



# Memorandum

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June 19, 2024

George Burton  
Senior Planner  
Town of Paradise Valley  
6401 E. Lincoln Drive  
Paradise Valley, AZ 85253

Andrew Miller, Burch & Cracchiolo  
c/o 3900 E Stanford LLC  
3900 E Stanford Dr  
Paradise Valley, AZ 85253

**RE: Camelback Bible Church - 3900 E. Stanford Drive  
Minor Special Use Permit Amendment  
SUP-24-03**

Dear Mr. Miller:

On June 18, 2024, the Town of Paradise Valley Planning Commission voted 7 - 0 to **APPROVE** a Minor Amendment to the Camelback Bible Church Special Use Permit to allow the church to change the school grades from pre-school only to kindergarten (K) through 12<sup>th</sup> grades, subject to the following stipulations:

1. All improvements/change in grades shall be in substantial compliance with the Narrative, Plans, and Documents:
  - a. Narrative, pages 1 -11, dated May 2, 2024, and prepared by Burch & Cracchiolo.
  - b. Exhibit A, showing the location of the classrooms, school office, and play area.
  - c. Exhibit B, Education Building Floorplans.
  - d. Exhibit C, Traffic Impact Analysis – Revised, dated May 2024 and prepared by Summit Land Management.
  - e. Exhibit D, Parking Occupancy and Analysis – Revised, dated June 2024 and prepared by Summit Land Management.
  - f. Exhibit E, Shared Parking Agreement with PCDS.
  - g. Exhibit F, sample of Student Parking Contract.
  - h. Exhibit G, Circulation and Drop-off Plan, dated May 1, 2024, and prepared by Paul Basha with Summit Land Management.
  
2. Existing Stipulation No. 9 is hereby replaced with the following: The Property may also be utilized for a Kindergarten to 12th grade school and related accessory uses upon the following conditions:
  - a. The maximum number of students utilizing the Property shall not exceed 120 students.
  - b. The regular school hours shall be between 8:00 a.m. and 5:00 p.m.
  - c. The school may operate no more than five (5) days a week, Monday -Friday.
  - d. During days when the school is in session a portable non-illuminated A-Frame sign no taller than 3 feet and no wider than 2 feet shall be permitted to be placed adjacent to the eastern entrance to the Property on Stanford Drive between 8:00

- a.m. and 5:00 p.m., provided that the use of such A-Frame sign shall cease when new permanent signage is installed at the eastern entrance to the Property on Stanford Drive (in accordance with Special Use Permit Amendment SUP- 13-2);
- e. The maximum “Upper Grade” (9th to 12th grade) enrollment shall not exceed 30 students.
  - f. The Property will be a closed campus, restricting the ability of Upper Grade students to leave for lunch off the school grounds, but not limiting the ability of the Upper Grade students to leave the campus to partake in apprenticeships in the community.
  - g. The outdoor areas of the Property shall not be used for extra-curricular athletic activities that occur outside the regular school day, nor for band practice or organized sports league games.
  - h. Special events shall be permissible on the Property, with or without temporary tents or pavilions, provided these events are in accordance with the Article 8-8, Special Events on Private Property and Public Rights-of-Way, of the Town Code, as may be amended, with the following conditions:
    - i. Special Events shall include, and are not limited to, (a) Exhibition of Learning/Performances, to be held six times a year, typically during the school hours, but may be held after school and (b) Information Sessions for prospective families, held about twice a year and lasting about one hour, said events are further described in the Narrative for SUP-24-03.
    - ii. Special Events, including setup and tear down, are allowable between the hours of 7:00 a.m. until 9:00 p.m., Monday through Friday, 7:00 a.m. until 9:00 p.m. on Saturday, and no events on Sunday.
    - iii. As allowable in said Article 8-8, Special Use Permit properties are exempt from the Special Event permit review process provided that such exempted events are limited to the type of activities that are customary and incidental to the primary uses of the Property and any temporary tents or pavilions used are as approved at the locations and tent sizes shown on any approved plan(s).
  - i. Parking and circulation on the site shall remain as depicted on the approved plans and related documents, including:
    - i. No school-related parking shall be permitted along Stanford Drive or adjacent local streets.
    - ii. No more than 20 on-site parking spaces shall be used for parking by students.
    - iii. Vans and buses used for school activities or trips shall park on the east side of the campus in the parking areas adjacent to Stanford Drive.
    - iv. The school operator will institute a student vehicle-parking contract that all students of driving age and their parents shall sign; such contract to be submitted to the Town Attorney for verification that all terms required under the Special Use Permit are covered in the contract.
    - v. The traffic circulation and drop-off plan shall conform to the “Camelback Bible Church and Acton Academy Circulation and Drop-off Plan” stamped and sealed by Paul Basha and dated June 2024; and internal directional signs for such drop-off areas shall be non-illuminated, conform to the SUP Guidelines, and be reviewed and approved by the Town Manager or the Manager’s designee.
    - vi. School start and dismissal times shall be coordinated with Phoenix Country Day School located at 3901 E Stanford Drive to mitigate traffic on adjacent streets by having the morning arrival time set at 8:30 a.m. and school dismissal time set at 3:30 p.m.

- j. The representative for the school shall furnish the Town with a report twice per year providing information on the students enrolled at the school, as follows:
    - i. A student enrollment total for the lower, middle, and upper grades.
    - ii. The number of student parking permits granted, not to exceed 20.
    - iii. Total student enrollment count at the beginning of the school year.
    - iv. Total student enrollment count at the end of the school year.
    - v. Each report shall indicate the date such enrollment count was taken and the school representative shall sign each report.
  - k. No more than one school entity shall operate on the Church campus at any point in time.
  - l. If the implementation of the Circulation and Drop-off Plan creates issues or does not work effectively, the applicant must update the circulation plan subject to Town approval.
3. The Owner shall provide the Town with a signed Waiver of Claims for Diminution of Value under A.R.S. § 12-1134 (Proposition 207 Waiver), in the form provided by the Town Attorney, prior to Planning Commission approval of this Application, with said form recorded prior to or on approval of the minor amendment.
  4. All existing stipulations shall remain in effect unless modified by Minor SUP Amendment SUP-24-03.

It was a pleasure working with you on this project. Please contact me at 480-348-3525 if you have any questions regarding this matter.

Sincerely,

*George Burton*

George Burton

Senior Planner

C: Case File, SUP 24-03