



10/29/2021

Elaine Mercado  
City of Scottsdale  
7447 E Indian School Rd Ste 205  
Scottsdale, AZ 85251

RE: **39-DR-2021**  
Scottsdale Civic Center Plaza  
**4895E (Key Code)**

Dear Elaine Mercado:

The Planning & Development Services Division has completed the review of the above referenced development application submitted on 9/21/2021. 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:

**Drainage:**

1. Please submit a revised Drainage Report with the rest of the resubmittal material identified in Attachment A.

**Water and Wastewater:**

2. Please provide a utility plan with any relevant water and sewer utility information relative to this scope with the resubmittal for review. No such information was provided or reviewed for the initial submittal.

**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:

3. In accordance with DSPM 2-1.309, please revise the plans to elaborate on how refuse collection/management is accounted for relative to the scope of this project.

Technical Corrections

The following technical ordinance or policy related corrections have been identified in the first review of the project. While these items are not as critical to scheduling the case for public hearing, they will likely affect a decision on the final plans submittal (construction and improvement documents) and should be addressed as soon as possible. Correcting these items before the hearing may also help clarify questions regarding these plans. Please address the following:

Circulation:

4. Please provide more detail of the plaza connection to Brown Avenue with the resubmittal. Please clarify the grades relative to the street. Please also provide a clearly defined north-south pathway for pedestrians traveling along Brown Avenue and show the existing crosswalks and pavers in the intersection.
5. Please provide information in the project narrative about the accommodation of bicycles in the plaza. Please revise the pedestrian circulation plan to show potential bicycle routes along edges of the plaza. Refer to the City Council approved master plan that shows bike routes for this area.

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.

The Planning & Development Services Division has had this application in review for 29 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 480-312-2376 or at [jbarnes@ScottsdaleAZ.gov](mailto:jbarnes@ScottsdaleAZ.gov).

Sincerely,



Jeff Barnes  
Senior Planner

**ATTACHMENT A**  
**Resubmittal Checklist**

**Case Number: 39-DR-2021**

**Key Code: 4895E**

Please follow the plan and document submittal requirements below. **All files shall be uploaded in PDF format.** Provide one (1) full-size copy of each required plan document file. Application forms and other written documents or reports should be formatted to 8.5 x 11.

A digital submittal Key Code is required to upload your documents: **4895E**. Files should be uploaded **individually** and in **order** of how they are listed on this checklist.

Submit digitally at: <https://eservices.scottsdaleaz.gov/bldgresources/Cases/DigitalLogin>

Digital submittals shall include one copy of each identified below.

- ☒ COVER LETTER – Respond to all the issues identified in this 1st Review Comment Letter
- ☒ Revised Narrative for Project
- ☒ Refuse Plan
- ☒ Pedestrian Circulation Plan
- ☒ Utility Plan

Technical Reports: Please submit one (1) digital copy of each report requested

- ☒ Revised Drainage Report: