

NOTICE AND AGENDA

BOARD OF ADJUSTMENT
WEDNESDAY
JANUARY 7, 2026

COUNCIL CHAMBERS
211 WEST ASPEN AVENUE
8:30 AM

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 October 1, 2025, meeting minutes.

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-25-00241:** A request by Blair Sign Programs on behalf of Burlington Coat Factory, for a Zoning Code Variance from Table 10-50.100.060.A, which allows one square foot of signage per one linear foot of storefront or building frontage. The applicant requests a variance to increase the maximum allowable signage for their tenant space from 86 square feet to 366 square feet.

The subject property is located at 1514 S Riordan Ranch Road (APN 103-19-001W) and is zoned Community Commercial (CC).

Staff recommends that the Board of Adjustment deny the requested variance to allow 366 square feet of signage where 86 square feet is permitted, based on the findings presented in this staff report.

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

7. **ADJOURNMENT**

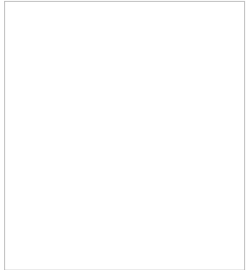
In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact Tiffany Antol at (928) 213-2605. Notification at least 48 hours in advance will enable the City to make reasonable arrangements.

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: 01/07/2026

From: Nancy Corbin-Fuller, Administrative Specialist

Information

**REQUEST:
APPROVAL OF PRIOR MEETING MINUTES**

Approval of the October 1, 2025, meeting minutes.

STAFF RECOMMENDED ACTION:

VARIANCE CRITERIA AND ANALYSIS:

Attachments

10.1.25 BOA Mtg. Min.

MINUTES

BOARD OF ADJUSTMENT
WEDNESDAY
OCTOBER 1, 2025

COUNCIL CHAMBERS
211 WEST ASPEN AVENUE
8:30AM

1. CALL TO ORDER

- Chair Kelley called the meeting to order at 8:30 a.m.

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*
GAIL JACKSON
JOHN JACKSON
JOSEPH JARVIS
CJ LUCKE

ABSENT:
JAMES MALONEY

3. APPROVAL OF PRIOR MEETING MINUTES

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

Moved by P&Z Representative CJ Lucke, **seconded by** Jed Westover to approve the minutes from the regular meeting on April 23, 2025.

Vote: 6 - 0 - Unanimously

4. OPEN CALL TO THE PUBLIC

- 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-25-00171-01:** 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 (L-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.

- Tiffany Antol, Zoning Code Manager, delivered a PowerPoint presentation.
- Board Member Joseph Jarvis provided comments following the presentation. No additional questions or discussion were held.
- Applicant, David Carpenter, thanked the Board Members for their consideration.

Moved by Joseph Jarvis, **seconded by** P&Z Representative CJ Lucke to approve the proposed variance for a 32-foot minimum lot width in accordance with the findings presented in the staff summary subject to the conditions.

Vote: 6 - 0 - Unanimously

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

- None.

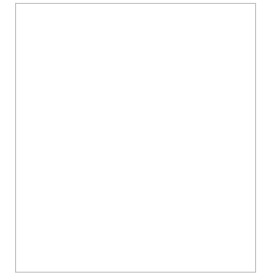
7. ADJOURNMENT

- The meeting was adjourned at 8:46 a.m.

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: 01/07/2026

From: Tiffany Antol, Zoning Code Manager

Information

REQUEST:

PZ-25-00241: A request by Blair Sign Programs on behalf of Burlington Coat Factory, for a Zoning Code Variance from Table 10-50.100.060.A, which allows one square foot of signage per one linear foot of storefront or building frontage. The applicant requests a variance to increase the maximum allowable signage for their tenant space from 86 square feet to 366 square feet.

The subject property is located at 1514 S Riordan Ranch Road (APN 103-19-001W) and is zoned Community Commercial (CC).

STAFF RECOMMENDED ACTION:

Staff recommends that the Board of Adjustment deny the requested variance to allow 366 square feet of signage where 86 square feet is permitted, based on the findings presented in this staff report.

INTRODUCTION AND DISCUSSION:

The subject property (APN 103-19-001W), known as the Varsity Shopping Center, is a multi-tenant retail shopping center constructed in 1982. The property encompasses approximately 8.6 acres and contains a mix of large and small tenant spaces. Several tenants have occupied the center for multiple decades, and as a result, some signage may have been permitted under prior zoning regulations.

Each tenant space is eligible for wall signage based on the length of its individual storefront frontage. While the shopping center appears to be associated with Milton Road--one of Flagstaff's primary commercial corridors--the subject property does not front Milton Road. Instead, it fronts Riordan Ranch Road and is located behind a group of properties that directly front Milton Road.

The applicant is replacing a long-standing tenant and proposes to rebrand the storefront. A sign permit application has been submitted for new wall signage that exceeds the maximum signage area permitted under the currently zoning code.

ZONING CODE REQUIREMENTS:

Table 10-50.100.060.A: *Standards for Permanent Signs by Use*, allows one square foot of signage per one linear foot of primary building frontage for nonresidential uses in multi-tenant buildings within commercial and industrial zones. In shopping centers, signage allowances are calculated based on the frontage of each individual storefront.

The subject storefront measures approximately 86 linear feet, allowing a maximum of 86 square feet of wall signage. The applicant proposes 366 square feet of wall signage, requiring a variance from the applicable standard.

VARIANCE CRITERIA AND ANALYSIS:

Pursuant to A.R.S. Section 19-462.06, the Board of Adjustment is authorized to consider variances from the Zoning Code subject to specific findings. Division 10-20.70 of the Zoning Code establishes the procedures and criteria for variance approval. The Board's review is limited to the four criteria outlined below. It should be noted that the Board of Adjustment may only consider and apply arguments pertaining to the findings.

A variance may only be granted if the applicant demonstrates that **all** the following findings 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 Statement:

The requested variance aligns with the intent of the sign code--to allow reasonable and effective communication of a business location without creating visual clutter. Providing modest additional sign area simply restores a fair level of visibility comparable to other tenants and does not constitute a special privilege.

Staff Analysis:

The applicant does not directly address this finding but instead provides information related to visibility constraints, which they characterize as a hardship. The subject tenant space is located in the northern portion of the shopping center, with another building positioned in front of it, making it less visible from certain directions. However, the least visible tenant space in the center is located directly north of the subject space and is currently occupied by a physical therapy business.

The applicant asserts that the setback from Milton Road limits signage visibility. However, the property does not front Milton Road, and the applicant does not address visibility from Riordan Ranch Road, which is the frontage and address for the site.

The applicant also notes that other tenants have larger signs. In some cases, this is due to larger storefront widths, which allow greater signage under the code, or because signage was permitted under previous regulations. The most comparable tenant space is located immediately south of the subject space and has approximately 200 square feet of signage; however, that signage was likely permitted decades ago under different standards.

Staff advised the applicant to consider a request comparable in scale to similar tenants. Instead, the proposal seeks signage exceeding the allowance of all tenants within the shopping center, which would constitute a special privilege.

- 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:

The request does not seek excessive or unnecessary signage. It proposes only the amount of relief needed to achieve visibility comparable to other tenants and to meet the basic intent of the sign code: clear and effective communication without adding visual clutter.

Staff Analysis:

The proposed signage significantly exceeds the permitted allowance for the subject tenant and all other existing signage within the development. Staff finds that the request is not the minimum necessary adjustment and would constitute a special privilege.

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

Applicant Statement:

The hardship is not self-imposed, as the building's location, existing landscaping, and absence of monument or directional signs were all determined by the site's original design and zoning layout.

Staff Analysis:

Staff acknowledges that certain site conditions affect signage visibility; however, these conditions do not justify exceeding the signage allowance for all tenants in the center. Additionally, the zoning code provides design incentives that allow modest increases in signage area when specific criteria are met. The applicant has not attempted to utilize these incentives. Even if applied, the incentives would not support the 425 percent increase requested.

- 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:

We respectfully request consideration of a hardship related to the City's current sign area limitation of 86 square feet for this tenant space. While this allowance meets the technical code requirements, it creates a practical hardship due to several unique site conditions shown on the following pages.

Staff Analysis:

The requested variance does not affect permitted uses within the Community Commercial zone, does not extend a nonconforming use or structure, and does not alter the zoning designation of the 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 December 20, 2025.

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

RECOMMENDATION

Staff recommends that the Board of Adjustment find that the required criteria for granting a variance have not been met and deny the variance application as submitted.

Attachments

Variance Application
Applicants Narrative



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) Jen Nackard Bednar		Title CFO	Phone 928-779-6146	Email Giabednar@Innentreprises.com
Mailing Address 9 W. Cherry Avenue Suite A		City, State, Zip Flagstaff, AZ 86001		
Applicant Blair Sign Programs		Title Project Manager	Phone 619 456 9981	Email Natalie@blairsign.net
Mailing Address 9932 Prospect Avenue Suite 137		City, State, Zip Santee, CA 92071		
Property Interest of Applicant(s) (Owner, contractual interest, or agent) Agent of Tenant				
Site Address 1514 S. Riordan Ranch St		City, State, Zip Flagstaff, AZ 86001		
Parcel Number(s) 103-19-001W		Zoning District Community Commercial		
Present Use Vacant - Old Joannes Store				
Date of previous application (if any):				

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>Jen Nackard Bednar</i>	Date: 11/25	Applicant Signature*: <i>Natalie</i>	Date: 11/24/25
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* 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:	IDS: _____
<input type="checkbox"/> Approved _____	P&Z: _____
<input type="checkbox"/> Approved with Conditions _____	
<input type="checkbox"/> Denied _____	
<input type="checkbox"/> Continued _____	

See reverse side for additional information



LNN ENTERPRISES
9 W Cherry Avenue, Ste A
Flagstaff, AZ 86001
928-779-6146
giabednar@lnnenterprises.com

November 25, 2025

Re: Application for a Variance

To Whom It May Concern:

I, **Giavanna Nackard Bednar**, am the owner representative of the property located at **1514 S Riordan Ranch St.** I hereby authorize **Burlington** to act as my authorized agent for the purpose of completing, signing, and submitting all documents related to the variance application for this property in regard to signage.

Please accept their signature on my behalf for all matters necessary to complete this application.

Thank you for your assistance.

Sincerely,

A handwritten signature in cursive script that reads "Giavanna Nackard Bednar".

Giavanna Nackard Bednar
CFO
LNN Enterprises, Inc.

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	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Variance Development Application Checklist (this list)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Application Fee \$ 1,140 (Subject to change each July)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Completed Application for a Variance <input checked="" type="checkbox"/> 8 ½" x 11" – 1 copy <input checked="" type="checkbox"/> 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

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

Board of Adjustment – Variance Application Checklist

Part II – Required Narrative, Plans & Related Data

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
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>4. Project Narrative Completed Application for Variance</p> <p><input checked="" type="checkbox"/> 8 ½" x 11" – 4 copies <input checked="" type="checkbox"/> Electronic Submittal – 1 copy (.pdf format)</p> <p><u>The narrative shall include the following:</u></p> <ul style="list-style-type: none"> • 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: <p style="margin-left: 40px;">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. See Pages 11-15 of Hardship Study</p> <p style="margin-left: 40px;">Response: <i>Applicant to response the above criterion specific to the request.</i></p> <p style="margin-left: 40px;">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.</p> <p style="margin-left: 40px;">Response: See Pages 11-15 of Hardship Study <i>Applicant to response the above criterion specific to the request.</i></p> <p style="margin-left: 40px;">C. The special circumstances applicable to the property are not self-imposed by any person having an interest in the property.</p> <p style="margin-left: 40px;">Response: See Pages 11-15 of Hardship Study <i>Applicant to response the above criterion specific to the request.</i></p> <p style="margin-left: 40px;">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.</p> <p style="margin-left: 40px;">Response: See Pages 11-15 of Hardship Study <i>Applicant to response the above criterion specific to the request.</i></p> <p style="margin-left: 40px;">(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.)</p>
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>5. Draft copy of the Board of Adjustment hearing notification letter (See Attachment 2 for instructions)</p> <p><input checked="" type="checkbox"/> 8 ½" x 11" – 2 copies <input checked="" type="checkbox"/> Electronic Submittal – 1 copy (.docx format)</p> <p>(This letter is not to be sent until the draft has been approved by the Zoning Code Manager.)</p>
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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

Board of Adjustment – Variance Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	<p>6. Draft sign posting proof for the Board of Adjustment hearing sign (Delayed Submittal) (See Attachment 3 for instructions)</p> <p><input checked="" type="checkbox"/> 8 ½" x 11" – 2 copies</p> <p><input checked="" type="checkbox"/> Electronic Submittal – 1 copy (.docx format)</p> <p>(This sign is not to be posted until the sign proof has been approved by the Zoning Code Manager.)</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>7. Property Context Photographs Prints</p> <p><input checked="" type="checkbox"/> 8 ½" x 11" – 1 copy (two pictures per page)</p> <p><input checked="" type="checkbox"/> Electronic Submittal – 1 copy (.pdf format)</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>8. Site Plan</p> <p><input checked="" type="checkbox"/> 8 ½" x 11" – 1 copy</p> <p><input checked="" type="checkbox"/> 11"x17" minimum – 4 copies (all plan sheets shall be folded to be no larger than 9"X12")</p> <p><input checked="" type="checkbox"/> Electronic Submittal – 1 copy (.pdf format)</p> <p><u>The Site Plan shall:</u></p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Development Name <input checked="" type="checkbox"/> Site Address <input checked="" type="checkbox"/> Assessor's Parcel Number (APN) <input checked="" type="checkbox"/> Parcel size (acreage, net and gross) <input checked="" type="checkbox"/> Zoning District <input checked="" type="checkbox"/> Owner's name, address, and phone number <input checked="" type="checkbox"/> Preparer's name, address, and phone number <input checked="" type="checkbox"/> Vicinity Map <input checked="" type="checkbox"/> North arrow <input checked="" type="checkbox"/> Scale (written and graphical) • Include the following building(s) Information: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Lot area in acres and square feet <input type="checkbox"/> Total Gross floor area (proposed and allowed (if applicable), and show calculations) <input type="checkbox"/> Number of floors <input type="checkbox"/> Proposed and allowed maximum building height <input type="checkbox"/> Number of units (allowed and provided – show calculations) <input type="checkbox"/> Building square footage (if multiple structures, list uses and associated square footage) <input type="checkbox"/> Proposed number of off-street parking spaces/required number of off-street parking spaces (show calculations) <input type="checkbox"/> Proposed and required number of off-street ADA compliant parking spaces(if required by the zoning code). (show calculations) <input type="checkbox"/> Other information required: <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>
<input type="checkbox"/>	<input type="checkbox"/>	<p>9. Building Floor Plans</p> <p><input checked="" type="checkbox"/> 8 ½" x 11" – 1 copy</p> <p><input checked="" type="checkbox"/> 11"x17" minimum – 4 copies of (all plans shall be folded to be no larger than 9"X12")</p> <p><input checked="" type="checkbox"/> Electronic Submittal – 1 copy (.pdf format)</p> <p><u>The building floor plan shall:</u></p> <ul style="list-style-type: none"> • Be drawn to a standard architectural scale (1/4"=1'-0" is preferred) • Be dimensioned • Include the following information: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> General function or use of each room <input checked="" type="checkbox"/> Door and window openings

Type text here

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.

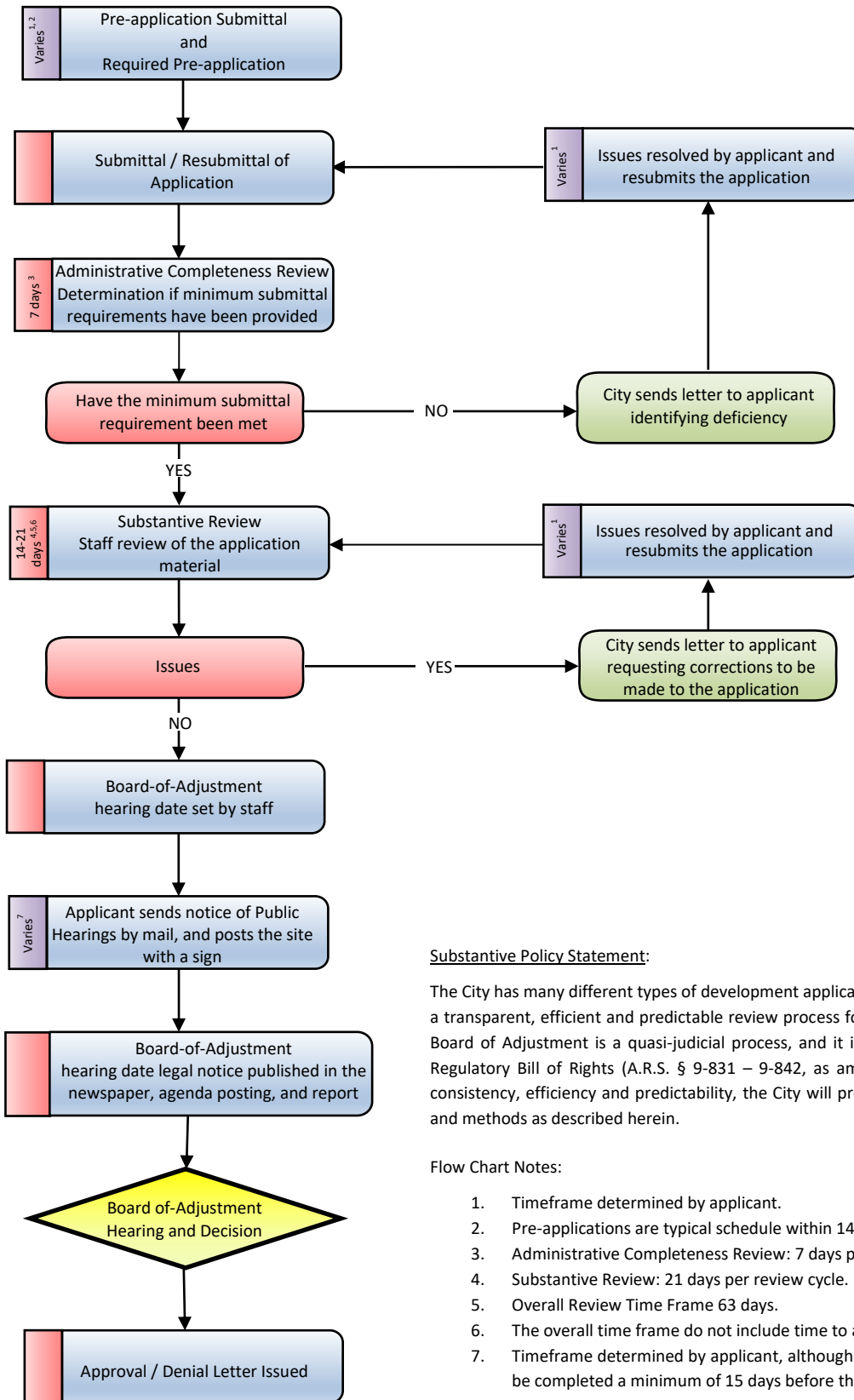
ZCM Name (print): _____ **Phone:** 928-213-_____

ZCM E-mail: _____@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



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

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

Application for a Variance
Attachment 1



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 abut 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

EXTERIOR SIGN DESIGN

STORE No. 1831

INDEX

SECTION I: PLANNING SUBMITTAL

- Site Plan
- Building Signs
- Sign Construction Details

SECTION II: HARDSHIP STUDY

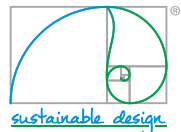
- Variances Criteria (A, B, C & D)
- Executive Summary
- Exhibits



nickZAHNER
 9932 Prospect Ave
 Studio 137
 Santee, CA 92071
 (619) 792-1600

nickz@blairsign.net
www.blairsign.net

Retail branding for
 the built environment



NOVEMBER 26, 2025 | REV. 1

VARSITY SHOPPING CENTER
 1514 S Riordan Ranch St.
 Flagstaff, AZ 86001

**SECTION I:
PLANNING SUBMITTAL**

- Site Plan
- Building Signs
- Sign Construction Details

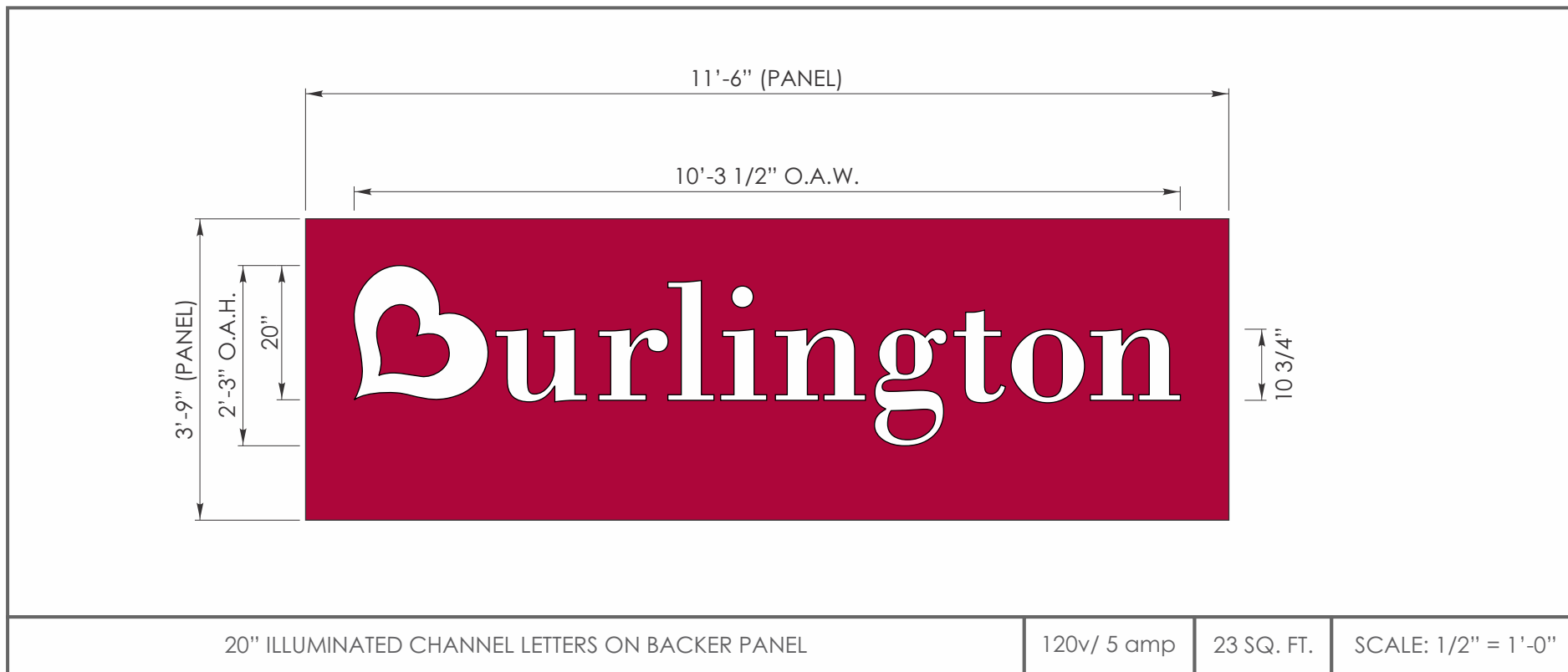


SITE PLAN

KEY			
SIGN TYPE	SIGN DESCRIPTION	ALLOWED	PROPOSED
A	Channel Letters		343 Sq. Ft.
B.1, B.2	Wall Plaques		N/A
C	Blade Sign		N/A
D	Channel Letters w/ Backer		23 Sq. Ft.
BUILDING SIGN TOTAL		86 Sq. Ft.	366 Sq. Ft.



VICINITY MAP



SCOPE OF WORK

Scope:

Manufacture and install internally illuminated, face-lit channel letters on backer panel as shown.

"Burlington" ID letters:

Body-

5" deep, fabricated aluminum with .040" returns and backs. Interior metal surfaces to be white, reflective finish. Exterior metal surfaces to be black, matte finish.

Faces-

3/16", translucent white Lexan. Faces to be attached with 1" black trim-cap.

Illumination-

Illumination to be provided by 7200K, white LED's with self-contained power supplies with hook-up to incoming power supplied by others.

Backer:

2" deep, fabricated aluminum angle frame with .125" face. Face and returns painted to match PMS 207c Red, satin finish.

Installation-

Install as shown and as per specifications provided by this document.

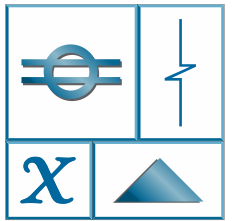
Incoming Power/Access:

The incoming "house" power is to be provided by others with reasonable access within 6 feet of planned power supply location(s) and/or as noted by this document.

Notes:

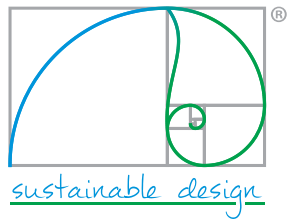
All dimensions, site and installation conditions, including access and attachment methods, etc. to be verified by field survey and approved by Burlington prior to installation.

Actual colors may vary from colors shown on your monitor or printed materials.



BLAIR SIGN PROGRAMS

Northern California:
(510) 337-9020
Southern California:
(619) 792-1600
info@blairsign.net
CA License #677503



CLIENT:

Burlington

PROJECT:

Flagstaff, AZ #1831
Exterior Sign Design

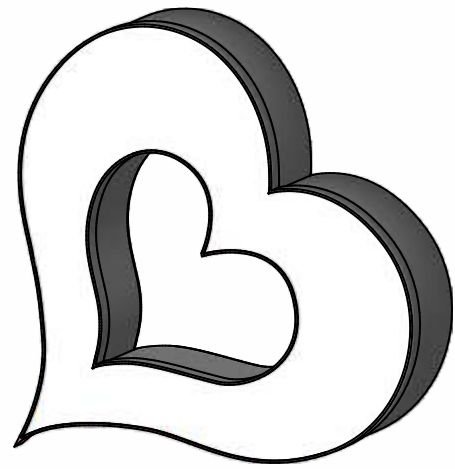
ADDRESS:

1514 S Riordan Ranch St.
Flagstaff, AZ 86001

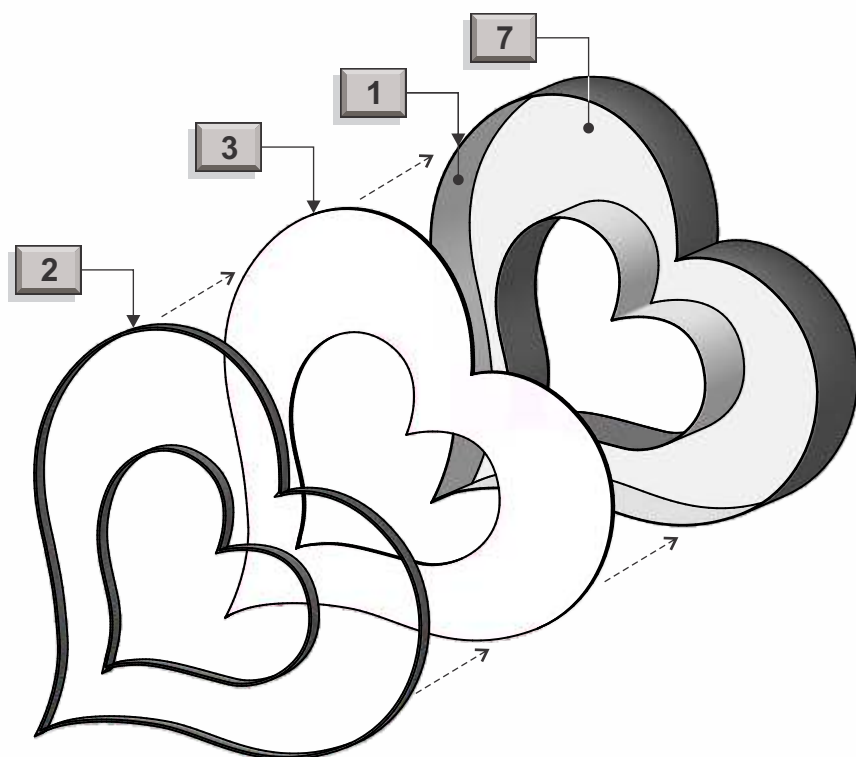
DATE/ REVISIONS:	BY:
11/03/2025	KB
11/26/2025 REV 1	KB

SIGN TYPE: D

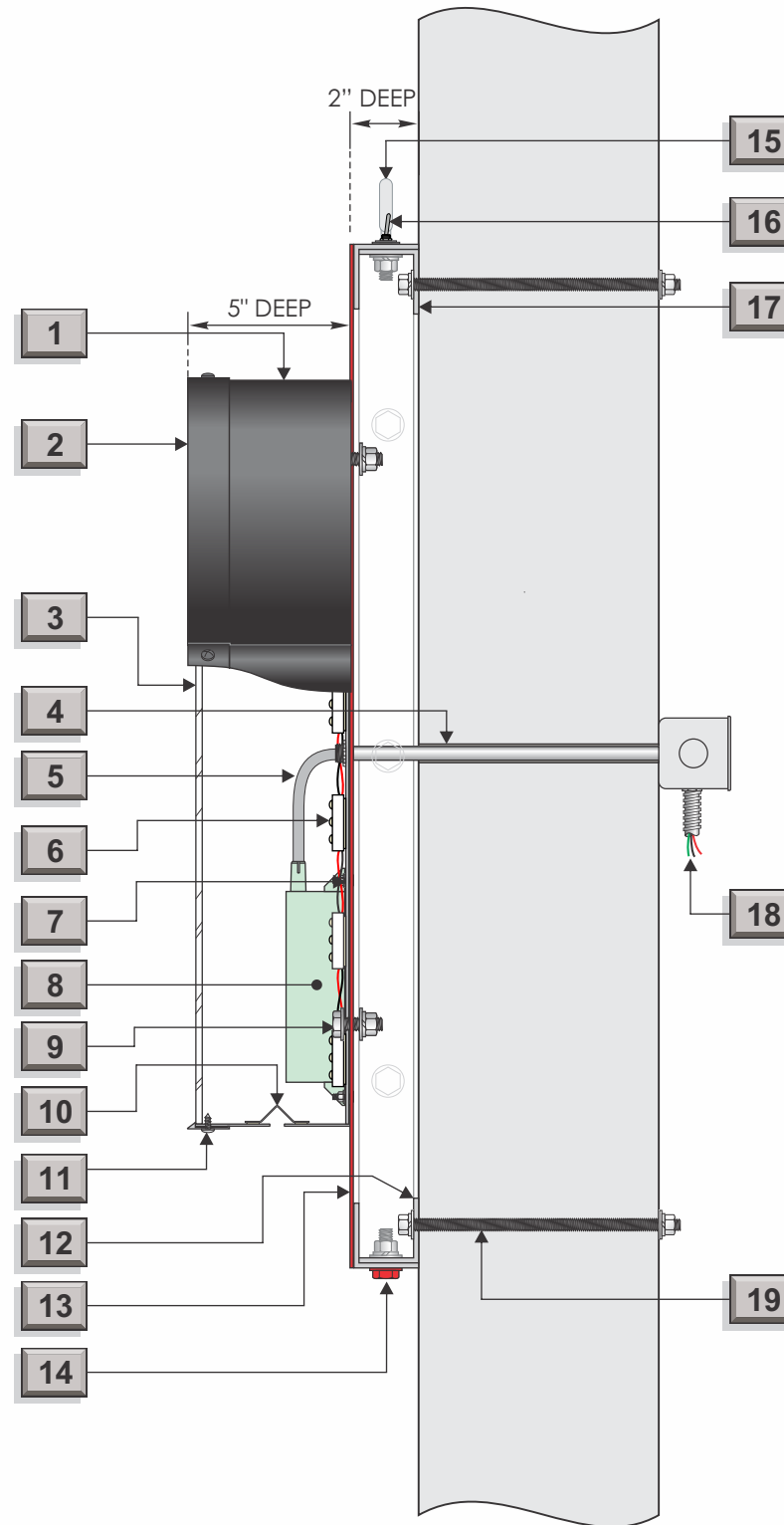
SHEET 4



ASSEMBLED VIEW



EXPLODED VIEW



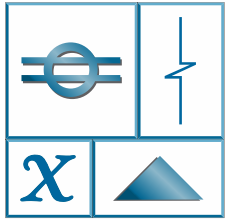
TYPICAL SECTION

1	.040" aluminum returns. Interior metal surfaces to be white, reflective finish. Exterior metal surfaces to be black, matte finish.
2	1" black trim-cap
3	3/16", translucent white Lexan faces.
4	1/2" aluminum pass-through, UL listed
5	Exterior jacketed cable, UL listed (15' whip, each Burlington letter)
6	White 7200k LED modules
7	.040" aluminum back. Interior metal surfaces to be white, reflective finish. Exterior metal surfaces to be black, matte finish.
8	Self-contained power supply, UL listed
9	1/4" Dia. S.S. thru-bolt (min. eight (8) per "B", min. four (4) each other letter)
10	1/4" weep-hole with angled light-shield baffle
11	Stainless steel, pan-head screw painted to match trim-cap
12	2"x 2"x6" x 3/16" Aluminum angle clips mounted to wall. (on bottom)
13	.125" Aluminum face welded to 2"x 2"x 3/16" aluminum angle frame, face and returns painted 207c red, satin finish.
14	1/4" Dia. S.S. through-bolt w/ nut welded to interior of mounting angle. Bolt heads painted to match returns.
15	3/8" dia. S.S. Eyebolt pick points, to be replaced with fill bolts after install, heads painted to match returns.
16	Disconnect switch, UL listed
17	2"x 2"x 3/16" Aluminum angle mounted to wall. (on top, length varies per section)
18	Incoming power, provided by others
19	Attachment method TBV

NOTES:

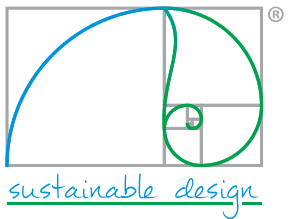
- UL Label to be placed on top of letters
- Power Supplies inside Burlington "Heart-B" & Letter "g"

EXTERIOR BURLINGTON: WHITE FACE-LIT CHANNEL LETTERS, SELF-CONTAINED P/S, BACKER PANEL



BLAIR SIGN PROGRAMS

Northern California:
(510) 337-9020
Southern California:
(619) 792-1600
info@blairsign.net
CA License #677503



CLIENT:

Burlington

PROJECT:

Flagstaff, AZ #1831
Exterior Sign Design

ADDRESS:

1514 S Riordan Ranch St.
Flagstaff, AZ 86001

DATE/ REVISIONS: BY:

11/03/2025	KB
11/26/2025 REV 1	KB

SIGN TYPE: D
C.L. DETAIL

SHEET 8

**SECTION II:
HARDSHIP STUDY**

- Variances Criteria (A-D)
- Executive Summary
- Exhibits

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:

The requested variance aligns with the intent of the sign code—to allow reasonable and effective communication of a business location without creating visual clutter. Providing modest additional sign area simply restores a fair level of visibility comparable to other tenants and does not constitute a special privilege.

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:

The request does not seek excessive or unnecessary signage. It proposes only the amount of relief needed to achieve visibility comparable to other tenants and to meet the basic intent of the sign code: clear and effective communication without adding visual clutter.

C.

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

Response:

The hardship is not self-imposed, as the building's location, existing landscaping, and absence of monument or directional signs were all determined by the site's original design and zoning layout.

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:

We respectfully request consideration of a hardship related to the City's current sign area limitation of 86 square feet for this tenant space. While this allowance meets the technical code requirements, it creates a practical hardship due to several unique site conditions shown on the following pages.

Reference:

*Hardship Report on the following page.
Hardship One on the following page and Sheet 1, Exhibits 1-2
Hardship Two on the following page and Sheet 2, Exhibits 3-5
Hardship Three on the following page and Sheets 3-4, Exhibits 6-10*

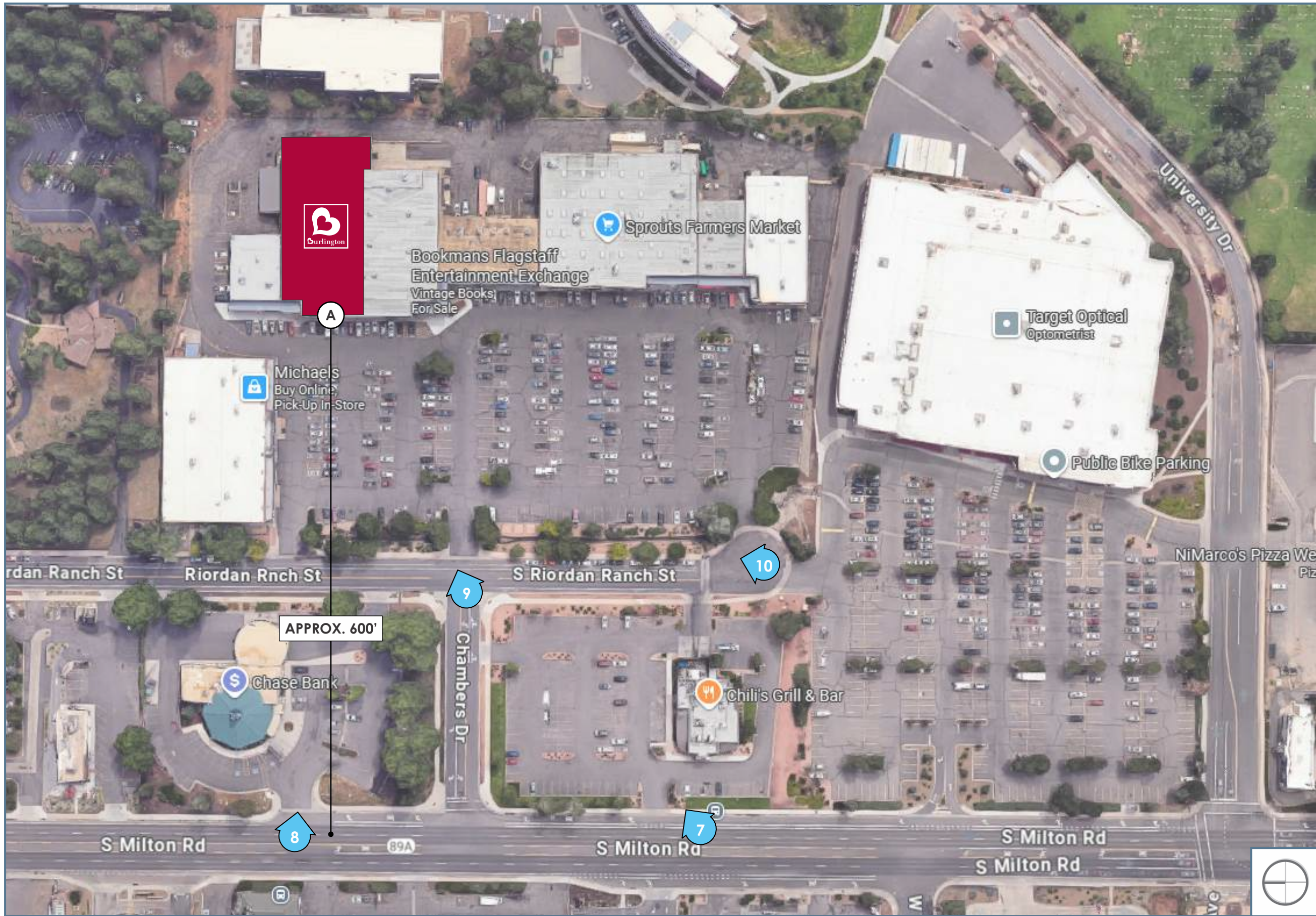
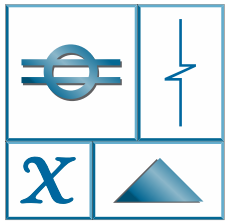
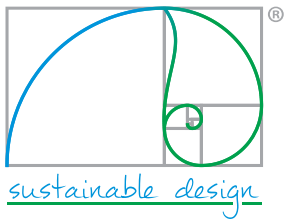


EXHIBIT 6 AERIAL VIEW



BLAIR SIGN PROGRAMS

Northern California:
(510) 337-9020
Southern California:
(619) 792-1600
info@blairsign.net
CA License #677503



CLIENT:

Burlington

PROJECT:

Flagstaff, AZ #1831
Exterior Sign Design

ADDRESS:

1514 S Riordan Ranch St.
Flagstaff, AZ 86001

DATE/ REVISIONS:	BY:
11/03/2025	KB
11/26/2025 REV 1	KB

HARDSHIP
THREE

SHEET 3

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