



# City of Flagstaff

May 3, 2021

Reich Brothers LLC  
172 South Broadway  
White Plains, NY 10506

RE: Site Plan Approval PZ-20-00071-04

To Whom It May Concern:

As of the date of this correspondence, the City of Flagstaff Development Review Staff has approved, subject to the attached Conditions of Approval, Project No. PZ-20-00071-04 for the proposed retail development located at 1600 E Butler Avenue. The Coconino County Assessor Parcel Number for the subject property is 104-07-001C and 104-07-005M.

Unless modified to comply with the Conditions of Approval, development of the project shall substantially conform to the approved plans as follows:

- Site Plan and Landscape Plan dated April 2021, Floor Plan and Exterior Elevations dated March 2021 prepared by JWA Architects.
- Utility Plan and Grading and Drainage Plans dated April 2021 prepared by SWI, Inc.

This approval shall be valid for a period of one year following the above date, May 3, 2021. If, at the expiration of this period, the property has not been improved for the approved development; or a certificate of occupancy has not been issued; or the site has not been occupied per Zoning Code section 10-20.40.140, the site plan shall expire.

After obtaining a Conditional Use Permit, the next step in the development process is Civil Improvement Plan ("Civil") review. Prior to Civil submittal, please contact the Development Engineering Project Manager assigned to the project, James Boyer, to schedule a meeting to discuss application submittal requirements, the review process, and timing of reviews. James can be reached at (928) 213-2705 or via e-mail at [jboyer@flagstaffaz.gov](mailto:jboyer@flagstaffaz.gov).

For your information, alterations to your property may affect how your property taxes are calculated. To find out how your project may affect your property valuation for tax purposes, contact the Coconino County Assessor's Office at (928) 679-7962 or in person at 110 E Cherry Ave, Flagstaff.

We look forward to working with you and your development team through Civil Improvement Plan review, Building Permit review, construction, and completion of the approved project. Should you have any questions, comments, or concerns, please do not hesitate to contact me.

Sincerely,

Tiffany Antol, Planning Director

P. 928-213-2605

[tantol@flagstaffaz.gov](mailto:tantol@flagstaffaz.gov)