated on this Development Application checklist are required to be submitted. A Development Application that does not include all items indicated on this checklist may be rejected immediately. A Development Application that is received by the City does not constitute that the application meets the minimum submittal requirements to be reviewed.

In addition to the items on this checklist, to avoid delays in the review of your application, all Plans, Graphics, Reports and other additional information that is to be submitted shall be provided in accordance with the:

- requirements specified in the Plan & Report Requirements For Development Applications Checklist;
- Design Standards & Policies Manual;
- requirements of Scottsdale Revised Code (including the Zoning Ordinance); and
- stipulations, include any additional submittal requirements identified in the stipulations, of any Development Application approved prior to the submittal of this application.

If you have any question regarding the information above, or items indicated on this application checklist, please contact your project coordinator. His/her contact information is on the page 8 of this application.

Please be advised that a Development Application received by the City that is inconsistent with information submitted with the corresponding pre-application may be rejected immediately, and may be required to submit a separate: pre-application, a new Development Application, and pay all additional fees.

Prior to application submittal, please research original zoning case history to find the original adopted ordinance(s) and exhibit(s) to confirm the zoning for the property. This will help to define your application accurately. The City's full-service Records Department can assist.

PART I -- GENERAL REQUIREMENTS

| Req'd | Rec'd | Description of Documents Required for Complete Application. No application shall be accepted without all items marked below. |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1. Conditional Use Permit Application Checklist (this list) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2. Application Fee \$ <u>615.00</u> (subject to change every July) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 3. Completed Development Application Form (form provided) <ul style="list-style-type: none"> • The applicant/agent shall select a review methodology on the application form (Enhanced Application Review or Standard Application Review). • If a review methodology is not selected, the application will be review under the Standard Application Review methodology. <p>Prior to application submittal, please research original zoning case history to find the original adopted</p> |

Planning and Development Services

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

Conditional Use Permit Application Checklist

| | | |
|-------------------------------------|-------------------------------------|---|
| | | ordinance(s) and exhibit(s) to confirm the zoning for the property. This will help to define your application accurately. The City's full-service Records Department can assist. |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 4. Request to Submit Concurrent Development Applications (form provided) |
| | | 5. Proposition 207 wavier or refusal (Delay submittal until after the Planning Commission Hearing (sample agreement information provided) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 6. Letter of Authorization (from property owner(s) if property owner did not sign the application form) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 7. Affidavit of Authorization to Act for Property Owner (required if the property owner is a corporation, trust, partnership, etc. and/or the property owner(s) will be represented by an applicant that will act on behalf of the property owner(form provided) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 8. Appeal of Required Dedications or Exactions (form provided) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 9. Commitment for Title Insurance – No older than 30 days from the submittal date (requirements form provided) <ul style="list-style-type: none"> • 8-1/2" x 11" – 1 copy • Include complete Schedule A and Schedule B. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 10. Legal Description: (if not provided in Commitment for Title Insurance) <ul style="list-style-type: none"> • 8-1/2" x 11" – 2 copies |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 11. Request for Site Visits and/or Inspections Form (form provided) |
| | | 12. Addressing Requirements (forms provided) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 13. Neighborhood Notification Process Requirements: (form provided) <ul style="list-style-type: none"> • Provide one copy of the Neighborhood Notification Report • If substantial modifications are made to an application, additional notification may be required by the Zoning Administrator, or designee. When required, provide one copy of the Neighborhood Notification Report addendum. |
| | | 14. Request for Neighborhood Group Contact information (form provided) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 15. Site Posting Requirements: (form provided (white and red signs) <ul style="list-style-type: none"> • Affidavit of Posting for Project Under Consideration • Affidavit of Posting for Planning Commission Public Hearing (Delayed submittal). Affidavit must be turned in 20 days prior to Planning Commission hearing) • Affidavit of Posting for City Council Public Hearing (Delayed submittal). Affidavit must be turned in 20 days prior to City Council hearing) |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 16. Photo Exhibit of Existing Conditions: Printed digital photos on 8-1/2"x11" Paper – (form provided) <ul style="list-style-type: none"> • Provide 1 color original set and 1 - 8-1/2" x 11" <i>in pre-app</i> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 17. Archaeological Resources (information sheets provided) <ul style="list-style-type: none"> <input type="checkbox"/> Archaeology Survey and Report - 3 copies <input type="checkbox"/> Archaeology 'Records Check' Report Only - 3 copies <input type="checkbox"/> Copies of Previous Archeological Research - 1 copy |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 18. Completed Airport Vicinity Development Checklist – Your property is located within the vicinity of the Scottsdale Municipal Airport (within 20,000 foot radius of the runway; information packet provided) |

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Conditional Use Permit Application Checklist

| | | |
|--|--------------------------|---|
| | | <input type="checkbox"/> Airport Data Page <input type="checkbox"/> Aviation Fuel Dispensing Installation Approval form |
| PART II -- REQUIRED NARRATIVE, PLANS & RELATED DATA | | |
| Req'd | Rec'd | Description of Documents Required for Complete Application. No application shall be accepted without all items marked below. |
| | | 19. Plan & Report Requirements For Development Applications Checklist (form provided) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 20. Results of ALTA Survey (24" x 36") FOLDED <ul style="list-style-type: none"> 24" x 36" –1 copy, folded (The ALTA Survey shall not be more than 30 days old) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 21. Application Narrative <ul style="list-style-type: none"> 8 ½" x 11" – 4 copies The application narrative shall include: <ul style="list-style-type: none"> A one paragraph explanation of the request. This shall be no greater than a half page. Each of the Conditional Use Permit criteria specify in Section 1.401 of the Zoning ordinance. After each criterion, provide narrative response. Each of the Additional Conditional Use Permit criteria specify in Section 1.403 of the Zoning ordinance. After each additional criterion, provide narrative response. <div style="margin-left: 20px;"> <input type="checkbox"/> Bar <input type="checkbox"/> Live Entertainment <input checked="" type="checkbox"/> Other <i>(Club)</i> </div> Historic Property. If the property is an existing or potential historic property, describing how the proposal preserves the historic character or compliance with property's existing Historic Preservation Plan. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 22. Security, Maintenance & Operations Plan (For Bars and Live Entertainment) (form provided) <ul style="list-style-type: none"> Required for any of the following uses: <ul style="list-style-type: none"> Live entertainment (other than DJ) Medical marijuana Use / Caregiver Cultivation The Security, Maintenance & Operations Plan shall be accepted and signed by the Scottsdale Police Department prior to the submittal of the Conditional Use Permit application. See the provided form for instructions. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 23. Public Safety Plan (form provided) <ul style="list-style-type: none"> Required for any of the following uses: <ul style="list-style-type: none"> Establishments that require age verification for admittance, such as a Bar Teen dance centers Adult uses Establishments that have a Disc Jockey (DJ) The Public Safety Plan accepted and signed by the Scottsdale Police Department prior to the submittal of the Conditional Use Permit application. See the provided form for instructions. |

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Conditional Use Permit Application Checklist

| | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <p>24. Context Aerial with the proposed site improvements superimposed</p> <ul style="list-style-type: none"> • 24" x 36" – 2 color copies, folded • 11" x 17" – 1 color copy • 8 ½" x 11" – 1 color copy (quality suitable for reproduction) <p>Aerial shall not be more than 1 year old and shall include and overlay of the site plan showing lot lines, tracts, easements, street locations/names and surrounding zoning for a radius from the site of:</p> <p>_____ 750 foot radius from site</p> <p>_____ 1/4 mile radius from site</p> <p>_____ Other: _____</p> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <p>25. Site Plan</p> <ul style="list-style-type: none"> • 24" x 36" – 11 copies, folded • 11" x 17" – 1 copy (quality suitable for reproduction) • 8 ½" x 11" – 1 copies (quality suitable for reproduction) • Digital - 1 copy (Text and drawing shall be black and white, and in the DWF format) <p><i>Showing existing from previous case (SP-UP-1786) and new parking area w/ walls</i></p> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <p>26. Open Space Plan (Site Plan Worksheet) (sample provided)</p> <ul style="list-style-type: none"> • 24" x 36" – 2 copies, folded • 11" x 17" – 1 copy (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction) • Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <p>27. Natural Area Open Space Plan (ESL Areas)</p> <ul style="list-style-type: none"> • 24" x 36" – 2 copies, folded • 11" x 17" – 1 copy (quality suitable for reproduction) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <p>28. Topography and slope analysis plan (ESL Areas)</p> <ul style="list-style-type: none"> • 24" x 36" 1 – copy, folded |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <p>29. Landscape Plan</p> <ul style="list-style-type: none"> • 24" x 36" – 2 copies, folded of <u>black and white line drawings</u> (a grayscale copy of the color Landscape Plan will not be accepted.) • 11" x 17" – 1 copy, folded (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction) • Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <p>30. Hardscape Plan</p> <ul style="list-style-type: none"> • 24" x 36" – 2 copies, folded of <u>black and white line drawings</u> (a grayscale copy of the color Landscape Plan will not be accepted.) • 11" x 17" – 1 copy, folded (Text and drawing shall be black and white, and in the DWF format) |

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Conditional Use Permit Application Checklist

| | | |
|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 31. Parking Plan <i>on site plan</i> <ul style="list-style-type: none"> 24" x 36" – 1 copy, folded 11" x 17" – 1 copy (quality suitable for reproduction) 8 ½" x 11" – 1 color copy (quality suitable for reproduction) Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format) |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 32. Parking Master Plan <p>See the City's <u>Zoning Ordinance, Article IX</u> for specific submittal and content requirements for Parking Master Plan. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits.</p> <ul style="list-style-type: none"> 8-1/2" x 11" - 2 copies |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 33. Pedestrian and Vehicular Circulation <ul style="list-style-type: none"> 24" x 36" – 1 copy, folded 11" x 17" – 1 copy, folded (quality suitable for reproduction) 8 ½" x 11" – 1 copy (quality suitable for reproduction) Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format) |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 34. Elevations <ul style="list-style-type: none"> 24" x 36" – 2 folded black and white line drawing copies (a grayscale copy of the color elevations will not be accepted.) 24" x 36" – 2 color copies, folded 11" x 17" – 1 color copy, folded (quality suitable for reproduction) 11" x 17" – 1 black and white line drawing copy, folded (quality suitable for reproduction) 8 ½" x 11" – 1 color copy, (quality suitable for reproduction) 8 ½" x 11" – 1 black and white line drawing copy, folded (quality suitable for reproduction) Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format) |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 35. Floor Plans <ul style="list-style-type: none"> 24" x 36" – 1 copy, folded 11" x 17" - 1 copy, folded (quality suitable for reproduction) |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 36. Floor Plan Worksheet(s) <p>(Required for restaurants, bars or development containing there-of, and multi-family developments):</p> <ul style="list-style-type: none"> 24" x 36" – 1 copy, folded 11" x 17" - 1 copy, folded (quality suitable for reproduction) Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format) |

Planning and Development Services

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Conditional Use Permit Application Checklist

| | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 37. Exterior Lighting Site Plan (policy provided) <ul style="list-style-type: none"> • 24" x 36" – 1 copy, folded • 11" x 17" – 1 copy, folded (Text and drawing shall be black and white, and in the DWF format) |
| | | 38. Exterior Lighting Photometric Analysis <ul style="list-style-type: none"> • 24" x 36" – 1 copy, folded • 11" x 17" – 1 copy, folded (Text and drawing shall be black and white, and in the DWF format) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 39. Manufacturer Cut Sheets of All Proposed Lighting <ul style="list-style-type: none"> • 24" x 36" – 1 copy, folded • 11" x 17" – 1 copy, folded (Text and drawing shall be black and white, and in the DWF format) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 40. Drainage Report (information provided) See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for drainage report. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial, topography maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets. <ul style="list-style-type: none"> • 8-1/2" x 11" - 2 copies of the Drainage Report including full size plans/maps in pockets |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 41. Master Drainage Plan See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Master Drainage Report. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial, topography maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets. <ul style="list-style-type: none"> • 8-1/2" x 11" - 2 copies of the Drainage Report including full size plans/maps in pockets |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 42. Basis of Design Report for Water and Wastewater See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Basis of Design Report for Water. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, and plans. <ul style="list-style-type: none"> • 8-1/2" x 11" - 2 copies of the Basis of Design Report for Water including full size plans/maps in pockets |

Planning and Development Services

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Conditional Use Permit Application Checklist


| | | |
|-------------------------------------|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 43. Basis of Design Report for Wastewater See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Design Report for Wastewater. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, and plans. <ul style="list-style-type: none"> 8-1/2" x 11" - 2 copies of the Basis of Design Report for Wastewater including full size plans/maps in pockets |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 44. Transportation Impact & Mitigation Analysis (TIMA) (information provided) Please review the City's Design Standards & Policies Manual and Transportation Impact and Mitigation Analysis Requirements provided with the application material for the specific requirements. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, and plans. <ul style="list-style-type: none"> <input type="checkbox"/> Category 1 Study <input type="checkbox"/> Category 2 Study <input type="checkbox"/> Category 3 Study 8-1/2" x 11" - 3 copies of the Transportation Impact & Mitigation Analysis |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 45. Native Plant Submittal <ul style="list-style-type: none"> 24" x 36" 1 – copy, folded. (Aerial with site plan overlay to show spatial relationships of existing protected plants and significant concentrations on vegetation to proposed development) See Sec. 7.504 of the Zoning Ordinance for specific submittal requirements. |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 46. Other Plans and Report Requirements <ul style="list-style-type: none"> Please submit all plans, reports, and graphics stipulated in an associated Development application (such as a rezoning, Conditional Use Permit, abandonment, preliminary plat, etc) 24" x 36" 1 – copy, folded. (Plans and graphics) 8-1/2" x 11" - 3 copies of any report |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 47. Other: <i>Drainage: Topography plan (existing vs. proposed)</i> <i>(2 Copies) Preliminary G&D site plan</i> |

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Conditional Use Permit Application Checklist

PART III – SUBMITTAL OF THE DEVELOPMENT APPLICATION

| Req'd | Rec'd | Description of Documents Required for Complete Application. No application shall be accepted without all items marked below. |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 48. An appointment must be scheduled to submit this application. <u>To schedule your submittal meeting please call 480-312-7767. Request a submittal meeting with a Planning Specialist and provide your case pre-app number; 230 -PA-2017.</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 49. Submit all items indicated on this checklist pursuant to the submittal requirements. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 50. Delayed Submittal. Additional copies of all or certain required submittal indicated items above will be required at the time your Project Coordinator is preparing the public hearing report(s). Your Project Coordinator will request these items at that time, and they are to be submitted by the date indicated in the request. |
| <input type="checkbox"/> | <input type="checkbox"/> | 51. Other: _____ _____ _____ |
| <input checked="" type="checkbox"/> | | <p>52. If you have any question regarding this application checklist, please contact your Project Coordinator.</p> <p>Coordinator Name (print): <u>Jeff Barnes</u> Phone Number: <u>480-312-2376</u></p> <p>Coordinator email: <u>jbarnes</u> @scottsdaleaz.gov Date: <u>4/10/17</u></p> <p>Coordinator Signature: </p> <p>If the Project Coordinator is no-longer available, please contact the Current Planning Director at the phone number in the footer of this page if you have any question regarding this application checklist.</p> <p>This application needs a: <input type="checkbox"/> New Project Number, or <input checked="" type="checkbox"/> A New Phase to an old Project Number: <u>59-UP-1986</u></p> |

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Conditional Use Permit Application Checklist

Required Notice

Pursuant to A.R.S. §9-836, an applicant/agent may request a clarification from the City regarding an interpretation or application of a statute, ordinance, code or authorized substantive policy, or policy statement. Requests to clarify an interpretation or application of a statute, ordinance, code, policy statement administered by the Planning and Development Services, including a request for an interpretation of the Zoning Ordinance, shall be submitted in writing to the One Stop Shop to the attention of the Planning and Development Services Director. All such requests must be submitted in accordance with the A.R.S. §9-839 and the City's applicable administrative policies available at the Planning and Development Services' One Stop Shop, or from the city's website:

<http://www.scottsdaleaz.gov/bldgresources/forms>.

Planning and Development Services

One Stop Shop

Planning and Development Services Director

7447 E. Indian School Rd, Suite 105

Scottsdale, AZ 85251

Phone: (480) 312-7000

Planning and Development Services

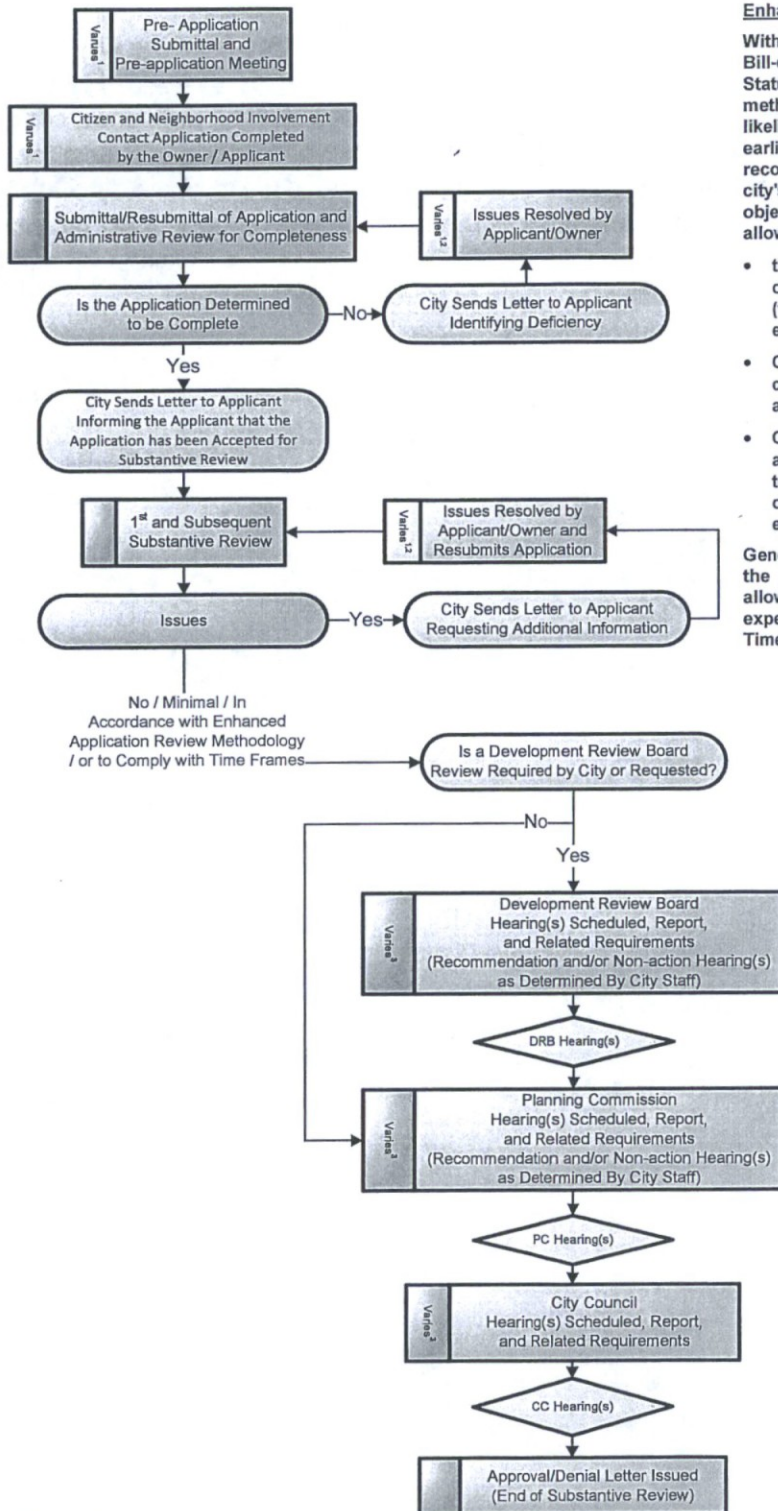
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Development Applications Process

Enhanced Application Review

Conditional Use Permit (UP)



Enhanced Application Review Methodology

Within the parameters of the Regulatory Bill-of-Rights of the Arizona Revised Statutes, the Enhanced Application Review method is intended to increase the likelihood that the applicant will obtain an earlier favorable written decision or recommendation upon completion of the city's reviews. To accomplish this objective, the Enhanced Application Review allows:

- the applicant and City staff to maintain open and frequent communication (written, electronic, telephone, meeting, etc.) during the application review;
- City staff and the applicant collaboratively work together regarding an application; and
- City staff to make requests for additional information and the applicant to submit revisions to address code, ordinance, or policy deficiencies in an expeditious manner.

Generally, the on-going communication and the collaborative work environment will allow the review of an application to be expedited within the publish Staff Review Time frames.

Note:

1. Time period determined by owner/applicant.
2. All reviews and time frames are suspended from the date a the letter is issued requesting additional information until the date the City receives the resubmittal from the owner/ applicant.
3. The substantive review, and the overall time frame time is suspended during the public hearing processes.
4. Owner/applicant may agree to extend the time frame by 25 percent

Time Line

| Administrative Review | Substantive Review | Public Hearing Process | Approval/Denial |
|----------------------------------|---|-------------------------------|-----------------|
| 15 Staff Working Days Per Review | 95 Total Staff Working Days, Multiple Reviews in This Time Frame ^{2,3,4} | Time Frames Vary ³ | Letter Issued |

Planning, Neighborhood & Transportation Division

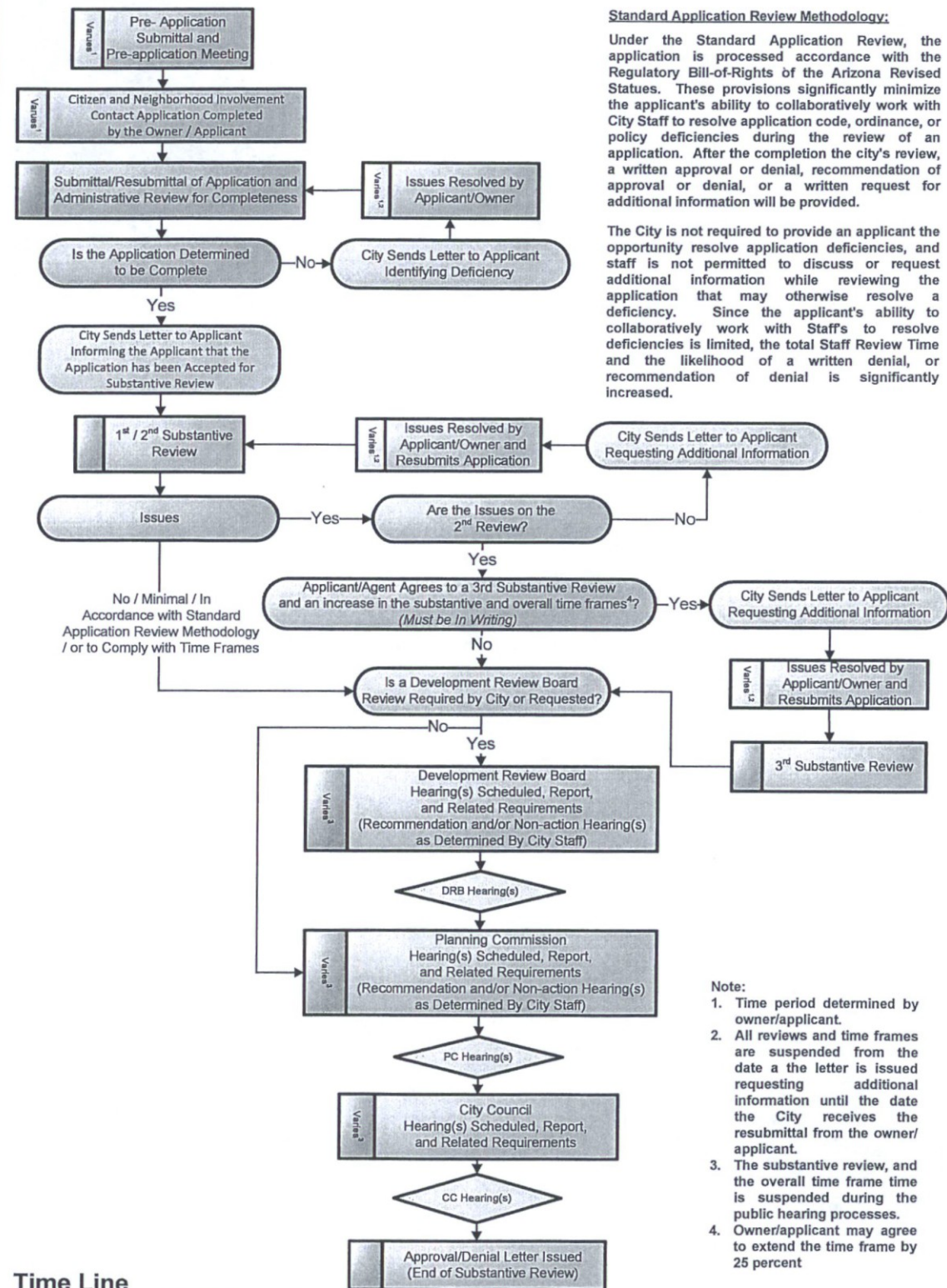
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Development Applications Process

Standard Application Review

Conditional Use Permit (UP)



- Note:
1. Time period determined by owner/applicant.
 2. All reviews and time frames are suspended from the date a the letter is issued requesting additional information until the date the City receives the resubmittal from the owner/ applicant.
 3. The substantive review, and the overall time frame time is suspended during the public hearing processes.
 4. Owner/applicant may agree to extend the time frame by 25 percent

Time Line

| Administrative Review | Substantive Review | Public Hearing Process | Approval/Denial |
|----------------------------------|--|-------------------------------|-----------------|
| 15 Staff Working Days Per Review | 95 Total Staff Working Days, Two Reviews in This Time Frame ^{2,3,4} | Time Frames Vary ³ | Letter Issued |

Planning, Neighborhood & Transportation Division

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Pre-Application Request

Purpose:

The purpose of the Pre-Application submittal, and meeting, is for the applicant and city staff to discuss a proposed Development Application, and the information and process that is necessary for city staff to process the proposal.

In accordance with the Zoning Ordinance, no development application shall be accepted before a Pre-Application has been submitted, and a Pre-Application meeting has been conducted with city staff, unless the Pre-Application meeting has been waived by the Zoning Administrator.

Submittal:

The completed Pre-Application Request form and all required materials and fees should be submitted in person to the One-Stop-Shop located at 7447 East Indian School Road; or, may they be submitted digitally at following website:

<https://eservices.scottsdaleaz.gov/eServices/PreApps/Default.aspx>

All checks shall be payable to "City of Scottsdale."

Scheduling

After the Pre-Application submittal has been accepted at the One-Stop-Shop, a staff member will contact the Applicant within five (5) Staff Working Days to schedule a Pre-Application meeting with the assigned staff member(s). Generally, a Pre-Application meeting is scheduled within five (5) to fifteen (15) Staff Working Days from the date of the submittal.

| | |
|---|---|
| Project Name: <u>AMENDMENT TO CONDITIONAL USE PERMIT</u> | |
| Property's Address: <u>6398 E. OAK STREET</u> | APN: _____ |
| Property's Zoning District Designation: <u>R-5</u> | |
| Property Details: | |
| <input type="checkbox"/> Single-Family Residential <input type="checkbox"/> Multi-Family Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other | |
| Has a 'Notice of Compliance' been issued? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, provide a copy with this submittal | |
| Lessee: Owner: <u>Debra Jo Clark</u> | Applicant: <u>Debra Jo Clark</u> |
| Company: <u>Scottsdale Elk Lodge #2148</u> | Company: <u>Scottsdale Elk Lodge #2148</u> |
| Address: <u>6398 E OAK ST 85257</u> | Address: <u>6398 E OAK STREET 85257</u> |
| Phone: <u>480 946 9368</u> Fax: <u>480 874 9666</u> | Phone: <u>480 946 9368</u> Fax: <u>480 874 9666</u> |
| E-mail: <u>BPOE Scottsdale @ Yahoo. com</u> | E-mail: <u>BPOE Scottsdale @ Yahoo. com</u> |
| <u>Debra Jo Clark</u> Owner Signature <u>Lessee</u> | <u>Debra Jo Clark</u> Applicant Signature |
| Official Use Only Submittal Date: <u>3/29/17</u> | Application No.: <u>230</u> -PA- <u>2017</u> |
| Project Coordinator: _____ | |

Planning and Development Services

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Pre-Application Request

Development Application Type:

Please check the appropriate box of the Type(s) of Application(s) you are requesting

| Zoning | Development Review | Signs |
|--|--|---|
| <input type="checkbox"/> Text Amendment (TA) | <input type="checkbox"/> Development Review (Major) (DR) | <input type="checkbox"/> Master Sign Program (MS) |
| <input type="checkbox"/> Rezoning (ZN) | <input type="checkbox"/> Development Review (Minor) (SA) | <input type="checkbox"/> Community Sign District (MS) |
| <input type="checkbox"/> In-fill Incentive (II) | <input type="checkbox"/> Wash Modification (WM) | Other |
| <input type="checkbox"/> Conditional Use Permit (UP) | <input type="checkbox"/> Historic Property (HP) | <input type="checkbox"/> General Plan Amendment (GP) |
| Exemptions to the Zoning Ordinance | Land Divisions | <input type="checkbox"/> In-Lieu Parking (IP) |
| <input type="checkbox"/> Hardship Exemption (HE) | <input type="checkbox"/> Subdivision (PP) | <input type="checkbox"/> Abandonment (AB) |
| <input type="checkbox"/> Special Exception (SX) | <input type="checkbox"/> Subdivision (Minor) (MD) | <input type="checkbox"/> Adult Care (AC) |
| <input type="checkbox"/> Variance (BA) | | <input type="checkbox"/> Single-Family Residential |
| <input checked="" type="checkbox"/> Minor Amendment (MN) | | <input type="checkbox"/> Other: |

Submittal Requirements: (fees subject to change every July)

☒ Pre-Application Fee: \$ 87
(No fees are charged for Historic Preservation (HP) properties.)

☐ Records Packet Fee: \$ _____
Processed by staff. The applicant need not visit the Records desk to obtain the packet.
(Only required when requested by Staff)

☒ Application Narrative:
The narrative shall describe the purpose of the request, and all pertinent information related to the request, such as, but not limited to, site circulation, parking and design, drainage, architecture, proposed land use, and lot design.

☐ Property Owner Authorization Letter
(Required for the SA and MS Pre-Applications)

- ☐ Site / Context Photographs
- Provide color photographs showing the site and the surrounding properties. Use the guidelines below for photos.
 - Photos shall be taken looking in towards the project site and adjacent to the site.
 - Photos should show adjacent improvements and existing on-site conditions.
 - Each photograph shall include a number and direction.
 - Sites greater than 500 ft. in length, also take the photo locations shown in the dashed lines.
 - Photos shall be provided 8 1/2 x 11 paper, max. two per page.



☐ Other

- The following list of Additional Submittal Information is not required for a Pre-Application meeting, unless indicated below by staff prior to the submittal of this request.
- Applicants are advised to provide any additional information listed below. This will assist staff to provide the applicant with direction regarding an application.

Additional Submittal Information

- ☐ Site Plan
- ☐ Subdivision plan
- ☐ Floor Plans
- ☐ Elevations
- ☐ Landscape plans
- ☐ H.O.A. Approval letter
- ☐ Sign Criteria Regulations & Language
- ☐ Material Samples – color chips, awning fabric, etc.
- ☐ Cross Sections – for all cuts and fills
- ☐ Conceptual Grading & Drainage Plan
- ☐ Exterior Lighting – provide cut sheets, details and photometrics for any proposed exterior lighting.
- ☐ Boundary Survey (required for minor land divisions)
- ☐ Areal of property that includes property lines and highlighted area abandonment request.
- ☐ One copy of the recorded document for the area that is requested to be abandoned. Such as: subdivision plat, map of dedication, GLO (General Land Office) federal patent roadway easement, or separate dedication document. A copy of most recorded documents to be abandoned may be purchased at the City of Scottsdale Records Dept. (480-312-2356), or the Maricopa County Recorder's Office (602-506-3535). A copy of the General Land Office (GLO) federal patent roadway easement may be purchased from the Bureau of Land Management (602-417-9200).

Planning and Development Services

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

City of Scottsdale
Addendum to Pre-Application Request – Application Narrative
March 30, 2017

Background

The Scottsdale Elks Lodge #2148 located at 6398 E. Oak Street currently occupies its land under a conditional use permit (private club, fraternity, sorority, and lodges) for R-5 zoning.

Lodge #2148 is chartered by the national organization of the Benevolent and Protective Order of Elks, one of country's largest charitable and civic organizations. To accomplish its charitable program purposes the local lodges must have a surplus of income over expenses.

The purpose of this application is to seek approval for an amendment to our conditional use permit to allow a "private" twenty (20) space RV storage lot on our property and provide income to support our charitable and community works.

As the Elks already provide various amenities to members, we believe this lot, which will be restricted to only Elks members, is merely an additional service to our members and thus only an ancillary use of operating a private club.

Specific Request

We hereby request that we be allowed to operate a twenty (20) space RV storage lot subject to the following terms and conditions:

1. Only paid-up members of the Order of Elks will be allowed to rent spaces. This facility will not be open to the general public
2. No "dry camping" or any overnight occupancy will be allowed at any time
3. No electric, water or sewage facilities will be provided to the spaces
4. All vehicles stored must be in operable condition, and possess a current state-issued vehicle or trailer license and must be insured
5. All storage to take place behind solid masonry walls
6. The lot will be located at the furthest point away from our frontage on Oak Street and will essentially be unseen from passersby. Our neighbor on the east is the Papago Buttes Church, to the west is the United Blood Services office building and to our north is the Valley Field Riding & Polo field. Across Oak Street to the

south are Arizona Army National Guard facilities. No single family houses are located anywhere around our property

7. The use of gravel, decomposed granite and recycled asphalt as a ground cover is planned to mitigate any dust problems
8. We propose minimum storage rentals of no less than two weeks at a time to minimize the amount of traffic and disruption to our neighbors
9. Access to the storage lot (see diagram) will only be from the west end of our property, which abuts an office building. No traffic will be allowed on the east side which abuts a church



Expanded view of 6398 E Oak St



DETAIL VIEW OF 6398 E OAK ST

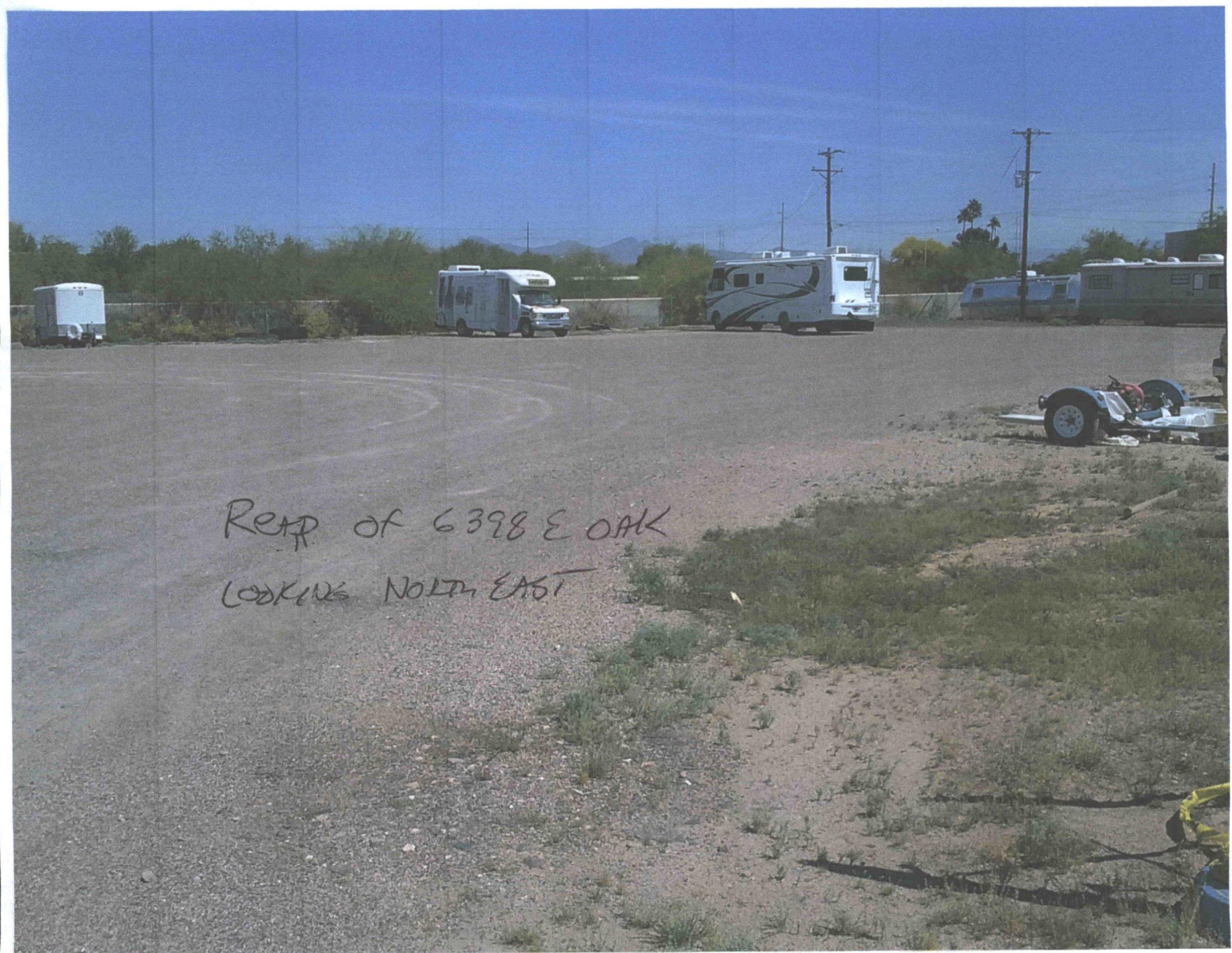


FRONT VIEW OF 6898 E OAK



REAR of 6398 E OAK
LOOKING NORTH WEST

ROAD OF 6398 E OAK
LOOKING NORTH EAST





PROPOSED
ENTRY TO
RV LOT

6398 E OAK ST