

NOTICE AND AGENDA

BOARD OF ADJUSTMENT
WEDNESDAY
OCTOBER 1, 2025

COUNCIL CHAMBERS
211 WEST ASPEN AVENUE
8:30AM

To participate in the meeting virtually use the following link:

[Join the Meeting Online](#)

Written comments may be submitted to tantol@flagstaffaz.gov. All comments submitted via email will be considered written comments and will be documented into the record as such.

1. CALL TO ORDER

NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Board of Adjustment and to the general public that, at this meeting, the Board may vote to go into executive session, which will not be open to the public, for legal advice and discussion with the City's attorneys for legal advice on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A)(3).

2. ROLL CALL

NOTE: One or more Commissioners may be in attendance through other technological means.

DEVIN KELLEY, *Chair*
JED WESTOVER, *Vice Chair*
GAIL JACKSON
JOHN JACKSON
JOSEPH JARVIS

CJ LUCKE
JAMES MALONEY

3. APPROVAL OF PRIOR MEETING MINUTES

Approval of the meeting minutes from the regular meeting on April 23, 2025. [Agenda - View Meetings \(All\) \(0587487398\)](#)

4. OPEN CALL TO THE PUBLIC

At this time, any member of the public may address the Board on any subject within their jurisdiction that is not scheduled before the Board on that day. Due to Open Meeting Laws, the Board cannot discuss or act on items presented during this portion of the agenda. To address the Board on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard.

5. PUBLIC HEARING

- A. **PZ-25-00171-01:** A request from applicant David Carpenter, on behalf of Flag Holdings, LLC, for a Zoning Code Variance from the lot width requirements outlined in Table 10-40.30.050.C: Industrial Zones -- Building Form and Property Development Standards of the Zoning Code. The applicant seeks to reduce the required minimum lot width from 100 feet to 32 feet to allow the parcel to be split. The subject property is located at 495 S. River Run Road and is zoned Light Industrial Open (LI-O).

Staff recommends that the Board of Adjustment approve the proposed variance for a 32-foot minimum lot width, in accordance with the findings presented in this staff summary, subject to the conditions listed below.

6. INFORMATIONAL ITEMS TO/FROM BOARD MEMBERS AND STAFF, FUTURE AGENDA ITEM REQUESTS

7. ADJOURNMENT

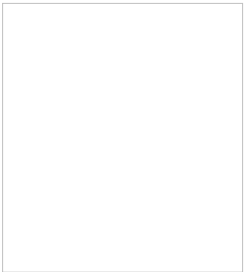
In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact Tiffany Antol at (928) 213-2605. Notification at least 48 hours in advance will enable the City to make reasonable arrangements.

CERTIFICATE OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on _____, at _____ a.m./p.m. in accordance with the statement filed by the City Council with the City Clerk. This notice has been posted on the City's website and can be downloaded at www.flagstaff.az.gov.

Dated this _____ day of _____, 2024.

Commission Representative



Board of Adjustment

3.

Meeting Date: 10/01/2025

From: Nancy Corbin-Fuller, Administrative Specialist

Information

REQUEST:

APPROVAL OF PRIOR MEETING MINUTES

Approval of the meeting minutes from the regular meeting on April 23, 2025. [Agenda - View Meetings \(All\) \(0587487398\)](#)

STAFF RECOMMENDED ACTION:

VARIANCE CRITERIA AND ANALYSIS:

Attachments

4.23.24 BOA Mtg. Min.

MINUTES

BOARD OF ADJUSTMENT
WEDNESDAY
APRIL 23, 2025

COUNCIL CHAMBERS
211 WEST ASPEN AVENUE
8:30 A.M.

1. CALL TO ORDER

- Chairperson Kelley called the meeting to order at 8:32 AM.

NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Board of Adjustment and to the general public that, at this meeting, the Board may vote to go into executive session, which will not be open to the public, for legal advice and discussion with the City's attorneys for legal advice on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A)(3).

2. ROLL CALL

NOTE: One or more Commissioners may be in attendance through other technological means.

PRESENT:
DEVIN KELLEY, *Chair*
JED WESTOVER, *Vice Chair*
CJ LUCKE
DIANE LORDAN

ABSENT:
DEBRA LEWIS-Excused
JAMES MALONEY

3. APPROVAL OF PRIOR MEETING MINUTES

Approval of the meeting minutes for the regular meeting on August 21, 2024. [Agenda - View Meetings \(All\) \(4220165458\)](#)

Moved by Jed Westover, **seconded by** P&Z Representative CJ Lucke to approve the meeting minutes for the regular meeting on August 21, 2024.

Vote: 4 - 0 - Unanimously

4. PUBLIC COMMENT

- None

At this time, any member of the public may address the Board on any subject within their jurisdiction that is not scheduled before the Board on that day. Due to Open Meeting Laws, the Board cannot discuss or act on items presented during this portion of the agenda. To address the Board on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard.

5. PUBLIC HEARING

- A. **PZ-25-00052:** A request from the property owner, Shawn Burgueno, for a Zoning Code Variance from the setback requirements of Table 10-40.30.030.C: Residential Zones -- Building Form and Property Development Standards, of the Zoning Code. This request is to reduce the required front setback from 25 feet to 21 feet, 6 inches. The subject property is located at 720 N Apollo Way, and is zoned Single-Family Residential (R1).

Staff recommends that the Board of Adjustment approve the proposed variance for a 21-foot, 6-inch front setback for an attached front-loaded garage in accordance with the findings presented in this staff summary subject to conditions.

- Dustin Stiffler, Associate Planner, gave a PowerPoint presentation and responded to questions from the Board Members and the public.
- Applicant, Shawn Burgueno, also presented and answered questions from the Board Members and the public.
- Public comments in support of the approval of the Zoning Code Variance were provided by the following neighborhood residents:
 - William Wade.
 - George Bain.

Moved by Jed Westover, **seconded by** Diane Lorden to approve the proposed variance for a 21-foot, 6-inch front setback for an attached front-loaded garage in accordance with the findings presented in this staff summary subject to conditions.

Vote: 4 - 0 - Unanimously

6. INFORMATIONAL ITEMS TO/FROM BOARD MEMBERS AND STAFF, FUTURE AGENDA ITEM REQUESTS

- Tiffany Antol, Zoning Code Manager, thanked everyone for their time and attendance and announced the following updates:
 - There is potentially four new applicants that are expected by the end of May. She will let board members know when this takes place.
 - A pre-application meeting was recently held for a potential variance application, and the Board of Adjustment may be meeting again soon. She will keep everyone informed as more information becomes available.

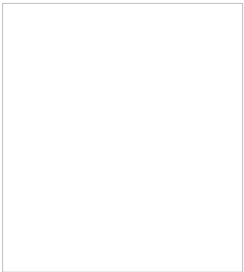
7. ADJOURNMENT

Meeting adjourned at 8:56 pm.

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact Tiffany Antol at (928) 213-2605. Notification at least 48 hours in advance will enable the City to make reasonable arrangements.

SIGNATURE LINE

CHAIRPERSON



Board of Adjustment

5. A.

Meeting Date: 10/01/2025

From: Tiffany Antol, Zoning Code Manager

Information

REQUEST:

PZ-25-00171-01: A request from applicant David Carpenter, on behalf of Flag Holdings, LLC, for a Zoning Code Variance from the lot width requirements outlined in Table 10-40.30.050.C: Industrial Zones -- Building Form and Property Development Standards of the Zoning Code. The applicant seeks to reduce the required minimum lot width from 100 feet to 32 feet to allow the parcel to be split. The subject property is located at 495 S. River Run Road and is zoned Light Industrial Open (LI-O).

STAFF RECOMMENDED ACTION:

Staff recommends that the Board of Adjustment approve the proposed variance for a 32-foot minimum lot width, in accordance with the findings presented in this staff summary, subject to the conditions listed below.

INTRODUCTION AND DISCUSSION::

The subject property (APN 104-16-005) is Lot 5 of the Rio de Flag Business Park Subdivision, a ten-lot subdivision recorded in 1995. Located off Butler Road, between Warner's Landscaping and the Sawmill Road mixed-use development, the property is a 2.86-acre lot developed with a 15,840-square-foot multi-use industrial building. The site was previously planned for an additional 5,000+ square-foot building. The property fronts the River Run Road cul-de-sac, with its narrowest section at the frontage--typical of cul-de-sac lots. It is oddly shaped and constrained by several encumbrances, including:

- A reserved resource area (approximately 0.5 acres)
- A 50-foot rear setback
- A 16-foot public utility easement traversing the property east/west
- A 10-foot drainage and public utility easement along the western property line

ZONING CODE REQUIREMENTS:

The applicant is requesting a variance from the minimum lot width requirement found in Table 10-40.30.050.C of the Zoning Code. This request is to allow the existing lot to be split into two parcels.

According to the table, new lots/parcels in the LI-O zone must have a minimum lot width of 100 feet, measured at the front setback line, which is 15 feet from the front property line.

VARIANCE CRITERIA AND ANALYSIS:

Pursuant to A.R.S. Section ~~19~~462.06, the Board of Adjustment is authorized to consider and approve variances from the otherwise applicable provisions of the Zoning Code subject to specific standards or findings. Division 10-20.70 of the Zoning Code establishes the process for applying and the requirements to review and approve a variance application by the Board of Adjustment. The information to be considered by the Board in the approval or denial of a variance application is limited to four (4) criteria specified below. It should be noted that the Board of Adjustment may only consider and apply arguments pertaining to the

findings.

A variance shall only be granted if the applicant demonstrates all of the following:

A. That, because of special circumstances applicable to the property, including its size, shape, topography, location, or surroundings, the strict application of these regulations will deprive such property of privileges enjoyed by other property of the same classification in the same zone;

Applicant Statement:

The special circumstances is that our lot is an odd shape due to it being located on the end of a cul-de-sac, and the strict application of the regulation is depriving us of splitting the lot and developing the back 1.3 acres.

Staff Analysis:

The size of the subject property is sufficient in size or area to permit a lot/parcel split through a minor subdivision process. Previous development proposals have shown the sufficiency of the new proposed parcel to support additional development in accordance with the Light Industrial Open zone standards. The applicant's proposal to create a flag lot will not be able to meet the minimum lot width requirement of the LI-O zone. There are provisions in residential zones to create alternate lot dimensions, lot coverage, and setbacks through the subdivision process but there are currently no such provisions in the commercial and industrial zones. In the past it was commonplace to make these adjustments through the subdivision platting process even though there are no specific code provisions that permit these adjustments. This is exemplified in the subdivision in which the subject property is located which requires a 50-foot rear setback where no setback is required by the zone.

The circumstances applicable to the property include the frontage on a street cul-de-sac which puts the property at a disadvantage as most lots created on a cul-de-sac have a smaller than average lot width at the front of the property. Both proposed new lots will have sufficient area to support development and exceed the 100-foot minimum lot width just not at the front setback. This requirement would prohibit the split of the existing lot. Four other similar sized lots within the same subdivision have already been split. The only other alternative for creating a new lot would be to add a new public road or private street tract, as each new lot is required to have frontage on one or the other. At the time this subdivision was created the street standard requirements were smaller and even smaller private street tracts were permitted. That is no longer the case. The new required street widths would eliminate the possibility of creating a new road on this site.

B. That a grant of a variance will be subject to conditions to ensure that the adjustment authorized is the minimum variation needed and that it will not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such property is located;

Applicant Statement:

We are only asking for one very specific regulation to be modified and that is the minimum lot width measured at the front setback. This will allow us to utilize the rear of the property. This does not constitute a special privilege because it is simply allowing our property to be developed in a way the other properties in the vicinity have been developed. There have been 7 lot splits in the Rio de Flag Business Park over the years since it was subdivided.

Staff Analysis:

The proposed lot width of 32 feet is the minimum variation needed to accommodate the proposed lot split due to the location of the existing development on site. The current property owner purchased the lot with the existing development.

C. The special circumstances applicable to the property are not self-imposed by any person having an interest in the property; and

Applicant Statement:

We were not involved in the original subdivision process and purchased the property in its current form.

Staff Analysis:

The applicant did not develop the Rio de Flag Business Park subdivision. It was clearly not in opposition to the original developers intention to allow lot splits to occur within the development, as several other lots within the subdivision have already been split. In one case, additional roadways were included to allow for the splits to occur. This split occurred prior to the current roadway standard requirements.

D. The variance will not allow the establishment of a use which: (1) is not otherwise permitted in the zone, (2) would result in the extension of a nonconforming use or structure, or (3) would change the terms of the zone of any or all of the subject property.

Applicant Statement:

(1) We are not asking for a change of use. (2) We do not currently have any non-conforming uses or structures and this variance would not create any non-conforming uses or structures. (3) We are not asking for the zoning to be changed in any way.

Staff Analysis:

The proposed variance does not impact the permitted uses of the LI-O zone, nor would it result in the extension of a nonconforming use or structure. The variance does not change the terms of the zone for any or all of the subject property.

NOTICE OF PUBLIC HEARING:

The applicant has provided notice by mail of the Board of Adjustment hearing for this application to the property owners within 300 feet of the subject property and has placed a sign on the property. Staff also placed an ad in the Arizona Daily Sun on September 13, 2025.

As of the date of this report, staff has not received any public comments.

RECOMMENDATION

Staff recommends that the Board of Adjustment finds that the criteria required for granting of a variance have been met, and approve the variance application subject to the following conditions:

1. The subject property may be split with a minimum 32-foot-wide lot measured at the front setback line as shown on the proposed parcel split map provided by the applicant. All other required provisions of the *Zoning Code* shall be met.
2. The parcel split shall be accomplished through the recordation of a minor subdivision plat.
3. Each parcel shall be served with water and sewer in accordance with the *Engineering Design Standards & Specification for New Infrastructure*.

Attachments

Application
Narrative
Parcel Split Map
Rio De Flag Business Park Subdivision Plat



City of Flagstaff

Community Development Division

211 W. Aspen Ave
Flagstaff, AZ 86001

P: (928) 213-2613
F: (928) 213-2609

www.flagstaff.az.gov

Date Received	Application for a Variance		File Number
Note: A pre-application meeting with a staff person is required prior to the submittal of a variance request.			
Property Owner(s) Flag Holdings LLC	Title	Phone 928-380-5808	Email dc@hopeaz.com
Mailing Address 495 S River Run Rd #100 / Flagstaff, AZ 86001		City, State, Zip	
Applicant David Carpenter - Member/Manager Flag Holdings LLC	Title	Phone 928-380-5808	Email dc@hopeaz.com
Mailing Address 495 S River Run Rd #100 / Flagstaff, AZ 86001		City, State, Zip	
Property Interest of Applicant(s) (Owner, contractual interest, or agent) Owner			
Site Address 495 S River Run Rd #100 / Flagstaff, AZ 86001		City, State, Zip	
Parcel Number(s) 104-16-005		Zoning District LI-O	
Present Use Office, Warehouse, Indoor Recreation			
Date of previous application (if any): NA			

Type of Variance: ☐ Residential ☒ Non-Residential ☐ Nonprofit			
Fees: Applicant shall submit the required variance fee as established in Appendix 2 (Planning Fee Schedule) of the Zoning Code. Fees are non-refundable unless determined by the City to have been collected in error.			
Note: Applications which are incomplete or not accompanied by the required information will not be accepted.			
Property Owner Signature*: <i>David Carpenter</i>	Date: 8/26/2025	Applicant Signature*: <i>David Carpenter</i>	Date: 8/26/2025

* The application shall be signed by the applicant and the current property owner of record. If the property owner is unavailable to sign the application, or the property owner is a corporation or partnership, a Letter of Authorization signed by the property owner or authorized managing agent allowing the applicant to submit the application and act on their behalf must be submitted with the application.

For City Use	
Date Filed: _____	File #: _____
Hearing Date: _____	Publication and Posting Date: _____
Fee Receipt #: _____	Amount: _____ Date: _____
Action by Board:	Cross Reference Numbers:
Hearing Date:	
☐ Approved _____	IDS: _____
☐ Approved with Conditions _____	P&Z: _____
☐ Denied _____	
☐ Continued _____	

See reverse side for additional information

Notice to Applicants

Notice to Applicants:

A variance is an adjustment to zoning district requirements where an individual property is uniquely burdened by the strict application of the property's zoning district requirements; and, the owner is prohibited from using the property in a manner that is enjoyed by other property owners of property with the same zoning district regulations. It is the property owner's responsibility to prove that the subject property is affected by special circumstances or unusual conditions that typically do not affect other properties with the same zoning district requirements. The Board of Adjustment ability to approve a variance is limited to the minimum change necessary to overcome the special circumstances applicable to the property. The Board of Adjustment ability to approve variance does not include personal preferences or self-imposed hardships.

A variance to the district's allowed uses is prohibited by the Arizona Revised Statutes (A.R.S.) § 9-462.06 and the City of Flagstaff's zoning code. For additional information, please refer to the City's zoning code, Division 10-20.70 (Variances).

Pre-Application Meeting:

A pre-application meeting with the Zoning Code Manager is required prior to the submittal of a variance application.

Board of Adjustment – Variance Application Review Process:

1. A flow chart with a general description of the review process, inclusive of applicable review time frames is included as, Attachment 1.

Board of Adjustment Hearing:

Hearings of the Board of Adjustment are held at 8:30 a.m. on the first and third Wednesday of the month, as needed, and are open to the public. The hearings are held at Flagstaff City Hall, 211 West Aspen Avenue, Flagstaff, AZ 86001.

Submittal Requirements Board of Adjustment – Variance

Part I – General Requirements

Staff Use Only		Description of Documents Required for a Complete Application. No application shall be accepted without all items marked below.
Req'd	Sub'd	
☒	☒	1. Variance Development Application Checklist (this list)
☒	☐	2. Application Fee \$1,140.00 (Subject to change each July)
☒	☒	3. Completed Application for a Variance ☒ 8 ½" x 11" – 1 copy ☒ Electronic Submittal – 1 copy (.pdf format) * <i>The application shall be <u>signed by the applicant and the current property owner of record</u>. If the property owner is unavailable to sign the application, or the property owner is a corporation or partnership, a <u>Letter of Authorization signed by the property owner or authorized managing agent allowing the applicant to submit the application and act on their behalf must be submitted with the application</u>.</i>

City of Flagstaff Community Development Division

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Board of Adjustment – Variance Application Checklist

Part II – Required Narrative, Plans & Related Data

Staff Use Only

Req'd	Sub'd	Description of Documents Required for a Complete Application. No application shall be accepted without all items marked below.
☒	☒	4. Project Narrative Completed Application for Variance ☒ 8 ½" x 11" – 4 copies ☒ Electronic Submittal – 1 copy (.pdf format) <u>The narrative shall include the following:</u> • Project title and date • Property address • Property zoning designation • The specific Zoning Code Section number(s) from which the variance is requested. (If the Zoning Code Section number(s) is not known, please ask for assistance.) • A project description and purpose for the variance. • Address each of the four variances criteria (A, B, C, and D below) with a response to the individual criterion directly below in the following format: A. That, because of special circumstances applicable to the property, including its size, shape, topography, location or surroundings, the strict application of these regulations will deprive such property of privileges enjoyed by other property of the same classification in the same zone. Response: <i>Applicant to response the above criterion specific to the request.</i> B. That a grant of a variance will be subject to conditions to ensure that the adjustment authorized is the minimum variation needed and that it will not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such property is located. Response: <i>Applicant to response the above criterion specific to the request.</i> C. The special circumstances applicable to the property are not self-imposed by any person having an interest in the property. Response: <i>Applicant to response the above criterion specific to the request.</i> D. The variance will not allow the establishment of a use which: (1) is not otherwise permitted in the zone, (2) would result in the extension of a nonconforming use or structure, or (3) would change the terms of the zone of any or all of the subject property. Response: <i>Applicant to response the above criterion specific to the request.</i> (In accordance with Section 10-20.70.050 of the Zoning Code and § 9-462.06. of the A.R.S., a variance shall only be granted if all of the above criteria are met.)
☒	☒	5. Draft copy of the Board of Adjustment hearing notification letter (See Attachment 2 for instructions) ☒ 8 ½" x 11" – 2 copies ☒ Electronic Submittal – 1 copy (.docx format) (This letter is not to be sent until the draft has been approved by the Zoning Code Manager.)

City of Flagstaff Community Development Division

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Board of Adjustment – Variance Application Checklist

		6. Draft sign posting proof for the Board of Adjustment hearing sign (Delayed Submittal) (See Attachment 3 for instructions) ☒ 8 ½" x 11" – 2 copies ☒ Electronic Submittal – 1 copy (.docx format) (This sign is not to be posted until the sign proof has been approved by the Zoning Code Manager.)
☐ NA	☐	7. Property Context Photographs Prints ☒ 8 ½" x 11" – 1 copy (two pictures per page) ☒ Electronic Submittal – 1 copy (.pdf format)
☐	☒	8. Site Plan ☒ 8 ½" x 11" – 1 copy ☒ 11"x17" minimum – 4 copies (all plan sheets shall be folded to be no larger than 9"x12") ☒ Electronic Submittal – 1 copy (.pdf format) <u>The Site Plan shall:</u> • Be drawn to a standard engineering scale (e.g. 1:10, 1:20, but no larger than 1:60). • Be dimensioned • Include the following Project Information: ☒ Development Name ☒ Site Address ☒ Assessor's Parcel Number (APN) ☒ Parcel size (acreage, net and gross) ☒ Zoning District ☒ Owner's name, address, and phone number ☒ Preparer's name, address, and phone number ☒ Vicinity Map ☒ North arrow ☒ Scale (written and graphical) • Include the following building(s) Information: ☒ Lot area in acres and square feet ☐ Total Gross floor area (proposed and allowed (if applicable), and show calculations) ☐ Number of floors ☐ Proposed and allowed maximum building height ☐ Number of units (allowed and provided – show calculations) ☐ Building square footage (if multiple structures, list uses and associated square footage) ☐ Proposed number of off-street parking spaces/required number of off-street parking spaces (show calculations) ☐ Proposed and required number of off-street ADA compliant parking spaces(if required by the zoning code). (show calculations) ☐ Other information required:
☐ NA	☐	9. Building Floor Plans ☒ 8 ½" x 11" – 1 copy ☒ 11"x17" minimum – 4 copies of (all plans shall be folded to be no larger than 9"x12") ☒ Electronic Submittal – 1 copy (.pdf format) <u>The building floor plan shall:</u> • Be drawn to a standard architectural scale (1/4"=1'-0" is preferred) • Be dimensioned • Include the following information: ☒ General function or use of each room ☒ Door and window openings

City of Flagstaff Community Development Division

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Board of Adjustment – Variance Application Checklist

☐		NA	☐	10.	Building Elevations ☒ 8 ½" x 11" – 1 copy ☒ 11"x17" minimum – 4 copies of (all plans shall be folded to be no larger than 9"x12") ☒ Electronic Submittal – 1 copy (.pdf format) The building elevation plan shall: • Be drawn to a standard architectural scale (1/4"=1'-0" is preferred, and include the scale on the drawing) • Include all sides of the all buildings and structures as they will appear upon completion, including finished grade • Included building height dimensions, which shall be provided in accordance with section 10-50.30.030 of the Zoning Code.
				11.	Affidavit of Notifications to Affected Property (Delayed Submittal) The completed and notarized form (Attachment 4) shall be provided to the Zoning Code Manager at least 15 days before the Board of Adjustment hearing date. Failure to provide the completed and notarized form in the specified timeframe may require your application to moved subsequent Board of Adjustment hearing date.
				12.	Affidavit of Sign Posting and Photo of Sign (Delayed Submittal) The completed and notarized form (Attachment 5) shall be provided to the Zoning Code Manager at least 15 days before the Board of Adjustment hearing date. Failure to provide the completed and notarized form in the specified timeframe may require your application to moved subsequent Board of Adjustment hearing date.
Part III – Other Submittal Requirements					
		Staff Use Only		Description of Documents Required for a Complete Application. No application shall be accepted without all items marked below.	
		Req'd	Sub'd	13.	Optional: Any information which the applicant feels would be helpful and/or pertinent to the request. ☒ 8 ½" x 11" – 4 copy of any documents and/or reports ☒ 11"x17" minimum – 4 copies of any plans (plans shall be folded to be no larger than 9"x12") ☒ Electronic Submittal – 1 copy (.pdf format)
☐	☐			14.	Other Requirements Please provide the following:

Board of Adjustment – Variance Application Checklist

PART IV – Zoning Code Manager

* No application will be accepted without the Zoning Code Manager's signature below.

15. Zoning Code Manager Contact Information

If you have any questions regarding this application checklist, please contact your Zoning Code Manager's (ZCM). If you did not receive a completed copy of this Development Application Checklist as part of your Concept Plan Review Comments, please contact the PDM assigned to your Concept Plan application.

ZCM Name (print): Tiffany Antol Phone: 928-213-2605

ZCM E-mail: TAntol@flagstaffaz.gov Date: _____

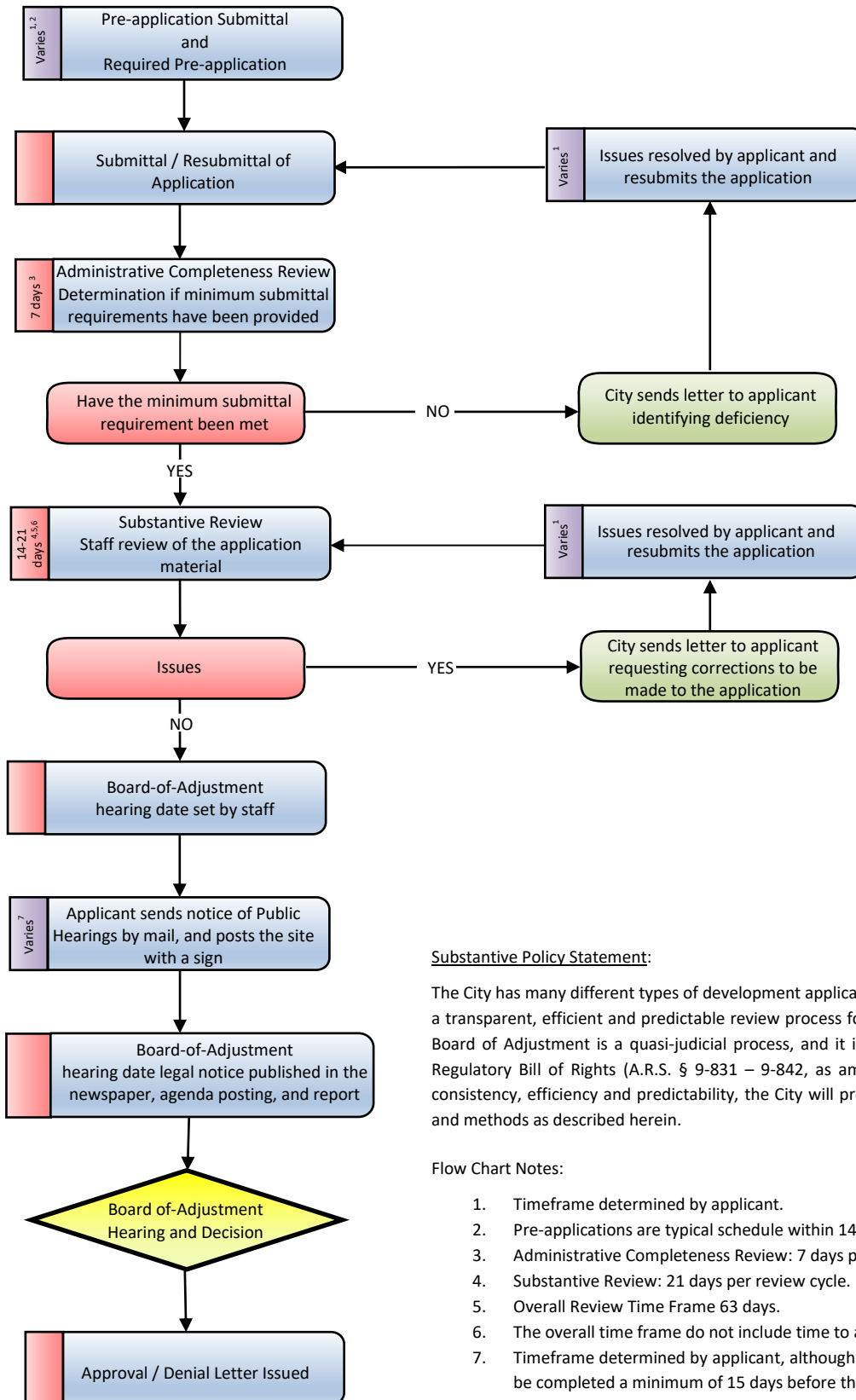
ZCM Signature: _____

Attachments:

1. Board of Adjustment – Variance Application Review Process
2. Board of Adjustment Hearing Notification Letter Instructions
3. Board of Adjustment Hearing Sign Instructions
4. Affidavit of Notifications to Affected Property
5. Affidavit of Sign Posting

City of Flagstaff Community Development Division

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Substantive Policy Statement:

The City has many different types of development applications, and the City is committed to providing a transparent, efficient and predictable review process for each of its development applications. The Board of Adjustment is a quasi-judicial process, and it is not subject to the provisions of Arizona's Regulatory Bill of Rights (A.R.S. § 9-831 – 9-842, as amended). However, in an effort to provide consistency, efficiency and predictability, the City will process applications using similar time frames and methods as described herein.

Flow Chart Notes:

1. Timeframe determined by applicant.
2. Pre-applications are typical schedule within 14 days of the submittal of the application.
3. Administrative Completeness Review: 7 days per review cycle.
4. Substantive Review: 21 days per review cycle.
5. Overall Review Time Frame 63 days.
6. The overall time frame do not include time to accommodate public hearings.
7. Timeframe determined by applicant, although the required mailings and site postings shall be completed a minimum of 15 days before the Board of Adjustment hearing.

City of Flagstaff Community Development Division

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Application for a Variance
Attachment 1



Board of Adjustment

Hearing Notification Letter Instructions

Req'd

Mailing Notification Instructions



A. Every mailed notice of a Board of Adjustment public hearing shall include:

1. The date, time, location and purpose of the hearing;
 - The Zoning Code Manager or designee will provide the date and time when the hearing is scheduled. The time of the hearing is 8:30 a.m. This location of the hearing is:
Flagstaff City Hall, 211 West Aspen Avenue, Flagstaff, Arizona
2. The name of the body conducting the hearing and a telephone number to receive additional information:
 - Board of Adjustment
Planning & Development Services Department
928-213-2600
3. The location and times at which the complete application and development file may be viewed by the public;
 - The case file for this application is available for public viewing on City business days, Monday through Friday, between 8:00 a.m. and 5:00 p.m. at:
Planning & Development Services Department
Flagstaff City Hall, 211 West Aspen Avenue, Flagstaff, Arizona
4. The address or location of the subject property;
5. A general description of the proposed development or action and the property included in the application;
6. A statement that any interested person or authorized agent may appear and be heard;
7. A statement describing how and when to submit written comments;
 - Please include the following in the notification letter:
 - Written comments may be submitted to the Zoning Code Manager up to the end of business (5:00 p.m.) the business day before a Board of Adjustment hearing; or, written comments may be provided at the Board of Adjustment public hearing. All written comments shall be address to the Board of Adjustment. Written comments may be emailed or mailed. Emailed comments shall be sent to:

daniel.symer@flagstaffaz.gov

Mailed comments to shall be sent to the following address:

Planning & Development Services Department
Board of Adjustment
Flagstaff City Hall, 211 West Aspen Avenue
Flagstaff, Arizona 86001

Please include the above referenced case number of the application in all communication. All written comments received by the City on an application are public records and may be made available for public viewing or included in the staff report to the Board of Adjustment.

City of Flagstaff Community Development Division

211 W Aspen Avenue, Flagstaff, AZ 86001 | Phone: (928) 213-2619 | Fax (928) 213-2609 | www.flagstaff.az.gov

Application for a Variance, Attachment 2



Board of Adjustment

Hearing Notification Letter Instructions

8. The existing zone classification;
9. The words "Board-of-Adjustment" as applicable; and
10. Applicant name and phone contact number.

Req'd

☒ B. Notices of required public hearings shall be sent by first class mail to the following persons:

1. Each real property owner (if different from the applicant) as shown on the last assessment of the property, of any land within the areas subject to the application for which the public hearing is required. Each real property owner (if different from the applicant) as shown on the last assessment of the property of any land which is located within 300 feet of the property subject to the application for which the public hearing is required. The Director may expand the notification area based on the location and context of the subject property if it is determined that the potential impact of the development extends beyond the required notification boundary.
2. The situs or actual address of all tenants and residents living on the subject property.
3. All local government agencies which have reviewed and commented on the proposed development or Zoning Map amendment or which about the subject property.

Req'd

☐ C. Additional noticing requirements:

1. In proceedings involving one or more of the following proposed changes or related series of changes in the standards governing land uses, notice shall be provided as described in subsections (2) and (3) below:
 - A 10 percent or more increase or decrease in the number of square feet or units that may be developed.
 - A 10 percent or more increase or reduction in the allowable height of buildings.
 - An increase or reduction in the allowable number of stories of buildings.
 - A 10 percent or more increase or decrease in setback or open space requirements.
 - An increase or reduction in permitted uses.
2. Notice shall be sent to all persons or groups whose names are on the registry of persons and groups described in subsection (B) of this section who are interested in receiving such notice.
3. Notice shall be provided to real property owners in compliance with at least one of the following notification procedures:
 - Notice shall be sent by first class mail to each real property owner, as shown on the last assessment, whose real property would be directly governed by the changes.
 - Notice shall be included with water bills or other City mass mailings.
 - Notice shall be published in a newspaper of general circulation published or circulated in the City in the form of a "display ad" covering not less than one-eighth of a full page.

City of Flagstaff Community Development Division

211 W Aspen Avenue, Flagstaff, AZ 86001 | Phone: (928) 213-2619 | Fax (928) 213-2609 | www.flagstaff.az.gov

Application for a Variance, Attachment 2



Public Hearing Notice Sign Specification

- The sign shall be a minimum of 3 feet x 3 feet in size.
- The sign shall be constructed of laminated coroplast, laminated plywood, or other suitable construction material.
- The sign shall have a white background with black lettering. The least expensive process is laminated direct printing.
- The minimum lettering size shall be 1.2 inch for lowercase and 1 inch for upper case.
- The words "Public Hearing" shall be a minimum of 2 inches in size (Sign lettering should be formatted to match the example below).
- The content of the sign shall match the example below and include specific case details.
- The sign shall be securely fastened to wooden or metal stakes.
- The applicant is responsible for maintaining the integrity and accuracy of the sign.
- The height of the sign shall be at least 4 feet from finished grade to top of sign and shall not be obstructed from view.

City of Flagstaff

PUBLIC HEARING

BOARD OF ADJUSTMENT: (Date and Time)

**LOCATION OF HEARING(S): Flagstaff City Hall, 211 West
Aspen Avenue, Flagstaff, AZ**

REQUEST:

PROPOSAL:

GENERAL LOCATION:

SIZE OF SITE:

CASE#

APPLICANT/CONTACT:

PHONE #:

Planning & Development Services Department: 928-213-2600

Posting Date:

City of Flagstaff Community Development Division

211 W Aspen Avenue, Flagstaff, AZ 86001 | Phone: (928) 213-2619 | Fax (928) 213-2609 | www.flagstaff.az.gov

Application for a Variance

Attachment 3



Affidavit of Notifications to Affected Property Owners

Affidavit of Notifications to Affected Property Owners

Case Number: _____

Project Name: _____

Applicant Name: _____

Location: _____

In order to assist in providing adequate notice to interested parties and to meet Arizona State Statute, the **applicant** for public hearings in the City of Flagstaff shall notify affected property owners as prescribed by Section 10-20.30.080 of the City of Flagstaff Zoning Code. **It shall be the responsibility of the applicant to establish a list of the names and addresses of persons who require notification of a public hearing as established in sections 10-20.30.60.(A).3, 10-20.30.60.(B), and 10-20.30.60.(C) of the Zoning Code, and mail a notice of required public hearing via first class mail to each of the persons on the list referenced above no later than 15 days prior to the public hearing date. It shall also be the responsibility of the applicant to submit a notarized copy of the mailing list to the Director prior to the fifteenth day before the public hearing date.**

I confirm that the public hearing notifications were mailed as detailed in Section 10-20.30.080 of the City of Flagstaff Zoning Code at least fifteen (15) days prior to the public hearing.

Applicant's/Representative's Signature: _____

SUBSCRIBED AND SWORN before me this _____ day of _____, 20____ by:

Notary Public

My Commission Expires:

City of Flagstaff Community Development Division

211 W Aspen Avenue, Flagstaff, AZ 86001 | Phone: (928) 213-2619 | Fax (928) 213-2609 | www.flagstaff.az.gov

Application for a Variance

Attachment 4



City of Flagstaff
Affidavit of Sign Posting

Affidavit of Sign Posting

Case Number: _____

Project Name: _____

Applicant Name: _____

Location: _____

In order to assist in providing adequate notice to interested parties and to meet Arizona State Statute, the **applicant** for public hearings in the City of Flagstaff shall post signs as prescribed by Section 10-20.30.080 of the City of Flagstaff Zoning Code. **It shall be the responsibility of the applicant to erect and to maintain the sign on the subject property 15 days prior to the hearing and to update the hearing information on the sign until final disposition of the case. It shall also be the responsibility of the applicant to remove the sign within seven (7) days after the final disposition of the case.**

I confirm that the site has been posted as detailed in Section 10-20.30.080 of the Zoning Code as well as the Public Hearing Notice Sign Specifications included in this application for the case above and the site was posted at least fifteen (15) days prior to the public hearing.

See attached date stamped photo exhibit of posted signs.

Applicant's/Representative's Signature: _____

SUBSCRIBED AND SWORN before me this _____ day of _____, 20__ by:

Notary Public

My Commission Expires:

City of Flagstaff Community Development Division

211 W Aspen Avenue, Flagstaff, AZ 86001 | Phone: (928) 213-2619 | Fax (928) 213-2609 | www.flagstaff.az.gov

Application for a Variance

Attachment 5

HOPE

CONSTRUCTION

GENERAL CONTRACTING & CONSTRUCTION MANAGEMENT

Project Narrative “495 S River Run Lot Split”

8/26/2025

Community Development
Board of Adjustments
City of Flagstaff
211 West Aspen St
Flagstaff, AZ 86001

Board Members:

495 S River Run Rd.
Suite 100
Flagstaff, AZ 86001
Ph: 928-380-5808
ROC 317200

This narrative letter is to accompany the attached variance application for 495 S River Run Rd. The property is currently zoned Light Industrial Open (LI-O), sits on 2.85 acres, and contains a 16,000 SF building with approximately 1.3 acres in the back. The variance request is to modify the minimum lot width (table 10-40.30.050.C.) from 100' to 32' to allow the lot to be split and add another building in the back. The way the lot is currently oriented and located on a cul-de-sac means that despite having 2.85 acres the lot width at the front is only 100' currently, making it impossible to split.

There are currently two occupants on the parcel. Hope Construction, affiliate of the current property owner, operates a general contracting and development business here, and Beta Gym, our tenant, operates an indoor climbing gym. Splitting this lot will allow Hope to sell the existing building to Beta Gym and build a new standalone office/warehouse in the back to operate their business out of. Effectively affording both businesses to exist in their own, owner-occupied real estate. This has many advantages including; asset based lending for Beta Gym to expand and grow, and uncoupling the future destinies of both businesses.

The proposed “Flag” shaped lot (green line on site plan) is not that out of the ordinary in real estate, however it is not permitted in this case only due to the 100' lot width rule.

Interestingly, if this variance is granted, the lot will be over 100' at the rear in the buildable portion of the lot, so the intent will still be met. Its just that the 100' as measured for the purpose of satisfying (table 10-40.30.050.C) needs to be measured at the “front setback,” not at the middle of the buildable area. We believe the intent for the 100' width rule is so that lots in this zone have a minimum size that would deem them useful and buildable. If granted we intent to build a 6,000SF office warehouse and associated parking lot. That is constant with the size of other useful buildings in our zone.

According to the City of Flagstaff zoning code and ARS 9-462.06 a variance may be granted if the applicant can demonstrate that the following criteria are met:

A. That, because of special circumstances applicable to the property, including its size, shape, topography, location or surroundings, the strict application of these regulations will deprive such property of privileges enjoyed by other property of the same classification in the same zone.

Applicant Response: The special circumstances is that our lot is an odd shape due to it being located on the end of a cul-de-sac, and the strict application of the regulation is depriving us of splitting the lot and developing the back 1.3 acres.

B. That a grant of a variance will be subject to conditions to ensure that the adjustment authorized is the minimum variation needed and that it will not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such property is located.

Applicant Response: We are only asking for one very specific regulation to be modified and that is the minimum lot width measured at the front setback. This will allow us to utilize the rear of the property. This does not constitute a special privilege because it is simply allowing our property to be developed in a way the other properties in the vicinity have been developed. There have been 7 lot splits in the Rio de Flag Business Park over the years since it was subdivided.

C. The special circumstances applicable to the property are not self-imposed by any person having an interest in the property.

Applicant Response: We were not involved in the original subdivision process and purchased the property in its current form.

D. The variance will not allow the establishment of a use which: (1) is not otherwise permitted in the zone, (2) would result in the extension of a nonconforming use or structure, or (3) would change the terms of the zone of any or all of the subject property.

Applicant Response: (1) We are not asking for a change of use. (2) We do not currently have any non-conforming uses or structures and this variance would not create any non-conforming uses or structures. (3) We are not asking for the zoning to be changed in any way.

Splitting this lot into two makes a lot of sense for current ownership, adds a place of future employment, adds additional indoor recreation space for the community, and is not a detriment to any neighbor or the city of Flagstaff.

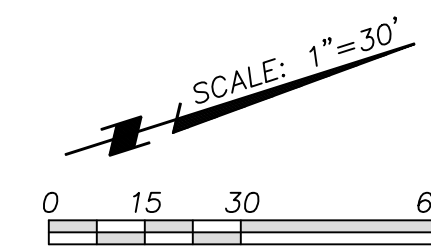
Thanks for your time. We look forward to discussing this request with you.

Respectfully,

David Carpenter

LOCATED IN THE EAST 1/2 OF SECTION 22,
TOWNSHIP 21 NORTH, RANGE 7 EAST, G&S.R.M.
FLAGSTAFF, COCONINO COUNTY, ARIZONA

LOCATED IN THE EAST 1/2 OF SECTION 22,
TOWNSHIP 21 NORTH, RANGE 7 EAST, G&S.R.M.
FLAGSTAFF, COCONINO COUNTY, ARIZONA



PRELIMINARY
NOT FOR CONSTRUCTION
OR RECORDING

PROJECT NAME:	495 S. RIVER RUN LOT SPLIT
PROJECT LOCATION:	495 S. RIVER ROAD
ASSESSORS PARCEL NUMBER:	104-16-005
SUBDIVISION:	RIO DE FLAG BUSINESS PARK
LOT NUMBER:	5
TOTAL SQUARE FOOTAGE:	124,761
TOTAL ACREAGE:	2.86412±
PARCEL "A" SQUARE FOOTAGE:	67,793
PARCEL "A" ACREAGE:	1.55631±
PARCEL "B" SQUARE FOOTAGE:	56,968
PARCEL "B" ACREAGE:	1.30781±
CURRENT ZONING DISTRICT:	LHO - LIGHT INDUSTRIAL OPEN
OWNER/DEVELOPER:	FLAG HOLDINGS, LLC. MR. DAVE CARPENTER 495 S. RIVER RUN RD. FLAGSTAFF, AZ. 86001 (928) 527-3159

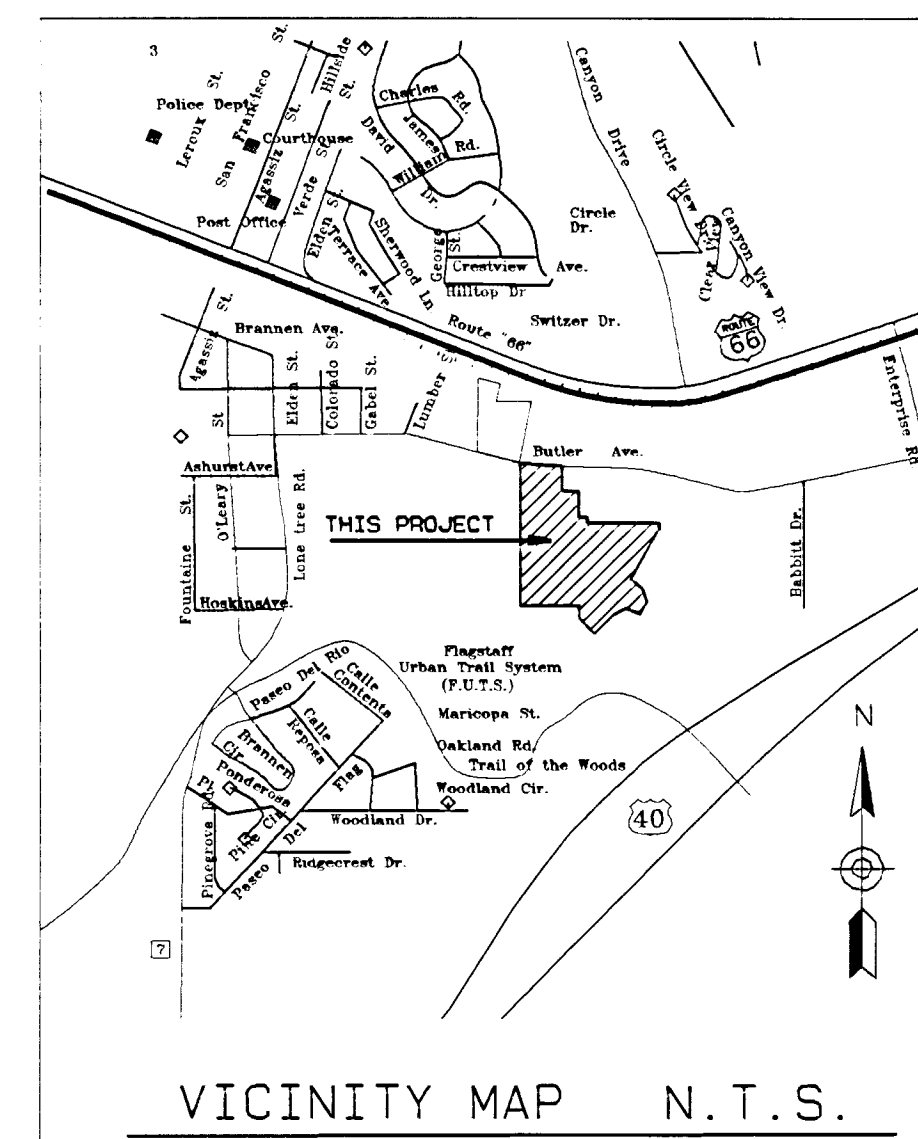
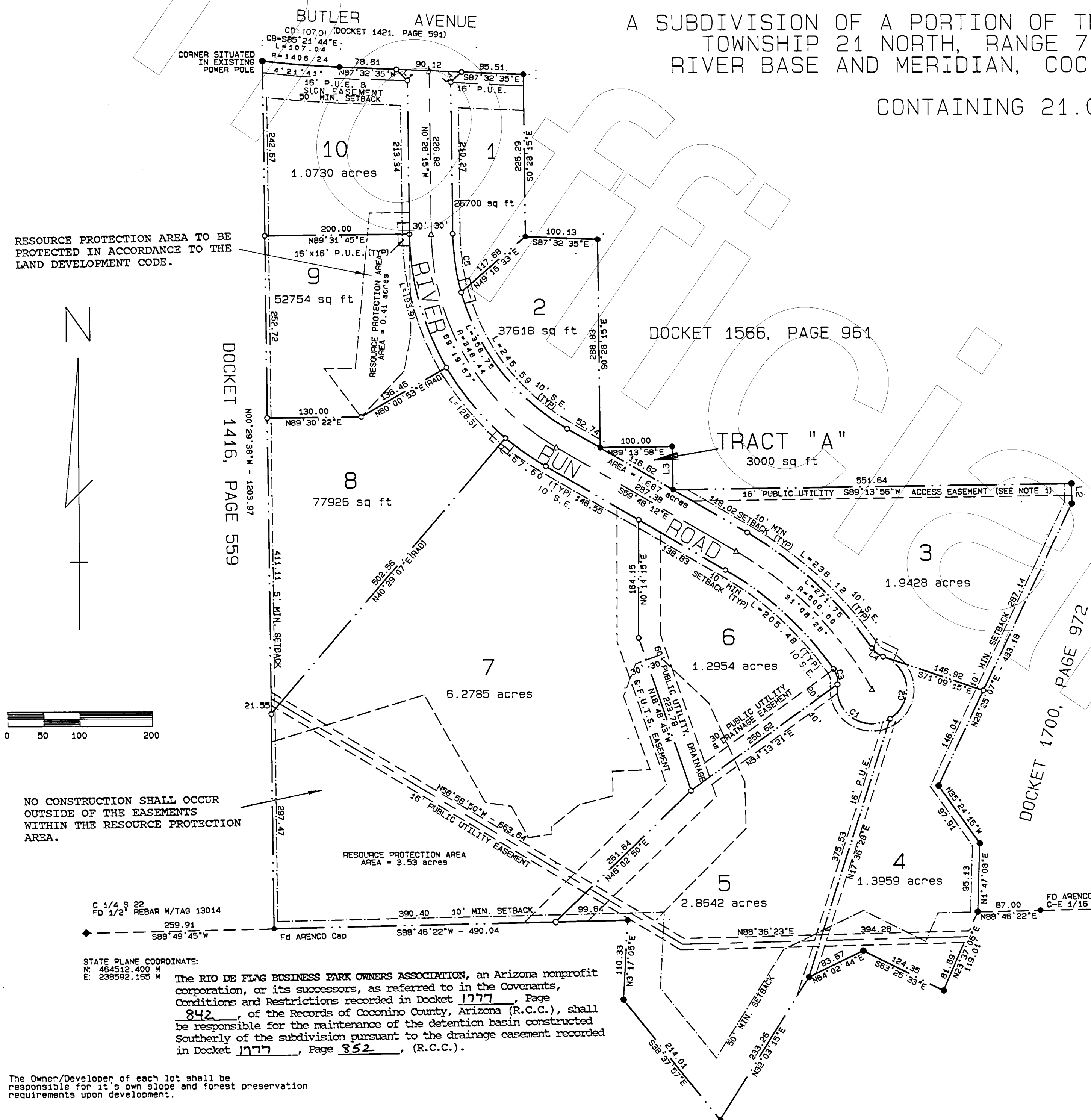
P.U.E	PUBLIC UTILITY EASEMENT
EX	EXISTING
AC	ASPHALT CONCRETE



FINAL PLAT OF RIO DE FLAG BUSINESS PARK

A SUBDIVISION OF A PORTION OF THE EAST 1/2 OF SECTION 22
TOWNSHIP 21 NORTH, RANGE 7 EAST, GILA AND SALT
RIVER BASE AND MERIDIAN, COCONINO COUNTY, ARIZONA.

CONTAINING 21.083 ACRES



LINE	DISTANCE	BEARING
LINE 1	21.78	N44°00'25"W
LINE 2	27.88	N0°48'02"W
LINE 3	20.69	N45°59'35"E

CURVE	DELTA	RADIUS	ARC LENGTH
1	129°37'44"	48.00	108.60
2	129°37'44"	48.00	108.60
3	14°51'51"	316.44	82.08

NOTES:

- The Owner/Developer of Lot 3 shall have the option to re-align the 36 foot Public Access easement along the North lot line upon development as long as the new alignment is in agreement with the City of Flagstaff Public Utilities Department.

UTILITY COMPANY APPROVALS:

ARIZONA PUBLIC SERVICE Date 4/18/95
CITIZEN'S UTILITIES Date 4/24/95
U.S. WEST Date 4/18/95
FLAGSTAFF CABLE Date 4-28-95

CITY OF FLAGSTAFF APPROVALS:

Steven C. Lane 5/11/95
DEVELOPMENT REVIEW BOARD Date
Ronald A. Spina 6/14/95
CITY ENGINEER Date

IT IS HEREBY CERTIFIED that this plat has been officially approved for record by the City Council of Flagstaff, Arizona on the 4th day of APRIL, 1995.

BY: B. Bawan
MAYOR

ATTEST: Linda Smithe
CITY CLERK

CERTIFICATION:

I, person certify that this plat and the survey upon which it is based was prepared under my personal supervision and is, to the best of my knowledge, an accurate representation thereof.

DEDICATION:

STATE OF ARIZONA - SS
COUNTY OF COCONINO - SS
KNOW ALL MEN BY THESE PRESENTS:

That BABBITT BROTHERS TRADING COMPANY, an Arizona corporation, as "OWNER", has subdivided under the name of RIO DE FLAG BUSINESS PARK, a subdivision situated in the East 1/2 of Section 22, Township 21 North, Range 7 East, Gila and Salt River Base and Meridian, Coconino County, Arizona, as shown and platted hereon and hereby publishes this plat as and for the plat of said RIO DE FLAG BUSINESS PARK and hereby declares that said plat set forth the locations and gives the dimensions of the lots, tracts, easements and streets, constituting the same and that each lot, tract, easement and street shall be known by the number, letter, name or other designation that is given to each respectively on said plat; and that "OWNER" hereby dedicates to the public for use as such, the streets, public utility easements, drainage easements and F.U.T.S. easement as shown on said plat and included in the above described premises. No utility line or facility shall, however, be installed without the prior written consent of the "OWNER" or the Rio de Flag Property Owners Association, which consent shall not be unreasonably withheld. Except for facilities or appliances which are required to be above-ground for safety or regulatory purposes, all utility lines and facilities shall be installed underground. If it becomes necessary for any utility company to excavate or otherwise disturb the real property subject to the easements conveyed herein, including without limitation, streets or any lots depicted on this plat, such utility company shall promptly, at its expense, restore the affected real property to a condition substantially similar to the condition that existed immediately prior to the activity resulting in the site disturbance.

IN WITNESS WHEREOF:

BABBITT BROTHERS TRADING COMPANY, an Arizona corporation, as "OWNER", has hereunto caused its name to be affixed and the same to be attested by the signature of Hilton R. Harris as Vice-President of Finance of BABBITT BROTHERS TRADING COMPANY, an Arizona corporation, hereunto duly authorized.

This 1st day of May, 1995.

BABBITT BROTHERS TRADING COMPANY,
an Arizona corporation.

By: Hilton R. Harris
Hilton R. Harris
Vice President of Finance

ACKNOWLEDGEMENT:

STATE OF ARIZONA - SS
COUNTY OF COCONINO - SS

On this the 1st day of May, 1995, before me, the undersigned notary public, personally appeared Hilton R. Harris, who acknowledged himself to be a Vice-President of Finance of BABBITT BROTHERS TRADING COMPANY, an Arizona corporation, and that he, being authorized so to do, executed the foregoing instrument for the purposes therein contained, for and on behalf of the BABBITT BROTHERS TRADING COMPANY.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My commission expires: 2-11-97
MARSHA GREEN
Notary Public
NOTARY PUBLIC - STATE OF ARIZONA
COCONINO COUNTY
My commission expires Feb. 11, 1997

95-16823
RECORDED AT REQUEST OF
City of Flagstaff

DATE 6-16-95 @ 11:38 am
Case 6 map 32

Records of Coconino County, Arizona
CANDACE OWENS
County Recorder

LEGEND:

- ◆ - Found Sectional corner as noted.
- - Fd. 1/2" rebar w/Cap 14671 (unless otherwise noted).
- △ - Set 3/4" rebar w/Cap 14671 (unless otherwise noted).
- - Set 1/2" rebar w/Cap 14671 (unless otherwise noted).
- P.U.E. - Public Utility Easement.
- F.U.T.S. - Flagstaff Urban Trail System.
- S.E. - Slope Easement.

OCCUPANCY NOTE:

No certificate of occupancy for any residence may be issued, nor may any residence erected in this subdivision be occupied until the required water, sewer and other essential utilities are installed and an all weather access roadway to residences are constructed and approved or accepted by the City Engineer.

Northland Exploration Surveys, Inc.
528 West Aspen, Flagstaff, Arizona 86001 (520) 774-5058

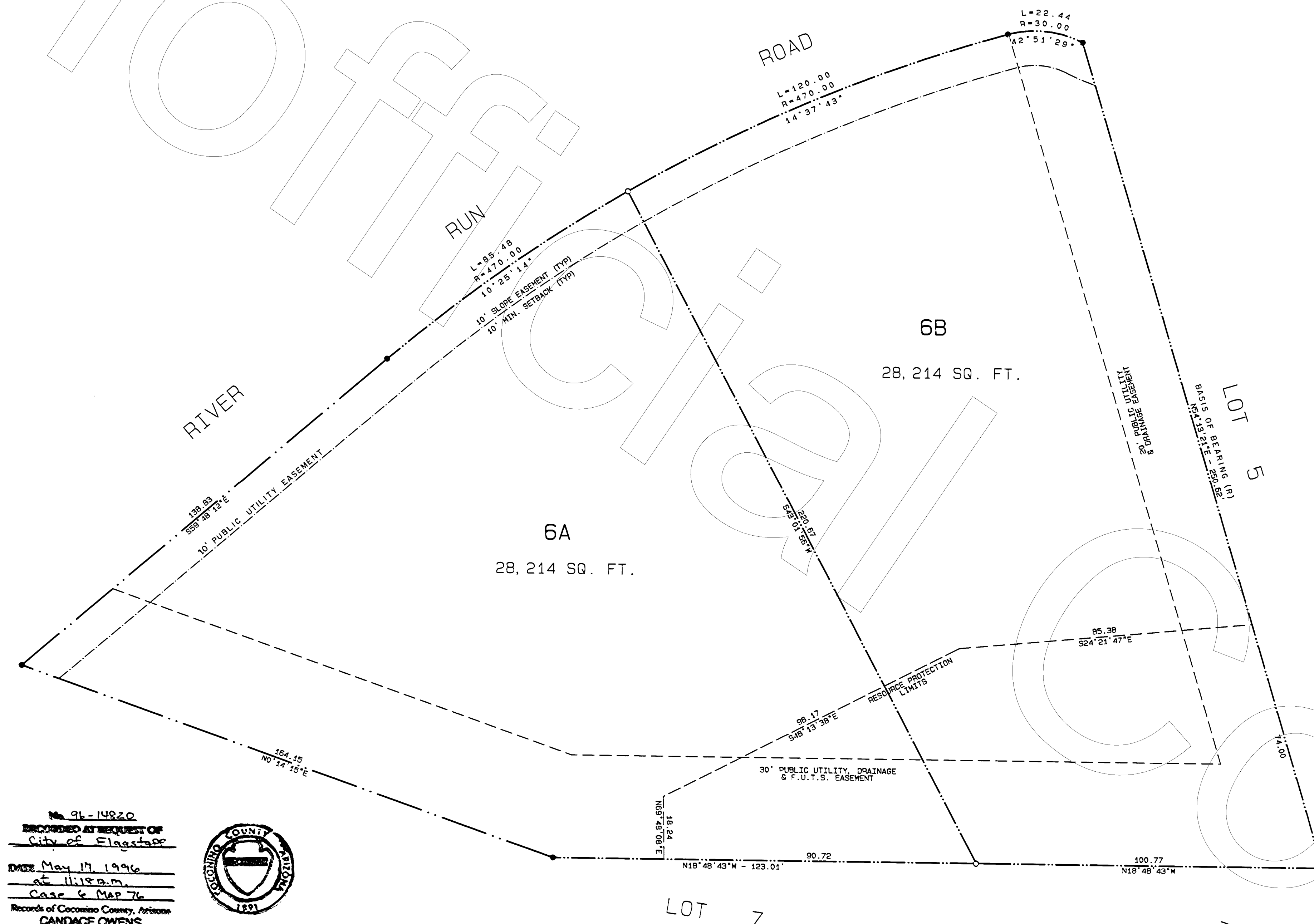
SCALE:	FINAL PLAT	SHEET
1 inch = 100 feet	OF	1
SURVEYOR:	RIO DE FLAG BUSINESS PARK	1
DRAWN:	K. A. Krenke	JOB NO.
CHECKED:		88-057
DATE:	7 APR 1995	

1379384

Page 1 of 1

MINOR LAND DIVISION MAP FOR BABBITT BROTHERS TRADING COMPANY

A SPLIT OF LOT 6, RIO DE FLAG BUSINESS PARK AS RECORDED IN CASE 6,
MAP 32 OF THE RECORDS OF COCONINO COUNTY, SITUATED IN THE NORTHEAST 1/4 OF SECTION 22,
TOWNSHIP 21 NORTH, RANGE 7 EAST, GILA AND SALT RIVER BASE AND MERIDIAN,
COCONINO COUNTY, ARIZONA.



DEDICATION:

STATE OF ARIZONA - SS
COUNTY OF COCONINO - SS

KNOW ALL MEN BY THESE PRESENTS:

That BABBITT BROTHERS TRADING COMPANY, an Arizona corporation, as OWNER, has divided LOT 6 of RIO DE FLAG BUSINESS PARK, as recorded in Case 6, Map 32 of the Records of Coconino County, Arizona, situated in the Northeast 1/4 of Section 22, Township 21 North, Range 7 East, Gila and Salt River Base and Meridian, Coconino County, Arizona, as shown and platted hereon, and hereby sets forth the location and gives the dimensions of the parcels constituting this division of land.

IN WITNESS WHEREOF:

BABBITT BROTHERS TRADING COMPANY, an Arizona corporation, as OWNER, has hereto caused its name to be affixed and the same to be attested by the signature of Hilton R. Harris as Vice-President of Finance of BABBITT BROTHERS TRADING COMPANY, an Arizona corporation, hereto duly authorized.

This 2nd day of May, 1996.

BABBITT BROTHERS TRADING COMPANY,
an Arizona corporation.

By: Hilton R. Harris
Hilton R. Harris
Vice President of Finance

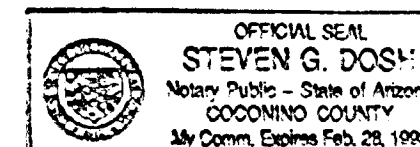
ACKNOWLEDGEMENT:

STATE OF ARIZONA - SS
COUNTY OF COCONINO - SS

On this the 2nd day of May, 1996, before me, the undersigned notary public, personally appeared Hilton R. Harris, who acknowledged himself to be a Vice-President of Finance of BABBITT BROTHERS TRADING COMPANY, an Arizona corporation, and that he, being authorized so to do, executed the foregoing instrument for the purposes therein contained, for and on behalf of the BABBITT BROTHERS TRADING COMPANY.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Steven G. Doss
Notary Public
My commission expires: 28 February 1998



NOTE:

All easements, streets, setbacks and resource protection limits are as dedicated on the Final Plat of Rio de Flag Business Park, except the 10' Public Utility Easement along the Northeastly line of Lot 6A, which is hereby dedicated hereon.

LEGEND:

- (R) - Case 6, Map 32.
- - Found Sectional corner as noted.
- - Found 1/2" rebar w/Cap 14671, unless otherwise noted.
- Δ - Set 3/4" rebar w/Cap 14671 (unless otherwise noted).
- - Set 1/2" rebar w/Cap 14671, unless otherwise noted.
- F.U.T.S. - Flagstaff Urban Trail System.

REVISIONS:

5/14/96 - KAK

Northland Exploration Surveys, Inc.
528 West Aspen, Flagstaff, Arizona 86001 (520) 774-5058

SCALE:	MINOR LAND DIVISION MAP	SHEET
1 inch = 20 feet	OF	1
SURVEYOR:	LOT 6	1
DRAWN:		
CHECKED:		
DATE:		
1 MAY 1996		

LEGAL DESCRIPTION (Original parcel):

Lot 6, Rio de Flag Business Park as recorded in Case 6,
Map 32 of the Records of Coconino County, Arizona.

DEVELOPMENT REVIEW BOARD APPROVAL:

IT IS HEREBY CERTIFIED that this Minor Land Division Map has been officially approved for record by the Development Review Board of Flagstaff, Arizona on the 18th day of APRIL, 1996.

Ronald J. Spina 5/14/96
CITY ENGINEER Date

OWNER/DEVELOPER

BABBITT BROTHERS TRADING COMPANY
P.O. Box 1328
Flagstaff, AZ 86002
Contact: Hilton R. Harris, V.P.
Telephone: (520) 773-4256

CERTIFICATION:

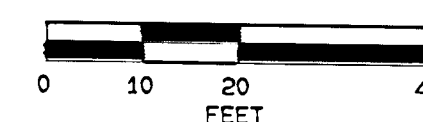
This is to certify that this map and the survey on which it is based was prepared under my direct supervision and is, to the best of my knowledge, an accurate representation thereof.

Kenneth A. Krenke
Kenneth A. Krenke PLS 14671



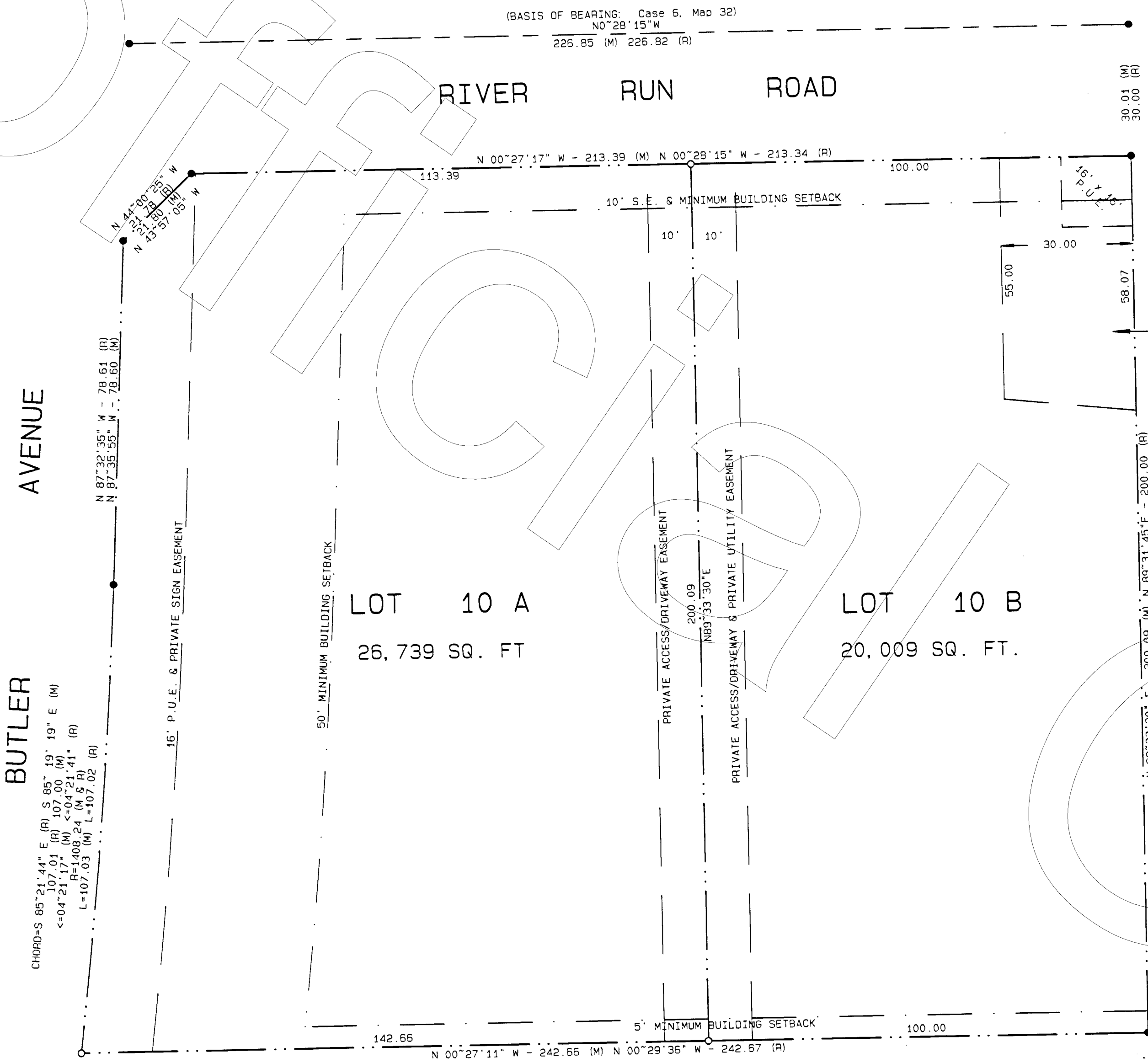
ASSESSOR'S NUMBER:

104-16-006



SURVEY AND SPLIT MAP OF LOT 10

RIO DE FLAG BUSINESS PARK AS RECORDED IN CASE 6, MAP 32
OF THE RECORDS OF COCONINO COUNTY, SITUATED IN THE NORTHEAST 1/4 OF SECTION 22,
TOWNSHIP 21 NORTH, RANGE 7 EAST, GILA AND SALT RIVER BASE AND MERIDIAN,
COCONINO COUNTY, ARIZONA.



LEGAL DESCRIPTION (Original parcel):

Lot 10, Rio de Flag Business Park as recorded in Case 6,
Map 32 of the Records of Coconino County, Arizona.

PLANNING AND ZONING DEPARTMENT APPROVAL:

IT IS HEREBY CERTIFIED that this Survey and Split map
has been officially approved for record by the Planning
and Zoning Department of the City of Flagstaff, Arizona
on the _____ day of _____ 1997.

Mark Sawyer 8/28/97
CITY PLANNER Date

OWNER/DEVELOPER

SUNSET PARTNERS
P.O. Box 2990
Newport Beach, CA 92658
Contact: Victor J. Mahoney
(714) 955-3832

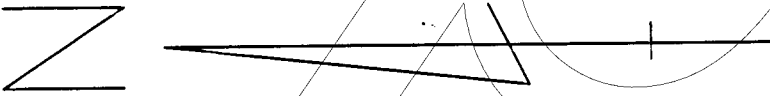
ASSESSOR'S NUMBER:

104-16-010

CERTIFICATION:

This is to certify that this map and the survey
on which it is based was prepared under my direct
supervision and is, to the best of my knowledge,
an accurate representation thereof.

Kenneth A. Krenke
KRENE
14671
KENNETH A.
KRENE
Date Signed
ARIZONA, U.S.A.



REVISIONS:

SCALE:	1 inch = 20 feet
SURVEYOR:	EAM JFW
DRAWN:	AJ TEMPLETON
CHECKED:	
DATE:	18 JUN 1997

Northland Exploration Surveys, Inc.

528 West Aspen, Flagstaff, Arizona 86001 (520) 774-5058

SURVEY AND SPLIT MAP OF LOT 10	SHEET 1 OF 1
Rio de Flag Business Park as recorded in Case 6, Map 32 of the Records of Coconino County, situated in the Northeast 1/4 of Section 22, Township 21 North, Range 7 East, Gila and Salt River Base and Meridian, Coconino County, Arizona.	JOB NO. 97-024

STATE OF CALIFORNIA } SS
COUNTY OF ORANGE

KNOW ALL MEN BY THESE PRESENTS:

That SUNSET PARTNERS, a California general partnership, as "OWNER",
has divided LOT 10, RIO DE FLAG BUSINESS PARK, as recorded in Case
6, Map 32 of the Records of Coconino County, Arizona, situated in
the Northeast 1/4 of Section 22, Township 21 North, Range 7 East,
Gila and Salt River Base and Meridian, Coconino County, Arizona,
as shown and platisted herein, and hereby sets forth the location and
gives the dimensions of the lots and easements, constituting the same,
and shall be known by the number, name or other designation that is
given respectively on said map, and that the "OWNER" hereby declares
that the "Private Access/Driveway Easement" as shown herein, is
dedicated as a private access/driveway easement, and nothing written
hereon or set forth herein shall be construed to mean or constitute
a dedication to the public of said "Private Access/Driveway Easement".
provided the same is hereby dedicated for private accessway for the
ingress and egress of the property owners and their guests and invitees.

IN WITNESS WHEREOF:

SUNSET PARTNERS, a California general partnership, as "OWNER", has
hereunto caused its name to be affixed and the same to be attested
by the signature of J. C. Gianulias and Ken Laird, general partners
of SUNSET PARTNERS, an California general partnership, hereunto duly
authorized.

This _____ day of _____, 1997.

SUNSET PARTNERS
a California general partnership.

By: J. C. Gianulias
General Partner

By: Ken Laird
General Partner

ACKNOWLEDGEMENT:

STATE OF CALIFORNIA } SS
COUNTY OF ORANGE

On this the _____ day of _____, 1997, before
me, the undersigned notary public, personally appeared J. C.
Gianulias, who acknowledged himself to be a general partner of
SUNSET PARTNERS, a California general partnership, and that he,
being authorized so to do, executed the foregoing instrument
for the purposes therein contained, for and on behalf of SUNSET
PARTNERS.

CHRISTINE PARRISH
COMM. #122839
Notary Public - California
Orange County
My Commission Expires
MARCH 05, 2001

My commission expires: 3/5/2001

ACKNOWLEDGEMENT:

STATE OF CALIFORNIA } SS
COUNTY OF NAPA

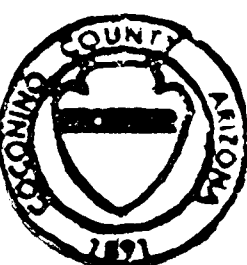
On this the _____ day of _____, 1997, before
me, the undersigned notary public, personally appeared Ken
Laird, who acknowledged himself to be a general partner of
SUNSET PARTNERS, a California general partnership, and that he,
being authorized so to do, executed the foregoing instrument
for the purposes therein contained, for and on behalf of SUNSET
PARTNERS.

LAURIE JOHNSTONE
COMM. #102237
Notary Public - California
NAPA COUNTY
My Comm. Expires APRIL 1, 1998

My commission expires: 4/3/98

NOTE:

All setbacks, easements and resource protection
limits are as dedicated on the Final Plat of Rio
de Flag Business Park.



No. 97-23983

Recorded at the request of the City of Flagstaff

on August 28, 1997 @ 3:14 pm

in Case 7 Map 42

of Coconino County, Arizona, Candace Owens, County Recorder.

By: _____ Deputy.

LEGEND:

- (R) - Case 6, Map 32.
- ◆ - Found Sectional corner as noted.
- ▲ - Found Cap 14571, unless otherwise noted.
- - Found 1/2" rebar w/Cap 14571, unless otherwise noted.
- △ - Set 3/4" rebar w/Cap 14571 (unless otherwise noted).
- - Set 1/2" rebar w/Cap 14571, unless otherwise noted.