

**Correspondence Between  
Staff and Applicant  
Approval Letter**



# Neighborhood Notification Checklist

AB, BA, UP, DR, HE, HP, 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:

- |   |  |
|---|--|
| <input type="checkbox"/> Abandon of ROW/GLO               | <input checked="" type="checkbox"/> Development Review Board |
| <input type="checkbox"/> Board of Adjustment              | <input type="checkbox"/> Hardship Exemption                  |
| <input type="checkbox"/> Conditional Use Permit           | <input type="checkbox"/> Municipal Use Master Site Plan      |
| <input type="checkbox"/> Historic Preservation Commission |  |

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 checked="" type="checkbox"/> Adjacent property owners/ tenants/HOAs</li> <li><input type="checkbox"/> School District(s)</li> <li><input checked="" 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)

## Planning and Development Services

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





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## 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.
- 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

## Planning and Development Services

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**Murillo, Jesus**

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**From:** Ruenger, Jeffrey  
**Sent:** Tuesday, June 14, 2016 8:31 AM  
**To:** Murillo, Jesus; Castro, Lorraine  
**Subject:** RE: Phoenix Seminary public comment on Nextdoor app

There is no contact information with Nextdoor. We can only reply to them through the app. The app is set up for people to go to the case info page and submit comments. We can request an email if you would like.

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**From:** Murillo, Jesus  
**Sent:** Saturday, June 11, 2016 1:17 PM  
**To:** Castro, Lorraine  
**Cc:** Ruenger, Jeffrey  
**Subject:** RE: Phoenix Seminary public comment on Nextdoor app

Did we get an email for this resident.

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**From:** Castro, Lorraine  
**Sent:** Thursday, June 02, 2016 1:45 PM  
**To:** Murillo, Jesus  
**Cc:** Ruenger, Jeffrey  
**Subject:** Phoenix Seminary public comment on Nextdoor app

ATTACHMENT "B"



Create post

- Home
- Inbox
- Map & Metrics
- Invite residents
- Events
- AGENCY
- Directory
- Add staff members
- HELP
- Help center

Inbox / RE: Neighborhood notification: Planning & Develop  
 Conversation between you and Ilene Malka.



Ilene M.  
 I do not believe this is an appropriate location for a college/univer  
 area and already has high traffic volume from the multiple sites of



Scottsdale Planning Department  
 Thank you for your comment, we will save it to the case file.



Write a reply...

REPLY

*Lorraine Castro*

**Planning Specialist**  
 City of Scottsdale  
 Planning and Development Services  
[Lcastro@ScottsdaleAZ.gov](mailto:Lcastro@ScottsdaleAZ.gov)  
 480-312-7620

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## Murillo, Jesus

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**From:** Murillo, Jesus  
**Sent:** Saturday, June 11, 2016 1:16 PM  
**To:** 'lgundaz@aol.com'  
**Subject:** 5-UP-2016

Hello Ms. Gund,

Thank you for your comments. I will be sure that they are a part of the public record, and all reports written to the Commission, Development Review Board, and Council. I will also keep you updated as the project moves through the process. Your comments will also be shared with the applicant, because they have asked that staff forward any emails that are submitted in regards to this case. The project is currently under the first review, and staff will be providing the applicant with a First Review Comment Letter by the third week of June.

Thank you again for your comments.

Sincerely,

Jesús Murillo  
Senior Planner  
City of Scottsdale  
Planning, Neighborhood, and Transportation  
7447 E. Indian School Road, Ste. 105  
Scottsdale, AZ 85251  
Phone: 480-312-7849  
Fax: 480-312-9037

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Dear City of Scottsdale, I protest this college or university seminary building going into this Shea location. Scottsdale Bible Church has used Dark BLUE and GREEN to paint their buildings which are not allowed for any residential or commercial structures ever in the city of Scottsdale. How these colors got passed are beyond comprehension. Further, Scottsdale Bible leaves a bright blue light on the mini chapel all night that

glows for blocks around- not to code. nor allowed. -- sent by Lisa Gund (case# 5-UP-2016)



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## Murillo, Jesus

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**From:** Ruenger, Jeffrey  
**Sent:** Wednesday, June 08, 2016 1:37 PM  
**To:** Castro, Lorraine; Perone, Steve; Murillo, Jesus  
**Subject:** FW: 5-UP-2016 & 22-DR-2016

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**From:** Bob Patoni [<mailto:BPatoni@azdot.gov>]  
**Sent:** Wednesday, June 08, 2016 12:27 PM  
**To:** Projectinput  
**Cc:** Vanessa Nunez  
**Subject:** 5-UP-2016 & 22-DR-2016

RE: 5-UP-2016 & 22-DR-2016  
Phoenix Seminary Campus Addition & Remodel  
7901 E. Shea Blvd.

Attn: Jesus Murillo

Thank you for the notice of Conditional Use Permit and Development Review for the above-referenced development. After review, we have determined that the development will have no impact upon existing highway facilities. Thank you for the opportunity to review and comment.

*Robert A. Patoni, SR/WA*

**Bob Patoni, SR/WA**  
**Right of Way Project Coordinator**

205 S. 17<sup>th</sup> Ave. MD: 612E

Phoenix, AZ 85007

602-712-6126

[WWW.AZDOT.GOV](http://WWW.AZDOT.GOV)

**ADOT**  
Intermodal Transportation

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## Murillo, Jesus

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**From:** John Poole <johnpooleaz@yahoo.com>  
**Sent:** Wednesday, May 18, 2016 11:46 AM  
**To:** Murillo, Jesus  
**Subject:** Re: Phoenix Seminary - 7901 E. Shea Boulevard

Thank you for your consideration.

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**From:** "Murillo, Jesus" <JMurillo@ScottsdaleAz.Gov>  
**To:** 'John Poole' <johnpooleaz@yahoo.com>  
**Cc:** "Kercher, Phillip" <PKercher@Scottsdaleaz.Gov>  
**Sent:** Tuesday, May 17, 2016 5:27 PM  
**Subject:** RE: Phoenix Seminary - 7901 E. Shea Boulevard

Hello Mr. Poole,

I really appreciate your comments. I will be sure that they are included in the report, but more importantly, into the analysis. I will be forwarding your email to my transportation department so that your comments are part of their review. As of now, there is no official application. I will also keep you posted on the hearing dates if the project proceeds through the process.

Mr. Kercher can also answer your question in red.

Sincerely,

Jesus

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**From:** John Poole [mailto:johnpooleaz@yahoo.com]  
**Sent:** Tuesday, May 10, 2016 8:22 PM  
**To:** [info@technicalolutionsaz.com](mailto:info@technicalolutionsaz.com)  
**Cc:** Murillo, Jesus  
**Subject:** Phoenix Seminary - 7901 E. Shea Boulevard

With reference to the above permit change.

I basically have no objection to this request, but would like to raise a concern about traffic safety.

At the present time the design for the entrance into the facility is to restrict entrance to only from the West on Shea. However I constantly see people turning left from the East requiring them to carryout a left turn and U-turn all in one just to get around the built up curb. With a potential increase in volume I can see becoming a bigger issue, particularly if the hours of operation are requiring students to arrive and leave within the rush hours. This also could cause issues for leaving students turning left (west) onto Shea, it is a very busy road!!!

I would therefore like a specific review and evaluation be carried out concerning this particular concern.

Many thanks for your consideration.

As I am in conversation I would also like to bring to your attention the situation where members of the bible church who exit onto Shea going east do a U-turn directly opposite 78th street. I feel the signage concerning this maneuver is confusing, is it allowed or not??? The reason I bring it up is that exiting 78th street going west is difficult enough at the best of times as one cannot enter a turning lane, but if ones timing is bad, impossible with a departing flock. Why don't they use Miller and the supporting filter lights???

John Poole  
Resident of La Cuesta

## Rick Linan

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**From:** Mann, Doug  
**Sent:** Thursday, May 19, 2016 9:13 AM  
**To:** Murillo, Jesus; King, Ricky  
**Cc:** Ashlee Pounds; rlinan@ccbg-arch.com; pladensack@ccbg-arch.com; 'Steve Counsell'  
**Subject:** RE: Seminary Additions - sewer and water reports

Jesus/Ricky – the owner's engineer states the existing water and sewer services and fire lines to this property are sufficient to support the proposed improvements. With that understanding, Water Resources has no objection to the submittal of improvement plans to the 1-Stop Shop and will not require any water/sewer design reports. All onsite work shall conform to the applicable plumbing and fire codes.

**Doug Mann**  
9379 E San Salvador Drive  
Scottsdale, AZ 85258  
480.312.5636



*"Water Sustainability through Stewardship, Innovation and People"*

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**From:** Steve Counsell [mailto:Steve@azseg.com]  
**Sent:** Wednesday, May 18, 2016 3:07 PM  
**To:** Mann, Doug  
**Cc:** Ashlee Pounds; Murillo, Jesus; rlinan@ccbg-arch.com; pladensack@ccbg-arch.com  
**Subject:** FW: Seminary Additions - sewer and water reports

Hi Doug,

Based on our conversation, I have verified with Ricky King that the new fire riser tap for the library can occur from the exiting on-site 4" fire line.

The architects have confirmed that the existing 2" domestic service will not be adversely impacted.

The existing sewer service is a private 6" main outletting to the west, you indicated this was acceptable.

Planning (Jesus Murillo) is requesting a verification e-mail from you that existing infrastructure in place as noted on the drawings is adequate. Can you help me out with this.

Thank you,  
Steve Counsell  
480.369.4335

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**From:** Steve Counsell  
**Sent:** Thursday, April 28, 2016 1:51 PM  
**To:** Mann, Doug <[DMANN@SCOTTSDALEAZ.GOV](mailto:DMANN@SCOTTSDALEAZ.GOV)>  
**Cc:** Ashlee Pounds <[Ashlee@azseg.com](mailto:Ashlee@azseg.com)>  
**Subject:** Seminary Additions - sewer and water reports

Hi Doug,

Please find attached concept layout and as-built plans for the Phoenix Seminary at 7901 E. Shea Blvd.

We are proposing 3 class room addition to the existing building and a stand-alone library as shown on the C3.00.

We are not anticipating doing water modeling, but what do you need as for as sanitary and water reports for this?



Thanks for you help.



**SEG**  
SUSTAINABILITY  
ENGINEERING  
GROUP

**Steve Counsell**  
**Entitlement Manager**

Steve@azSEG.com | www.azSEG.com  
Direct: 480.588.7226 x 4903 | Mobile: 480.369.4335  
8280 E. Gelding Dr. Suite 101, Scottsdale, AZ 85260  
*"LEEDing and Developing Smart Projects"*

We're hiring **talented** Engineers and Project Managers! 😊

## Acevedo, Alex

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**From:** Murillo, Jesus  
**Sent:** Sunday, October 02, 2016 12:16 PM  
**To:** 'RACAZ@aol.com'  
**Cc:** Acevedo, Alex  
**Subject:** RE: PHX Seminary

Hello Mr. Crew,

The DR case cannot be heard until the property receives the CUP, and the CUP is scheduled to be heard at the October 18<sup>th</sup>, 2016 Planning Commission hearing. I apologize for the mix-up.

Sincerely,

Jesus

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**From:** [RACAZ@aol.com](mailto:RACAZ@aol.com) [<mailto:RACAZ@aol.com>]  
**Sent:** Thursday, September 29, 2016 3:20 PM  
**To:** Murillo, Jesus  
**Subject:** PHX Seminary



Given the mix up in the "under consideration" notice recently, could you verify the public meeting dates scheduled &/or anticipated for the above project? Both the use permit & DR. Thank you for providing the clarification. Dick Crew -- sent by Dick Crew (case# 22-DR-2016)



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