



STAFF REPORT

TO: Chair and Planning Commission Members

FROM: Chad Weaver, Community Development Director
Paul Michaud, Planning Manager
George Burton, Senior Planner

DATE: June 16, 2026

DEPARTMENT: Community Development Department – Planning Division
George Burton, 480-348-3525

AGENDA TITLE: Discussion & Possible Action on Camelback Bible Church
Minor Special Use Permit (SUP) Amendment
SUP-26-05. 3900 E. Stanford Drive

RECOMMENDATION:

Recommendation A:

It is recommended the Planning Commission deem the requested amendment to the Camelback Bible Church Special Use Permit a Minor Amendment per the criteria listed in Section 1102.7.B of the Zoning Ordinance.

Recommendation B:

It is recommended that the Planning Commission approve the Camelback Bible Church Special Use Permit Amendment to allow the church to have two (2) schools, subject to the following stipulations:

1. All improvements/changes to allow the second school shall be in substantial compliance with the following:
 - a. The Camelback Bible Church Application Narrative, pages 1 – 3, prepared by Philip Martens and dated May 11, 2026.
 - b. Updated SUP Stipulation 9.k: No more than two school entities shall operate on the Church campus at any point in time.
2. All existing stipulations shall remain in effect unless modified by Minor SUP Amendment SUP-26-05.

SUMMARY STATEMENT:

Request

The applicant, Philip Martens, on behalf of Camelback Bible Church, requests a Minor Special Use Permit amendment (SUP-26-05) for the Camelback Bible Church located at 3900 E. Stanford Drive to allow the church to modify one of its SUP stipulations to allow two schools at the church instead of one school. There are no other changes to the school use parameters and there is no new construction associated with the second school. The grades, maximum number of students, designated classrooms, hours of

operation, etc. will remain the same and will not be modified with the addition of the second school.

Location

The site is approximately 9.6 acres. It adjoins R-43 single-family zoned residential properties to the east, north and west and is located across the street from Phoenix County Day school (PCDS). The church is also located near the Town's border, with the City of Phoenix located just east of the property.

History/Background

The Camelback Bible Church Special Use Permit (SUP) was issued on December 18, 1969, and has been amended several times. The most recent amendment was approved on June 18, 2024 (SUP-24-03), to allow the church to change the school grades from pre-school only to kindergarten (K) through 12th grades. A summary of the amendments is attached.

Planning Commission Review

The Planning Commission reviewed this amendment at the June 2nd work session. The Commission asked clarifying questions. No additional information or edits were requested.

Scope of the Request

Camelback Bible Church is proposing to modify the June 18, 2024 (SUP-24-03) amendment to allow for a second school entity. The current school, Acton, has had limited growth and currently has 43 students. The second school that is proposed to join the church campus is Prodos Academy. Prodos will start off with 28 students and anticipates growing its student body to 50 students in the near future. As a result, the applicant is requesting the following change to the SUP to accommodate the second school:

- SUP Stipulation 9.k. No more than ~~one~~ **two** school entity **entities** shall operate on the Church campus at any point in time.

Prodos Academy

Prodos is associated with a Sporting Academy that is primarily focused on club soccer players wishing for a holistic approach to their education. Any outdoor activities will be three (3) fifteen-minute recess periods during regular school hours and will comply with all SUP stipulations. Prodos conducts soccer training at another location and there will be no extra-curricular athletic activities at the church.

This second/additional school is compatible with the current SUP and surrounding uses. It will provide a low intensity school use with no impact on the neighboring properties and no real changes in parking needs or traffic impacts.

Summary of Existing School Use

Six rooms of the existing education building, which is in the north-central part of the campus (approximately 105 feet away from the nearest/northern property line) will be used for both schools. The SUP allows grades K through 12 and the student body is limited to a maximum of 120 students (combined total for both schools). Classes will

retain the existing times and will be held Monday through Friday from 8:30 am to 3:30 pm.

An A-frame sign and direction signage may accompany each school. Each school may use one portable and temporary A-frame sign when the schools are in session. The A-frame signs will be a maximum size of 3 feet tall and 2 feet wide and may be placed on the property at the eastern entrance along Stanford Drive between 8:00 a.m. and 5:00 p.m.

Grading & Drainage

Since there are no exterior improvements associated with this amendment, a grading and drainage plan is not required.

Fire Protection

The Town Fire Marshal reviewed the application and identified that the school use is compliant with the Town's fire regulations.

General Plan

The General Plan encourages the renovation of SUP sites while protecting the Town's low-density residential character and quality of life. The Town shall require development or redevelopment within Special Use Permit properties to provide any necessary mitigation achieved through context and scale, and architectural design, setbacks, sound moderation, resort property programming, and landscape buffering (General Plan Land Use Policy LU.3.2). Other General Plan policies related to SUP properties encourage the use of enhanced aesthetics, buffers between uses of significantly differing function and intensity, the integration of pedestrian amenities, attractive streetscapes, use of shade trees, and the integration of art.

This request is compliant with the General Plan since the addition of the second school (Prodos Academy) will have limited to no impact. Also, no new construction or exterior improvements are needed to accommodate the Prodos Academy and the second school does not increase the intensity of use of the church (since it is maintaining the hours of operation, maximum limit on the number of students, using the existing classrooms, etc.).

Minor SUP Amendment

The request meets the criteria for a Minor SUP Amendment (Section 1102.7 of the Zoning Ordinance). There are four criteria for a Minor SUP Amendment:

- The first is that the request does not change or add any uses (the church was authorized to have a school and is retaining the school use).
 - The second criterion limits the amount of floor area that can be added over the last 60-month period. This amount is less than 5,000 square feet of new floor area or less than 15 percent of the existing or approved total floor area. There is no change to the church floor area ratio since the addition of the second school does not require any new construction.
 - The third criterion is that the Prodos Academy does not have any significant material effect on the adjoining property owners that is visible, audible, or otherwise perceptible from adjacent properties that cannot be sufficiently mitigated (which is vetted and mitigated through the Planning Commission review
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process and the SUP stipulations). Since Prodos Academy is not increasing the intensity of use and is maintaining the existing hours of operation, maximum limit on the number of students, using the existing classrooms, etc., there should be little to no impact on the surrounding properties.

- The fourth criterion identifies the amendment shall not change the architectural style of the SUP. Since the school is utilizing the existing classrooms and is not modifying the buildings or campus, there is no change to the architectural style of the church.

As previously noted, the improvements should have little to no impact due to the location of the classrooms at the central part of the church campus, the existing offset start and dismissal times so they do not conflict with PCDS, and no new construction or additional square footage.

Public Comment

The applicant also notified all neighbors within a 1,500-foot radius of the subject property of the June 18th public hearing. Staff received no inquires and no comments regarding the proposed amendment.

Action

The Planning Commission will take two actions during the public hearing:

1. Action to determine if the request constitutes a Minor SUP Amendment, and
2. Action to approve the request (subject to stipulations), deny the request, or continue the application for further review.

ATTACHMENT(S):

- A. Staff Report
 - B. Vicinity Map & Aerial Photo
 - C. Application
 - D. Narrative
 - E. Summary of SUP Amendments
 - F. CBC School Stipulations
 - G. Staff Presentation
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