

Project Application

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City Of Sedona
Community Development Department
 102 Roadrunner Drive Sedona, AZ 86336
 (928) 282-1154 • www.sedonaaz.gov/cd

Application for (check all that apply):

- Conceptual Review
 Comprehensive Review
 Appeal
 Time Extension
 Community Plan Amendment
 Development Review
 Subdivision
 Minor Modification
 Zone Change
 Conditional Use Permit
 Variance

Project Information	Project Name	Circle K - Sedona		
	Project Address	2820 W SR89A	Parcel No. (APN)	408-24-536C
	Primary Contact	Sean McCarley	Primary Phone	317-417-7133
	Email	sean.mccarley@cesoinc.com	Alt. Phone	
	Address	1130 W Warner Rd	City/State/ZIP	Tempe AZ 85254
Office Use Only	Application No	P226-00003 (DEV)	Date Received	3/9/2026
	Received by	Cari TE	Fee Paid	\$ 1,250

Project Description	New Circle K convenience Store @ intersection of SR89A & Southwest Dr Extension - P2 23-00001 (DEV)
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 MAR 05 2026

CITY OF SEDONA
 COMMUNITY DEVELOPMENT

Additional Contact Information: Please complete the following for all companies/people authorized to discuss the project with the City. Please attach additional sheets if necessary.

Contact #1	Company	Helix Engineering	Contact Name	Steve Bowser
	Project Role	Project Engineer	Primary Phone	602-757-8016
	Email	sb@hxeng.com	Alt. Phone	
	Address	3240 E. Union Hills Dr. #113	City/State/ZIP	Phoenix, AZ 85050
Contact #2	Company	RDC	Contact Name	Megan Flynn
	Project Role	Project Architect	Primary Phone	703.659.8233
	Email	Megan.Flynn@rdcollaborative.com	Alt. Phone	
	Address	20365 Exchange Street, Suite 220	City/State/ZIP	Ashburn, VA 20147
Contact #3	Company	Circle K	Contact Name	Brian Dalkhe
	Project Role	Project Owner	Primary Phone	(262) 366-0729
	Email	bdahlke@circlek.com	Alt. Phone	
	Address	1130 W. Warner Rd	City/State/ZIP	Tempe AZ 85284

February 26, 2026

City of Sedona
Planning & Zoning Department
102 Roadrunner Drive
Sedona, AZ 86336

Re: Request for Extension of Site Plan Approval
Project: Circle K Store – PZ23-00001 (DEV)
Property Address: 2820 W SR89A, Sedona, AZ 86336

Dear City of Sedona Planning & Zoning Staff,

On behalf of Circle K Stores Inc., the property owner, we hereby respectfully request a first time extension of the Site Plan Approval granted for the above-referenced project. The original approval was granted on May 21, 2024, with a current expiration date of June 5, 2026. We are requesting an extension of up to two (2) years from the original expiration date, as permitted under LDC Section 8.3.H(3).

I. Reasons for Extension Request

Despite the good faith and diligent efforts of Circle K and its project team, two significant circumstances have prevented completion of the necessary requirements within the originally authorized timeframe:

A. Transition to New Architect and Non-Prototypical Building Design

Following receipt of the Site Plan Approval in May 2024, Circle K determined it was necessary to engage a new architect for the project. Because this location requires a non-prototypical building design — one that could not simply be adapted from Circle K's standard prototype — the new architect was required to develop the building design from scratch. This process added significant time to the Construction Document (CD) phase of the project and was not anticipated at the time of the original approval.

B. Drainage Easement Complications with Adjacent Property Owner

Throughout the CD Review Phase, Circle K's project team made repeated attempts to contact the adjacent property owner, Navajo Lofts, in order to execute a drainage easement that would have allowed Circle K's drainage infrastructure to be located on the Navajo Lofts property. Upon finally receiving a response from Navajo Lofts, Circle K learned that Navajo Lofts was in the process of revising its own water plans with Arizona Water Company, and as a result, was unable to execute the proposed easement.

This circumstance was entirely beyond Circle K's control. In response, Circle K's civil and landscape design team undertook a significant redesign effort to relocate all drainage infrastructure onto Circle K's own property. This redesign required additional engineering work, plan revisions, and resubmittal to the City, all of which added considerable time to the project schedule.

II. Evidence in Support of Extension – LDC Section 8.3.H(3)d

In accordance with LDC Section 8.3.H(3)d, Circle K submits the following evidence in support of this extension request:

Criterion 1 – Circumstances Beyond Applicant's Control: As described above, the inability to obtain Navajo Lofts' signature on the drainage easement — due to Navajo Lofts' own third-party commitments with Arizona Water Company — constitutes a circumstance entirely outside of Circle K's control. This directly necessitated a full redesign of the drainage system and extended the project timeline despite Circle K's good faith efforts.

Criterion 2 – Substantial Investment and Progress: Circle K has made substantial financial and professional commitments in reliance upon the approved Site Plan. These include the engagement and retention of a new architect, civil engineers, and landscape designers; the full development of a non-prototypical building design; completion of Construction Documents through multiple review cycles; and redesign of the civil and landscape plans following the easement complications. The revised plan set reflecting the drainage infrastructure redesign is being submitted to the City on or around February 27, 2026.

Criterion 3 – Good Faith, Diligent Pursuit, and Good Standing: Circle K is actively and diligently pursuing implementation of this project. The project is nearing the construction handover phase. Circle K has initiated a competitive bidding process with prospective General Contractors and anticipates receiving final bids on or around March 3, 2026. Circle K is current on all City fees, including wastewater billing charges, and there are no known code violations, environmental issues, or health and safety issues existing on the property.

III. Conclusion

Circle K Stores Inc. respectfully requests that the City of Sedona grant a first time extension of the Site Plan Approval for the Circle K Store at 2820 W SR89A (PZ23-00001), extending the expiration date by up to two (2) years from June 5, 2026. The delays encountered were the result of circumstances both unforeseen and largely beyond our control, and significant investment has been made in good faith to advance this project. Circle K remains committed to diligently completing all requirements and moving forward with construction at the earliest opportunity.

Thank you for your consideration. Please do not hesitate to contact me with any questions or if additional information is required.

Respectfully submitted,

Sean McCarley

Project Manager

317-417-7133

sean.mccarley@cesoinc.com

On behalf of Circle K Stores Inc.

EXHIBIT A – PROPERTY OWNER AUTHORIZATION

Letter of Authorization

The undersigned, as an authorized representative of Circle K Stores Inc., the fee owner of the real property located at 2820 W SR89A, Sedona, AZ 86336 (APN: 408-24-536C), hereby authorizes Sean McCarley, Project Manager, to act as the authorized agent on behalf of Circle K Stores Inc. for the purpose of submitting and pursuing a Request for Extension of Site Plan Approval (PZ23-00001) with the City of Sedona Planning & Zoning Department.

Circle K Stores Inc. confirms that it is the current owner of the above-referenced property and supports this extension request.

Circle K Stores Inc.



Signature

Danielle Burgess

Printed Name

Assistant Secretary

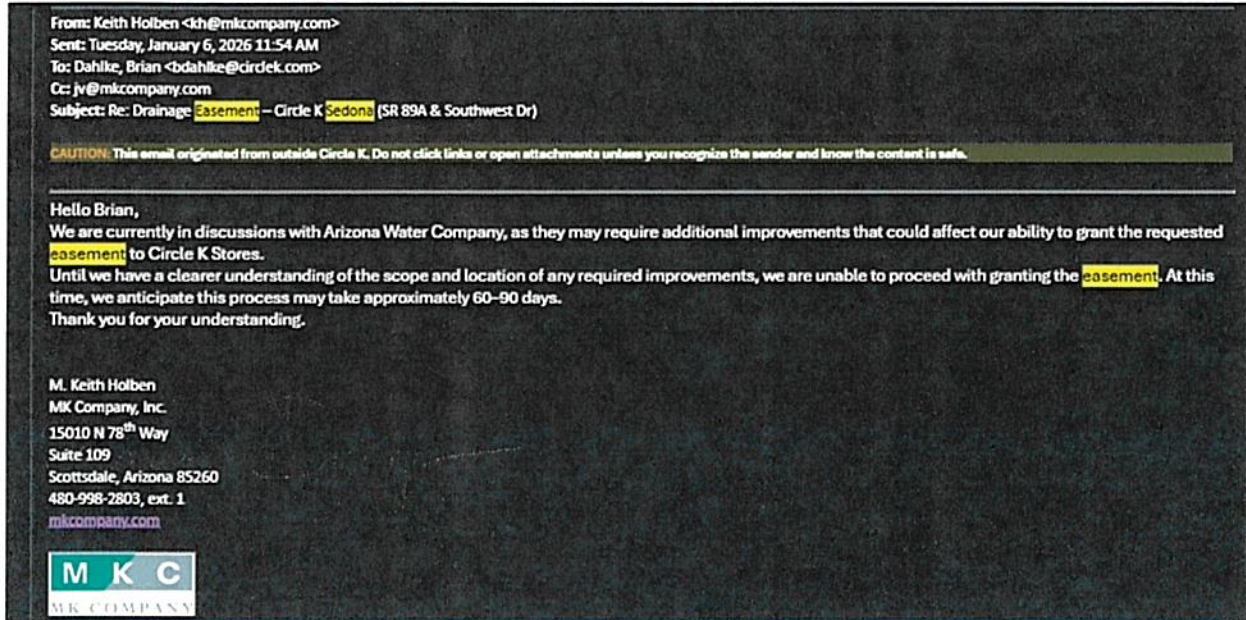
Title

2/26/2024

Date

EXHIBIT B – EVIDENCE OF “EASEMENT DELAY”

Email from MKC Holdings (Navajo Lofts):



Email From Arizona Water Company confirming revisions to Navajo Lofts Plans:

