 City of Glendale
Development Services Department
Planning Division

Failed
 Conditionally Approved
 Approved

aschwenner _____ 3/24/2025
BY DATE

Citizen Participation Plan

**The Base Comprehensive Signage Plan
6302 N Litchfield Rd
Glendale, AZ 85340**

**CUP25-04(SR24-0777)
March 24, 2025**

The Base Industrial Park Comprehensive Signage Plan

Address: 6302 North Litchfield Road, Glendale, Arizona

Service Request: SR24-0777

Applicant: Airpark Signs & Graphics / Julie Kulka

Total Property Owners Notified: 925

Total Returned Letters as of 3/24: 45

Project Description

The Base is a multi-phased industrial park development that is PAD (Planned Area Development) zoned, located at the southwest corner of North Litchfield Road and Super Sabre, south of Luke Airforce Base in Glendale, Arizona. Phase One of The Base is situated on 86.49 acres with seven buildings totalling in 1,182,877 square feet. Per zoning case ZON22-05, a Comprehensive Sign Plan must be approved by the City of Glendale before sign permits can be issued.

The CSP for Phase I of The Base will consist of a 20 foot tall multi-tenant Primary Project Identification sign located at the main entrance to the site on North Litchfield Road, with up to nine tenant listings. The CSP will also direct the location and sign type allowances for building mounted tenant signage, building addressing as well as property directional signs to direct vehicular traffic in 12 various locations interior to the site.

Notification

Property owners within a 900 foot radius of The Base were notified via first-class letter with required attached by mail of our application for a CUP for this Comprehensive Sign Plan. A copy of the Notification Area Map will be found under Exhibit A, a list of Property Owners, HOA's and "Interested Parties" that were notified shall be found under Exhibit B, and a copy of the Mailing Labels used shall be found under Exhibit C.

Concerns, Issues and Responses

We have received only one phone call, from a Mr. Mark Weissbuch, on 3/11/2025. Mr. Weissbuch expressed that he thinks the industrial buildings at this location are ugly and objects to the proposed signage on the preface of that. He did not wish to be involved in the hearing and did not leave further contact information.

We also received notification on 3/11/2024 that the City Planner, Amy Schwenner, received a phone call from John Rodriguez on behalf of resident Irma Montez. Ms. Montez has no concerns with the proposal.

As of **3/24/2024 at 5:00 PM**, we have received no further response from the notified parties.

As of **3/24/2024**, we have had **a total of 45 returned notification letters**.

Concerns to be Addressed

No concerns were expressed during the Citizen Input Period that would require addressing. The Input Period ends on 3/24/2025.

Changes to Proposal

Based on the lack of response from the notified parties, there are no changes to be made to the proposal. Further notification of property owners on the mailing list is not required.

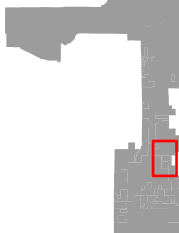
Please feel free to contact me with any questions.

Julie Kulka
Applicant, Airpark Signs & Graphics

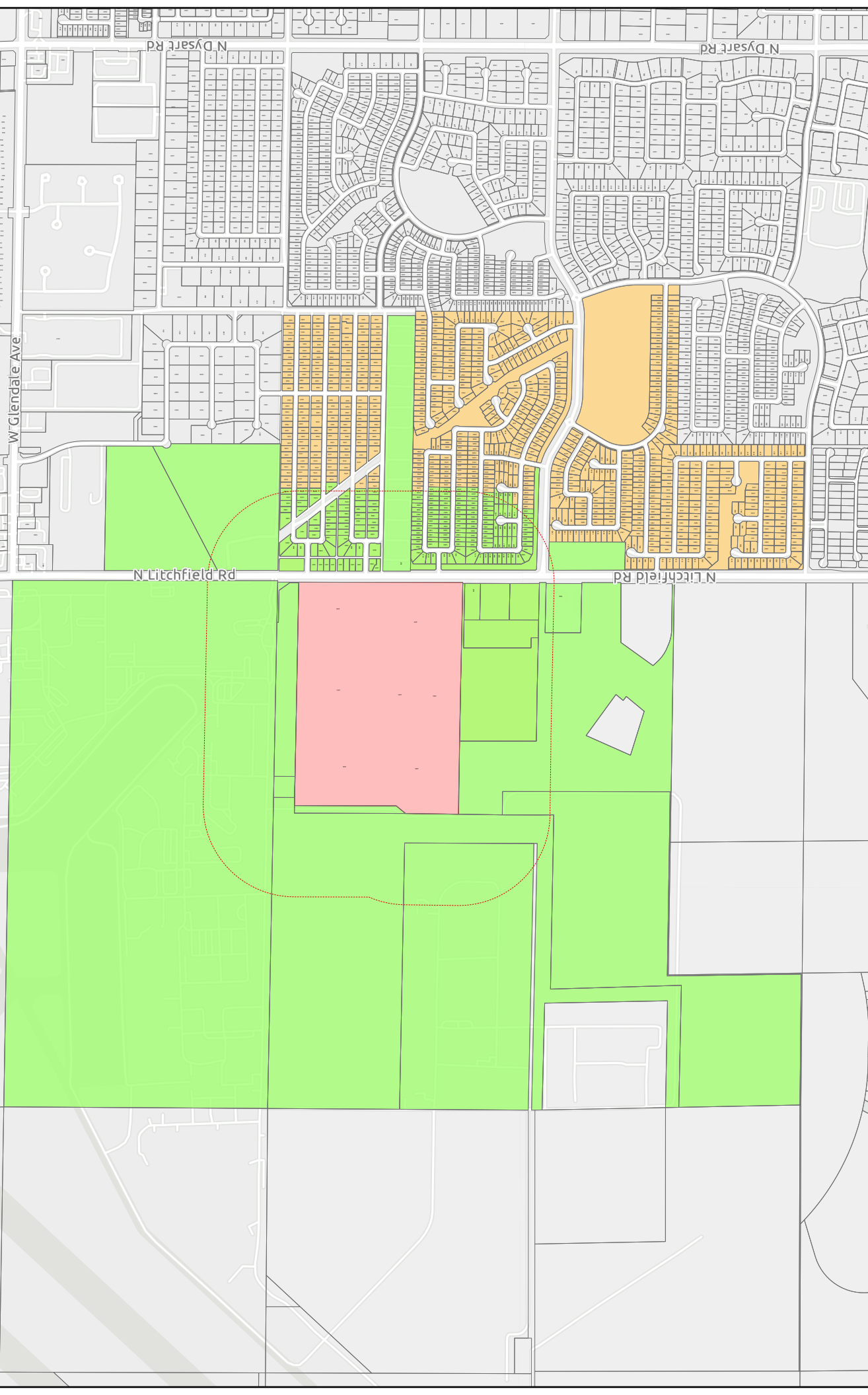
Attachments:
Exhibit A - Copy of Notification Letter
Exhibit B - Notification Area Map
Exhibit C - Copy of Mailing Labels



Project Number: CUP25-04
Buffer: 900 ft



- Buffer
- Project Location
- Standard Area
- Expanded Area



02/28/2025



Airpark Signs & Graphics
1205 North Miller Road
Tempe, Arizona 85288
480-966-6565
julie@airparksigns.com

SUBJECT: The Base Comprehensive Sign Plan - SR24-0777

Dear Neighbor:

This letter is to inform you that I am applying for a Conditional Use Permit application for a Comprehensive Sign Plan for The Base Industrial Park with the City of Glendale. The property is located at 6302 N Litchfield Road in the Yucca District.

The Base is a multi-phased industrial park development that is PAD (Planned Area Development) zoned, located at the southwest corner of North Litchfield Road and Super Sabre, south of Luke Airforce Base in Glendale, Arizona. Phase One of The Base is situated on 86.49 acres with seven industrial office/warehouse buildings totalling in 1,182,877 square feet. Per zoning case ZON22-05, a Comprehensive Sign Plan must be approved by the City of Glendale before sign permits can be issued.

The CSP for Phase I of The Base will consist of an internally illuminated 20 foot tall multi-tenant Primary Project Identification sign located at the main entrance to the site on North Litchfield Road. This sign will have an upper illuminated sign cabinet with the project identification and tenant with a total of 119.4 square feet of sign area and mounted to a masonry base.

This CSP will also direct the location and sign type allowances for building mounted tenant signage, with varying size sign bands, locations for tenant signage throughout the project. These signs may be of pan channel or reverse pan channel letters, with corporate logos allowed. They may be face or halo illuminated, and corporate colors will be allowed with the landlord approval.

In addition to these signs, there are also to be 12 property directional signs in various locations interior to the site to direct vehicular traffic. These signs shall be double sided, 3' in height and 2' in width, with aluminum non-illuminated panels painted dark gray mounted to 2" square posts, with building numbers and arrows in white vinyl.

I have included a sampling of proposed signage with this letter and am happy to provide the full document upon request. Please reach out via the contact information above. Other questions or concerns may be directed to me or the City Planner, Amy Schwenner at 623-930-2805. Comments must be received by Wednesday, March 19, 2025..

1205 North Miller Road
Tempe, Arizona
85288
480.966.6565
480.966.5668(f)
airparksigns.com



AIRPARK
SIGNS & GRAPHICS


Please also note the enclosed Notification Area Map. Property owners highlighted in green will receive follow-up information about this project. Property owners highlighted in orange must sign up for additional notifications using the following QR code:



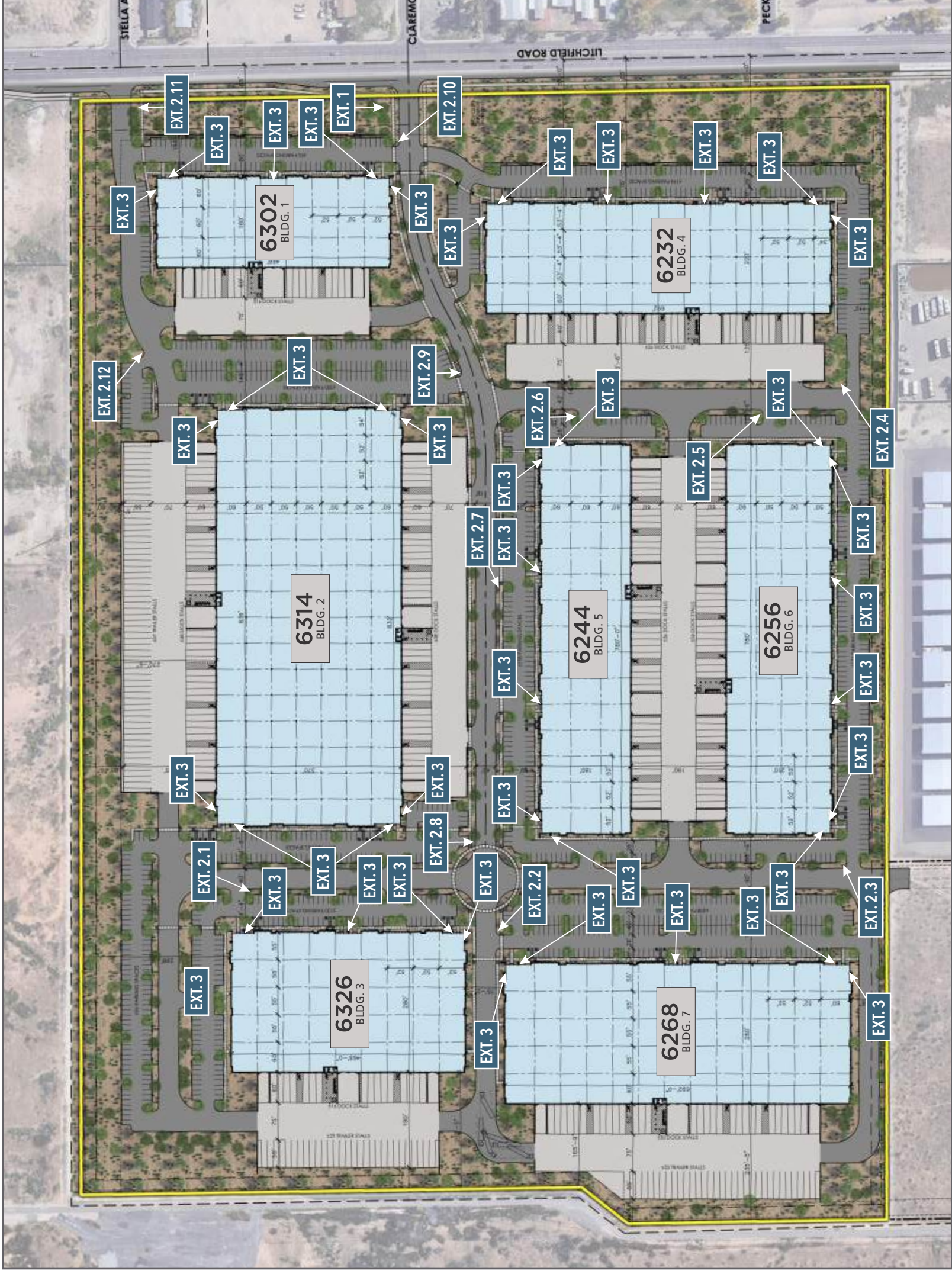
Sincerely,

Julie Kulka, applicant

Encl:
Notification Area Map
Copy of Proposed Signage Plans

	City of Glendale Development Services Department Planning Division
<hr/>	
<input type="checkbox"/> Failed	
<input type="checkbox"/> Conditionally Approved	
<input checked="" type="checkbox"/> Approved	
<div style="border: 1px solid black; height: 60px; width: 100%;"></div>	
aschwenner BY	3/05/2025 DATE

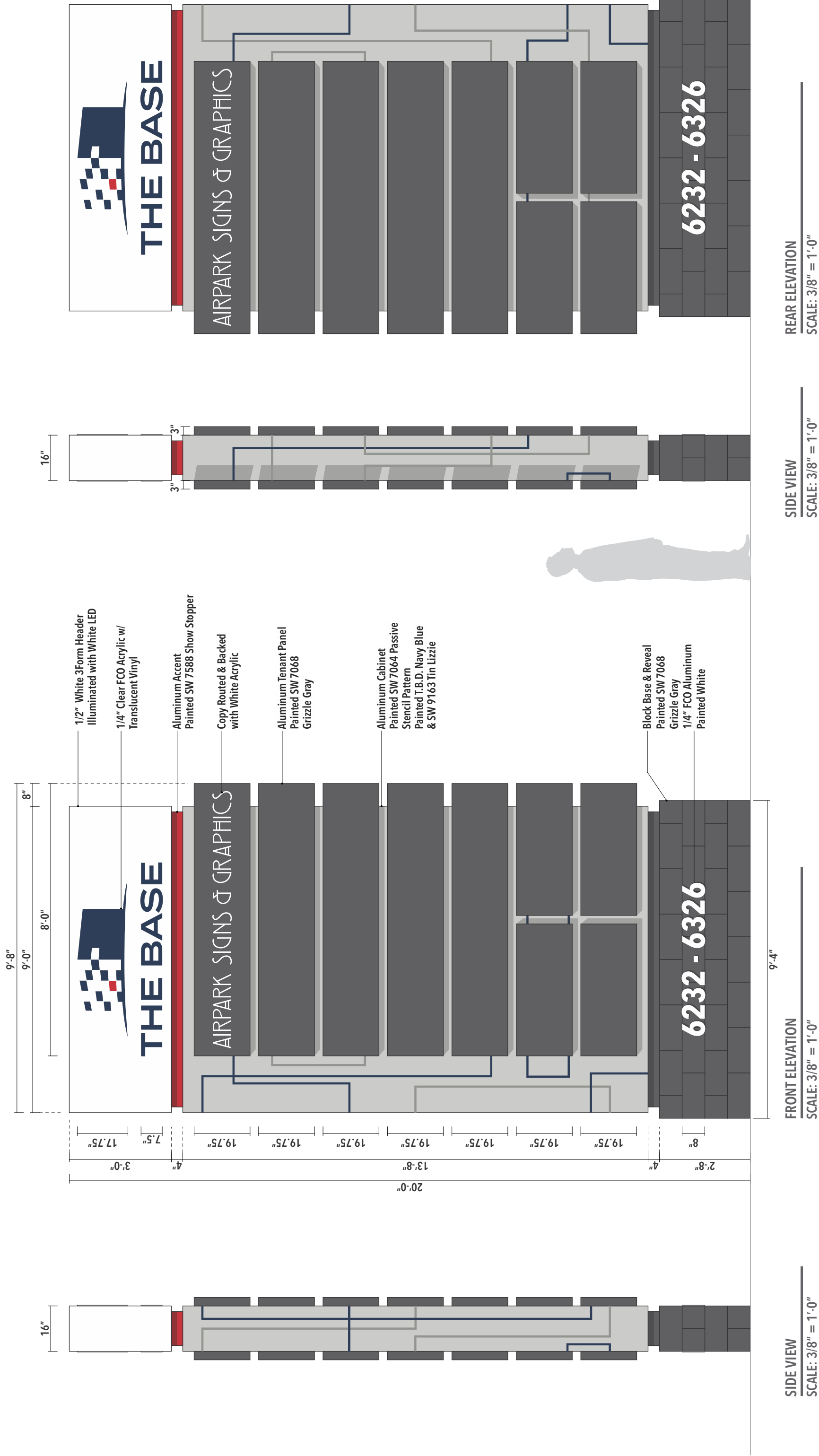
SITE MAP



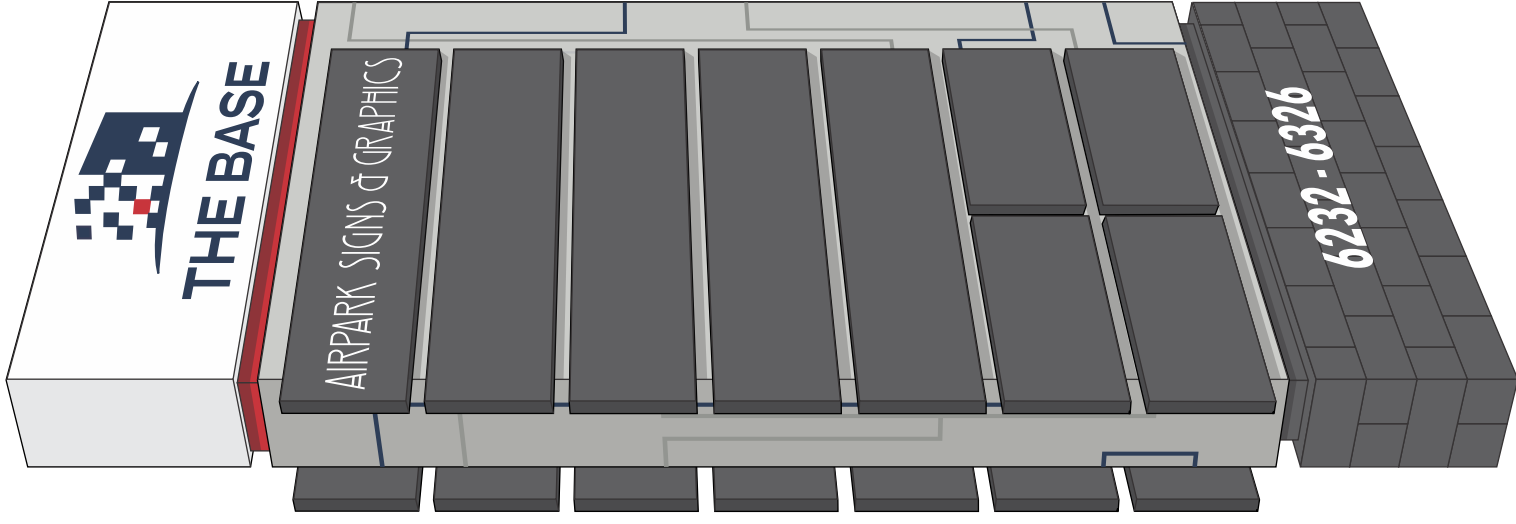
LEGEND		
TYPE	DESCRIPTION	QTY.
EXT. 1	PRIMARY PROJECT ID	1
EXT. 2	SITE DIRECTIONAL SIGNS	12
EXT. 3	TENANT ID	40 - 58

• Alternate sign locations would be considered with Landlord authorization.

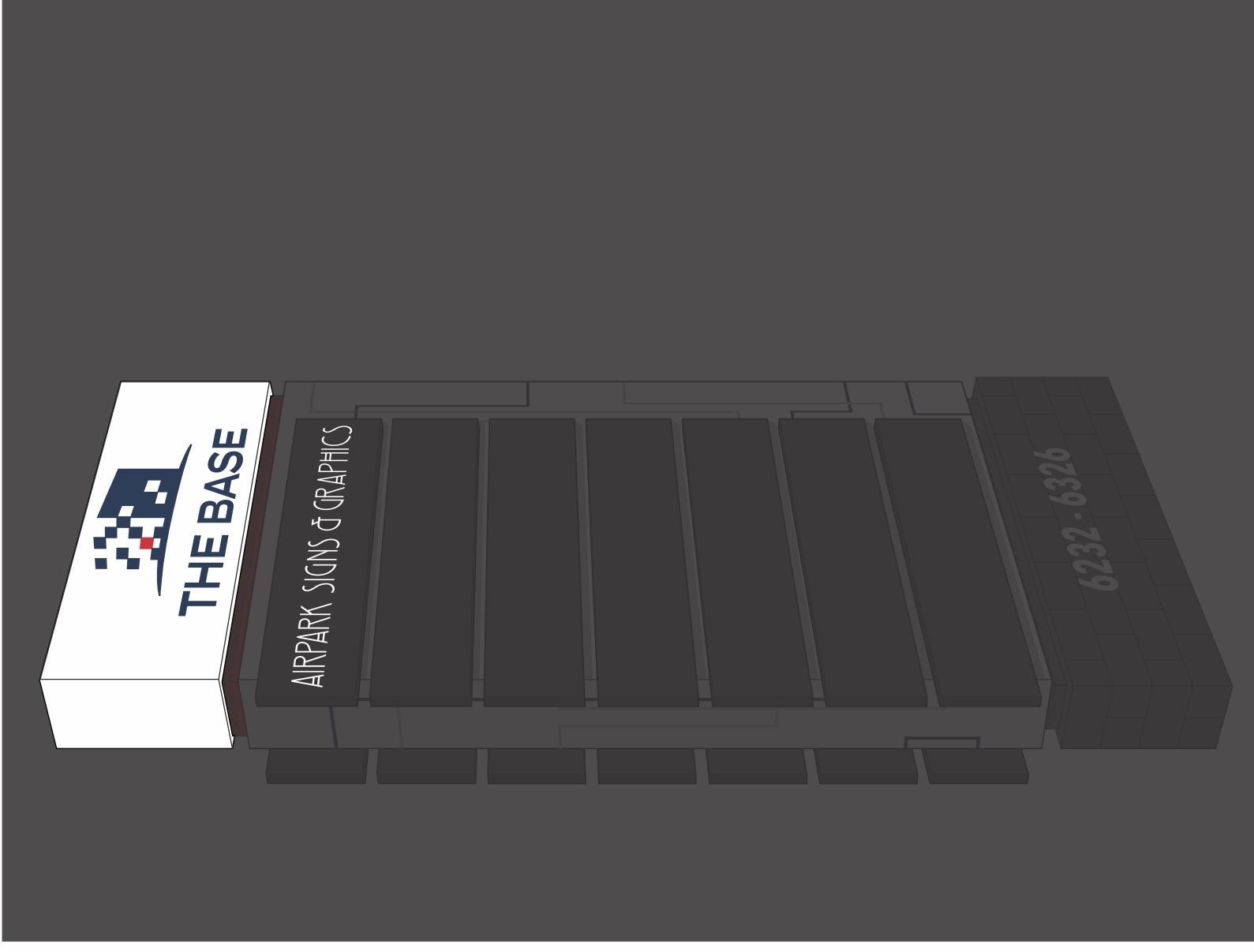
EXT. 1 - PRIMARY MONUMENT



EXT. 1 - PRIMARY MONUMENT



PERSPECTIVE VIEW
SCALE: N.T.S.



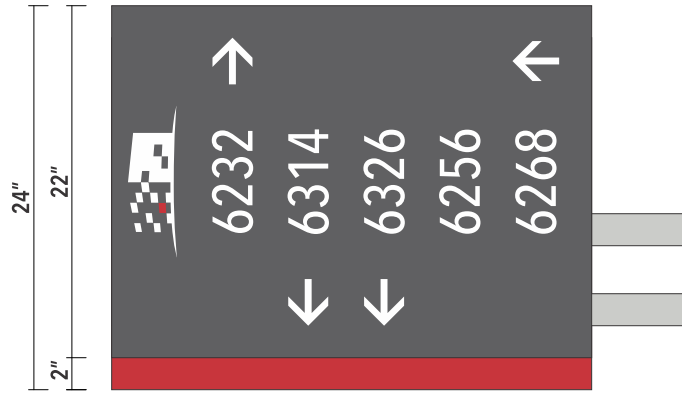
SIMULATED NIGHT VIEW
SCALE: N.T.S.

EXT. 2 - PROPERTY DIRECTIONALS



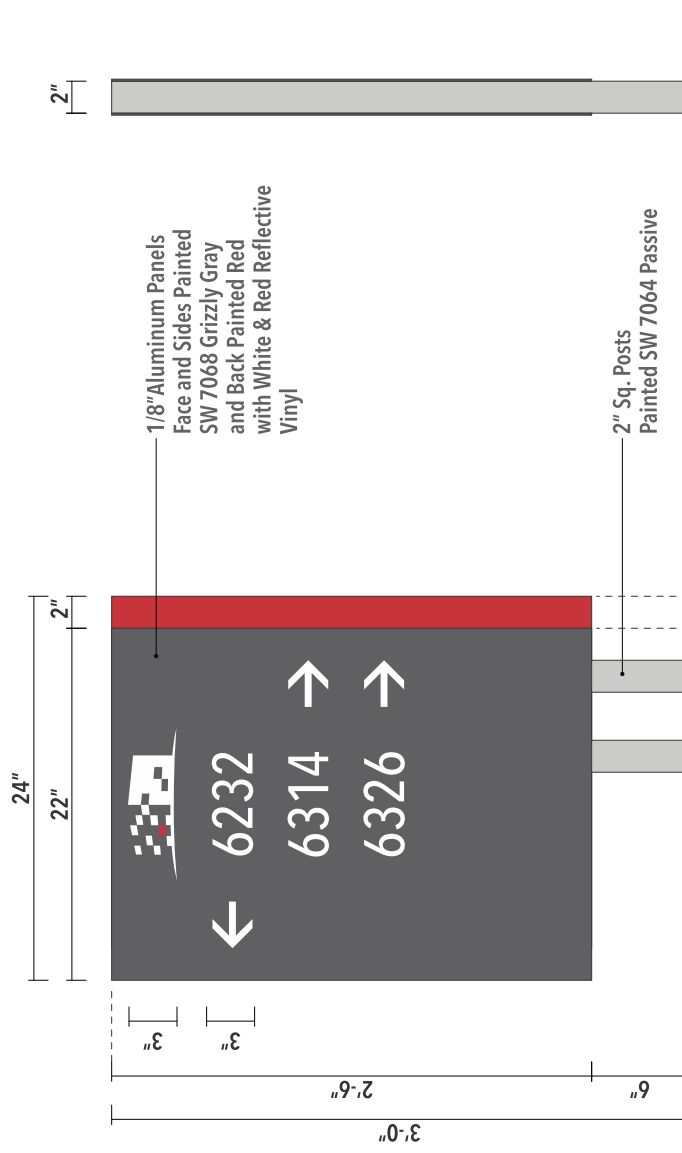
PLAN VIEW

SCALE: 1" = 1'-0"



REAR ELEVATION

SCALE: 1" = 1'-0"



FRONT ELEVATION

SCALE: 1" = 1'-0"



PERSPECTIVE VIEW

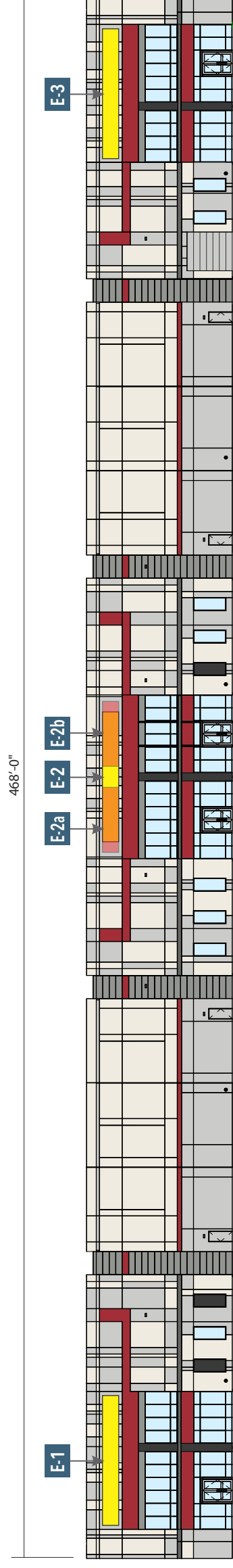
SCALE: N.T.S.

SIDE VIEW

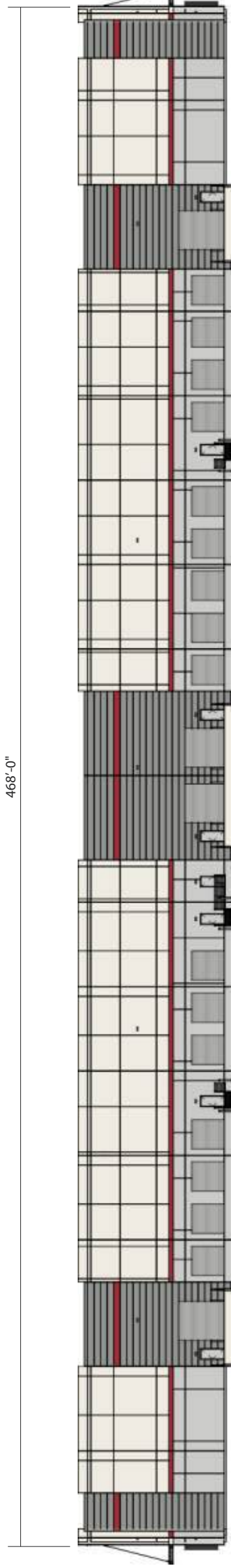
SCALE: 1" = 1'-0"

EXT. 3 - BUILDING 1 - TENANT ID

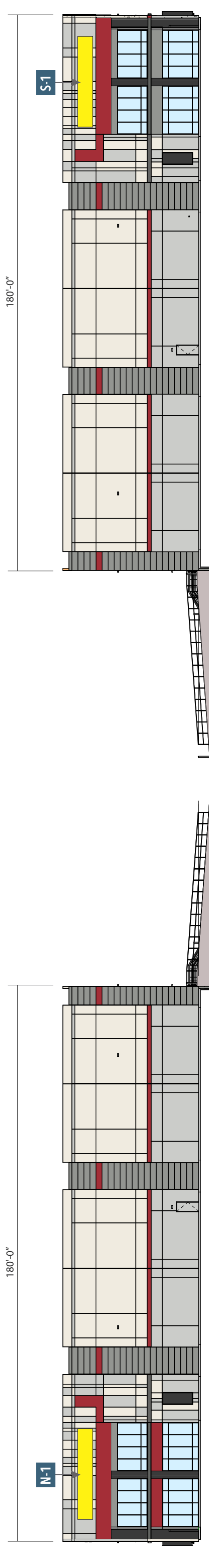
SIGN BANDS	
E-1	5' x 40' = 200.0 SQ. FT.
E-2	5' x 40' = 200.0 SQ. FT.
E-2a	5' x 20' = 100.0 SQ. FT.
E-2b	5' x 20' = 100.0 SQ. FT.
E-3	5' x 40' = 200.0 SQ. FT.
N-1	5' x 30' = 150.0 SQ. FT.
S-1	5' x 30' = 150.0 SQ. FT.



EAST ELEVATION
SCALE: 1" = 40'-0"



WEST ELEVATION
SCALE: 1" = 40'-0"



NORTH ELEVATION
SCALE: 1/32" = 1'-0"

SOUTH ELEVATION
SCALE: 1/32" = 1'-0"

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Planning Division

NEIGHBORHOOD NOTIFICATION LETTER


AFFIDAVIT OF MAILING

Case No. (if available) CUP25-04

Project Name: The Base Comprehensive Signage Plan

I, Janet Ayala certify that I am the authorized applicant /

representative to the City of Glendale for the above application and do hereby affirm that notice, as required for the case noted above, has been completed in accordance with the Citizen Participation Process in the City of Glendale's Zoning Ordinance, and a copy of the letter and mailing labels has also been submitted.

Applicant/Representative Signature: 

STATE OF ARIZONA

SS.

COUNTY OF MARICOPA

The foregoing instrument was acknowledged before me this 7th day of March, 2025.


Notary Public

My Commission Expires: April 16, 2028

