




Board of Adjustment Report

Date	December 3, 2025	
Case No.	BOA25-00813	
Project Name	St. Timothy Catholic School CSP	
Request	<ul style="list-style-type: none">Special Use Permit for a Comprehensive Sign Plan (CSP)	
Project Location	2520 South Alma School Road	
Parcel No(s)	305-07-563B	
Project Area	2.2± acres	
Council District	District 3	
Existing Zoning	Single Residence 6 with a Planned Area Development Overlay (RS-6-PAD)	
General Plan Designation	Traditional Residential	
Applicant	Andrew Chi, Andrew Chi Planning	
Owner	St. Timothy Roman Catholic Parish	
Staff Planner	Kwasi Abebrese, Planner II	

Recommendation

Staff finds that the requested Comprehensive Sign Plan (CSP) meets the required findings outlined in MZO Section 11-46-3 and the required findings for a Special Use Permit (SUP) in Section 11-70-5.

Staff recommends approval with conditions.

Project Overview

Request:

The applicant is requesting a Special Use Permit (SUP) for a Comprehensive Sign Plan (CSP) for an existing private school located in the Single Residence 6 with a Planned Area Development Overlay (RS-6-PAD) District.

The proposed CSP will allow a total of three (3) signs comprised of two (2) attached signs and one (1) detached sign as well as a maximum sign area of 108 square feet. In addition, the CSP will allow for an illuminated sign in the Single Residence (RS) District, which will be attached to the building facing South Alma School Road.

Site Context

General Plan:

- The Placetype for the project site is Traditional Residential and the Growth Strategy is Sustain.
- Public and Semi-Public uses including schools are supporting land uses in the Traditional Residential Placetype.

Zoning:

- The project site is zoned Single Residence 6 with a Planned Area Development Overlay (RS-6-PAD).
- Per Section 11-5-2 of the MZO, a private school is permitted in the RS District through the approval of a Council Use Permit (CUP). The existing private school is regarded as a legal non-conforming use since it was established prior to the zoning ordinance amendments adopted by the City Council in 2022 which outlines the requirement of a CUP for private schools in RS Districts.

Surrounding Zoning & Use Activity:

Northwest RS-6-PAD Single Residence	North RS-6-PAD Single Residence	Northeast (Across Alma School Road) RS-6 Single Residence
West RS-6-PAD Single Residence	Project Site RS-6-PAD Existing School	East (Across Alma School Road) RS-6 Single Residence
Southwest RS-6-PAD Single Residence	South RS-6-PAD Place of Worship	Southeast (Across Alma School Road) RS-6 Single Residence

Site History:

- **March 6, 1972:** The City Council annexed 1,768± acres of land, including the project site, into the City of Mesa (Ordinance No. 732).

- **Between 1982 and 1986:** Per the Maricopa County historical aerial photos, a church and school building were built on the project site.
- **September 18, 2023:** The Planning Director approved a Site Plan to allow for the development of a new school building on the project site (Case No. ZON23-00376).

Project/Request Details

Site Characteristics:

The project site is located on the west side of Alma School Road and north of Guadalupe Road. The site is approximately 2± acres in size and is zoned Single Residence 6 with a Planned Area Development Overlay (RS-6-PAD). The site has over 200 linear feet of street frontage on South Alma School Road and is currently developed with four (4) buildings.

Mesa Zoning Ordinance Regulations and Requirements:

The proposed CSP will allow for a total of three (3) signs comprised of two (2) newly proposed attached signs and one (1) existing detached sign on the project site. In addition, the proposed CSP will allow for a maximum sign area of 108 square feet as well as the installation of an illuminated sign at the east elevation of the existing school building adjacent to Alma School Road.

Table 1 compares the Mesa Zoning Ordinance (MZO) standards and the proposed CSP modifications per Section 11-43-3 of the MZO.

Table 1: Standard Attached and Detached Sign Allowances

Sign Standards	MZO Requirements	Proposed CSP	Staff Recommendation
Maximum number of permitted signs	<u>MZO Section 11-43-3(A)</u> 1 sign per lot or parcel, attached or detached	A total of 3 signs (1 existing detached sign and 2 attached signs)	As proposed
Maximum Sign Area	<u>MZO Section 11-43-3(A)(1)</u> 32 sq. ft. for non-residential land uses	A total of 108 square feet	As proposed

Additional Requirements	<u>MZO Section 11-43-3(A)</u> Non-illuminated	1 illuminated attached sign	As proposed
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Comprehensive Sign Plan MZO Section 11-46-3(D):

Per Section 11-46-3(D) of the MZO, the Board of Adjustment must find at least one of the following criteria are met in order to approve a CSP:

- **Unique or Unusual Physical Conditions:** The project site has frontage on South Alma School Road on the east side; however, the site is bordered by existing residential neighborhoods to the north and west sides which limits the placement and visibility of signs on the site.
- **Unique Characteristics of Land Use, Architectural Style, Site Location, or other Distinguishing Features:** The approval of the proposed CSP would allow for signage that complements the architectural design of the existing school building and is sensitive to the surrounding residential districts to the north and west sides of the project site. The proposed illuminated wall sign is comprised of halo illuminated reverse pan channel letters and is located on the east side of the building adjacent to South Alma School Road. This design will provide greater visibility for the existing school along its street frontage that will not interfere with the adjacent residential uses.
- **Incorporation of Special Design Features:** The proposed CSP includes wall signs with designs and colors that are consistent with the architecture of the existing building and will be well integrated with the rest of the site.

Special Use Permit:

Per Section 11-46-3(A), a CSP must be approved in conjunction with an SUP. Per Section 11-70-5(E) of the MZO, the Board of Adjustment must find the following criteria are met for approval of a SUP:

1. **Consistency with the General Plan and other Plan/Policies:** The proposed CSP is consistent with the Traditional Residential Placetype, and furthers the implementation of, and is not contrary to, the Vision, Guiding Principles, Strategies, and applicable elements of the Mesa 2050 General Plan.
2. **Zoning District Intent:** The proposed CSP is consistent with the location, design and operating characteristics and conforms to the goals and purposes of the RS-6 zoning designation on the project site.
3. **Project Impact:** There will be no injurious or detrimental impact to surrounding properties with the proposed signage and will only encourage harmonic growth for the surrounding area. The proposed signs will not be overbearing in size, and will not flash, blink, animate or emit any noise.
4. **Adequate Public Facilities:** The City of Mesa utilities and public infrastructure are available to serve the proposed project.

Citizen Participation

The applicant conducted a Citizen Participation process, notifying surrounding property owners.

Required Notification:

- Property owners within 500 feet of the project site were notified of the public hearing.
- Neither the applicant nor staff has received any comments or concerns from surrounding property owners on the proposed event.

Conditions of Approval

Staff recommends **approval** of the Special Use Permit for a Comprehensive Sign Plan subject to the following conditions:

1. Compliance with the final sign plan submitted.
2. Compliance with all requirements of the Development Services Department regarding the issuance of building permits.
3. Any sign components that become deteriorated, damaged, or weakened shall be promptly repaired or replaced.

Exhibits

Exhibit 1 – Vicinity Map

Exhibit 2 – Project Narrative

Exhibit 3 – Site Plan

Exhibit 4 – Comprehensive Sign Plan

Exhibit 5 – Power Point Presentation