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JUL 26 2007



**Chandler • Arizona**  
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**MEMORANDUM                      Planning and Development – CC Memo No. 07-169**

**DATE:**            JULY 9, 2007

**TO:**                MAYOR AND CITY COUNCIL

**THRU:**            W. MARK PENTZ, CITY MANAGER  
                         DOUG BALLARD, PLANNING AND DEVELOPMENT DIRECTOR  
                         JEFF KURTZ, ASSISTANT PLANNING AND DEVELOPMENT DIRECTOR  
                         BOB WEWORSKI, PLANNING MANAGER

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

**SUBJECT:**        UP06-0066 CHEN ARCHITECTS/MING INT'L REAL ESTATE

**Request:**            Use Permit approval to operate a professional office within a Single-Family (SF-8.5) zoning district

**Location:**            877 N. Alma School Road, approximately 800 feet south of the southeast corner of Ray and Alma School Roads

**Applicant:**            Ming Chen of Chen Architects

**RECOMMENDATION**

The request is for a Use Permit extension approval for an additional 3 years to operate a professional office within the Single-Family District (SF-8.5) zoning. Upon finding consistency with the General Plan and the Residential Conversion Policy (RCP), Planning Commission and Staff recommend approval subject to conditions.

**BACKGROUND**

The subject site is located at 877 N. Alma School Road, south of the southeast corner of Ray and Alma School Roads. The property is zoned SF-8.5 (Single Family) district. In 2005, a Use Permit was approved to allow the residential conversion of this property for a professional office. The Use Permit was approved for a one (1) year period with conditions.

The property fronts and is accessed directly from Alma School Road. There is a single-family residence south of this property, which also fronts and is accessed from Alma School Road. North of the property is a single-family residence which backs up to this site. Although the

property is directly adjacent to the alley located in the rear, the applicant does not propose any vehicular access, which minimizes any impact upon residential properties to the east. The home's carport was enclosed on the side; no other changes were made to the home's exterior thus maintaining compatibility with the surrounding residential character.

The application requests re-approval of the Use Permit for a 3-year time period to continue operating a professional architect's studio with related administration and real estate services. The professional office's services include architectural design drawings, construction engineering plans, and interior design drawings, as well as provide land-planning consulting and real estate services. The office is open 9 a.m. to 5:30 p.m. Monday through Friday and closed on the weekends.

The applicant anticipates conducting approximately three meetings at the office per week with either a client or engineer. Additionally, the applicant is a registered real estate broker and provides real estate advisory services. The majority of real estate activity occurs through phone, email, fax, and standard mail. The number of employees occupying the residential conversion will not exceed one full-time and two part-time employees.

The home's interior was re-configured to include a reception/lobby area, an open work area, a private office, a meeting room, and a break room. In 2005, the property's front yard was proposed to remain essentially as-is with the exception of the replacement and addition of concrete drive surfaces to access the proposed additional parking spaces to be located at the property's rear yard. Planning Commission added condition no. 6, which reads, "Parking shall occur at the rear of the site and additional pavement shall be added to the front to only facilitate safe vehicular movement." The site plan indicated there would be several parking spaces in the front yard area for loading and delivery use.

Since the previous Use Permit approval, the property's front yard was paved with asphalt to provide access to the carport area and for occasional loading and unloading space for delivery trucks, print shops, and associate engineers. The applicant conveyed without the additional asphalt paved areas, delivery trucks such as UPS and FedEx had difficulty backing up and turning around on the site to exit to Alma School Road. The additional pavement allows for less difficult on-site turning movements and prevents backing into the traffic lanes on Alma School Road.

The site provides six parking spaces within the rear yard area and three parking spaces in the front yard area. In addition, the front yard provides two tandem parking spaces. On either side of the front yard paved area exists landscaped areas with shrubs, trees, and groundcover. Shrubs, landscaping, and rock were added to the front yard to enhance the street appearance. The previous Use Permit included a condition, which reads, "Screen trees shall be planted at the rear of the site along the east property line." Three Ficus trees have been installed along the eastern property line. A condition from the original one-year approval required the removal of parking canopies in the rear yard. The canopies have been removed.

The original application included approval for one, three-foot high monument sign. In lieu of the monument sign, the applicant worked with Staff to provide a wall-mounted building sign.

### **RESIDENTIAL CONVERSION POLICY**

The Residential Conversion Policy (RCP) is intended to allow residential properties fronting onto arterial roads the opportunity to convert to commercial land uses in response to safety and noise problems resulting from increased arterial road traffic volumes. The Policy outlines the eligibility criteria used to evaluate potential properties for consideration.

Staff supports the proposed request finding compliance with the RCP eligibility criteria. The request represents a compatible land use with the surrounding neighborhood. The proposed office use does not create, store, or exchange goods of any type. The use generates very little on-site traffic and the site provides adequate parking.

### **PUBLIC / NEIGHBORHOOD NOTIFICATION**

- The request was noticed in accordance with the requirements of the Chandler Zoning Code
- A neighborhood meeting was held on Monday, May 29, 2007. One resident in the area attended in support of the Use Permit renewal.
- At the time of this writing, Staff has received no telephone calls or letters from neighboring property owners opposed to this Use Permit.

### **PLANNING COMMISSION VOTE REPORT**

Motion to Approve. In Favor: 6 Opposed: 0 Absent: 1 (Cason)

Planning Commission added Condition No. 7 requiring the site to meet A.D.A. requirements for parking spaces and pedestrian access to the building.

### **RECOMMENDED ACTION**

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

1. Any expansion or modification beyond the approved Site Plan and Floor Plan shall void the Use Permit and require a new Use Permit application.
2. The number of employees occupying the residential conversion shall not exceed one full-time and two part-time employees.
3. The Use Permit is effective for a period of three (3) years from the date of City Council approval. Continuation of the Use Permit beyond the expiration date shall require re-application to and approval by the City of Chandler.
4. Parking shall occur at the rear of the site. Parking in the front yard is for delivery drop-off and pick-up only.

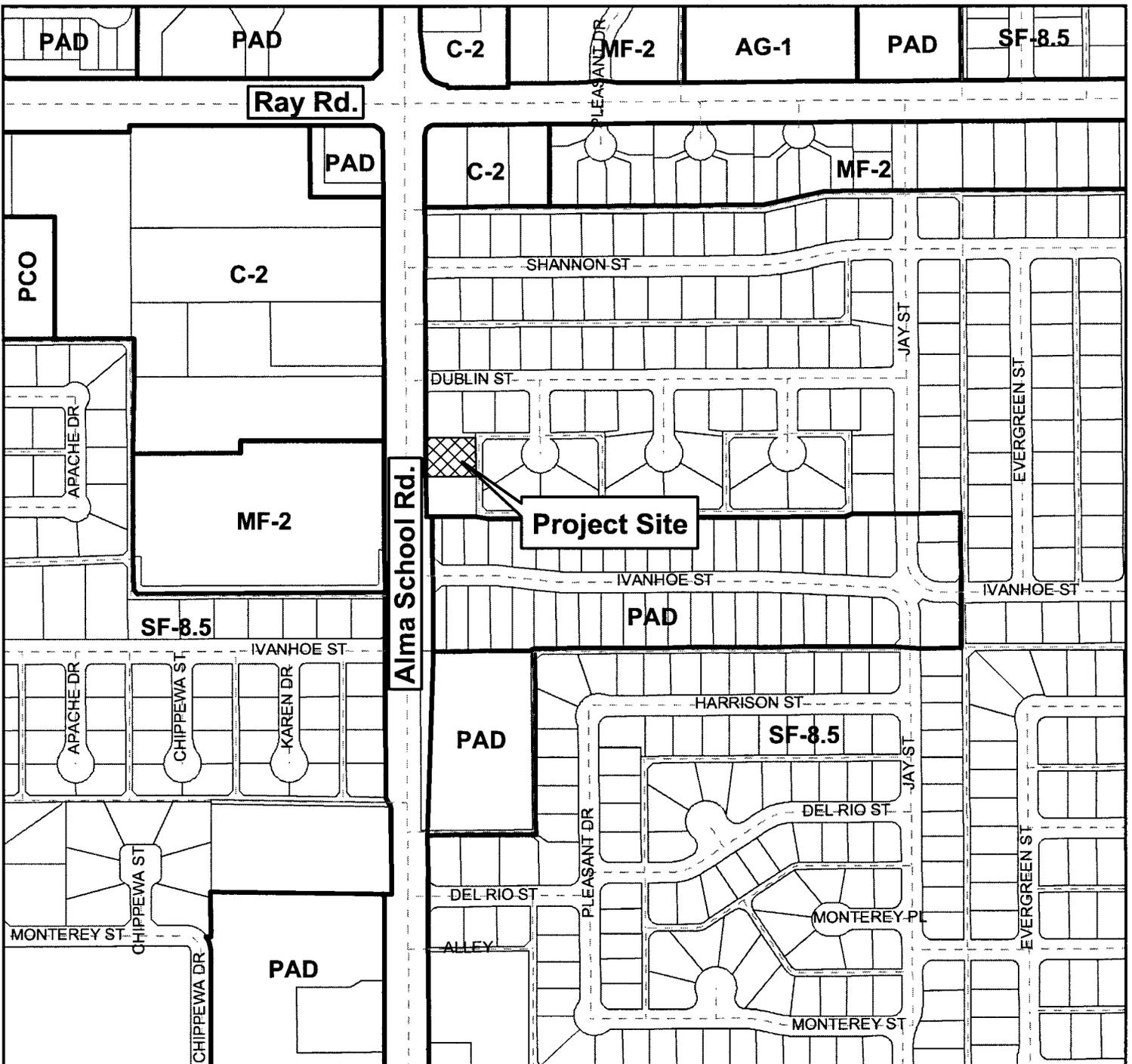
5. The landscaping shall be maintained at a level consistent with or better than at the time of planting. The site shall be maintained in a clean and orderly manner.
6. The landscaping in all open-spaces and rights-of-way shall be maintained by the adjacent property owner or homeowners' association.
7. The site shall comply with A.D.A. requirements in regards to parking and pedestrian access.

**PROPOSED MOTION**

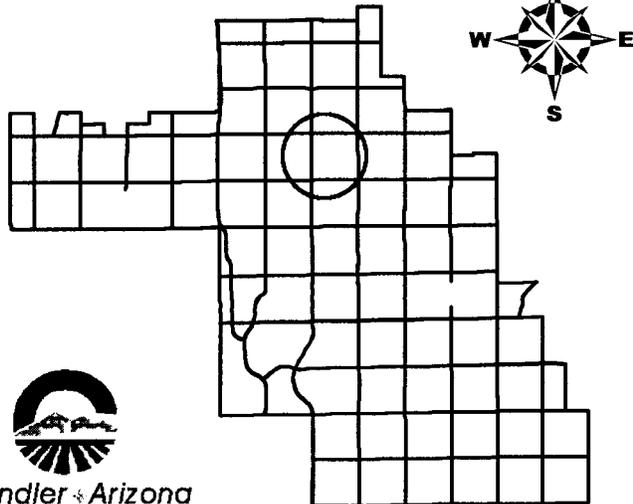
Move to approve the Use Permit UP06-0066 CHEN ARCHITECTS/MING INT'L REAL ESTATE, subject to the conditions recommended by Planning Commission and Staff.

**Attachments**

1. Vicinity Maps
2. Applicant narrative
3. Site Plan
4. Floor Plan
5. Site Photographs



## Vicinity Map



UP06-0066

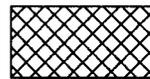
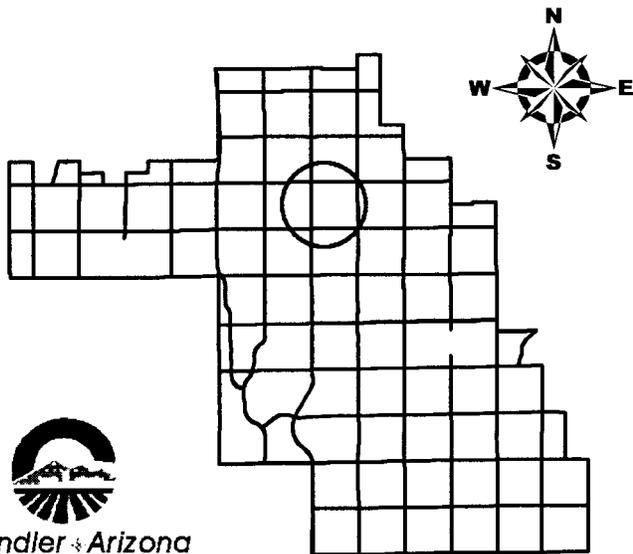
**Chen Architects/  
Ming Intl' Real Estate**



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## Vicinity Map



UP06-0066

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CITY OF CHANDLER 10/16/2006



## CHEN Architects International

A Subsidiary of CHEN International, LLC

877 N. Alma School Road  
Chandler, Arizona 85224-3892  
TEL: (480)792-1200 FAX: (480)792-1288

June 11, 2007

Jodie M. Novak, MEP  
Senior City Planner  
City of Chandler, Current Planning Services

RE: **Use Permit Renewal: UP06-0066**

Dear Jodie:

City Council approved my last Use Permit in September 2005 for a one (1) year period. I am requesting re-approval for an additional 3 years.

The Architect Firm was established in 1990. Its locations were in Tempe & Phoenix before. The firm specializes in the areas of Building Design, Space Planning, Interior Design and Real Estate Advisory Services.

The subject property was purchased by Ming Chen, the applicant/ registered architect & designated real estate broker of the firm in September 2004. The residential offices are planned to remain in business for at least 15 years.

The office hours are 9:00am to 5:30pm, Mon to Fri., closed on weekends. I have one part-time staff working with me at this time, and planning to hire another part-time staff this year. No noise or traffic has been generated in the premises. After 5:30pm of weekday or on weekends, no activity is in the property. Office activities do not interfere neighbors' nightlife.

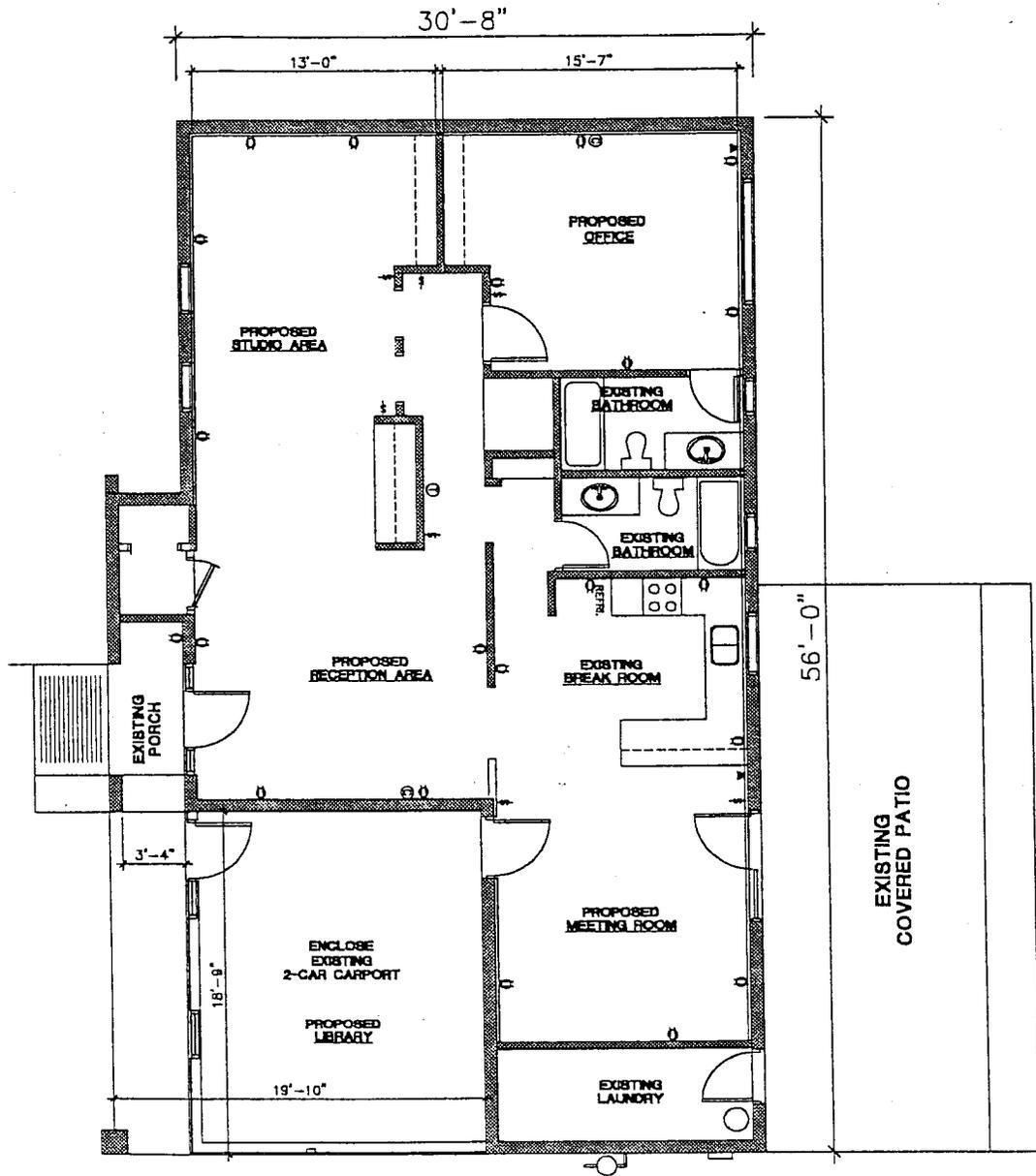
The office has been fine without any complaint from the neighbors.

Should you have any question regarding the Use Permit application, please feel free to contact me at 480-792-1200.

Respectfully Submitted

Ming Chen  
Applicant





# EXISTING FLOOR PLAN

SCALE: 1"=10'-0"





**CHEN Architects**  
2550 HTL Red Estate

**877**



