

**Mesa Council Chambers Lower Level – 57 E 1<sup>st</sup> St**

**Date: February 5, 2025 Time: 5:00 p.m.**

**MEMBERS PRESENT:**

Vice Chair Shelly Allen  
Boardmember Nicole Lynam  
Boardmember Heath Reed  
Boardmember Todd Trendler  
Boardmember Gerson Barrera

**MEMBERS ABSENT:**

Chair Alexis Wagner  
Boardmember Troy Glover

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

**STAFF PRESENT:**

Kelly Whittemore  
Jennifer Merrill  
Tye Hodson  
Vanessa Felix

**OTHERS PRESENT:**

**1 Call meeting to order.**

Vice Chair Allen excused Chair Wagner and Boardmember Glover and declared a quorum present, and the Study Session was called to order at 5:00 p.m.

**2 Staff Update: No update.**

Boardmember Trendler arrived at the meeting at 5:05 pm.

**3 Review and discuss items listed on the Public Hearing agenda for February 5, 2025.**

**\*3-a Staff member Tye Hodson case BOA24-01073 to the Board.  
See attached presentation.**

**4 Annual Board of Adjustment Orientation Presentation  
See attached presentation.**

**5 Adjournment.**

Boardmember Lynam moved to adjourn the Study Session and was seconded by Boardmember Barrera. Without objection, the Study Session was adjourned at 5:18 p.m.

Respectfully submitted,

Alexis Wagner, Board of Adjustment Chair  
On behalf of Zoning Administrator (Mary Kopaskie-Brown)



# BOA24-01073



# Request

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







# Location

- South of Broadway Road
- East of Extension Road







# General Plan

- Local Employment Center - Placetype
- Evolve - Growth Strategy

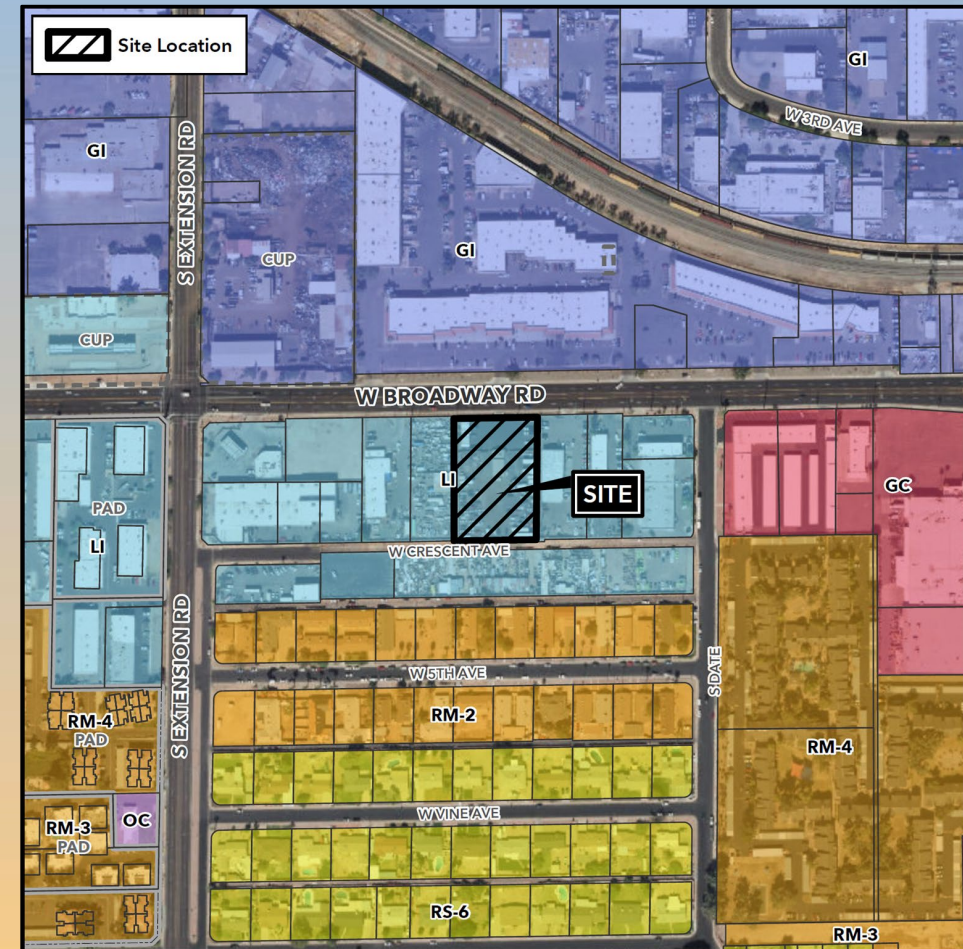






# Zoning

- Light Industrial (LI)
- The existing use was approved in 2005 by the Zoning Administrator





# Site Photo



Existing Sign





# Proposed CSP

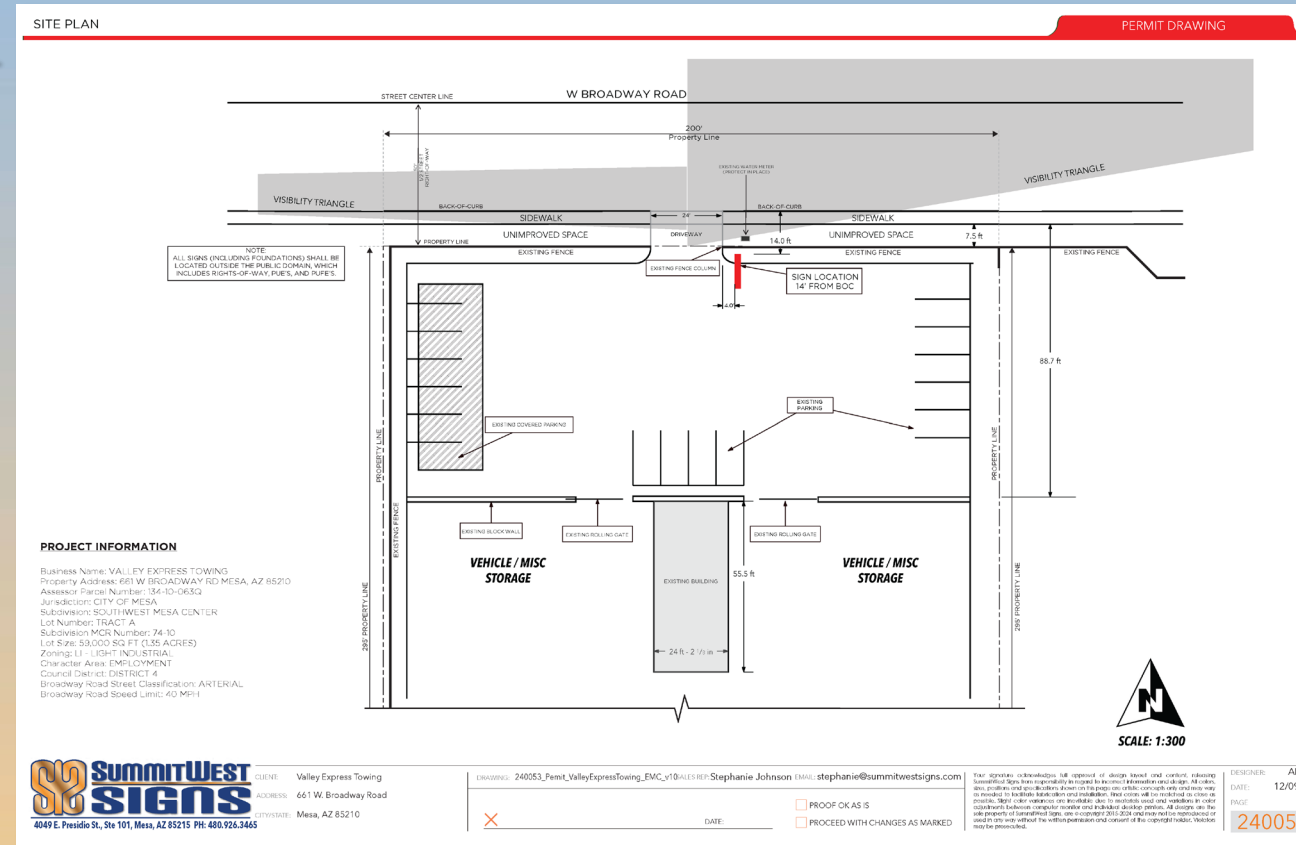
- Increase the total allowed height to 14'
- Modify the single base minimum width requirement from 75% to 30% of the width of the sign copy







# Sign Plan



## Site Plan



# Sign Plan

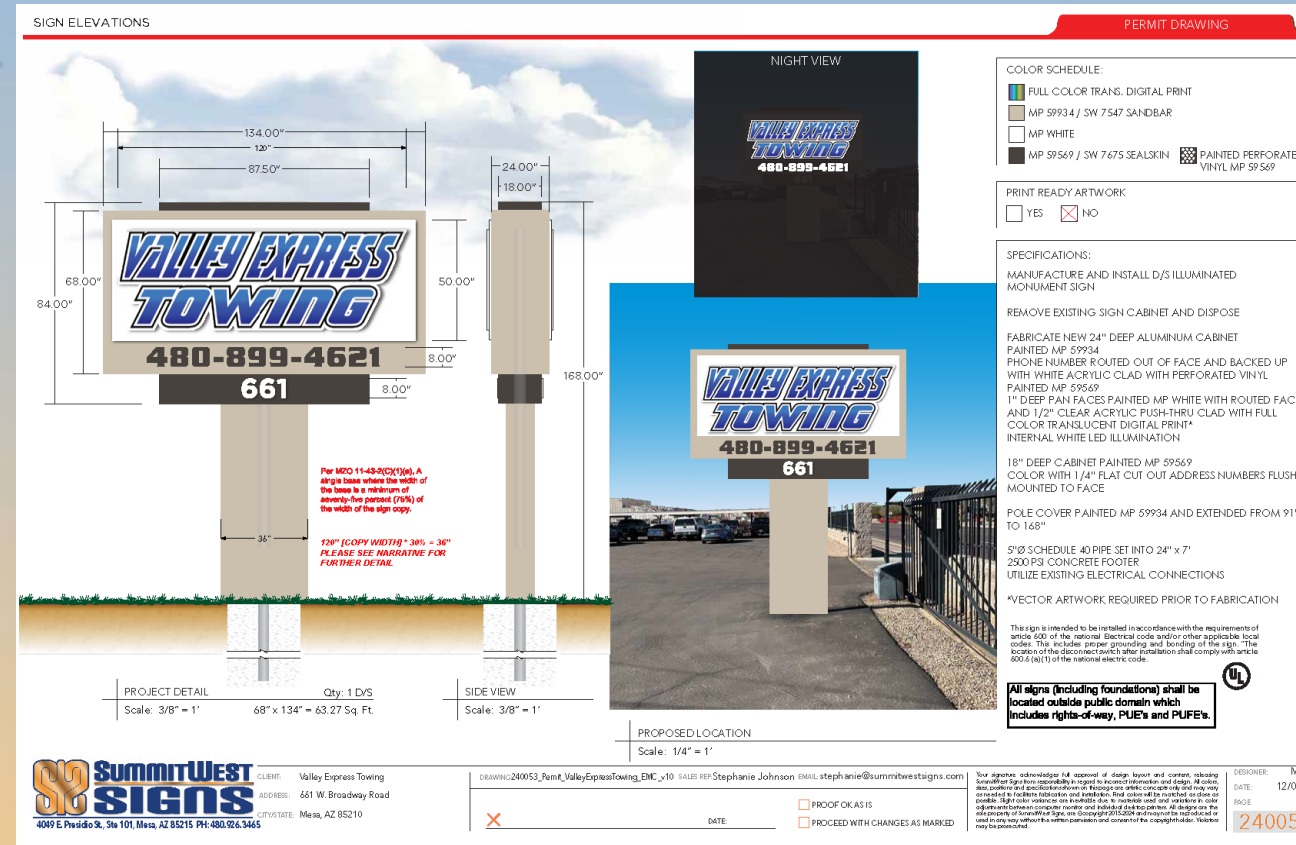
PROJECT LOCATION & AERIAL SITE PLAN		PERMIT DRAWING
<p><b>PROJECT INFORMATION</b></p> <p>Business Name: VALLEY EXPRESS TOWING            Property Address: 661 W BROADWAY RD MESA, AZ 85210            Assessor Parcel Number: 134-10-063Q            Jurisdiction: CITY OF MESA            Subdivision: SOUTHWEST MESA CENTER            Lot Number: TRACT A            Subdivision MCR Number: 74-10            Lot Size: 59,000 SQ FT (1.35 ACRES)            Zoning: LI - LIGHT INDUSTRIAL            Character Area: EMPLOYMENT            Council District: DISTRICT 4            Broadway Road Street Classification: ARTERIAL            Broadway Road Speed Limit: 40 MPH</p>		
<p><b>VICINITY MAP</b></p>	<p><b>SITE PLAN</b></p>	
<p><b>SummitWest SIGNS</b>            4049 E. Presidio St., Ste 101, Mesa, AZ 85215 PH: 480.926.3465</p>	<p>CLIENT: Valley Express Towing            ADDRESS: 661 W. Broadway Road            CITY/STATE: Mesa, AZ 85210</p> <p>DRAWING: 240053_Perm_ValleyExpressTowing_EMC_yt/ALP/STP Stephanie Johnson EMAIL: stephanie@summitwestsigns.com</p> <p>DESIGNER: AC            DATE: 12/16/24            PAGE: 2            240053</p> <p><input type="checkbox"/> PROOF OK AS IS  <input type="checkbox"/> PROCEED WITH CHANGES AS MARKED</p>	

Sign Location





# Sign Plan

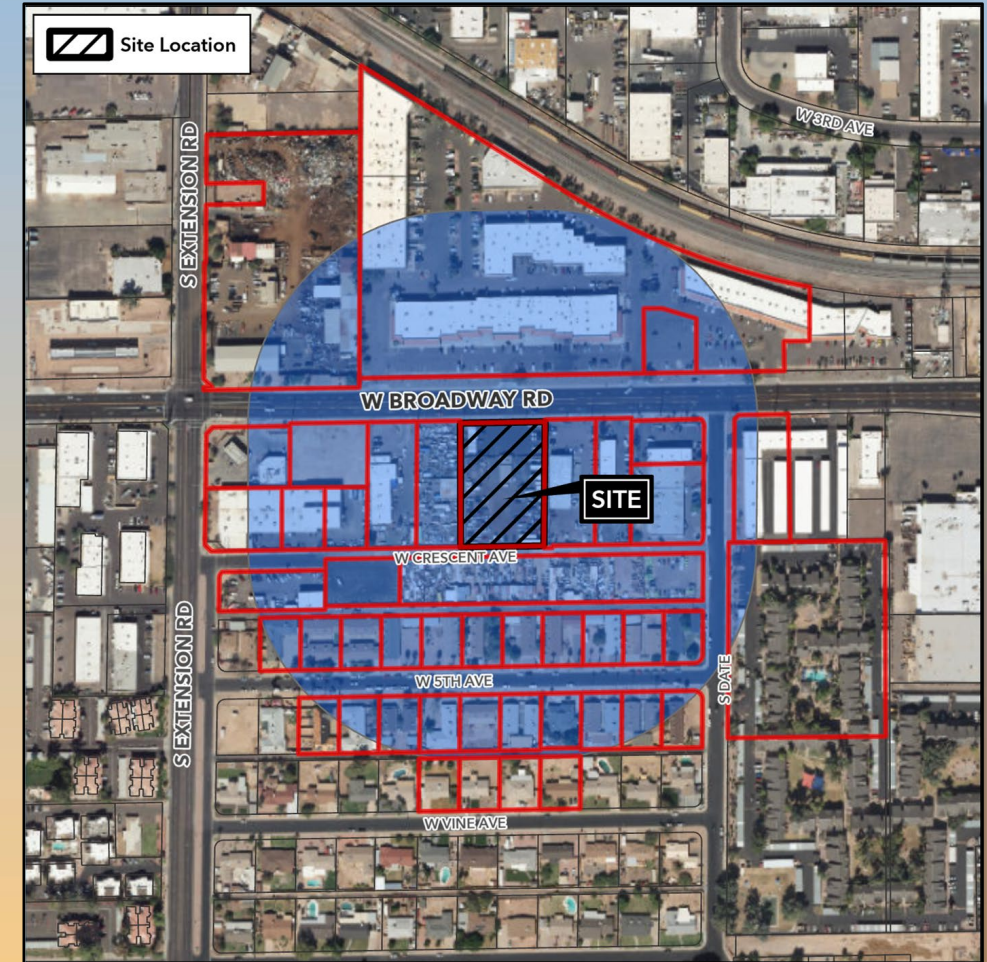


## Proposed Sign Elevation



# Citizen Participation

- Notified property owners within 500 feet
- Staff was not contacted







# 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 SUP 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

- ✓ The proposed CSP requests modifications to the MZO to provide a sense of place and to address safety concerns
- ✓ Complies with the Mesa 2050 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***



Yearly Update and Orientation

**BOARD OF ADJUSTMENT**



# Agenda



- Planning Division Functions
- Land Use Review Process
- Tools for Land Use Review
- Zoning Basics and Land Use Regulations
- Board of Adjustment Functions
- Meetings

# Planning Division Functions



Long-Range Planning



Current Planning



Historic Preservation



# Land Use Review Process



## Land Use Application Review

Staff Review  
(iterative)  
Recommendation

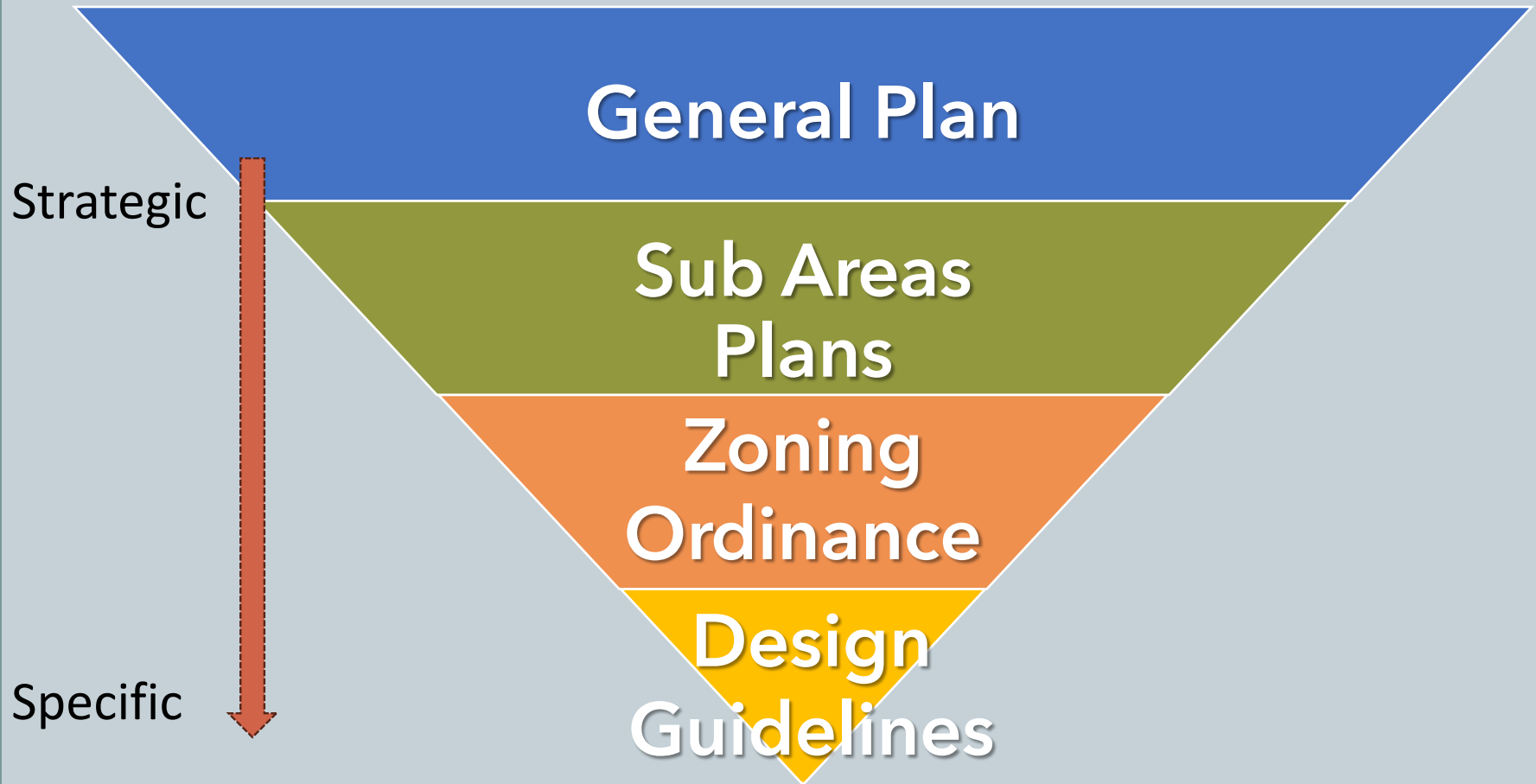
## Public Meetings

Public Notice  
Staff Report

## Entitlements

Approval from  
Planning Director,  
BOA, P&Z, or CC

# Tools for Land Use Review





# Tools for Land Use Review

## GENERAL PLAN

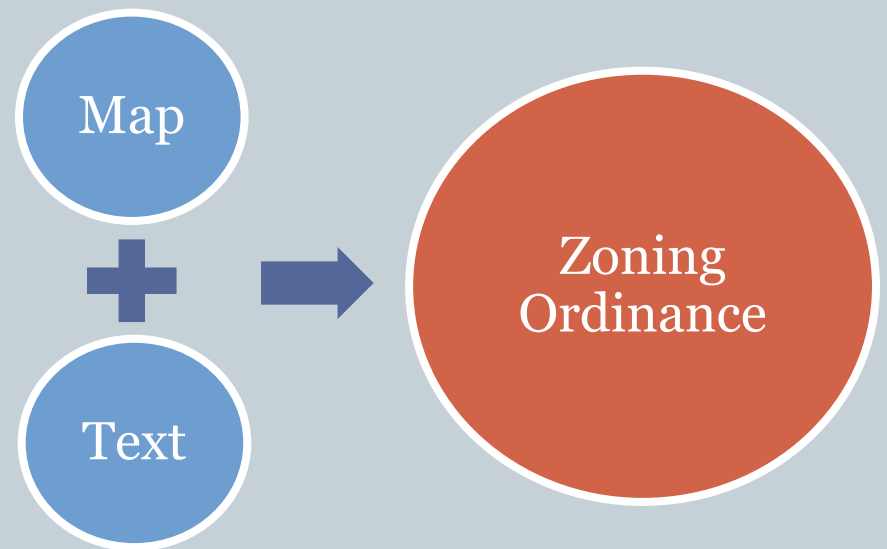
- Official policy guide to achieve desired physical development
- Expression of residents' values and aspirations
- Guide future plans, programs, investments, and other government activities
- Reference point for decision making - helps provide continuity over time



# Tools for Land Use Review

## ZONING ORDINANCE

- Implement the future land uses and built environment defined in the General Plan
- Division of land into districts or zones
- Regulate land uses
- Identify specific development standards (i.e., setbacks, building heights, and lot coverage)





# Land Use Regulations



## WHY ARE THEY NEEDED?

### Ordinances/Laws that:

- Direct growth
- Ensure quality development
- Enhance health, safety, and welfare of the City

### Without Them:

- Conflicts in land use (e.g. - industrial near residential)
- Impacts on quality of life
- Increased cost of development - no certainty
- Impacts to natural resources
- Impacts on land values - loss of investment

# Board of Adjustment Functions



- 7 Member Board
- Review and Act on requests for:
  - Variances
  - Special Use Permits
  - Substantial Conformance Improvement Permits (SCIPs)
  - Development Incentive Permits (DIPs)



# Variance - Review



- Requests for adjustments to setbacks, heights or other measurements. Must conform with required findings per Section 11-80-3:
  1. Special circumstances applicable to the property, including its size, shape, topography, location or surroundings; and
  2. Special circumstances are pre-existing, and not created by the property owner or appellant; and
  3. 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
  4. Approval will 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.

# Special Use Permit - Review



- Conformance with Special Use Permit approval criteria Section 11-70-5(E)
- Consistency with General Plan and Specific Plan policies
- Consistency with the purpose of the zoning district
- Impacts to the surrounding areas
- Adequate public services, public facilities, and public infrastructure are available to serve the proposed project
- Additional approval criteria for some uses and request such as comprehensive sign plans, parking reductions, automobile washing, service stations, etc.

# SCIP - Review



## Substantial Conformance Improvement Permit

- Useful for non-conforming sites when such sites are enlarged, buildings are replaced/enlarged, or other site developments are made
- Brings non-conforming developments into substantial compliance with the Zoning Ordinance
- Conformance with the required findings in Section 11-73-3



# DIP - Review



## Development Incentive Permit

- Provides incentives for the development of smaller tracts of land that would have difficulty meeting current development standards, having been bypassed by previous developments, and where land assembly either is not available, or is available only to a limited extent
- Applicability criteria listed in Section 11-72-1
- Conformance with required findings in Section 11-72-3

# Meetings



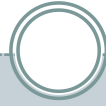
- Quorum - At least 4 members of the Board must be present
- The Chair, or in the Chair's absence, the Vice Chair, shall
  - Lead the meeting
  - Maintain order
  - Be the final decision maker for meeting management questions
- If both the Chair and Vice Chair are absent the Board will elect a presiding officer for the meeting

# Meetings



- The Board can only discuss or take action on items adequately described on the agenda
- Agenda must be posted 24 hours in advance
- A minimum of 4 votes is required to approve a request
- Simple majority of Boardmembers present is required to deny a request
- Meetings of the Board must be open to the public
- Minutes of proceedings are kept and filed with the Planning Division as a public record





# Questions?