



PLANNING SERVICES

7447 E. Indian School Rd., Suite 105
Scottsdale, AZ 85251

8/13/25

Cameron Morgan
Cameron Morgan Attorney at Law
6619 N Scottsdale Rd
Scottsdale, AZ 85250

RE: Administrative Review Comments
5-UP-2025
Old Town Tavern - Bar Use
5S118 (Key Code)

Dear Mr. Morgan:

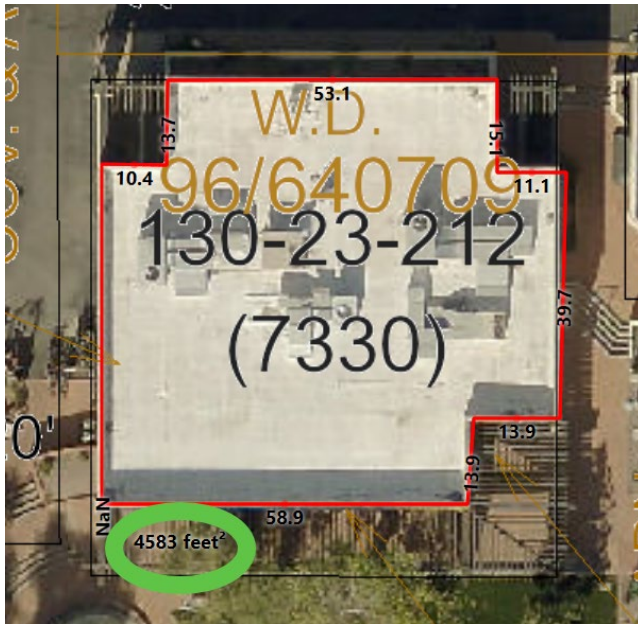
The Planning & Development Services Division has completed its administrative review of the above referenced development application and has determined that the application is administratively incomplete. The following is provided to assist you with a revised submittal of the application material that contains the minimal required information.

Administrative Review Comments

The following items have been determined to be missing, deficient, or incomplete:

1. The development application has not been revised with the property owner signature. Please provide an updated development application form. You must also choose a 'standard' or 'enhanced' review option.
2. The narrative explanation of parking is incomplete. Its description of parking suggests one of the suites, which are still demised separate suites, is either acting as an office use, or simply has an LLC which internally handles that part of the business operation. The floor plan layout is showing a bar, so it is unclear how the LLC description is intended to affect parking requirements from an actual operational standpoint.

Please show the math calculations for how the apparent 29 required spaces is being generated; the building appears to be about 4,500 sf of interior space, yet the narrative only mentions 1991 sf of interior space and 802 sf of patio space. Use Zoning Ordinance Table 9.103.B. for the 'bar with live entertainment' category. **Please also provide the parking agreement you're suggesting affects or eliminates parking requirements.**



Please resubmit the revised application material 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 administratively complete.

These **Administrative Review Comments** are valid for a period of 60 days from the date on this letter. The Zoning Administrator may consider an application withdrawn if a revised submittal has not been received within 60 days of the date of this letter (Section 1.305.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 480-312-2611 or at csteinke@ScottsdaleAZ.gov.

Sincerely,

A handwritten signature in black ink, appearing to read 'Casey Steinke'.

Casey Steinke
Planner

ATTACHMENT A
Resubmittal Checklist

Case Number: **5-UP-2025 & 6-UP-2025**

Please provide the following documents with the resubmittal:

- ☒ One copy: COVER LETTER – Respond to all the issues identified
- ☒ One copy: Development Application
- ☒ One copy: Parking Agreement
- ☒ One copy: Narrative

Without the basic information identified, the resubmittal cannot be accepted for review.