



Neighborhood Notification

Open House Information

Citizen Comments

Affidavit of Posting

Site Sign

Legal Protest

Public Participation

- Conditional Use Permits (UP)
- Municipal Use Master Site Plans (MUMSP)



Public participation ensures early notification and involvement prior to formal application submittal, which is an integral component of Scottsdale's public hearing process.

Step 1: Complete Neighborhood Involvement Outreach

Hold a minimum of 1 Open House Meeting prior to formal application submittal

- Send open house invite via 1st Class Letter to property owners & HOAs within 750', to the City's interested parties list, and to the City project coordinator. Invitations need to be sent at least 10 calendar days prior to the open house meeting, and include the following information:
 - Project request and description
 - Pre-application number (xx-PA-xxxx)
 - Project location (street address)
 - Size (e.g. Number of Acres of project, Square Footage of Lot)
 - Zoning
 - Applicant and City contact names, phone numbers, and email addresses
 - Scheduled open house(s) - including time, date, and location
 - Any associated active cases
- Post **Project Under Consideration** sign at least 10 calendar days prior to your Open House Meeting (See Project Under Consideration (White Sign) posting requirements)
- E-mail open house information to the Project Coordinator and to: planninginfo@scottsdaleaz.gov
- Provide sign-in sheets and comment sheets at the open house meeting
- Avoid holidays, weekends, and working hours
- Maintain contact with property owners and other interested parties throughout the process to achieve productive neighborhood involvement
- Hold additional open house meetings as necessary to ensure public participation

- OR -

Complete Standard Neighborhood Notification Outreach

- Mail Neighborhood Notification 1st Class Letter to property owners & HOAs within 750', the City's standard interested parties list, and to the City project coordinator at least 10 calendar days prior to formal application submittal (include the following information):
 - Project request and description
 - Pre-application number (xx-PA-xxxx)
 - Project location (street address)
 - Size (e.g. Number of Acres of project, Square Footage of Lot)
 - Zoning
 - Conceptual site plan/elevations
 - Applicant and City contact names, phone numbers, and email addresses

Public Participation

- Conditional Use Permits (UP)
- Municipal Use Master Site Plans (MUMSP)



Step 2: Document your Project Notification efforts as follows:

- Provide a list of names, phone numbers/addresses of contacted parties
- 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 parties
- Provide originals of all comments, letters, and correspondence received

Step 3: Post public hearing sign at least 15 calendar days prior to public hearing (see Public Hearing (Red Sign) posting requirements), and submit the completed affidavit of sign posting with a time/date stamped photo (form provided)

City will provide other public notification

- Mailing out postcards to the City's standard interested parties list and property owners within 750 feet
- Publishing legal ad in newspaper
- Posting case information on the City website
- Posting on social media
- Sending to email subscribers

Related Resources:

- Project Under Consideration Sign Posting Requirements
- Affidavit of Posting
- Public Hearing Sign Posting Requirements



Larson Associates Architects, Inc.
3807 N. 24th Street
Suite #100
Phoenix, AZ 85016

11 March 2019

In regards to: Aerohead Aviation Hangar Use Permit

To Whom It May Concern,

Aerohead Aviation is requesting a use permit for a heliport at their operations at 15570 N. 83rd Way in the I-1 zoned area of the Scottsdale Airpark. This use permit is to allow them to take off and land their helicopter from the aircraft staging area adjacent to the taxi-lane. The new use permit is being sought for both safety and convenience reasons. The heliport will be a 33' x 33' (1,089 SF) area on Aerohead's private staging area, part of their 126,035 SF lot. The included narrative and site plan further describe the request. Please contact Larson Associates Architects, Inc. with any questions. If you prefer you may contact the City of Scottsdale Planner, Bryan Cluff, at bcluff@scottsdaleaz.gov or 480-312-2258. Please reference project address of 15570 N. 83rd Way.

Sincerely yours,

Lance A. Meinhold
Larson Associates Architects, Inc.
3807 N. 24th Street
Suite #100
Phoenix, AZ 85016
lmeinhold@larson-architects.com
602-955-9929



**Public Participation Plan
Aerohead Aviation Heliport
15570 N. 83rd Way
APN: 215-48-008
Scottsdale, AZ 85260**

**Prepared By: Larson Associates Architects, Inc.
Date: 11 March 2019**

Lance Meinhold – Larson Associates Architects – 3807 N. 24th Street – Suite 100 –
Phoenix AZ 85016 – 602-955-9929 – lmeinhold@larson-architects.com



**Public Participation Plan
Aerohead Aviation Heliport
15570 N. 83rd Way
APN: 215-48-008
Scottsdale, AZ 85260**

DATE: 11 March 2019

Purpose: The purpose of this Public Participation Plan is to relate to the City of Scottsdale the communications between the Owner and Design Team to the citizens and property owners in the vicinity of the site of an application for the new Aerohead Aviation Heliport. This site is located at 15570 N. 83rd Way, within the Scottsdale Airpark. This report demonstrates that those affected by this application have had an adequate opportunity to learn about and comment on the proposal.

Notification Process: All property owners within 750 feet of the propose heliport property, HOAs within 750 feet of the propose heliport property, individuals on the standard Scottsdale notification list and the assigned City Planner have been notified of the Use Permit requires via first class mail via the United States Postal Service. The Design Team will keep a log of any contact from concerned or interested individuals for inclusion in the final report.

Attachments:

1. Neighboring Property Owners Mailing List
2. Maricopa County Assessor's Map with 750' buffer indication
3. Letter, Narrative and plans included in the notification letters

Owner and Design Team Contact:

Larson Associates Architects, Inc.
Lance Meinhold
3807 N. 24th Street, #100
Phoenix, AZ 85016
e-mail: lmeinhold@larson-architects.com

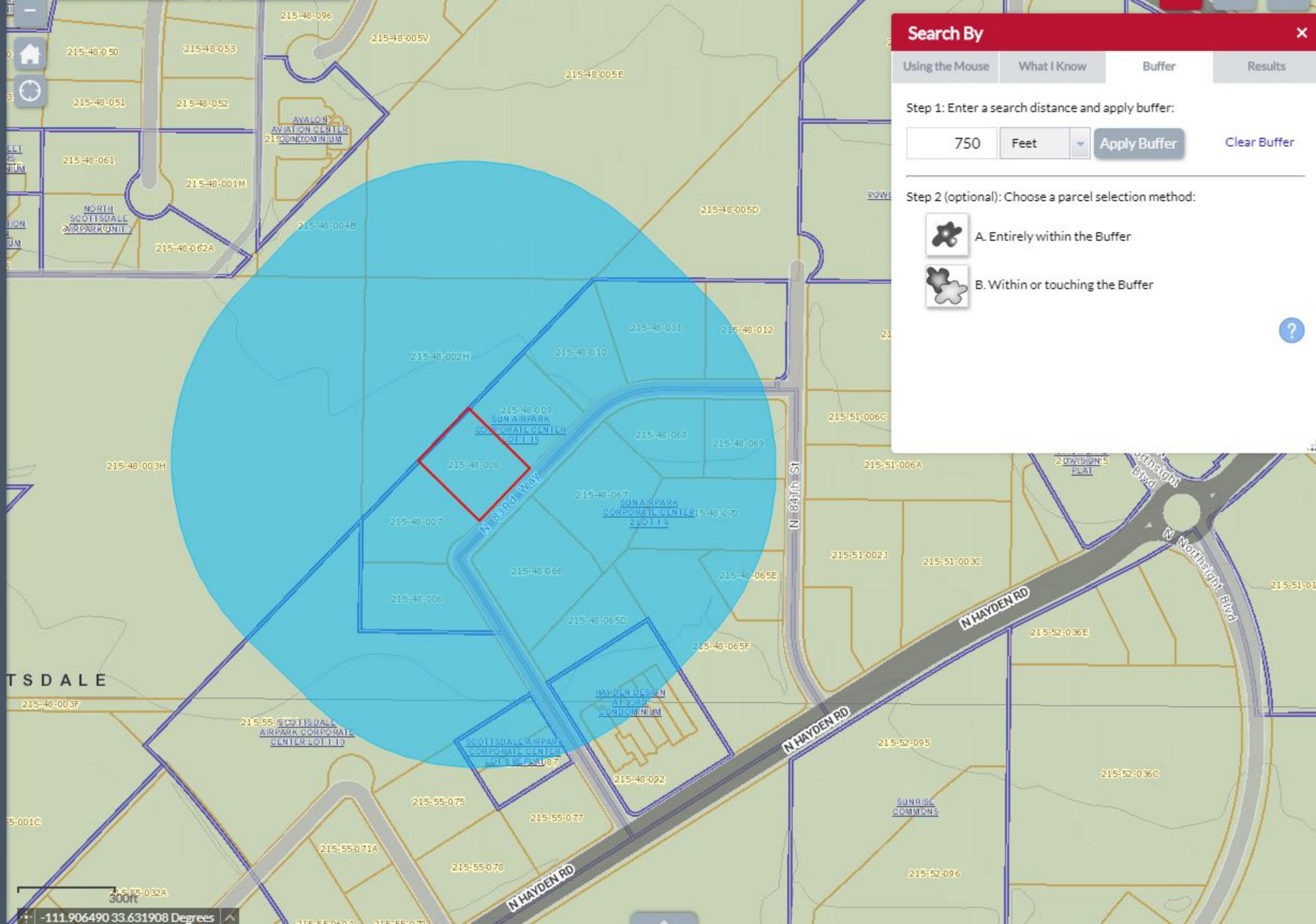
Neighboring Property Owner Mailing List

APN	Name	Mailing Address	City	State	ZIP Code
215-48-001E, 215-48-00H, 215-48-003F, 215-48-003H, 215-48-004B, 215-48-005E, 215-55-072C	SCOTTSDALE CITY OF	7447 E INDIAN SCHOOL RD STE 205	SCOTTSDALE	AZ	85251
215-48-005D	84TH STREET INDUSTRIAL LLC	15750 N NORTHSIGHT BLVD	SCOTTSDALE	AZ	85284
215-48-006	LES AND NSS IRREVOCABLE TRUST	2877 PARADISE RD 2804	LAS VEGAS	NV	89109
215-48-007, 215-48-008	TWOMEY LAWRENCE E/EZZELL PETER/BALFOUR DAVID	2907 SHELTER ISLAND DR SUITE 105-263	SAN DIEGO	CA	92016
215-48-009	BCO 83 LLC	8711 E PINNACLE PEAK RD #282	SCOTTSDALE PARADISE	AZ	85255
215-48-010	SCOTTSDALE TRAINING FACILITY PARTNERS LLC	5350 N PALO CRISI RD	VALLEY	AZ	85253
215-48-011	15690 N 83RD WAY LLC	15690 N 83RD WAY	SCOTTSDALE	AZ	85260
215-48-012	T AND B PROPERTIES OF ARIZONA LLC	15730 N 83RD WY	SCOTTSDALE	AZ	85260
215-48-065D	L & R REAL ESTATE HOLDINGS LLC	14950 N 83RD PL STE 4	SCOTTSDALE	AZ	85260
215-48-065E	DKSLGE LLC	15170 N HAYDEN RD STE 6B	SCOTTSDALE	AZ	85260
215-48-065F	CARMAX AUTO SUPERSTORES WEST COAST INC	12800 TUCKAHOE CREEK PKWY	RICHMOND	VA	23238
215-48-066, 215-48-067	K2H AIRPARK LLC	348-1917 W 4TH AVE	VANCOUVER	BC	V6J1M7
215-48-068	15695 N 83RD WAY LLC	15475 N 84TH ST	SCOTTSDALE	AZ	85260
215-48-069	BPT LLC	4350 E CAMELBACK RD STE E 200	PHOENIX	AZ	85018
215-48-070	TEYTON LLC	1006 SEGOVIA CIR	PLACENTIA	CA	92870

215-48-086, 215-48-087, 215-48-089	HAYDEN 115 LLC	2944 N 44TH ST SUITE 250 15770 N GREENWAY-HAYDEN LOOP NO 102	PHOENIX	AZ	85018
215-48-088	LEVINSON INVESTMENT PROPERTIES LLC	15330 N HAYDEN RD 120	SCOTTSDALE	AZ	85260
215-48-090	STARFISH ENTERPRISES LLC	15330 N HAYDEN RD STE 125	SCOTTSDALE	AZ	85260
215-48-091	83RD WAY VENTURES LLC	130 SO PRIEST DR	TEMPE	AZ	85281
215-48-092	L G E CORPORATION				
215-55- 071A	VOLO HOLDINGS LLC	15270 N 83RD PL STE 200	SCOTTSDALE	AZ	85260
215-55-075	15275 N 83RD PLACE LLC	15475 N 84TH ST	SCOTTSDALE	AZ	85260
215-55-077	MTM INVESTMENTS L L C	15320 N HAYDEN RD	SCOTTSDALE	AZ	85260
215-55-086	ARIZONA DESIGN LLC	15354 N 83RD WAY STE 102	SCOTTSDALE	AZ	85260
215-55-087	LEGERE BUILDING LLC	10108 E TOPAZ	SCOTTSDALE	AZ	85258
Planner	City of Scottsdale; Attn:	3939 N. DRINKWATER BLVD	SCOTTSDALE	AZ	85251



Address or Intersection



Search By

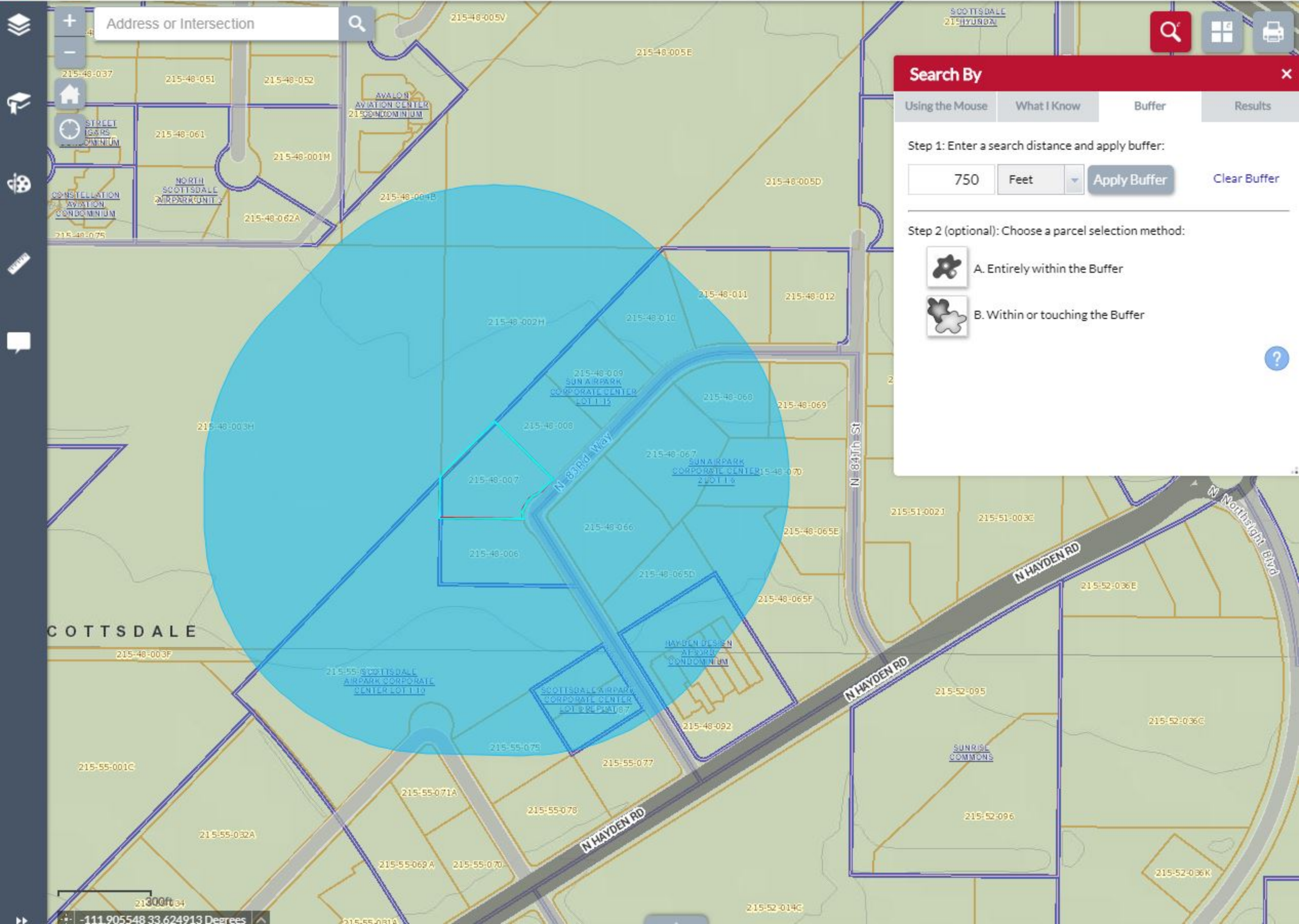
Using the Mouse What I Know Buffer Results

Step 1: Enter a search distance and apply buffer:

750 Feet Apply Buffer Clear Buffer

Step 2 (optional): Choose a parcel selection method:

- A. Entirely within the Buffer
- B. Within or touching the Buffer



Address or Intersection

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SCOTTSDALE

Name

CARMAX AUTO SUPERSTORES WEST COAST INC
HAYDEN 115 LLC
BPT LLC
SCOTTSDALE CITY OF
CITY OF SCOTTSDALE
SCOTTSDALE CITY OF
SCOTTSDALE CITY OF
SCOTTSDALE CITY OF
SCOTTSDALE TRAINING FACILITY PARTNERS LLC
BCO 83 LLC
LEGERE BUILDING LLC
LEVINSON INVESTMENT PROPERTIES LLC
VOLO HOLDINGS LLC
STARFISH ENTERPRISES LLC
83RD WAY VENTURES LLC
ARIZONA DESIGN LLC
L & R REAL ESTATE HOLDINGS LLC
15275 N 83RD PLACE LLC
T AND B PROPERTIES OF ARIZONA LLC
DKSLGE LLC
MTM INVESTMENTS L L C
15690 N 83RD WAY LLC
L G E CORPORATION
84TH STREET INDUSTRIAL LLC
LES AND NSS IRREVOCABLE TRUST
TWO MEY LAWRENCE E/EZZELL PETER/BALFOUR DAVID
TEYTON LLC
K2H AIRPARK LLC
LARSON ASSOCIATES ARCHITECTS INC
AEROHEAD AVIATION
Ali Fakh
Annette Petrillo
Audry Villaverde
Bob Griffith
Caroline Bissell
Carla
Chris Schaffner
Christian C. Serena
Community Development Director
Constance Laub
Dan Sommer
David G. Gulino
Solange Whitehead
Director
Dr. Sonnie Kirtley

Ed Toschik, President

Edwin Bull

Eric Gold

Guy Phillips

Guy Phillips

Howard Myers

Jim Funk

Jim Haxby

John Berry/Michele Hammond

John Washington

Kathy Littlefield

Kevin D. Bollinger

Kirste Kowalsky

Larry S. Kush

Leon Spiro

Linda Milhaven

Linda Whitehead

Lori Haye

Marc Levye

Maricopa County Superintendent of Schools

Michael Leary

Mike McNeal, Supervisor

Mike Ratzken

Patti Badenoch

Paul Alessio - Chair

Planning & Development Department

Planning & Development Director

Planning & Engineering Section Manager

Planning and Zoning

Planning Department

Planning Department

Prescott Smith

Project Management

Randall P. Brown

Marissa Moore, AICP

Sherry Wagner/Right-of-Way Technician, SR.

Steve Tyrrell

Superintendent

Superintendent

Suzanne Klapp

Vickie Falen

Virginia Korte

W.J. Jim Lane - Mayor

Wade Tinant

Betty Janik
Maggie Keasler
Renee J. Higgs
Susan Kauffman

Company

Address

12800 TUCKAHOE CREEK PKWY
 2944 N 44TH ST SUITE 250
 4350 E CAMELBACK RD STE E 200
 7447 E INDIAN SCHOOL STE #205
 3939 CIVIC CENTER PLAZA
 3939 N CIVIC CENTER PLAZA
 7447 E INDIAN SCHOOL RD STE 205
 3939 N DRINKWATER BLVD
 5350 N PALO CRISI RD
 8711 E PINNACLE PEAK RD #282
 10108 E TOPAZ
 15770 N GREENWAY-HAYDEN LOOP NO 102
 15270 N 83RD PL STE 200
 15330 N HAYDEN RD 120
 15330 N HAYDEN RD STE 125
 15354 N 83RD WAY STE 102
 14950 N 83RD PL STE 4
 15475 N 84TH ST
 15730 N 83RD WY
 15450 N 84TH ST
 15320 N HAYDEN RD
 15690 N 83RD WAY
 130 SO PRIEST DR
 15750 N NORTHSIGHT BLVD
 2877 PARADISE RD 2804
 2907 SHELTER ISLAND DR SUITE 105-263
 1006 SEGOVIA CIR
 348-1917 W 4TH AVE
 3807 N 24TH ST STE 100
 PO BOX 16460

Jim Larson

MICHAEL PACHECO

City of Scottsdale Planning Commission

8280 E. Gelding Drive, Suite 101

1169 E. Clovefield Street

Withey Morris, PLC

2525 E. Arizona Biltmore Circle; Suite A-212

7127 E. Rancho Vista Dr. #4002

7231 E Cactus Wren Road

3420 N. 78th Street

7346 E. Sunnyside Dr.

City of Scottsdale Planning Commission

6929 North Hayden Road, Ste. C4194

Town of Paradise Valley

6401 E Lincoln Drive

10305 E. Via Linda 103 Ste 345

12005 N 84th Street

5235 N. Woodmere Fairway

City of Scottsdale City Council

3939 N. Drinkwater Blvd.

Arizona Department of Water Resources

1110 W. Washington Street STE 310

COGS

8507 East Highland Avenue

	7657 E Mariposa Grande Dr
Burch & Cracchiolo PA	P.O. Box 16882
	25499 N. 104th Way
	7131 E. Cholla St.
City of Scottsdale City Council	3939 N. Drinkwater Blvd.
	6631 E Horned Owl Trail
Gainey Ranch Community Association	7720 Gainey Ranch Road
	7336 E. Sunnyside Dr.
Berry Riddell, LLC	6750 E Camelback Rd, Ste 100
	3518 N. Chambers Court
City of Scottsdale City Council	3939 N. Drinkwater Blvd.
City of Scottsdale Planning Commission	8031 E. Sutton Drive
Withey Morris, PLC	2525 E. Arizona Biltmore Circle, Suite A-212
City of Scottsdale Planning Commission	7127 E. Rancho Vista Dr. #1001
	7814 E Oberlin Way
City of Scottsdale City Council	3939 N. Drinkwater Blvd.
	9681 E Chuckwagon Lane
	P.O. Box 426
	10402 E Raintree Dr
	4041 N. Central Avenue Suite 1200
Commercial Land Development Consulting AT&T	10278 East Hillery Drive
	1231 W. University Drive
	8725 E. Palo Verde Dr
	5027 N. 71st Pl
City of Scottsdale Planning Commission	7527 E. Tailspin Lane
Maricopa County Planning & Development	501 N. 44th Street, Suite 200
City of Phoenix	200 West Washington Street, 2nd Floor
Arizona State Land Department	1616 W. Adams Street
Town of Carefree	8 Sundial Circle P.O. Box 740
Town of Cave Creek	37622 N Cave Creek Road
SRP-MIC	10005 E Osborn Road
City of Scottsdale Planning Commission	4350 E. Camelback Rd., Suite G-200
Arizona Department of Transportation	205 S. 17th Avenue MD 6012E
Spring Creek Development	7144 E. Stetson Dr. #425
Town of Fountain Hills	16705 E. Avenue of the Fountains
Mail Station PAB348	P.O. Box 52025
	7753 E. Catalina Drive
Cave Creek Unified School District	P.O. Box 426
Scottsdale Unified School District	8500 E. Jackrabbit Rd
City of Scottsdale City Council	3939 N. Drinkwater Blvd.
	10520 N 117th Pl
City of Scottsdale City Council	3939 N. Drinkwater Blvd.
City of Scottsdale City Council	3939 N. Drinkwater Blvd.
	4614 E. Running Deer Trail

Granite Reef Neighborhood Resource Center
Gammage & Burnham, PLC
Southwest Gas Corporation

1700 N Granite Reef Road
2 N. Central Avenue, 15th Floor
2200 N. Central Avenue Ste 101

Withey Morris, PLC
Paradise Valley Unified School District
Earl, Curley & Lagarde, P.C.
Arizona Commerce Authority

2525 E. Arizona Biltmore Circle; Suite A-212
15002 N. 32nd Street
3101 N. Central Avenue, Ste. 1000
333 N. Central Avenue, Suite 1900
18490 N. 97th Way
7127 E. 6th Ave.

City of Scottsdale Planning Commission

15192 N. 104th Way
11334 E. Desert Vista Rd.

Scottsdale	AZ	85255
Phoenix	AZ	85011
Scottsdale	AZ	85255
Scottsdale	AZ	85254
Scottsdale	AZ	85251
Scottsdale	AZ	85266
Scottsdale	AZ	85258
Scottsdale	AZ	85260
Scottsdale	AZ	85251
Scottsdale	AZ	85251
Scottsdale	AZ	85251
Scottsdale	AZ	85260
Phoenix	AZ	85016
Scottsdale	AZ	85251
Scottsdale	AZ	85266
Scottsdale	AZ	85251
Scottsdale	AZ	85262
Cave Creek	AZ	85327
Scottsdale	AZ	85255
Phoenix	AZ	85012
Scottsdale	AZ	85255
Mesa	AZ	85201
Scottsdale	AZ	85250
Scottsdale	AZ	85253
Scottsdale	AZ	85255
Phoenix	AZ	85008
Phoenix	AZ	85003
Phoenix	AZ	85007
Carefree	AZ	85377
Cave Creek	AZ	85331
Scottsdale	AZ	85256
Phoenix	AZ	85018
Phoenix	AZ	85007
Scottsdale	AZ	85251
Fountain Hills	AZ	85268
Phoenix	AZ	85072-2025
Scottsdale	AZ	85251
Cave Creek	AZ	85327
Scottsdale	AZ	85250
Scottsdale	AZ	85251
Scottsdale	AZ	85259
Scottsdale	AZ	85251
Scottsdale	AZ	85251
Cave Creek	AZ	85331

Scottsdale	AZ	85257
Phoenix	AZ	85004
Phoenix	AZ	85004
Phoenix	AZ	85016
Phoenix	AZ	85032
Phoenix	AZ	85012
Phoenix	AZ	85004
Scottsdale	AZ	85255
Scottsdale	AZ	85251
Scottsdale	AZ	85255
Scottsdale	AZ	85255