



**MEMORANDUM**                      **Transportation & Development – PZ Memo No. 12-029**

**DATE:**                      MARCH 28, 2012

**TO:**                              PLANNING AND ZONING COMMISSION

**THRU:**                      R.J. ZEDER, TRANSPORTATION & DEVELOPMENT DIRECTOR  
JEFF KURTZ, PLANNING ADMINISTRATOR  
KEVIN MAYO, PLANNING MANAGER

**FROM:**                      JODIE M. NOVAK, MEP, SENIOR CITY PLANNER

**SUBJECT:**                  ZUP12-0001 BORN'S OFFICES

**Request:**                  Use Permit approval for a time extension on the residential conversion for office use

**Location:**                348 W. Chandler Blvd.

**Applicant:**                Fred and Margaret Borns

**Project Info:**            Approximately a 1,946 square foot home converted to two-office suites for general office use

**RECOMMENDATION**

The application request is for a Use Permit time extension approval to allow for a residential conversion for general office use within a single-family residential home. Planning Staff, finding consistency with the General Plan and the Residential Conversion Policy, recommends approval with conditions.

**BACKGROUND**

The subject site is located at the northeast corner of Chandler Boulevard and Nebraska Street fronting Chandler Boulevard. The property is adjacent to Chandler High School's parking lot and athletic fields to the east. The property is surrounded by single-family residential homes to the north and west. South, across Chandler Boulevard, is the San Marcos Golf Course. The house immediately west across Nebraska Street has Use Permit approval for an administrative insurance and financial services office. In addition, along Chandler Boulevard there are several other residential homes that were converted to commercial businesses with Use Permits.

The property has been used as a single-family residence since 1944. The property was a rental home between 1989 and 2007. The property is a double-sized lot approximately 20,551 square feet in size. The 1,946 square foot single-family residence is located on the southern lot fronting Chandler Boulevard. There is a two-car carport east of the home. The northern portion of the property was not improved.

This request is to extend the existing Use Permit for general office uses. A Use Permit for the residential conversion to office use was granted by City Council in February 2009; however, the use never commenced within a one-year period thus the Use Permit expired. This property received re-approval of the Use Permit in 2010 to convert the home into two general offices with a two-year condition of approval and a maximum of seven employees. There are two general office spaces at this time and only one tenant space is occupied. There is a potential audio visual editing conversion company which functions like a general office interested in leasing the other office space.

The Residential Conversion Policy allows for one tenant/company for each 1,000 square feet of floor area with a maximum of three users. Based on the size of the home, only one tenant is permitted. The prior Use Permit approval granted a maximum of two tenants given the home exceeds 1,000 square feet of floor area requirement. Suite One is approximately 826 square feet in size. Suite Two is approximately 989 square feet in size. The entry vestibule is approximately 131 square feet in size. A single tenant can occupy the entire 1,900 square feet of usable floor area. Suite One accommodates a maximum of 4 full-time employees and Suite Two accommodates a maximum of 3 full-time employees. The office hours are 8 a.m. to 6 p.m. Monday through Friday, closed on weekends except by appointment.

Suite One includes three offices spaces, one break room, and one restroom. Suite Two includes one large office space and a break room. There is a second restroom in the entry vestibule available to both office suites. The most western Suite No. 2 is occupied by Pacific Biomedical, a wholesale physicians/surgeons equipment and supplies business. The potential AVE audio video editor company would locate into Suite 1.

The Residential Conversion Policy requires one parking space for each employee plus one parking space for each 500 square feet of floor area. Seven employees and a 1,964 square foot home (4 parking spaces) require a total of 11 parking spaces. The development provides 18 parking spaces including the two-car carport. The Michaels & Associates office immediately west of the site has approval through their Use Permit to utilize parking spaces on the Borns' property for an additional four parking spaces. Dedicating four of the 18 parking spaces for the adjacent residential conversion property does not affect the required parking provided on the Borns' property for the existing offices.

#### **PUBLIC/NEIGHBORHOOD NOTIFICATION**

- This request was noticed in accordance with the requirements of the Chandler Zoning Code.
- A neighborhood meeting was held on February 21, 2012. No one attended other than the applicant.

- As of the writing of this memo, Staff has received no calls or letters of opposition to the request. One person contacted the applicant to convey support for the request.

### **RECOMMENDED ACTION**

Planning Staff, upon finding consistency with the General Plan and the Residential Conversion Policy, recommends approval of the Use Permit subject to the following conditions:

1. The Use Permit shall be effective for three (3) years from the date of Council approval. Use Permit extensions, for similar or greater time periods, shall be subject to re-application to and approval by the City of Chandler.
2. Expansion or modification beyond the approved exhibits (site plan, floor plan, building elevations) shall void the Use Permit and require new Use Permit application and approval by the City of Chandler.
3. The Use Permit is non-transferable to any other property.
4. Increases in on-site employment over that represented (7), or the expansion of the home to provide additional office space, shall require a new Use Permit application and approval by the City of Chandler.
5. The property shall be maintained in a clean and orderly manner.
6. The landscaping shall be maintained at a level consistent with or better than at the time of planting in accordance with City approved construction plans.

### **PROPOSED MOTION**

Motion to recommend approval of Use Permit case ZUP12-0001 BORNS OFFICES, subject to the conditions recommended by Planning Staff.

### **Attachments**

1. Vicinity Maps
2. Narrative
3. Site Plan
4. Floor Plan





## Vicinity Map



ZUP12-0001

Borns Offices

**March 28, 2012**

**Use Permit Renewal Request (ZUP12-0001)**

Borns Offices

Fred and Margaret Borns

348 West Chandler Boulevard

Chandler, AZ 85224

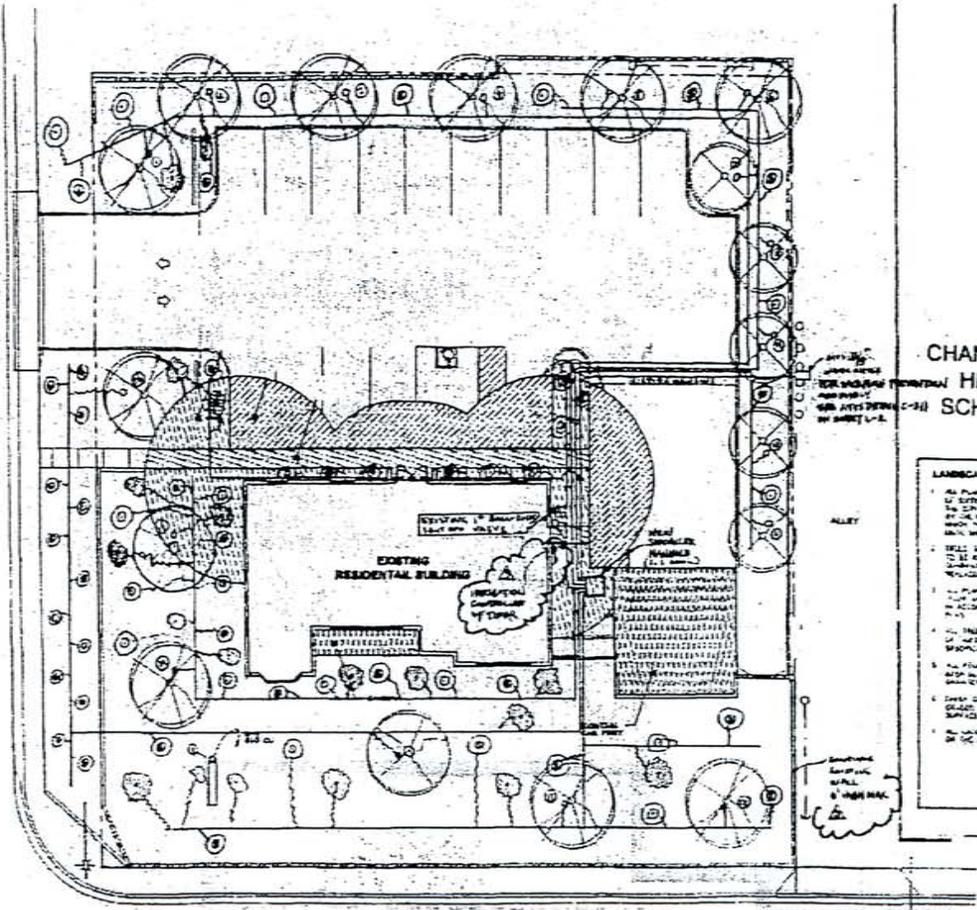
The subject site is located at the northeast corner of Chandler Boulevard and Nebraska Street fronting Chandler Boulevard. The property is adjacent to Chandler High School's parking lot and athletic fields to the east. The property is surrounded by single-family residential homes to the north and west. South, across Chandler Boulevard, is the San Marcos Golf Course. The house immediately west across Nebraska Street has Use Permit approval for an administrative insurance and financial services office. In addition, along Chandler Boulevard there are five other residential homes that were converted to commercial businesses with Use Permits.

Historically, this property had been used as a single-family residence since 1944. The property was utilized as a rental home between 1989 and 2007 with the residence situated on a 20,551 square foot, double-sized lot facing Chandler Boulevard. The single-family residential structure is 1,946 square feet in size with a detached two-car carport positioned east of the home. Originally, the northern-half of the property was unimproved.

In 2010, the property received Use Permit approval for general offices and was conditioned with a one (1) year time limit. The owners are requesting re-approval of the Use Permit to continue allowing general offices on this property. The owners would like approval for at least three (3) years. The owners of the property completed a major building renovation converting the structure into two office suites. This renovation brought the building to ADA compliance. A parking lot was developed on the north lot containing 17 parking spaces, and one handicap parking space. The property was completely re-landscaped.

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N. NEBRASKA STREET



CHANDLER HIGH SCHOOL

**LANDSCAPE NOTES**

1. ALL PLANT MATERIALS ARE TO BE SUPPLIED BY THE CONTRACTOR AND SHALL BE INSTALLED BY THE CONTRACTOR. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF CHANDLER AND THE ARIZONA DEPARTMENT OF WATER RESOURCES.
2. ALL PLANT MATERIALS SHALL BE INSTALLED IN ACCORDANCE WITH THE FOLLOWING SPECIFICATIONS:
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10. ALL PLANT MATERIALS SHALL BE INSTALLED IN ACCORDANCE WITH THE FOLLOWING SPECIFICATIONS:

W. CHANDLER BOULEVARD



SITE LANDSCAPE PLAN

SCALE 1/4" = 1'

CASE # UP08-0018

REBORN CONVERSION USE PERMIT FOR  
**THE BORN OFFICES**  
 948 W. Chandler Blvd.  
 Chandler, Arizona

DATE 6-17-09

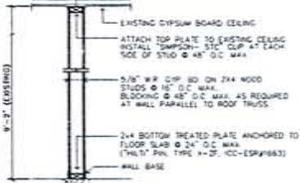
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**CHEN**  
 ARCHITECTS  
 INTERIORS  
 872 N. GILBERT STREET, SUITE 100  
 CHANDLER, ARIZONA 85226  
 TEL: 480-948-1111  
 FAX: 480-948-1112  
 WWW.CHENARCHITECTS.COM

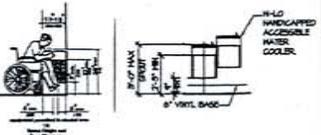
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PROPOSED FLOOR PLAN

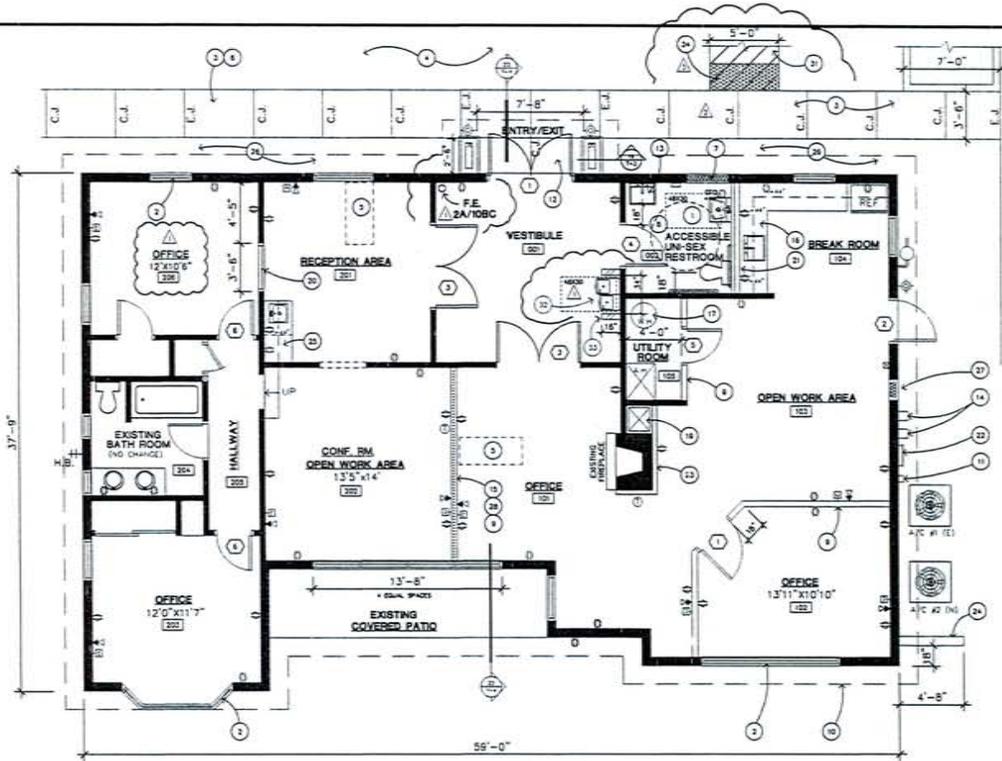
SCALE 1/4" = 1'



1 NON-BEARING WALL SECTION  
SCALE: 3/4" = 1'-0"



6 HI-LO DRINKING FOUNTAIN SECTION & ELEVATION  
N.T.S.

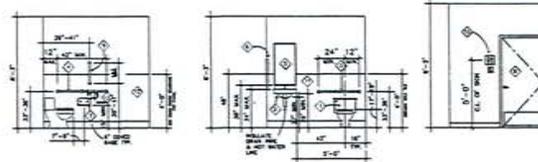


PROPOSED FLOOR PLAN

SCALE: 1/4" = 1'-0"

KEYNOTES

- 1. ACCESSIBLE FLOOR MOUNTED WATER CLOSET FLOOR CONTROL TO BE ON THE WIDE SIDE OF THE BOWL. PER ADAAG 4.16.2
- 2. WALL HUNG LAVATORY
- 3. 36" MIN. LONG GRAB BAR. SOBROCK 8-4106. SATIN FIN. (OR EQ.) GRAB BAR SHALL WITHSTAND 250 POUND POINT LOAD
- 4. 42" MIN. LONG GRAB BAR. SOBROCK 8-4106. SATIN FIN. (EQ.)
- 5. 18" x 36" WALL WRISOR SOBROCK 8-165-1326 (OR EQ.)
- 6. PAPER TOWEL DISPENSER SOBROCK 8-20003 (OR EQ.)
- 7. ROLL TOILET PAPER DISPENSER SOBROCK 8-27663 (OR EQ.)
- 8. 28" WIDE DOOR TYP. SEE DOOR SCHEDULE
- 9. 18" MIN. LONG VERTICAL GRAB BAR.
- 10. UN-SEX RESTROOM SIGN. INSTALL CITY'S APPROVED MEN'S & WOMEN'S SIGNS WITH ADAAG COMPLIANT BRAILLE CHARACTERISTICS.
- 11. FLOOR FINISH: DALLITE # 0703 "GREY" EXE. WALL FINISH: DALLITE # 0703 "GREY" EXE. 4" HIGH (PLUMBING WALL ONLY)
- 12. WALL FINISH: 4" HIGH WHITE FSP
- 13. 6" x 6" MIN. SHELF PARAPET WALL. MIN. 6" BELOW GRAB BAR. MIN. 18" A.F.F. AS PER BC 1106.2 "BARRIER" PRODUCT OR EQUAL.



ACCESSIBLE RESTROOM ELEVATIONS

KEYNOTES

1. NEW UN-SEX ACCESSIBLE RESTROOM - SEE RESTROOM ELEVATIONS BELOW FOR ADAAG REQUIREMENTS
2. EXTERIOR DUAL PAN WINDOW WITH WHITE VINYL FRAMING
3. FOR CONCRETE SIDE WALK. SEE DETAIL 2/20-1
4. FOR PARKING AND DRIVEWAY. SEE SHEET SP-1. SEE CIVIL DRAWINGS
5. IF RECEPTION DESKS SERVE ANY CUSTOMERS FOR SERVICE TRANSACTIONS, AT LEAST ONE PORTION OF COUNTER SHALL COMPLY WITH ADAAG 7.2 (36" MIN. LENGTH, 36" WALL HEIGHT)
6. 4" CONC. SLAB ON 4" A.B.C. ON COMPACT SOIL. SEE AT 25' O.C. MAX. FOR 2" O.C. MAX. FOR E.A. & C.I. JOISTS SEE DETAIL 1/14-1.1
7. EXISTING WINDOW OPENING 3'x4'. TO BE FILLED IN WITH DRYWALL & STUCCO FINISH. MATCH WITH EXISTING EXTERIOR WALL. INSTALL BATT INSULATION. R-19 IN CAVITY OF DRYWALL.
8. 60" DIAMETER WHEELCHAIR TURNING SPACE. SEE THIS SHEET FOR ACCESSIBILITY NOTES
9. 9'-2" HIGH TYPICAL DRYWALL - 1/2" O.F. CYPRESS BOARD ON 2x4 WOOD STUDS AT 24" O.C. MAX. SEE DETAIL 1/7-
10. LINE OF 1'-6" EXISTING ROOF OVERHANG ABOVE.
11. WALL MOUNTED PHONE LINE ENTRANCE PANEL - COORDINATE WITH LOCAL PHONE CO. SEE ELECTRICAL DRAWINGS
12. 7'4" x 28" CONCRETE PAD WITH MIN. 1% SLOPE TO DRAIN
13. FIBERGLASS TUB-TYPE MOP SINK - SEE PLUMBING DRAWINGS
14. ELECTRICAL SERVICE ENTRANCE - SEE ELECTRICAL DRAWINGS
15. SOUND INSULATION IN CAVITY OF DRYWALL
16. KITCHEN CABINET - 34" DEEP GRANITE COUNTER TOP WITH BASE & UPPER CABINET & DRAWERS. WITH DROP-IN STAINLESS STEEL KITCHEN SINK. SEE PLUMBING DRAWINGS
17. EXISTING 32-GALLON GAS WATER HEATER -
18. -
19. AIR DUCT SHAFT WITH DRYWALL ENCLOSURE
20. INTERIOR WINDOW 36" x 36" WITH ALUM. FRAMES. 60% AT 4'-0" A.F.F. FROM RECEPTION FLOOR. VERIFY WITH OWNER
21. PLUMBING WALL - 1/2" O.F. CYPRESS BOARD ON 2x4 WOOD STUDS AT 24" O.C. MAX.
22. WALL MOUNTED ELECTRICAL PANEL - SEE ELECTRICAL DRAWINGS
23. FUR OUT EXISTING FIREPLACE MASONRY WALL WITH DRYWALL
24. 4'-6" x 3'-4" MASONRY WALL WITH STUCCO. FINISH & COLOR TO MATCH WITH BUILDING. FILL VERT. SCREENING A/C UNITS
25. COFFEE STATION WITH S.S. DROP-IN SINK - 24" DEEP GRANITE COUNTER TOP WITH BASE & UPPER CABINET NITCHE FOR MINI COOLER.
26. LANDSCAPE PLANTER -
27. EXISTING WINDOW OPENING 3'x4'. TO BE FILLED IN WITH DRYWALL & STUCCO FINISH. MATCH WITH EXISTING EXTERIOR WALL. INSTALL BATT INSULATION. R-19 IN CAVITY OF DRYWALL.
28. THE EXACT LOCATION OF THIS DRYWALL TO BE VERIFIED WITH OWNER PRIOR TO CONSTRUCTION

THE REQUIREMENT FOR ACCESSIBLE WORK SURFACES IS INTERPRETTED TO MEAN "BUILT-IN PUBLIC SERVICE COUNTERS" SUCH AS TELLER WINDOWS, FOOD SERVICE COUNTERS, AND CASHIER WINDOWS.

- CHECK-OUT COUNTER \_\_\_\_\_ MAX. 34"
- (AT LEAST A 28" WIDE PORTION OF THE COUNTER TO BE NOT MORE THAN 34" IN HEIGHT)
- FOOD SERVICE BARS, COUNTERS AND TRAY SLIDES \_\_\_\_\_ MAX. 34"
- BUILT-IN RESTAURANT TABLES & WORK SURFACES INTENDED FOR WRITING \_\_\_\_\_ MIN. 28" / MAX. 34" (WITH CLEARANCE SPACE MIN. 27" HIGH/30" WIDE/19" DEEP)
- OTHER RETAIL AND BUSINESS SERVICE COUNTERS \_\_\_\_\_ MAX. 35"

CAUTION: The Construction Code does not apply to other furniture or equipment such as desks, modular workstations, mobile lockers, school shops or laboratory equipment, or commercial kitchen counters. However, the owner may be obligated to make such workstations accessible under the ADA.

CONTROLS AND OPERATING MECHANISMS:  
ALL NEW CONTROLS AND OPERATING MECHANISMS ARE TO BE ACCESSIBLE TO PERSONS WITH DISABILITIES.

ACCESSIBILITY NOTES

RESIDENTIAL OFFICE REMODELING FOR:  
**THE BURNS OFFICES**  
348 W. Chandler Blvd.  
Chandler, Arizona

CONSTRUCTION DRAWINGS  
Date: 9-20-08

No.	Revised	Date
1	BY: [Signature]	09-20-08
2	BY: [Signature]	09-20-08
3	BY: [Signature]	09-20-08
4	BY: [Signature]	09-20-08

**CHEN**  
Architects  
International

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Chandler, Arizona 85224-2662  
(480)792-1200 TEL  
(480)792-1288 FAX

