



## STAFF APPROVAL LETTER

7-MS-2014

### 4141 (Scottsdale Financial Center II) Master Sign Program

#### STEP 1

#### STAFF APPROVAL NOTIFICATION

This letter is notification that your request has been conceptually approved by Current Planning Services staff.

**Additional review and permits may be required. Refer to Final Plan Review Submittal Requirements below.**

This approval expires two (2) years from date of approval if a permit has not been issued, or if no permit is required, work for which approval has been granted has not been completed.

#### PROJECT INFORMATION

LOCATION: 4141 N Scottsdale Rd  
PARCEL: 173-51-102C  
Q.S.: 17-45  
ZONING: D/OR-2 PBD DO

APPLICANT: Carisa Mowry  
COMPANY: Airpark Signs & Graphics  
ADDRESS: 1205 N Miller Rd Tempe, AZ 852811856  
PHONE: 480.966.6565

**Request:** Request to approve a new master sign program for 4141 (formerly Scottsdale Financial Center II) to allow contiguous and non-contiguous tenant sign bands, a directory sign, a mid-size monument sign, and revised design standards for tenant wall signs, for an existing commercial office development. No landscape wall signs are proposed.

#### STIPULATIONS

1. All tenant wall signs shall substantially adhere to the 4141 Master Sign Program, 7-MS-2014, submitted by Airpark Signs & Graphics and approved by Current Planning Staff on June 24, 2014.
2. Non-contiguous and contiguous tenant wall signs shall be allowed on the designated sign bands as specified on pages 4 thru 7 of 4141 Master Sign Program.
3. The maximum sign area for a tenant wall sign (whether it is contiguous or non-contiguous to the tenant's frontage) shall be one (1) square feet for every one (1) lineal foot of building wall of the tenant's business frontage.
4. The landlord shall select which tenant will be allowed a wall sign on the designated sign bands of the 4141 Master Sign Program. Written landlord approval shall be required at the time of final plans submittal.
5. No landscape wall signs are approved with this master sign program. However, Board of Adjustment Case# 11-BA-1985 still applies.
6. Any modifications to the 4141 Master Sign Program shall require Development Review Board or staff approval.

**Related Cases:** 7-MS-2014, Plan Check# 3880-00, 11-BA-1985

SIGNATURE: \_\_\_\_\_

Andrew Chi  
Associate Planner

DATE APPROVED: June 24, 2014

#### STEP 2

#### FINAL PLAN REVIEW SUBMITTAL REQUIREMENTS

Signs shall require separate submittal, review and approvals.

Sign permit application and additional submittal requirements: [www.scottsdaleaz.gov/codes/signs](http://www.scottsdaleaz.gov/codes/signs)

# 4141 Signage Criteria

*4141 North Scottsdale Road  
Scottsdale, Arizona*

APPROVED

7-MS-2014

STIPULATION SET

RETAIN FOR RECORDS

JUNE 24, 2014

DATE

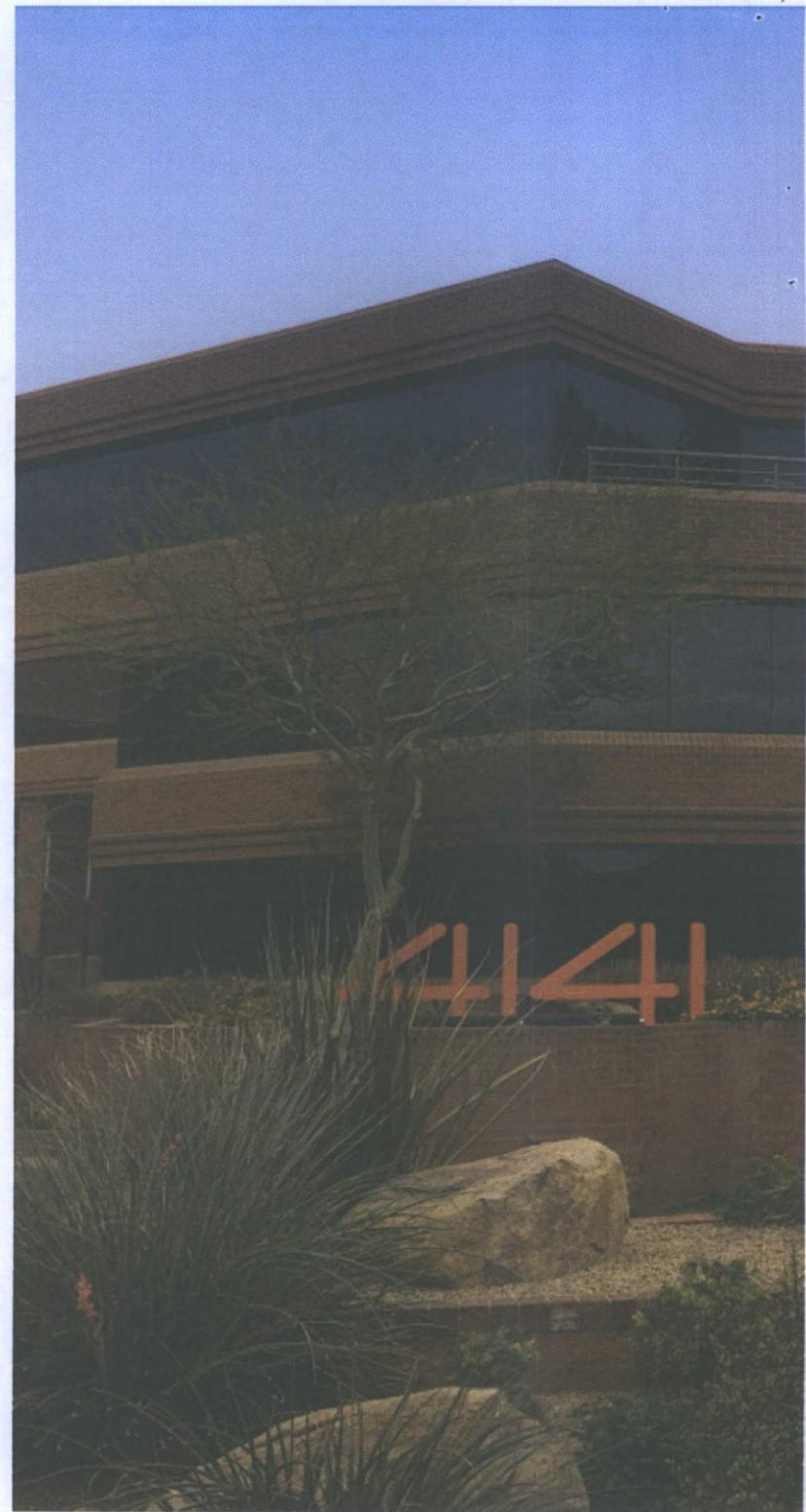
*Andrew Chi*

APPROVED BY

Prepared by:



1205 N. Miller Road  
Tempe, AZ 85281  
480.966.6565  
signs@airparksigns.com



## Project Narrative:

The 4141 Sign Criteria has been established to direct the fabrication and installation of the highest quality signs consistent with the architectural nature of the project.

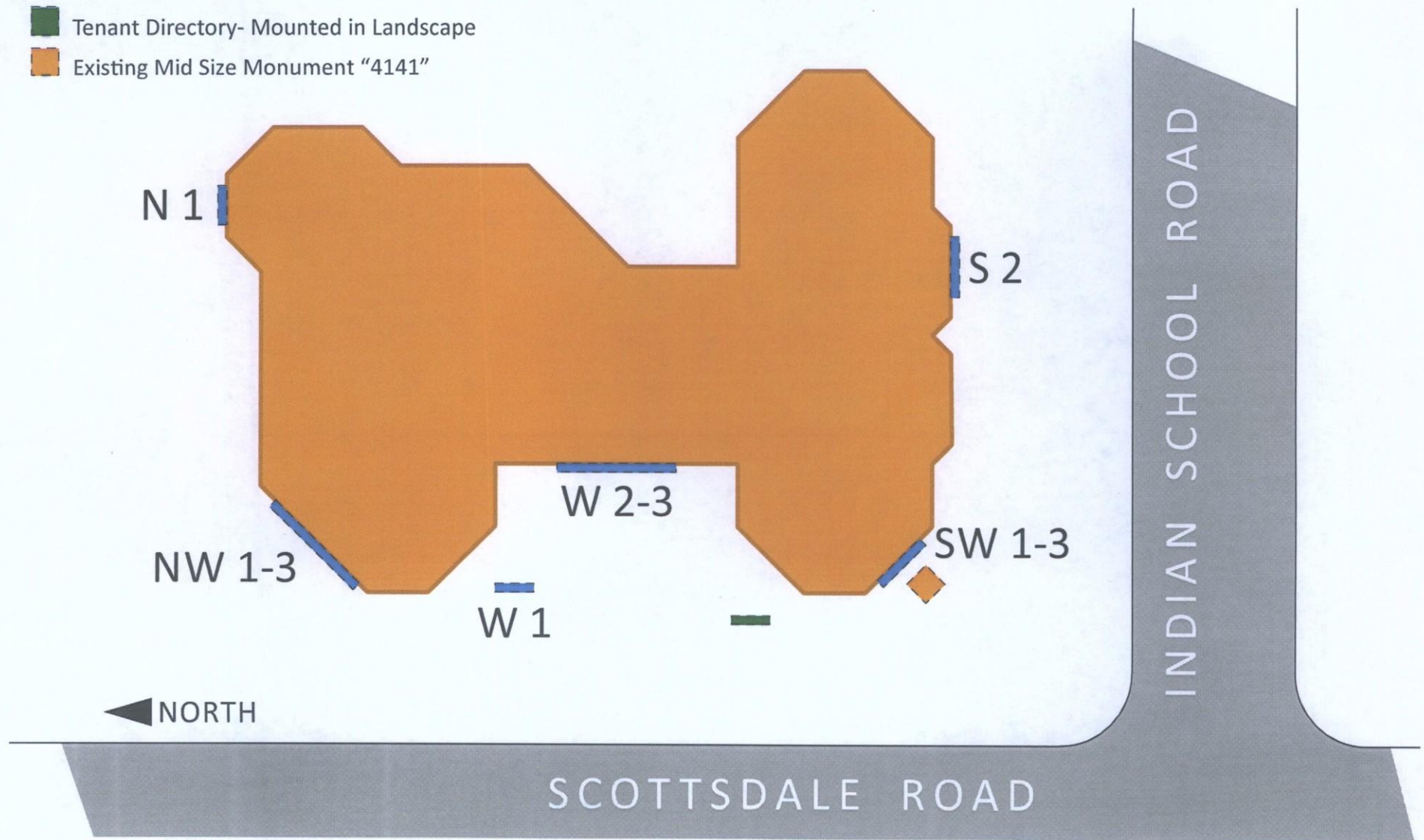
## General Requirements:

- Landlord shall administrate and interpret sign criteria.
- All signs shall be constructed and installed at tenant's expense.
- All signs are to have written landlord approval and City of Scottsdale permit prior to installation.
- Signs installed without approval are subject to removal at tenant's expense. Damages may be assessed to cover cost of repairs to building.
- Tenant and his/her sign contractor shall repair any damage caused to any property as a result of their installation.



# SIGN LOCATION PLAN

- Building Mounted Sign Bands
- Tenant Directory- Mounted in Landscape
- Existing Mid Size Monument "4141"



# NORTH/WEST ELEVATION

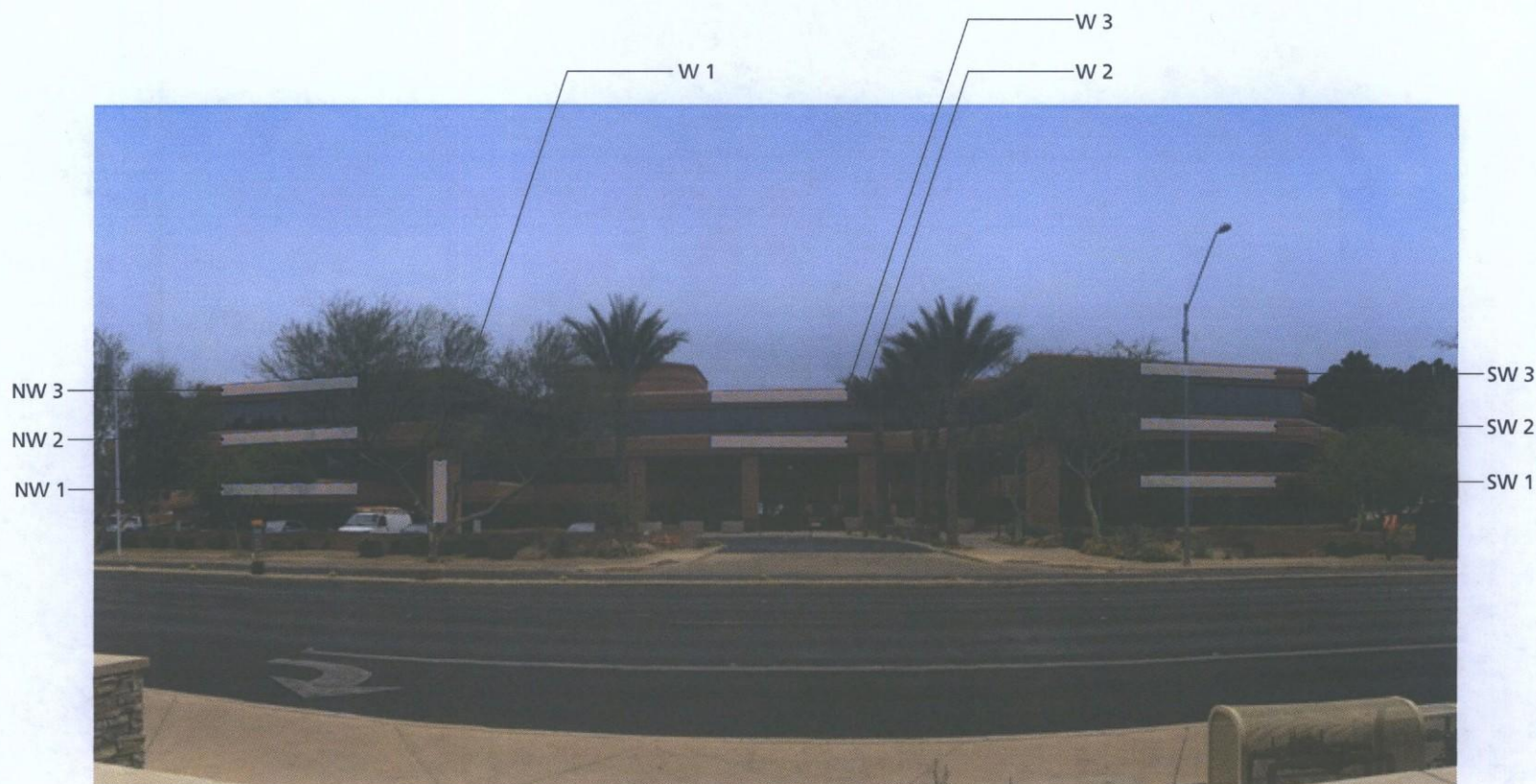
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NORTH/WEST ELEVATION - PROPOSED SIGN ENVELOPES  
scale: not to scale



# WEST ELEVATIONS



WEST ELEVATIONS - PROPOSED SIGN ENVELOPES

scale: not to scale

# NORTH ELEVATION

N 2



NORTH ELEVATION - PROPOSED SIGN ENVELOPES

scale: not to scale



S 2



SOUTH ELEVATION - PROPOSED SIGN ENVELOPES

scale: not to scale



## Construction:

Individual reverse pan channel lettering/logo

## Material:

Paint Loc

## Returns:

Maximum return depth is 4" Minimum depth is 1"

## Color:

Open (With landlord approval)

## Logos:

Permitted (With landlord approval)

## Illumination:

Halo Lit, LED.

\* When illuminated, lexan backs are required.

## Location:

Signs to be mounted in sign bands.

Actual locations to be assigned by landlord.

A total of 14 sign bands are noted for possible locations.

Total area of signs shall not exceed aggregate sign area allowed for the building.

## Size:

Maximum letter/logo height to be 36"

Maximum sign length is 80% of the width of the architectural feature the sign is placed on.

*\*W 1 is a vertical band. Maximum height of sign is 9'*

## Installation:

Signs shall be mounted directly to wall surface within sign band. Clip mounted for non-illuminated signs, and stud mounted with 1.5" float for illuminated signs.

No visible labels are to be permitted except those required by the City of Scottsdale.

## Prior to installation:

All signs to have written landlord approval.

All signs to have City of Scottsdale permit.

36" MAX.

NOT TO EXCEED 80% OF ARCHITECTURAL FEATURE

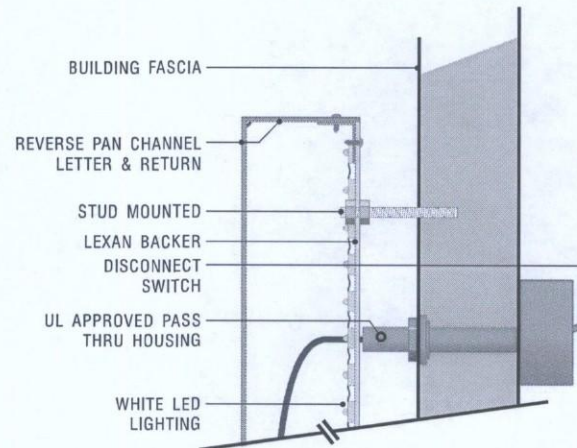
# SIGNAGE

4" MAX. - 1" MIN.

1.5" FLOAT IF SIGN IS ILLUMINATED

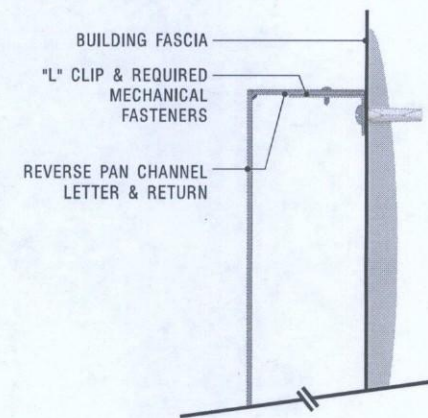
FLUSH IF SIGN IS NON-ILLUMINATED

ILLUMINATED LETTER SECTION



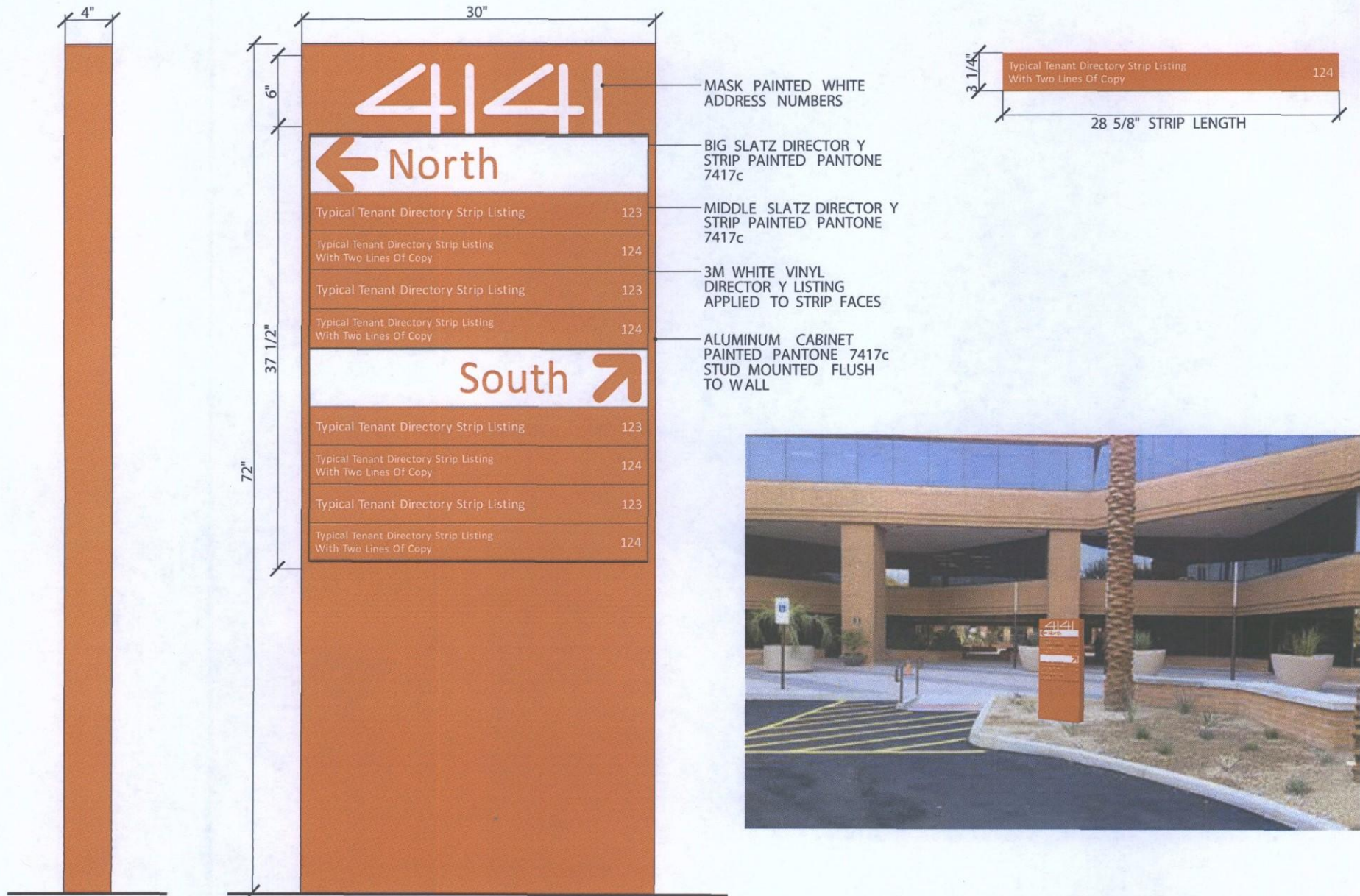
This sign is intended to be installed in accordance with the requirements of article 600 of the national electrical code and/or other applicable local codes. This includes proper grounding and bonding of the sign. All signs fabricated as per 2008 N.E.C. Standards

NON-ILLUMINATED LETTER SECTION





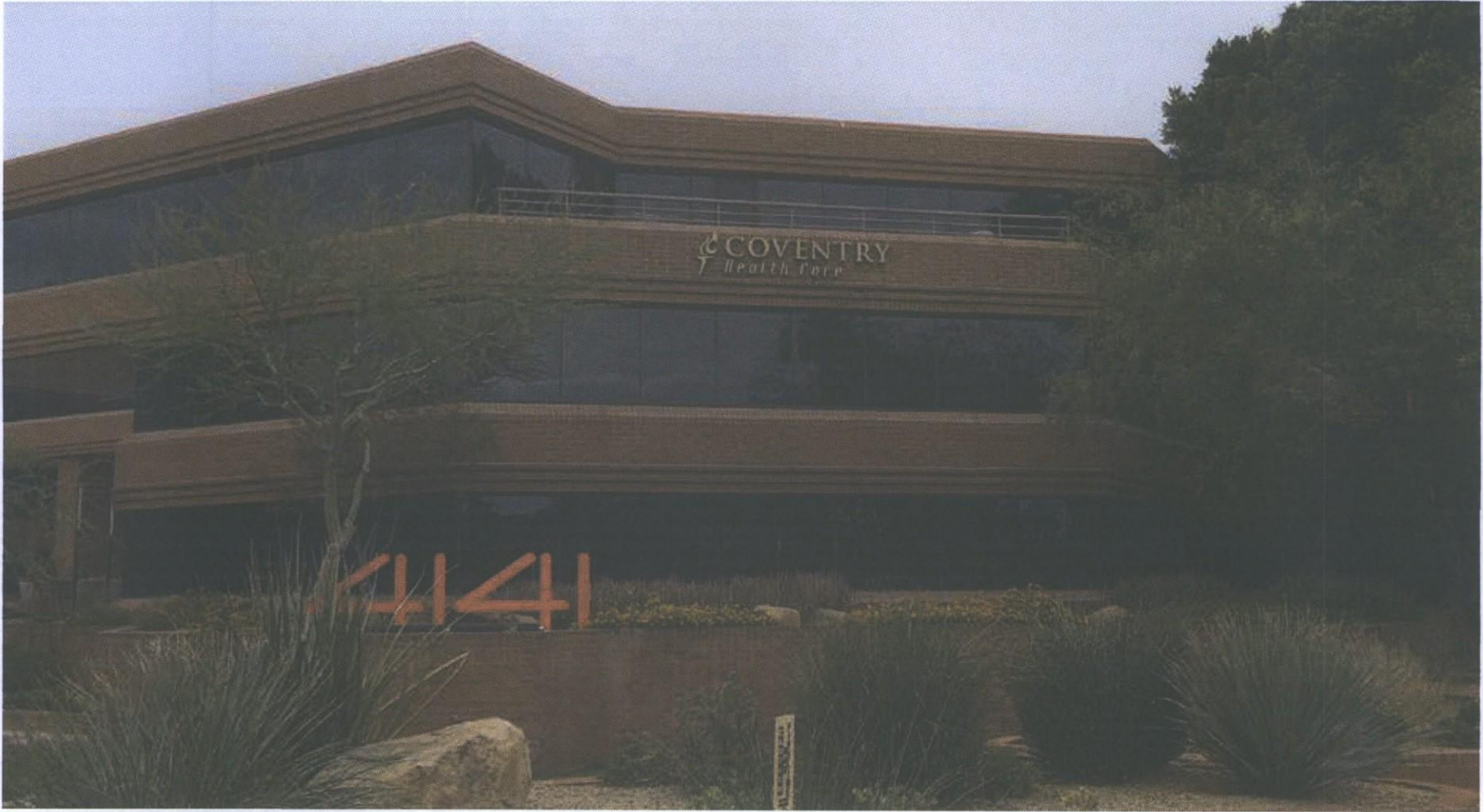
# Tenant Directory Mounted in Landscape





# Existing Mid Size Monument

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Existing Mid Size Monument





AIRPARK  
SIGNS & GRAPHICS

May 30, 2014

Andrew Chi  
City of Scottsdale  
7447 E. Indian School Road, Suite 105  
Scottsdale, AZ 85251

Dear Mr. Chi:

Attached please find the proposed update to the signage criteria for your consideration. To allow multiple tenants to have building mounted signs, we've established sign bands that direct possible placement.

Additionally, the new owners, Westport Capital Partners, LLC (2121 Rosecrans Ave, Suite 4325, El Segundo, CA 90245) are requesting the building be identified as "4141".

The attached will replace what is currently on file. Please contact me with any comments or concerns.

Respectfully,

Gretchen Cherrill  
President



June 3, 2014

Mr. Andrew Chi  
City of Scottsdale  
Planning, Neighborhood and Transportation Division  
7477 E. Indian School Road, Ste. 105  
Scottsdale, AZ 85251

RE: 4141 N. Scottsdale Road  
Scottsdale, AZ

Dear Mr. Chi,

On behalf of the Owners of 4141 N. Scottsdale Holdings, LLC, we approve Airpark Signs and Graphics to amend the existing MSP (Master Sign Program). They would also like to change the name from Scottsdale Financial Center II to 4141.

Thank you and if you have any questions, please do not hesitate to call me at 602-631-6126.

Sincerely,

**Kitchell Property Management,**  
**a division of Kitchell Development Co.**  
**on behalf of 4141 N. Scottsdale Holdings, LLC**

A handwritten signature in dark ink, appearing to read 'Mary C. Wales'.

Mary C. Wales  
Senior Property Manager  
As Agent for Owner





Kitchell Property Management | 1707 E. Highland, #100, Phoenix, AZ 85016 | Phone 602.264.4411 | Fax 602.264.6133 |



7-MS-2014

565-PA-2014

# Pre-Application Request

## Purpose:

The purpose of the Pre-Application submittal, and meeting, is for the applicant and City Staff to discuss a proposed Development Application, and the information and process that is necessary for City Staff to process the proposal.

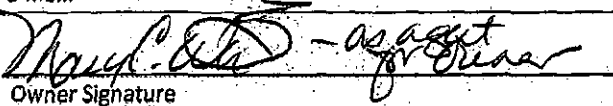

In accordance with the Zoning Ordinance, no development application shall be accepted before a Pre-Application has been submitted, and a Pre-Application meeting has been conducted with City Staff, unless the Pre-Application meeting has been waived by the Zoning Administrator.

## Submittal:

The completed Pre-Application request form, all required materials and fees should be submitted in person to the One-Stop-Shop located at 7447 East Indian School Road. All checks shall be payable to "City of Scottsdale."

## Scheduling

After the Pre-Application packet has been accepted at the One-Stop-Shop, a staff member will contact the Applicant within five (5) Staff Working Days to schedule a Pre-Application meeting with the assigned staff member(s). Generally, a Pre-Application meeting is scheduled within five (5) to fifteen (15) Staff Working Days from the date of the submittal.

Project Name: 4141	
Property's Address: 4141 N. Scottsdale Rd.	APN: 173-51-102C
Property's Zoning District Designation: D/OR-2 PBD DO	
Property Details:	
<input type="checkbox"/> Single-Family Residential <input type="checkbox"/> Multi-Family Residential <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other	
Has a 'Notice of Compliance' been issued? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, provide a copy with this submittal	
Owner: Pete Campbell	Applicant: Carisa Mowry / Gretchen Cherrill
Company: Westport Capital Partners LLC	Company: Airpark Signs & Graphics
Address: 2121 Rosecrans Ave Ste 4325 El Segundo, CA	Address: 1205 N. Miller Rd. Tempe, AZ
Phone: 310.294.1241 Fax: 310.643.7379	Phone: 480.966.6565 Fax: 480.966.5668
E-mail: pcampbell@westportcp.com	E-mail: carisa@airparksigns.com
 Owner Signature	 Applicant Signature
Official Use Only Submittal Date: _____ Application No.: _____ -PA- _____	
Project Coordinator: _____	

Planning, Neighborhood & Transportation Division

7447 E Indian School Road Ste 105, Scottsdale, AZ 85251 Phone: 480.312.7000 Fax: 480.312.7088

Page 1 of 2

Revision Date: 12/17/2012

6/6/14: Assign to Andrew Chm per Andrew Chm Thrus!  
6/6/14



# Pre-Application Request

## Development Application Type:

Please check the appropriate box of the Type(s) of Application(s) you are requesting

Zoning	Development Review	Signs
<input type="checkbox"/> Text Amendment (TA)	<input type="checkbox"/> Development Review (Major) (DR)	<input checked="" type="checkbox"/> Master Sign Program (MS)
<input type="checkbox"/> Rezoning (ZN)	<input type="checkbox"/> Development Review (Minor) (SA)	<input type="checkbox"/> Community Sign District (MS)
<input type="checkbox"/> In-fill Incentive (II)	<input type="checkbox"/> Wash Modification (WM)	Other
<input type="checkbox"/> Conditional Use Permit (UP)	<input type="checkbox"/> Historic Property (HP)	<input type="checkbox"/> Annexation/De-annexation (AN)
Exemptions to the Zoning Ordinance	Land Divisions (PP)	<input type="checkbox"/> General Plan Amendment (GP)
<input type="checkbox"/> Hardship Exemption (HE)	<input type="checkbox"/> Subdivisions	<input type="checkbox"/> In-Lieu Parking (IP)
<input type="checkbox"/> Special Exception (SX)	<input type="checkbox"/> Condominium Conversion	<input type="checkbox"/> Abandonment (AB)
<input type="checkbox"/> Variance (BA)	<input type="checkbox"/> Perimeter Exceptions	Other Application Type Not Listed
<input type="checkbox"/> Minor Amendment (MA)	<input type="checkbox"/> Plat Correction/Revision	<input checked="" type="checkbox"/> \$100 MSP

## Submittal Requirements: (fees subject to change every July)

☒ Pre-Application Fee: \$ 87.00 + \$100.00 = \$187

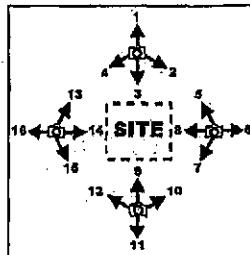
☒ Records Packet Fee: \$ N/A  
Processed by staff. The applicant need not visit the Records desk to obtain the packet.  
(Only required for ZN, II, UP, DR, PP, AB applications, or otherwise required by Staff)

☒ Application Narrative  
The narrative shall describe the propose of the request, and all pertinent information related to the request, such as, but not limited to, site circulation, parking and design, drainage, architecture, proposed land use, and lot design.

☒ Property Owner Authorization Letter  
(Required for the SA and MS Pre-Applications)

☒ Site/Context Photographs

- Provide color photographs showing the site and the surrounding properties. Use the guidelines below for photos.
- Photos shall be taken looking in towards the project site and adjacent to the site.
- Photos should show adjacent improvements and existing on-site conditions.
- Each photograph shall include a number and direction.
- Sites greater than 500 ft. in length, also take the photo locations shown in the dashed lines.
- Photos shall be provided 8 1/2 x 11 paper, max. two per page.



- The following list of Additional Submittal Information is not required for a Pre-Application meeting, unless indicated below by staff prior to the submittal of this request.
- Applicants are advised to provide any additional information listed below. This will assist staff to provide the applicant with direction regarding an application.

## Additional Submittal Information

- ☒ Site Plan (two copies)
- ☐ Subdivision plan (two copies)
- ☐ Floor Plans (two copies)
- ☒ Elevations (two copies)
- ☐ Landscape plans (two copies)
- ☐ H.O.A. Approval letter
- ☒ Sign Criteria Regulations & Language (two copies)
- ☐ Material Samples – color chips, awning fabric, etc.
- ☐ Cross Sections – for all cuts and fills
- ☐ Conceptual Grading & Drainage Plan (three copies)
- ☐ Exterior Lighting – provide cut sheets, details and photometrics for any proposed exterior lighting.
- ☐ Boundary Survey (required for minor land divisions)
- ☐ Areal of property that includes property lines and highlighted area abandonment request.
- ☐ One copy of the recorded document for the area that is requested to be abandoned. Such as: subdivision plat, map of dedication, GLO (General Land Office) federal patent roadway easement, or separate dedication document. A copy of most recorded documents to be abandoned may be purchased at the City of Scottsdale Records Dept. (480-312-2356), or the Maricopa County Recorder's Office (602-506-3535). A copy of the General Land Office (GLO) federal patent roadway easement may be purchased from the Bureau of Land Management (602-417-9200).

## Planning, Neighborhood & Transportation Division

7447 E Indian School Road Ste 105, Scottsdale, AZ 85251 Phone: 480-312-7000 Fax: 480-312-7088