

Board of Adjustment



Study Session Minutes

Mesa City Council Chambers - Upper Level, 20 East Main Street

Date: December 3, 2025 Time: 5:00 p.m.

MEMBERS PRESENT:

Chair Alexis Wagner*
Vice Chair Shelly Allen*
Boardmember Troy Glover
Boardmember Janice Paul
Boardmember Gerson Barrera*

MEMBERS ABSENT:

Boardmember Todd Trendler

(*Boardmembers and staff participated in the meeting through the use of audio conference equipment)

STAFF PRESENT:

Kelly Whittemore
Cassidy Welch
Jennifer Merrill
Charlotte Bridges
Chloe Durfee Daniel
Vanessa Felix

OTHERS PRESENT:

1 Call meeting to order.

Chair Wagner excused Boardmember Trendler and declared quorum present, and the Study Session was called to order at 5:18 p.m.

2 Staff Update.

No Update.

3 Review and discuss items on the agenda for the December 3, 2025 Board of Adjustment Hearing.

***3-a BOA25-00602 continued to January 7, 2025 Board of Adjustment meeting.**

***3-b Staff member Kwasi Abebrese presented case BOA25-00718 to the Board.
See attached presentation.**

Staff member Abebrese clarified that the request only applies to the attached signage. The other existing detached signs meet code.

- *3-c Staff member Kwasi Abebrese presented case BOA25-00813 to the Board.
See attached presentation.**

One citizen comment was received regarding illumination, and staff noted the proposed halo illumination would be low intensity and adjacent to an arterial roadway, with no formal opposition expressed.

- *3-d Staff member Charlotte Bridges presented case BOA25-00840 to the Board.
See attached presentation.**

Staff member Bridges answered a question about building permits.

4 Adjournment.

Boardmember Glover motioned to adjourn the Study Session. The motion was seconded by Boardmember Paul.

Vote: 5-0

AYES –Wagner – Allen – Glover – Barrera – Paul

NAYS – None

ABSENT – Trendler

ABSTAINED – None

The Study Session was adjourned at 5:37 p.m.

Respectfully submitted,

Chair Wagner



BOA25-00718

Circle K Burrito Express CSP



Request

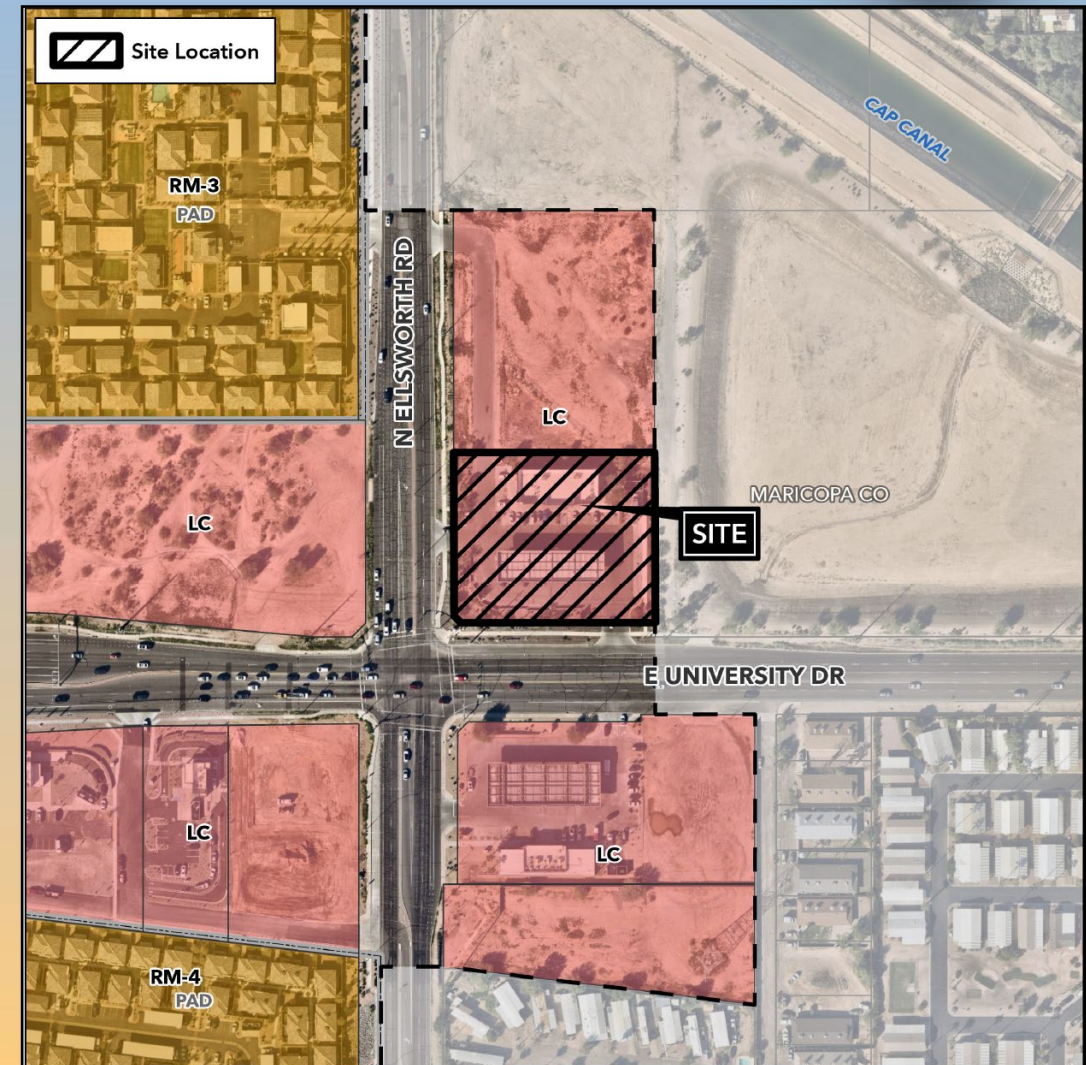
- Special Use Permit (SUP) for a Comprehensive Sign Plan (CSP)





Location

- 9230 East University Drive
- East of Ellsworth Road
- North of University Drive

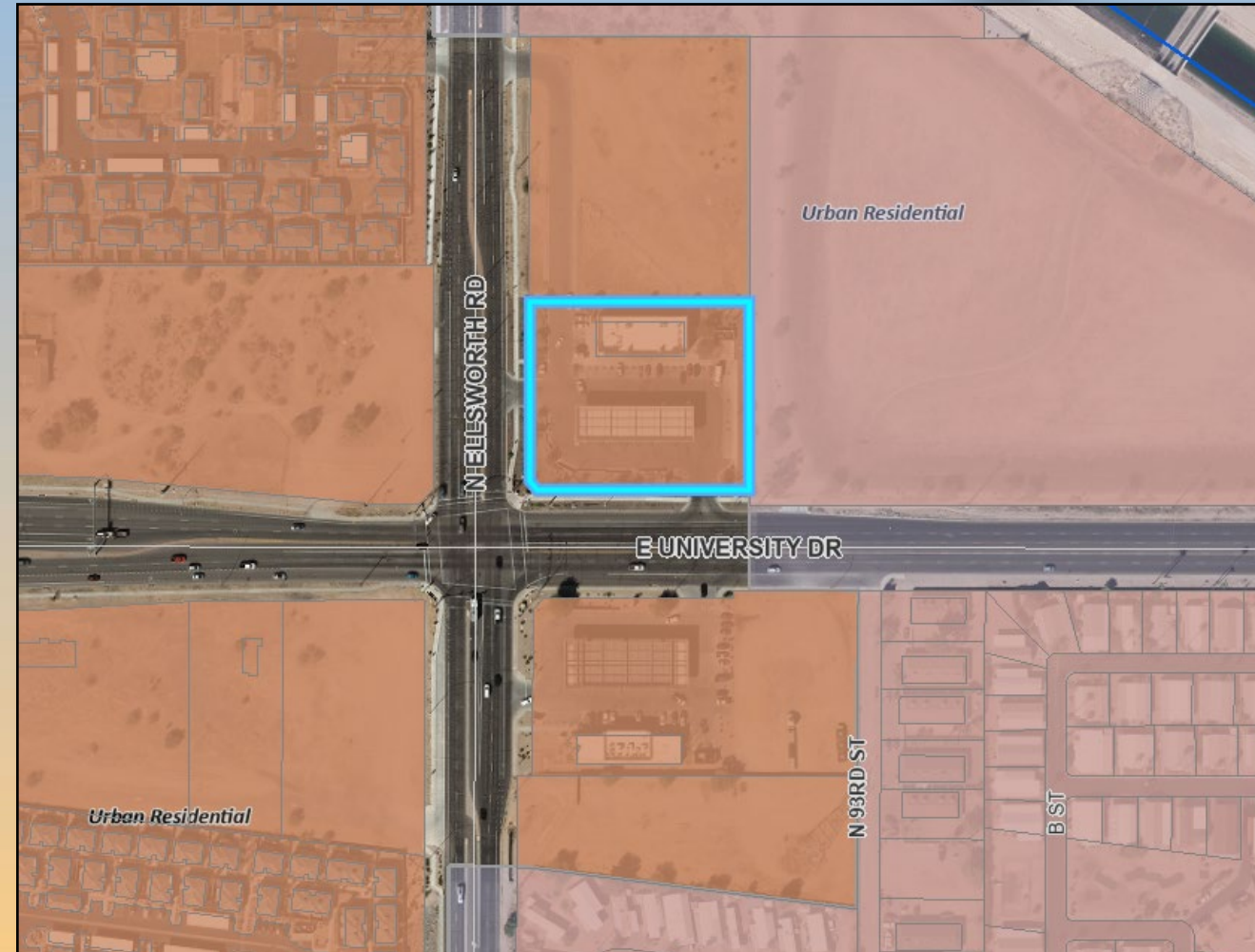




General Plan

Urban Residential – Evolve

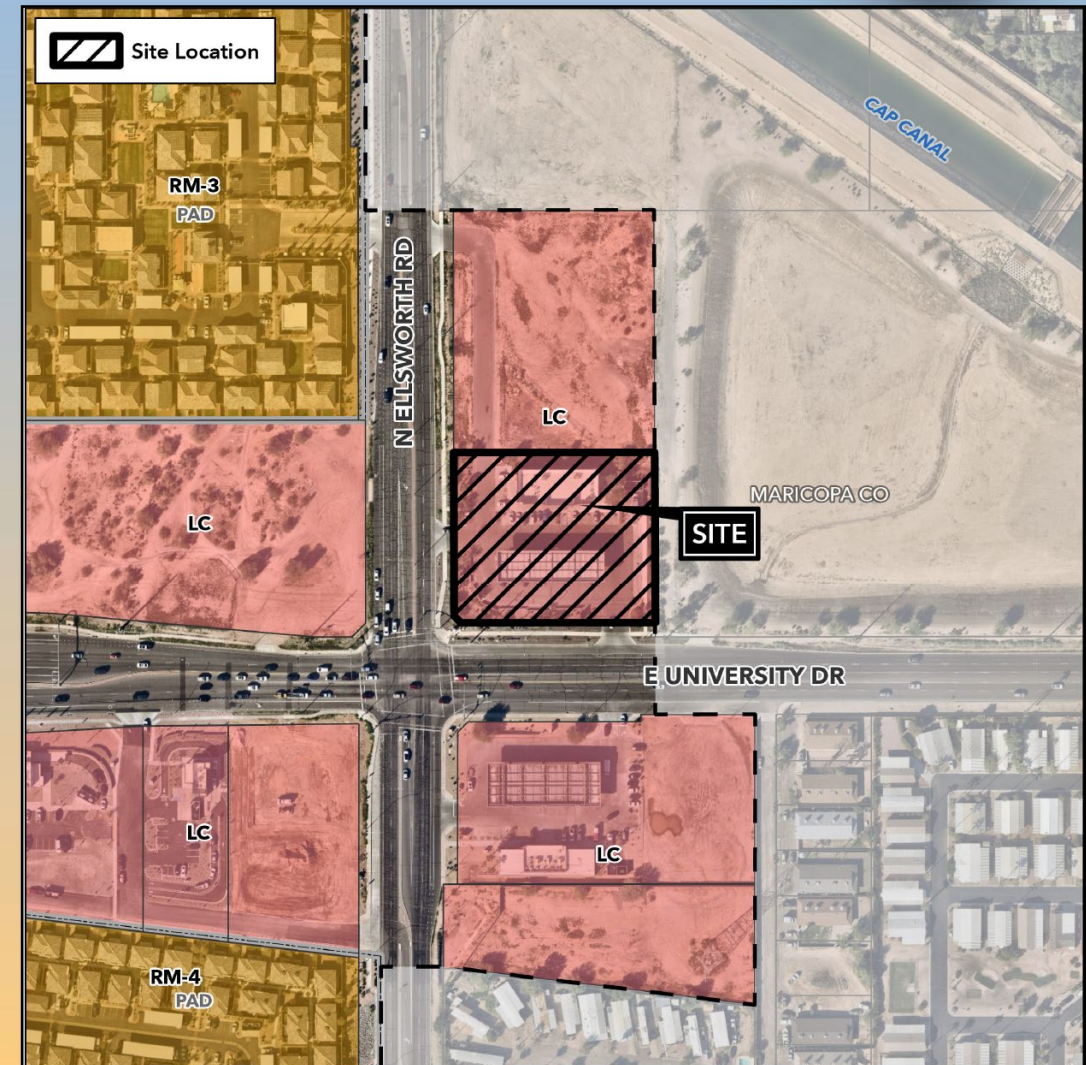
- Contains a diverse mixture of uses where commercial, residential, as well as public and semi-public uses coexist





Zoning

- Limited Commercial (LC)
- A convenience store with an associated service station requires a Special Use Permit (SUP)





Site Photos



Looking north towards the site from University Drive



Site Photos



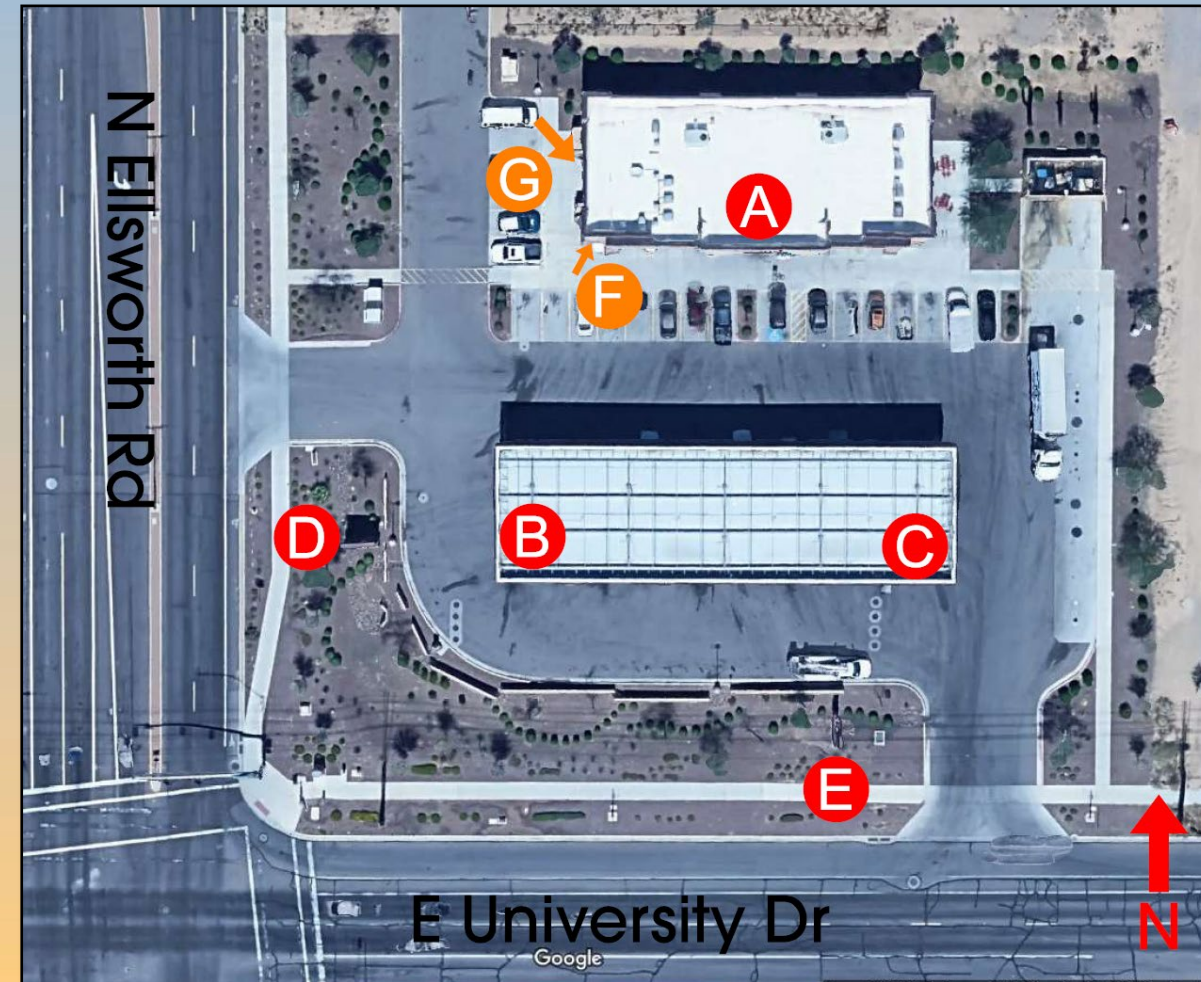
Looking east towards the site from Ellsworth Road



Sign Plan – Wall Signs

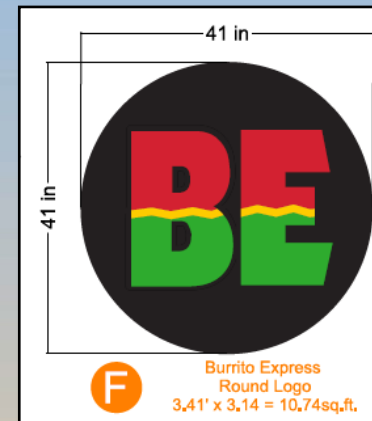
Proposed:

- Addition of two new illuminated wall signs
- A total of five attached signs
- A maximum aggregate sign area of 178 square feet





Sign Plan



South Elevation



Sign Plan



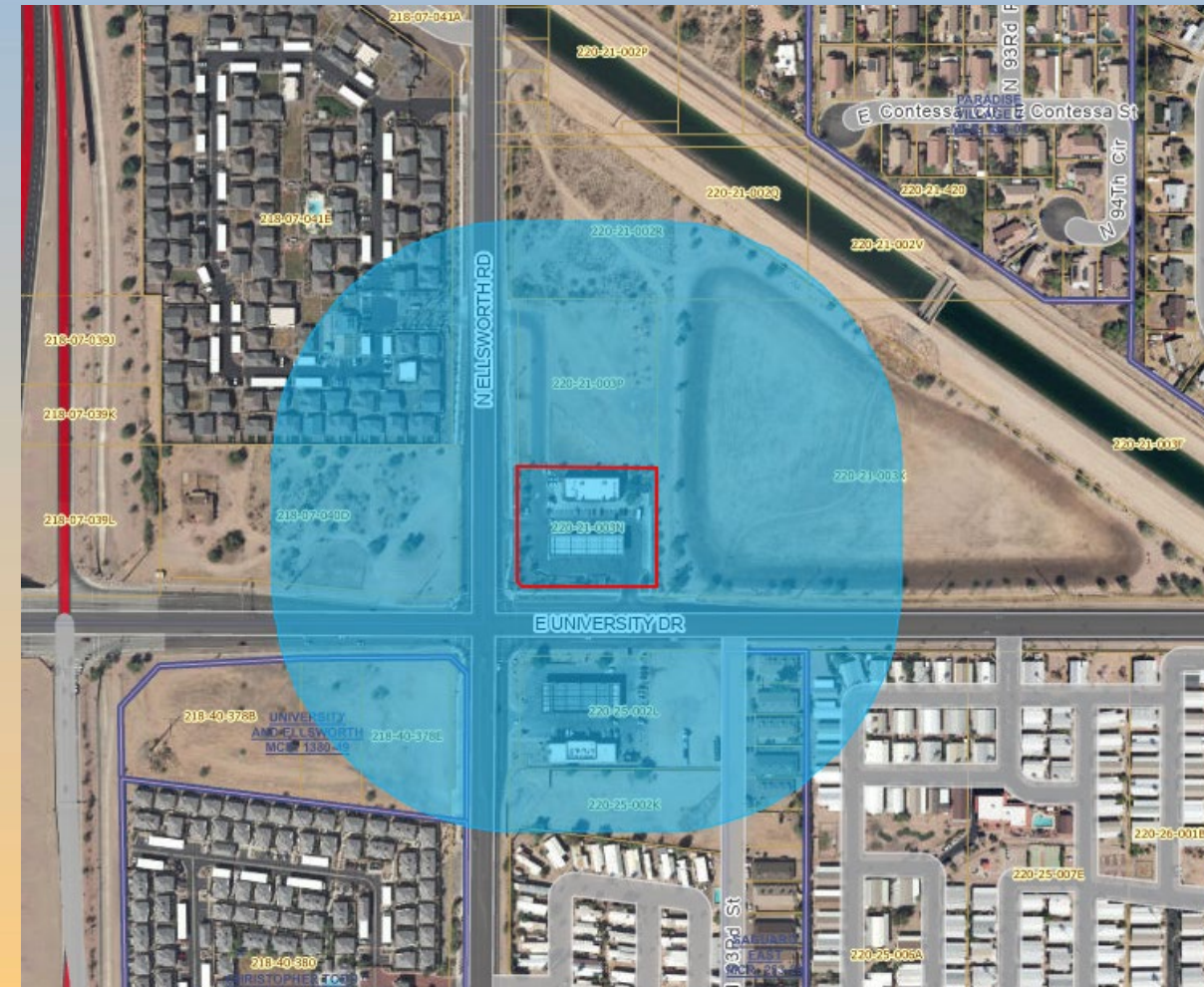
West Elevation





Citizen Participation

- Notified property owners within 500 feet
- No comments received from neighboring property owners





Approval Criteria

Section 11-46-3(D) CSP Criteria

- ✓ The site contains unique or unusual physical conditions that would limit or restrict normal sign visibility.
- ✓ The development exhibits unique characteristics of land use, that represent a clear variation from conventional development.
- ✓ The proposed signage incorporates special design features that reinforce or are integrated with the building architecture.



Approval Criteria

Section 11-70-5(E) Special Use Permit Criteria

- ✓ Project will advance the goals and objectives of the General Plan and other City plan and/or policies;
- ✓ Location, size, design, and operating characteristics are consistent with the purposes of the district where it is located and conform with the General Plan and any other applicable City plan or policies;
- ✓ Project will not be injurious or detrimental to the surrounding properties, the neighborhood, or to the general welfare of the City; and
- ✓ Adequate public services, public facilities and public infrastructure are available.



Findings

- ✓ Complies with the 2050 Mesa General Plan
- ✓ Meets the CSP criteria of Section 11-46-3(D) of the MZO
- ✓ Meets the SUP findings of Section 11-70-5(E) of the MZO

Staff recommends Approval with Conditions



BOA25-00813

St Timothy Catholic School CSP



Request

- Special Use Permit (SUP) for a Comprehensive Sign Plan (CSP)





Site Location

Map showing the proposed site location (hatched area) and surrounding streets and zoning districts.

Streets: S ROGERS, W MEASE AVE, W MONTE AVE, W NOPAL AVE, W NARANJA AVE, W GUADALUPE RD, S PATTERSON, S CANYON, S ALMA SCHOOL RD, W MADERO AVE, W MENDOZA AVE, W NATIVIDAD AVE, S RIVA ST.

Zoning Districts: RS-6, RM-4, PS, LC.

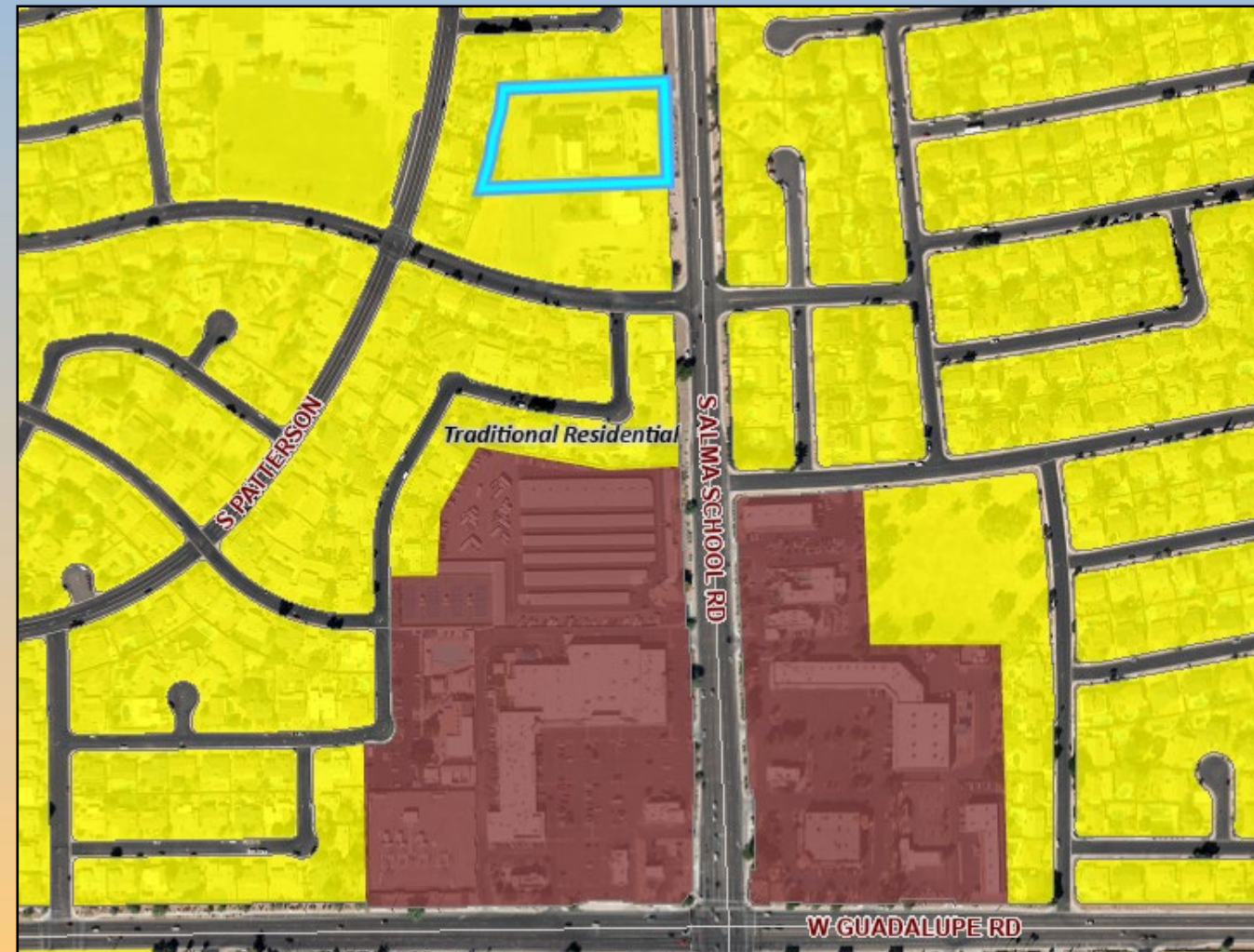
Other Labels: PAD, SITE, LC.



General Plan

Traditional Residential – Sustain

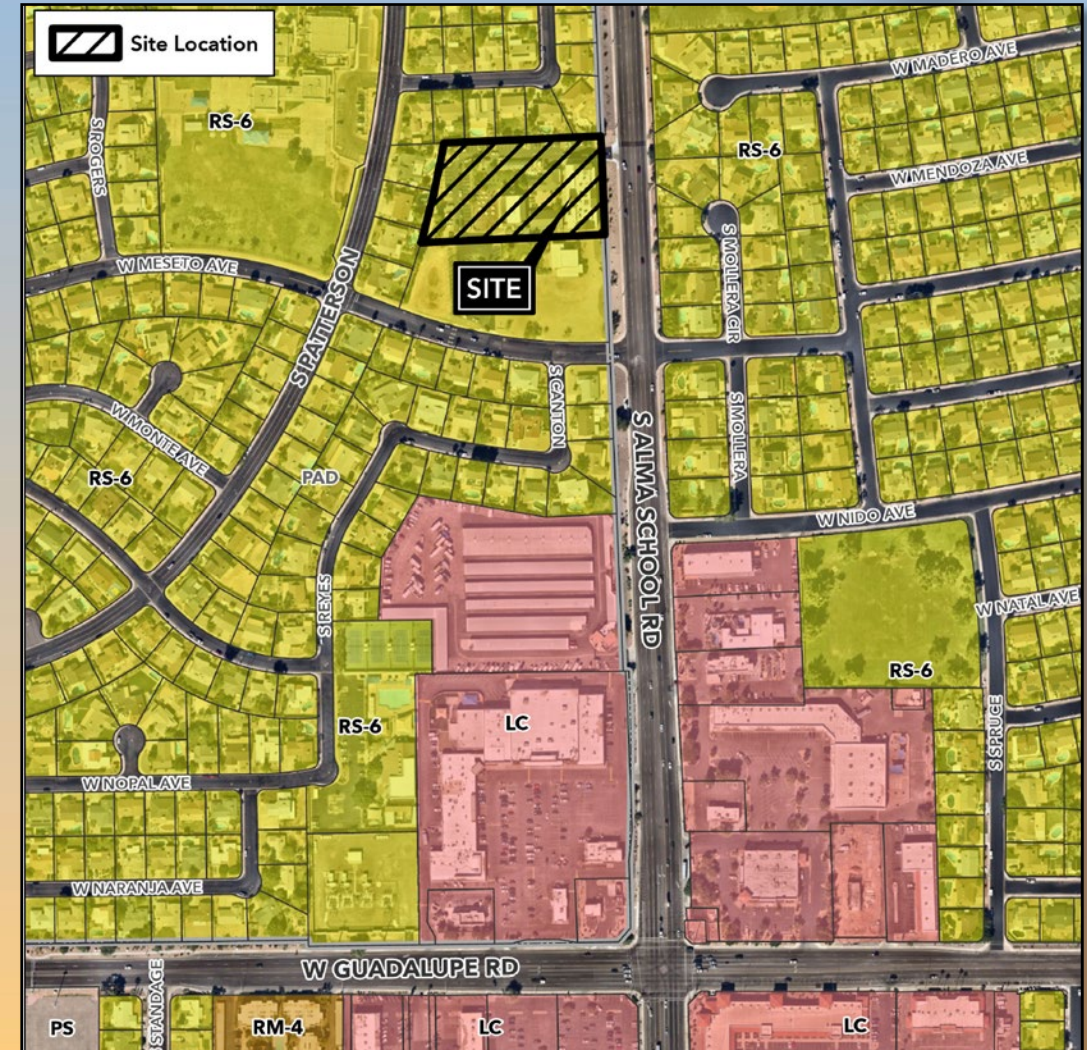
- Contains primarily detached single-family homes as well as low-density multi-family developments
- Includes complementary public and semi-public uses such as schools, places of worship, and parks





Zoning

- Single Residence 6 with a Planned Area Development Overlay (RS-6-PAD)
- A private school is permitted in the Single Residence District through the approval of a Council Use Permit (CUP)





Site Photos



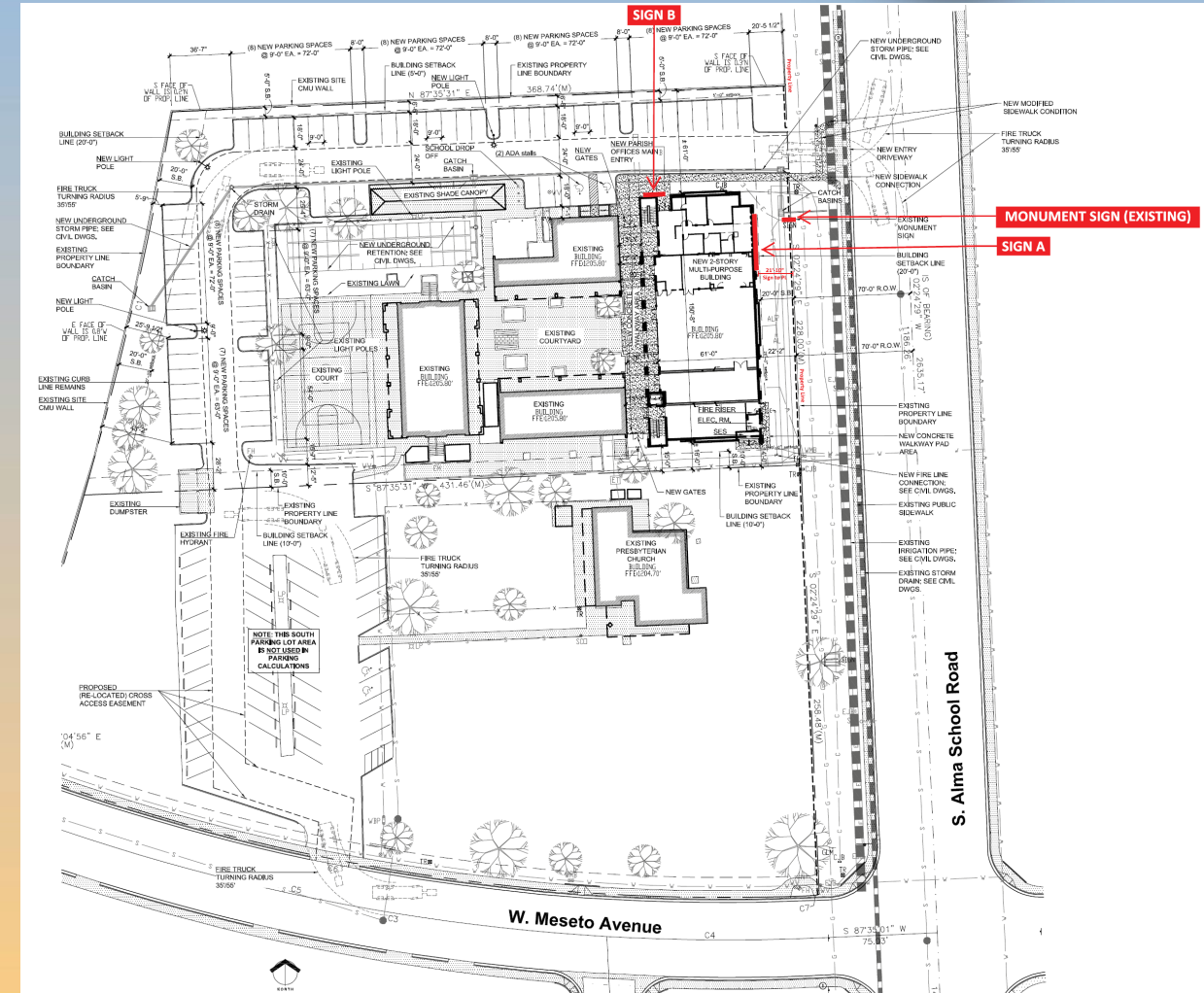
Looking west towards the site from Alma School Road



Sign Plan

Proposed:

- A total of three signs
 - Two newly proposed attached signs
 - One existing detached sign
- A maximum sign area of 108 square feet
- Allow an illuminated sign in the Single Residence District





Sign Plan



ST. TIMOTHY CATHOLIC SCHOOL

ILLUMINATED NIGHT VIEW



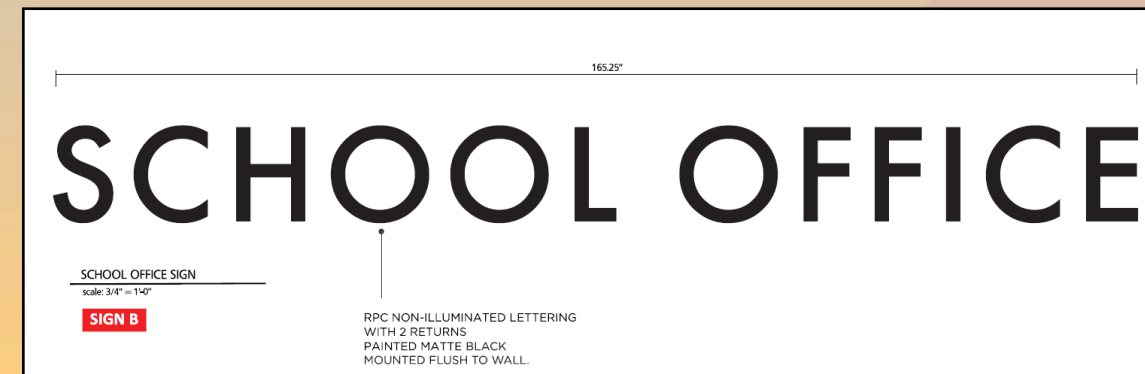
East Elevation



Sign Plan



North Elevation





Sign Plan

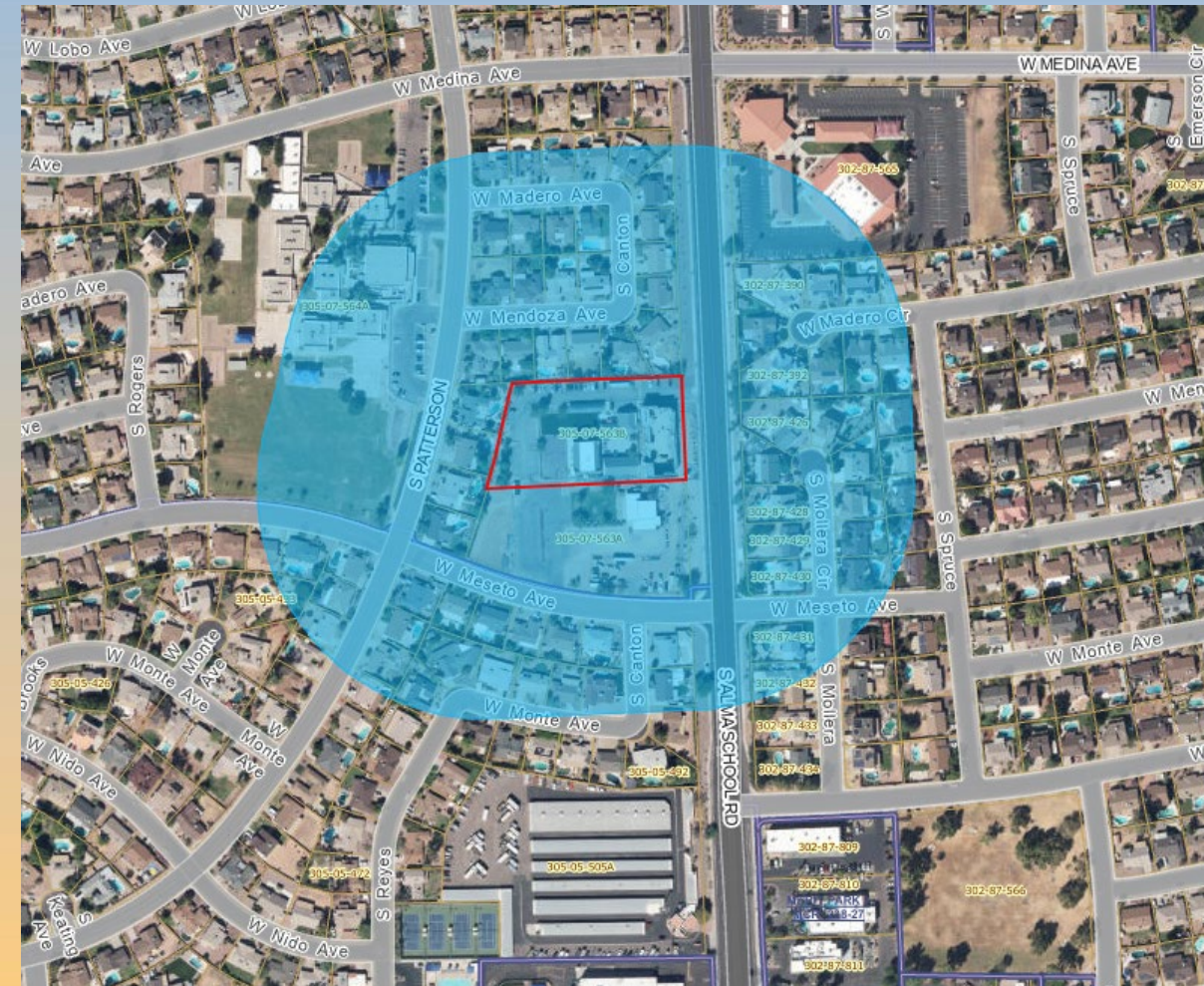


Existing Detached Sign



Citizen Participation

- Notified property owners within 500 feet
- No comments received from neighboring property owners





Approval Criteria

Section 11-46-3(D) CSP Criteria

- ✓ The site contains unique or unusual physical conditions that would limit or restrict normal sign visibility.
- ✓ The development exhibits unique characteristics of land use, that represent a clear variation from conventional development.
- ✓ The proposed signage incorporates special design features that reinforce or are integrated with the building architecture.



Approval Criteria

Section 11-70-5(E) Special Use Permit Criteria

- ✓ Project will advance the goals and objectives of the General Plan and other City plan and/or policies;
- ✓ Location, size, design, and operating characteristics are consistent with the purposes of the district where it is located and conform with the General Plan and any other applicable City plan or policies;
- ✓ Project will not be injurious or detrimental to the surrounding properties, the neighborhood, or to the general welfare of the City; and
- ✓ Adequate public services, public facilities and public infrastructure are available.



Findings

- ✓ Complies with the 2050 Mesa General Plan
- ✓ Meets the CSP criteria of Section 11-46-3(D) of the MZO
- ✓ Meets the SUP findings of Section 11-70-5(E) of the MZO

Staff recommends Approval with Conditions



BOA25-00840



Request

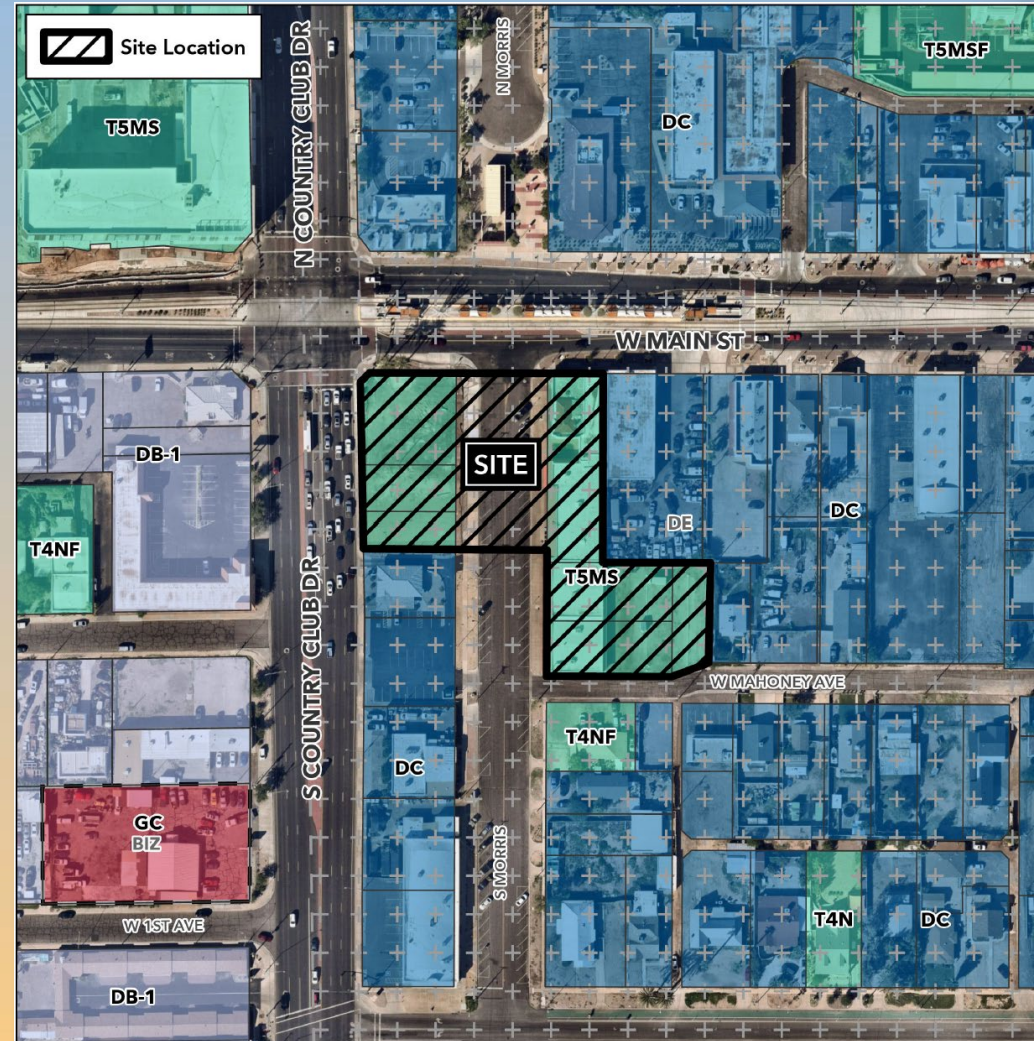
- Variance Extension for BOA23-00738 - November 1, 2025, to March 5, 2027
 - November 1, 2023, original approval date of the variances (Case No. BOA23-00738)
 - October 12, 2024, Administrative extension approved (Case No. ADM24-00840)





Location

- East of Country Club
- South of Main Street
- Both sides of Morris
- North of Mahoney





Findings

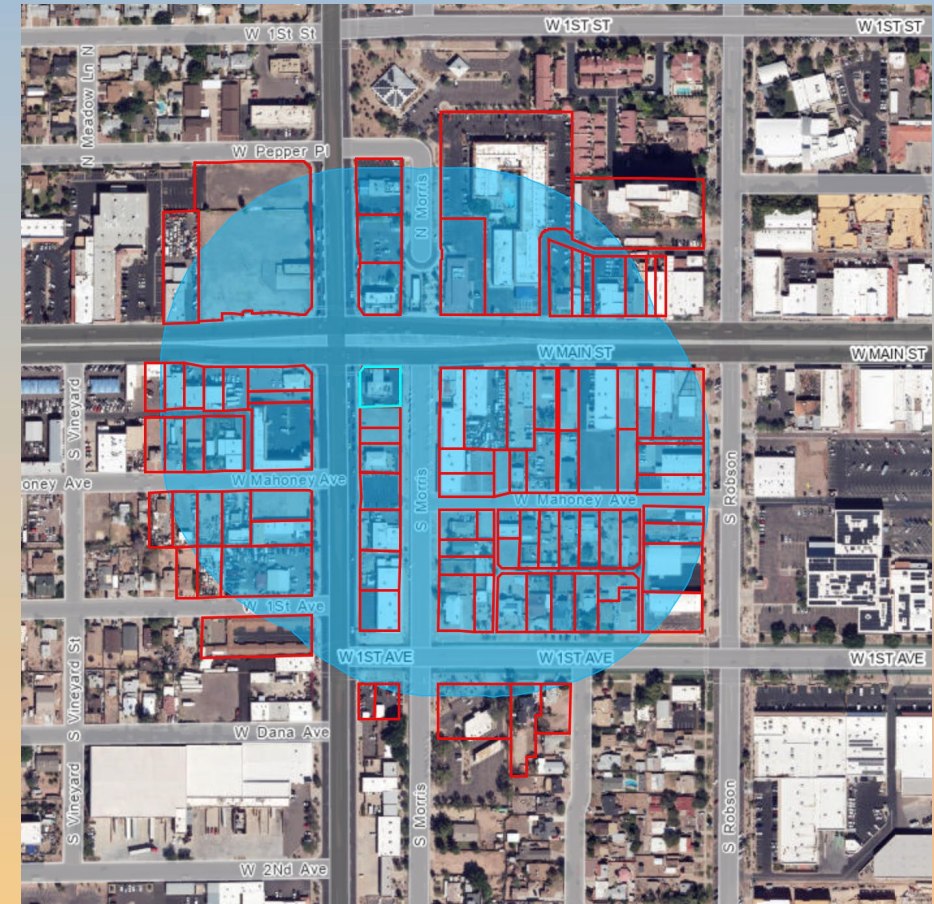
- ✓ Complies with the 2050 Mesa General Plan
- ✓ Meets required findings for a Variance in Section 11-80-3 of the MZO
- ✓ Complies with Section 11-67-9(B) of the MZO for extensions

Staff recommends Approval with Conditions



Citizen Participation

- Notified property owners within 500 feet
- No emails or phone calls





Board of Adjustment

BOA25-00840



General Plan

Downtown with Transit District overlay of Corridor Station Area

- Pedestrian oriented, people friendly
- Lots of activity; housing, employment, shopping, entertainment and events

Central Main Street Area Plan – Urban Gateway Planning Area

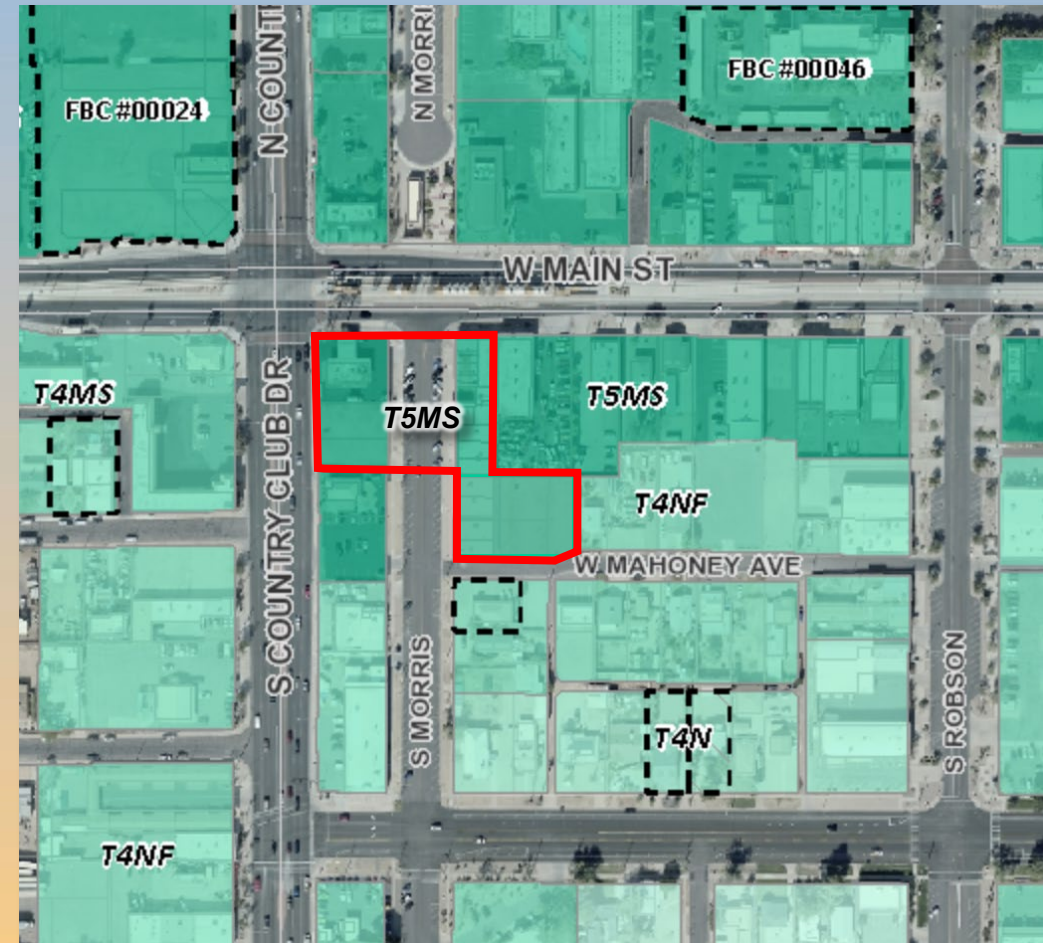
- Announce entrance into Downtown Mesa





Zoning

- Transect 5 Main Street (T5MS)
- T5MS Building Form
- Mid-Rise Building Form
- Shopfront, Gallery & Terrace
Private Frontage Types





Site Photos



Looking south down east side of Morris



Looking south down east side Country Club Drive



Site Photo



Looking north from Morris



Site Photo



Looking east from Morris



Site Photo

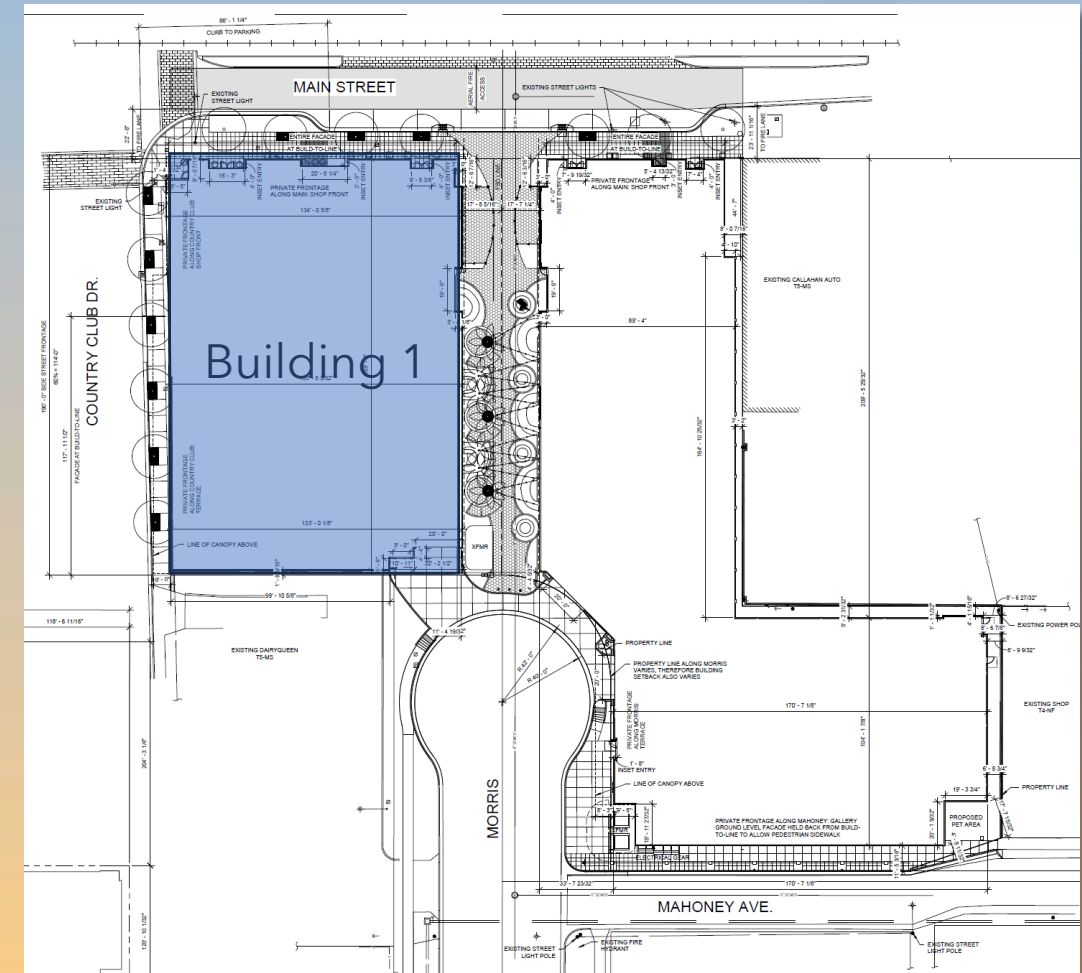


Looking north from Mahoney Avenue



Site Plan

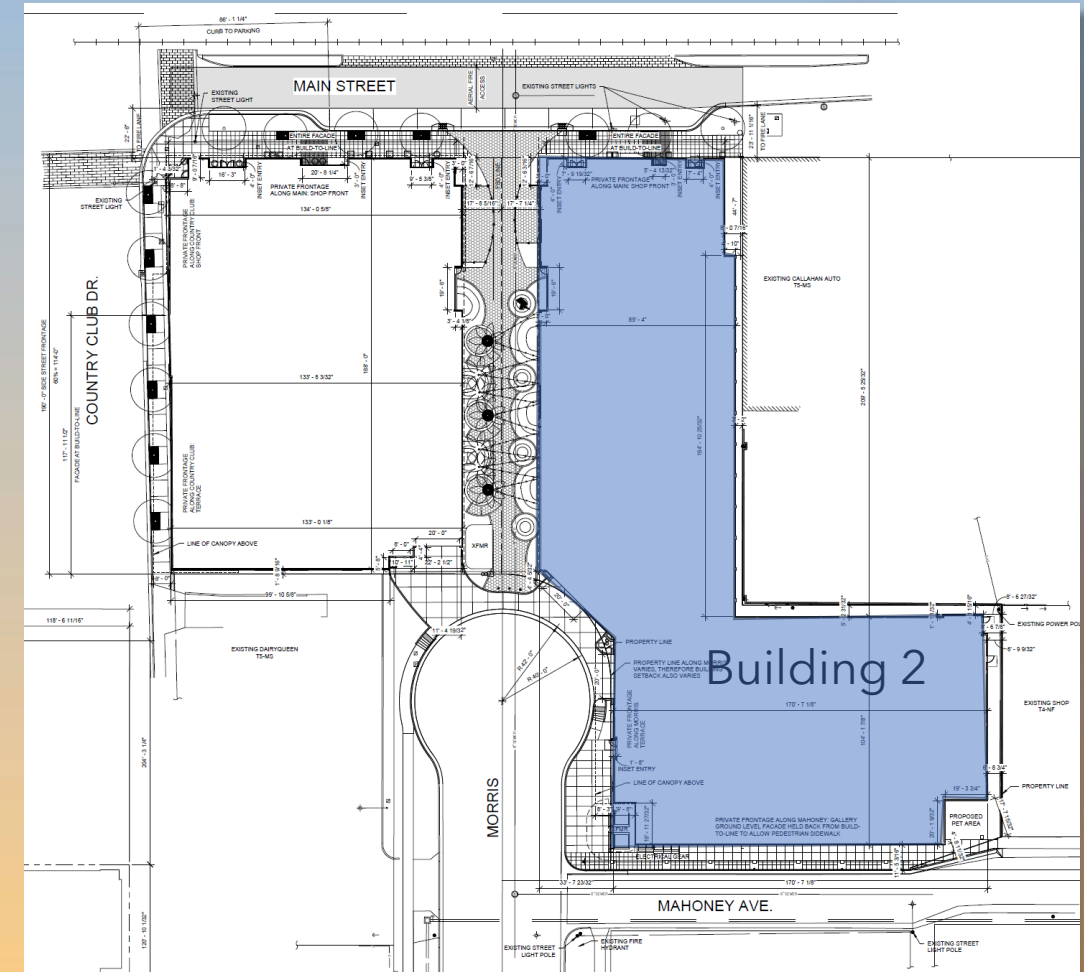
- Building 1: 6-story, with ground floor commercial and parking structure (41 spaces) and 5 floors residential units (157 units)





Site Plan

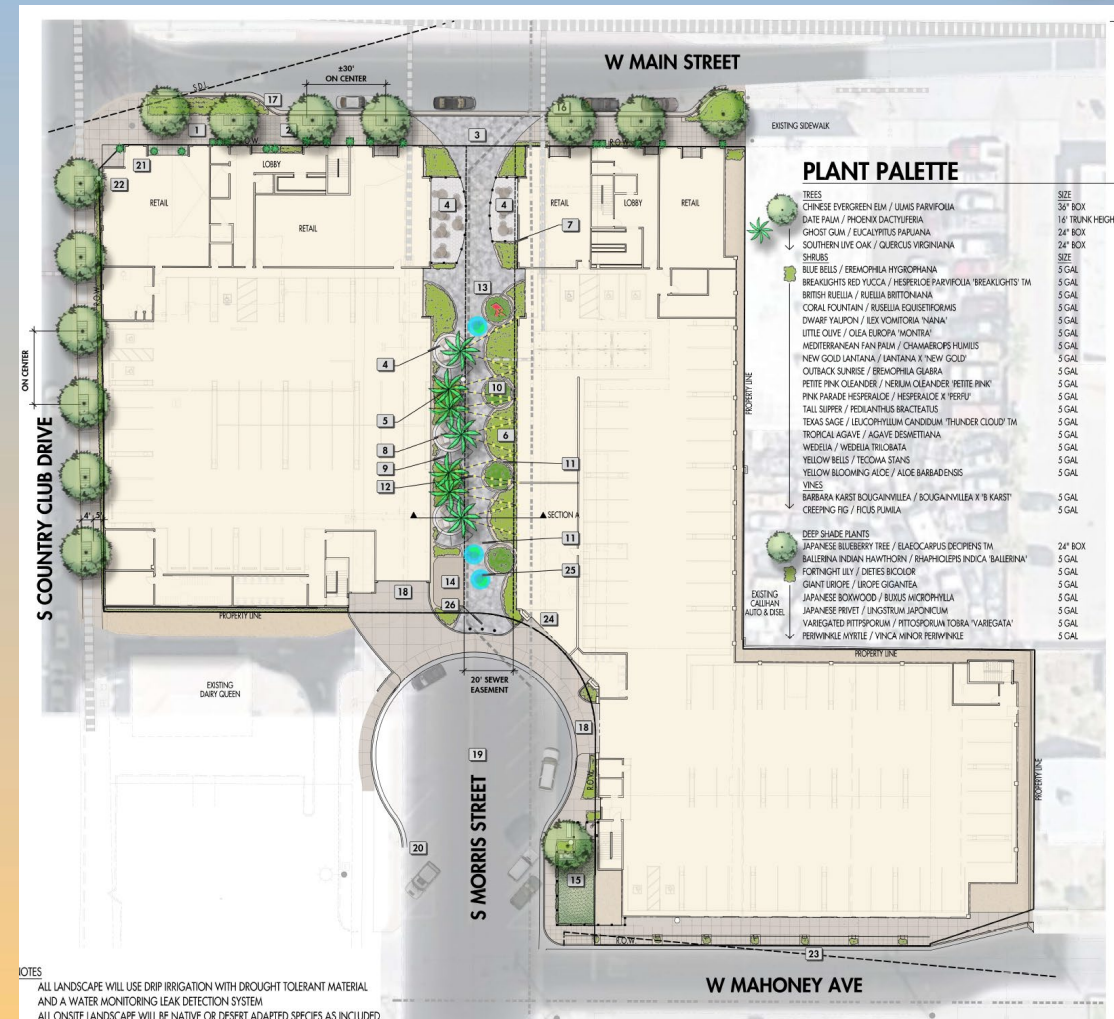
- Building 2: 8-story, with ground floor commercial and parking structure, 2 floors of residential units and structure parking and 5 floors of residential units
- Total of 211 structured parking spaces
- Total of 266 residential units





Landscape Plan

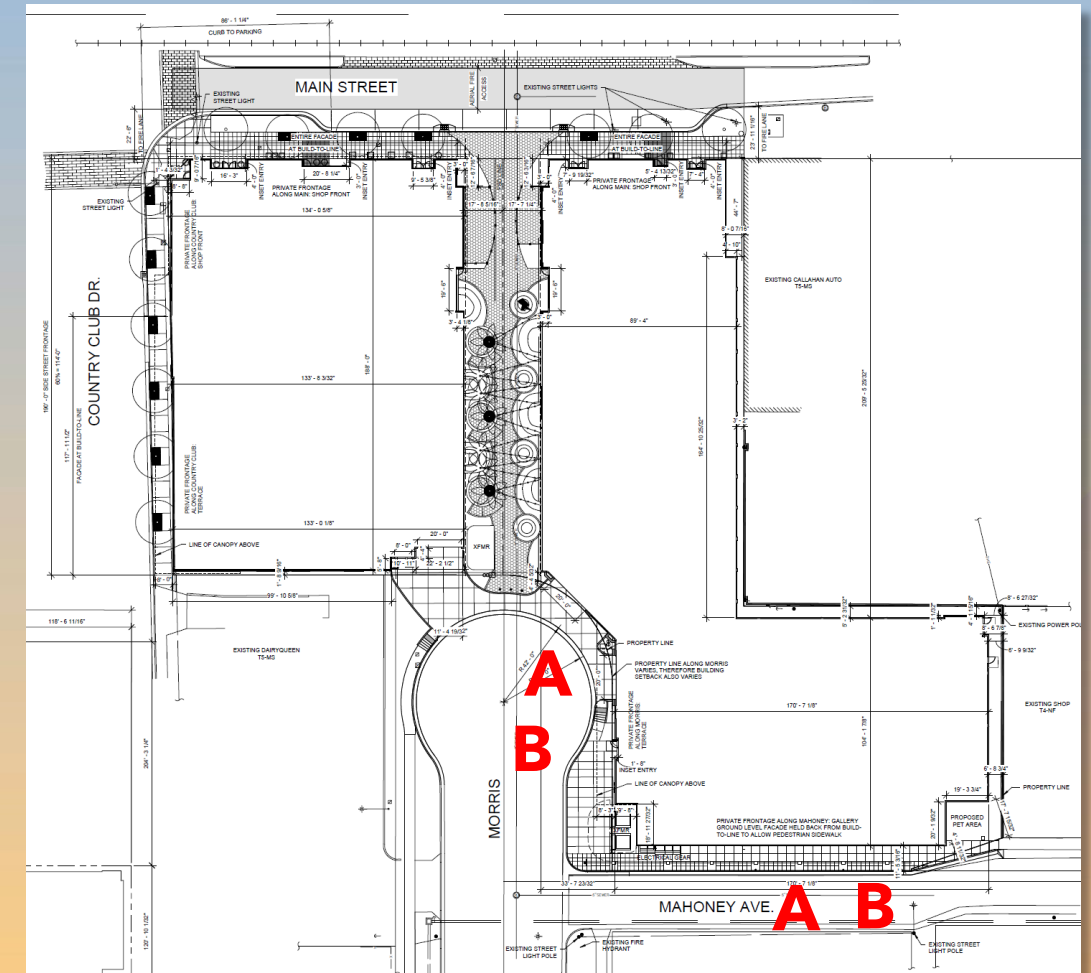
PLANT PALETTE		
TREES	CHINESE EVERGREEN ELM / ULMUS PARVIFOLIA	36" BOX
	DATE PALM / PHOENIX DACTYLOFERA	16' TRUNK HEIGHT
	GHOST GUM / EUCALYPTUS PAPUANA	24" BOX
	SOUTHERN LIVE OAK / QUERCUS VIRGINIANA	24" BOX
	SHRUBS	
	BLUE BELLS / EREMOPHILA HYGROPHANA	5 GAL
	BREAKLIGHTS RED YUCCA / HESPERLOE PARVIFOLIA 'BREAKLIGHTS' TM	5 GAL
	BRITISH RUELLIA / RUELLIA BRITTONIANA	5 GAL
	CORAL FOUNTAIN / RUELLIA EQUESTIFORMIS	5 GAL
	DWARF YAUPOIN / ILEX VOMITORIA 'NANA'	5 GAL
SHRUBS	LITTLE OLIVE / OLEA EUROPA 'MONTRA'	5 GAL
	MEDITERRANEAN FAN PALM / CHAMAEROPS HUMILIS	5 GAL
	NEW GOLD LANTANA / LANTANA X 'NEW GOLD'	5 GAL
	OUTBACK SUNRISE / EREMOPHILA GLABRA	5 GAL
	PETITE PINK OLEANDER / NERIUM OLEANDER 'PETITE PINK'	5 GAL
	PINK PARADE HESPERALOE / HESPERALOE X 'PERFU'	5 GAL
	TALL SUPPER / PEDILANTHUS BRACTEATUS	5 GAL
	TEXAS SAGE / LEUCOPHYLLUM CANDIDUM 'THUNDER CLOUD' TM	5 GAL
	TROPICAL AGAVE / AGAVE DESMETTIANA	5 GAL
	WEDELIA / WEDELIA TRILOBATA	5 GAL
VINES	YELLOW BELLS / TECOMA STANS	5 GAL
	YELLOW BLOOMING ALOE / ALOE BARBADENSIS	5 GAL
	VINES	
	BARBARA KARST BOUGAINVILLEA / BOUGAINVILLEA X 'B KARST'	5 GAL
	CREEPING FIG / FICUS PUMILA	5 GAL
	DEEP SHADE PLANTS	
	JAPANESE BLUEBERRY TREE / ELAEAGARUS DECIPENS TM	24" BOX
	BALLERINA INDIAN HAWTHORN / RHAPHIOLEPIS INDICA 'BALLERINA'	5 GAL
	FORTNIGHT LILY / DIETIES BICOLOR	5 GAL
	GIANT UROPE / UROPE GIGANTEA	5 GAL
EXISTING CALLIHAN AUTO & DIESEL	JAPANESE BOXWOOD / BUXUS MICROPHYLLA	5 GAL
	JAPANESE PRIVET / LINGSTRUM JAPONICUM	5 GAL
	VARIEGATED PITTPSPORUM / PITTPSPORUM TOBRA 'VARIEGATA'	5 GAL
	PERIWINKLE MYRTLE / VINCA MINOR PERIWINKLE	5 GAL





Request Variances

- Build-To Lines Distance from Property Line/ROW, Side Street (**A**):
Morris and Mahoney (**A**)
- Build-To Lines Defined by a Building, Property Line/ROW, Side Street (**B**):
Mahoney, Building 2
Morris, Building 2





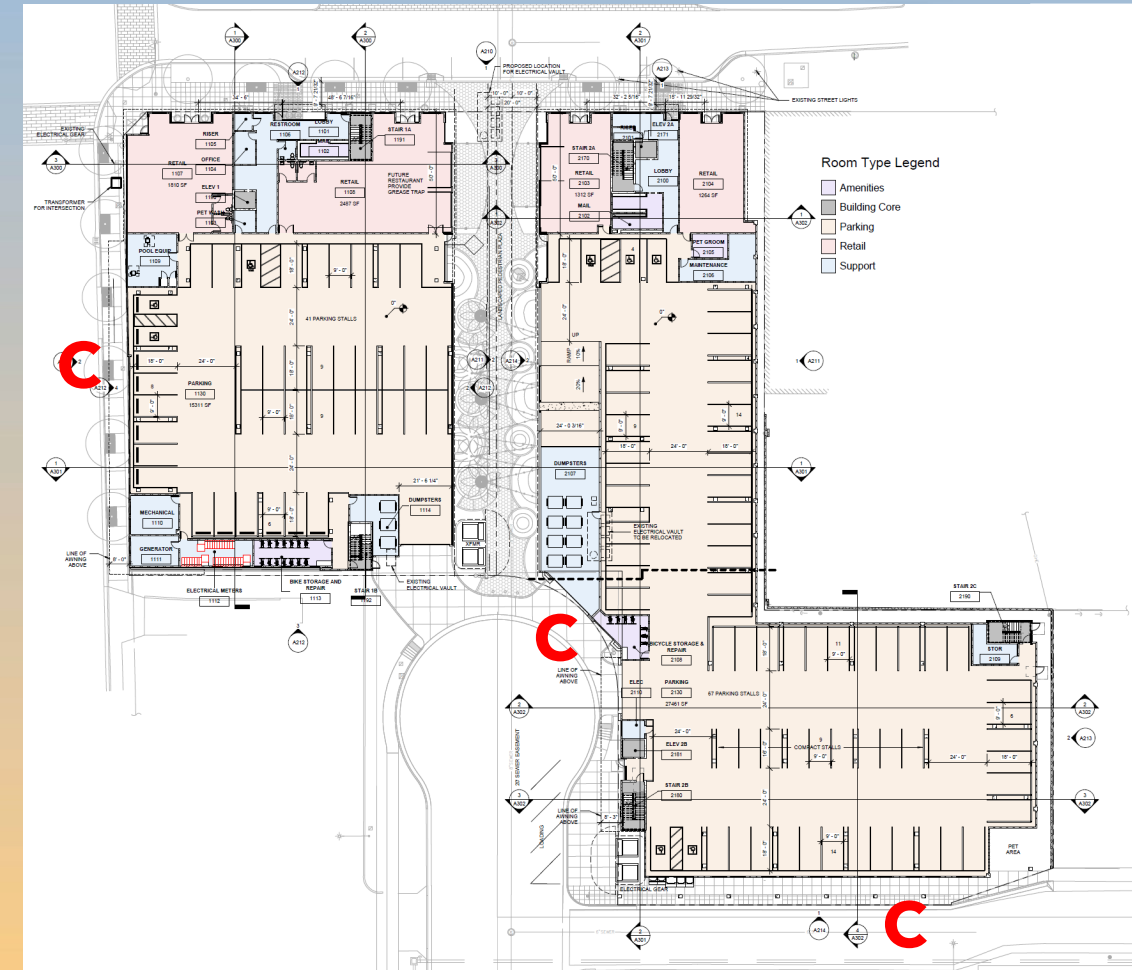
Request Variances

- Parking Location (Distance from Property Line/ROW), Side Street Setback, Ground Floor (**C**):

Country Club Drive = 0 feet

Morris = 0 feet

Mahoney = 0 feet



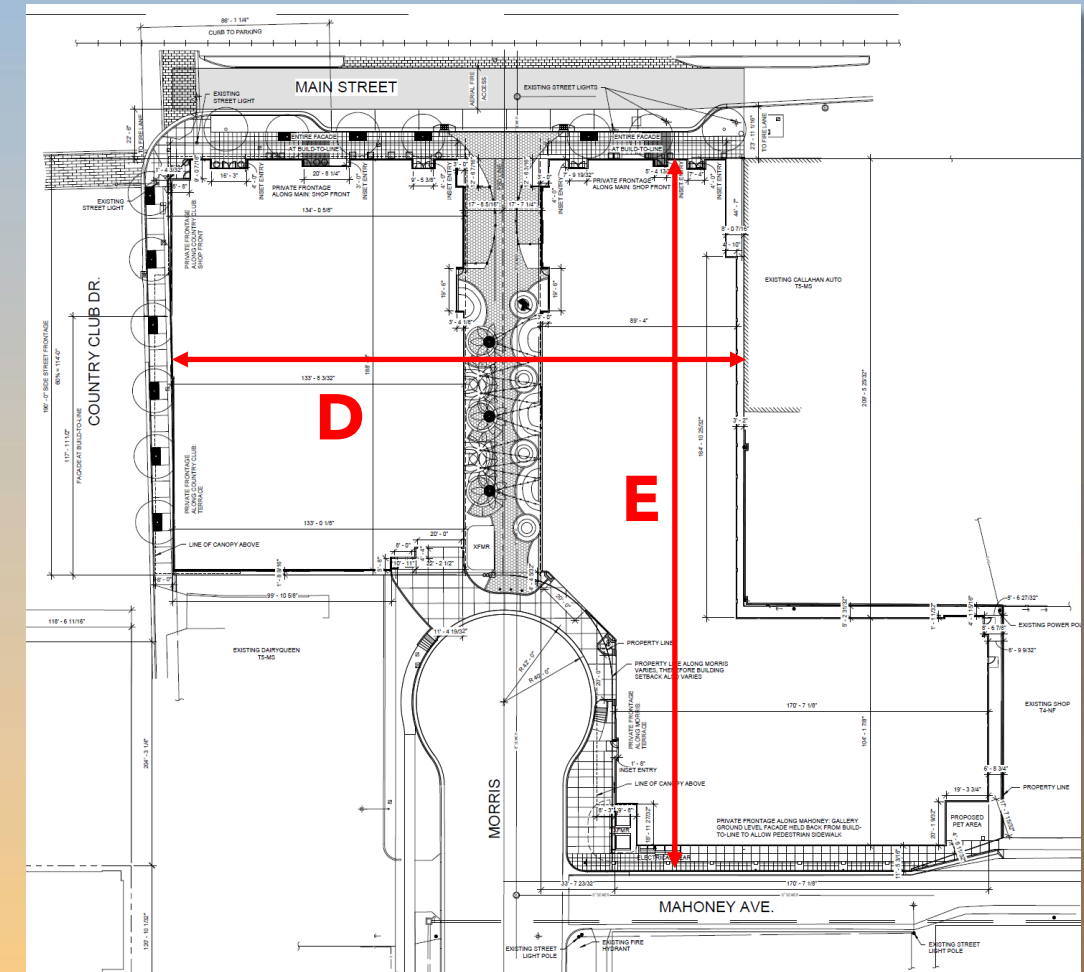


Request Variances

- Lot Size:

Width (**D**): 100 feet minimum: 200 feet maximum, proposing 381 feet, 2 inches maximum

Depth (**E**): 100 feet minimum: 150 feet maximum, proposing 325 feet 1-5/8 inches, maximum





Request Variances

- Footprint, Depth,

Floor 1-2:

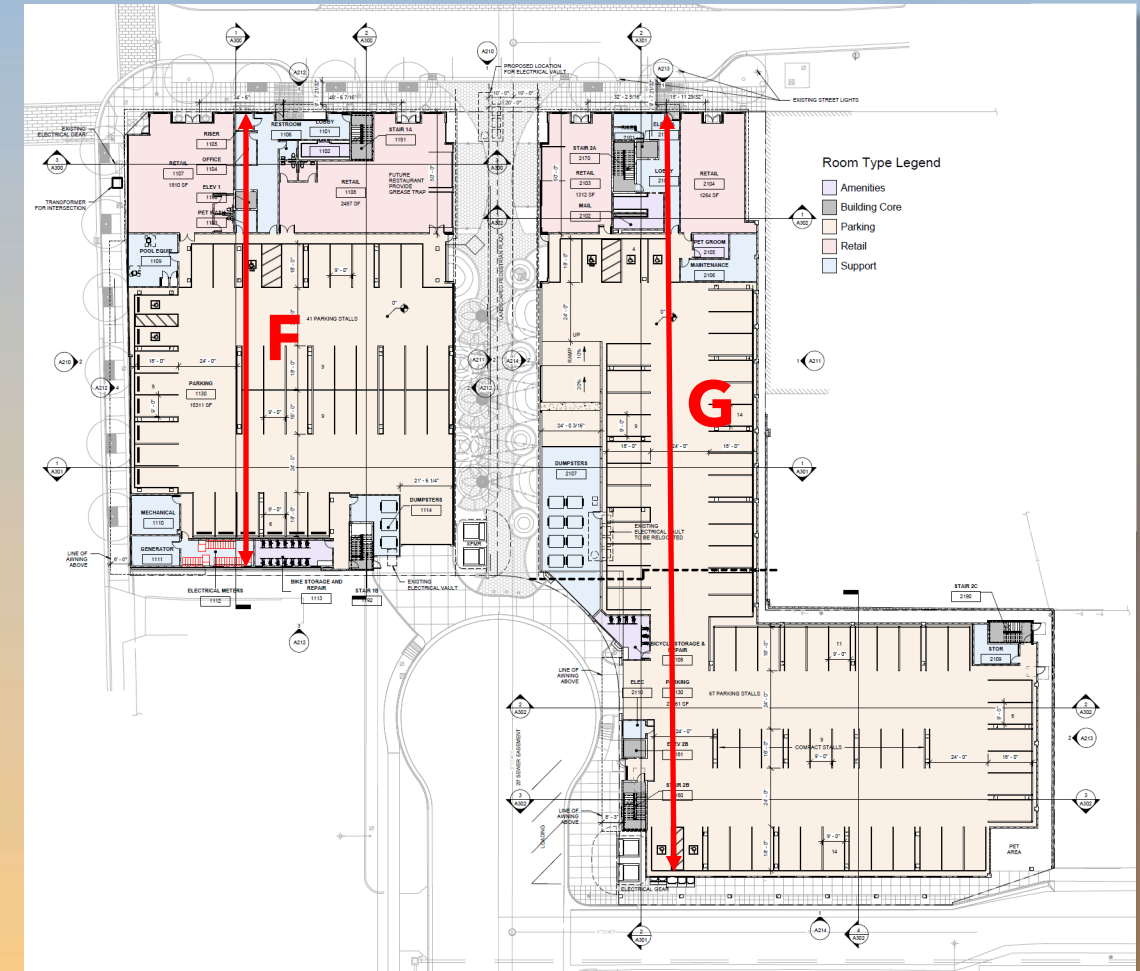
Building 1: 188 feet (**F**)

Building 2: 313 Feet, 7-21/32 inches (**G**)

Floors 3+:

Building 1: 188 feet (**F**):

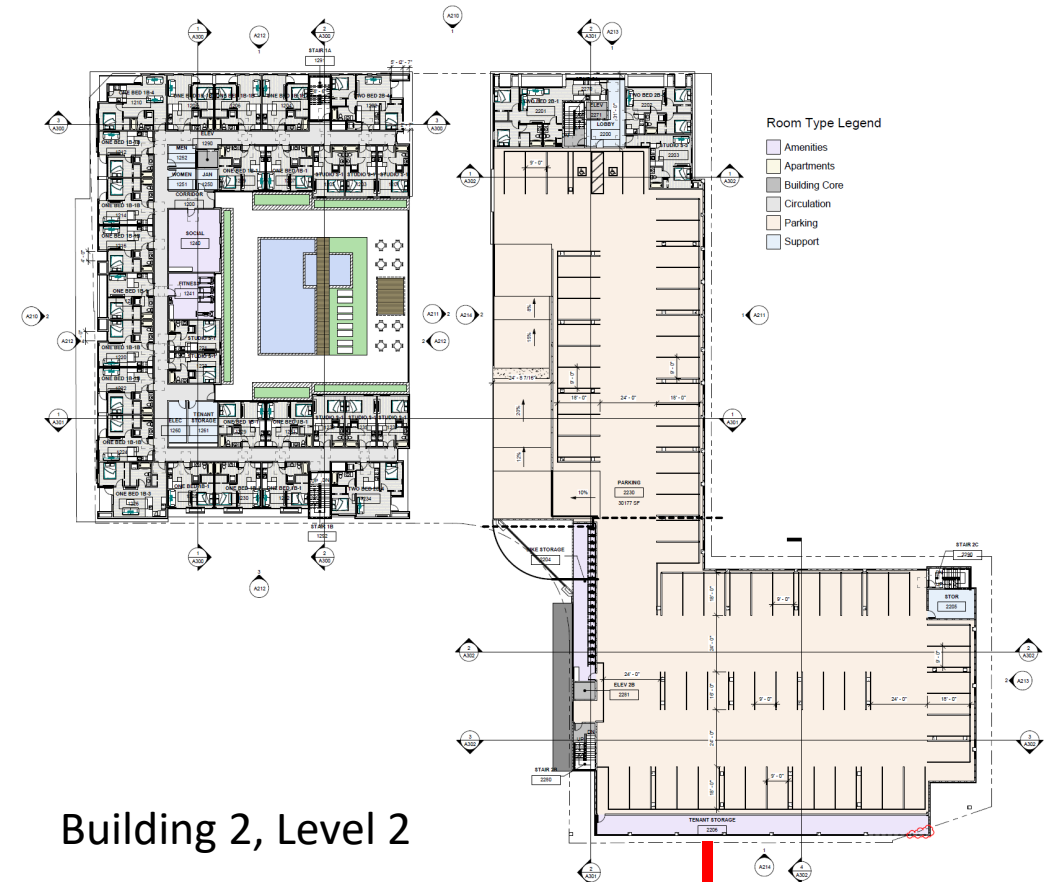
Building 2: 313 feet, 7-21/32 inches (**G**):





Request Variances

- Footprint: The floor plate of any floor may not be larger than the floor below.
- Building 2: The floor plate of Levels 2, 3, and 4 is larger than the ground floor level. (I)





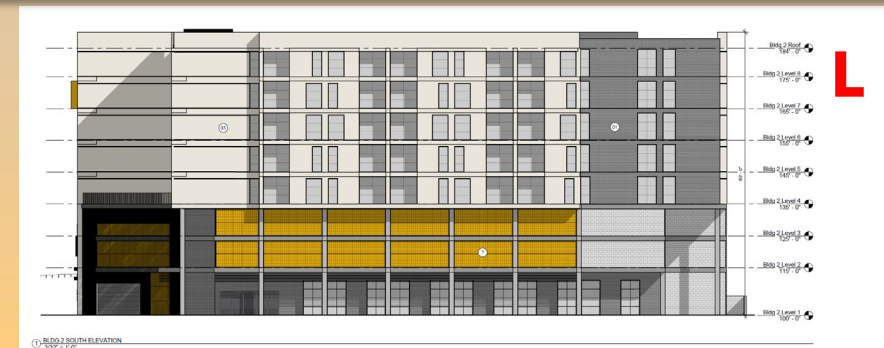
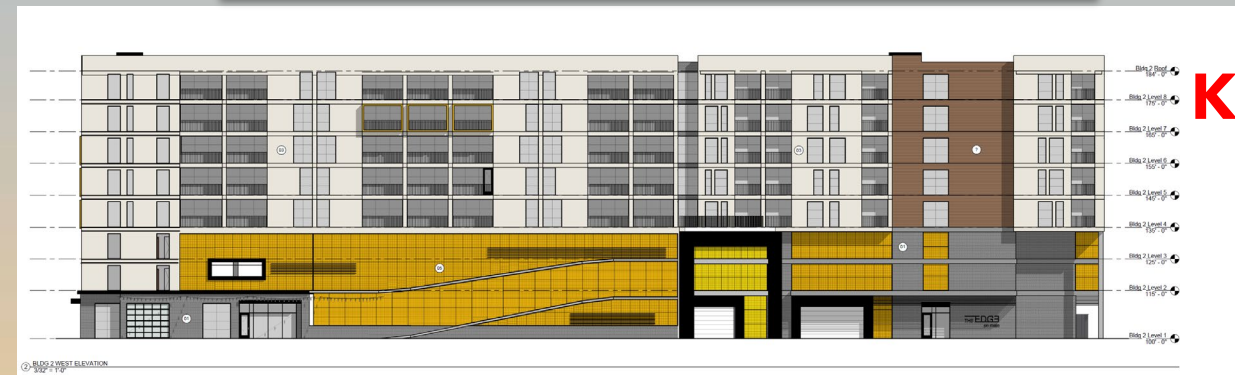
Request Variances

- Mid-rise Building in T5MS,
Front/Side Street Setback:

Floor 6+
Country Club Drive (**J**)

Morris, Building 2 (**K**)

Mahoney, Building 2 (**L**)





Request Variances

- Mid-rise Building in T5MS,
Side/Rear Setback:

Abutting T6/T5:

Floors 6-8, Building 2 (**M**)

Abutting T4:

Floors 1-5, Building 2(**N**)

Floors 6-8, Building 2(**O**)

Abutting T4

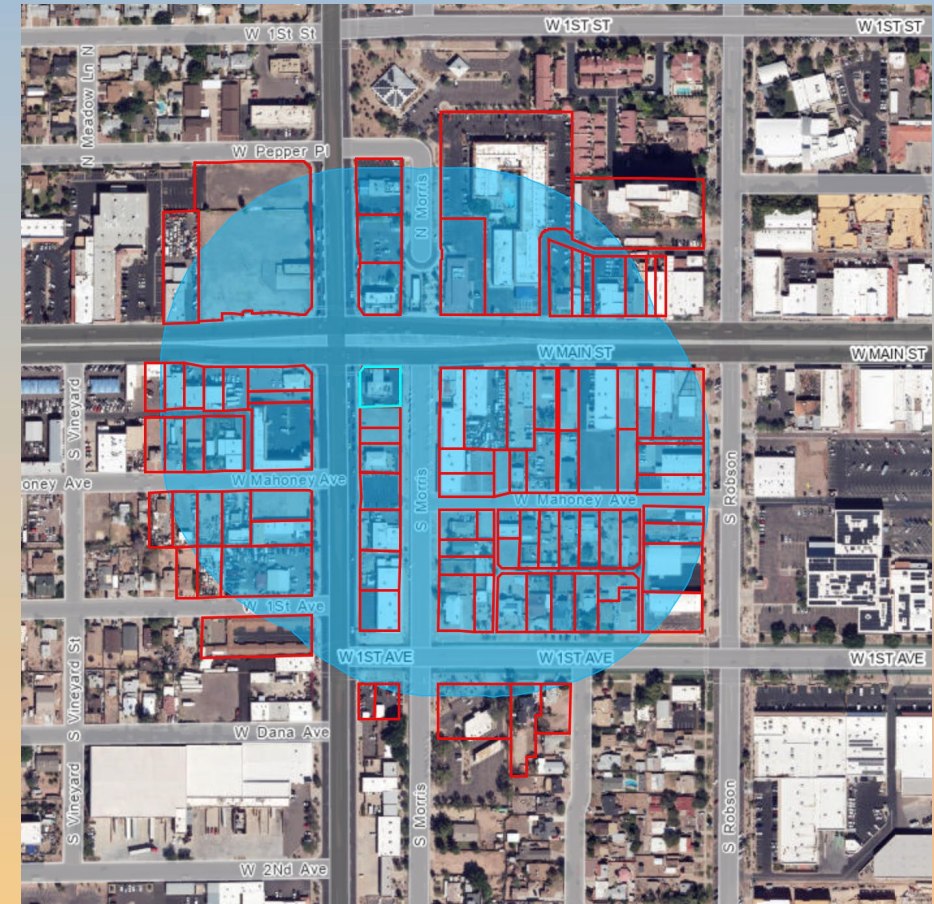
Abutting T5





Citizen Participation

- Notified property owners within 500 feet
- No emails or phone calls





Approval Criteria

Section 11-80-3 Variance Criteria

- ✓ There are special circumstances applicable to the property, including its size, shape, topography, location, or surroundings, and
- ✓ That such special circumstances are pre-existing, and not created by the property owner or appellant; and
- ✓ The strict application of the zoning Ordinance will deprive such property of privileges enjoyed by other property of the same classification in the same zoning district; and
- ✓ Any variance granted will assure that the adjustment authorized shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such property is located.



Findings

- ✓ Complies with the 2040 Mesa General Plan
- ✓ Meets required findings for a Variance in Section 11-80-3 of the MZO

Staff recommends Approval with Conditions