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MEMORANDUM

Transportation & Development – PZ Memo No. 12-137

DATE: JANUARY 8, 2013

TO: PLANNING AND ZONING COMMISSION

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

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

SUBJECT: ZUP12-0030 DESERT VIKING OFFICE

Request: Use Permit approval for a residential conversion to general office

Location: 542 W. Chandler Blvd., north side of Chandler Boulevard and east of Hartford Street

Applicant: Niels Kreipke, AOK Property Assets, LLC

Project Info: Approximately a 2,613 square foot home converted to four offices, conference rooms, file room, reception area, and lobby for general office use

RECOMMENDATION

The application request is for a Use Permit 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 on the north side of Chandler Boulevard east of Hartford Street. The property is surrounded by single-family residential homes to the north, west, and east. South, across Chandler Boulevard, is the Focus Corporate Plaza office development. The house immediately to the west has Use Permit approval for an insurance 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 approximately 1950. The property is 18,720 square feet with the home developed over two lots, which are being consolidated into one lot. The residential conversion is for an approximate 2,613 livable square foot home. The proposed use is for a general office specializing in a full service real estate development firm that focuses on redevelopment, urban infill, construction, brokerage agency, and property management under a single company, which operates as two separate entities Desert Viking and Venture REI (the real estate agency).

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, 2.6 tenants are permitted. There is one tenant operating as two entities as discussed above. There are four offices, two conference rooms, a file room, reception area, and lobby. There is no residential component. The office includes 7 employees in which some work off-site.

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 2,613 square foot home (5 parking spaces) require a total of 12 parking spaces. The development provides 10 parking spaces including the two-car carport. The Use Permit requests a waiver to allow 10 parking spaces since some staff work off-site. Planning Staff supports the waiver understanding that employees may come and go from the office during the workday or not be on-site at all. The new parking area will be located on the north side of the home.

Access to the parking area will be provided from the conversion of the garage to an open carport area. The office does not intend to use the alley for vehicular access other than for emergency purposes. There are no proposed changes to existing landscaping or perimeter walls. Trash containment will remain a residential type pickup as currently occurs.

The home's interior will be modified in accordance with building codes and building permits necessary to convert to a general office use. The home's exterior will mostly stay the same with possible window and/or door additions/upgrades if needed.

One freestanding monument sign for "project identification" is permitted under the conversion policy, such as a project name or primary tenant name, not to exceed 3 feet in height and 5 feet in width upon finding that the freestanding sign does not detract from the residential scale of the conversion and instead contributes to the overall quality of the project. The sign shall be setback a minimum of 10 feet from the public right-of-way. The request includes a waiver to the allowed signage proposing a larger sign at 5 feet high and 8 feet wide and includes two tenant names on each side of the sign. The two tenant names represent the two entities operated by the same company. The sign is constructed with a masonry block and sand finish stucco base, galvanized metal sign panels with raised plastic letters, paint to match the home, and illuminated only by ground lights shining onto the sign. The property address is located on the left side of the sign.

The sign is uniquely designed with asymmetrical tenant panels detached from one another and projecting off the sign's side. In recent years, signage has been typically granted for conversions with only a project name or single company name. One of the first signs approved under a

residential conversion is for the White House Offices property in which Council approved a sign with three tenant names per side. A recent approval for the Borns Office allowed two tenant names per side. Planning Staff supports the increased size and additional tenant name. The proposed sign is in keeping with the intent to maintain a residential scale within the existing neighborhood and consistent with other residential conversion signage.

DISCUSSION

The Residential Conversion Policy was established in 1989 to allow single-family homes the opportunity to allow small commercial businesses to operate within a residential zoning district with the approval of a Use Permit. Such homes must have direct frontage or access to an arterial street, and propose a business compatible with the existing neighborhood. Within this policy, criteria were established to accommodate the conversion of homes into professional offices or like businesses. Such criteria include the requirement of an improved parking lot, preservation of front yard landscaping for the aesthetic streetscape setting of the home, and buffering from adjacent residences. The request meets the requirements of the Residential Conversion Policy in regards to maintaining a residential home appearance and no changes to exterior landscaping.

PUBLIC/NEIGHBORHOOD NOTIFICATION

- This request was noticed in accordance with the requirements of the Chandler Zoning Code.
- A neighborhood meeting is being held on Monday, January 14, 2013. Planning Staff will provide a report of this meeting at the hearing.
- Staff has received one call from a property owner immediately to the north of this site. The concerns included no wanting vehicles using the alley, keeping existing shade trees on the rear of the lot, and not having commercial trash pickup. Staff is not aware of any other concerns or opposition.

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 one (1) year 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 Development Booklet 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, seven (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.

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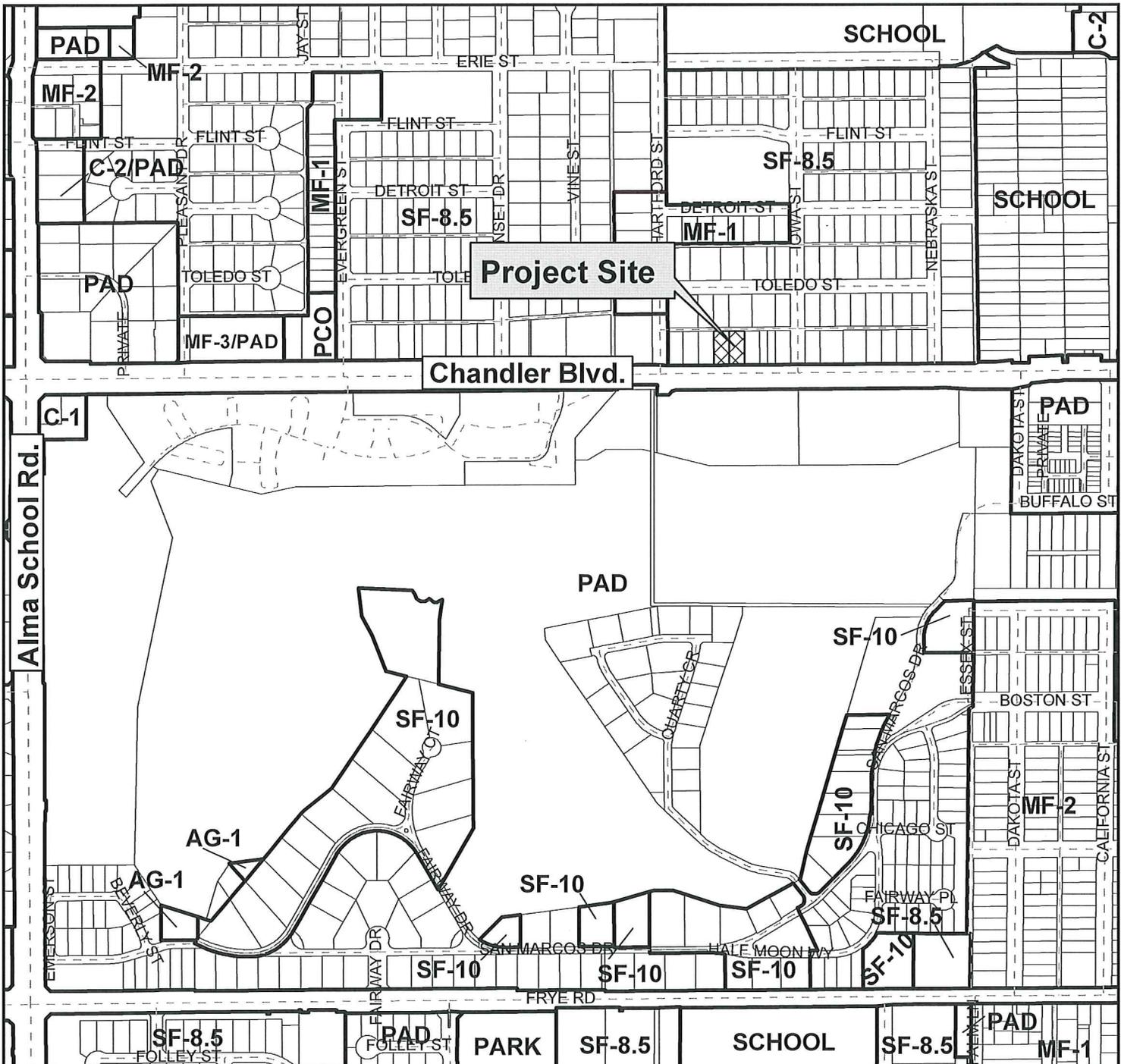
6. The landscaping shall be maintained at a level consistent with or better than at the time of planting in accordance with City approved construction plans.

PROPOSED MOTION

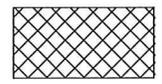
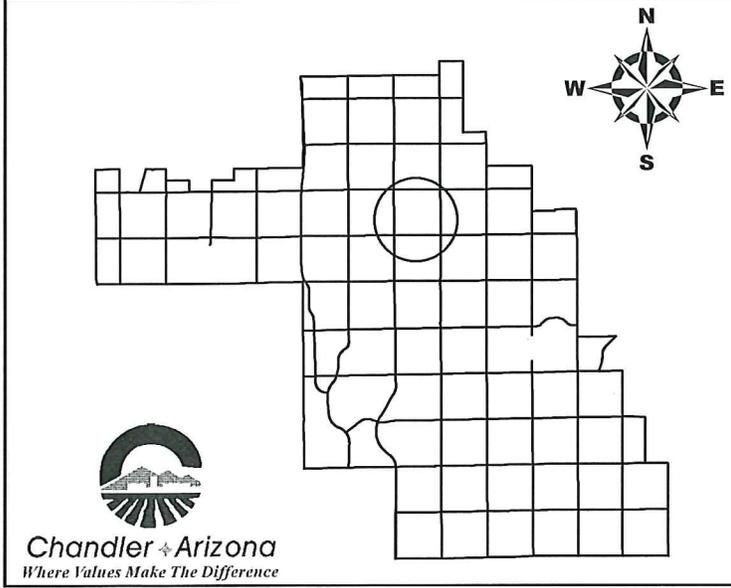
Motion to recommend approval of Use Permit case ZUP12-0030 DESERT VIKING OFFICE, subject to the conditions recommended by Planning Staff.

Attachments

1. Vicinity Maps
2. Site Plan
3. Floor Plan
4. Monument Sign
5. Development Booklet



Vicinity Map



ZUP12-0030

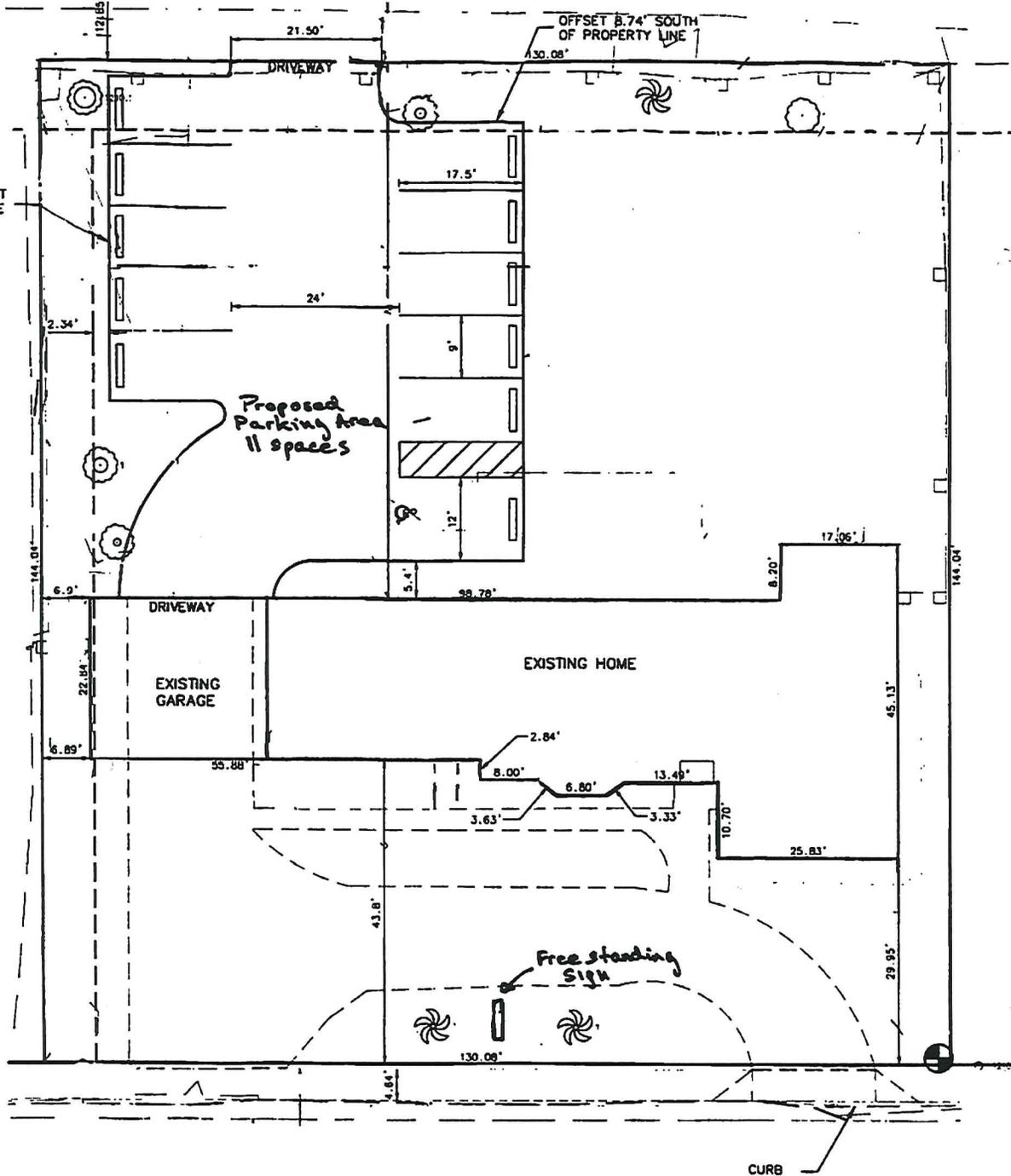
Desert Viking Office



SITE PLAN
.43 acres

OFFSET 9.84' EAST
OF PROPERTY LINE

OFFSET 8.74' SOUTH
OF PROPERTY LINE



EXISTING HOME

EXISTING GARAGE

EXISTING HOME

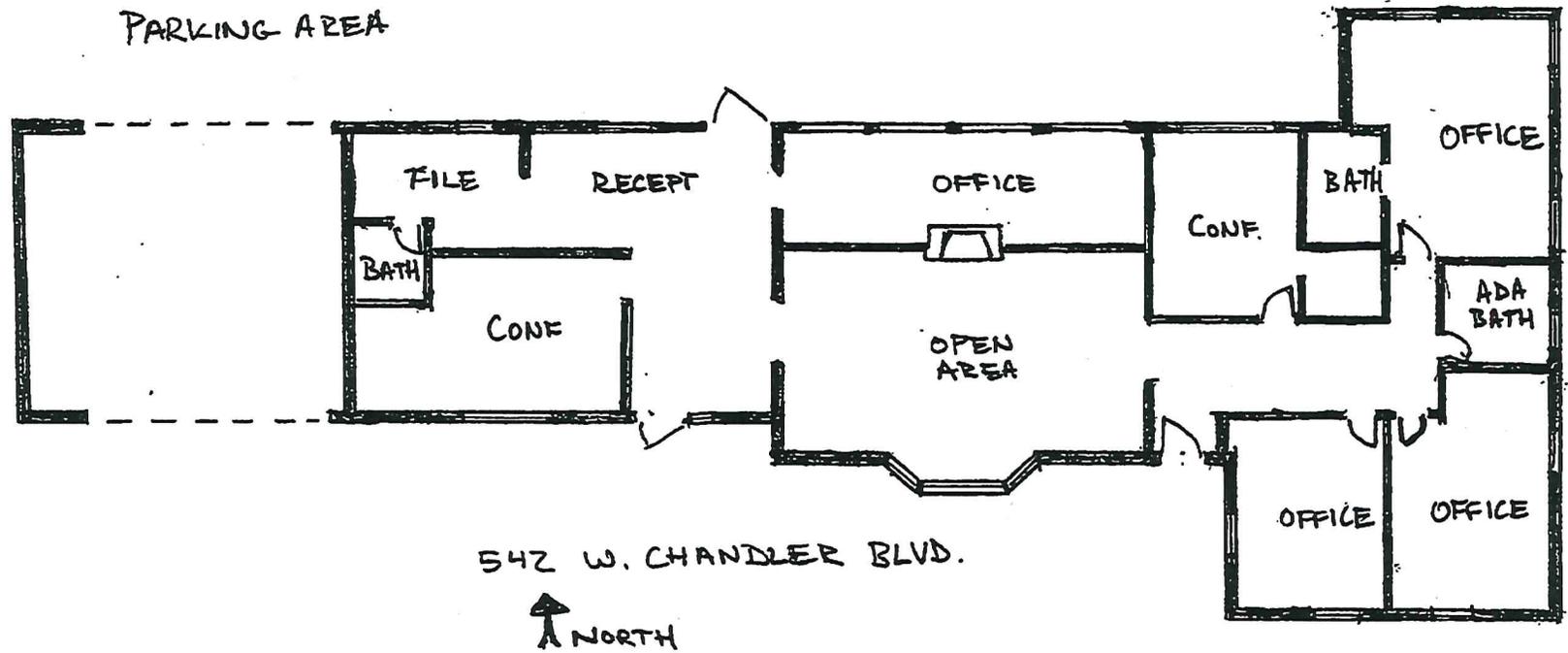
EXISTING HOME

Free standing
SIGN



CURB

CHANDLER ROAD



PARKING AREA

FILE RECEPT

BATH

CONF.

OFFICE

OPEN AREA

CONF.

BATH

OFFICE

ADA BATH

OFFICE

OFFICE

542 W. CHANDLER BLVD.

↑ NORTH

**Monument Sign
at
542 W. Chandler Boulevard**



Top View

8 ft



Side View

- Base - block & stucco**
- Sign Panels - galvanized metal panel with raised plastic letters**
- Address - raised plastic letters**
- Illumination - spot lights from ground**