



Board of Adjustment Regular Agenda

COUNCIL CHAMBERS BUILDING
CONFERENCE ROOM B-3
MARCH 12, 2015
4:00 P.M.

One or more members of the Board of Adjustment may be unable to attend the Board Meeting in person and may participate telephonically, pursuant to A.R.S. § 38-431(4).

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES: January 8, 2015 Regular Meeting
February 12, 2015 Regular Meeting

AGENDA ITEMS MAY BE TAKEN OUT OF ORDER AT THE BOARD'S DISCRETION

- IV. WITHDRAWALS AND CONTINUANCES
- V. PUBLIC HEARING ITEM
 - VAR15-01:** A request by David and Robyn Fonk for a variance in the SR-12 zoning district to reduce the rear yard setback from a required 25 feet to 15 feet in order to allow an addition to an existing residence. The site is located at 7547 West Libby Street and is in the Sahuaro District. Staff Contact: Tom Dixon, CPM, Senior Planner.
- VI. OTHER BUSINESS FROM THE FLOOR
- VII. PLANNING STAFF REPORT
- VIII. BOARD COMMENTS AND SUGGESTIONS
- IX. NEXT MEETING: April 9, 2015
- X. ADJOURNMENT

FOR SPECIAL ACCOMMODATIONS



Please contact Diana Figueroa at (623) 930-2808 or dfigueroa@glendaleaz.com at least three working days prior to the meeting if you require special accommodations due to a disability. Hearing impaired persons should call (623) 930-2197.

After 5:00 p.m. on Monday, prior to the meeting, staff reports for the above referenced cases will be available online at <http://www.glendaleaz.com/planning/boardsandcommissions.cfm>. If after reviewing the material you require further assistance, please call the staff contact listed for each application at (623) 930-2800.

Upon a public majority vote of a quorum of the Board of Adjustment, the Board may hold an executive session, which will not be open to the public, regarding any item listed on the agenda but only for the following purpose:

- (i) discussion or consultation for legal advice with the city's attorneys (A.R.S. § 38-431.03(A)(3)); or

Confidentiality Requirements Pursuant to A.R.S. § 38-431.03(C)(D): Any person receiving executive session information pursuant to A.R.S. § 38-431.02 shall not disclose that information except to the Attorney General or County Attorney by agreement of the Board of Adjustment, or as otherwise ordered by a court of competent jurisdiction.

**MEETING MINUTES
CITY OF GLENDALE
BOARD OF ADJUSTMENT
COUNCIL CHAMBERS - CONFERENCE ROOM B-3
JANUARY 8, 2015
4:00 PM**

I. CALL TO ORDER

Chairperson Toops called the meeting to order at approximately 4:00 pm.

II. ROLL CALL

Chairperson Toops announced that Board members Blakely, Feiner, Zarra, and Dietzman, and Chairperson Vescio were in attendance.

CITY STAFF

City staff present was Tabitha Perry, Assistant Planning Director, Tom Dixon, CPM, Senior Planner, Russ Romney, Deputy City Attorney, and Diana Figueroa, Recording Secretary

III. APPROVAL OF THE MINUTES

Chairperson Toops called for a motion on the minutes from the meeting of November 13, 2014.

Board member Blakely made a MOTION to APPROVE the Minutes of the November 13, 2014, Regular Meeting. Board member Zarra SECONDED the motion. The motion was approved unanimously.

IV. WITHDRAWALS AND CONTINUANCES

Chairperson Toops asked staff if there were any requests for withdrawals or continuances. Ms. Perry said there were none.

V. PUBLIC HEARING ITEM

Chairperson Toops called for the public hearing item.

1. **VAR14-08:** A request by Mauricio de la Cruz to allow a reduction of the west side yard setback to 6 feet where 15 feet is required in the R-2 zoning district to allow an addition to an existing single-family residence. The site is located at 5419 West Orangewood Avenue in the Ocotillo District. Staff contact: Tom Dixon, CPM, Senior Planner.

Mr. Tom Dixon, CPM, Senior Planner, introduced this item. He stated this is a request by Mauricio de la Cruz to allow a reduction of the west side yard setback to 6 feet where 15 feet is required in the R-2 (Multiple Residence) zoning district. The property is located at 5419 West Orangewood Avenue. He indicated the location on an aerial photo for the Board.

Mr. Dixon indicated where the property was located and displayed the zoning map which indicated the zoning of the surrounding properties.

Mr. Dixon reviewed each of the four findings:

1. **There are special circumstances or conditions applicable to the property, including size, shape, topography, location or surroundings, which were not self-imposed by the owner.**

A lot width of 50 feet creates a special circumstance not self-imposed by the property owner. The strict application of the 15-foot perimeter setback would limit a new home on this lot to a 20-foot width. He said since the existing home is only six feet from the west property line, its building line was established when original construction occurred. This created a unique condition that necessitates relief from the required setback if an addition, as proposed, follows the primary building line. Granting the exception to the setback standard is a reasonable method to address this circumstance.

2. **Due to the special circumstances, the strict application of the Zoning Ordinance would deprive the property of privileges enjoyed by other properties in the same classification in the same zoning district.**

The portion of the City of Glendale bounded by West Orangewood Avenue on the north, North 54th Avenue on the east, West State Avenue on the south, and North 55th Avenue to the west is within the R-2 zoning district. It contains 50 developed residences and one or two vacant lots. An aerial photographic examination of this section of the City reveals that at least 80% of all lots fail to satisfy the 15-foot perimeter setback at some portion of their development. The requested variance is therefore compatible with the manner and location of other residential structures in the area and will not create a situation that is inconsistent with the surrounding neighborhood character.

3. **The variance requested is the minimum necessary to alleviate the property hardships.**

The requested side yard setback for the addition follows the building line of the existing residence. The most feasible and logical manner to add to the home would be to permit the addition to line up with what is already built. To apply a 15-foot setback to the addition would add unnecessary cost and would not provide any reasonable benefit to surrounding properties.

4. **Granting the variance will not have a detrimental effect on the property, adjoining property, surrounding neighborhoods or the city in general.**

The requested variance will not have a detrimental effect on the community; in fact, it likely will be a benefit. The residence is presently a vacant, two-bedroom home in an older section of Glendale. Adding two more bedrooms to the residence and providing a larger home will allow the residence to be occupied and integrated back into the neighborhood.

Mr. Dixon stated the variance request appears to meet all four findings and should be approved. If the Board decides to grant the variance, it should be subject to the following stipulations listed in the staff report. He concluded his presentation and stated he was available for questions.

Chairperson Toops asked if the Board had any questions.

Board member Zarra asked for clarification regarding the lot depth as there was a discrepancy between the staff report and the Citizen Participation Final Report. Mr. Dixon said there was an error in the Final Report. The lot depth as indicated in the staff report is correct.

Chairperson Toops called for the applicant to make a presentation.

Mr. Jimmy De La Cruz, applicant, introduced himself and had no further comments.

Chairperson Toops opened the public hearing.

Ms. Perry stated as a point of clarification there are three stipulations included in the staff report.

With no further comments, Chairperson Toops closed the public hearing and asked the Board for any further questions.

Chairperson Toops called for Mr. Russ Romney, Deputy City Attorney, to provide the next step in the legal process.

Based on the facts and evidence presented, Mr. Romney requested a vote from the Board. He read each finding and waited as the Board responded.

Finding One. Chairperson Toops called for a voice vote on Finding One. The Board responded with a 6-0 vote.

Finding Two. Chairperson Toops called for a voice vote on Finding Two. The Board responded with a 6-0 vote.

Finding Three. Chairperson Toops called for a voice vote on Finding Three. The Board responded with a 6-0 vote.

Finding Four. Chairperson Toops called for a voice vote on Finding Four. The Board responded with a 6-0 vote.

Mr. Romney asked that if based on the findings, does the Board wish to grant variance VAR14-08, subject to the stipulations set forth by the Planning Division.

Chairperson Toops called for a motion.

Board member Dietzman made a MOTION to APPROVE VAR14-08 subject to the stipulations in the staff report. Board member Zarra SECONDED the motion.

Chairperson Toops read the stipulations into the record.

The MOTION was APPROVED with a vote of 6 to 0.

Chairperson Toops stated the decision from the Board is to grant the variance. He said anyone wishing to appeal the action will need to file a motion in Superior Court.

VI. OTHER BUSINESS FROM THE FLOOR

Chairperson Toops asked staff if there was other business from the floor. There was none.

VII. PLANNING STAFF COMMENTS AND SUGGESTIONS

Chairperson Toops asked for Planning Staff Comments and suggestions. Ms. Perry said there were none.

VIII. BOARD COMMENTS AND SUGGESTIONS

Chairperson Toops asked for Board Comments and Suggestions. There were none.

IX. ADJOURNMENT

Vice Chairperson Vescio made a MOTION to ADJOURN the meeting. Board member Feiner SECONDED the motion. With no further business, the meeting adjourned at 4:20pm.

Next meeting: February 12, 2015

**MEETING MINUTES
CITY OF GLENDALE
BOARD OF ADJUSTMENT
CITY HALL - CONFERENCE ROOM 2-A
FEBRUARY 12, 2015
4:00 PM**

I. CALL TO ORDER

The meeting was called to order at approximately 4:00 p.m.

II. ROLL CALL

Board members Blakely, Dietzman, Zarra, and Feiner, Vice Chairperson Vescio and Chairperson Toops were in attendance. No members were absent.

CITY STAFF

Tabitha Perry, Acting Planning Director, Tom Dixon, CPM, Senior Planner, Russ Romney, Deputy City Attorney, and Diana Figueroa, Recording Secretary.

III. APPROVAL OF THE MINUTES

Chairperson Toops called for the minutes from the previous meetings. There were none.

IV. WITHDRAWALS AND CONTINUANCES

Chairperson Toops asked staff if there were any requests for withdrawals or continuances. There were none.

V. PUBLIC HEARING ITEM

1. **VAR14-09**: A request by James Martinez and Leann Holt for a variance in the R-4 zoning district to reduce the separation distance of an accessory structure from a principal building from the required 10 feet to six (6) feet in order to allow a roof cover over a ramada for an existing single residence. The site is located at 8974 West State Avenue and in the Yucca District. Staff Contact: Tom Dixon, CPM, Senior Planner.

Tom Dixon, CPM, Senior Planner, began his presentation by stating VAR14-09 is a request for a variance to reduce the separation distance of an accessory structure from a principal building from the required 10 feet to six feet in order to allow a roof cover over a ramada. He stated the property was part of the Provence subdivision and was in the R1-4 PRD zoning district. He said the property was located on the north side of West State Avenue, directly east of where the street turns south to become a short section of North 89th Lane. He noted the north property line abuts an existing asphalt parking lot owned by the City of Glendale and is used for overflow parking for events at the University of Phoenix Stadium. He said in all other directions are single family residents. He added the lot width of the subject property is 44 feet wide with a variable depth.

Mr. Dixon stated that on December 18, 2014 the applicant mailed notification letters to adjacent property owners and interested parties. He said that Planning staff, to date, had received no inquiries regarding the request. Additionally, a notice of Public Hearing was published in The Glendale Star on January 22, 2015. He indicated that notification postcards of the public hearing were mailed to adjacent property owners and interested parties on January 23, 2015. He added that the property was posted by staff on January 23, 2015.

Mr. Dixon reviewed each of the four findings:

1. There are special circumstances or conditions applicable to the property, including size, shape, topography, location or surroundings, which were not self-imposed by the owner;

The property is constrained by its size which is listed 3,892 square feet. This modest size of the lot creates constraints for almost any type of size of exterior improvement that could be applied to the property. The Provence gated community was built with alternative development standards approved through the Planned Residential Development overlay. A front yard setback of eight feet to the livable area, five feet for side yard setbacks, and 60% lot coverage all provide for a relatively compact development. Granting the exception to the separation requirement is a reasonable method to address the circumstance of providing the shade cover.

2. Due to the special circumstances, the strict application of the Zoning Ordinance would deprive the property of privileges enjoyed by other properties in the same classification in the same zoning district;

With lot size ranges of 3,154 to 10,008 square feet (median size being 5,158 square feet) within the Provence development, which has less than 200 lots, there is a wide gap in how property owners can make modification or alternations within the community. The Provence development provides its residences with an outdoor pool but no shaded area and the pool is of modest size relative to the number of residences it serves. In addition, although Provence was approved with modified development standards, those do not generally address relief for separation between a principal and accessory structure.

Due to the special circumstance of being on the smaller end of lot size in the Provence development, the requested variance is deemed compatible with the manner and location of how other privileges or improvements in the residential area could occur. Likewise, it should not create a situation that is inconsistent with the surrounding neighborhood character.

3. The variance requested is the minimum necessary to alleviate the property hardships.

The requested reduction of the separation requirement is the minimum necessary. If the strict application of the 10-foot separation were applied, the proposed shade cover would provide a negligible amount of protection from the sun. The reduced separation to six feet is deemed to be the minimum necessary to provide the functional use of a shade roof in this situation.

4. Granting the variance will not have a detrimental effect on the property, adjoining property, surrounding neighborhoods or the city in general.

The requested variance will not have a detrimental effect on the community. The property is surrounded by a six-foot high block wall on all sides except for the front of the house and the roof addition will be barely visible from the street. Although granting the variance will benefit the requesting property owners, there is no evidence that there will be any adverse impact on any other property in the neighborhood.

Mr. Dixon stated the variance request appears to meet all four findings and should be approved. If the Board decides to grant the variance, it should be subject to the following stipulations listed in the staff report. He concluded his presentation and stated he was available for questions.

Chairperson Toops asked if the Board had any questions.

Board member Blakely asked if this was in an HOA. Mr. Dixon replied yes and added they had no objection to the plans.

Board member Feiner clarified that the issue here was between the structure and another structure on its own property and not close to the property line. Mr. Dixon stated he was correct.

Board member Dietzman inquired if the roof tile would match the rest of the structure. Mr. Dixon stated the applicant would speak to that issue. Mr. Martinez, applicant, responded that the tile would match exactly.

Chairperson Toops called for the applicant to make a presentation.

James Martinez, applicant, stated he had nothing to add since staff had made a thorough presentation. However, he would be happy to answer any questions the Board may still have.

Chairperson Toops opened the public hearing. No one wished to speak.

Chairperson Toops closed the public hearing

Chairperson Toops asked the Board for any further questions or comments. There were none.

Chairperson Toops called for Mr. Russ Romney, Deputy City Attorney, to provide the next step in the legal process.

Based on the facts and evidence presented, Mr. Romney requested a vote from the Board. He read each finding and waited as the Board responded.

Finding One. Chairperson Toops called for a voice vote on Finding One. The Board responded with a 6-0 vote.

Finding Two. Chairperson Toops called for a voice vote on Finding Two. The Board responded with a 6-0 vote.

Finding Three. Chairperson Toops called for a voice vote on Finding Three. The Board responded with a 6-0 vote.

Finding Four. Chairperson Toops called for a voice vote on Finding Four. The Board responded with a 6-0 vote.

Mr. Romney asked, based on the findings, if the Board wished to grant variance VAR14-09 subject to the stipulations set forth by the Planning Division.

Chairperson Toops called for a motion.

Board member Zarra made a MOTION to APPROVE VAR14-09 subject to the stipulations in the staff report. Vice Chairperson Vescio SECONDED the motion, which passed unanimously.

The MOTION was APPROVED with a vote of 6 to 0.

VI. OTHER BUSINESS FROM THE FLOOR

Chairperson Toops asked staff if there was other business from the floor. There was none.

VII. PLANNING STAFF COMMENTS AND SUGGESTIONS

Chairperson Toops asked for any Planning Staff Comments and Suggestions. There were none.

VIII. BOARD COMMENTS AND SUGGESTIONS

Chairperson Toops asked for any Board Comments and Suggestions. There were none.

IX. ADJOURNMENT

Board member Zarra made a MOTION to ADJOURN the meeting. Vice Chairperson Vescio SECONDED the motion, which passed unanimously.

The meeting adjourned at 4:18 p.m.



Planning Division Staff Report

DATE: March 12, 2015 **AGENDA ITEM:** 1

TO: Board of Adjustment

FROM: Tabitha Perry, Assistant Planning Director
PRESENTED BY: Tom Dixon, CPM, Senior Planner

SUBJECT: **VARIANCE (VAR) APPLICATION VAR15-01: FONK
VARIANCE – 7547 WEST LIBBY STREET**

REQUEST: Variance to allow a reduction in the rear yard setback from a required 25 feet to 15 feet in order to allow an addition to the existing residence in the SR-12 zoning district.

APPLICANT/OWNER: David & Robyn Fonk.

REQUIRED ACTION: The Board must consider the facts and determine that the findings required to grant a variance have been met. The Board may condition a variance to ensure that it will not grant special privileges inconsistent with the limitation of other similarly zoned properties. The Board must deny the request if the required findings have not been met.

RECOMMENDATION: Staff recommends approval subject to stipulations.

PROPOSED MOTION: Move to approve VAR15-01 subject to stipulations.

SUMMARY: The applicant is requesting a variance to allow a reduction in the rear yard setback from a required 25 feet to 15 feet in the SR-12 zoning district. If approved, a garage and living area addition to an existing single-family residence would occur on the rear portion of the property.

BOARD ACTION: Board member _____ MADE a MOTION to _____
Case No. VAR15-01, subject to staff report stipulations. Board member _____
SECONDED the MOTION. The MOTION was _____ with a vote of _____ to _____

DETAILS OF REQUEST:

General Plan Designation:

1 – 2.5 du/acre (Low Density Residential 1 – 2.5 du/acre).

Property Location and Size:

The subject site is located on the south side of West Libby Street, immediately west of North 75th Drive. A city of Glendale park abuts the property on its south side; on all other directions is single-family residential development. The lot dimensions of the subject property are 120 feet wide by some 140 feet deep and the property contains approximately 16,363 square feet.

Zoning Ordinance Requirements:

Section 5.208 – SR-12 (Suburban Residential, Development Standards) Table 1:
Rear yard setback: 25 feet.

Surrounding Land Use and Zoning:

North: Single-Family Residence, zoned SR-12.
East: Single-Family Residence, zoned SR-12.
South: City of Glendale park, zoned PAD.
West: Single-Family Residence, zoned SR-12.

CITIZEN PARTICIPATION TO DATE:

Applicant's Citizen Participation Process:

On January 5, 2015, notification letters were mailed to adjacent property owners and interested parties. The applicant did not receive any response regarding the request. To date, Planning staff has received no inquiries regarding this request. The applicant's Citizen Participation Final Report is attached.

Board of Adjustment Public Hearing Notification:

A Notice of Public Hearing was published in *The Glendale Star* on February 19, 2015. Notification postcards of the public hearing were mailed to adjacent property owners and interested parties on February 20, 2015. The property was posted on February 23, 2015.

STAFF FINDINGS AND ANALYSIS:

The Board of Adjustment must analyze four findings based on the evidence in the record prior to granting a variance. Each finding is presented below along with staff's analysis.

1. **There are special circumstances or conditions applicable to the property including its size, shape, topography, location, or surroundings, which were not self-imposed by the owner;**

The property presently satisfies all existing setback requirements for the SR-12 zoning district. The desire to add onto an existing residence is difficult if some exception to these standards is not granted. In this case, the addition would extend to the side and rear, with

the required rear yard setback being reduced by 10 feet. However, there is no residence to the rear (south) side of this property but rather Hidden Meadows Park, a city of Glendale public park. The property and the park are separated by a 6-foot tall, sight-obscuring decorative masonry wall making this a special circumstance.

2. **Due to the special circumstances, the strict application of the Zoning Ordinance would deprive the property of privileges enjoyed by other properties of the same classification in the same zoning district;**

Several other homes within a 500-foot radius of the subject site have three-garage development. The addition of the third garage with additional living space is in keeping with other existing residences in the immediate neighborhood.

3. **The variance is the minimum necessary to alleviate the property hardship; and**

The requested rear setback reduction is the minimum necessary to construct the addition of a garage and living area on the lot. The reduced rear yard setback will not impact a residence to the south because the adjoining area is a public park and use and enjoyment of the park will not be impacted by the variance request.

4. **Granting the variance will not have a detrimental effect on the property, adjoining property, the surrounding neighborhood, or the city in general.**

The requested building setback exception will be practically indiscernible from the street. The property is surrounded by a solid wall (gated in the front) and the rear property line adjoins a public park that has no play equipment or public trails within a 125-foot distance from the subject property's rear wall. The city of Glendale's Parks and Recreation Department provided no comment or objection to this request.

RECOMMENDATION:

The variance request appears to meet all four findings and should be approved. If the Board decides to grant the variance, it should be subject to the following stipulations:

1. Development shall be in conformance with the narrative and site plan, both date-stamped February 23, 2015.
2. The proposed addition shall be attached and constructed with the same material and color(s) as the existing structure.

ATTACHMENTS:

1. Applicant's Narrative, date stamped February 23, 2015.
2. Applicant's Site Plan, date stamped February 23, 2015.
3. Citizen Participation Final Report (without mailing labels), approved February 25, 2015.
4. Vicinity Zoning Map.
5. Aerial Photograph, dated November 2012.

PROJECT MANAGER: Tom Dixon, CPM, Senior Planner (623) 930-2553.
tdixon@glendaleaz.com

REVIEWED BY:



Planning Director

TD/df



Development Services Department Director

PROJECT NARRATIVE

January 5, 2015

Fonk Addition

To whom it may concern,

My name is David Fonk and I live at 7547 W Libby St, Glendale Az 85308 in Hidden Manor with my wife and our 2 children. We are requesting a variance of the south side setback. It is currently zoned with a 25 ft setback off the back of our home and we would respectfully request it to be reduced to 15 ft. Our home faces North and to the back of us we have a large park between us and the Apartment complex, and the Arrowhead Towne Center Mall.

The variance is necessary because we would like to build a RV garage with an attached casita. This structure will be on the East side of our existing home and will be attached at the roofline in the rear. The front of the garage and casita will look exactly like the front of our home to minimize the appearance of an add on. The extra parking we need because we have expensive work trailers that are left out exposed to theft in our backyard, which has happened and reported, and now both of our children drive and this would provide ample protected space for them to park inside a garage, to prevent any further vandalism to them.

We are adding the 2 bedroom casita which will be ADA(American Disability Act) code, as mine and my wife's parents are aging and we want to be able to provide a place for them to live with us, but still give them their privacy and be in a safe environment that we can supervise.

We have gotten the approval of the HOA and all of our surrounding neighbors in the form of a letter that was supplied to the HOA to get their approval. I was told that letter is not necessary with the city as they notify the neighbors themselves. It can be provided at your request.

All communication, planning, status updates and modifications would be handled through our planner, Tom Dixon at the City of Glendale Planning Department. His contact information is 623-930-2553 or tdixon@glendaleaz.com.

We welcome any questions or concerns you may have. However, precedence has been set in our community with the previous modifications to the existing setbacks by surrounding homeowners in our neighborhood. Our project is an acceptable addition to this community. Please respond by January 21, 2015 with any further requests or questions. I can be reached at 602-618-7502 or kbllc@cox.net.

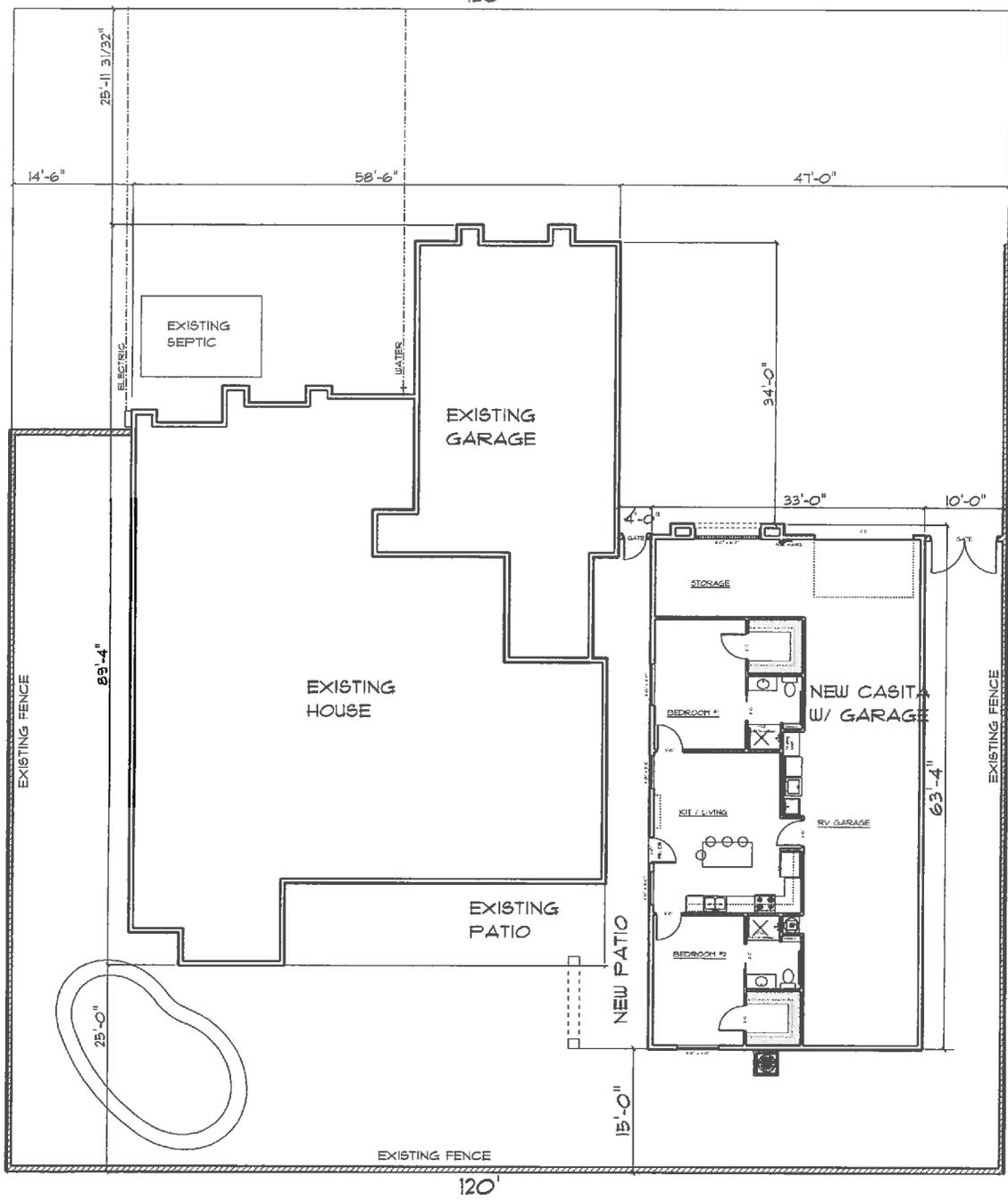
Thank you again and your consideration to our request is greatly appreciated,

Respectfull,

The Fonk Family

PLANNING DEPARTMENT APPROVAL
SIGNATURE: <u>Tom Dixon</u>
DATE: <u>23 February 2015</u>
PROJECT #: <u>VAR 15-01</u>

W. LIBBY ST.
120'



Karen Morton Residential Drafting and Design #304-955-5867	
NEW ADDITION FOR DAVID & ROBYN FONK 1541 W. LIBBY ST. GLENDALE, AZ	
DATE	1-05-15
PLAN	SITE
SCALE	1"=20'
DRAWN BY	KM
PLAN NO.	

PLANNING DEPARTMENT
 APPROVAL
 SIGNATURE: Tom Dixon
 DATE: 23 February 2015
 PROJECT #: VAR 15-01

CITIZEN PARTICIPATION FINAL REPORT

FONK VARIANCE

7547 W. LIBBY ST.
GLENDALE, AZ 85308
CASE # VAR15-01

PLANNING DEPARTMENT APPROVAL
SIGNATURE: <u>Tom Dixon</u>
DATE: <u>25 February 2015</u>
PROJECT #: <u>VAR 15-01</u>

Fonk Addition

To whom it may concern,

My name is David Fonk and I live at 7547 W Libby St, Glendale Az 85308 in Hidden Manor with my wife and our 2 children. We are requesting a variance of the south side setback. It is currently zoned with a 25 ft setback off the back of our home and we would respectfully request it to be reduced to 15 ft. Our home faces North and to the back of us we have a large park between us and the Apartment complex, and the Arrowhead Towne Center Mall.

The variance is necessary because we would like to build a RV garage with an attached casita. This structure will be on the East side of our existing home and will be attached at the roofline in the rear. The front of the garage and casita will look exactly like the front of our home to minimize the appearance of an add on. The extra parking we need because we have expensive work trailers that are left out exposed to theft in our backyard, which has happened and reported, and now both of our children drive and this would provide ample protected space for them to park inside a garage, to prevent any further vandalism to them.

We are adding the 2 bedroom casita which will be ADA(American Disability Act) code, as mine and my wife's parents are aging and we want to be able to provide a place for them to live with us, but still give them their privacy and be in a safe environment that we can supervise.

We have gotten the approval of the HOA and all of our surrounding neighbors in the form of a letter that was supplied to the HOA to get their approval. I was told that letter is not necessary with the city as they notify the neighbors themselves. It can be provided at your request.

All communication, planning, status updates and modifications would be handled through our planner, Tom Dixon at the City of Glendale Planning Department. His contact information is 623-930-2553 or tdixon@glendaleaz.com.

We welcome any questions or concerns you may have. However, precedence has been set in our community with the previous modifications to the existing setbacks by surrounding homeowners in our neighborhood. Our project is an acceptable addition to this community. Please respond by January 21, 2015 with any further requests or questions. I can be reached at 602-618-7502 or kbllc@cox.net.

Thank you again and your consideration to our request is greatly appreciated,

Respectfully,

The Fonk Family

We received our first approval from our HOA in march 2014.

The next step was to mail out our Notification letter which was completed on January 8, 2015.

The city posted our property with the notice of the hearing for the variance on February 23, 2015.

Included in this packet is the complete list of everyone on the city of Glendale's Notification list as well as

The Hldden Manors HOA, City of Glendale's Mayor Office, Glendale City Council's Office, Tom Dixon, The Senior Planner, and Diana Figueroa, Senior Secretary.

There were 78 noticed in total that were notified in this process.

We received 0 responses or concerns from anyone.

Thank you again for your consideration.



ARCHITECTURAL APPROVAL REQUEST FORM

Submit to: Hidden Manor Homeowners Association
ED Russell
7742 W. Villa Rita
85308 Glendale AZ

Requested by: Date: 3/31/14
Name: DAVID & Robyn Fongk
Address: 7547 W. Libby St # 85308
Phone: 602-418-7502

The Hidden Manor CC&R's require that the Homeowner submit to the Architectural Committee, for approval, all proposed exterior additions, changes or alterations to the house and/or lot prior to obtaining a building permit from the city. In order for the Architectural Committee to make a fair evaluation of the request, the application should include detailed information describing the proposed change (typically, drawings, or sketches, specifications, setbacks, locations, etc. showing the nature, kind, shape, color and materials to be used (**Color Chips Required**)).

General description of work to be performed:
Garage addition / CASITA

Estimated Start Date: 3/15 Estimated Completion Date: 7/15

The Hidden Manor Architectural Committee also requests that you inform all of the Hidden Manor neighbors that are adjacent to the property of your proposed improvement (this may require up to four (4) signatures depending on the layout of your particular lot) and have them sign below indicating that they have acknowledged your application and have no objections to the changes or improvements. *Note: each of the owners signing below should consider the affect that these changes or improvements will have on the resale value of their homes.

Owner's Name/Sign.: [Signature]
Address: 7557 W. Libby St
Phone: 623-537-3391

Owner's Name/Sign.: [Signature]
Address: 7557 W. Libby St. Glendale 85308
Phone: 602-489-7676

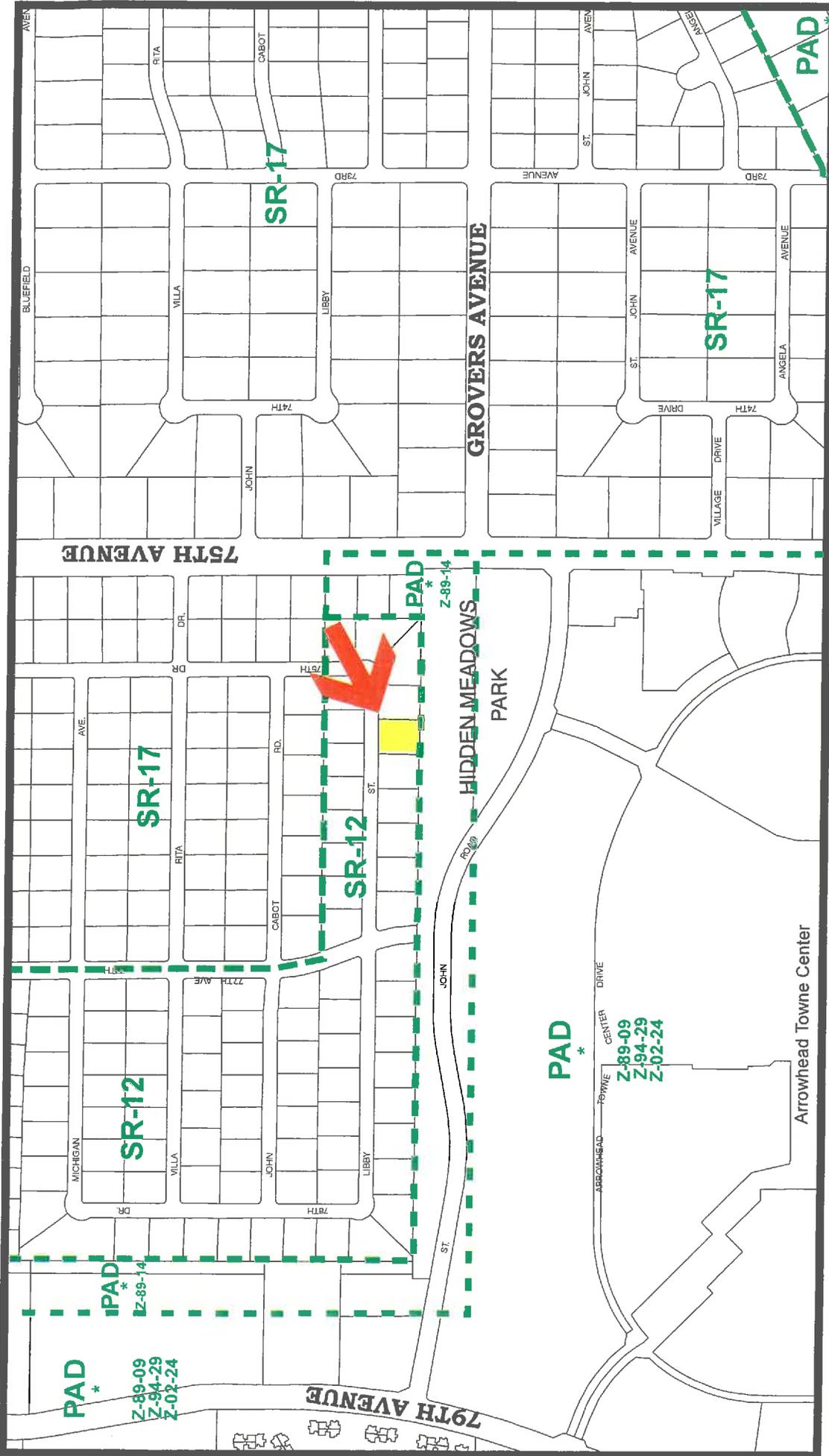
Owner's Name/Sign.: [Signature]
Address: 7544 W. Libby St
Phone: 602 439 4941

Owner's Name/Sign.: [Signature]
Address: 7537 W. Libby St
Phone: 623 910 1361

Applicant (Homeowner's) Signature: [Signature]

Notice to Applicant: Once your application has been approved, you will need to determine if these improvements or changes require a permit from the City of Glendale Department of Building and Safety. You or your contractor should check with the Department about permits and other requirements before starting any work.

For Committee/Board use only
Date Received: 3/25/14 Approved Disapproved
Comments: [Signature]



CASE NUMBER

VAR15-01

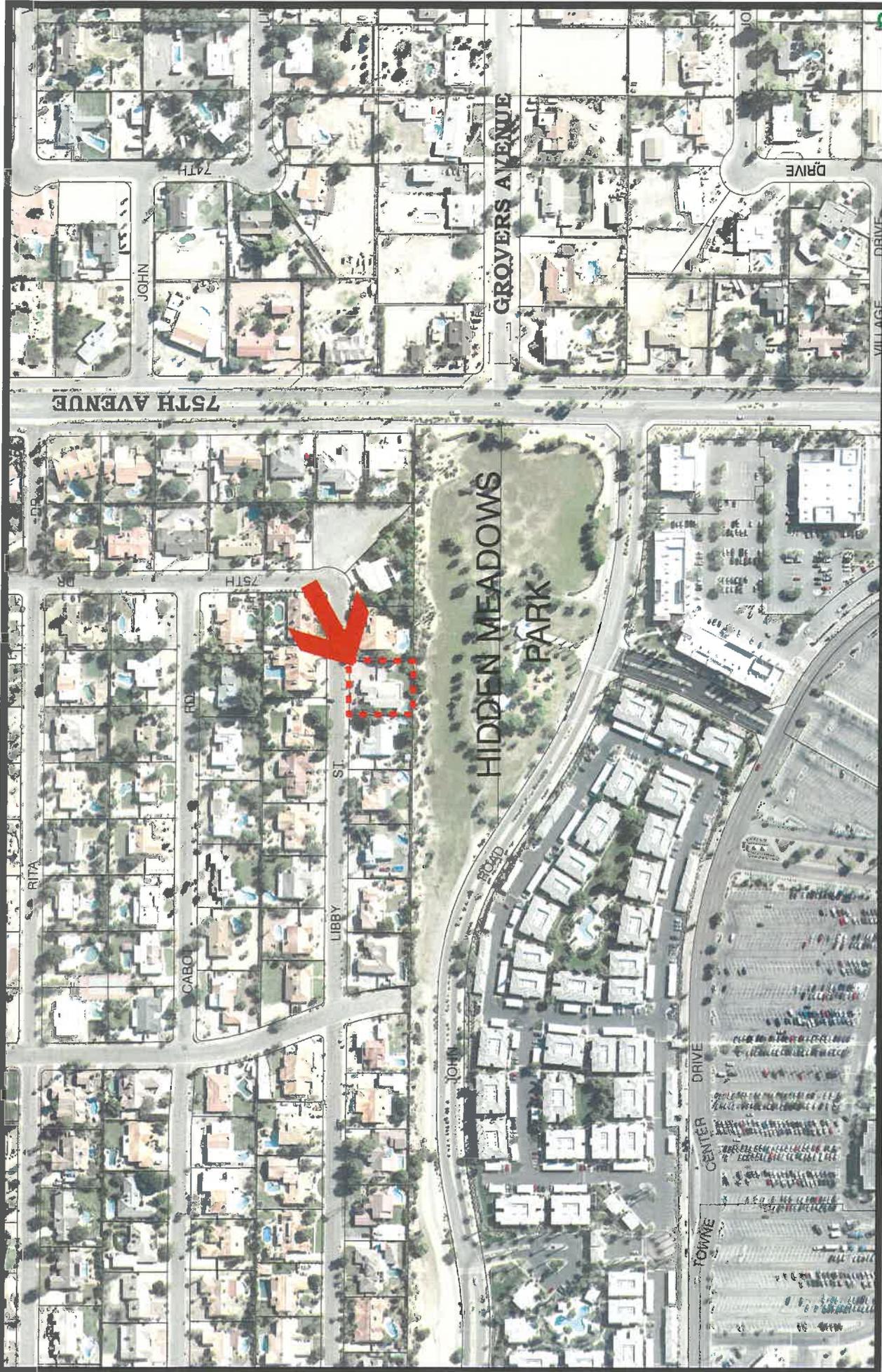


LOCATION

7547 W. LIBBY STREET

REQUEST

A VARIANCE TO REDUCE THE REAR YARD SETBACK TO 15' WHERE 25' IS REQUIRED IN THE SR-12 (SUBURBAN RESIDENCE) ZONING DISTRICT IN ORDER TO ALLOW AN ADDITION TO AN EXISTING RESIDENCE.



Aerial Date: November 2012



CASE NUMBER
VAR15-01

