


# Citizen Participation Final Report

Peterson Residence  
5405 W Tierra Buena Ln  
Glendale, AZ 85306

	City of Glendale Development Services Department Planning Division
<hr/>	
<input type="checkbox"/> Failed	
<input type="checkbox"/> Conditionally Approved	
<input checked="" type="checkbox"/> Approved	
<div style="border: 1px solid black; height: 60px; width: 100%;"></div>	
aschwenner BY _____	5/6/2025 DATE _____

**VAR25-03(SR24-1102)**  
**April 24, 2025**

### **Project Description**

Our intention is to add a ADU (for the mother of the owner of the property) near the rear and west property line. The house will 33ft x 24ft (792 sq ft) of living space at a height of 14' 3 1/16" with a 33ft x 8ft front porch to the north and a maintenance closet on the east side for the water heater and the water softner.

All appliances will be electric. We are looking into the possibility of adding solar. In the future we would like to add a workshop with the possibility of storing an RV in it. It will be 30ft x 40ft. This will come under a different building application but we wanted to make sure that the placement on the lot, as well as the overall height and square footage are acceptable.

### **Proposed Notification**

Per the requirements of a Variance, public notification in the form of a letter will be sent to all homes, businesses and HOAs located within a 300 foot radius of the property. A copy of this letter can be found as Appendix A, the Notification Map in Appendix B, and List of Property Owners in Appendix C. The letter includes contact information for both the Applicant as well as the City Planner.

### **Affected Residents and/or Businesses**

The ADU is well within the city codes but the workshop will also house an RV, therefore needs to be 18ft tall. It will also sit 7 feet from the property line on our east side at the south end of the property. We have discussed this with our neighbors to the east and they have given us the ok to move forward. Therefore, it is not expected to affect residents in the 300 ft notification radius.

### **Notification of Project Changes**

Changes to the project are not anticipated. However, if changes should occur a new letter detailing the changes will be sent to the same recipients.

### **Project Status**

If comments are received by the Applicant or Planner, a log shall be maintained to include the commenter's name, contact info, address, concern and resolution. This log will be included as an Appendix in the Citizen Participation Final Report.

### **Schedule (dates subject to change)**

March 28, 2025 - Submit Citizen Participation Plan to Planner

April 9th – Implementation Date (i.e. Mail Notification Letters)

April 23, 2025 – Citizen Input Period Ends

April 25, 2025 – Submit Citizen Participation Final Report to Planner

**Notification and Responses**

Notification was sent to all 156 parties given to us by the City of Glendale. The mailing list is Appendix A. There were no responses to us or to the City of Glendale.

Since there were no responses, there was no need to address any concerns or attach any letters.

**Schwenner, Amy**

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**From:** Schwenner, Amy  
**Sent:** Tuesday, May 6, 2025 4:56 PM  
**To:** Beth Peterson  
**Subject:** Update for Citizen Participation Report

Hi Beth,  
I know we talked about this, but I wanted to be sure it was in writing to add to the Final CPP report:

On 4/17/25 **REDACTED** left a voicemail for me regarding VAR25-04. He asked if there was any reason the two buildings couldn't be combined into one. Is there a code that stops her from doing it?

I returned his call also leaving a voicemail. I let him know that there was not a Planning issue that prevented her from making this one structure. There are fire code rules that could accommodate it if she so chose, but it was her preference to build the two structures one at a time. If he had any follow-up questions or concerns he could contact me directly. I have not received any communication from him since.

Thanks,  
Amy



Amy L. Schwenner, PLA  
Planner  
Development Services

aschwenner@glendaleaz.com  
P 623.930.2805  
5754 W. Glenn Dr.  
Glendale, AZ 85301

**We improve the lives of the people we serve every day.**  
Community • Integrity • Excellence • Innovation • Learning

APPENDIX A

Elizabeth Peterson

6040 N 15<sup>th</sup> St #27

Phoenix, AZ 85014

Phone: 480-229-5790

Email: mybethpeterson@gmail.com

**March 31, 2025 Residence Detached Garage**

Dear Neighbor: **SUBJECT: VAR25-03(SR24-1102) Peterso**

This letter is to inform you that I am applying for a Variance with the City of Glendale. The property is located at 5405 W Tierra Buena Ln in the Sahuaro Council District.

I am applying for a variance to increase the height of a proposed detached garage from 16 feet to 18 feet and decrease the side setback from 10 feet to 7 feet. These requests will allow me to construct both an accessory dwelling unit and detached garage that will accommodate the height of my RV and mechanical equipment as well as utilize an existing RV gate located 7 feet from the side property line. I have included a conceptual site plan noting the locations of the proposed structures for your review.

If you have comments or concerns regarding this project, please write, email, or call using the contact information above or by contacting the City Planner assigned to this project, Amy Schwenner at (623) 930-2805 or [aschwenner@glendaleaz.com](mailto:aschwenner@glendaleaz.com). Comments must be received by April 18, 2025.

*A postcard detailing the date and time this project is scheduled to be heard by the Board of Adjustment will be mailed to those property owners highlighted in green on the enclosed Neighborhood Notification Map. If you are not included in this area and would like to be added to the mailing list, please scan the following QR code and fill in the requested info.*



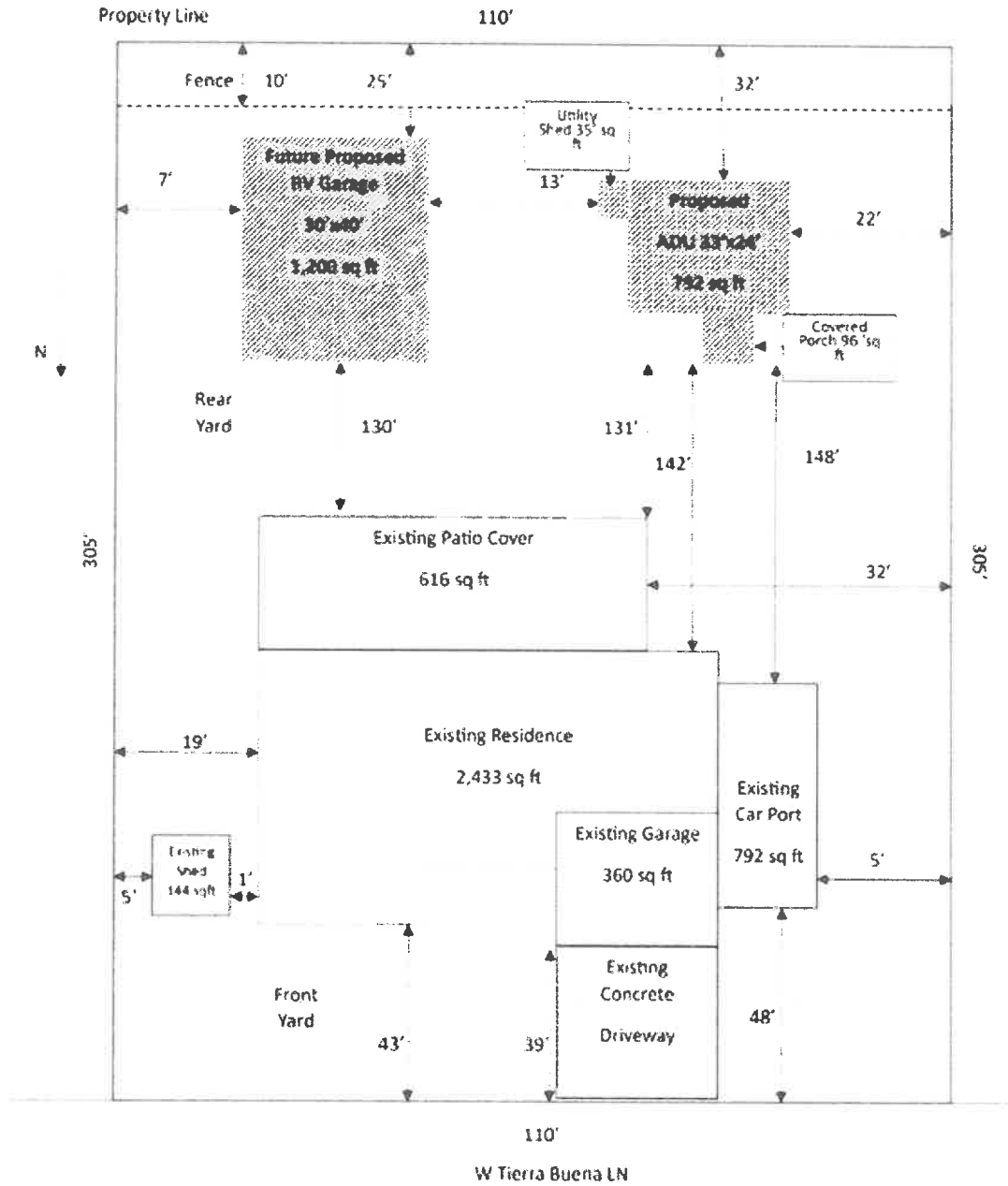
Sincerely,



Elizabeth Peterson

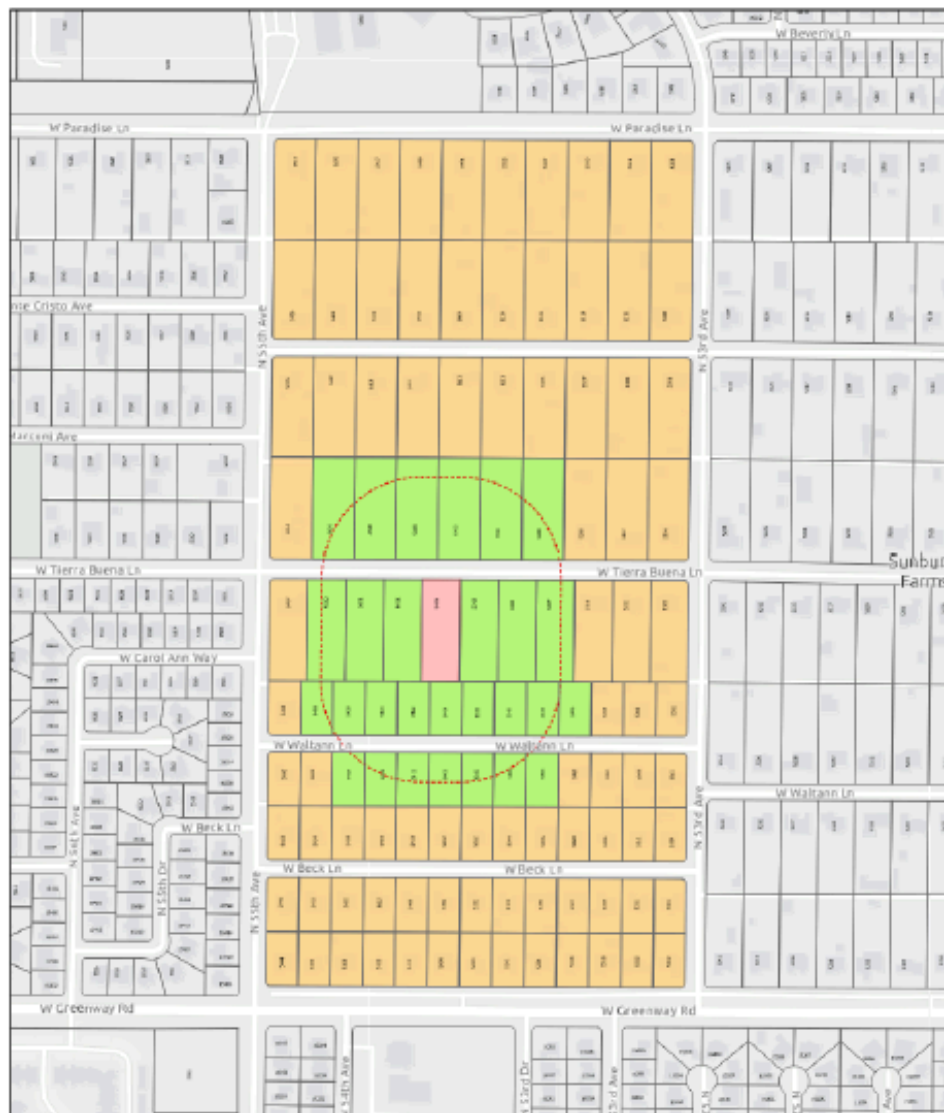
Encl: Site Plan  
Neighborhood Notification Map

# SITE PLAN



**APPENDIX B**

<b>NEIGHBORHOOD NOTIFICATION AREA</b>	
<b>NAME / TYPE OF REQUEST:</b>	PETERSON RESIDENCE VARIANCE
<b>LOCATION:</b>	5405 W Tierra Buena Ln
<b>REQUEST:</b>	Variance request to increase the height of a detached garage from 16 to 18 feet and reduce the side setback from 10 to 7 feet.
<b>ZONING DISTRICT: SR-30 PRD</b>	<b>COUNCIL DISTRICT: Sahuaro</b>
<b>FORMAL APPLICATION SUBMITTED: 03/12/25</b>	







*PERSONAL IDENTIFYING INFORMATION  
INTENTIONALLY REDACTED FROM PUBLIC VIEW*

LOC GLENDALE AZ 85301  
GLENDALE AZ 85308  
GLENDALE AZ 85305  
GLENDALE AZ 85305  
GLENDALE AZ 85303  
GLENDALE AZ 85305  
GLENDALE AZ 85308  
GLENDALE AZ 85305  
GLENDALE AZ 85305  
GLENDALE AZ 85305  
GLENDALE AZ 85308  
GLENDALE AZ 89305  
29 PEORIA AZ 85383  
GLENDALE AZ 85305  
GLENDALE AZ 85302  
GLENDALE AZ 85312  
GLENDALE AZ 85305  
GLENDALE AZ 85304  
PHOENIX AZ 85003  
GLENDALE AZ 85312  
GLENDALE AZ 85301  
GLENDALE AZ 85302  
GLENDALE AZ 85303  
GLENDALE AZ 85306  
GLENDALE AZ 85301  
GLENDALE AZ 85308  
GLENDALE AZ 85301



# Planning Division

## NEIGHBORHOOD NOTIFICATION LETTER

### AFFIDAVIT OF MAILING

Case No. (if available) Var 25-03 (SR24-1102)

Project Name: Peterson Residence Detached Garage

I, Elizabeth Peterson certify that I am the authorized applicant /  
Elizabeth Peterson

representative to the City of Glendale for the above application and do hereby affirm that notice, as required for the case noted above, has been completed in accordance with the Citizen Participation Process in the City of Glendale's Zoning Ordinance, and a copy of the letter and mailing labels has also been submitted.

Applicant/Representative Signature: Elizabeth Peterson

STATE OF ARIZONA

SS.

COUNTY OF MARICOPA

The foregoing instrument was acknowledged before me this 9th day of  
April 2025.

[Signature]  
Notary Public

My Commission Expires:

8/1/26



**AMY STEINER**  
Notary Public - Arizona  
Maricopa Co. / #631264  
Expires 08/01/2026