



**TOWN OF SAHUARITA  
PLANNING & ZONING COMMISSION MEETING**

*Pursuant to A.R.S. § 38-431.02 notice is hereby given to the public that the Sahuarita Planning & Zoning Commission will hold a regular meeting at the date and time specified below at the Sahuarita Town Hall Council Chambers, 375 West Sahuarita Center Way, Sahuarita, Arizona.*

*To better serve our community, the Council Chambers is wheelchair accessible. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Town Clerk's Office at 520-822-8801. Requests should be made no later than three (3) working days prior to the meeting to arrange the accommodation.*

**REGULAR MEETING AGENDA**

**THURSDAY, JANUARY 5, 2017 at or after 6:00 P.M.**

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

\_\_\_\_\_ Chair Tim Trospen  
\_\_\_\_\_ Vice Chair Jenna Reilly  
\_\_\_\_\_ Commissioner John D Backer Jr  
\_\_\_\_\_ Commissioner Nathan Barrett  
\_\_\_\_\_ Commissioner Michael Hernandez  
\_\_\_\_\_ Commissioner Cathy Maghran  
\_\_\_\_\_ Commissioner Ken Woodward

**4. APPROVAL OF THE MINUTES FOR PLANNING & ZONING COMMISSION MEETING OF OCTOBER 3, 2016.**

**5. CALL TO THE AUDIENCE**

At this time, any member of the public is allowed to address the Commission on any issue ***not already on tonight's agenda***. Pursuant to the Arizona Meeting Law, the speaker's comments may not be considered, discussed or even answered by the Commission at this meeting, but may, at the discretion of the Commission, be placed on a future agenda for discussion/action.

**6. PUBLIC HEARING:** A Comprehensive Sign Plan for 'The Crossing at Sahuarita,' a proposed shopping center to be located on the south side of Nogales Hwy. east of Abrego Dr. and within the La Jolla Verde Commercial Center Specific Plan area. The Comprehensive Sign Plan proposes a 20% increase in sign area budget and height for freestanding identification signs; the increase will result in a sign height of approximately 14 feet above roadway grade. (Case No. SA9-16-00003)

**7. PUBLIC HEARING:** A zoning code text amendment to Sahuarita Town Code Chapter 18.97 (Conditional Use Procedures) and Section 18.100.030.B (Planning and Zoning Commission, Powers and Duties), the purpose of which amendment is to modify and clarify the conditional use process and its required public notice. The amendment does not propose to change land uses conditionally permitted in the various zoning districts. (Case No. SA8-16-00003)

**8. PLANNING & BUILDING DIRECTOR'S REPORT**

- 2017 Commission meeting dates.
- Welcome Commissioner Backer.

**9. PLANNING COMMISSIONERS ANNOUNCEMENTS AND REPORTS**

**10. FUTURE AGENDA ITEMS**

**11. ADJOURNMENT**

## PLANNING & ZONING COMMISSION MEETING MINUTES

Regular Meeting Minutes  
October 3, 2016  
6:00 PM



**1. CALL TO ORDER**

The meeting was called to order at 6:00 PM by Chair Tim Trosper

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

|                   |              |         |
|-------------------|--------------|---------|
| Tim Trosper       | Chair        | Present |
| Jenna Reilly      | Vice Chair   | Present |
| Lee Cornelison    | Commissioner | Absent  |
| Nathan Barrett    | Commissioner | Present |
| Ken Woodward      | Commissioner | Absent  |
| Michael Hernandez | Commissioner | Absent  |
| Cathy Maghran     | Commissioner | Present |

**4. APPROVAL OF MINUTES FOR PLANNING & ZONING COMMISSION MEETING OF SEPTEMBER 8, 2016**

**Motion to accept minutes as presented.**

|                  |  |
|------------------|--|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                               |
| <b>MOVER:</b>    | Nathan Barrett, Commissioner                             |
| <b>SECONDER:</b> | Jenna Reilly, Vice Chair                                 |
| <b>AYES:</b>     | Tim Trosper, Jenna Reilly, Nathan Barrett, Cathy Maghran |
| <b>ABSENT:</b>   | Lee Cornelison, Ken Woodward, Michael Hernandez          |

**5. CALL TO THE AUDIENCE**

No one came forward.

**6. PUBLIC HEARING**

- A. Electronic Sign Amendment - A zoning code text amendment to Sahuarita Town Code Chapter 18.79 (Sign Standards), sections 18.79.030 (General Development Standards), 18.79.040 (Prohibitions), 18.79.100 (Permitted Signs by Zone), and 18.79.240 (Electronic Message Sign), the purpose of which amendment is to allow electronic message signs and providing development standards and review processes related to such signs (Case No. SA8-15-00001).**

Chairman Trosper opened the public hearing.



MINUTES

Planning and Building Director, Sarah More, gave a presentation along with her staff report with the recommendation that Commission forward a recommendation of approval to the Town Council to adopt the Zoning Code amendment.

James Carpentier, Arizona Sign Association, spoke in support of the amendment. Mr. Carpentier said the amendment will support business and other entities with this form of technology.

Chairman Tropser closed the public hearing and asked for a motion.

|                  |  |
|------------------|--|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                              |
| <b>MOVER:</b>    | Nathan Barrett, Commissioner                             |
| <b>SECONDER:</b> | Jenna Reilly, Vice Chair                                 |
| <b>AYES:</b>     | Tim Trosper, Jenna Reilly, Nathan Barrett, Cathy Maghran |
| <b>ABSENT:</b>   | Lee Cornelison, Ken Woodward, Michael Hernandez          |

**7. PLANNING & BUILDING DIRECTOR'S REPORT**

- Public hearing for Electric Sign Amendment going to Council on October 24<sup>th</sup>.
- The Corner at Rancho Sahuarita - Development plan approved. Will begin permit processing soon.
- Dollar Tree received C of O.

**8. FUTURE AGENDA ITEMS**

- Cell Tower – Conditional Use Permit (CUP)
- CUP process amendment - adding neighborhood meeting requirement prior to coming to Commission.

**9. ADJOURNMENT**

The meeting was closed at 6:22 PM



## **BACKGROUND:**

The La Jolla Verde Commercial Center Specific Plan was adopted on December 12, 2011. The Specific Plan (III.E, page 52) requires compliance with Town sign standards and further requires submittal of a Comprehensive Sign Plan providing tailored sign standards for the shopping center.

The sign plan incorporates two properties that are under separate ownership. An approximately 1.3-acre parcel was created through a lot split and purchased by Circle K. A Development Plan and Landscape Plan for the Circle K site have already been approved. The Circle K site remains part of the La Jolla Verde Commercial Center Specific Plan, and is therefore subject to the proposed Comprehensive Sign Plan for the shopping center. The larger property, which is proposed for development by Accelerated Development Services, is approximately 17.73 acres, yielding a total of approximately 19 acres for the development. A Development Plan and Landscape Plan for The Crossing at Sahuarita are currently under review.

Sahuarita Town Code Chapter 18.79 sets for sign standards for the town. Section 18.79.030.H provides criteria for Comprehensive Sign Plans, including an option for a 20% increase in sign area budget and height for freestanding signs. An additional 5% in area and height is allowed for each of the following criteria with Planning and Zoning Commission approval:

1. Use of halo illumination or prohibiting the use of white or off-white internally-illuminated lettering, logos, or trademarks;
2. Site-wide relationship between signs using elements such as materials, color, method of attachment, and/or presentation;
3. Use of native or natural sign construction materials; and
4. Use of signs and structures that blend in with the development site.

## **DISCUSSION:**

The applicant is proposing a Comprehensive Sign Plan (CSP) for the subject property in accordance with Town Code and the La Jolla Verde Commercial Center Specific Plan. The CSP includes a request for a 20% increase in sign area budget and height for freestanding identification signs. The applicant is not requesting an increase in sign area for wall-mounted signs. Proposed sign types are in conformance with the zoning code.

Per STC 18.79.030.H, review of a CSP is to be guided by the following:

- Overall presentation of the entire development, including landscaping, architecture, topography, uses, and design; and
- Consistency with the purpose of the town's sign standards.

Staff finds that the overall presentation of the site will be cohesive and will incorporate quality design elements. The CSP is not proposing any sign types that are not allowed by the town code and is not proposing any changes to the town’s illumination standards for signage. This is consistent with the purpose of the town’s sign standards, which promote compatible aesthetics, protection of scenic views, legibility of signage, protection of astronomical observation, and reduction of visual clutter.

*Surrounding Zoning and Land Use*

The property is zoned SP (La Jolla Verde Commercial Center Specific Plan). The site is bordered to the west by Abrego Drive and to the north by Nogales Highway. The future alignment of Quail Crossing Boulevard crosses through the east end of the site. To the south is a residential neighborhood. The table below lists the other properties immediately adjacent to the site along with their zoning designations and land uses.

| <b>Direction</b> | <b>Zoning</b> | <b>Use</b>  |
|------------------|---------------|-------------|
| North            | B-2           | Commercial  |
| South            | R-4           | Residential |
| East             | RH            | Vacant      |
| West             | B-1           | Commercial  |

*Proposed Comprehensive Sign Plan:*

The proposed CSP includes a mixture of wall-mounted and freestanding signs. The wall-mounted sign proposal does not deviate from the zoning code standards for wall-mounted signs. These signs will be internally illuminated. The standards will ensure high quality wall signage in keeping with the town’s sign standards and respecting the residential neighborhood to the south through the proposed sign locations. Page 2 of the CSP shows the walls upon which signage may be allowed. Walls facing south toward the adjacent neighborhood are not shown as potential wall sign locations.

Five freestanding signs are proposed: one at the corner of Abrego and Nogales Highway, one at each of the driveways between Abrego and Quail Crossing Boulevard, and one at the corner of Quail Crossing Boulevard and Nogales Highway. The sign at the corner of Abrego and Nogales Highway (shown as A1 on Page 2 of the CSP) is a shopping center identification sign and incorporates an electronic message center as allowed by the town code. The sign at the Circle K entrance (C1) also incorporates electronic messaging for the gas price sign. The remaining three signs (B1-B3) are all of a single design and do not include electronic messaging.

A CSP allows for flexible application of town sign standards. In this case, the applicant has taken the total square footage of monument signage that would be allowed for shopping center and has distributed it amongst an appropriate number of monument signs. Without the CSP, the center could have either a greater number of smaller signs (under the development complex option) or a smaller number of larger signs (under the standard option). Staff finds that the number, size, and height of proposed monument signs are appropriate to the scale of the shopping center and provide a better balance of sign number and size versus the code's standards. No signage is proposed for the two driveways on Abrego, helping to keep the monument signs physically separated from the adjacent neighborhood.

*Criteria for Sign Area and Height Increases:*

The zoning code allows the Planning and Zoning Commission to approve a 20% increase in sign area budget and height for freestanding signs as long as the CSP meets certain criteria. CSPs that do not propose a 20% increase may be administratively reviewed and approved. In this case, Planning and Zoning Commission approval is required because the CSP proposes a 20% increase.

The code provides four criteria for the increase, allowing 5% for each of the four criteria that are met.

**1. Use of halo illumination or prohibiting the use of white or off-white internally-illuminated lettering, logos, or trademarks;**

The proposed signage will be internally-illuminated. The CSP will prohibit the use of white or off-white lettering and logos that are predominantly white or off-white. Limited amounts of white that are part of a corporate trademark will be allowed. Staff finds that this is in keeping with the purpose of this standard.

**2. Site-wide relationship between signs using elements such as materials, color, method of attachment, and/or presentation;**

The shopping center signage program will be comprehensive. All monument signs will incorporate similar or identical design elements. Because the Circle K property is under separate ownership and was approved prior to the remainder of the shopping center, there will be some differences in the Circle K monument sign that will help it blend with the proposed Circle K architecture. Overall, the differences are not drastic, and the site will function as a single shopping center.

**3. Use of native or natural sign construction materials;**

Each monument includes brick red, tans, and beige, which are colors found in the natural desert environment.

**4. Use of signs and structures that blend in with the development site.**

The sign shapes, details, materials, and colors are based upon the project's architecture and finishes.

**PUBLIC INPUT:**

Notice was sent to all property owners within 300 feet, the site was posted, and a display ad was published in the Green Valley News on December 18, 2016. No public comments have been received to date.

**REQUIRED ACTION:**

Conduct a public hearing to determine whether the Comprehensive Sign Plan is in the best interest of the Town of Sahuarita.

**RECOMMENDATION:**

Staff recommends that the Planning and Zoning Commission approve the Comprehensive Sign Plan as presented.

**REASONS FOR RECOMMENDATION:**

Staff recommends approval of the Comprehensive Sign Plan as it is in conformance with the regulations of the Sahuarita Town Code. The proposed signage will be part of a cohesive development design and respects Town values related to aesthetics and dark skies. The request is supported by the following goals and policies of *Aspire 2035: Sahuarita's General Plan*:

*Goal LU-1: Promote high quality design in new development.*

The proposed signage is well-designed and will blend with the proposed shopping center in terms of color, materials, and overall design. The sign presents an effective combination of standards that will ensure high quality signage for the shopping center.

*Policy LU-4.3: Promote new development that is compatible with existing land uses, ensuring that future development continues to promote the character, identity and sense of place that make Sahuarita a distinct community.*

The proposed sign plan respects the neighborhood to the south of the subject property. Wall signage facing the south is not being proposed. The only freestanding identification sign proposed for the Abrego Drive frontage will be located at the corner of Nogales Highway, thereby reducing the signs' impact on the adjacent neighborhood. The signage incorporates design elements that will help to maintain Sahuarita's character as a quality shopping destination.

**SUGGESTED MOTION:**

I move to approve the proposed Comprehensive Sign Plan as presented.

**SUPPORTING DOCUMENTS ATTACHED:**

- 1) Application
- 2) Comprehensive Sign Plan

|  |   |   |
|--|---|---|
| <p style="text-align: center;"><b>Town of Sahuarita</b><br/> <b>Planning &amp; Building Department</b><br/>                 375 W. Sahuarita Center Way<br/>                 Sahuarita, Arizona 85629<br/>                 Phone: 520 822-8855 Fax: 520 822-8876<br/>                 http://www.sahuaritaaz.gov</p>   |   |  |
| <p><b>DEVELOPMENT REVIEW APPLICATION</b></p>   |   |   |
| Project Name: <i>The Crossing at Sahuarita</i>   |   |   |
| Acreage: <i>17.73</i>  | # lots: <i>7</i>                        |   |
| Zoning: <i>Specific Plan</i>   | Assessor's Parcel #: <i>303-33-647A</i> |   |
| Application Type (Tentative Plat, Development Plan, etc.): <i>Comprehensive Sign Plan</i>  |   |   |
| Property Owner: <i>La Jolla Verde Land Holdings, LLC</i>   |   |   |
| Property Owner's Address:  |   |   |
| City, Zip Code:  |   |   |
| Phone #:   | Fax#:                                   |   |
| Email Address:   |   |   |
| Applicant/Agent: <i>WANSUPERTH ACQUISITIONS, LLC AND TOP ASSIGNS</i><br><i>c/o Jake Palmer - ACCELERATED DEVELOPMENT SERVICES</i>  |   |   |
| Address: <i>2415 E Camelback Rd, # 400</i>   |   |   |
| City, Zip Code: <i>Phoenix, AZ 85016</i>   |   |   |
| Phone #: <i>602-682-8153</i>   | Fax #:                                  |   |
| Email Address: <i>jake.palmer@accelerateddevco.com</i><br><i>cc: jimb@jrcdesign.com</i>  |   |   |
| Application is hereby made to the Planning and Building Department for permit with the conditions and restrictions set forth on this application. I hereby certify that I have read and examined this permit application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other Federal, State, County, or Town laws. |   | Zoning Fee:   |
| Signature of Applicant/Authorized Representative<br>  |   | Date: <i>11/21/16</i>   |

*The*  
C R O S S I N G  
*at*  
S A H U A R I T A

**Comprehensive Sign Plan**

December 7, 2016

Town of Sahuarita

Project Case # SA9-16-00093

Prepared by



JRC DESIGN

## Comprehensive Sign Plan

Prepared by



**JRC DESIGN**

920 East Madison Street  
Suite 100  
Phoenix, Arizona 85034  
602-224-5100

## Table of Contents

|   |              |
|---|--------------|
| <b>PROJECT SUMMARY/PROJECT SIGNAGE/CSP REQUESTS</b> | <b>1</b>     |
| <b>SIGN PLAN/SIGNAGE HIERARCHY</b>                  | <b>2</b>     |
| <b>FREESTANDING MONUMENT SIGNS</b>                  |              |
| <b>Freestanding Sign Matrix</b>                     | <b>3</b>     |
| <b>A - Project Identity Monument</b>                | <b>4</b>     |
| <b>B - Tenant Monument</b>                          | <b>5</b>     |
| <b>BUILDING SIGNAGE</b>                             |              |
| <b>Building Sign Matrix</b>                         | <b>6</b>     |
| <b>Tenant Signage Standards</b>                     | <b>7</b>     |
| <b>Tenant Wall Signs, Shops A/Junior C/Junior D</b> | <b>8</b>     |
| <b>Tenant Wall Signs, Junior B/Anchor A</b>         | <b>9</b>     |
| <b>Tenant Wall Signs, Junior A</b>                  | <b>10</b>    |
| <b>Shops, East Elevation A/East Elevation B</b>     | <b>11</b>    |
| <b>Shops, West Elevation A/West Elevation B</b>     | <b>12</b>    |
| <b>Shops, North Elevation/South Elevation</b>       | <b>13</b>    |
| <b>Pad 3 Tenant Wall Signs</b>                      | <b>14</b>    |
| <b>Individual Letter Criteria</b>                   | <b>15</b>    |
| <b>Custom Cabinet Criteria/Fabrication Details</b>  | <b>16</b>    |
| <b>PEDESTRIAN ORIENTED SIGNAGE</b>                  |              |
| <b>Custom Raceway/Awning Criteria</b>               | <b>17-18</b> |
| <b>Arcade Signs</b>                                 | <b>19</b>    |
| <b>Window Graphics</b>                              | <b>20</b>    |
| <b>Master Criteria</b>                              | <b>21</b>    |
| <b>ADDENDUM 1</b>                                   |              |
| <b>Circle K Monument Sign</b>                       | <b>AD-1</b>  |
| <b>Circle K Building Signage</b>                    | <b>AD-2</b>  |

# COMPREHENSIVE SIGNAGE PROGRAM

## PROJECT SUMMARY

Accelerated Development Services, in partnership with Wadsworth Development Group, on behalf of La Jolla Verde Land Holdings, LLC (Land Owner), are proposing a new shopping center development called The Crossing at Sahuarita (“The Crossing”) on approximately 17.7-acres of land located at the southeast corner of Nogales Highway and Abrego Drive in Sahuarita, Arizona. The main site Assessor’s Parcel Number is 303-33-647A and the Circle K site is 303-33-647B.

The Crossing will feature ~137,626 square feet of neighborhood retail and restaurant uses. The eastern boundary will be comprised of an in-line anchor and junior line-up with a wing of shops attached to the north. Two shops buildings at the primary intersection are designed with a veranda element to frame the shopping center. A stamped concrete boulevard from Nogales Highway provides vehicular and pedestrian connections to the in-line buildings. Restaurant and fast food pads are proposed on the street frontages and a shops building north of Quail Crossing Boulevard has been designed to maximize the intersection. The Crossing integrates the proposed Circle K pad (APN 303-33-647B ) into the main parcel (APN 303-33-647A) to form an integrated shopping center development.

This submittal will ensure a high quality, compatible development that is consistent with the surrounding neighborhood by providing much need service-oriented retail and dining amenities. With the addition of The Crossing, Nogales Highway will become the

primary retail corridor in the Sahuarita. Landscape buffer yards and screen walls have been added to screen the center from the single-family subdivision to the south and the Robson parcel to the east. A high quality Santa Barbara architectural theme brings a fresh identity to the area while distinguishing the center from Rancho Sahuarita and Green Valley. The integration of modern design with territorial architectural characteristics will provide an attractive new center for shoppers in the trade area.

## PROJECT SIGNAGE

The project identity monument and the multiple tenant signs are designed as “excerpts” of the architecture. Instead of mini buildings, the freestanding monuments borrow from the forms, colors and materials of the building palette to create simple expressions for the sign messages and project identification areas.

All monument signage elements focus on a simple vocabulary of forms and materials such as brick, aluminum, mass, light, and color.

The signage color palette features warm colors such as ivory, tan, dark grey accents, and red brick to provide accent and emphasis for the tenants within the project.

The designs are simple, with no extraneous details. They are bold and visible as signage and graphics should be to be effective, while still integrating formally into the urban/natural environment.

Tenant identification features routed metal panels with push-through acrylic logos with internal illumination, drawing attention to each logo. The non-illuminated negative space allows a more focused brand visibility – less sign clutter, and a much cleaner and sophisticated look.

Tenant wall signs consist of internally illuminated pan-channel letters that will help to identify tenants from across the parking lots.

## CSP REQUESTS

### Request One:

Twenty (20) percent additional height and square footage for freestanding monument signs.

Per Town Code 18.79.030.H.5, height and area may be increased if certain criteria are met.

In this CSP, the monument signs are to have routed letters so that the backgrounds do not glow, and be internally illuminated using LEDs. Colors for the letters and logos are per corporate standards, but predominately white or off white images are prohibited.

Each monument follows the same design with brick/stucco finished legs, metal stands, and same background colors.

The colors are brick red, tans and beige, similar to those found in the surrounding desert. While signs are

meant to draw attention, the colors and materials are not used in a garish fashion.

The sign shapes, details, materials and colors are based upon the project’s architecture and finishes.

### Request Two:

To spread the total freestanding identity sign budget across additional structures as shown on the Sign Plan, page 2.

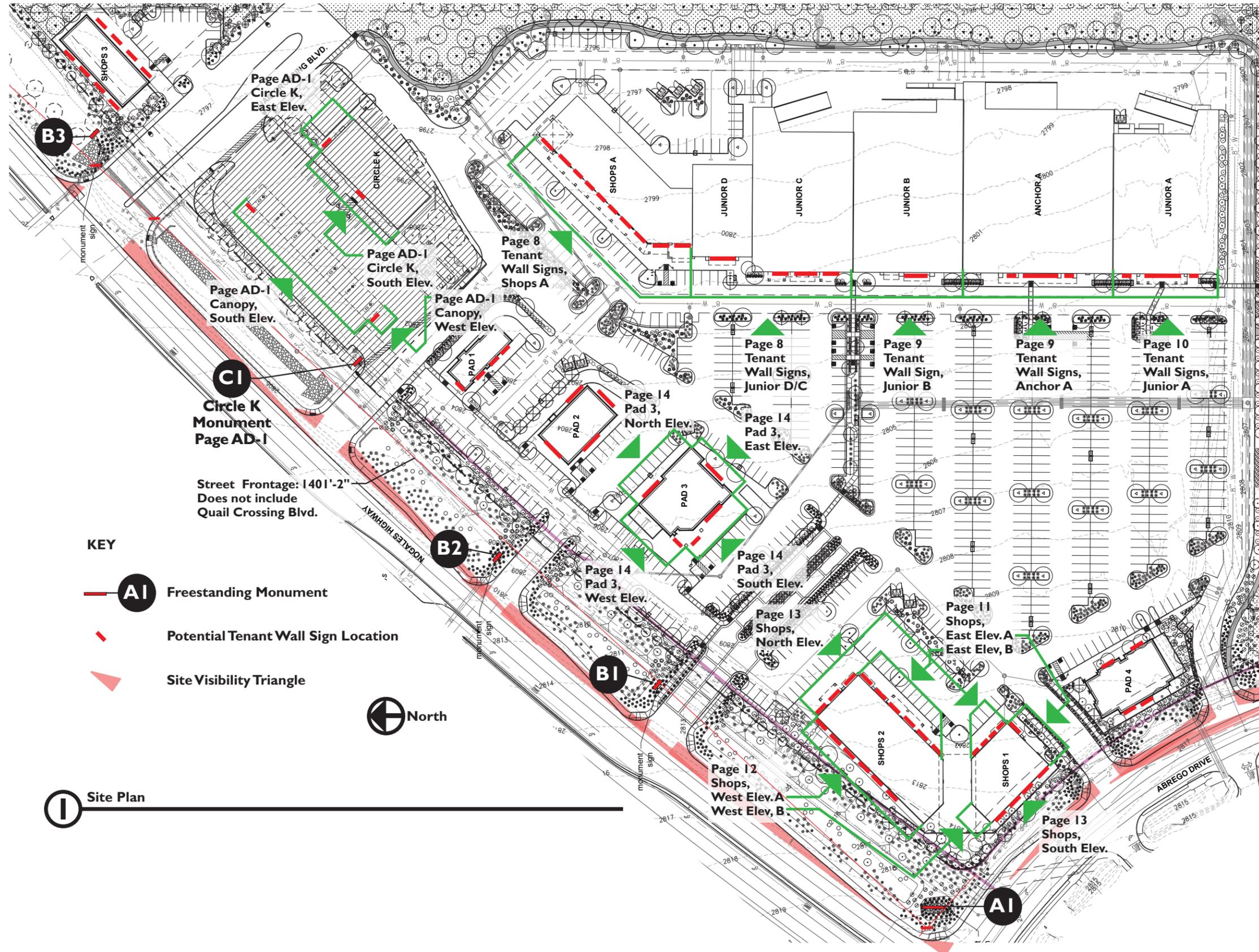
Per Town Code 18.79.250.A, a project is allowed one sign per street frontage. There are four freestanding tenant monument signs (B1, B2, B3, C1) located on Nogales Highway. The corner project identity monument (A1) is aligned with Abrego Drive. Sign B3 is located across Quail Crossing Boulevard, so there are two signs on Nogales Highway between Abrego Drive and Quail Crossing Boulevard.

Sign B1 is located at the main project entrance. Sign B2 would be located at the secondary project entrance to the drive-through pad building and additional buildings.

### Request Three:

Monument signs are to be located within the ROW subject to a maintenance agreement between the Town and the Owner/Developer.

# Site Plan / Signage Hierarchy



| Freestanding Monument Sign Matrix   |  |   |      |   |  |   |   |
|-------------------------------------|--|---|------|---|--|---|---|
| SIGN                                | FUNCTION   | LOCATION  | QTY. | HEIGHT  | SIGN AREA <sup>1</sup>   | ILLUMINATION <sup>2</sup>                   | MATERIALS   |
| <b>A1</b> Project Identity Monument | Center identification, includes electronic message display | Intersection of Nogales Highway & Abrego Drive, within the ROW subject to a maintenance agreement between the Town and the Owner/Developer.   | 1    | 8'-0" (top of cabinet above curb); 10'-0" (top of EMD above curb) | 108 s.f.   | Internal LED and Electronic Message Display | Aluminum cabinets w/routed, push-thru letters; brick legs; metal supports; internal LED illumination; Electronic Message Display. |
| <b>B1- B3</b> Tenant Monument       | Tenant identification                                      | B1 & B2: Project entries along Nogales Highway; B3: Intersection of Nogales Highway & Quail Crossing Blvd. Both signs are within the ROW subject to a maintenance agreement between the Town and the Owner/Developer. | 3    | 14'-4" (above curb)   | 90 s.f. each<br>270 s.f. total<br><br>Total Monument s.f. (A1, B1-B3): 378 s.f.<br>Allowed: 275.4 s.f.<br>Balance: -102.6 s.f. | Internal LED                                | Aluminum cabinets w/routed, push-thru letters; brick legs; metal supports; internal LED illumination.                             |
| <b>C1</b> Circle K Monument         | Tenant identification, includes electronic message display | Along Nogales Highway   | 1    | 8'-0" (above curb)  | 41.6 s.f.  | Internal LED and Electronic Message Display | Aluminum cabinet w/acrylic faces; brick base; internal LED illumination; Electronic Message Display.                              |
| CSP Requests                        |  |   |      |   |  |   |   |
| <b>A1</b> Project Identity Monument |  | Monument signs are located within the ROW subject to a maintenance agreement between the Town and the Owner/Developer.  |      |   | 20% area increase per STC 18.79.030.H  |   |   |
| <b>B1- B3</b> Tenant Monument       |  |   |      | 20% height increase from 12'-0" to 14'-4" above curb              | 20% area increase per STC 18.79.030.H  |   |   |

<sup>1</sup> Freestanding sign area allowance per the Sahuarita Town Code, 18.79.250.E, and is based upon the following formula:

The Project Roadway Frontage (1401'-2") is divided by 549 feet. This equals 2.55

2.55 is multiplied by 90. The product is 229.5

20% of the product is added to the product. This is the CSP allowance. 20% of 229.5 is 45.9

The total freestanding sign allowance along Nogales Highway is 275.4 square feet

<sup>2</sup> Sign illumination shall meet the standards set forth in the Sahuarita Sign Code 18.79.030.G. Electronic Message Displays shall meet the requirements of STC 18.79.240.

## A - Project Identity Monument

This sign identifies the project at the intersection of Nogales Highway and Abrego Drive. In addition to identifying the project, it also incorporates an Electronic Message Display (EMD) to be administered by the project management group.

The sign follows the look, colors, and materials featured within the project architecture. It is integrated into a planter so that various plants can grow around each column, softening the look of the sign.

### Details

Quantity: One

Height: 10'-0" overall, above curb  
8'-0" to top of project identity cabinet

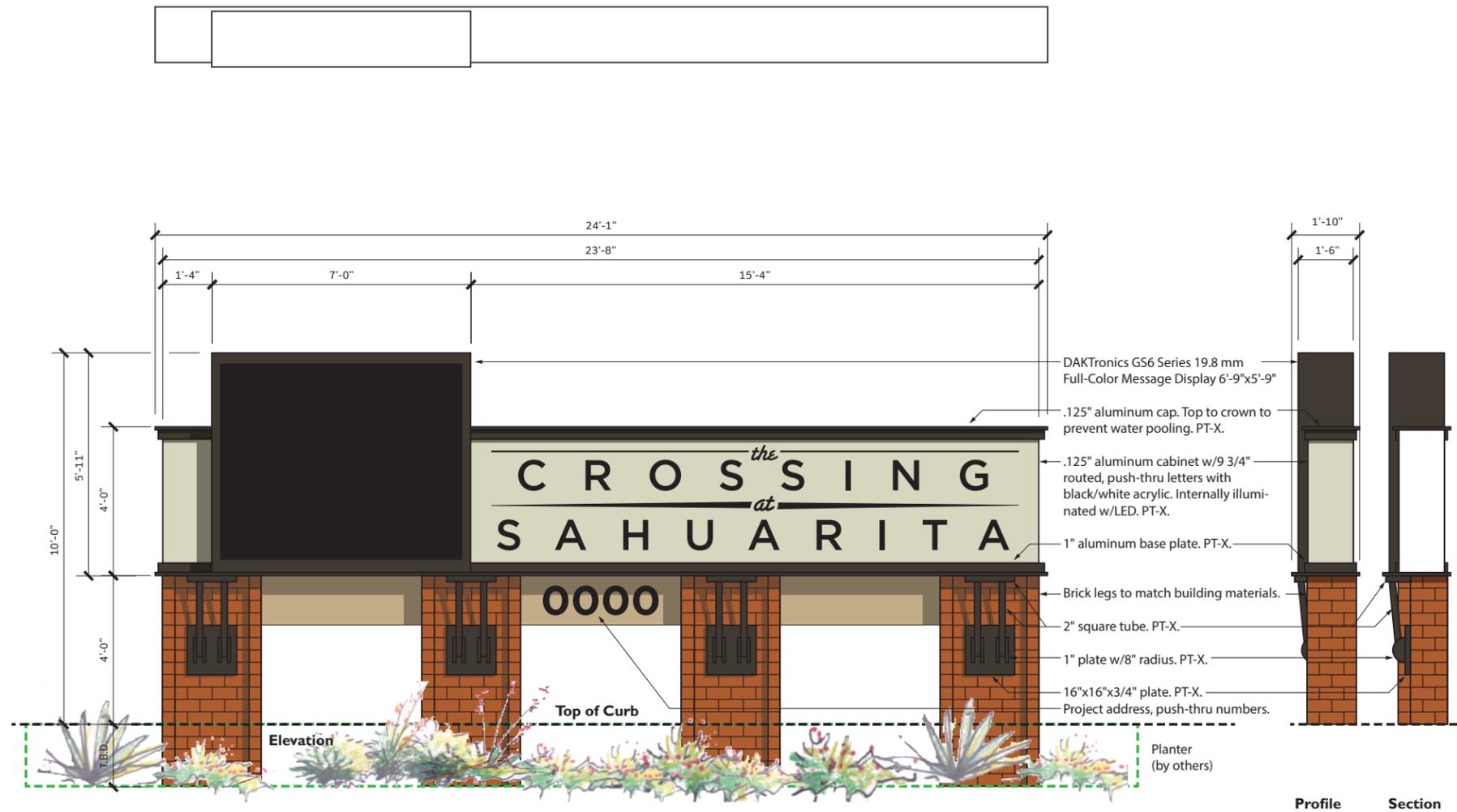
Width: 24'-1" overall

Overall Area: 108 s.f.

Illumination: Internal LED, LED EMD  
Sign illumination shall meet the standards set forth in the Sahuarita Sign Code 18.79.030.G. Electronic Message Displays shall meet the requirements of STC 18.79.240.

Materials: Aluminum cabinets w/routed, push-thru letters; brick legs; metal supports; Electronic Message Display.

Colors: To match/complement project architecture.



## Freestanding Monument Signs

### B - Tenant Monument

These signs are located along the Nogales Highway and identify tenants within the project.

The monuments follow the look, color, and materials featured within the project architecture. Planting material is integrated around each monument column, softening the look of the signs.

Tenant panels on the monument signs shall be available for any tenant within the project, per approval for the Owner/Developer.

There is a limit of up to seven (7) tenant panels per monument.

#### Details

Quantity: Three

Height: 14'-4" overall, above curb

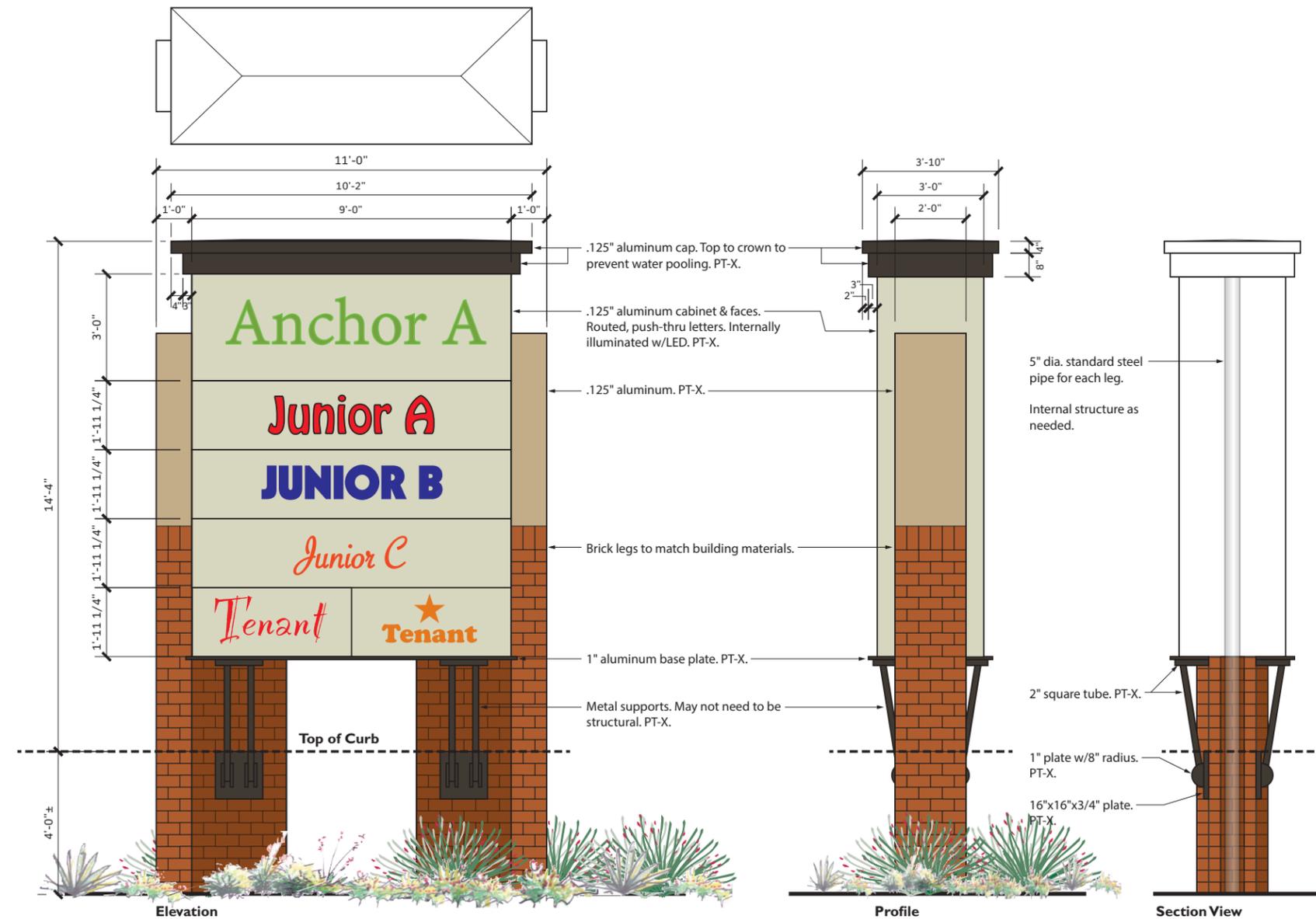
Width: 11'-0" overall

Overall Area: 90 s.f.

Illumination: Internal LED  
Sign illumination shall meet the standards set forth in the Sahuarita Sign Code 18.79.030.G.

Materials: Aluminum cabinets w/routed, push-thru letters; brick legs; metal supports.

Colors: To match/complement project architecture.



| <b>Building Sign Matrix</b> |   |   |   |  |  |  |                          |  |
|-----------------------------|---|---|---|--|--|--|--------------------------|--|
| <b>TENANT</b>               | <b>SIGN TYPE</b>                            | <b>FUNCTION</b>                                   | <b>LOCATION(S)</b>  | <b>LETTER/LOGO SIZE</b>  | <b>SIGN AREA</b>   | <b>ILLUMINATION</b>                        | <b>COLORS</b>            | <b>MATERIALS</b>                                     |
| Anchor Tenants              | Wall mounted                                | Tenant identification                             | Front elevation   | Letters no greater than seven (7) feet in height, and logos no greater than nine (9) feet in height.                   | 1.5 square feet for each lineal foot of leased frontage. Maximum of 170 square feet. Minimum of 30 square feet.                                      | Internal, backlit or a combination thereof | Per corporate standards. | Aluminum, acrylic, vinyl, vinyl-flex material, paint |
| Junior Tenants              | Wall mounted                                | Tenant identification                             |   |  |  |  |                          |  |
| Pad Tenants                 | Wall/Awning mounted                         | Tenant identification                             | If tenant IS included on a freestanding sign: Up to two elevations.<br>If tenant IS NOT included on freestanding sign: Up to four elevations may include signs. | No letter may be larger than five (5) feet in height, and no logo/logotype may be greater than six (6) feet in height. | First two walls: 1.5 square feet for each lineal foot of leased frontage. Maximum of 170 square feet. Walls three and four: 30 square feet per wall. |  |                          |  |
| Shop Tenants                | Wall/Awning mounted                         | Tenant identification                             |   |  |  |  |                          |  |
| All tenants                 | Arcade - Under canopy blade sign (optional) | Tenant identification                             | In front of tenant's leased space. Maintain 80" minimum clearance aff   | Letters/logos must be contained within the dimensions of the blade signs.  | 6 sf   | None or Indirect                           |                          |  |
| All Tenants                 | Information Window Graphics                 | Store Identity, hours of operation, address       | Applied to tenant's windows   | Letters/logos must be contained within the 25% window allowance.   | No more than 25% of each individual window, panel or awning area may have signage applied to, or within three feet (3') behind the window area.      | Indirect                                   | Not specified            | Vinyl  |
| Anchor & Junior Tenants     | Artistic Window Graphics                    | Semi-permanent or seasonal, non-marketing artwork | Applied to tenant's windows   | Not allowed  | —  | Indirect                                   | Not specified            | Printed vinyl  |

Tenant Signage Standards

All Tenants must have storefront signs fabricated from either internally illuminated individual pan-channel letters and logos, and/or "custom" cabinets.

All sign designs and layouts will be approved on an individual basis through the Owner/Developer's discretion. Creative designs, forms, and the use of "custom" cabinet signs are encouraged. Unless as part of a nationally registered and/or trademarked logo, rectangular shaped cabinets are strictly prohibited.

Any changes to the Comprehensive Sign Plan shall be approved by the Owner/Developer, as required by the Specific Plan, prior to submittal to the Town of Sahuarita for their approval.

Sign Area and Quantity

Sign Area is one and one half (1.5) square feet for each lineal foot of leased frontage of the building

facade, with a minimum of thirty (30) square feet and a maximum of one-hundred and seventy (170) square feet. "Sign Bands" have been designated for each building facade. For single-tenant facility and multi-tenant facilities, any number of wall signs are permitted, provided that the combined sign area does not exceed the maximum sign area per building elevation or extend beyond the available sign band area.

Sign Placement on Wall Surfaces

Signs must be placed within designated "Sign Bands." Sign Bands are 80% the width, and 70% the height of the leased space architectural frontage of a building. Due to architectural detailing, that frontage may not extend the entire width of the leased space. However square footage calculations shall be based upon the overall leased frontage. Signs cannot extend beyond the limit of sign placement shown on the following

pages. This is to prevent any sign from obscuring building fenestrations or being placed too close to a building's edges, and to ensure the architectural integrity of the building is not altered.

Letter Height and Placement Restrictions

Major Tenants may have letters no greater than seven (7) feet in height, and logos no greater than nine (9) feet in height. For Shop and Pad buildings, no letter may be larger than five (5) feet in height, and no logo/ logotype may be greater than six (6) feet in height. A minimum of 3" line spacing shall be used between all multiple lines of signage layouts.

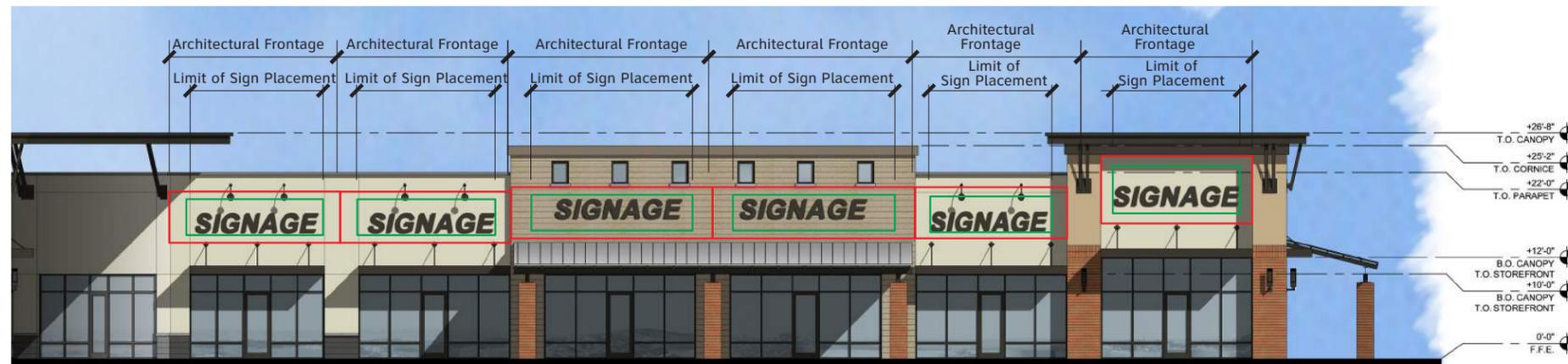
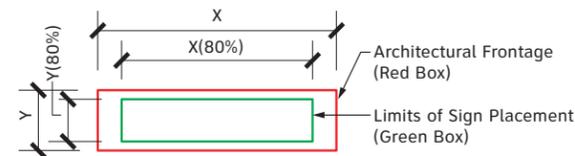
Tenant signage shall be installed in accordance with the approved Comprehensive Sign Plan in location(s) designed by the Developer and/or Developer's agents.

All national retailers shall be permitted to utilize their standard corporate identification program subject to sign area limitations contained in the approved Comprehensive Sign Plan. Tenant signs shall be centered horizontally and vertically within the architectural frontage and/or directly over the doorway if space permits. Signs must be located within Tenant's leased frontage. Freestanding Pad and Shops 1 & 2 may have signs on up to four elevations as shown on page 2, provided they are not included on any freestanding monument. Otherwise they may have signs on up to two elevations per Town Code number limits.

Layout/Design

Copy and/or logos utilized shall be Tenant's choice, subject to the approval of Owner/Developer and/or their agent(s), and the Town of Sahuarita. All national retailers shall be permitted to utilize their standard corporate identification program subject to sign area limitations contained in the approved Comprehensive Sign Plan, however, due to "Dark Sky" requirements, no sign may be predominantly white, off-white, ivory, or other light-colored plastic that transmits internal illumination.

Signage on elevations is illustrated to depict typical placements. Actual sizes and locations will be determined by Tenant's corporate identification standards in accordance with criteria established as part of the CSP submittal.



Sign Area Calculations



1 Tenant Wall Signs, Shops A  
Scale: 1/16"=1'-0"



2 Tenant Wall Signs, Junior D/Junior C  
Scale: 1/16"=1'-0"



**3** Tenant Wall Signs, Junior B  
Scale: 1/16"=1'-0"



**4** Tenant Wall Signs, Anchor A  
Scale: 1/16"=1'-0"

# Building Signage



**5** Tenant Wall Signs, Junior A  
Scale: 1/16"=1'-0"

# Building Signage



**1** Shops, East Elevation A  
Scale: 1/16"=1'-0"



**2** Shops, East Elevation B  
Scale: 1/16"=1'-0"



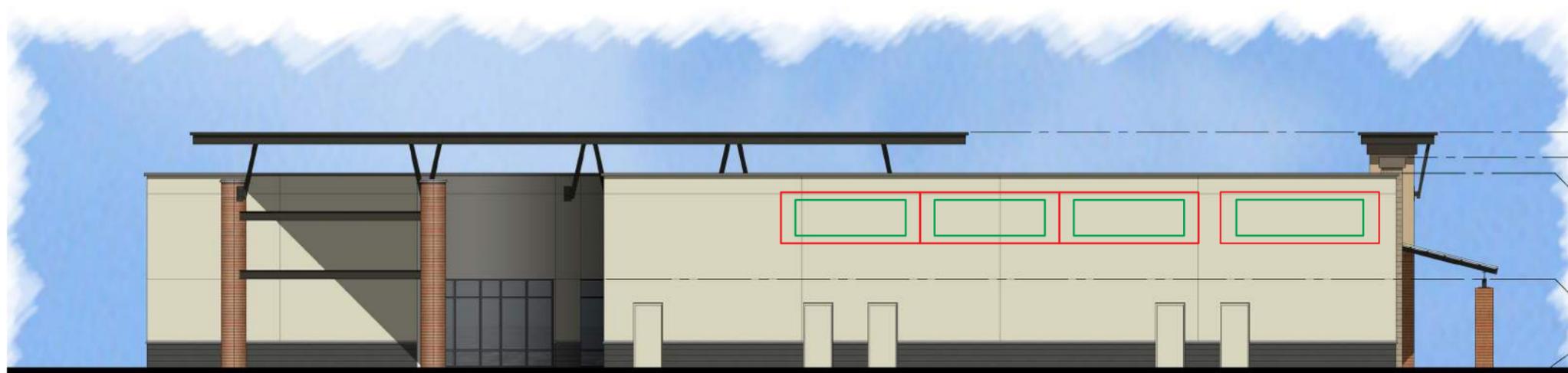
1 Shops, West Elevation A  
Scale: 1/16"=1'-0"



2 Shops, West Elevation B  
Scale: 1/16"=1'-0"



① Shops, North Elevation  
Scale: 1/16"=1'-0"



② Shops, South Elevation  
Scale: 1/16"=1'-0"



PAD: SOUTH ELEVATION TYI



PAD: NORTH ELEVATION TYPICAL



PAD: EAST ELEVATION TYPICAL



PAD: WEST ELEVATION TYPICAL

**1** Pad 3 Tenant Wall Signs, South & East Elevations  
Scale: 1/16"=1'-0"

**2** Pad 3 Tenant Wall Signs, North & West Elevations  
Scale: 1/16"=1'-0"

**Individual Letter Criteria**

All tenant signage shall be Individual illuminated letters and logos and may include pan channel metal letters with acrylic sign faces, reverse pan channel "backlit" illuminated letters, or any combination thereof.

All signage shall be reviewed and approved by the Owner/Developer and shall be appropriate to the surrounding building features, environment, and thematic design of The Crossing At Sahuarita. The Owner/Developer and the Town of Sahuarita shall have discretion in varying any provision of these specifications.

**Construction**

Individual pan channel letters and logos must be constructed of minimum of .050 aluminum returns. Pan channel letter faces must be a minimum 1/8" Plexiglas or Acrylic - No polycarbonate material will be allowed. Reverse pan channel letter faces must be a minimum of 1/8" thick aluminum.

No "Channelume," "Letteredge," or similar material will be allowed. Exposed conduits, fasteners, tubing or transformers will not be permitted. All cabinets, inductors, transformers, or other equipment will be concealed in a water tight condition.

Self-contained letter construction is allowed for major Tenants with a maximum of 12" deep returns.

ANY SIGN TO BE LOCATED ON A WALL THAT FEATURES METAL, STONE, OR BLOCK, SHALL INCORPORATE RACEWAYS TO REDUCE THE

AMOUNT OF PENETRATIONS TO THE WALL. THE RACEWAYS SHALL BE AS SMALL AS POSSIBLE TO REDUCE VISUAL CLUTTER.

ALL SIGNS SHALL BE HELD AWAY FROM WALLS BY 1/4" TO 1/2" TO PREVENT DIRT ACCUMULATION BEHIND THE SIGNS.

**Colors**

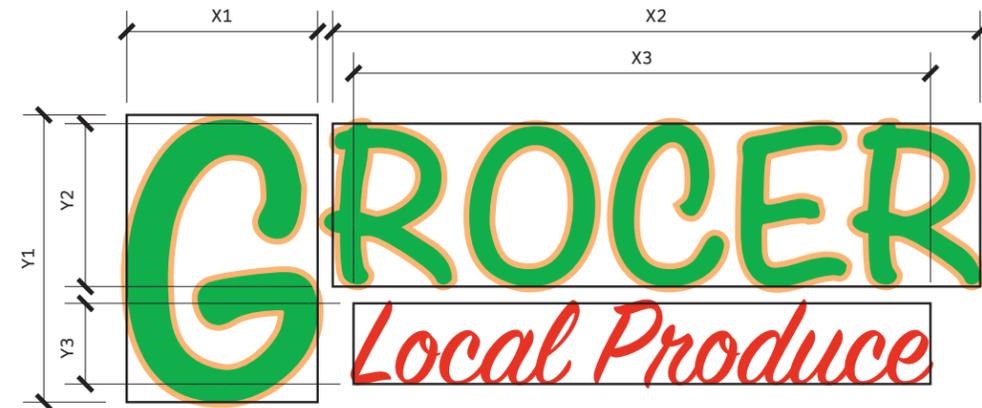
Letter face colors are per Tenant's corporate standards with the exception that no fluorescent colors will be allowed. Retainers for pan channels must match letter face color. For National Tenants, returns and retainers may be per corporate standards, however, due to "Dark Sky" requirements, no sign may be predominantly white, off-white, ivory, or other light-colored plastic that transmits internal illumination.

**Illumination**

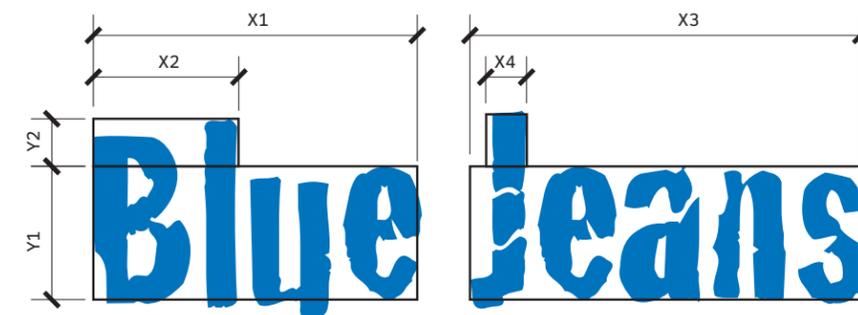
Tenant building signage may be internally illuminated, backlit to create a silhouette, or combination of lighting methods mentioned herein.

**Calculating Sign Area**

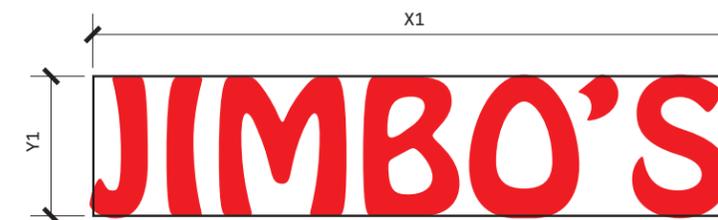
A sign with individual letters or symbols placed separately on a building wall, awning or other structure without a background panel is measured as the sum of the smallest rectangular shapes needed to enclose each word or symbol.



$(Y1 \cdot X1) + (Y2 \cdot X2) + (Y3 \cdot X3) = \text{Sign Area}$



$(Y1 \cdot X1) + (Y2 \cdot X2) + (Y1 \cdot X3) + (Y2 \cdot X4) = \text{Sign Area}$



$(Y1 \cdot X1) = \text{Sign Area}$

## Custom Cabinet Criteria

Alternative signage options to the standard pan channel letters is the use of "Custom Cabinets". These "Cabinets" are multi-layered in design with a mix of opaque, translucent backgrounds and various types of lettering and internal illumination built around a single unit. This type of design and fabrication method provides for ease of installation by connecting to one single j-box on the fascia, and protects the building by eliminating the drilling and wiring for individual letter installations.

All designs and installation details will be approved on an individual basis through the owner's discretion. Creative designs and forms are encouraged. See examples at right for various "Custom Cabinet" defined signs, as described below.

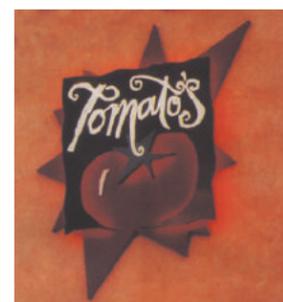
*Galleria Shops - Individual pan channel letters over layers of custom shapes and banner with routed copy.*

*Grazia - Individual Pan channel letters with cut out aluminum panels with routed/backup copy.*

*San Diego Sports Outlet - Individual pan channel letters over custom baseball illuminated cabinet with reverse pan channel halo illuminated graphic backer.*

*Whalers Village Museum - Individual reverse pan channels on custom 3-D cabinet, dimensional whale sculptural ID and banner with routed backup copy.*

*Tomato's - Individual flat cut out planes of distressed metal, halo backlighted with push-through acrylic.*



## Fabrication Details

### Construction

All sign designs will be approved on an individual basis through owner's discretion. Creative designs and forms, and "custom" cabinet signs are encouraged. Unless as part of a nationally registered and/or trademarked logo, rectangular shaped cabinets are prohibited.

### Design and Layout

Cabinets must be designed and fabricated with a minimum of three (3) signage/graphic planes, each a minimum of one inch (1") deep. Cabinet face planes must be opaque and contrasting in color, texture, or material from one another to create depth and dimension. The maximum depth of the cabinet is twelve inches (12") from the wall or sign band behind.

The main identification lettering (primary name) must be dimensional pan channel or reverse pan channel with a minimum thickness of one inch (1"). Modifiers or secondary copy that is less than eight inches (8") in height, and/or background graphics, may be routed from the face with either back-up or push-through acrylic. This does not count as a layer since the depth does not meet the one-inch (1") minimum depth.

Exposed neon (if allowed) raised from the face of a sign will be considered a different plane, but shall not exceed 10% of the overall custom sign cabinet area.

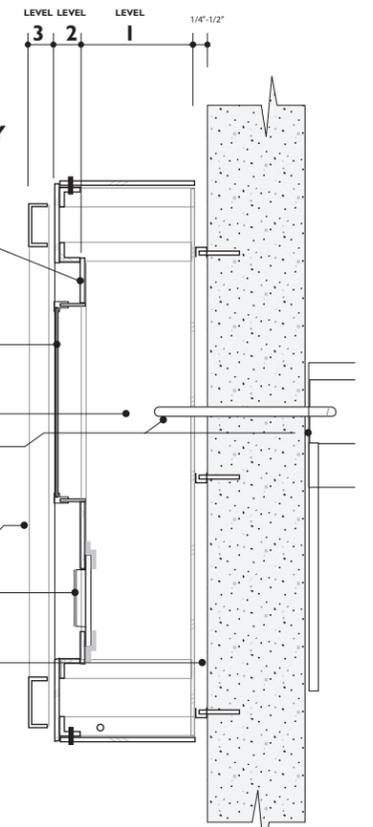
### Illumination & Installation

Custom cabinets shall be internally illuminated and should be halo illuminated to provide definition of the outer edge of the cabinet.

Custom cabinets may be installed up to 1 1/2" off face of building to provide for halo illumination.

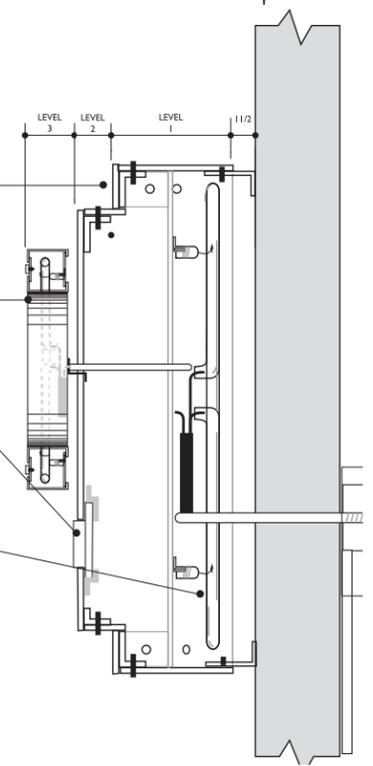
### WALL-MOUNTED CUSTOM CABINET SIGN WITH RACEWAY

- CUSTOM ALUMINUM FACED CABINET WITH MULTI-LEVEL PLANES FOR LETTERING AND GRAPHICS
- DIFFERENCE BETWEEN PLANES TO BE AT LEAST 1"
- DIMENSIONAL "PRIMARY NAME" LETTERING. INDIVIDUAL PAN OR REVERSE PAN-CHANNEL LETTERING
- TUBE END RAILS
- ELECTRICAL LEAD TO EXTERNAL SOURCE
- LEDs FOR ILLUMINATION
- DECORATIVE PLANE (AS NEEDED)
- 5" HIGH COPY (OR LESS) CAN BE ROUTED GRAPHICS WITH ACRYLIC BACK-UP OR PUSH-THROUGH COPY/GRAPHICS
- WALL (EXISTING)
- LIGHT SOURCE TO BE APPROVED BY ARCHITECTURAL REVIEW BOARD.



### CUSTOM REVERSE PAN CHANNEL LOGO CABINET

- Custom aluminum faced cabinet with multi-level planes for lettering and graphics
- Levels to be a minimum 1" deep - maximum of 12" deep overall.
- Main Identification lettering to be reverse pan channels.
- Secondary copy, 5" high or less can be routed graphics with acrylic backup or push through with either solid or translucent color materials first surface applied - edge to edge.
- Neon tube or other light source for halo illumination of background wall surface. Color and light source to be approved by architectural review board.



## Pedestrian Oriented Signage

### Custom Raceway/Awning Criteria

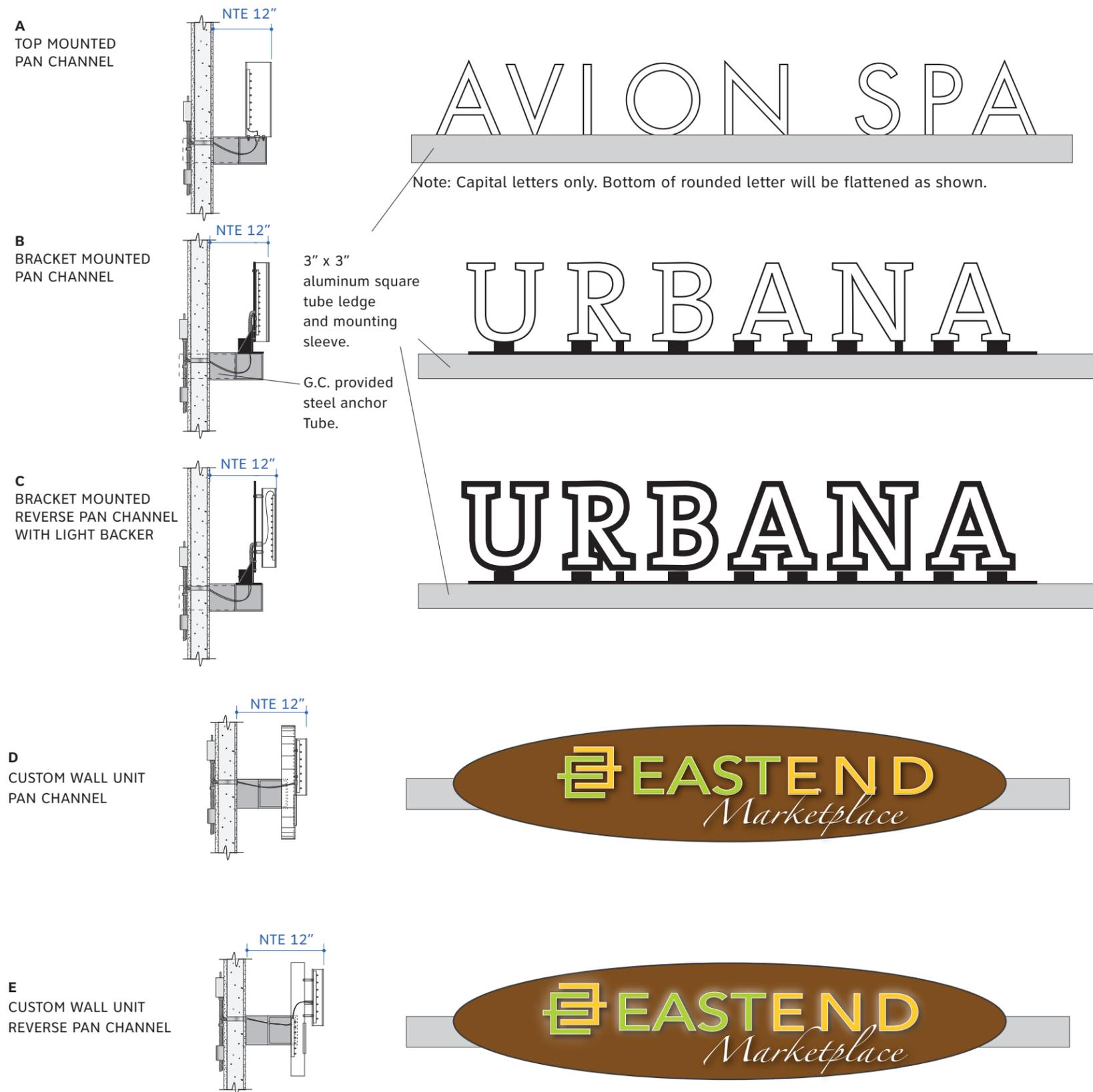
An alternative mounting option for signs is the use of a custom raceway. These may also be applied to metal awnings that are part of the architecture. Two types (pan-channel and cabinets) with variations, are shown.

In examples A, B, and C, individual letters are applied to the top of the raceway or awning. All wiring is contained within the metal structures.

Examples D and E demonstrate cabinets that include pan, and reverse-pan, channel letters. These cabinets may also be attached to either a raceway or awning. The following page shows profile views for mounting to awnings.

As with the custom cabinets, these types of design and fabrication methods provide for ease of installation by connecting to one single j-box on the fascia, and protects the building by eliminating the drilling and wiring for individual letter installations.

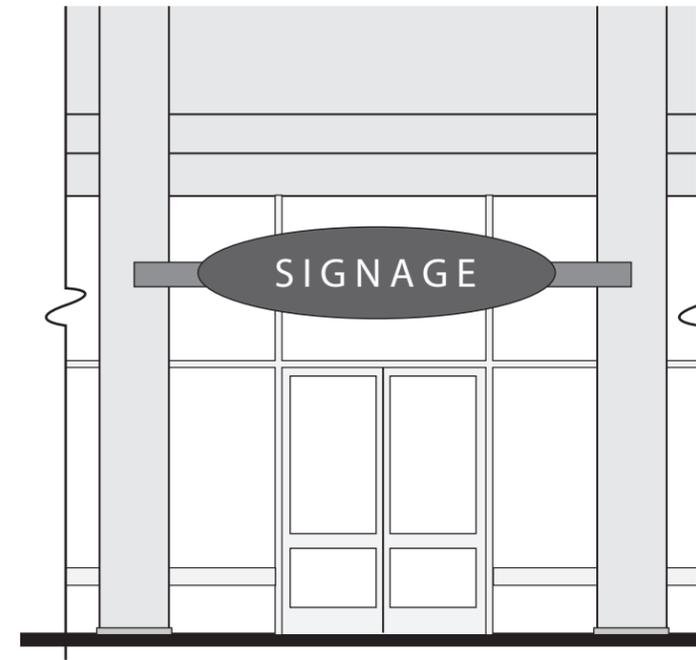
All designs and installation details will be approved on an individual basis through the owner's discretion. Creative designs and forms are encouraged.



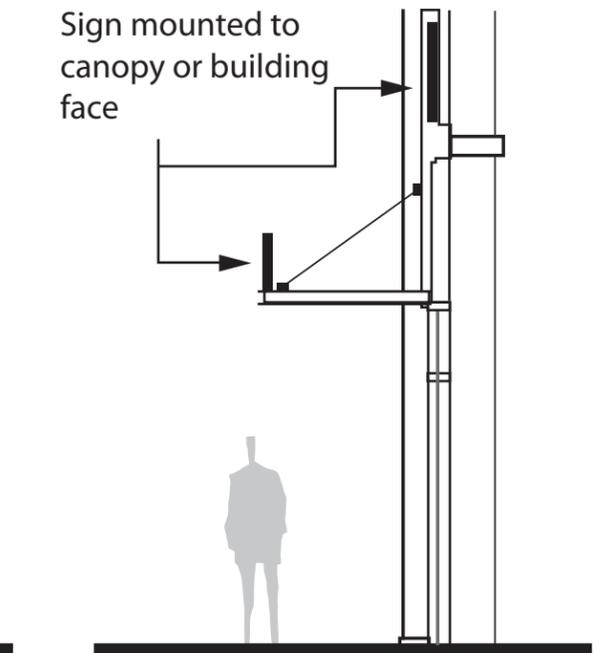
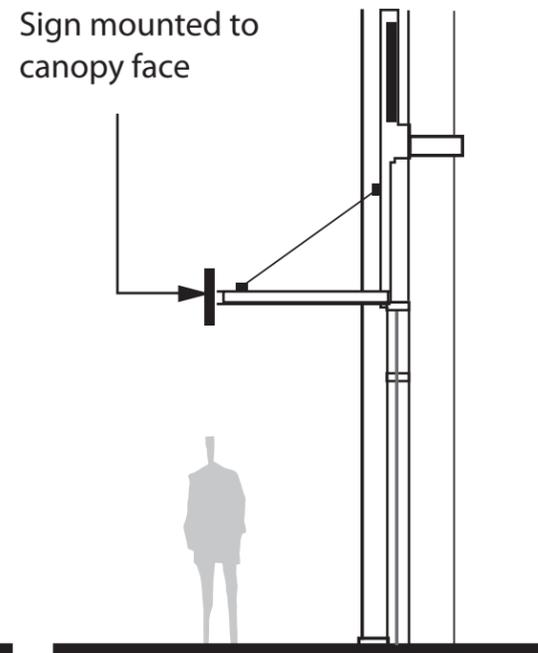
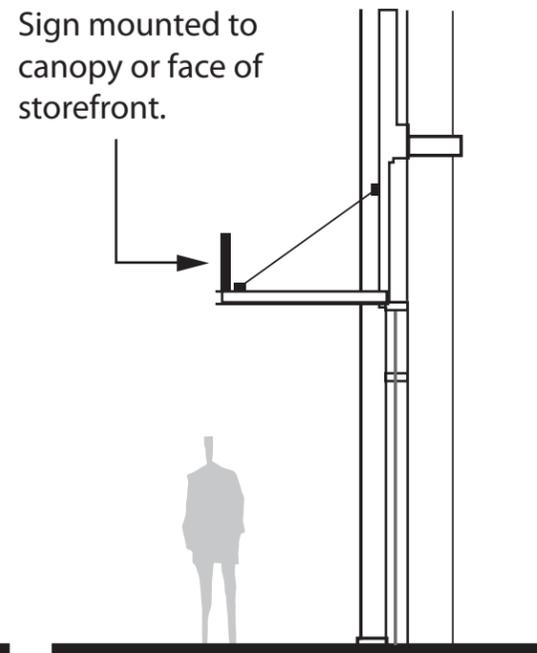
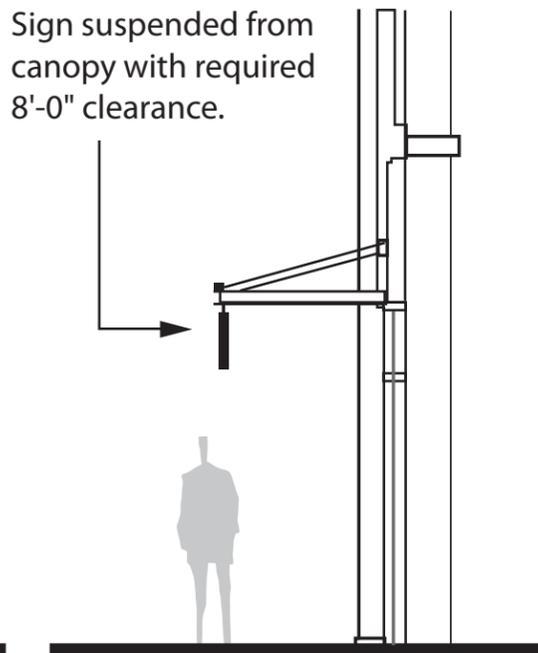
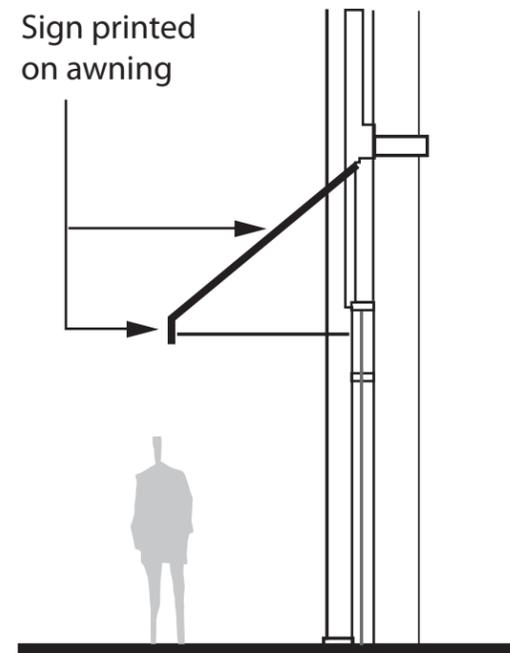
**Custom Raceway/Awning Criteria (Continued)**

Examples of signs mounted to awnings.

Awning mounted signs will need a minimum 8'-0" clearance above finished floors.



Sign panels or letters mounted to awning structure.



## Arcade Signs

All In-Line, and Shops Tenants may have one arcade sign. Tenants with more than one public entry will be allowed a maximum of two (2) arcade signs only if the entries are on different elevations.

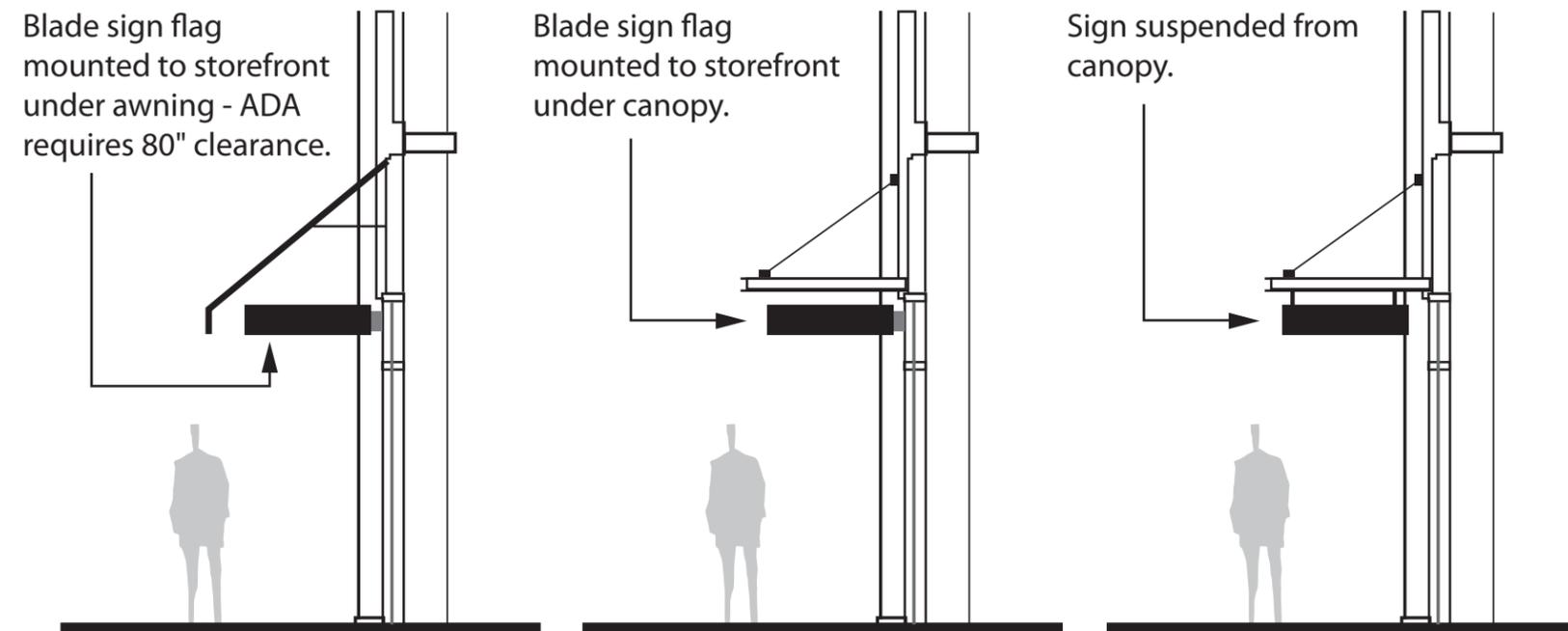
Each Tenant will use the standard frame and backer panel design. For cost efficiencies and design/construction uniformity, all under canopy blade signs will be manufactured by the Owner/Developer's project sign contractor and purchased in bulk by Owner/Developer. Each Tenant that requires a blade sign shall reimburse Owner/Developer for the cost of the display and installation thereof.

Tenants will be allowed to create their own unique panel with their recognized corporate identity and design theme, subject to approval of the Owner/Developer. Copy shall be flat cut out graphics and surface applied to both sides of the display. Each shop Tenant shall furnish and install the approved copy for said display at Tenant's sole and separate expense. For convenience, Tenant can furnish the copy to Owner/Developer's project sign contractor for mounting and/or can provide the project sign contractor with electronic art suitable for production. Tenant shall pay for all costs associated with the production and mounting of Tenant's blade sign copy.

This signage shall not count against the Tenant's square footage allotment.

Bottom of sign—Minimum 80" above finished floor.

Orientation—Perpendicular to storefront.



# Pedestrian Oriented Signage

## Window Graphics

### Art Graphics

Art graphics may be applied to Anchor and Junior Tenant windows provided they do not include any marketing materials such as product images or text. Graphics may be semi-permanent or seasonal, and may be applied subject to the approval of Owner/Developer and/or their agent(s), and the Town of Sahuarita.

### Information Graphics

#### Layouts

All storefront signage and graphic layouts shall be approved in writing by the owner's representative for quality and consistency prior to submittal to the Town of Sahuarita for permitting approvals.

### Restrictions

Storefront graphics may not be neon tubing elements or use fluorescent colors.

No printed, hand lettered, window painted sales promotions will be allowed.

Printed menus are not allowed to be taped to windows. Menus for take out or eat in restaurants, or in-store services must be within an architecturally integrated, enclosed design element and shall not exceed the 25% of the window/panel area. These may be internally illuminated.

### Suite Identification

Suite Numbers shall appear directly over each entry, to be applied white vinyl on the exterior of the glass.

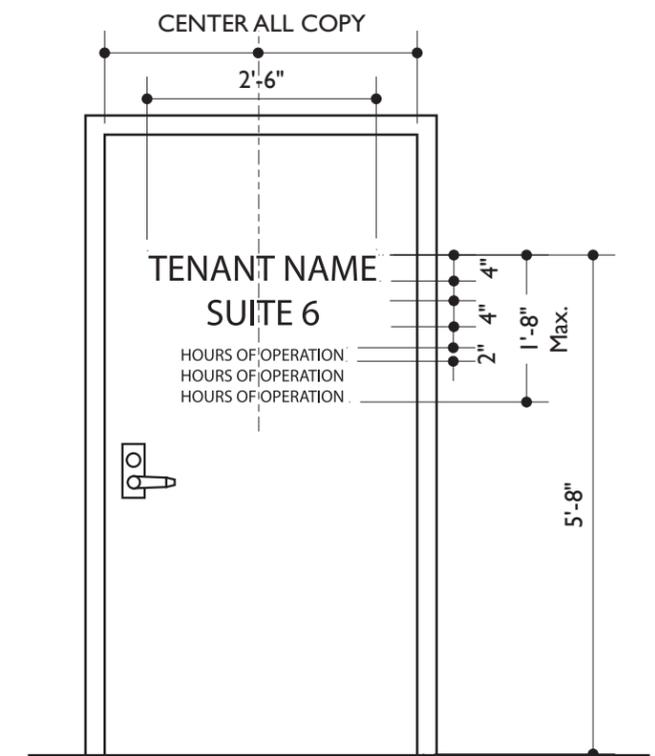
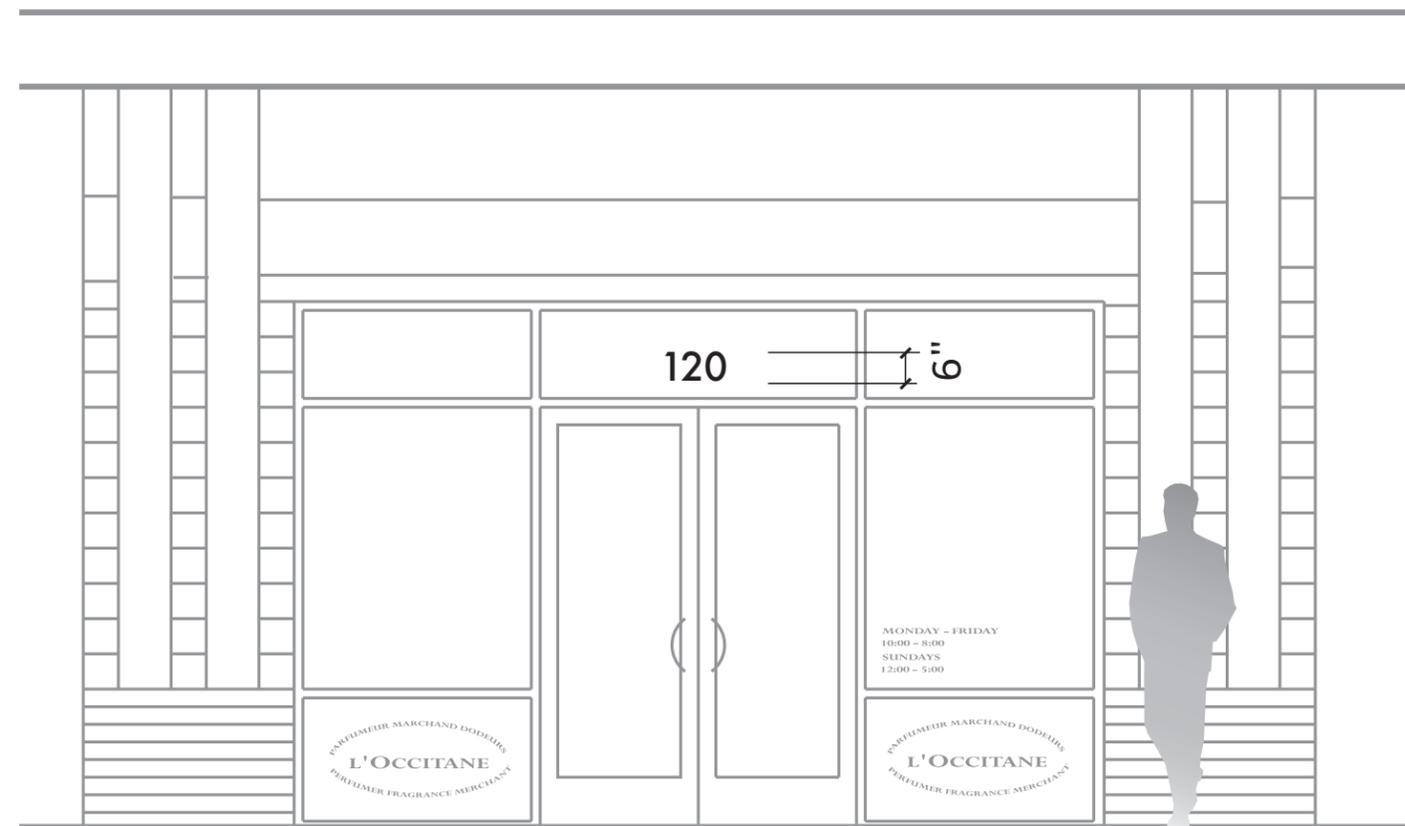
6" high suite numbers to be displayed in Futura Condensed Medium.

### Hours of Operation:

Hours of operation shall appear adjacent to each entry, to be applied vinyl on the exterior of the glass. Layout to be approved by Owner/Developer.

### Back Door Signage

All shops and freestanding buildings with exterior, non-public entrances may have identification signage located at the rear of the building. This signage shall be non-illuminated and shall not exceed four (4) square feet in area.



These criteria have been established for the purpose of maintaining a continuity of quality and aesthetics throughout The Crossing at Sahuarita for the mutual benefit of all Tenants; and to comply with the approved Comprehensive Sign Plan for the development, the Town of Sahuarita Sign Ordinances, and building and electrical codes of any governmental authority having jurisdiction. Conformance will be strictly enforced and any non-compliant sign(s) installed by a Tenant shall be brought into conformance at the sole cost and expense of the Tenant. This criteria is subject to final approval by the Town of Sahuarita as part of a Comprehensive Sign Plan submittal. If a conflict is found to exist between these criteria and the final criteria approved by the Town of Sahuarita, the latter shall prevail.

Any sign types allowed within the Sahuarita Town Code, and not specifically mentioned within this Comprehensive Sign Plan, shall be allowed within the project, per approval of the Owner/Developer and the Town, and in accordance with Town Code regulations.

**I. GENERAL REQUIREMENTS**

- A. Tenant shall submit or cause to be submitted to Owner/Developer, for approval, prior to fabrication, four (4) copies of detailed drawings indicating the location, size, layout, design color, illumination materials and method of attachment.
- B. Tenant or Tenant’s representative shall obtain all permits for signs and their installation. Written approval of the Owner/Developer with sign drawings shall be provided with permit application to the Town.
- C. All signs shall be constructed and installed at Tenant’s sole expense.
- D. Tenant shall be responsible for the fulfillment of all requirements and specifications, including those of the local municipality.

- E. All signs shall be reviewed for conformance with these criteria and overall design quality. Approval or disapproval of sign submittals based on aesthetics of design shall remain the sole right of Owner/Developer or Owner/Developer’s authorized representative.
- F. Tenant shall be responsible for the installation and maintenance of Tenant’s sign. Should Tenant’s sign require maintenance or repair, Owner/ Developer shall give Tenant thirty (30) days written notice to remedy said maintenance or repair. Should Tenant fail to do the same, Owner/ Developer may undertake repairs and Tenant shall reimburse Owner/Developer within ten (10) days from receipt of Owner/Developer’s invoice.
- G. Advertising devices such as attraction boards, posters, banners and flags may be permitted for use up to fifteen (15) days prior to, and up to thirty (30) days after a tenant’s initial opening subject to Owner/Developer’s sole and absolute discretion with Town approval and in accordance with Town Code regulations for the sign type.

**II. GENERAL SPECIFICATIONS – SIGNS**

- A. No animated, inflatable, moving, “feather”, flashing, or audible signs shall be permitted.
- B. All signs, including temporary signs and their installation shall comply with all Town of Sahuarita building and electrical codes.
- C. No exposed raceways, crossovers or conduit shall be permitted. All Tenant signage shall consist of individual letters and logos installed onto the building’s wall surface. Tenant signage shall not include any background color, material and/ or structure used to delineate Tenant’s signage. Owner/Developer shall have the sole and

- separate discretion in varying any provision of these specifications.
- D. All cabinets, conductors, transformers and other equipment shall be concealed. Electrical connections shall be concealed to remote and/ or self-contained transformers. All signage shall be installed in compliance with the Town of Sahuarita electrical code and UL 2161 / UL 48 specifications. Any sign installation found to be non-compliant shall be repaired immediately by the Tenant at Tenant’s sole expense.
- E. Temporary signs and painted lettering shall not be permitted except as approved by the Owner/ Developer and the Town of Sahuarita.
- F. Any damage to the sign band face or roof deck resulting from Tenant’s sign installation shall be repaired at Tenant’s sole cost.
- G. Upon removal of any sign by Tenant, any damage to the sign band face shall be repaired by Tenant or by Owner/Developer at Tenant’s cost.
- H. All signs or devices advertising an individual use, business or building shall be attached to the building at the location directed by Owner/ Developer.

**III. GENERAL CONSTRUCTION REQUIREMENTS**

- A. All exterior signs shall be secured by concealed fasteners, stainless steel, or nickel or cadmium plated.
- B. All signs shall be fabricated using full welded construction or similar method to conceal light leaks.

- C. All penetrations of the building structure for sign installation shall be neatly sealed in a watertight condition.
- D. No labels or other identification shall be permitted on the exposed surface of signs except those required by local ordinance, which shall be applied in an inconspicuous location.
- E. Tenant shall be fully responsible for the operations of Tenant’s sign contractors and shall indemnify, defend and hold Owner/Developer harmless for, from and against damages or liabilities on account thereof.

# Addendum 1

## Circle K Freestanding Monument Sign

### C - Circle K Monument

This sign is located along the Nogales Highway and identifies the freestanding Circle K building, and related fuel prices.

The monument follows the look, color, and materials featured within the Circle K building.

This double-faced sign has one tenant panel and an Electronic Message Display (EMD) for two types of fuel.

#### Details

Quantity: One

Height: 8'-0" overall, above curb

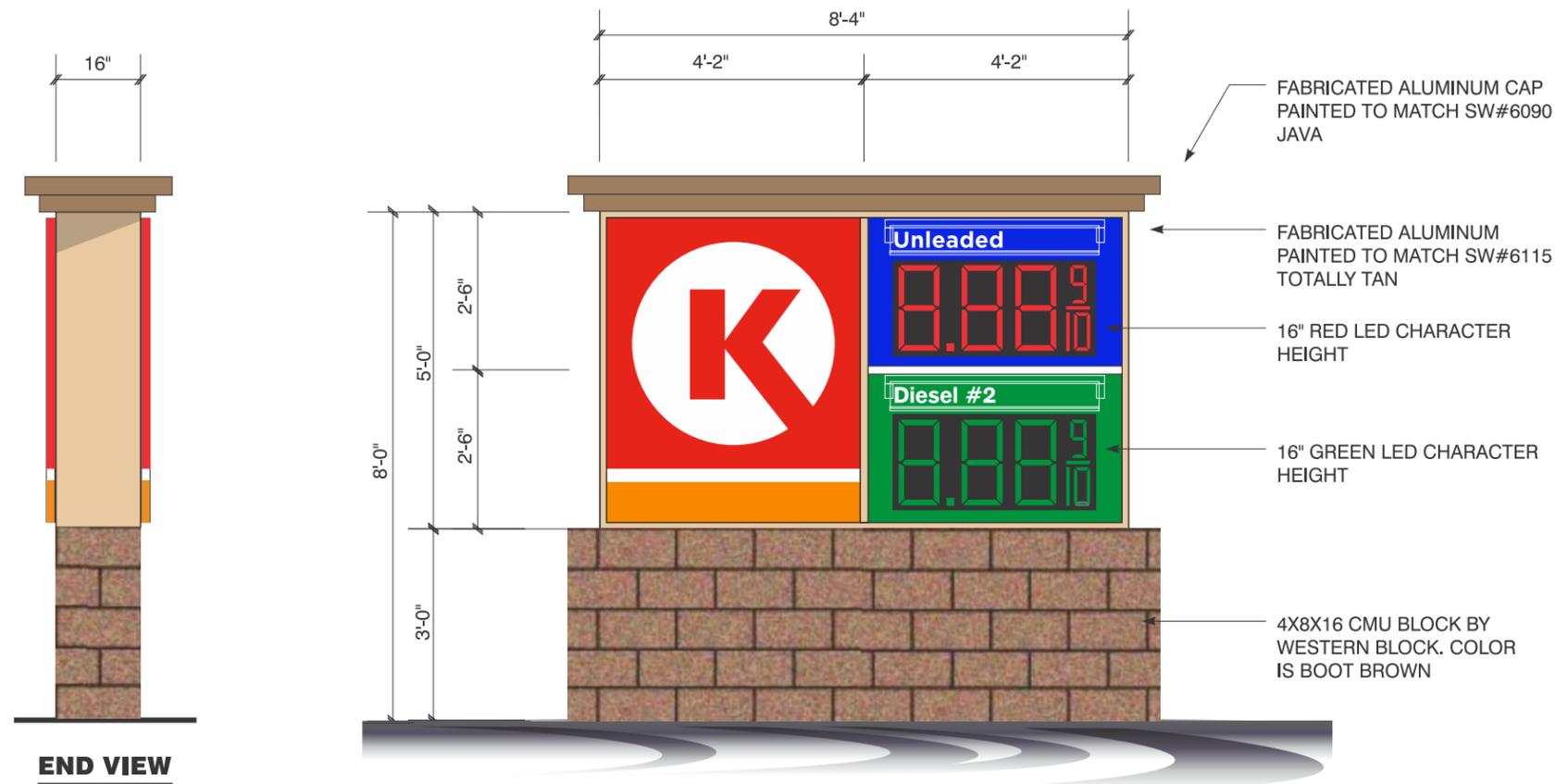
Width: 8'-4" overall

Overall Area: 41.6 s.f.

Illumination: Internal LED  
EMD for fuel prices  
Sign illumination shall meet the standards set forth in the Sahuarita Sign Code 18.79.030.G.

Materials: Aluminum cabinets w/routed, push-thru letters; brick legs; metal supports.

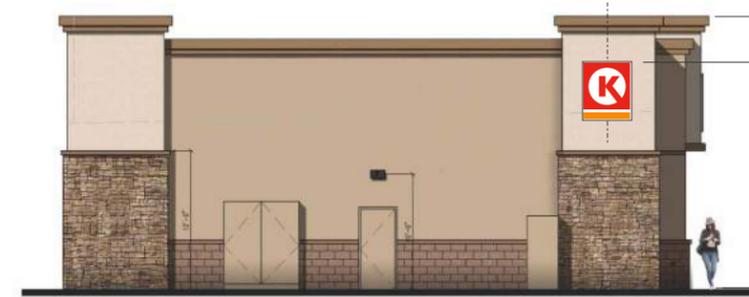
Colors: To match/complement project architecture.



**Addendum 1**  
**Circle K Building Signage**



**1** Circle K, South Elevation  
Scale: 1/16"=1'-0"



**2** Circle K, East Elevation  
Scale: 1/16"=1'-0"



**3** Circle K Canopy, South Elevation  
Scale: 1/16"=1'-0"



**4** Circle K Canopy, West Elevation  
Scale: 1/16"=1'-0"

**Planning & Zoning Commission**

**Staff Report**

**Case No. SA8-16-00003**

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**Commission Meeting Date:** January 5, 2017      **Agenda Item No. 7**

**PREPARED BY:** Anna Casadei, AICP, Planning and Zoning Manager

**REVIEWED BY:** Sarah S. More, FAICP - Planning Director

**RECOMMENDATION:** Staff recommends that the Planning and Zoning Commission forward a recommendation to the Town Council in favor of adoption of the proposed amendment.

**SUBJECT:** Public Hearing: Zoning Code Amendment – Conditional Use Procedures Amendment

**LOCATION:** Town-wide

**APPLICANT:** Town of Sahuarita Planning and Zoning Division

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**BACKGROUND:**

The Town’s standards for conditional use procedures are found in STC Chapter 18.97. This chapter provides procedural information related to Conditional Use Permits, including process, public notice, extensions, etc. Conditional uses are uses that have a greater potential for adverse impacts on adjacent property owners and residents than other allowable uses in the same zone. The code specifies a three-tiered approach to conditional uses: Type 1 conditional uses require public notice but may be decided administratively; Type 2 conditional uses require a public hearing before the Planning & Zoning Commission; and Type 3 conditional uses, which are the most likely to cause adverse impacts, are subject to a public hearing before the Planning & Zoning Commission followed by a public hearing before the Town Council.

In processing Conditional Use Permits (CUPs) over the past several years, staff has noticed several sections of the chapter that were either unclear or were problematic. This amendment relates only to the procedures associated with conditional uses and does not affect the uses themselves, which are listed in each zoning district.

**DISCUSSION:**

This amendment proposes the following changes:

- **Neighborhood meeting**  
The code does not currently require neighborhood meetings for conditional uses. Neighborhood meetings are required by code for minor General Plan amendments and cluster subdivisions, and for rezoning procedures the code encourages a neighborhood meeting. Staff has found that land use decisions requiring a public hearing often involve negotiation between the applicant and the neighbors. Requiring that the applicant meet with the neighbors prior to the public hearing will allow for the applicant to explain the project to neighbors and make any necessary changes to the application prior to submittal and outside of a public hearing. This will help to smooth out the public hearing process for these applications, thereby creating a more efficient development process. Changes made to applications due to comment received at a public hearing often result in continuations of the hearing to allow the applicant time to work with the neighbors, incurring additional cost in time and public notice fees.
- **Posted notice**  
The code currently requires posting of the property with an 11"x 17" sign for Type 1 Conditional Use Permits and with a 4'x8' sign for Types 2 and 3 Conditional Use Permits. Staff is responsible to post the Type 1 signs, and the applicant is responsible to post for the Types 2 and 3 processes. Staff is not proposing substantive changes to the larger Types 2 and 3 signs; however, changes are proposed for the smaller Type 1 sign.

Staff has found that the smaller sign is not easily viewed by passers-by and therefore does little to inform the public about upcoming hearings. The proposal is to require the applicant to be responsible for posting of the smaller signs and to increase the size from 11"x17" to 18"x24", double-sided. In researching the cost of a custom sign of this size, staff has found that it should not be cost-prohibitive to the applicant as they are readily available on popular websites as well as through local sign shops.

The proposal also includes decreasing the number of signs from two to one when the property has a single street frontage of 100' or less. Type 1 CUPs are often home-based businesses, and placing two signs in front of a home is not necessary to inform neighbors of the CUP request.

- **Mailed notice**  
The code currently requires a minimum 300' radius for mailed notice. Because the radius is a minimum, the Planning Director has the discretion to increase the notice area when necessary. Staff finds that clarifying this point in the Town Code would be of benefit to applicants, and as such has specified that the Director has discretion over the mailed notice radius.

To further clarify this for applicants, staff is proposing to include a minimum 600' notification radius for applications that involve a structure that is an exception to the zone's maximum height for main buildings, which is what has been done in practice. It is important to note that the code allows very few exceptions to the maximum building height. The exceptions are listed in STC 18.07.050.G and include cupolas, towers, flagpoles, hospitals, water tanks, and other similar uses. Chapters 18.60 and 18.62, related to Wireless Communication Facilities, also include heights that are greater than the maximum main building height of a zone. Because these exception structures may exceed the typical main building height significantly, staff found it to be important to require a larger notification radius to ensure that impacted property owners would be notified.

- **Published notice**  
The code does not include a requirement for published newspaper notice for conditional use permits. Because conditional uses require public notice, staff finds that it is important to provide newspaper notice for these public hearings as required for all other public hearings. In practice, staff has provided published notice of conditional use permit hearings although it has not been a code requirement. Adding this requirement to the code provides a clear set of expectations to the applicant in addition to ensuring that the public has been given adequate notice of upcoming land use decisions that may affect them.
- **Development Plan requirement**  
The code currently requires a Development Plan for a Type 3 CUP. Staff does not propose to change this, but does propose to clarify at what point the development plan needs to be submitted and approved. In addition to the clarification, the proposed amendment extends the timeframe for the development plan to be approved from within 12 months to within 18 months of the CUP approval.
- **Time Limits and Time Extensions**  
The code specifies a time limit within which a conditional use must be established after it is approved. The amendment proposes to extend the time limit from 12 to 18 months. The code also currently allows for a single extension to be granted, but does not provide the process by which an extension must be requested or approved. The amendment specifies that the extension may be administratively approved and also allows for an extension of up to 12 months, rather than the code's current 6-month maximum extension.
- **Modification of Conditional Use Permits**  
Occasionally, an applicant for a conditional use permit finds that a modification is needed. The code does not currently offer a process by which to modify an approved CUP. The amendment would require a substantial change to an approved CUP to be

processed as a new application. Insubstantial changes could be approved administratively. The Planning Director would have the discretion to determine whether a proposed change is substantial.

- **Revocation**  
The code does not currently specify reasons that a CUP may be revoked. The proposed amendment offers a short list of reasons why the Town may need to revoke an approved CUP. This provides a clear set of expectations to applicants for conditional uses. Those reasons include zoning violations, violations of a condition or term of the CUP, nuisances on the property, and conviction of violation of federal, state, or town ordinance in connection with the use. In the event that a conditional use were to be found in violation of town code or a condition of approval, staff would notify the property owner of the presence of a suspected violation and allow the owner or operator an opportunity to correct it.
- **Other minor changes and clarifications, including an addition to Chapter 18.100, which describes the duties of the Planning & Zoning Commission.**

#### **PUBLIC NOTICE and COMMENT:**

Public notice was provided in the Green Valley News, and staff has posted this public hearing date and draft amendment on the Town website.

For this amendment, staff created a stakeholder group composed of eight area professionals in business, planning, and development (see Attachment 2). The draft amendment was sent out to the stakeholder group on September 2, 2016. Comments were received, and staff sent out a revised draft on September 23, 2016. The group has reached consensus on the proposal and supports the amendment as presented by staff.

#### **REQUIRED ACTION:**

Conduct a public hearing to determine whether this code amendment is in the best interest of the Town of Sahuarita as well as consistent with the goals, objectives, and policies of the General Plan. A motion is necessary to forward the Commission's recommendation to the Town Council.

#### **RECOMMENDATION:**

Staff recommends that the Commission forward a recommendation to the Town Council in favor of adoption of the zoning code text amendment as presented by staff.

#### **REASONS FOR RECOMMENDATION:**

This proposed code change is consistent with the goals and policies of the Town's Strategic Plan:

*Focus Area 3: Planning for Our Community's Future*

*Goal 2: Facilitate Development Opportunities*

*e) Continue to streamline codes and procedures....*

The proposed amendment provides standards that will help ensure a smooth process for Conditional Use Permits through adequate communication with affected property owners. It also provides standards that will help clarify process and procedure for staff and applicants, leading to more equitable application of code and a clear path for applicants.

The proposed code amendment is also supported by the following General Plan policies:

*LU-4.3: Promote new development that is compatible with existing land uses, ensuring that future development continues to promote the character, identity and sense of place that makes Sahuarita a distinct community.*

*LU-5.1: Achieve and maintain a diverse and sustainable economic base that is compatible with Sahuarita's character and natural environment.*

The proposed amendment will help to ensure that conditional uses are compatible with their surroundings while continuing to maximize land use potential.

**SUGGESTED MOTION:**

I move to recommend that the Town Council adopt the zoning code amendment as presented by staff.

**SUPPORTING DOCUMENTS ATTACHED:**

1. Proposed Amendment
2. Stakeholder Group

Chapter 18.97

CONDITIONAL USE PROCEDURES

Sections:

- 18.97.010 Purpose.
- 18.97.020 Definitions.
- 18.97.030 Procedures and requirements.

**18.97.010 Purpose.**

This chapter provides procedures and standards for the review and approval of conditional uses, as designated within the zoning classifications of this code. Conditional uses provide zoning flexibility, but, due to their potentially adverse impacts, require the site-specific review processes established in this chapter. [Ord. 2015-098 § 1; Ord. 2011-048 § 1; Ord. 2010-39 § 2; Ord. 1995-06 § 2.]

**18.97.020 Definitions.**

Certain terms used in this chapter shall be defined, for the purpose of this chapter only, as follows:

- A. “Affected property owner” means any owner of property located within the required radius for written notification of public hearing.
- B. “Conditional use” means a use which, due to its greater potential for nuisance or hazard than other uses of the zone, has its establishment in a zone conditional upon the procedures and standards of this chapter.
- C. “Planning and building director” means a town employee responsible for the planning and building staff and activities in the town and may also be identified by other titles, including “zoning administrator.” [Ord. 2015-098 § 1; Ord. 2011-048 § 1; Ord. 2010-39 § 2; Ord. 1995-06 § 2.]

**18.97.030 Procedures and requirements.**

A. Scope.

- 1. A conditional use may be requested by submitting a conditional use permit application to the planning and building department. Issuance of the permit is subject to the requirements of this chapter and any requirements of the zone in which the use is being requested.
- 2. Application for a permit may only be made by the property owner of the subject property or an agent for the property owner.

B. Staff Consultation. The applicant is advised to consult with town staff concerning potential requirements prior to submittal of the application.

C. Application.

1. For Type 2 or Type 3 procedures, the applicant is required to host a public neighborhood meeting at least 14 days and no longer than 6 months prior to application submittal, inviting all property owners within the required notice area as defined in STC 18.97.030.E.2.b. Invitation shall be by mail a minimum of 10 days prior to the meeting date. Staff shall provide the applicant with the invitation mailing list.

2. The complete application shall include, at a minimum:

- a. A legal description of the property;
- b. A list, by name and title, of all ownership interest in the property (e.g., individual, corporation, trust or limited partnership), in accordance with ARS 33-506;

- c. If the property owner is represented by an agent, Aa letter of authorization for ~~an~~the agent;
- d. Applicable permit fees, in accordance with the adopted conditional use permit fees schedule;
- e. A preliminary development plan in accordance with STC 18.91.030 (rezoning), which shall show compliance with all other requirements of the zone in which the use is proposed to be located;
- f. A floor plan detail, when the request pertains to interior access or use.

g. The neighborhood meeting invitation and mailing list, the attendee list, and any public comments offered at the meeting.

- 2. Refer to written departmental policies for application specifics.
- 3. Incomplete applications shall not be processed.
- 4. Hearing notification maps shall be prepared only by the planning and building department.

#### D. Conditional Use Permit (CUP) Types.

- 1. Scope. This subsection establishes the specific procedure types for conditional use applications. The applicable permit procedure shall be referenced after each conditional use in this code.
- 2. Type 1 Procedure. Administrative review and approval by the planning and building director (see subsection F of this section).
- 3. Type 2 Procedure. Public hearing, review and approval by the planning and zoning commission (see subsection G of this section).
- 4. Type 3 Procedure. Public hearing and recommendation by the planning and zoning commission and public hearing and approval by the town council (see subsection H of this section).

#### E. Public Notice.

1. A minimum of 15 days prior to the administrative decision or public hearing, the ~~planning and building department shall provide notice as provided below~~following notice shall be provided:

a. The applicant shall provide posting of the subject property as follows:

(1) Type 1 permit process shall require two signs with a minimum sign size of ~~1418~~ by ~~2447~~ inches, except for properties with a single street frontage of 100 feet or less, only one sign is required. Signs shall be made of plywood, corrugated plastic sheet, or similar all weather, sturdy material. Signs shall be Pantone Yellow or similar with black lettering. Signs shall be placed perpendicular to the roadway, with information on both sides of the sign, and in the most visible location available.

(2) Type 2 and Type 3 permit hearings shall require a minimum of one four-by-eight-foot sign ~~with public hearing and project information as approved by the planning and building department.~~ In addition to this minimum requirement, parcels with more than one street frontage shall require one additional sign for each adjacent street frontage exceeding 300 feet in length. Signs shall be placed parallel to the roadways and in the most visible location available.

~~(3) All signs shall be placed parallel to the roadway and in the most visible location available. The applicant shall be responsible for all costs associated with the posting requirements as well as coordinating the posting. The sign(s) shall be installed on the property no more than 30 days nor less than 15 days prior to the public hearing and the applicant must remove the sign no sooner than 15 days nor more than 30 days after final disposition of the case.~~(3) Signs shall display public hearing and project information as provided by the planning and building department.

(4) The applicant shall be responsible for all costs associated with the posting requirements as well as coordinating the posting.

(5) The sign(s) shall be installed on the property no more than 30 days nor less than 15 days prior to the public hearing, and the applicant must remove the sign no sooner than 15 days nor more than 30 days after final disposition of the case.

b. The planning and building department shall ~~Mailing~~ written notice to all property owners; ~~within a minimum notification area of 300 feet from the subject property.~~

(1) Minimum notification area is 300 feet from the subject property, except that for conditional use structures whose heights are allowed by code to exceed the maximum main building height of the zone, such as height limit exceptions as listed in STC 18.07.050.G and wireless communication towers, the minimum notification area shall be 600 feet.

(2) The planning and building director may choose to expand the notification area when doing so would better serve the public interest.

c. The planning and building department shall cause notice to be published once in a newspaper with general circulation in the area involved.

2. Failure of Notice. The unintentional failure to give written notice or the unintentional omission of the name of a property owner shall not invalidate an action taken at a hearing.

#### F. Type 1 Conditional Use Permit Process.

1. Scope. Within 30 days of an accepted application, the planning and building director will make a decision on the merits of the application.

2. Public Notice. Public notice shall be provided in accordance with subsection E of this section.

3. Findings. The applicant must demonstrate that all of the following findings are met:

a. The conditional use complies with the objectives of the general plan or the area plan in which the property is situated;

b. The conditional use conforms to the zoning regulations applicable for that use and the zone in which it is located;

c. The conditional use does not adversely impact adjacent property or the surrounding neighborhood or area, or that such impacts can be substantially mitigated through the use of additional conditions;

d. The conditional use provides for adequate and efficient vehicular and pedestrian access, circulation and parking;

e. The conditional use can be adequately and efficiently served by public and utility facilities and services;

f. The conditional use will meet standards in terms of control of noise, smoke, glare or heat, odors, vibrations, fly ash, dust, fumes, vapors, gases and other forms of air pollution, liquids and solid wastes; and

g. Hours of operation will not be detrimental to adjoining residents.

4. The ~~administrator~~ director may require that additional information be presented.

5. Decision of the Director. Approval of a conditional use permit shall be subject to the preliminary development plan and any other reasonable requirements deemed necessary by the director. The permit shall not be effective until 30 days after the decision or when all requirements of approval have been satisfied, whichever is later.

6. Findings. A report on the findings of the director and conditions of the permit shall be available for public inspection within five days of the director's decision.

7. Appeals.

a. Any appeal to the planning and zoning commission of the decision or conditions imposed by the director shall be filed within 30 days by the applicant or affected property owners;

b. A public hearing by the planning and zoning commission shall be required in accordance with the procedure set forth in subsection G of this section.

G. Type 2 Conditional Use Permit.

1. Scope. As required by the conditions of a use, a public hearing shall be held by the planning and zoning commission.

2. Recommendation by the Director.

a. The director shall prepare a report for the planning and zoning commission.

b. The report of the director shall, at a minimum:

(1) Classify the request as to its conformance with applicable town land use plans;

(2) Analyze the expected impact of the proposed development on the site and surroundings;

(3) Contain a recommendation to the commission;

(4) Include the comments and conditions, if any, of other affected town departments and public agencies; and

(5) Include comments made after the public notice.

c. The report shall be available for public inspection ~~45~~10 days prior to the date of the commission's public hearing.

3. The planning commission shall conduct a public hearing.

4. Decision of the Commission. Approval of a conditional use permit shall be subject to the preliminary development plan and any other reasonable requirements deemed necessary by the commission. The permit shall be effective when all requirements of approval have been satisfied.

5. Appeals.

a. Any appeal to the town council of the decision of the planning and zoning commission shall be filed within 30 days by the applicant or affected property owners.

b. A public hearing by the town council shall be required in accordance with the procedure set forth in subsections (H)(4) and (5) of this section.

H. Type 3 Conditional Use Permit.

1. Scope. As required by the conditions of a use, a public hearing shall be held by the town council after a public hearing and recommendation from the planning and zoning commission.

2. Commission Public Hearing. The commission shall conduct a public hearing in accordance with the procedure set forth in subsection G of this section.

3. Transmittal. Within 60 days after the commission public hearing, the planning and building department shall transmit the report and recommendations of the planning and zoning commission to the town council.
4. Town Council Public Hearing. The town council shall conduct a public hearing.
5. Decision of the Town Council. Approval of a conditional use permit shall be subject to the preliminary development plan and any other reasonable requirements deemed necessary by the town council.

I. Development Plan Requirement. An approved development plan in accordance with Chapter 18.71 STC (Development Plan Standards) and consistent with the preliminary development plan shall be required ~~prior to the issuance of~~ within 18 months of approval of a Type 3 conditional use permit.

J. Time Limits and Time Extensions.

1. Time Limit on Conditional Use Approval.

- a. Approval for a conditional use shall expire if ~~conditions of approval are not met, or permits issued for the new use or structure, within 12 months of the date of approval. the use is not established within 18 months of the date of conditional use approval or within the time otherwise specified in the conditional use approval, whichever is greater. A use shall be considered to be established when a development plan for the site is approved, or a building permit or business license is issued for the use.~~
- b. A new conditional use permit application is required after the expiration of the initial approval, unless a time extension has been granted.
- c. Appeal of the decision or conditions imposed shall suspend the running of the time limit during the period of appeal.

2. Extension of Approval Time Limit. ~~A request for a six-month time extension may be made in accordance with STC 18.91.100(C) (Rezoning). A one-time 12-month extension of approval may be granted by the planning and building director if the applicant files for the extension prior to the expiration of the conditional use approval. An applicant for an extension must demonstrate that unforeseen circumstances beyond the applicant's control cause the applicant to need the extension. Extension fees shall be waived if the unforeseen circumstances are caused directly by an action of the town, such as a moratorium on new development.~~

3. Time Limit on Conditional Use Permits.

- a. A conditional use permit shall be valid for the duration of the conditional use, provided the use remains in conformance with the terms of approval.
- b. If a conditional use is discontinued for more than 12 months, the permit shall be deemed null and void, and reapplication for a new conditional use permit shall be necessary.
- c. A conditional use permit may transfer to new ownership or management of property or use, subject to review and approval by the planning and building director. [Ord. 2015-098 § 1; Ord. 2011-048 § 1; Ord. 2010-39 § 2; Ord. 2008-12 § 4; Ord. 1995-06 § 2.]

K. Modification of conditional use permits. A request to modify, expand, or otherwise change an approved conditional use permit, not in substantial conformance with the approved permit, shall be processed according to the provisions of this chapter as a new application. Determination of substantial conformance shall be by the planning and building director.

L. Revocation. Failure to comply with the conditions, stipulations, or terms of approval of the conditional use permit is a violation of this code and will be enforced as such. Repeated offenses shall be cause for revocation of the permit. The permit may be revoked by the body that originally approved it on any of the following grounds:

1. Violation of a zoning regulation of the town.

2. Violation of a term, limitation, or condition of the conditional use permit.

3. Causing or allowing a nuisance in connection with the premises.

4. Conviction of a violation of federal or state law or town ordinance in connection with the operation of the use.

**18.100.030 Planning and zoning commission.**

A. Scope. The planning and zoning commission primarily advises the town council on planning and zoning policies, plans, amendments and regulations, as authorized by ARS Title 9, Chapter 4.

B. Powers and Duties. The commission performs the following duties:

1. General Plan.

a. The commission conducts public hearings and makes recommendations to the town council on the adoption of, and amendments to, the general plan, which establishes the goals of the town of Sahuarita regarding future development of the town, in accordance with Chapter 18.89 STC (General Plan),

b. The commission may initiate amendments to the general plan;

2. Zoning Code Amendments.

a. The commission conducts public hearings and makes recommendations to the town council on amendments to the zoning code, in accordance with STC 18.01.070 (general provisions),

b. The commission may initiate amendments to the zoning code;

3. Specific Plans. The commission conducts public hearings and makes recommendations to the town council on the adoption of, or amendment to, specific plans;

4. Rezoning. The commission conducts public hearings and makes recommendations to the town council on applications to rezone property;

5. Conditional Uses. The commission conducts public hearings and makes decisions on Type 2 Conditional Uses and recommendations to the town council on Type 3 Conditional Uses.

56. Other Matters. The commission may initiate or conduct special studies relating to planning and zoning matters, and may consider requests for the same from the town council.

C. Composition. The commission is comprised of seven members nominated by each of the six town council members and mayor with their appointments approved by the mayor and town council.

D. Transaction of Business.

1. The commission shall conduct its business in accordance with the Arizona Revised Statutes, applicable town of Sahuarita regulations, and its own adopted rules and regulations.

2. The director of the planning and building department shall be the executive secretary of the commission.

E. Effect of Decisions. All commission recommendations, final actions and findings of decisions will be transmitted to the town council, regardless of vote. [Ord. 2015-098 § 1; Ord. 2011-048 § 1; Ord. 1995-06 § 2. Formerly 18.101.030.]

**Conditional Use Procedure Amendment**

**Stakeholder Group**

Tim Campbell, FICO

Shawn Cote, SAHBA

Ted Herman, Rancho Sahuarita

Chuck Martin, Rick Engineering

Mark Reddie, LVA Urban Design Studio

Amber Smith, MPA

Tim Trospen, Sahuarita Planning and Zoning Commissioner

David Williams, Urban Engineering

Draft emailed for feedback:

- September 2, 2016
- September 23, 2016

## Planning & Zoning Commission Meeting Dates for 2017

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1. Thursday, January 5, 2017
2. Monday, February 6, 2017
3. Monday, March 6, 2017
4. Monday, April 3, 2017
5. Monday, May 1, 2017
6. Monday, June 5, 2017
7. Thursday, July 6, 2017
8. Monday, August 7, 2017
9. Thursday, September 7, 2017
10. Monday, October 2, 2017
11. Monday, November 6, 2017
12. Monday, December 4, 2017