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FEB 26 2009



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MEMORANDUM **Planning and Development – CC Memo No. 09-017**

DATE: FEBRUARY 9, 2009

TO: MAYOR AND CITY COUNCIL

THRU: W. MARK PENTZ, CITY MANAGER *[Handwritten initials]*
 JEFF KURTZ, ACTING PLANNING & DEVELOPMENT DIRECTOR *[Handwritten initials]*
 BOB WEWORSKI, PLANNING MANAGER *[Handwritten initials]*

FROM: ERIK SWANSON, CITY PLANNER *[Handwritten initials]*

SUBJECT: UP08-0048 COWLED INSURANCE AGENCY

Request: Use Permit extension approval to continue the operation of a professional office within a Mobile Home (MH-1) zoning district

Location: 1505 N. Alma School Road
 North of the northeast corner of Knox and Alma School Roads

Applicant: Michael Cowled

RECOMMENDATION

The request is for a Use Permit extension to continue the operation of a professional office within the Chandler Mobile Manor mobile home subdivision. Upon finding consistency with the General Plan and the Residential Conversion Policy (RCP), Planning Commission and Staff recommend approval with conditions.

BACKGROUND

An approximate 1,600 square foot duplex was constructed on the subject parcel in 1972. On site parking is provided by four spaces for the north unit and three spaces for the south unit. The property fronts onto Alma School Road, while Calle Del Norte and the adjacent alley provide access to the parking areas.

The subject site received Use Permit approval for the operation of a professional office under the Residential Conversion Policy (RCP) in November 2003 with a one-year

timing condition. In late 2004 a Use Permit application was filed and approved by Council in early 2006, with a one-year timing condition due to a new property owner and the previous conditions not being met. As part of the previous Council approval, there were a number of conditions addressing site improvements such as required landscape improvements, parking area improvements and parking screening. A number of the conditions have been met, except for the paving of the driveway on the north side of the site, and the laying of pavers for the front path. The remaining work has not been completed due to financial difficulties, as well as other improvements necessary for the interior. The applicant has indicated that the pathway and driveway will be completed within the next six months. A condition has been added addressing this.

Traditionally, Use Permits of this nature would return with a recommendation of approval for an additional three-years finding compliance with all conditions of approval. In this case, based upon the original conditions not being completely met, Staff recommends approval for an additional one-year to allow the applicant time to complete the required improvements.

The Cowled Insurance Agency provides financial, insurance, and investment, and final expense services for seniors and the general public. The agency is open Monday through Friday 8 a.m. to 5 p.m. The applicant represents a low on-site traffic generation due to the majority of business taking place by phone, fax or email. Meetings occur at the client's home or other location.

The RCP 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 RCP.

PUBLIC / NEIGHBORHOOD NOTIFICATION

This request was noticed according to the provisions of the City of Chandler Zoning Code.

- Notices were mailed to all property owners within a six-hundred (600') foot radius and all Registered Neighborhood Organizations (RNO's) within one ¼ mile.
- A legal notice was advertised in the newspaper.
- An 11" by 17" public hearing sign was installed on the property.
- A neighborhood meeting was held on Tuesday November 25, 2008 at the Downtown Community Center. No neighbors were in attendance.

At the time of this writing, Staff has received two telephone calls with general questions and support for the extension. Staff has spoken with a resident with concerns regarding an excess of vehicles on the site, as well as the height of the screen wall at the corner.

PLANNING COMMISSION VOTE REPORT

Motion to Approve:

In Favor: 5 Opposed: 0 Absent: 2 (Irby, Rivers)

RECOMMENDED ACTION

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

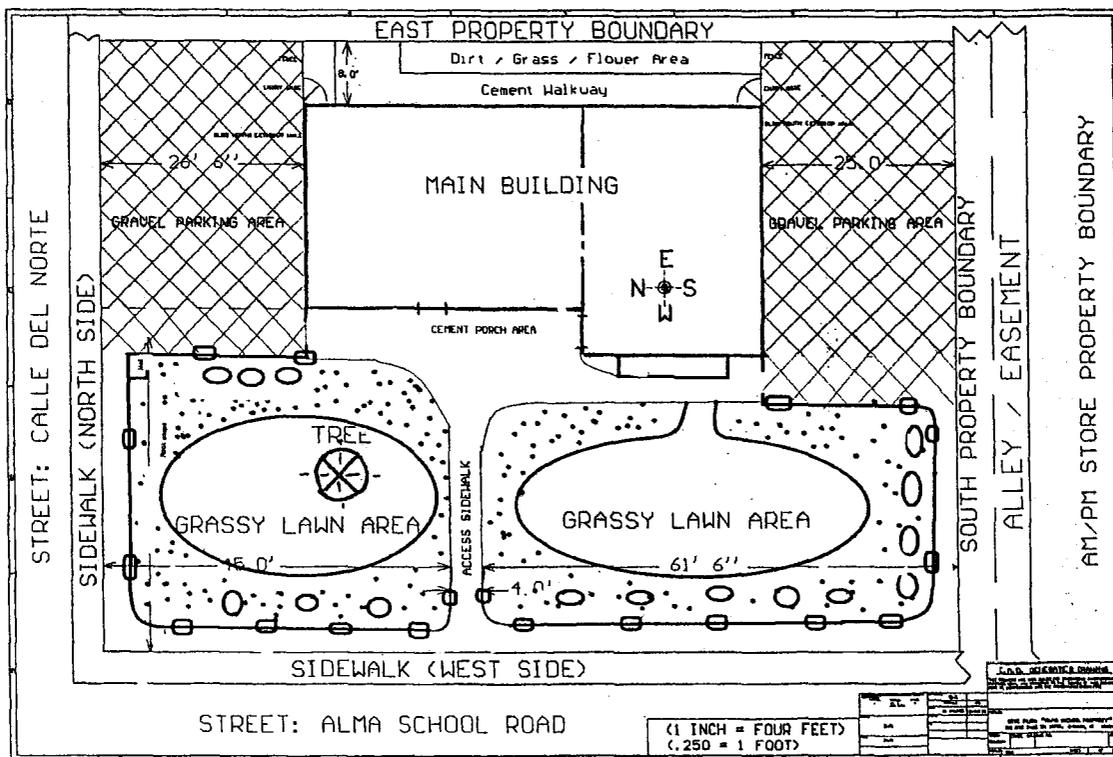
1. Any expansion or modification beyond the approved Site Plan shall void the Use Permit and require a new Use Permit application.
2. The driveways shall be improved with decorative pavers, concrete, or asphalt within six (6) months from Council approval, or the Use Permit shall be null and void.
3. The number of employees occupying the residential conversion shall not exceed two (2).
4. The Use Permit shall be effective for a period of one (1) year from the date of Council approval. Operation of the business beyond that date shall require re-application and approval of a new Use Permit.

PROPOSED MOTION

Move to approve Use Permit UP08-0048 COWLED INSURANCE AGENCY subject to the conditions recommended by Planning Commission and Staff.

Attachments

1. Vicinity Map
2. Site Plan
3. Applicant narrative



O - SHRUBS - NEW
(SPECIES TO BE DETERMINED)

SITE PLAN

CIA
1050 E Ray Road
Suite # A5-301
Chandler AZ 85225
480-726-2879

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Cowled Insurance Agency

September 17, 2008

Mr. Kevin Mayo
City Planner
City of Chandler
Chandler, AZ

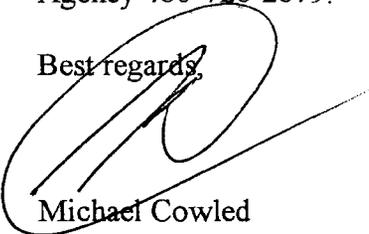
Dear Mr. Mayo:

I would like to re-introduce my intent for my property on 1505 N. Alma School Road, Chandler, AZ 85224. This business pertains to insurance and investments. My company provides financial services, insurance services, investment services, and final expense for seniors and general public. We have a very low traffic or client visitation at my office at this moment, for we currently visit our clients at their home or other locations.

A wall/barrier or fence around my property that is aesthetically pleasing (rock and stucco), replace the windows and remove the security grills on the windows, as well as landscaping the property with the essence of Feng Shui that will add positive energy. When the budget permits there are more plans for beautification, such as the driveway will be redone, repainting the building, refinishing the side walk to the property, as well as replacing the roof.

I am asking the City of Chandler and its board to grant my request and even extend this request for my permit use for even a longer term. If you may have any questions, please feel free to contact me at Michael Cowled, Cowled Insurance Agency 480-726-2879.

Best regards,



Michael Cowled
Cowled Insurance Agency

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Cowled Insurance Agency Servicing Your Life!