



**DEVELOPMENT HEARING OFFICER  
Action Sheet Minutes**

*(Via Public Zoom Video Conference)*

**July 31, 2024**

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1. [PR-2024-009922](#)  
SD-2024-00120 – PRELIMINARY/FINAL  
PLAT  
IDO-2024

**ARCH + PLAN LAND USE CONSULTANTS | DERRICK ARCHULETA** agent for **MARYANNE PILS** requests the aforementioned action(s) for all or a portion of: **LOTS 1 (SLY 10') AND 12, BLOCK B, EASTERN ADDITION** zoned **RA-1**, located at **301-309 CROMWELL** between **WILLIAM ST** and **JOHN ST** containing approximately **0.1956** acre(s). **(K-14)**

**PROPERTY OWNERS:** MARYANNE PILS

**REQUEST:** Interior Lot Line Adjustment for 2 lots into 2 lots

**The Preliminary/Final Plat was approved with the following conditions:**

**Water Authority:**

- Confirm that proposed lot 12B is granted an easement to cross proposed lot 12A for the private water service to access the existing public water meter currently serving the home at 309 Cromwell Ave
- Confirmation that the sanitary sewer service is not in need of an easement

**Code Enforcement:**

1. Properties are zoned R-1A and proposed lots must meet all Dimensional standards as per IDO 5-1(C), Table 5-1-1. There are some exceptions to this based on the existing non-conforming lots, structures, and uses.

2. Proposed lot sizes meet the Dimensional standards for lot size and lot width. All required setbacks are met except for the front yard setback for 301 Cromwell Av SE, which is an existing non-conformance. This lot change is not changing nor increasing, and so would be allowed to remain as a non-conforming setback, but must abide by requirements for nonconforming setback, as per IDO 6-8(D)(4).

3. Existing lots and structures on lots are currently nonconforming. The proposed changes do not require a variance, as they vastly decrease the extent of non-conformance, eliminating the non-conformance of the lots and of lot lines crossing through structures on the lots, and meet all requirements of IDO 6-8(E) Nonconforming Lots (excerpt shown below).

*1. Please be aware that the existing non-conforming use of two single family homes on one residential R-1 lot remains, and is allowed as per IDO 6-8(D)(1). However, any changes/modifications to the structures on that lot may be subject to Zoning Hearing Examiner (ZHE) approval as an expansion of a non-conforming use, as per IDO 6-6(C). The owners are advised to become familiar with sections 6-8(D), 6-8(E), and 6-6(C).*

**Planning:**

- Application number must be added to the Final Plat
  - AGIS-approved DXF file must be submitted prior to final sign-off
  - The date of the DHO approval shall be recorded on the Final Plat
  - Add in a signature line for Hydrology and take the word 'DRB Chairperson' off from the Planning Department signature line
  - A legible plat signature sheet must be submitted to the DHO
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2. [\*\*PR-2019-002668\*\*](#)  
**SD-2024-00124** – PRELIMINARY/FINAL  
PLAT  
*IDO-2024*

**ALDRICH LAND SURVEYING | TIM ALDRICH** agent for **SECURITY SELF STORAGE, INC. | JOHN MECHEMBIER, VICE PRESIDENT** requests the aforementioned action(s) for all or a portion of: **LOT/TRACT 28-A-1, INTERSTATE INDUSTRIAL TRACT** zoned **NR-LM**, located at **4000 ELLISON DRIVE NE between SOUTHWEST CORNER OF ELLISON ST and WASHINGTON ST NE** containing approximately **4.9146** acre(s). **(D-17)**

**PROPERTY OWNERS:** SECURITY SELF STORAGE INC

**REQUEST:** Create Lot 28-A-1-A & 28-A-1-B to dedicate 28-A-1-B to AMAFCA in fee simple per agreement between owner and AMAFCA. Lot 28-A-1-B contains AMAFCA's existing concrete channel and facilities

**Planning:**

- Project and Application numbers must be added to the plat
  - AGIS-approved DXF file must be submitted prior to final sign-off
  - Date of the DHO approval shall be recorded on the Plat, per 6-6(L)(2)(d)(7) of the IDO
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3. [PR-2021-005479](#)  
SD-2024-00116 – PRELIMINARY/FINAL  
PLAT  
IDO – 2022  
SKETCH 4-17-24 (DFT)

CSI – CARTESIAN SURVEYS, INC. agent for SLN PROPERTIES LLC requests the aforementioned action(s) for all or a portion of: **LOTS 1-7, 17, 18, AND "X", BLOCK 7, WAGGONMAN-DENISON ADDITION** zoned **MX-H and MX-M**, located at **9307 CENTRAL AVE NE between GENERAL CHENNAULT ST NE and GENERAL PATCH ST NE** containing approximately **1.0293** acre(s). **(K-20)** [Deferred from 7/17/24, 7/31/24X]

PROPERTY OWNERS: Sinh Nguyen

REQUEST: Lot consolidation from 10 existing lots to one new lot, dedicate right-of-way to both frontages. Property has two existing commercial buildings with different MX zoning types. Will seek zone map amendment to unify.

**DEFERRED TO OCTOBER 30<sup>TH</sup>, 2024.**

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4. [PR-2021-005714](#)  
[SD-2023-00165](#) – PRELIMINARY/FINAL  
PLAT  
SKETCH PLAT 7-14-21 (DRB)  
IDO -2022

ARCH + PLAN LAND USE CONSULTANTS agent for MARY ELLEN GONZALES requests the aforementioned action(s) for all or a portion of: **LOTS 1 & 2 AND 8 THRU 13, MONKBRIDGE ADDITION** zoned **NR-LM**, located at **4000 2<sup>nd</sup> ST NW between HEADINGLY AVE and MESCALERO RD** containing approximately **2.0711** acre(s). **(G-14)** [Deferred from 9/13/23c, 9/27/23c, 12/6/23c, 1/10/23c, 2/7/24c, 3/27/24c, 6/12/24]

**PROPERTY OWNERS:** J & M DISCOUNT TOWING LLC & GONZALES MARY ELLEN

**REQUEST:** Lot Consolidation: 8 lots into 1 lot

The Preliminary/Final Plat was approved with the following findings and conditions:

**Code Enforcement:**

- **Finding:** No further development may occur until a prior-approved EPC plan for development has been obtained

**Water Authority:**

- Please add the following note to the plat:

*"Existing public water and/or sanitary sewer infrastructure may not be constructed or sized to adequately serve potential future development. Improvement or upsizing of existing public infrastructure may be required as a condition of future development approval."*

**Transportation:**

- New sidewalks must be placed on an infrastructure list and financially guaranteed

**Planning:**

- Infrastructure List must be submitted for the required public infrastructure.
- Recorded Infrastructure Improvements Agreement (IIA) and approved Financial Guaranty based on the Infrastructure List must be submitted
- AGIS-approved DXF file must be submitted prior to final sign-off
- Application number must be added to the Plat
- Date of DHO approval shall be recorded on the Plat, per 6-6(L)(2)(d)(7) of the IDO

**Other Matters: None**

**ADJOURNED: 10:10**