



**City of Phoenix**  
PLANNING AND DEVELOPMENT DEPARTMENT

August 25, 2025

Ms. Wendy Riddell  
Berry Riddell, LLC  
6750 East Camelback Road, Suite 100  
Scottsdale, Arizona 85251

Re: MINOR AMENDMENT OF PHOENIX AIRPARK GATEWAY PUD (Z-23-24-8)  
NORTHWEST CORNER OF 24TH STREET AND PORTLAND STREET

Dear Ms. Riddell,

Thank you for your letter dated August 14, 2025, requesting a minor amendment to the Phoenix Airpark Gateway Planned Unit Development. Your request included revisions to Section E. Design Guidelines, pages 15 through 17, regarding primary and accent building materials, glazing requirements for internal buildings, an updated paint color palette, and revised elevations.

Section 671.E of the City of Phoenix Zoning Ordinance includes provisions to allow for major and minor amendments to Planned Unit Developments. The amendment will be deemed minor if the Planning and Development Director determines the amendment does not meet the criteria established for major amendments. The Planning and Development Director has the authority to administratively approve the minor amendment. After review of your minor amendment request and discussion with staff, I have determined that a minor amendment is appropriate as stipulated below.

This minor amendment shall be approved, subject to the following:

1. An updated Development Narrative for the Phoenix Airpark Gateway PUD reflecting the changes approved through this request shall be submitted to the Planning and Development Department within 30 days of approval of this request. The updated Development Narrative shall be consistent with the Development Narrative dated February 14, 2025, as modified by the following stipulations:
  - a. Page 1, Cover Sheet: add the following:
    - Minor Amendment Submittal: August 14, 2025
    - Minor Amendment Approved: August 25, 2025
  - b. Table of Contents: Update page numbers, as follows. Signs: Page 21. Sustainability: Page 21. Infrastructure: Page 22. Comparative Zoning Standards Table: Page 24. Legal Description: Page 25.

- c. Table of Contents: Update page numbers, as follows. Signs: Page 21. Sustainability: Page 21. Infrastructure: Page 22. Comparative Zoning Standards Table: Page 24. Legal Description: Page 25.
- d. Provide a new page after the Table of Contents with a summary of what the minor amendment was for, including the submittal and approval dates.
- e. Update Page 15, Section E. Design Guidelines, 1. Exterior Materials, Primary Exterior Building Materials, Bullet 4 as follows:
  - Painted/BOARDFORM TEXTURE tilt-up concrete panels.
- f. Page 15, Section E. Design Guidelines, 1. Exterior Materials, Secondary/Accent Building Materials, remove Bullet 2 (Board formed concrete).
- g. Update Page 15, Section E. Design Guidelines, 1. Exterior Materials, Secondary/Accent Building Materials, Bullet 3 as follows:
  - Weathered/PAINTED steel structured elements
- h. Insert a new Page 16 after Page 15 with the following information:
  - SPECIFIC REQUIREMENTS FOR BUILDING ELEVATIONS SHALL BE AS FOLLOWS:
    - i. BUILDING A ELEVATION REQUIREMENTS:
      - 1. NORTH ELEVATION: NO GLAZING REQUIREMENT
    - ii. BUILDING B ELEVATION REQUIREMENTS:
      - 1. NORTH/NORTHWEST ELEVATION: 1.0% MINIMUM GLAZING
      - 2. WEST ELEVATION: 5.0% MINIMUM GLAZING
- i. Page 16, update color palette.
- j. Insert after Page 26, Legal Description, proposed site plan depicting Buildings A and B and proposed elevations.

The proposed minor amendment is consistent with the intent of the PUD as described in the development narrative. The proposed modifications add additional primary and accent materials and modify glazing standards for elevations facing the freeway. This request adds flexibility with the design standards while maintaining enhanced architectural design.

Should you have any questions, please contact the Central City Village Planner, Samuel Rogers, at [samuel.rogers@phoenix.gov](mailto:samuel.rogers@phoenix.gov) or 602-534-4010.

Sincerely,



Joshua Bednarek  
Planning & Development Director

Attachments:  
Minor Amendment Request Letter dated August 14, 2025.

c: Z-23-24-8  
Samuel Rogers, Central City Village Planner