



City of Littleton

Littleton Center
2255 West Berry Avenue
Littleton, CO 80120

Meeting Agenda - Final Appeals & Adjustment Commission

Wednesday, September 16, 2026

6:30 PM

Council Chamber

Regular Meeting

1. Roll Call

2. Pledge of Allegiance

3. Approval of Agenda

4. Minutes to be Approved

- a) [ID# 26-092](#) Certification of the April 15, 2026 transitional & regular meeting minutes of the Littleton Appeals & Adjustment Commission

Attachments: [1. 04-15-2026 - AAC Minutes_DRAFT](#)

5. Public Comment

If you wish to address the board under Public Comment, please sign-in on the public speaker form before the call to order for this meeting. Public Comment is an opportunity to express opinions regarding issues that are not part of public hearings on tonight's agenda; a separate opportunity will be provided for comment for any public hearing. Each speaker is limited to three (3) minutes. We expect comments to be civil. Disrespectful or disruptive behavior will not be tolerated. The board is not authorized under the Colorado Open Meetings Law to discuss, comment, or take action at this meeting on any issue raised by public comment that is not part of tonight's agenda.

6. General Business - None

7. Public Hearing

*** There will be one presentation and one public hearing for all seven (7) resolutions. Motions and votes for each item will be conducted separately. ***

- a) [AAC Resolution 03-2026](#) AAC Resolution 03-2026: Approving a variance for 2450 W Main Street to allow for a marquee sign to be placed on the west side of the facade where the permitted location is above the entrance

Attachments: [1. AAC Resolution No. 03-2026](#)
[2. Staff Report](#)
[3. Applicant Decision Criteria Narrative](#)
[4. Plan Set for VAR26-0002](#)
[5. Presentation AAC Res. 03-09-2026](#)

- b) [AAC Resolution 04-2026](#) AAC Resolution 04-2026: Approving a variance for 2450 W Main Street to allow for a marquee sign to project 6FT from the face of the building where the permitted projection is 4FT
Attachments: [1. AAC Resolution No. 04-2026](#)
- c) [AAC Resolution 05-2026](#) AAC Resolution 05-2026: Approving a variance for 2450 W Main Street to allow for a marquee sign to have a sign area of 42.89SF where the permitted sign area is 33.7SF
Attachments: [1. AAC Resolution No. 05-2026](#)
- d) [AAC Resolution 06-2026](#) AAC Resolution 06-2026: Approving a variance for 2450 W Main Street to allow for a marquee sign to have a maximum clearance above grade of 30FT where the permitted maximum clearance above grade is 25FT
Attachments: [1. AAC Resolution No. 06-2026](#)
- e) [AAC Resolution 07-2026](#) AAC Resolution 07-2026: Approving a variance for 2450 W Main Street to allow for a marquee sign to have exposed bulb lighting where the permitted lighting is internal or halo
Attachments: [1. AAC Resolution No. 07-2026](#)
- f) [AAC Resolution 08-2026](#) AAC Resolution 08-2026: Approving a variance for 2450 W Main Street to allow for two (2) window signs where the permitted number of window signs is one (1)
Attachments: [1. AAC Resolution No. 08-2026](#)
- g) [AAC Resolution 09-2026](#) AAC Resolution 09-2026: Approving a variance for 2450 W Main Street to allow for window signs to have exposed bulb lighting where the permitted lighting is internal
Attachments: [1. AAC Resolution No. 09-2026](#)

8. Comments / Reports

- I. Community Development Director
- II. Community Development Staff
- III. Board Members
- IV. Chair

9. Adjournment

The public is invited to attend all regular meetings or study sessions of the city council or any city board, commission, or committee. Please call 303-795-3780 at least 48 hours prior to the meeting if you believe you will need special assistance or any reasonable accommodation in order to attend, or participate in, any such meeting. For any additional information concerning city meetings, please call the city clerk's office at the above referenced number.



Staff Communication

File #: ID# 26-092, **Version:** 1

Agenda Date: 9/16/2026

Subject:

Certification of the April 15, 2026 transitional & regular meeting minutes of the Littleton Appeals & Adjustment Commission

Prepared by: Wendy J. Shea-Tamag, Deputy City Clerk

I hereby certify that the attached minutes are an accurate representation of motions made and action taken at the April 15, 2026, transitional & regular meeting of the Littleton Appeals & Adjustment Commission. I have also reviewed the video recording for the April 15, 2026, transitional & regular meeting of the appeals & adjustment commission and certify that the video recording is a full, complete, and accurate record of the proceedings.

PROPOSED MOTION:

I move to approve the April 15, 2026, transitional & regular meeting of the Littleton Appeals & Adjustment Commission.



City of Littleton

Littleton Center
2255 West Berry Avenue
Littleton, CO 80120

Meeting Minutes - Draft

Appeals & Adjustment Commission

Wednesday, April 15, 2026

6:30 PM

Council Chamber

Transitional Regular Meeting - Start Time is Approximate

Transitional Meeting

Roll Call

Present 3 - Commissioner LeVier, Commissioner Gooch, and Commissioner Frederick

Absent 2 - Commissioner Eaby and Commissioner Blake

Nomination for and Election of Commission Chair

Commissioner LeVier self nominated to be considered for chair. He accepted the nomination. With no further nominations the nominations were closed.

Commissioner Gooch move and Commissioner Frederick seconded to appoint Commissioner LeVier as Chair of the Appeals & Adjustment Commission. The vote is 3-0. The motion carries.

Aye: 3 - Commissioner LeVier, Commissioner Gooch and Commissioner Frederick

Absent: 2 - Commissioner Eaby and Commissioner Blake

Nomination for and Election of Commission Vice Chair

Chair LeVier nominated Commissioner Eaby for Vice Chair. Commissioner Eaby accepted the possibility of nomination via email. With no further nominations the nominations were closed.

Commissioner Gooch moved and Commissioner Frederick seconded to appoint Commissioner Eaby as Vice Chair of the Appeals and Adjustment Commission. The vote is 3-0. The motion carries,

Aye: 3 - Commissioner LeVier, Commissioner Gooch and Commissioner Frederick

Absent: 2 - Commissioner Eaby and Commissioner Blake

Adjournment

Deputy City Clerk, Wendy Shea-Tamag adjourned the meeting at 6:38p.m.

Regular Meeting

1. Roll Call

Present 3 - Chair LeVier, Commissioner Gooch and Commissioner Frederick

Absent 2 - Vice Chair Eaby and Commissioner Blake

2. Pledge of Allegiance

3. Approval of Agenda

4. Minutes to be Approved

- a) [ID# 26-048](#) Certification of the February 18, 2026 regular meeting minutes of the Littleton Appeals & Adjustment Commission

Chair LeVier moved and Commissioner Gooch seconded to approve, based on the clerk's certification, the February 18, 2026 regular meeting minutes. The vote is 3-0. The motion carries.

Aye: 3 - Chair LeVier, Commissioner Gooch and Commissioner Frederick

Absent: 2 - Vice Chair Eaby and Commissioner Blake

5. Public Comment

No comments

6. General Business - None

7. Public Hearing

- a) [AAC Resolution 02-2026](#) AAC Resolution 02-2026: Approving a variance to allow for an addition to an accessory structure with setbacks to the north of 2.6' and setbacks to the west of 1.3', where the maximum permitted setback for accessory buildings is five (5) feet.

Chair LeVier opened the public comment portion of the public hearing at 7:10p.m.

Stew Meagher, Dist. II - opposed

Sally Bertolli, Dist. II - opposed

Mary Carroll, Dist. II - opposed

Kelly McMann, Dist. II - opposed

Pam Chadbourne, Dist. I - opposed

Chair LeVier closed the public comment portion of the public hearing at 7:21p.m.

Chair LeVier moved and Commissioner Gooch seconded to approve AAC Resolution 02-2026 approving a variance at 5687 S. Louthan St. to allow for an addition to an accessory structure with setbacks to the north of 2.6' and setbacks to the west of 1.3', where the maximum permitted setback for accessory building is five (5) feet. the vote is 0-3 with Chair LeVier, Commissioner Gooch &

Commissioner Frederick voting no. The motion fails.

Nay: 3 - Chair LeVier, Commissioner Gooch and Commissioner Frederick

Absent: 2 - Member Eaby and Blake

8. Comments / Reports

I. Community Development Staff

No report

II. City Attorney/City Clerk

Attorney - No report

Deputy City Clerk - There is no meeting scheduled for May, but Wendy will email either way on the Thursday before the next meeting.

III. Board Members

No reports

IV. Chair

No report

9. Adjournment

Chair LeVier adjourned the meeting at 7:38p.m.



Staff Communication

File #: AAC Resolution 03-2026, **Version:** 1

Agenda Date: 09/16/2026

Subject:

AAC Resolution 03-2026: Approving a variance for 2450 W Main Street to allow for a marquee sign to be placed on the west side of the facade where the permitted location is above the entrance

Prepared by:	Sara Dusenberry, Senior Planner
Presentations:	Sara Dusenberry, Senior Planner

PURPOSE:

Table 10-2-5.1.2 of the Unified Land Use Code (ULUC) requires marquee signs to be placed above the entrance of a building. The applicant seeks a variance to allow for a marquee sign to be installed on the west side of the front façade of 2450 W Main St.

LONG-TERM OUTCOME(S) SERVED:

High-Quality Governance

DISCUSSION:

Variances are typically considered when the strict application of the Littleton City Code creates an undue hardship on an applicant or when a hardship is created by physical surroundings. The applicant is requesting the variance to install a marquee sign on the west side of the facade. The applicant noted the variance requested is due to the unique architectural characteristics of the building and to replicate historic theater signage.

BACKGROUND:

The variance request was evaluated against the variance criteria set forth in Section 10-9-9.4.C.1 and 10-9-9.4.C.2.a. of the ULUC and listed below:

All Variances

- a. Strict application of the provisions of this Code would impose an undue hardship on the applicant and deprive the applicant of rights commonly enjoyed by other residents of the district in which the property is located.
- b. The hardship is based on or results from the particular physical surroundings, shape, or topographical conditions of the subject property.
- c. The hardship under which the variance is sought was not created by the owner, occupant, or agent of the owner of the property in question.
- d. The variance requested is the minimum necessary that will make possible a permitted use of the land, building, or structure.
- e. A variance will not confer on the applicant any special privilege that is denied to other lands or structures in the same district.

- f. A variance will not adversely affect the public health, safety, and welfare.

Sign Variances

1. There are special circumstances or conditions, such as the existence of buildings, topography, vegetation, sign structures, or other matters on adjacent or within the adjacent public right-of-way that substantially restrict the effectiveness of the sign in question. Such special circumstances or conditions shall be peculiar to the particular business or enterprise to which the applicant desires to draw attention, and do not apply in general to all businesses or enterprises in the area; and
2. The Variance would be generally consistent with the purposes of this Code and, specifically, would not be injurious to the neighborhood in which the business or enterprise to which the applicant desires to draw attention is located.

In staff's opinion, the proposed application meets 8 of the 8 review criteria, as elaborated in the staff report.

Prior Actions or Discussions

3/12/2026 Pre-Application Meeting (PREAPP26-0009)

8/17/2026 Historical Preservation Commission approves Certificate of Appropriateness for proposed signs (COA26-0002)

FISCAL IMPACTS:

N/A

ALTERNATIVES:

The Appeals and Adjustment Commission (AAC) may either approve, approve with conditions, deny the request, or continue consideration to gather more information. If the commission denies the request or places a condition of approval objectionable to the applicant, the applicant may appeal the decision to city council within 15 days of the decision.

STAFF RECOMMENDATION:

Based on staff's analysis, it appears the proposed variance is not in compliance with the approval criteria in Section 10-9-9.4.C.1 and 10-9-9.4.C.2.a., as detailed in the staff report. Therefore, staff recommends approval of AAC Resolution 03-2026.

PROPOSED MOTION:

I move to approve AAC Resolution 03-2026 approving a variance for 2450 W Main Street to allow for a marquee sign to be placed on the west side of the façade where the permitted location is above the entrance.

REFERENCES:

Unified Land Use Code (ULUC) Variances:

<https://online.encodeplus.com/regs/littleton-co-cc/doc-viewer.aspx#secid-3305>

Unified Land Use Code (ULUC) DT Sign Standards:

<https://online.encodeplus.com/regs/littleton-co-cc/doc-viewer.aspx#secid-3056>

[<https://online.encodeplus.com/regs/littleton-co-cc/doc-viewer.aspx>](https://online.encodeplus.com/regs/littleton-co-cc/doc-viewer.aspx)

CITY OF LITTLETON, COLORADO

Resolution 03

Series, 2026

**A RESOLUTION OF THE APPEALS AND ADJUSTMENT COMMISSION OF
THE CITY OF LITTLETON, APPROVING A VARIANCE AT 2450
WEST MAIN STREET TO ALLOW FOR A MARQUEE SIGN TO BE
INSTALLED ON THE WEST SIDE OF THE FACADE WHERE THE
PERMITTED LOCATION IS ABOVE THE ENTRANCE**

WHEREAS, the Littleton City Code grants the Appeals and Adjustment Commission powers to hear and decide requests for variances under Title 10 (Unified Land Use Code) of the Littleton City Code; and

WHEREAS, the Appeals and Adjustment Commission held a public hearing on September 16, 2026, to consider a proposal for a variance request to allow for a marquee sign to be placed on the west side of the façade where the permitted location is above the entrance; and

WHEREAS, the Appeals and Adjustment Commission considered evidence and testimony concerning the proposed variance at said public hearing; and

WHEREAS, the Appeals and Adjustment Commission finds in fact that strict application of the code would impose an undue hardship on the applicant, and deprive the applicant of rights commonly enjoyed by other residents of the district in which the property is located; and

WHEREAS, the Appeals and Adjustment Commission finds in fact that the hardship is based on or results from the particular physical surroundings, shape, or topographical conditions of the subject property; and

WHEREAS, the Appeals and Adjustment Commission finds in fact that the hardship under which the variance is sought was not created by the owner, occupant, or agent of the owner of the property in question; and

WHEREAS, the Appeals and Adjustment Commission finds in fact that the variance requested is the minimum necessary that will make possible a permitted use of the land, building, or structure; and

WHEREAS, the Appeals and Adjustment Commission finds in fact that the variance will not confer on the applicant any special privilege that is denied to other lands or structures in the same district; and

WHEREAS, the Appeals and Adjustment Commission finds in fact that the variance will not adversely affect the public health, safety, and welfare; and

46 **WHEREAS**, the Appeals and Adjustment Commission finds that there are special
47 circumstances or conditions, such as the existence of buildings, topography, vegetation, sign
48 structures, or other matters on adjacent lots or within the adjacent public right-of-way that
49 substantially restrict the effectiveness of the sign in question. They further find such special
50 circumstances or conditions are peculiar to the particular business or enterprise to which the applicant
51 desires to draw attention, and do not apply in general to all businesses or enterprises in the area; and

52
53 **WHEREAS**, the Appeals and Adjustment Commission finds that the variance would be
54 generally consistent with the purposes of the City Code and, specifically, would not be injurious to
55 the neighborhood in which the business or enterprise to which the applicant desires to draw attention
56 is located.

57
58 **NOW, THEREFORE, BE IT RESOLVED BY THE APPEALS AND**
59 **ADJUSTMENT COMMISSION OF THE CITY OF LITTLETON, COLORADO, THAT:**

60
61 **Section 1.** The Appeals and Adjustment Commission does hereby approve a variance at 2450
62 West Main Street to allow for a marquee sign to be placed on the west side of the façade where the
63 permitted location is above the entrance.

64
65 INTRODUCED, READ AND ADOPTED at a regularly scheduled meeting of the Appeals
66 and Adjustment Commission of the City of Littleton, Colorado, on the 16th day of September 2026,
67 at 6:30 p.m. at the Littleton Center, 2255 West Berry Avenue, Littleton, Colorado.

68 ATTEST:

69
70
71 _____
72 Colleen L. Norton
73 CITY CLERK

74 APPROVED AS TO FORM

75
76
77 _____
78 Ashley Augustin
79 DEPUTY CITY ATTORNEY

Tim Levier
CHAIR





Staff Report

Meeting Date: September 16, 2026

Planner: Sara Dusenberry, Senior Planner

APPLICATION SUMMARY:

Case Number: VAR26-0002

Application Type: Variance Request

Location: 2450 W Main Street

Applicant: Paul Bryant

Owner: City of Littleton

Zoning District: Downtown Main Street (DMS)

Applicant Request: Approving variances for marquee and window signage.

PROCESS:

Section 10-9-9.4 of the City Code gives the Appeals and Adjustment Commission (AAC) authority to grant variances where “a deviation from a standard of this Code that is greater than that allowed by an Administrative Adjustment pursuant to Section 10-9-9.1.” No variance can be approved unless the AAC determines the criteria stated in Section s10-9-9.4.C.1 and 2 have been met.

A public hearing by the AAC is necessary because the variance request is outside the purview of qualification as an administrative adjustment per Section 10-9-9.1.

LOCATION:

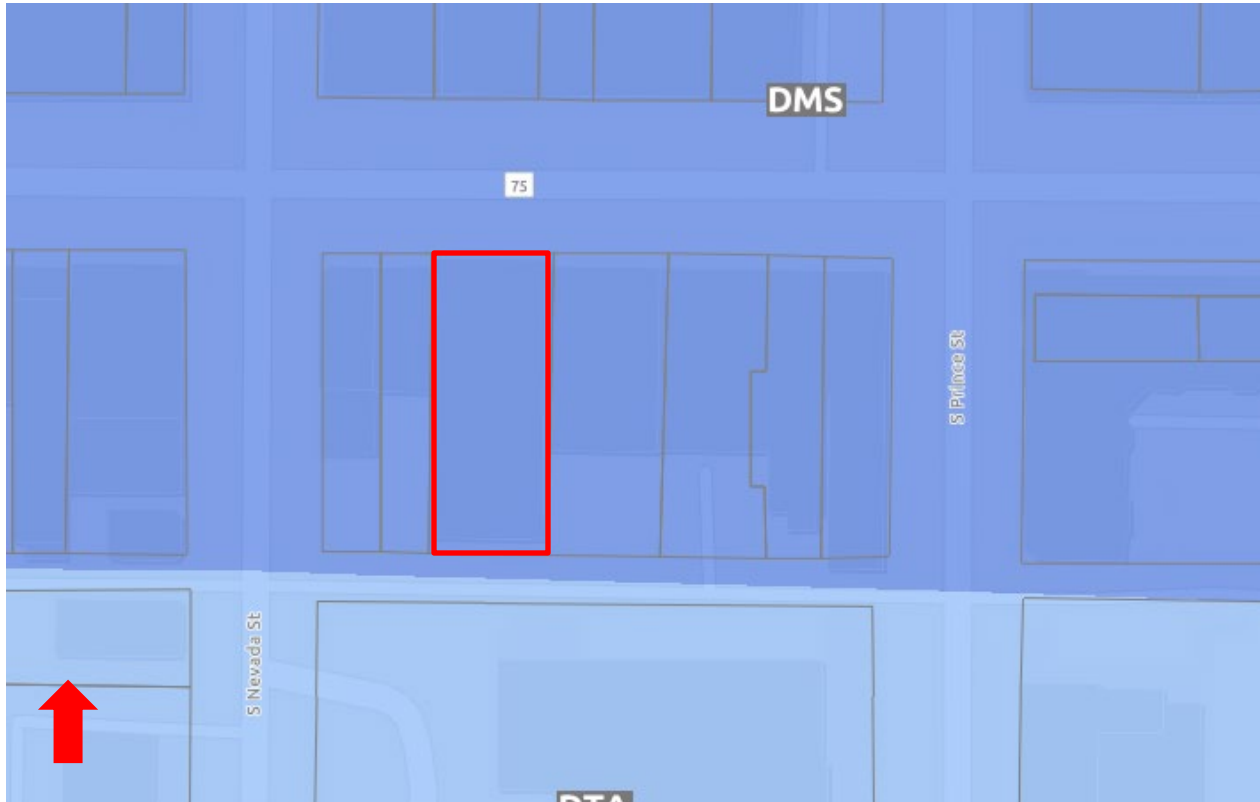
2450 W Main St. is located near the SE corner of the intersection of W. Main St. and S. Nevada St. and is zoned Downtown Main Street (DMS).

**BACKGROUND:**

The building was built in 1920 and served as the city's town hall. The building was designed by Jules Jacques Benoit Benedict, who also designed the Carnegie Library at the west end of Downtown. Town officials requested that the front of the building would "have a character that would dominate the design." In 1976-77 a new city building (Littleton Center) was constructed at 2255 W. Berry Ave. This building then was remodeled to house the Littleton Town Hall Arts Center, a performing arts facility. The theater has utilized the building to put on shows since 1982.

The property is zoned Downtown Main Street (DMS), as are all surrounding properties to the north, east, and west. The properties to the south are zoned Downtown Transition Area (DTA). 2450 W Main Street is locally designated as an individual landmark (1973) and as part of the Downtown Littleton Historic District. Due to the designation status of the property, the proposed signs were reviewed by the Historical Preservation Commission (HPC) at a public hearing on August 17, 2026. The HPC approved the certificate of appropriateness (COA) for the design of the proposed signs, finding that the work would not negatively impact the historic significance and integrity of the building and surrounding historic district. The COA was conditionally approved and may not be issued unless the proposed variances are approved by the AAC. Any changes to the design that occur because of the actions taken on each variance may require the applicant to go before the HPC

to receive approval for the amended design.



APPLICATION DETAILS:

The proposed signage is part of a larger renovation project to enhance the theater and public spaces of the building. The proposed signage includes a vertical marquee sign located on the western side of the façade and two signs within the glazing of the east and west arched windows on the first floor. Each sign requires multiple variances which are listed after the description of the proposed signage.

Marquee Sign

The marquee sign is composed of two main sections, a vertical section featuring decorative elements influenced by the front façade and advertising the building as a theater. The second section is horizontal in orientation and features changeable copy to be utilized for promoting shows. All components of the sign project in a perpendicular manner from the façade. The total height of the sign is 18ft with the bottom edge 12ft above the sidewalk and projecting out from the building 6ft. The vertical component of the sign is approximately 15ft-3in in height and a width of 2ft-5in. The horizontal section is 2ft-9.5in in height and 5ft-10.25in in width. The sign has a depth of 1ft-6.25in, and includes the face that is parallel to Main St. The total area of the sign is roughly 42.89sf, with the upper section at 27.31sf and the lower section at 15.58sf.

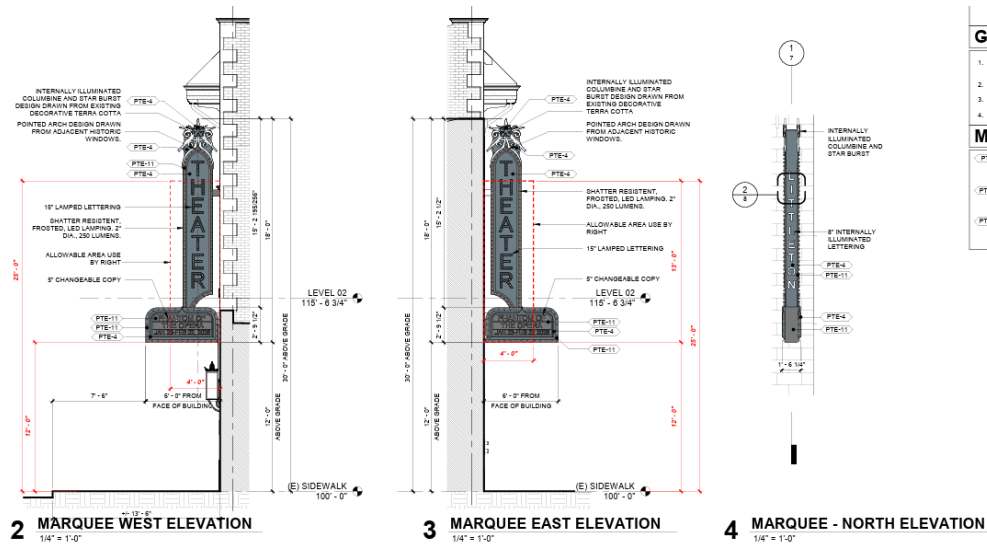


Figure 1: Proposed marquee sign elevations

The proposed sign also includes exposed, shatter-resistant, frosted LED bulbs with 2in diameter. The bulbs will be installed around the edges of the sign on both the east and west faces and within the lettering on those faces. The columbine and starburst element, as well as the lettering along the street facing side of the sign will be internally illuminated. The lettering on the east and west faces of the sign has a height of 15in, the changeable copy lettering is 5in tall, and the lettering on the parallel face is 8in in height.

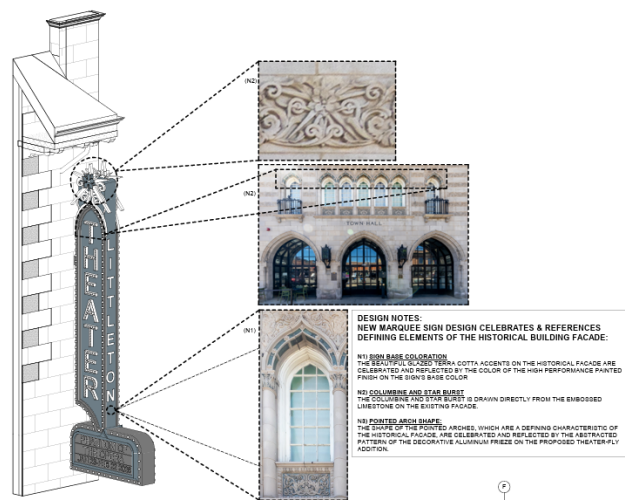


Figure 2: Design elements referenced in marquee sign

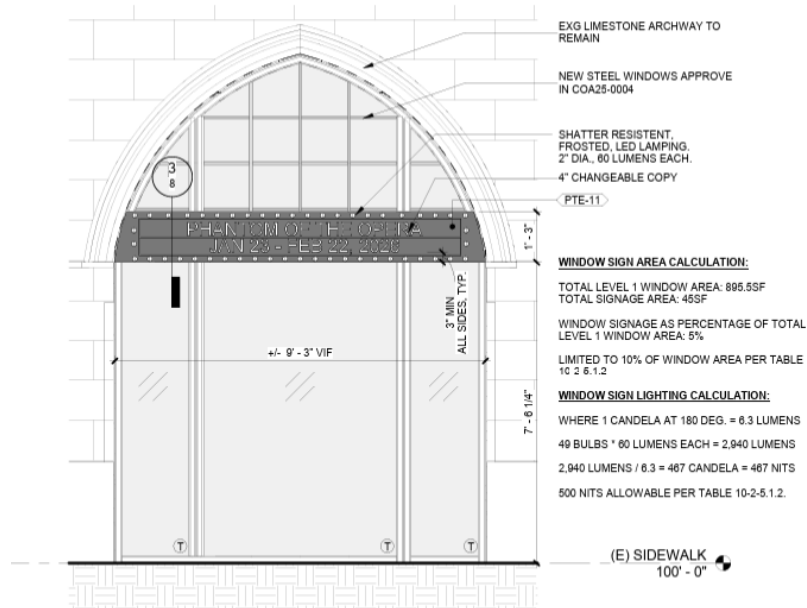
Requested Variances

1. Change in sign location – ULUC requires marquee signs in DMS to be placed above the front entrance of the building.
 - a. Proposed location – west side of the front façade
 - b. Variance in location from over-entry required
2. Distance of sign projection from the building – a marquee sign may not project more than 4ft from the façade.

- a. Proposed projection – 6ft
 - b. Variance of 2ft required
3. Sign area – the area of the sign may not be larger than the greater of 32sf or 1 sq. ft. of sign area for each 1.5 linear foot of building front width. Per code these results in a max area of 33.7sf
 - a. Proposed sign area – 42.89sf
 - b. Variance of 9.19sf required
4. Maximum clearance above grade – the code requires the top of the marquee sign to be no further than 25ft above grade.
 - a. Proposed – 30ft above grade
 - b. Variance of 5ft required
5. Illumination – the code allows internal or halo lighting for marquee signs.
 - a. Proposed- exposed 2in diameter, frosted LED light bulbs
 - b. Variance allowing lighting type required

Window Signs

Two window signs are proposed to be mounted to the new storefronts that will be installed into the east and west arches of the first-floor arcade. The storefronts are not historic and were approved for installation under COA25-0005. The signs will be identical, with a height of 1 ft-3in and width of 9ft-2.5in. The sign includes changeable copy with 5in letters to advertise shows and showtimes. The sign includes exposed, shatter-resistant, frosted LED bulbs with a 2in diameter.



2 WINDOW MOUNTED SHOW LISTING SIGN ELEVATION

1/2" = 1'-0"

Figure 3: Proposed sign in storefront

Requested Variances

1. Number of window signs – only one window sign is allowed per building frontage
 - a. Proposed – 2 window signs

- b. Variance of 1 additional sign required
- 2. Illumination – the code allows internal lighting for window signs.
 - a. Proposed- exposed 2in diameter, frosted LED light bulbs
 - b. Variance allowing lighting type required

CRITERIA & STAFF ANALYSIS:

The following is staff's assessment of the application under the criteria for approval contained in Sections 10-9-9.4.C.1 and 10-9-9.4.C.2.a. Each variance request is listed as a separate resolution and will be decided individually. The full criteria is listed below and a chart is provided for each request with staff analysis of how the criteria was or was not met.

Variances for signs must meet the criteria listed below.

All Variances

1. Strict application of the provisions of this Code would impose an undue hardship on the applicant and deprive the applicant of rights commonly enjoyed by other residents of the district in which the property is located.
2. The hardship is based on or results from the particular physical surroundings, shape, or topographical conditions of the subject property.
3. The hardship under which the variance is sought was not created by the owner, occupant, or agent of the owner of the property in question.
4. The variance requested is the minimum necessary that will make possible a permitted use of the land, building, or structure.
5. A variance will not confer on the applicant any special privilege that is denied to other lands or structures in the same district.
6. A variance will not adversely affect the public health, safety, and welfare.

Sign Variances

1. There are special circumstances or conditions, such as the existence of buildings, topography, vegetation, sign structures, or other matters on adjacent lots or within the adjacent public right-of-way that substantially restrict the effectiveness of the sign in question. Such special circumstances or conditions shall be peculiar to the particular business or enterprise to which the applicant desires to draw attention, and do not apply in general to all businesses or enterprises in the area; and
2. The Variance would be generally consistent with the purposes of this Code and, specifically, would not be injurious to the neighborhood in which the business or enterprise to which the applicant desires to draw attention is located.

Resolution 03-2026 – Marquee Sign Location	
Strict application of code would impose an undue hardship	Strict application of the code would result in undue hardship for the applicant. The proposed change in sign location is due to the historic nature of the building and requirements placed on a designated property. Requiring the sign to be placed above the entrance of the building would negatively impact the historic character and integrity of the building, and result in a denied COA application. The HPC approved the COA for the proposed sign and found that the location of the sign is appropriate for the building and surrounding historic district. In staff's opinion this criterion is met.
Hardship based on physical surroundings, shape or topographical conditions	The hardship is due to the status of the building as a locally landmarked property and as a contributing building in the Downtown Littleton Historic District. Shifting the sign to the western side of the façade, is required to meet the criteria and guidelines associated with the property's designation. In staff's opinion this criterion is met.
Hardship not created by the owner, occupant, or agent of the owner	The hardship was not created by the owner or applicant. Designating buildings or districts as historically significant provides an avenue for protection and retention of the character and integrity of important properties. In staff's opinion this criterion is met.
Request is the minimum necessary	The proposed location is the minimum necessary to maintain the historic significance and integrity of the façade. In staff's opinion this criterion is met.
Does not confer special privilege on the applicant	The proposed variance does not confer special privilege on the applicant as the need for the variance is due to historic designation status of the subject property and its specific design. In staff's opinion this criterion is met.
Does not adversely affect public health, safety, and welfare	Approval of the request will not adversely affect public health, safety, and welfare. In staff's opinion, this criterion is met.
Special circumstances or conditions that restrict effectiveness of a sign	The subject property is in the Downtown Littleton Historic District and is individually locally landmarked. Strict adherence to the location requirements for a marquee sign in DMS would prevent the installation of a marquee sign on this building. A marquee sign placed over the entrance would negatively impact the historic significance and integrity of the building, preventing it from receiving a COA. The HPC did approve a COA for the marquee sign in the proposed location. In staff's opinion, this criterion is met.
May not be injurious to the neighborhood	The proposed location of the sign will not be injurious to the neighborhood or surrounding properties. In staff's opinion, this criterion is met.

Staff find all 8 criteria are met.

Resolution 04-2026 – Marquee Sign Projection from Building	
Strict application of code would impose an undue hardship	Strict application of the code will not result in undue hardship for the applicant. The applicant noted the desired size of the letters, and resulting sign size, as the reason for the increased projection. The applicant cited the United States Sign Council Foundation (USSC) as the source for determining the adequate size of the sign. The information from the USSC does not constitute regulations and is therefore not an appropriate reason to deviate from the requirements set forth in the ULUC. In staff's opinion this criterion is not met.
Hardship based on physical surroundings, shape or topographical conditions	No clear hardship exists because of the physical surroundings, shape, or topographical conditions of the property. In staff's opinion this criterion is not met.
Hardship not created by the owner, occupant, or agent of the owner	No hardship was created by the owner, occupant, or agent of the owner. In staff's opinion this criterion is met.
Request is the minimum necessary	The applicant noted the proposed projection is the minimum to accommodate the size of lettering needed for the showtimes to be visible 110ft down Main Street in either direction. The significance of the use and building were noted as reasons for needing a large sight distance and therefore increased projection. The desired sight distance is not derived from parameters within the ULUC, or other city adopted design guidelines and therefore cannot be utilized in determining if this is the minimum necessary projection to overcome a site-specific hardship. In staff's opinion this criterion is not met.
Does not confer special privilege on the applicant	The proposed variance would confer special privilege on the applicant as the need for the variance is due to the desired sight distance. The applicant noted the significance of the building and use as reasons for the sight distance and projection. Though the building is historically significant and houses a cultural and community-oriented institution, this does not constitute a reason for increasing the projection beyond what other properties are allowed. The marquee sign located on the same block as the subject property, with a projection of 7ft, was permitted in 2016 prior to the adoption of the current code. In staff's opinion this criterion is not met.
Does not adversely affect public health, safety, and welfare	Approval of the request will not adversely affect public health, safety, and welfare. In staff's opinion, this criterion is met.
Special circumstances or conditions that restrict effectiveness of a sign	No special circumstances or conditions exist that would restrict the effectiveness of the sign over any other in the surrounding district. In staff's opinion, this criterion is not met.
May not be injurious to the neighborhood	The proposed projection of the sign will not be injurious to the neighborhood or surrounding properties. The HPC found the proposed signage to be compatible with the building and historic district. In staff's opinion, this criterion is met.

Staff find only 3 of the 8 criteria are met.

Resolution 05-2026 – Marquee Sign Area	
Strict application of code would impose an undue hardship	Strict application of the code will not result in undue hardship for the applicant. The applicant noted a desire for specific sight distances, which resulted in an increase in proposed sign area, but the sign distances were not derived from the ULUC or applicable design guidelines. The scale of the façade and significance of the building and use were also noted as reasons to increase the size of the sign. The HPC did approve the design of the sign and felt the scale was appropriate, but a smaller sign would not necessarily be incompatible with the façade. In staff's opinion this criterion is not met.
Hardship based on physical surroundings, shape or topographical conditions	No clear hardship exists because of the physical surroundings, shape, or topographical conditions of the property. In staff's opinion this criterion is not met.
Hardship not created by the owner, occupant, or agent of the owner	No hardship was created by the owner, occupant, or agent of the owner. In staff's opinion this criterion is met.
Request is the minimum necessary	The applicant noted the proposed sign area is the minimum to accommodate the size of lettering needed for visibility 465ft down Main Street in either direction. The desired sight distance is not derived from parameters within the ULUC, or other city adopted design guidelines and therefore cannot be utilized in determining if this is the minimum necessary sign area to overcome a site-specific hardship. In staff's opinion this criterion is not met.
Does not confer special privilege on the applicant	The proposed variance would confer special privilege on the applicant as the need for the variance is due to the desired sight distance and scale of the building. Though the building is historically significant and houses a cultural and community-oriented institution, this does not constitute a reason for increasing the sign area beyond what other properties are allowed. In staff's opinion this criterion is not met.
Does not adversely affect public health, safety, and welfare	Approval of the request will not adversely affect public health, safety, and welfare. In staff's opinion, this criterion is met.
Special circumstances or conditions that restrict effectiveness of a sign	No special circumstances or conditions exist that would restrict the effectiveness of the sign over any other in the surrounding district. In staff's opinion, this criterion is not met.
May not be injurious to the neighborhood	The proposed area of the sign will not be injurious to the neighborhood or surrounding properties. The HPC found the proposed signage to be compatible with the building and historic district. In staff's opinion, this criterion is met.

Staff find only 3 of the 8 criteria are met.

Resolution 06-2026 – Marquee Sign Maximum Clearance from Grade	
Strict application of code would impose an undue hardship	Strict application of the code will not result in undue hardship for the applicant. The applicant noted the increased sign area and alignment with existing façade elements as reasons for increasing the maximum clearance above grade by 5 ft. The increased sign area is due to guidance outside the ULUC related to recommended lettering size for chosen sight distances. The proposed sign in its current location was approved by the HPC and found to be compatible with the façade. This does not mean that reducing the height of the sign would result in an incompatible design. In staff's opinion this criterion is not met.
Hardship based on physical surroundings, shape or topographical conditions	No clear hardship exists as a result of the physical surroundings, shape, or topographical conditions of the property. In staff's opinion this criterion is not met.
Hardship not created by the owner, occupant, or agent of the owner	No hardship was created by the owner, occupant, or agent of the owner. In staff's opinion this criterion is met.
Request is the minimum necessary	The applicant noted the proposed sign area is the minimum to accommodate the size of lettering needed for visibility 465ft down Main Street in either direction. The desired sight distance is not derived from parameters within the ULUC, or other city adopted design guidelines and therefore cannot be utilized in determining if this is the minimum necessary sign height to overcome a site-specific hardship. In staff's opinion this criterion is not met.
Does not confer special privilege on the applicant	The proposed variance would confer special privilege on the applicant as the need for the variance is due to the desired sight distance and scale of the building. Though the building is historically significant and houses a cultural and community-oriented institution, this does not constitute a reason for increasing the clearance beyond what other properties are allowed. In staff's opinion this criterion is not met.
Does not adversely affect public health, safety, and welfare	Approval of the request will not adversely affect public health, safety, and welfare. In staff's opinion, this criterion is met.
Special circumstances or conditions that restrict effectiveness of a sign	No special circumstances or conditions exist that would restrict the effectiveness of the sign over any other in the surrounding district. In staff's opinion, this criterion is not met.
May not be injurious to the neighborhood	The proposed area of the sign will not be injurious to the neighborhood or surrounding properties. The HPC found the proposed signage to be compatible with the building and historic district. In staff's opinion, this criterion is met.

Staff find only 3 of the 8 criteria are met.

Resolution 07-2026 – Marquee Sign Illumination	
Strict application of code would impose an undue hardship	Strict application of the code will not result in undue hardship for the applicant. The lighting is proposed as a common feature on theater marquee signs, especially those from the 1920s, which the applicant is referring to. The current use of the building is a theater, but sign standards are based on the zoning district and not a specific use. The chosen use of a building does not constitute a hardship under the criteria. In staff's opinion this criterion is not met.
Hardship based on physical surroundings, shape or topographical conditions	No clear hardship exists because of the physical surroundings, shape, or topographical conditions of the property. In staff's opinion this criterion is not met.
Hardship not created by the owner, occupant, or agent of the owner	No hardship was created by the owner, occupant, or agent of the owner. In staff's opinion this criterion is met.
Request is the minimum necessary	The inclusion of the exposed bulbs does allow the sign to more quickly read as one associated with a theater, since marquee signage has historically utilized exposed bulbs. Not including the exposed bulbs, however, will not affect the use of the building as a theater or the ability to advertise the theater. In staff's opinion this criterion is not met.
Does not confer special privilege on the applicant	The proposed variance would confer special privilege on the applicant as the need for the variance is due to a desired aesthetic that reflects the use of the building and not a hardship as defined in code. The marquee sign located on the same block as the subject property, with exposed lighting, was permitted in 2016 prior to the adoption of the current code. In staff's opinion this criterion is not met.
Does not adversely affect public health, safety, and welfare	Approval of the request will not adversely affect public health, safety, and welfare. In staff's opinion, this criterion is met.
Special circumstances or conditions that restrict effectiveness of a sign	No special circumstances or conditions exist that would restrict the effectiveness of the sign over any other in the surrounding district. In staff's opinion, this criterion is not met.
May not be injurious to the neighborhood	The proposed lighting of the sign will not be injurious to the neighborhood or surrounding properties. The HPC found the proposed signage to be compatible with the building and historic district. In staff's opinion, this criterion is met.

Staff find only 3 of the 8 criteria are met.

Resolution 08-2026 – Window Sign Quantity	
Strict application of code would impose an undue hardship	Strict application of the code would result in undue hardship for the applicant. The use of two window signs is appropriate for the building due to the symmetry of the façade and rhythm of the first floor. Allowing only one sign to be placed in the windows would result in a denied COA application, as the single sign would not meet criteria for approval. The HPC approved the COA for the proposed signs and found the use of the two window signs is appropriate for the building and surrounding historic district. In staff's opinion this criterion is met.
Hardship based on physical surroundings, shape or topographical conditions	The hardship is due to the status of the building as a locally landmarked property and as a contributing building in the Downtown Littleton Historic District. Only allowing one window sign would not meet the criteria and guidelines associated with the property's designation. In staff's opinion this criterion is met.
Hardship not created by the owner, occupant, or agent of the owner	No hardship was created by the owner, occupant, or agent of the owner. In staff's opinion this criterion is met.
Request is the minimum necessary	The proposed number of signs maintains the symmetry of the façade and rhythm of the first floor and is the minimum necessary to maintain compatibility with the building. In staff's opinion this criterion is met.
Does not confer special privilege on the applicant	The proposed variance does not confer special privilege on the applicant as the need for the variance is due to historic designation status of the subject property and its specific design. In staff's opinion this criterion is met.
Does not adversely affect public health, safety, and welfare	Approval of the request will not adversely affect public health, safety, and welfare. In staff's opinion, this criterion is met.
Special circumstances or conditions that restrict effectiveness of a sign	The property is a locally landmarked property and as a contributing building in the Downtown Littleton Historic District. Strict adherence to the requirements of the code would result in a denied COA for the installation of a single window sign. In staff's opinion, this criterion is met.
May not be injurious to the neighborhood	The increased number of window signs will not be injurious to the neighborhood or surrounding properties. The HPC found the proposed signage to be compatible with the building and historic district. In staff's opinion, this criterion is met.

Staff find all 8 criteria are met.

Resolution 09-2026 – Window Sign Illumination	
Strict application of code would impose an undue hardship	Strict application of the code will not result in undue hardship for the applicant. The lighting is proposed due to the use of the building as a theater and common application of exposed lighting in theater signage. The current use of the building is a theater, but sign standards are based on the zoning district and not a specific use. The chosen use of a building does not constitute a hardship under the criteria. In staff's opinion this criterion is not met.
Hardship based on physical surroundings, shape or topographical conditions	No clear hardship exists because of the physical surroundings, shape, or topographical conditions of the property. In staff's opinion this criterion is not met.
Hardship not created by the owner, occupant, or agent of the owner	No hardship was created by the owner, occupant, or agent of the owner. In staff's opinion this criterion is met.
Request is the minimum necessary	The inclusion of the exposed bulbs does allow the signs to more quickly read as one associated with a theater, since theater signage has historically utilized exposed bulbs. Not including the exposed bulbs, however, will not affect the use of the building as a theater or the ability to advertise the theater. In staff's opinion this criterion is not met.
Does not confer special privilege on the applicant	The proposed variance would confer special privilege on the applicant as the need for the variance is due to a desired aesthetic that reflects the use of the building and not a hardship as defined in code. The marquee sign located on the same block as the subject property, with exposed lighting, was permitted in 2016 prior to the adoption of the current code. In staff's opinion this criterion is not met.
Does not adversely affect public health, safety, and welfare	Approval of the request will not adversely affect public health, safety, and welfare. In staff's opinion, this criterion is met.
Special circumstances or conditions that restrict effectiveness of a sign	No special circumstances or conditions exist that would restrict the effectiveness of the sign over any other in the surrounding district. In staff's opinion, this criterion is not met.
May not be injurious to the neighborhood	The proposed lighting of the sign will not be injurious to the neighborhood or surrounding properties. The HPC found the proposed signage to be compatible with the building and historic district. In staff's opinion, this criterion is met.

Staff find only 3 of the 8 criteria are met.

PUBLIC NOTICE:

Notice of a public hearing was posted on the subject property and at City locations in advance of the AAC meeting in compliance with the City's public notice requirements. Staff has not received any public comment at the time of report delivery to the commission. If any public comment is received

prior to the hearing, staff will forward the comments to the commission for consideration.

STAFF RECOMMENDATION:Marquee Sign Location

Staff does find the proposed variance meets all criteria noted in Sections 10-9-9.4.C.1. and 10-9-9.4.C.2.a. Therefore, staff recommends approval of the draft AAC Resolution 03-2026.

Marquee Sign Projection

Staff did not find the proposed variance meets all the criteria noted in Sections 10-9-9.4.C.1. and 10-9-9.4.C.2.a. Therefore, staff does not recommend approval of the draft AAC Resolution 04-2026.

Marquee Sign Area

Staff did not find the proposed variance meets all the criteria noted in Sections 10-9-9.4.C.1. and 10-9-9.4.C.2.a. Therefore, staff does not recommend approval of the draft AAC Resolution 05-2026.

Marquee Sign Clearance Above Grade

Staff did not find the proposed variance meets all the criteria noted in Sections 10-9-9.4.C.1. and 10-9-9.4.C.2.a. Therefore, staff does not recommend approval of the draft AAC Resolution 06-2026.

Marquee Sign Illumination

Staff did not find the proposed variance meets all the criteria noted in Sections 10-9-9.4.C.1. and 10-9-9.4.C.2.a. Therefore, staff does not recommend approval of the draft AAC Resolution 07-2026.

Window Sign Number

Staff does find the proposed variance meets all criteria noted in Sections 10-9-9.4.C.1. and 10-9-9.4.C.2.a. Therefore, staff recommend approval of the draft AAC Resolution 08-2026.

Window Sign Illumination

Staff did not find the proposed variance meets all the criteria noted in Sections 10-9-9.4.C.1. and 10-9-9.4.C.2.a. Therefore, staff does not recommend approval of the draft AAC Resolution 09-2026.



BRYANT FLINK ARCHITECTURE & DESIGN

July 8th, 2026

City of Littleton

MEMORANDUM RE: Town Hall Arts Center Marquee and Window Signage AAC

To whom it may concern,

The proposed project consists of a new marquee sign and associated window signage at the historic Town Hall Arts Center, a cornerstone cultural venue on Main St. in downtown Littleton. The intent of the project is to enhance the visibility, functionality, and historic character of the theater while respecting the architectural integrity of the existing landmark.

Town Hall Arts Center occupies a prominent position along Main St., where clear identification and program visibility are critical to its continued success as a performing arts venue. The proposed signage draws from historic theater precedents and is designed to be both contextually appropriate and complementary to the building's architectural vocabulary.

Due to the building's unique architectural characteristics, Bryant Flink Architecture & Design is requesting the following variances in response to comments received during the pre-application meeting held on March 12th, 2026.

Marquee Signage:

1. Marquee sign location - Due to the presence of the existing historic windows and architectural features over the primary entry, the marquee is proposed on the western side of the north facade rather than directly over the main entrance. This placement avoids obscuring significant historic elements including the arched openings and original Town Hall signage while maintaining a strong visual connection to either end of Main St.
2. Projection from the building - In considering comments received during the pre-app meeting, the originally proposed projection has been reduced by approximately 10% to a newly proposed 6'-0" projection from the building facade. A 4'-0" projection is permitted by the City Code and Charter. The portion of the sign that projects past the 4'-0" maximum is only approximately 10% of the total area of the signage. The increased projection is necessary to provide font sizes large enough for adequate visibility for theatrical showtimes.

Using 5-inch letter heights allows for legibility within the block and across the street per United States Sign Council (USSC) design standards outlined in further detail below. Further, the projection distance is contextually appropriate when considering the immediately adjacent sign projection at *The Alley*, at 2420 Main St which is approximately 7'-0".

3. The proposed marquee sign area is 49.87 square feet where 33.7 square feet is allowed. This increase is driven by the need to maintain legibility at key approach distances, per USSC design standards outlined in further detail below, while ensuring the sign remains appropriately scaled to the existing historic facade. A much smaller sign would appear visually insignificant on the monumental facade and would not serve its intended purpose of visibility from either end of Main St. Taking into consideration comments received during the pre-app meeting, we have reduced the area of the sign from its original design by approximately 11%, providing the minimum necessary signage legibility requirements and maintaining the natural historic alignments within the facade.
4. Clearance from Grade - The proposed marquee height reaches 30'-0" above grade, where 25'-0" is permitted. This additional height is required to provide adequate font sizes for the landmark "Theater" sign per USSC standards outlined in further detail below. The height of the marquee also complements the historic building's facade by aligning with key elements of the building facade, avoiding visual conflict and excessive overlap with the existing arched openings at level 1, aligning the main body of the arched marquee—inspired by the facades arched windows—with the historic arched windows on level 2, and keeping the marquee columbine flower pediment—inspired by the historic terracotta detail—below the decorative cornice on the hipped roof. Per comments received during the pre-app meeting, we have raised the bottom of the sign to 12'-0", meeting the minimum required clearance from grade noted in the City Code and Charter.
5. Illumination - Frosted, shatter resistant LED lamping to evoke traditional historic theater marquee lighting is proposed where internal and halo illumination are allowed. Similar marquee lighting has been established in the immediate context at *The Alley*, reinforcing compatibility with the character of the district.

The marquee has been designed according to commonly accepted sign legibility standards established by the USSC. Based on these standards, a 15-inch letter height for the "Theater" signage provides effective readability at distances up to 465-feet, approximately 1.5 the distance of the typical downtown block. Additionally, a 5-inch letter height used in the showtime signage provides for effective readability at distances up to 110-feet, geared toward pedestrian traffic at one half block. This ensures that the theater can be identified clearly from both sides of Main St., providing clear wayfinding, ensuring driver safety, and reinforcing the historic theater identity without requiring visually intrusive signage.

Window Signage:

1. Number of signs - Where 1 window sign per tenant is permitted, 2 are proposed on both the east and west arched window systems of the north facade. This approach is intentional to maintain the building's historic symmetry and to create a balanced composition across the facade.
2. Illumination - Similar to the marquee signage, the window signage utilizes frosted, shatter-resistant LED lamping designed to replicate historic theater signage. Similar marquee lighting has been established in the immediate context at *The Alley*, reinforcing compatibility with the character of the district. The illumination is subtle and integrated within the recessed window openings, remaining below the permitted 500 NITS allowable per Table 10-2-5.1.2 of the City Code and Charter.

Monument Signage:

1. We have removed the monument signage from the center arched window bay in the original proposal due to comments received in the pre-app meeting.

The proposed marquee and associated signage package has been developed to thoughtfully complement and enhance the historic Town Hall Arts Center while addressing critical contemporary functional requirements. The requested variances are both modest in scope and justified by the structure's unique architectural conditions, the specific operational demands of a performing arts venue, and the intent to maintain a contextually appropriate scale within the downtown Littleton district.

Decision Criteria:

Strict application of the provisions of this Code would impose an undue hardship on the applicant, and deprive the applicant of rights commonly enjoyed by other residents of the district in which the property is located;

The strict application of the sign code would prevent the installation of a marquee that is appropriately scaled for the Town Hall Arts Center and would significantly diminish the Theater's ability to provide clear identification to pedestrians and motorists. As a historic performing arts venue, the building functions differently than many commercial storefronts within the district and serves as a destination for thousands of visitors throughout the year. The proposed marquee is an integral part of the Theater's identity and operation, providing visibility for performances while reinforcing the building's historic role as a public gathering place.

The requested variance allows the Theater to utilize signage in a manner consistent with the historic character and functional needs of comparable historic theaters, while maintaining compatibility with the surrounding Historic Downtown Littleton district.

The hardship is based on or results from the particular physical surroundings, shape, or topographical conditions of the subject property;

The hardship results from the unique characteristics of the existing historic building. The theater occupies a historic building with limited opportunities for effective sign placement and maintains a particular use and importance that requires high visibility from multiple directions.

1. Marquee signage not over main entry - New marquee signage over the main entry would obscure existing historic signage and windows. The proposal is to mount the marquee signage on the western side of the north facade.

2. Illumination - internal or halo illumination allowed. Frosted and shatter resistant led bulbs proposed to be consistent with typical historic theater signage of the era when town hall arts center was originally constructed. Precedent lamped marquee signage has been established next door at "The Alley".

3. Size and clearances - The intent of the marquee is to provide clear identification that is legible to pedestrians and vehicles approaching from the end of the block to each end of Main st, approximately 180 feet and 600 feet respectively from the building frontage. Based on commonly accepted sign legibility standards determined by the United States Sign Council (USSC), letter height is a key factor in ensuring readability at distance. a 12-inch letter height provides an appropriate balance between visibility and proportionality for this viewing distance, allowing the sign to function effectively without overwhelming the streetscape. Additionally, a larger marquee than the Littleton land use code dictates is necessary to maintain architectural proportion and avoid a visually insignificant element on a monumental facade. Please refer to AS1.02 for the legibility exhibit.

4. Only 1 window sign permitted per tenant - We are proposing a window sign on the east and west arched window systems to be consistent with the historic symmetry of the building. This approach is intentional to maintain the building's historic symmetry and to create a balanced composition across the facade.

5. Illumination - Internal illumination allowed. Frosted and shatter resistant led bulbs proposed to be consistent with typical historic theater signage of the era when the building was originally constructed. The illumination is subtle and integrated within the recessed window openings, remaining below the permitted 500 nits allowable per table 10-2-5.1.2 of the city code and charter.

The hardship under which the variance is sought was not created by the owner, occupant, or agent of the owner of the property in question;

The conditions giving rise to the requested variances are inherent to the existing building and the length of main street?. The project seeks to improve the building's visibility and functionality while respecting and preserving its historic character through a carefully designed marquee that is compatible with the architectural elements of the building and to create a landmark designation and way finding marquee for the theater.

The variance requested is the minimum necessary that will make possible a permitted use of the land, building, or structure;

The requested variances represent the minimum deviation necessary to accommodate a historically appropriate marquee that serves the Theater's operational needs. The proposed design carefully considers a balance to visibility, historic compatibility, the pedestrian experience, and motorist safety.

A variance will not confer on the applicant any special privilege that is denied to other lands or structures in the same district; and

Approval of the requested variances would not provide the applicant with a special privilege. Instead, it would recognize the unique function of the Town Hall Arts Center as a historic performing arts venue, the longest use the building has sustained and permit signage that is appropriate for that use. The requested relief is consistent with the treatment of historic theaters and civic buildings where larger or projecting marquees serve both functional and historic purposes. The variances simply allow the property to function in a manner consistent with its historic use and character.

A variance will not adversely affect the public health, safety, and welfare.

The proposed marquee has been designed to meet all applicable structural, accessibility, electrical, and life safety requirements. It will not obstruct pedestrian or vehicular circulation, interfere with emergency access, or create unsafe conditions. Instead, the marquee will improve wayfinding, enhance the visibility of the theater, and reinforce the historic identity of the building. The project preserves the character of the historic resource while contributing positively to the vitality of Downtown Littleton without adversely affecting the public health, safety, or welfare.

Sincerely,

BRYANT FLINK ARCHITECTURE & DESIGN



Paul Bryant, AIA, NCARB
Partner

2450 W. MAIN ST.– MARQUEE & WINDOW SIGN VARIANCES

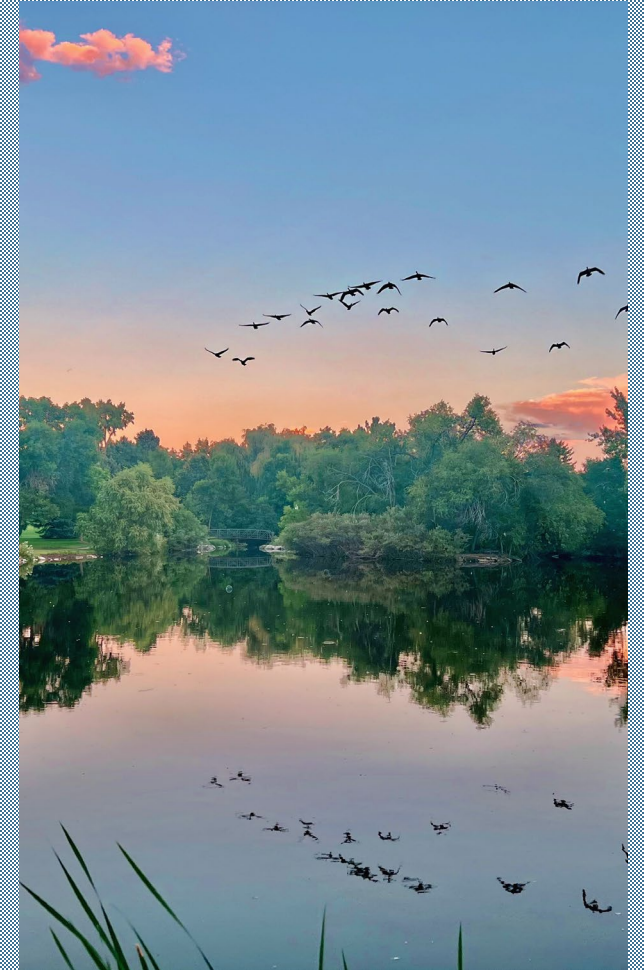
VAR26-0002

(AAC RESOLUTION 03-2026 THRU 09-2026)

Sara Dusenberry

Senior Planner

SEPTEMBER 16, 2026



AGENDA

Requested Action

Application Details

Review Criteria and Analysis

Recommendation, Actions, and Alternatives

REQUESTED APPEALS AND ADJUSTMENT COMMISSION ACTION

- **Consideration of variance requests:**
 - Marquee sign
 - Allow for a change in the required sign location
 - Allow for an increase in the maximum projection from the face of the building
 - Allow for an increase in allowed sign area
 - Allow for an increase in the maximum clearance above grade
 - Allow for exposed, bulb lighting
 - Window Signs
 - Allow for an increase in the number of signs
 - Allow for exposed, bulb lighting



LOCATION DETAILS

- Located in the Downtown Littleton Historic District
- South side of W Main St, east of S Nevada St.
- Existing commercial building built in 1920.
- Original Littleton Town Hall converted to a theater, operating as such since 1982

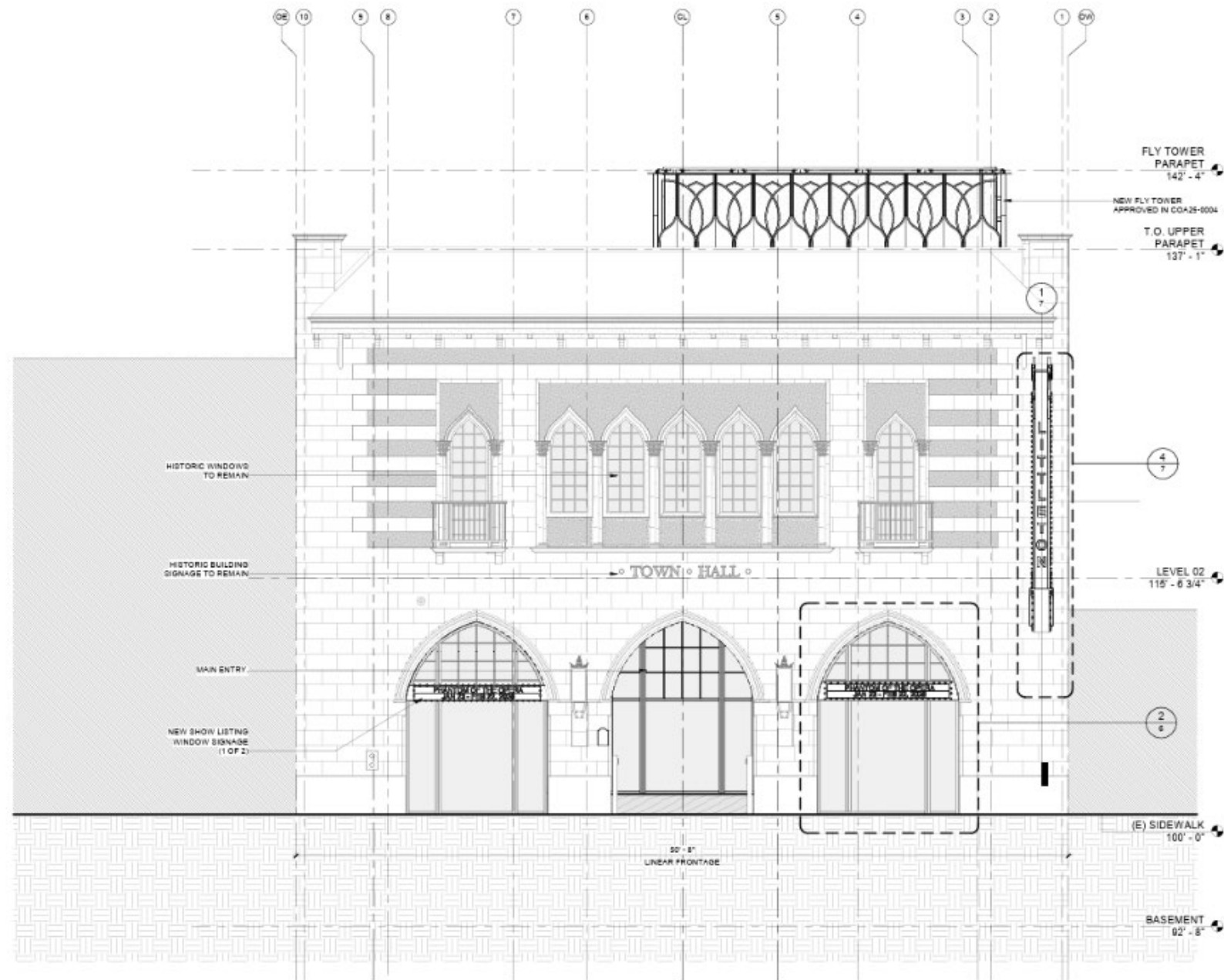
LOCATION DETAILS



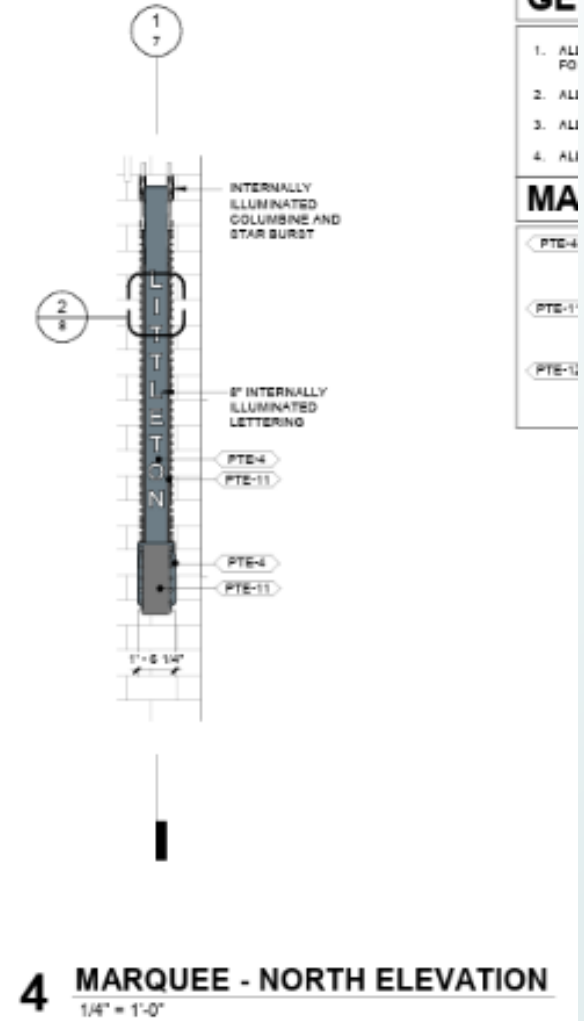
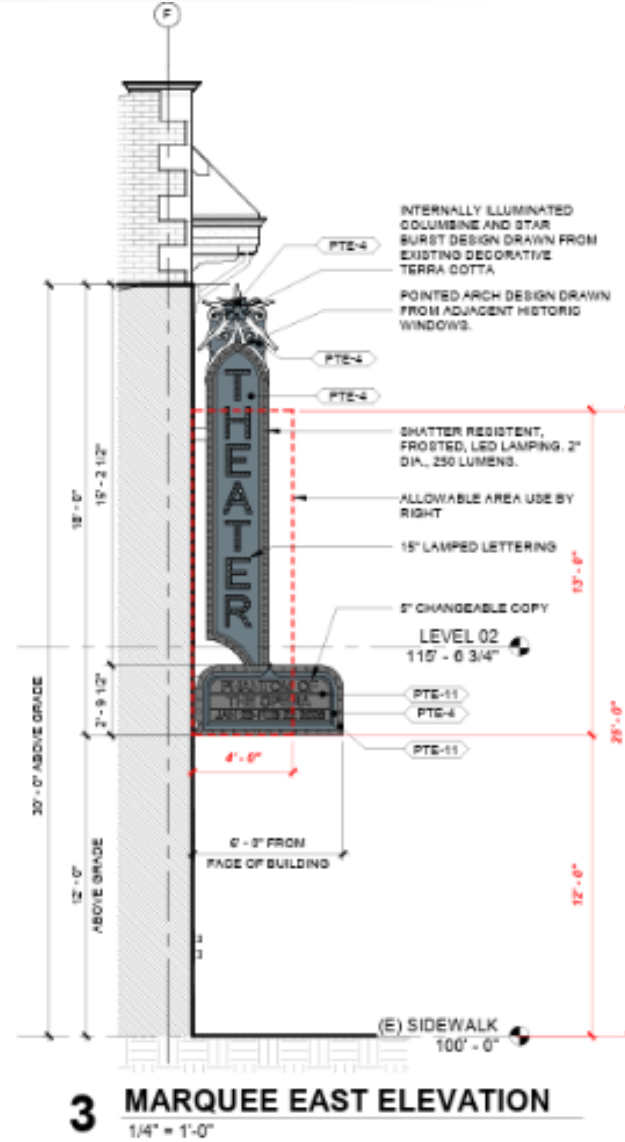
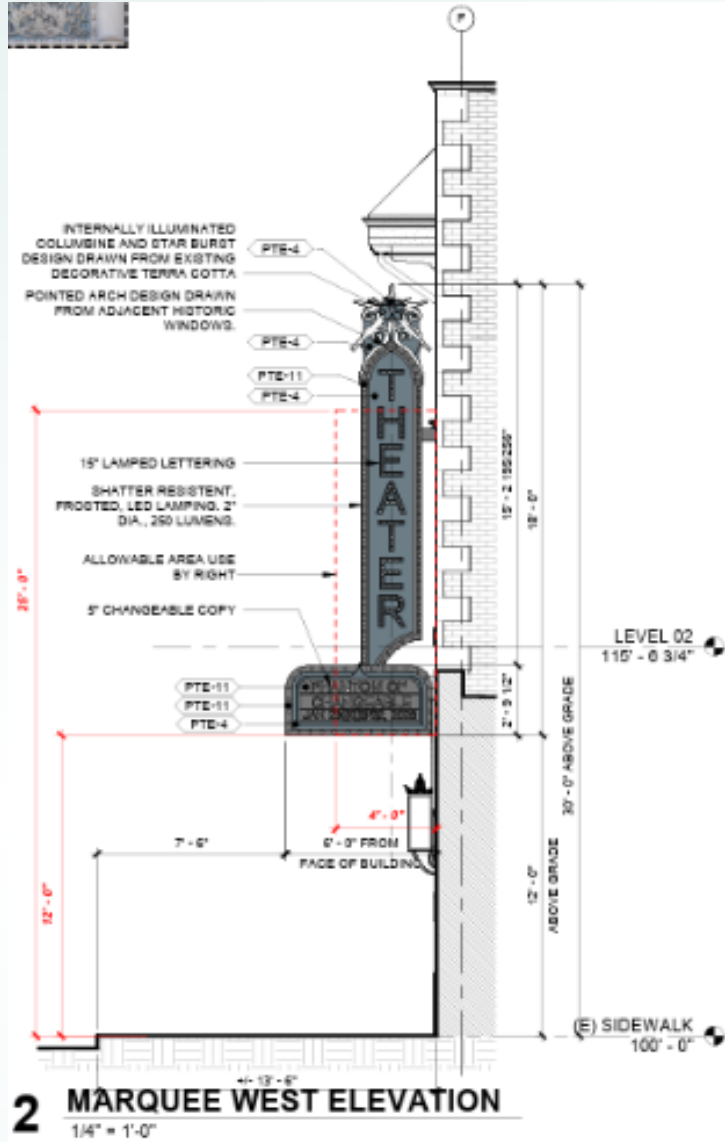
View of property looking south from W Main St. Source: Google Streetview.

APPLICATION DETAILS: MARQUEE SIGN

Marquee Sign		
Resolution	Request	Variance Required
RES03-2026	Install sign on west side of facade	Change in location from above the entrance
RES04-2026	Allow sign to project 6ft from building face	2FT increase in allowed 4ft projection
RES05-2026	Allow sign to have an increased sign area of 42.89sf	9.19sf increase in allowed sign area from 33.7sf
RES06-2026	Allow an increase in the maximum clearance above grade to 30ft	5ft increase in allowed maximum clearance from 25ft
RES07-2026	Allow exposed 2in diameter, frosted LED light bulbs	Allowance of proposed lighting



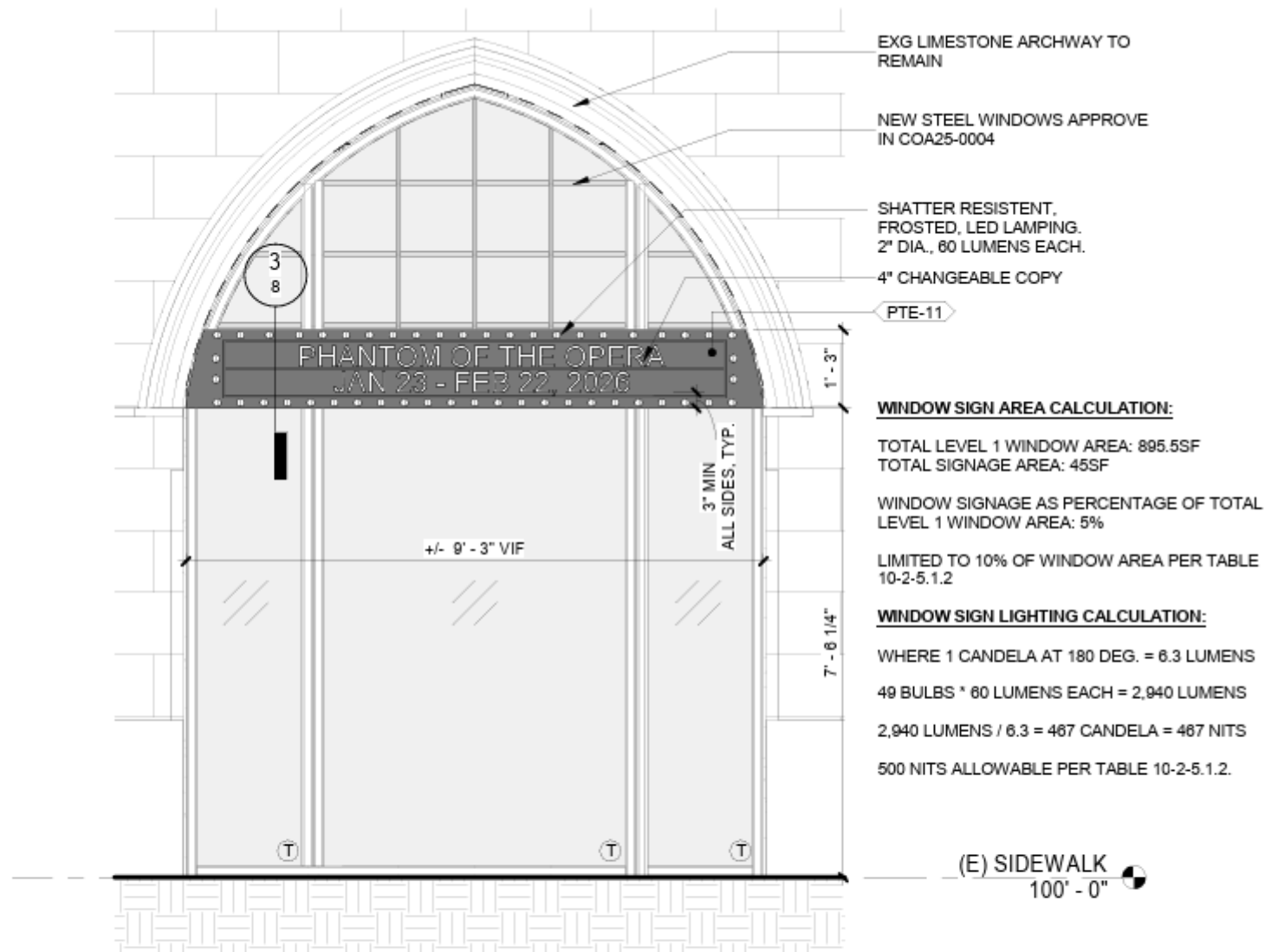
1 NORTH BUILDING ELEVATION - SIGNAGE
1/4" = 1'-0"



2. LITTLETON
GE
1. ALI
2. ALI
3. ALI
4. ALI
MA
PTC-4
PTC-11
PTC-11

APPLICATION DETAILS: WINDOW SIGNS

Window Signs		
Resolution	Request	Variance Required
RES08-2026	Install two window signs	Increase of one window sign
RES09-2026	Allow exposed 2in diameter, frosted LED light bulbs	Allowance of proposed lighting



2 WINDOW MOUNTED SHOW LISTING SIGN ELEVATION

1/2" = 1'-0"

REVIEW CRITERIA AND ANALYSIS— AAC RESOLUTION 03-2026

Criteria	Request
Undue hardship	✓
Physical hardship	✓
Hardship not created by applicant/owner	✓
Minimum necessary	✓
Special privilege	✓
Public health, safety, and welfare	✓
Special circumstances or conditions	✓
Not injurious to the neighborhood	✓

REVIEW CRITERIA AND ANALYSIS— AAC RESOLUTION 04-2026

Criteria	Request
Undue hardship	
Physical hardship	
Hardship not created by applicant/owner	✓
Minimum necessary	
Special privilege	
Public health, safety, and welfare	✓
Special circumstances or conditions	
Not injurious to the neighborhood	✓

REVIEW CRITERIA AND ANALYSIS— AAC RESOLUTION 05-2026

Criteria	Request
Undue hardship	
Physical hardship	
Hardship not created by applicant/owner	✓
Minimum necessary	
Special privilege	
Public health, safety, and welfare	✓
Special circumstances or conditions	
Not injurious to the neighborhood	✓

REVIEW CRITERIA AND ANALYSIS— AAC RESOLUTION 06-2026

Criteria	Request
Undue hardship	
Physical hardship	
Hardship not created by applicant/owner	✓
Minimum necessary	
Special privilege	
Public health, safety, and welfare	✓
Special circumstances or conditions	
Not injurious to the neighborhood	✓

REVIEW CRITERIA AND ANALYSIS— AAC RESOLUTION 07-2026

Criteria	Request
Undue hardship	
Physical hardship	
Hardship not created by applicant/owner	✓
Minimum necessary	
Special privilege	
Public health, safety, and welfare	✓
Special circumstances or conditions	
Not injurious to the neighborhood	✓

REVIEW CRITERIA AND ANALYSIS— AAC RESOLUTION 08-2026

Criteria	Request
Undue hardship	✓
Physical hardship	✓
Hardship not created by applicant/owner	✓
Minimum necessary	✓
Special privilege	✓
Public health, safety, and welfare	✓
Special circumstances or conditions	✓
Not injurious to the neighborhood	✓

REVIEW CRITERIA AND ANALYSIS— AAC RESOLUTION 09-2026

Criteria	Request
Undue hardship	
Physical hardship	
Hardship not created by applicant/owner	✓
Minimum necessary	
Special privilege	
Public health, safety, and welfare	✓
Special circumstances or conditions	
Not injurious to the neighborhood	✓

RECOMMENDATION, ACTIONS, AND ALTERNATIVES

■ Staff recommendation

- AAC Resolution 03-2026 – Approve
- AAC Resolution 04-2026 – Deny
- AAC Resolution 05-2026 – Deny
- AAC Resolution 06-2026 – Deny
- AAC Resolution 07-2026 – Deny
- AAC Resolution 08-2026 – Approve
- AAC Resolution 09-2026 – Deny

■ Actions and alternatives

- Approve
- Approve with Conditions
- Denial
- Continue to a Date Certain



Staff Communication

File #: AAC Resolution 04-2026, **Version:** 1

Agenda Date: 09/16/2026

Subject:

AAC Resolution 04-2026: Approving a variance for 2450 W Main Street to allow for a marquee sign to project 6FT from the face of the building where the permitted projection is 4FT

Prepared by:	Sara Dusenberry, Senior Planner
Presentations:	Sara Dusenberry, Senior Planner

PURPOSE:

Table 10-2-5.1.2 of the Unified Land Use Code (ULUC) allows for marquee signs to project a maximum of 4ft from the face of the building. The applicant seeks a variance to allow for a marquee sign to project 6ft from the face of the building at 2450 W Main St.

LONG-TERM OUTCOME(S) SERVED:

High-Quality Governance

DISCUSSION:

Variances are typically considered when the strict application of the Littleton City Code creates an undue hardship on an applicant or when a hardship is created by physical surroundings. The applicant is requesting the variance to allow for a marquee sign to project 6ft from the face of the building. The applicant noted the variance requested is due to the unique architectural characteristics of the building, desired sight distances, and to replicate historic theater signage.

BACKGROUND:

The variance request was evaluated against the variance criteria set forth in Section 10-9-9.4.C.1 and 10-9-9.4.C.2.a. of the ULUC and listed below:

All Variances

- a. Strict application of the provisions of this Code would impose an undue hardship on the applicant and deprive the applicant of rights commonly enjoyed by other residents of the district in which the property is located.
- b. The hardship is based on or results from the particular physical surroundings, shape, or topographical conditions of the subject property.
- c. The hardship under which the variance is sought was not created by the owner, occupant, or agent of the owner of the property in question.
- d. The variance requested is the minimum necessary that will make possible a permitted use of the land, building, or structure.
- e. A variance will not confer on the applicant any special privilege that is denied to other lands or

structures in the same district.

- f. A variance will not adversely affect the public health, safety, and welfare.

Sign Variances

1. There are special circumstances or conditions, such as the existence of buildings, topography, vegetation, sign structures, or other matters on adjacent or within the adjacent public right-of-way that substantially restrict the effectiveness of the sign in question. Such special circumstances or conditions shall be peculiar to the particular business or enterprise to which the applicant desires to draw attention, and do not apply in general to all businesses or enterprises in the area; and
2. The Variance would be generally consistent with the purposes of this Code and, specifically, would not be injurious to the neighborhood in which the business or enterprise to which the applicant desires to draw attention is located.

In staff's opinion, the proposed application meets 3 of the 8 review criteria, as elaborated in the staff report.

Prior Actions or Discussions

3/12/2026 Pre-Application Meeting (PREAPP26-0009)

8/17/2026 Historical Preservation Commission approves Certificate of Appropriateness for proposed signs (COA26-0002)

FISCAL IMPACTS:

N/A

ALTERNATIVES:

The Appeals and Adjustment Commission (AAC) may either approve, approve with conditions, deny the request, or continue consideration to gather more information. If the commission denies the request or places a condition of approval objectionable to the applicant, the applicant may appeal the decision to city council within 15 days of the decision.

STAFF RECOMMENDATION:

Based on staff's analysis, it appears the proposed variance is not in compliance with the approval criteria in Section 10-9-9.4.C.1 and 10-9-9.4.C.2.a., as detailed in the staff report. Therefore, staff recommends denial of AAC Resolution 04-2026.

PROPOSED MOTION:

I move to approve AAC Resolution 04-2026 approving a variance for 2450 W Main Street to allow for a marquee sign to project 6FT from the face of the building, where the permitted projection is 4FT, subject to the following conditions:

- 1) Prior to issuance of a building permit a license agreement to encroach into the right-of-way shall be approved.

REFERENCES:

Unified Land Use Code (ULUC) Variances:

<https://online.encodeplus.com/regs/littleton-co-cc/doc-viewer.aspx#secid-3305>

Unified Land Use Code (ULUC) DT Sign Standards:

<https://online.encodeplus.com/regs/littleton-co-cc/doc-viewer.aspx#secid-3056>

<<https://online.encodeplus.com/regs/littleton-co-cc/doc-viewer.aspx>>

1 CITY OF LITTLETON, COLORADO

2
3 Resolution 04

4
5 Series, 2026

6
7 A RESOLUTION OF THE APPEALS AND ADJUSTMENT COMMISSION OF
8 THE CITY OF LITTLETON, APPROVING A VARIANCE AT 2450
9 WEST MAIN STREET TO ALLOW FOR A MARQUEE SIGN TO PROJECT
10 6FT FROM THE FACE OF THE BUILDING, WHERE THE PERMITTED
11 PROJECTION IS 4FT

12
13 WHEREAS, the Littleton City Code grants the Appeals and Adjustment Commission
14 powers to hear and decide requests for variances under Title 10 (Unified Land Use Code) of the
15 Littleton City Code; and

16
17 WHEREAS, the Appeals and Adjustment Commission held a public hearing on September
18 16, 2026, to consider a proposal for a variance request to allow for a marquee sign to project 6ft from
19 the face of the building, where the permitted projection is 4FT; and

20
21 WHEREAS, the Appeals and Adjustment Commission considered evidence and testimony
22 concerning the proposed variance at said public hearing; and

23
24 WHEREAS, the Appeals and Adjustment Commission finds in fact that strict application of
25 the code would impose an undue hardship on the applicant, and deprive the applicant of rights
26 commonly enjoyed by other residents of the district in which the property is located; and

27
28 WHEREAS, the Appeals and Adjustment Commission finds in fact that the hardship is
29 based on or results from the particular physical surroundings, shape, or topographical conditions of
30 the subject property; and

31
32 WHEREAS, the Appeals and Adjustment Commission finds in fact that the hardship under
33 which the variance is sought was not created by the owner, occupant, or agent of the owner of the
34 property in question; and

35
36 WHEREAS, the Appeals and Adjustment Commission finds in fact that the variance
37 requested is the minimum necessary that will make possible a permitted use of the land, building, or
38 structure; and

39
40 WHEREAS, the Appeals and Adjustment Commission finds in fact that the variance will
41 not confer on the applicant any special privilege that is denied to other lands or structures in the same
42 district; and

43
44 WHEREAS, the Appeals and Adjustment Commission finds in fact that the variance will
45 not adversely affect the public health, safety, and welfare; and

46 **WHEREAS**, the Appeals and Adjustment Commission finds that there are special
47 circumstances or conditions, such as the existence of buildings, topography, vegetation, sign
48 structures, or other matters on adjacent lots or within the adjacent public right-of-way that
49 substantially restrict the effectiveness of the sign in question. They further find such special
50 circumstances or conditions are peculiar to the particular business or enterprise to which the applicant
51 desires to draw attention, and do not apply in general to all businesses or enterprises in the area; and

52
53 **WHEREAS**, the Appeals and Adjustment Commission finds that the variance would be
54 generally consistent with the purposes of the City Code and, specifically, would not be injurious to
55 the neighborhood in which the business or enterprise to which the applicant desires to draw attention
56 is located.

57
58
59 **NOW, THEREFORE, BE IT RESOLVED BY THE APPEALS AND**
60 **ADJUSTMENT COMMISSION OF THE CITY OF LITTLETON, COLORADO, THAT:**

61
62 **Section 1.** The Appeals and Adjustment Commission does hereby approve a variance at 2450
63 West Main Street to allow for a marquee sign to project 6ft from the face of the building, where the
64 permitted projection is 4FT, subject to the following conditions:

- 65 1) Prior to issuance of a building permit a license agreement to encroach into the right-
66 of-way shall be approved.

67
68 **INTRODUCED, READ AND ADOPTED** at a regularly scheduled meeting of the Appeals
69 and Adjustment Commission of the City of Littleton, Colorado, on the 16th day of September 2026,
70 at 6:30 p.m. at the Littleton Center, 2255 West Berry Avenue, Littleton, Colorado.

71 **ATTEST:**

72
73
74 _____
75 Colleen L. Norton
76 CITY CLERK

77 _____
78 Tim Levier
79 CHAIR

80 **APPROVED AS TO FORM**

81 _____
Ashley Augustin
DEPUTY CITY ATTORNEY





Staff Communication

File #: AAC Resolution 05-2026, **Version:** 1

Agenda Date: 09/16/2026

Subject:

AAC Resolution 05-2026: Approving a variance for 2450 W Main Street to allow for a marquee sign to have a sign area of 42.89SF where the permitted sign area is 33.7SF

Prepared by:	Sara Dusenberry, Senior Planner
Presentations:	Sara Dusenberry, Senior Planner

PURPOSE:

Table 10-2-5.1.2 of the Unified Land Use Code (ULUC) allows marquee signs to be 33.7sf based on a formula. The applicant seeks a variance to allow for a marquee sign to have a sign area greater than the maximum allowed.

LONG-TERM OUTCOME(S) SERVED:

High Quality Governance

DISCUSSION:

Variances are typically considered when the strict application of the Littleton City Code creates an undue hardship on an applicant or when a hardship is created by physical surroundings. The applicant is requesting the variance to allow for a marquee sign to have a sign area greater than the maximum allowed. The applicant noted the variance requested is due to the unique architectural characteristics of the building, desired sight distances, and to replicate historic theater signage.

BACKGROUND:

The variance request was evaluated against the variance criteria set forth in Section 10-9-9.4.C.1 and 10-9-9.4.C.2.a. of the ULUC and listed below:

All Variances

- a. Strict application of the provisions of this Code would impose an undue hardship on the applicant and deprive the applicant of rights commonly enjoyed by other residents of the district in which the property is located.
- b. The hardship is based on or results from the particular physical surroundings, shape, or topographical conditions of the subject property.
- c. The hardship under which the variance is sought was not created by the owner, occupant, or agent of the owner of the property in question.
- d. The variance requested is the minimum necessary that will make possible a permitted use of the land, building, or structure.
- e. A variance will not confer on the applicant any special privilege that is denied to other lands or

structures in the same district.

- f. A variance will not adversely affect the public health, safety, and welfare.

Sign Variances

1. There are special circumstances or conditions, such as the existence of buildings, topography, vegetation, sign structures, or other matters on adjacent or within the adjacent public right-of-way that substantially restrict the effectiveness of the sign in question. Such special circumstances or conditions shall be peculiar to the particular business or enterprise to which the applicant desires to draw attention, and do not apply in general to all businesses or enterprises in the area; and
2. The Variance would be generally consistent with the purposes of this Code and, specifically, would not be injurious to the neighborhood in which the business or enterprise to which the applicant desires to draw attention is located.

In staff's opinion, the proposed application meets 3 of the 8 review criteria, as elaborated in the staff report.

Prior Actions or Discussions

3/12/2026 Pre-Application Meeting (PREAPP26-0009)

8/17/2026 Historical Preservation Commission approves Certificate of Appropriateness for proposed signs (COA26-0002)

FISCAL IMPACTS:

N/A

ALTERNATIVES:

The Appeals and Adjustment Commission (AAC) may either approve, approve with conditions, deny the request, or continue consideration to gather more information. If the commission denies the request or places a condition of approval objectionable to the applicant, the applicant may appeal the decision to city council within 15 days of the decision.

STAFF RECOMMENDATION:

Based on staff's analysis, it appears the proposed variance is not in compliance with the approval criteria in Section 10-9-9.4.C.1 and 10-9-9.4.C.2.a., as detailed in the staff report. Therefore, staff recommends denial of AAC Resolution 05-2026.

PROPOSED MOTION:

I move to approve AAC Resolution 05-2026 approving a variance for 2450 W Main Street to allow for a marquee sign to have a sign area of 42.89SF where the permitted sign area is 33.7SF.

REFERENCES:

Unified Land Use Code (ULUC) Variances:

<https://online.encodeplus.com/regs/littleton-co-cc/doc-viewer.aspx#secid-3305>

Unified Land Use Code (ULUC) DT Sign Standards:

<https://online.encodeplus.com/regs/littleton-co-cc/doc-viewer.aspx#secid-3056>

[<https://online.encodeplus.com/regs/littleton-co-cc/doc-viewer.aspx>](https://online.encodeplus.com/regs/littleton-co-cc/doc-viewer.aspx)

46 **WHEREAS**, the Appeals and Adjustment Commission finds that there are special
47 circumstances or conditions, such as the existence of buildings, topography, vegetation, sign
48 structures, or other matters on adjacent lots or within the adjacent public right-of-way that
49 substantially restrict the effectiveness of the sign in question. They further find such special
50 circumstances or conditions are peculiar to the particular business or enterprise to which the applicant
51 desires to draw attention, and do not apply in general to all businesses or enterprises in the area; and
52

53 **WHEREAS**, the Appeals and Adjustment Commission finds that the variance would be
54 generally consistent with the purposes of the City Code and, specifically, would not be injurious to
55 the neighborhood in which the business or enterprise to which the applicant desires to draw attention
56 is located.
57

58
59 **NOW, THEREFORE, BE IT RESOLVED BY THE APPEALS AND**
60 **ADJUSTMENT COMMISSION OF THE CITY OF LITTLETON, COLORADO, THAT:**
61

62 **Section 1.** The Appeals and Adjustment Commission does hereby approve a variance at 2450
63 West Main Street to allow for a marquee sign to have a sign area of 42.89SF, where the permitted
64 sign area is 33.7SF.
65

66 INTRODUCED, READ AND ADOPTED at a regularly scheduled meeting of the Appeals
67 and Adjustment Commission of the City of Littleton, Colorado, on the 16th day of September 2026,
68 at 6:30 p.m. at the Littleton Center, 2255 West Berry Avenue, Littleton, Colorado.

69
70 ATTEST:
71

72
73 _____
74 Colleen L. Norton
75 CITY CLERK

76 APPROVED AS TO FORM
77

78
79 _____
80 Ashley Augustin
DEPUTY CITY ATTORNEY

Tim Levier
CHAIR





Staff Communication

File #: AAC Resolution 06-2026, **Version:** 1

Agenda Date: 09/16/2026

Subject:

AAC Resolution 06-2026: Approving a variance for 2450 W Main Street to allow for a marquee sign to have a maximum clearance above grade of 30FT where the permitted maximum clearance above grade is 25FT

Prepared by:	Sara Dusenberry, Senior Planner
Presentations:	Sara Dusenberry, Senior Planner

PURPOSE:

Table 10-2-5.1.2 of the Unified Land Use Code (ULUC) allows marquee signs to have a maximum clearance above grade of 25ft. The applicant seeks a variance to allow for a marquee sign to have a maximum clearance above grade of 30ft.

LONG-TERM OUTCOME(S) SERVED:

High-Quality Governance

DISCUSSION:

Variances are typically considered when the strict application of the Littleton City Code creates an undue hardship on an applicant or when a hardship is created by physical surroundings. The applicant is requesting the variance to allow for a marquee sign to have a maximum clearance above grade of 30ft. The applicant noted the variance requested is due to the unique architectural characteristics of the building, desired sight distances, and to replicate historic theater signage.

BACKGROUND:

The variance request was evaluated against the variance criteria set forth in Section 10-9-9.4.C.1 and 10-9-9.4.C.2.a. of the ULUC and listed below:

All Variances

- a. Strict application of the provisions of this Code would impose an undue hardship on the applicant and deprive the applicant of rights commonly enjoyed by other residents of the district in which the property is located.
- b. The hardship is based on or results from the particular physical surroundings, shape, or topographical conditions of the subject property.
- c. The hardship under which the variance is sought was not created by the owner, occupant, or agent of the owner of the property in question.
- d. The variance requested is the minimum necessary that will make possible a permitted use of the land, building, or structure.
- e. A variance will not confer on the applicant any special privilege that is denied to other lands or structures in the same district.

- f. A variance will not adversely affect the public health, safety, and welfare.

Sign Variances

1. There are special circumstances or conditions, such as the existence of buildings, topography, vegetation, sign structures, or other matters on adjacent or within the adjacent public right-of-way that substantially restrict the effectiveness of the sign in question. Such special circumstances or conditions shall be peculiar to the particular business or enterprise to which the applicant desires to draw attention, and do not apply in general to all businesses or enterprises in the area; and
2. The Variance would be generally consistent with the purposes of this Code and, specifically, would not be injurious to the neighborhood in which the business or enterprise to which the applicant desires to draw attention is located.

In staff's opinion, the proposed application meets 3 of the 8 review criteria, as elaborated in the staff report.

Prior Actions or Discussions

3/12/2026 Pre-Application Meeting (PREAPP26-0009)

8/17/2026 Historical Preservation Commission approves Certificate of Appropriateness for proposed signs (COA26-0002)

FISCAL IMPACTS:

N/A

ALTERNATIVES:

The Appeals and Adjustment Commission (AAC) may either approve, approve with conditions, deny the request, or continue consideration to gather more information. If the commission denies the request or places a condition of approval objectionable to the applicant, the applicant may appeal the decision to city council within 15 days of the decision.

STAFF RECOMMENDATION:

Based on staff's analysis, it appears the proposed variance is not in compliance with the approval criteria in Section 10-9-9.4.C.1 and 10-9-9.4.C.2.a., as detailed in the staff report. Therefore, staff recommends denial of AAC Resolution 06-2026.

PROPOSED MOTION:

I move to approve AAC Resolution 06-2026 approving a variance for 2450 W Main Street to allow for a marquee sign to have a maximum clearance above grade of 30FT where the permitted maximum clearance above grade is 25FT.

REFERENCES:

Unified Land Use Code (ULUC) Variances:

<https://online.encodeplus.com/regs/littleton-co-cc/doc-viewer.aspx#secid-3305>

Unified Land Use Code (ULUC) DT Sign Standards:

<https://online.encodeplus.com/regs/littleton-co-cc/doc-viewer.aspx#secid-3056>

<https://online.encodeplus.com/regs/littleton-co-cc/doc-viewer.aspx>

CITY OF LITTLETON, COLORADO

Resolution 06

Series, 2026

**A RESOLUTION OF THE APPEALS AND ADJUSTMENT
COMMISSION OF THE CITY OF LITTLETON,
APPROVING A VARIANCE AT 2450 WEST MAIN STREET
TO ALLOW FOR A MARQUEE SIGN TO HAVE A
MAXIMUM CLEARANCE ABOVE GRADE OF 30FT,
WHERE THE PERMITTED MAXIMUM CLEARANCE
ABOVE GRADE IS 25FT**

WHEREAS, the Littleton City Code grants the Appeals and Adjustment Commission powers to hear and decide requests for variances under Title 10 (Unified Land Use Code) of the Littleton City Code; and

WHEREAS, the Appeals and Adjustment Commission held a public hearing on September 16, 2026, to consider a proposal for a variance request to allow for a marquee sign to have a maximum clearance above grade of 30FT, where the permitted maximum clearance above grade is 25FT; and

WHEREAS, the Appeals and Adjustment Commission considered evidence and testimony concerning the proposed variance at said public hearing; and

WHEREAS, the Appeals and Adjustment Commission finds in fact that strict application of the code would impose an undue hardship on the applicant, and deprive the applicant of rights commonly enjoyed by other residents of the district in which the property is located; and

WHEREAS, the Appeals and Adjustment Commission finds in fact that the hardship is based on or results from the particular physical surroundings, shape, or topographical conditions of the subject property; and

WHEREAS, the Appeals and Adjustment Commission finds in fact that the hardship under which the variance is sought was not created by the owner, occupant, or agent of the owner of the property in question; and

WHEREAS, the Appeals and Adjustment Commission finds in fact that the variance requested is the minimum necessary that will make possible a permitted use of the land, building, or structure; and

WHEREAS, the Appeals and Adjustment Commission finds in fact that the variance will not confer on the applicant any special privilege that is denied to other lands or structures in the same district; and

47 **WHEREAS**, the Appeals and Adjustment Commission finds in fact that the variance will
48 not adversely affect the public health, safety, and welfare; and
49

50 **WHEREAS**, the Appeals and Adjustment Commission finds that there are special
51 circumstances or conditions, such as the existence of buildings, topography, vegetation, sign
52 structures, or other matters on adjacent lots or within the adjacent public right-of-way that
53 substantially restrict the effectiveness of the sign in question. They further find such special
54 circumstances or conditions are peculiar to the particular business or enterprise to which the applicant
55 desires to draw attention, and do not apply in general to all businesses or enterprises in the area; and
56

57 **WHEREAS**, the Appeals and Adjustment Commission finds that the variance would be
58 generally consistent with the purposes of the City Code and, specifically, would not be injurious to
59 the neighborhood in which the business or enterprise to which the applicant desires to draw attention
60 is located.
61

62
63 **NOW, THEREFORE, BE IT RESOLVED BY THE APPEALS AND**
64 **ADJUSTMENT COMMISSION OF THE CITY OF LITTLETON, COLORADO, THAT:**
65

66 **Section 1.** The Appeals and Adjustment Commission does hereby approve a variance at 2450
67 West Main Street to allow for a marquee sign to have a maximum clearance above grade of 30FT,
68 where the permitted maximum clearance above grade is 25FT.
69

70 INTRODUCED, READ AND ADOPTED at a regularly scheduled meeting of the Appeals
71 and Adjustment Commission of the City of Littleton, Colorado, on the 16th day of September 2026,
72 at 6:30 p.m. at the Littleton Center, 2255 West Berry Avenue, Littleton, Colorado.

73 ATTEST:
74

75 _____
76 Colleen L. Norton
77 CITY CLERK

Tim Levier
CHAIR

78 APPROVED AS TO FORM

79

80

81 _____
Ashley Augustin

82 DEPUTY CITY ATTORNEY





Staff Communication

File #: AAC Resolution 07-2026, **Version:** 1

Agenda Date: 09/16/2026

Subject:

AAC Resolution 07-2026: Approving a variance for 2450 W Main Street to allow for a marquee sign to have exposed bulb lighting where the permitted lighting is internal or halo

Prepared by:	Sara Dusenberry, Senior Planner
Presentations:	Sara Dusenberry, Senior Planner

PURPOSE:

Table 10-2-5.1.2 of the Unified Land Use Code (ULUC) allows marquee signs to have internal and halo illumination. The applicant seeks a variance to allow for a marquee sign to have exposed 2in diameter, frosted LED light bulbs.

LONG-TERM OUTCOME(S) SERVED:

High-Quality Governance

DISCUSSION:

Variances are typically considered when the strict application of the Littleton City Code creates an undue hardship on an applicant or when a hardship is created by physical surroundings. The applicant is requesting the variance to allow for a marquee sign with exposed bulb lighting. The applicant noted the variance requested is due to the unique architectural characteristics of the building and to replicate historic theater signage.

BACKGROUND:

The variance request was evaluated against the variance criteria set forth in Section 10-9-9.4.C.1 and 10-9-9.4.C.2.a. of the ULUC and listed below:

All Variances

- a. Strict application of the provisions of this Code would impose an undue hardship on the applicant and deprive the applicant of rights commonly enjoyed by other residents of the district in which the property is located.
- b. The hardship is based on or results from the particular physical surroundings, shape, or topographical conditions of the subject property.
- c. The hardship under which the variance is sought was not created by the owner, occupant, or agent of the owner of the property in question.
- d. The variance requested is the minimum necessary that will make possible a permitted use of the land, building, or structure.
- e. A variance will not confer on the applicant any special privilege that is denied to other lands or structures in the same district.
- f. A variance will not adversely affect the public health, safety, and welfare.

Sign Variances

1. There are special circumstances or conditions, such as the existence of buildings, topography, vegetation, sign structures, or other matters on adjacent or within the adjacent public right-of-way that substantially restrict the effectiveness of the sign in question. Such special circumstances or conditions shall be peculiar to the particular business or enterprise to which the applicant desires to draw attention, and do not apply in general to all businesses or enterprises in the area; and
2. The Variance would be generally consistent with the purposes of this Code and, specifically, would not be injurious to the neighborhood in which the business or enterprise to which the applicant desires to draw attention is located.

In staff's opinion, the proposed application meets 3 of the 8 review criteria, as elaborated in the staff report.

Prior Actions or Discussions

3/12/2026 Pre-Application Meeting (PREAPP26-0009)

8/17/2026 Historical Preservation Commission approves Certificate of Appropriateness for proposed signs (COA26-0002)

FISCAL IMPACTS:

N/A

ALTERNATIVES:

The Appeals and Adjustment Commission (AAC) may either approve, approve with conditions, deny the request, or continue consideration to gather more information. If the commission denies the request or places a condition of approval objectionable to the applicant, the applicant may appeal the decision to city council within 15 days of the decision.

STAFF RECOMMENDATION:

Based on staff's analysis, it appears the proposed variance is not in compliance with the approval criteria in Section 10-9-9.4.C.1 and 10-9-9.4.C.2.a., as detailed in the staff report. Therefore, staff recommends denial of AAC Resolution 07-2026.

PROPOSED MOTION:

I move to approve AAC Resolution 07-2026 approving a variance for 2450 W Main Street to allow for a marquee sign to have exposed bulb lighting, where the permitted lighting is internal or halo.

REFERENCES:

Unified Land Use Code (ULUC) Variances:

<https://online.encodeplus.com/regs/littleton-co-cc/doc-viewer.aspx#secid-3305>

Unified Land Use Code (ULUC) DT Sign Standards:

<https://online.encodeplus.com/regs/littleton-co-cc/doc-viewer.aspx#secid-3056>

[<https://online.encodeplus.com/regs/littleton-co-cc/doc-viewer.aspx>](https://online.encodeplus.com/regs/littleton-co-cc/doc-viewer.aspx)

CITY OF LITTLETON, COLORADO

Resolution 07

Series, 2026

A RESOLUTION OF THE APPEALS AND ADJUSTMENT COMMISSION OF THE CITY OF LITTLETON, APPROVING A VARIANCE AT 2450 WEST MAIN STREET TO ALLOW FOR A MARQUEE SIGN TO HAVE EXPOSED BULB LIGHTING, WHERE THE PERMITTED LIGHTING IS INTERNAL OR HALO

WHEREAS, the Littleton City Code grants the Appeals and Adjustment Commission powers to hear and decide requests for variances under Title 10 (Unified Land Use Code) of the Littleton City Code; and

WHEREAS, the Appeals and Adjustment Commission held a public hearing on September 16, 2026, to consider a proposal for a variance request to allow for a marquee sign to have exposed bulb lighting, where the permitted lighting is internal or halo; and

WHEREAS, the Appeals and Adjustment Commission considered evidence and testimony concerning the proposed variance at said public hearing; and

WHEREAS, the Appeals and Adjustment Commission finds in fact that strict application of the code would impose an undue hardship on the applicant, and deprive the applicant of rights commonly enjoyed by other residents of the district in which the property is located; and

WHEREAS, the Appeals and Adjustment Commission finds in fact that the hardship is based on or results from the particular physical surroundings, shape, or topographical conditions of the subject property; and

WHEREAS, the Appeals and Adjustment Commission finds in fact that the hardship under which the variance is sought was not created by the owner, occupant, or agent of the owner of the property in question; and

WHEREAS, the Appeals and Adjustment Commission finds in fact that the variance requested is the minimum necessary that will make possible a permitted use of the land, building, or structure; and

WHEREAS, the Appeals and Adjustment Commission finds in fact that the variance will not confer on the applicant any special privilege that is denied to other lands or structures in the same district; and

WHEREAS, the Appeals and Adjustment Commission finds in fact that the variance will not adversely affect the public health, safety, and welfare; and

47 **WHEREAS**, the Appeals and Adjustment Commission finds that there are special
48 circumstances or conditions, such as the existence of buildings, topography, vegetation, sign
49 structures, or other matters on adjacent lots or within the adjacent public right-of-way that
50 substantially restrict the effectiveness of the sign in question. They further find such special
51 circumstances or conditions are peculiar to the particular business or enterprise to which the applicant
52 desires to draw attention, and do not apply in general to all businesses or enterprises in the area; and
53

54 **WHEREAS**, the Appeals and Adjustment Commission finds that the variance would be
55 generally consistent with the purposes of the City Code and, specifically, would not be injurious to
56 the neighborhood in which the business or enterprise to which the applicant desires to draw attention
57 is located.
58

59
60 **NOW, THEREFORE, BE IT RESOLVED BY THE APPEALS AND**
61 **ADJUSTMENT COMMISSION OF THE CITY OF LITTLETON, COLORADO, THAT:**
62

63 **Section 1.** The Appeals and Adjustment Commission does hereby approve a variance at 2450
64 West Main Street to allow for a marquee sign to have exposed bulb lighting, where the permitted
65 lighting is internal or halo.
66

67 INTRODUCED, READ AND ADOPTED at a regularly scheduled meeting of the Appeals
68 and Adjustment Commission of the City of Littleton, Colorado, on the 16th day of September 2026,
69 at 6:30 p.m. at the Littleton Center, 2255 West Berry Avenue, Littleton, Colorado.

70
71 ATTEST:
72

73
74 _____
75 Colleen L. Norton
76 CITY CLERK

73
74 _____
75 Tim Levier
76 CHAIR

77 APPROVED AS TO FORM
78

79
80 _____
81 Ashley Augustin
82 DEPUTY CITY ATTORNEY





Staff Communication

File #: AAC Resolution 08-2026, **Version:** 1

Agenda Date: 09/16/2026

Subject:

AAC Resolution 08-2026: Approving a variance for 2450 W Main Street to allow for two (2) window signs where the permitted number of window signs is one (1)

Prepared by:	Sara Dusenberry, Senior Planner
Presentations:	Sara Dusenberry, Senior Planner

PURPOSE:

Table 10-2-5.1.2 of the Unified Land Use Code (ULUC) allows one window sign per building frontage. The applicant seeks a variance to allow for two window signs.

LONG-TERM OUTCOME(S) SERVED:

High- Quality Governance

DISCUSSION:

Variances are typically considered when the strict application of the Littleton City Code creates an undue hardship on an applicant or when a hardship is created by physical surroundings. The applicant is requesting the variance to allow for two window signs. The applicant noted the variance requested is due to the unique architectural characteristics of the building and to replicate historic theater signage.

BACKGROUND:

The variance request was evaluated against the variance criteria set forth in Section 10-9-9.4.C.1 and 10-9-9.4.C.2.a. of the ULUC and listed below:

All Variances

- a. Strict application of the provisions of this Code would impose an undue hardship on the applicant and deprive the applicant of rights commonly enjoyed by other residents of the district in which the property is located.
- b. The hardship is based on or results from the particular physical surroundings, shape, or topographical conditions of the subject property.
- c. The hardship under which the variance is sought was not created by the owner, occupant, or agent of the owner of the property in question.
- d. The variance requested is the minimum necessary that will make possible a permitted use of the land, building, or structure.
- e. A variance will not confer on the applicant any special privilege that is denied to other lands or structures in the same district.
- f. A variance will not adversely affect the public health, safety, and welfare.

Sign Variances

1. There are special circumstances or conditions, such as the existence of buildings, topography, vegetation, sign structures, or other matters on adjacent or within the adjacent public right-of-way that substantially restrict the effectiveness of the sign in question. Such special circumstances or conditions shall be peculiar to the particular business or enterprise to which the applicant desires to draw attention, and do not apply in general to all businesses or enterprises in the area; and
2. The Variance would be generally consistent with the purposes of this Code and, specifically, would not be injurious to the neighborhood in which the business or enterprise to which the applicant desires to draw attention is located.

In staff's opinion, the proposed application meets 8 of the 8 review criteria, as elaborated in the staff report.

Prior Actions or Discussions

3/12/2026 Pre-Application Meeting (PREAPP26-0009)

8/17/2026 Historical Preservation Commission approves Certificate of Appropriateness for proposed signs (COA26-0002)

FISCAL IMPACTS:

N/A

ALTERNATIVES:

The Appeals and Adjustment Commission (AAC) may either approve, approve with conditions, deny the request, or continue consideration to gather more information. If the commission denies the request or places a condition of approval objectionable to the applicant, the applicant may appeal the decision to city council within 15 days of the decision.

STAFF RECOMMENDATION:

Based on staff's analysis, it appears the proposed variance is in compliance with the approval criteria in Section 10-9-9.4.C.1 and 10-9-9.4.C.2.a., as detailed in the staff report. Therefore, staff recommends approval of AAC Resolution 08-2026.

PROPOSED MOTION:

I move to approve AAC Resolution 08-2026 approving a variance for 2450 W Main Street to allow for two (2) window signs where the permitted number of window signs is one (1).

REFERENCES:

Unified Land Use Code (ULUC) Variances:

<https://online.encodeplus.com/regs/littleton-co-cc/doc-viewer.aspx#secid-3305>

Unified Land Use Code (ULUC) DT Sign Standards:

<https://online.encodeplus.com/regs/littleton-co-cc/doc-viewer.aspx#secid-3056>

[<https://online.encodeplus.com/regs/littleton-co-cc/doc-viewer.aspx>](https://online.encodeplus.com/regs/littleton-co-cc/doc-viewer.aspx)

CITY OF LITTLETON, COLORADO

Resolution 08

Series, 2026

A RESOLUTION OF THE APPEALS AND ADJUSTMENT COMMISSION OF THE CITY OF LITTLETON, APPROVING A VARIANCE AT 2450 WEST MAIN STREET TO ALLOW FOR TWO (2) WINDOW SIGNS WHERE THE PERMITTED NUMBER OF WINDOW SIGNS IS ONE (1)

WHEREAS, the Littleton City Code grants the Appeals and Adjustment Commission powers to hear and decide requests for variances under Title 10 (Unified Land Use Code) of the Littleton City Code; and

WHEREAS, the Appeals and Adjustment Commission held a public hearing on September 16, 2026, to consider a proposal for a variance request to allow for two window signs, where the permitted number of window signs is one; and

WHEREAS, the Appeals and Adjustment Commission considered evidence and testimony concerning the proposed variance at said public hearing; and

WHEREAS, the Appeals and Adjustment Commission finds in fact that strict application of the code would impose an undue hardship on the applicant, and deprive the applicant of rights commonly enjoyed by other residents of the district in which the property is located; and

WHEREAS, the Appeals and Adjustment Commission finds in fact that the hardship is based on or results from the particular physical surroundings, shape, or topographical conditions of the subject property; and

WHEREAS, the Appeals and Adjustment Commission finds in fact that the hardship under which the variance is sought was not created by the owner, occupant, or agent of the owner of the property in question; and

WHEREAS, the Appeals and Adjustment Commission finds in fact that the variance requested is the minimum necessary that will make possible a permitted use of the land, building, or structure; and

WHEREAS, the Appeals and Adjustment Commission finds in fact that the variance will not confer on the applicant any special privilege that is denied to other lands or structures in the same district; and

WHEREAS, the Appeals and Adjustment Commission finds in fact that the variance will not adversely affect the public health, safety, and welfare; and

46 **WHEREAS**, the Appeals and Adjustment Commission finds that there are special
47 circumstances or conditions, such as the existence of buildings, topography, vegetation, sign
48 structures, or other matters on adjacent lots or within the adjacent public right-of-way that
49 substantially restrict the effectiveness of the sign in question. They further find such special
50 circumstances or conditions are peculiar to the particular business or enterprise to which the applicant
51 desires to draw attention, and do not apply in general to all businesses or enterprises in the area; and
52

53 **WHEREAS**, the Appeals and Adjustment Commission finds that the variance would be
54 generally consistent with the purposes of the City Code and, specifically, would not be injurious to
55 the neighborhood in which the business or enterprise to which the applicant desires to draw attention
56 is located.
57

58
59 **NOW, THEREFORE, BE IT RESOLVED BY THE APPEALS AND**
60 **ADJUSTMENT COMMISSION OF THE CITY OF LITTLETON, COLORADO, THAT:**
61

62 **Section 1.** The Appeals and Adjustment Commission does hereby approve a variance at 2450
63 West Main Street to allow for two window signs, where the permitted number of window signs is
64 one.
65

66
67 INTRODUCED, READ AND ADOPTED at a regularly scheduled meeting of the Appeals
68 and Adjustment Commission of the City of Littleton, Colorado, on the 16th day of September 2026,
69 at 6:30 p.m. at the Littleton Center, 2255 West Berry Avenue, Littleton, Colorado.

70
71 ATTEST:
72

73
74 _____
75 Colleen L. Norton
76 CITY CLERK

73
74 _____
75 Tim Levier
76 CHAIR

77 APPROVED AS TO FORM
78

79 _____
80 Ashley Augustin
81 DEPUTY CITY ATTORNEY





Staff Communication

File #: AAC Resolution 09-2026, **Version:** 1

Agenda Date: 09/16/2026

Subject:

AAC Resolution 09-2026: Approving a variance for 2450 W Main Street to allow for window signs to have exposed bulb lighting where the permitted lighting is internal

Prepared by:	Sara Dusenberry, Senior Planner
Presentations:	Sara Dusenberry, Senior Planner

PURPOSE:

Table 10-2-5.1.2 of the Unified Land Use Code (ULUC) allows window signs to be internally illuminated. The applicant seeks a variance to allow for exposed 2in diameter, frosted LED light bulbs.

LONG-TERM OUTCOME(S) SERVED:

High-Quality Governance

DISCUSSION:

Variances are typically considered when the strict application of the Littleton City Code creates an undue hardship on an applicant or when a hardship is created by physical surroundings. The applicant is requesting the variance to install window signs with exposed bulb lighting. The applicant noted the variance requested is due to the unique architectural characteristics of the building and to replicate historic theater signage.

BACKGROUND:

The variance request was evaluated against the variance criteria set forth in Section 10-9-9.4.C.1 and 10-9-9.4.C.2.a. of the ULUC and listed below:

All Variances

- a. Strict application of the provisions of this Code would impose an undue hardship on the applicant and deprive the applicant of rights commonly enjoyed by other residents of the district in which the property is located.
- b. The hardship is based on or results from the particular physical surroundings, shape, or topographical conditions of the subject property.
- c. The hardship under which the variance is sought was not created by the owner, occupant, or agent of the owner of the property in question.
- d. The variance requested is the minimum necessary that will make possible a permitted use of the land, building, or structure.
- e. A variance will not confer on the applicant any special privilege that is denied to other lands or structures in the same district.
- f. A variance will not adversely affect the public health, safety, and welfare.

Sign Variances

1. There are special circumstances or conditions, such as the existence of buildings, topography, vegetation, sign structures, or other matters on adjacent lots or within the adjacent public right-of-way that substantially restrict the effectiveness of the sign in question. Such special circumstances or conditions shall be peculiar to the particular business or enterprise to which the applicant desires to draw attention, and do not apply in general to all businesses or enterprises in the area; and
2. The Variance would be generally consistent with the purposes of this Code and, specifically, would not be injurious to the neighborhood in which the business or enterprise to which the applicant desires to draw attention is located.

In staff's opinion, the proposed application meets three of the 8 review criteria, as elaborated in the staff report.

Prior Actions or Discussions

3/12/2026	Pre-Application Meeting (PREAPP26-0009)
8/17/2026	Historical Preservation Commission approves Certificate of Appropriateness for proposed signs (COA26-0002)

FISCAL IMPACTS:

N/A

ALTERNATIVES:

The Appeals and Adjustment Commission (AAC) may either approve, approve with conditions, deny the request, or continue consideration to gather more information. If the commission denies the request or places a condition of approval objectionable to the applicant, the applicant may appeal the decision to city council within 15 days of the decision.

STAFF RECOMMENDATION:

Based on staff's analysis, it appears the proposed variance is not in compliance with the approval criteria in Section 10-9-9.4.C.1 and 10-9-9.4.C.2.a., as detailed in the staff report. Therefore, staff recommends denial of AAC Resolution 09-2026.

PROPOSED MOTION:

I move to approve AAC Resolution 09-2026 approving a variance for 2450 W Main Street to allow for window signs to have exposed bulb lighting where the permitted lighting is internal.

REFERENCES:

Unified Land Use Code (ULUC) Variances:

<https://online.encodeplus.com/regs/littleton-co-cc/doc-viewer.aspx#secid-3305>

Unified Land Use Code (ULUC) DT Sign Standards:

<https://online.encodeplus.com/regs/littleton-co-cc/doc-viewer.aspx#secid-3056>

[<https://online.encodeplus.com/regs/littleton-co-cc/doc-viewer.aspx>](https://online.encodeplus.com/regs/littleton-co-cc/doc-viewer.aspx)

CITY OF LITTLETON, COLORADO

Resolution 09

Series, 2026

A RESOLUTION OF THE APPEALS AND ADJUSTMENT COMMISSION OF THE CITY OF LITTLETON, APPROVING A VARIANCE AT 2450 WEST MAIN STREET TO ALLOW FOR WINDOW SIGNS TO HAVE EXPOSED BULB LIGHTING, WHERE THE PERMITTED LIGHTING IS INTERNAL

WHEREAS, the Littleton City Code grants the Appeals and Adjustment Commission powers to hear and decide requests for variances under Title 10 (Unified Land Use Code) of the Littleton City Code; and

WHEREAS, the Appeals and Adjustment Commission held a public hearing on September 16, 2026, to consider a proposal for a variance request to allow for window signs to have exposed bulb lighting, where the permitted lighting is internal; and

WHEREAS, the Appeals and Adjustment Commission considered evidence and testimony concerning the proposed variance at said public hearing; and

WHEREAS, the Appeals and Adjustment Commission finds in fact that strict application of the code would impose an undue hardship on the applicant, and deprive the applicant of rights commonly enjoyed by other residents of the district in which the property is located; and

WHEREAS, the Appeals and Adjustment Commission finds in fact that the hardship is based on or results from the particular physical surroundings, shape, or topographical conditions of the subject property; and

WHEREAS, the Appeals and Adjustment Commission finds in fact that the hardship under which the variance is sought was not created by the owner, occupant, or agent of the owner of the property in question; and

WHEREAS, the Appeals and Adjustment Commission finds in fact that the variance requested is the minimum necessary that will make possible a permitted use of the land, building, or structure; and

WHEREAS, the Appeals and Adjustment Commission finds in fact that the variance will not confer on the applicant any special privilege that is denied to other lands or structures in the same district; and

WHEREAS, the Appeals and Adjustment Commission finds in fact that the variance will not adversely affect the public health, safety, and welfare; and

47 **WHEREAS**, the Appeals and Adjustment Commission finds that there are special
48 circumstances or conditions, such as the existence of buildings, topography, vegetation, sign
49 structures, or other matters on adjacent lots or within the adjacent public right-of-way that
50 substantially restrict the effectiveness of the sign in question. They further find such special
51 circumstances or conditions are peculiar to the particular business or enterprise to which the applicant
52 desires to draw attention, and do not apply in general to all businesses or enterprises in the area; and
53

54 **WHEREAS**, the Appeals and Adjustment Commission finds that the variance would be
55 generally consistent with the purposes of the City Code and, specifically, would not be injurious to
56 the neighborhood in which the business or enterprise to which the applicant desires to draw attention
57 is located.
58

59
60 **NOW, THEREFORE, BE IT RESOLVED BY THE APPEALS AND**
61 **ADJUSTMENT COMMISSION OF THE CITY OF LITTLETON, COLORADO, THAT:**
62

63 **Section 1.** The Appeals and Adjustment Commission does hereby approve a variance at 2450
64 West Main Street to allow for window signs to have exposed bulb lighting, where the permitted
65 lighting is internal.
66

67 INTRODUCED, READ AND ADOPTED at a regularly scheduled meeting of the Appeals
68 and Adjustment Commission of the City of Littleton, Colorado, on the 16th day of September 2026,
69 at 6:30 p.m. at the Littleton Center, 2255 West Berry Avenue, Littleton, Colorado.

70
71 ATTEST:
72

73
74 _____
75 Colleen L. Norton
76 CITY CLERK

77 APPROVED AS TO FORM

78
79 _____
80 Ashley Augustin
81 DEPUTY CITY ATTORNEY

Tim Levier
CHAIR

