



BOARD OF ADJUSTMENT STUDY SESSION MINUTES

January 7, 2026

The Board of Adjustment of the City of Mesa met in the Study Session room at City Hall, 20 East Main Street, on January 7, 2026, at 5:00 p.m.

BOARD PRESENT

Alexis Wagner, Chairperson
Shelly Allen, Vice Chairperson
Troy Glover
Janice Paul
Todd Trendler

BOARD ABSENT

Gerson Barrera

STAFF PRESENT

Jennifer Merrill
Cassidy Welch
Kelly Whittemore

Chairperson Wagner called the meeting to order at 5:00 p.m. and conducted a roll call.

Chairperson Wagner excused Boardmember Barrera from the entire meeting.

1. Staff update.

There were no staff updates.

2. Review and discuss items listed on the Public Hearing agenda for January 7, 2026.

Principal Planner Cassidy Welch reviewed agenda Item 4-a, **(BOA24-00870. "Medina Station CSP," 46± acres located at the southeast corner of Southern Avenue and Signal Butte Road. Requesting a Special Use Permit (SUP) for a Comprehensive Sign Plan (CSP). (District 5))**, on the Board of Adjustment Public Hearing agenda and displayed a PowerPoint presentation. **(See Attachment 1)**

Ms. Welch provided an overview of the proposed SUP for a CSP for the Medina Station project. She presented a map of the site location and pointed out that the General Plan designation is Regional Center – Evolve, and explained that the principal land uses are retail, restaurants and other associated commercial uses. (See Pages 3 through 5 of Attachment 1)

Ms. Welch confirmed that the property is zoned Limited Commercial with a Planned Area Development overlay (LC-PAD), and that the proposed use is permitted in that zoning district. She presented an existing photo of the subject site from Signal Butte Road. (See Pages 6 and 7 of Attachment 1)

Ms. Welch added the sign plan proposes allowing sign widths up to 80% of the associated building elevation or tenant frontage. Major Tenant A is permitted up to 8 signs, with two signs

up to 300 square feet (SF) and the remainder up to 180 SF, for a maximum total of 840 SF, with no signage on the east elevation. Major Tenant B is permitted up to 3 signs, including one up to 624 SF and the remainder up to 180 SF, with a maximum total of 985 SF, also with no signage on the east elevation. (See Pages 8 through 14 Attachment 1)

Planner II Charlotte Bridges reviewed agenda Item 4-b, **(BOA25-00602 "Fulsome Greenbriar," 1± acres located at 955 South Palo Verde Street. Requesting a Variance to reduce the minimum lot width, a Variance to allow a detached structure to encroach into the required rear yard setback, and a Special Use Permit (SUP) to allow a detached structure to exceed the height of the primary building. (District 5))**, on the Board of Adjustment Public Hearing agenda and displayed a PowerPoint presentation. **(See Attachment 2)**

Ms. Bridges presented Board of Adjustment Case BOA25-00602 for the property located at 955 South Palo Verde Street, which is within the Mixed Residential place type under the 2050 General Plan and zoned RS-15. The request included three components: a variance to reduce the minimum lot width for both the existing lot and a proposed flag lot, a variance to allow an existing detached garage to encroach into the required rear yard setback, and a special use permit to allow the detached garage to exceed the height of the primary residence. (See Pages 3 through 7 Attachment 2)

Ms. Bridges further explained the three components: a variance reducing the required lot width from 110 feet to about 88.21 feet to allow access to the flag lot with a 20-foot-wide access strip; a variance to allow the detached garage to encroach into the rear yard setback, which would otherwise be required to be 30 feet under current standards; and a special use permit to allow the accessory structure to exceed the height of the primary dwelling due to updated ordinance requirements. She noted two public comments in opposition, primarily related to concerns about potential future development between existing homes. Staff concluded that all requests meet the applicable review criteria and are consistent with the 2050 Mesa General Plan, and recommended approval. (See Pages 8 through 12 Attachment 2)

The question was raised by Vice Chairperson Allen as to whether the rear parcel was a buildable lot when the property was under County jurisdiction prior to annexation into the City.

Ms. Bridges explained that the strip of land along the east side of the property, which extends down toward Southern Avenue, was previously a Maricopa County Flood Control District easement. The easement was later deemed no longer necessary by the Flood Control District, and adjacent property owners were allowed to purchase portions directly adjoining their properties. The applicant acquired the subject portion through this process. Ms. Bridges clarified that this area was not a buildable lot at the time it was part of the flood control easement.

Planner II Kwasi Abebrese reviewed agenda Item 4-c, **(BOA25-00812. "HonorHealth Four Peaks Medical Center CSP," 50± acres located at 1301 South Crismon Road. Requesting a Special Use Permit (SUP) for a Comprehensive Sign Plan (CSP). (District 5))**, on the Board of Adjustment Public Hearing agenda and displayed a PowerPoint presentation. **(See Attachment 3)**

Mr. Abebrese detailed in his presentation the request is for a Special Use Permit to modify an existing Comprehensive Sign Plan. The proposed changes include revisions to four detached monument signs along Crismon Road, East Hampton Avenue, and South Eastern Avenue, as well as 13 internal directional and wayfinding signs throughout the campus. The primary modification includes increasing the height of the main campus monument sign at Crismon Road and East Hampton Avenue from approximately 9 feet 8 inches to 15 feet, while reducing

its sign area from 93 to 52.3 square feet. Additional monument signs are proposed to increase in height from 11 to 12 feet with a reduction in sign area. (See Pages 3 through 9 Attachment 3)

Mr. Abebrese noted that, with the exception of the primary campus monument sign height increase, all other proposed signage modifications meet ordinance requirements. No public comments were received from surrounding property owners. Staff concluded that the request meets the Comprehensive Sign Plan and Special Use Permit criteria and is consistent with the 2050 General Plan, and recommended approval with conditions. (See Pages 10 through 17 Attachment 3)

Deputy City Attorney Kelly Whittemore noted that the next item is related to a "legacy recovery" case previously considered at a special meeting on July 29, 2025 where the Board upheld the Zoning Administrator's decision on a zoning appeal. Staff explained that the current request is different, as it is a Special Use Permit to allow a transitional community residence at the same location.

Staff also reminded the Board that Special Use Permits are an administrative action with limited discretion, governed by criteria outlined in Section 11-31-14 of the zoning ordinance. The applicable standards would be reviewed in the staff report and presentation. Additionally, Ms. Whittemore provided guidance regarding the federal Fair Housing Act, noting that it prohibits discrimination based on disability, which includes physical and mental impairments as well as conditions such as alcoholism and drug addiction. Staff explained that a community residence is defined as a residential setting for five to ten persons with disabilities living in a family-like environment within a single-family dwelling. The Board was encouraged to ensure that questions and comments remain focused on the applicable criteria and not based on assumptions about residents or their disabilities. Finally, Ms. Whittemore noted that the agenda allows the Board to vote on entering executive session for items on the agenda, including agenda item 4-d.

Planner II Emily Johnson reviewed agenda Item 4-d, **(BOA25-00843. "Legacy Recovery Center," 0.5± acres located at 2338 East Minton Street. Requesting a Special Use Permit (SUP) to allow a Transitional Community Residence. (District 1))**, on the Board of Adjustment Public Hearing agenda and displayed a PowerPoint presentation. **(See Attachment 4)**

Ms. Johnson stated that a Good Neighbor Policy had been submitted as required under the applicable zoning ordinance provisions and was included in the staff report as Exhibit 4. She explained that this policy is part of the required submittal materials for the Special Use Permit and outlines how the applicant intends to address community impacts and maintain communication with surrounding neighbors. Ms. Johnson concluded that, based on the analysis provided, the request complies with the Mesa 2050 General Plan and meets the required findings for approval of a Special Use Permit under Section 1131.14(B) of the zoning ordinance, and therefore recommended approval with conditions. Staff also noted they were available to respond to any questions from the Board. (See Pages 3 through 11 Attachment 4)

Vice Chairperson Allen asked for clarification on the difference between the prior case and the current request, noting that the Board previously upheld the Planning Director's decision and inquiring what the property use was prior to the current proposal for a transitional living community.

Sr Planner Jennifer Merrill clarified that the July item before the Board was an appeal of a Planning Director's interpretation that the facility met the criteria for a transitional community

residence, and not a family community residence. Staff further explained that the current request before the Board is a Special Use Permit application to allow the transitional community residence use at the site.

Vice Chairperson Allen asked for clarification regarding why the transitional facility continued operating without a Special Use Permit, noting that the applicant was aware of the requirement several months prior and expressing concern about the timing of the application.

Ms. Whittemore responded that the issue could be addressed further during the public hearing by the applicant. Staff also explained that a code compliance complaint had been received and logged regarding the matter. However, once the applicant submitted the Special Use Permit application, standard City policy is to place enforcement action on hold while the application is processed through the review process. Staff confirmed that the case would proceed through the normal entitlement review before any further code enforcement action would continue.

Boardmember Paul expressed concern about receiving substantial new information from the applicant shortly before the meeting, noting it was difficult to adequately review the material and stating they would have to request that the item be postponed. The Boardmember indicated uncertainty regarding the applicant's intent and declined to proceed with reviewing the late-submitted information.

Ms. Johnson responded that the attachments were received from the applicant earlier that morning and acknowledged that they were provided late in the process. She stated that the applicant had been informed the materials were submitted too late for timely Board review, but that the applicant would still be permitted to address the materials during her presentation at the public hearing.

Ms. Merrill added that several public comment cards had been received regarding agenda item 4-d. She explained that there was a 2:00 p.m. deadline for comment cards to be included in the Board's meeting materials. However, after that deadline, five additional comment cards were received, all of which were from individuals expressing opposition to the request.

3. Adjourn.

Without objection, the Board of Adjustment Study Session adjourned at 5:32 p.m.

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Board of Adjustment Study Session meeting of the City of Mesa, Arizona, held on 7th day of January 2026. I further certify that the meeting was duly called and held and that a quorum was present.

ALEXIS WAGNER, CHAIRPERSON

vf



Board of Adjustment



BOA24-00870

Medina Station CSP

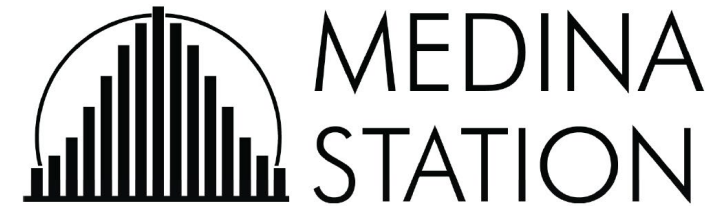
Cassidy Welch, Principal Planner

January 7, 2026



Request

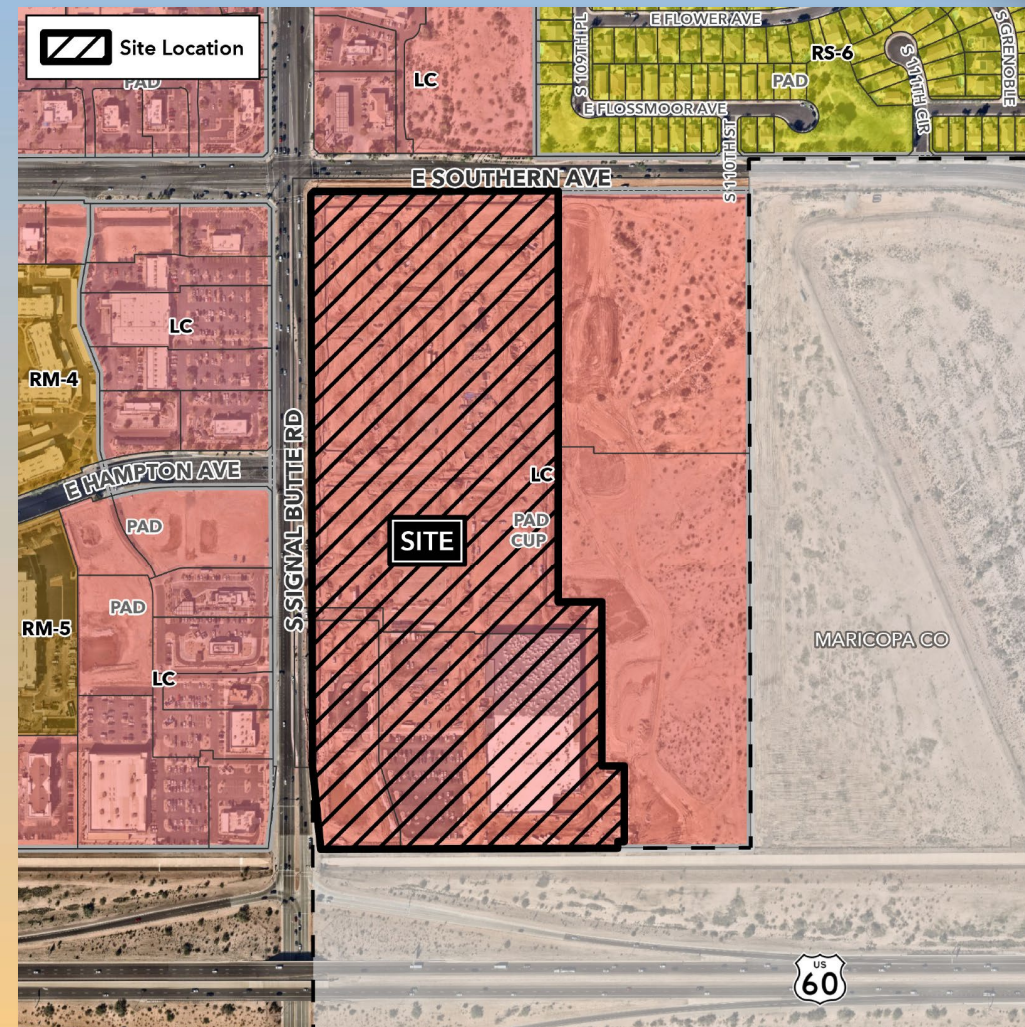
- Special Use Permit (SUP) for a Comprehensive Sign Plan (CSP)





Location

- South of Southern Ave
- East of Signal Butte Rd
- North of US-60 Freeway

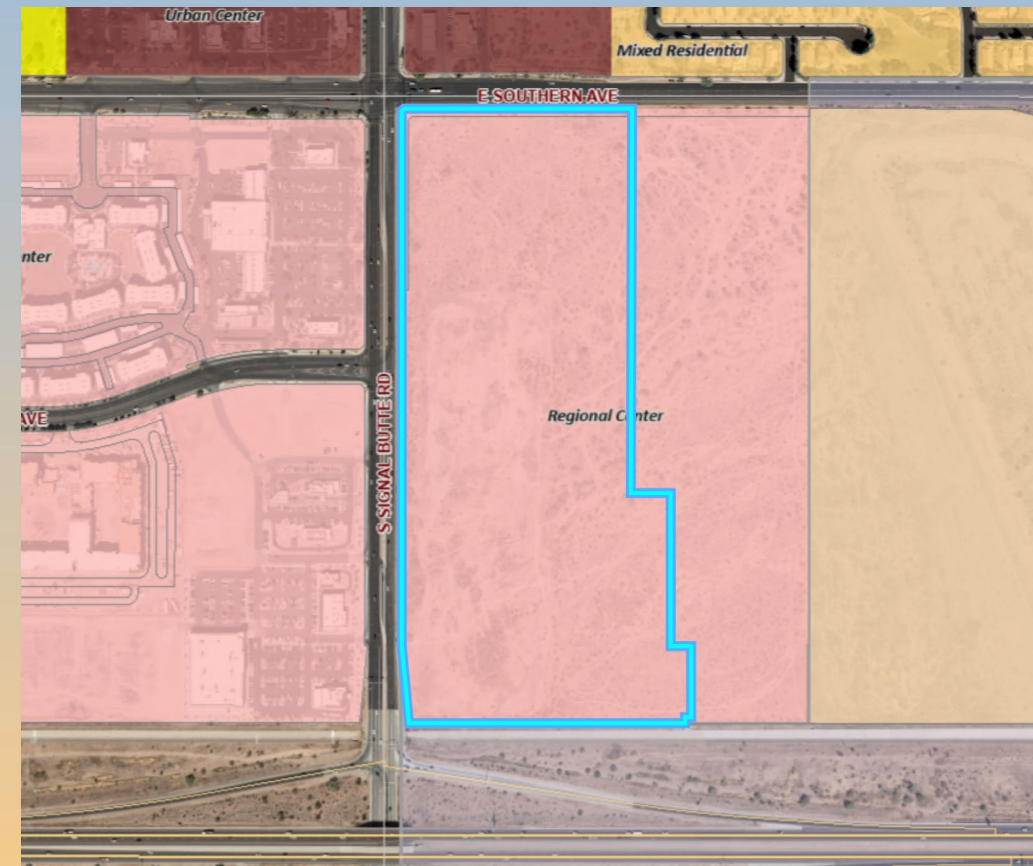




General Plan

Regional Center – Evolve

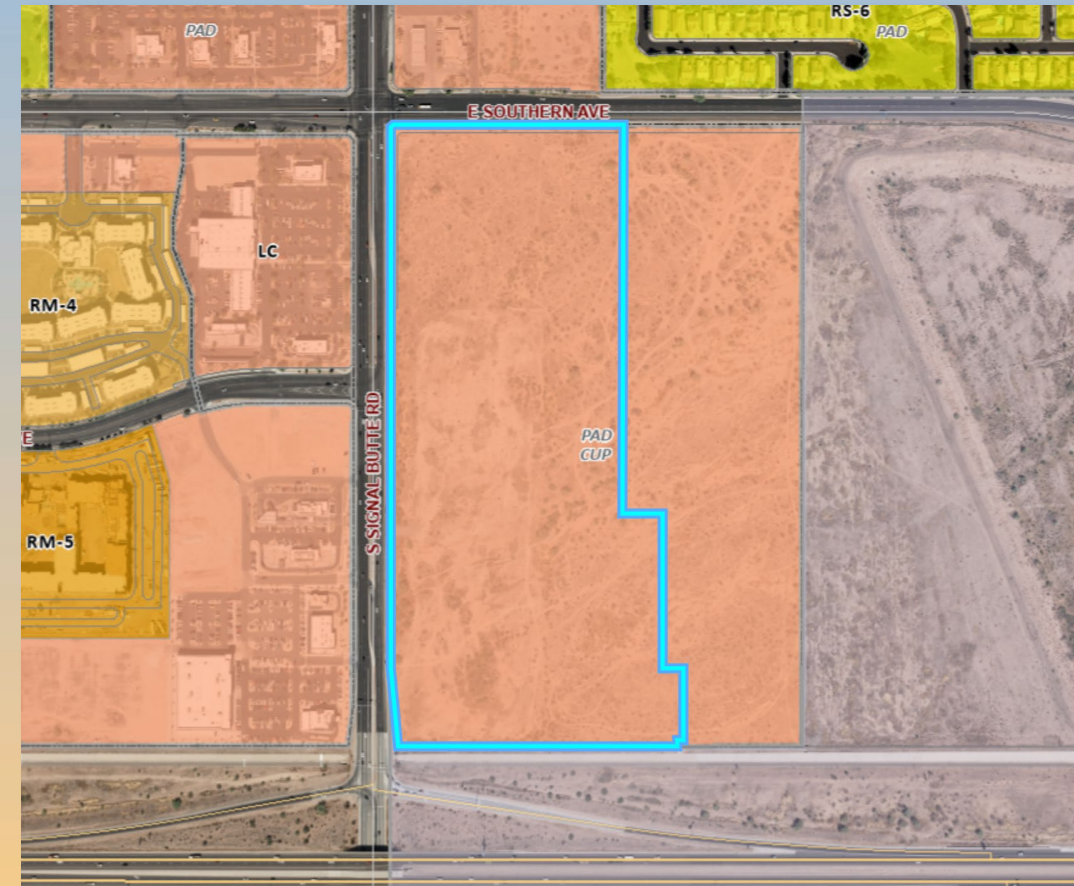
- Commercial uses, including Retail, Eating and Drinking Establishments and Entertainment and Recreation, are principal land uses





Zoning

- Limited Commercial with a Planed Area Development overlay (LC-PAD)
- Large commercial development, retail, restaurants and drive-thru facilities are permitted uses





Site Photo



Looking southeast towards the site from Signal Butte Road



Sign Plan – Attached Signs

Proposed:

- Increase of sign width to 80% of the width of the occupancy or building elevation;
- Major Tenant A:
 - Max. 8 signs
 - Max. 300 SF each for two signs; Max. 180 SF all other signs
 - Max. 840 SF aggregate sign area
 - No signs on east elevation
- Major Tenant B:
 - Max. 3 signs
 - Max. 624 SF for one sign; Max. 180 SF all other signs
 - Max. 985 SF aggregate sign area
 - No signs on east elevation



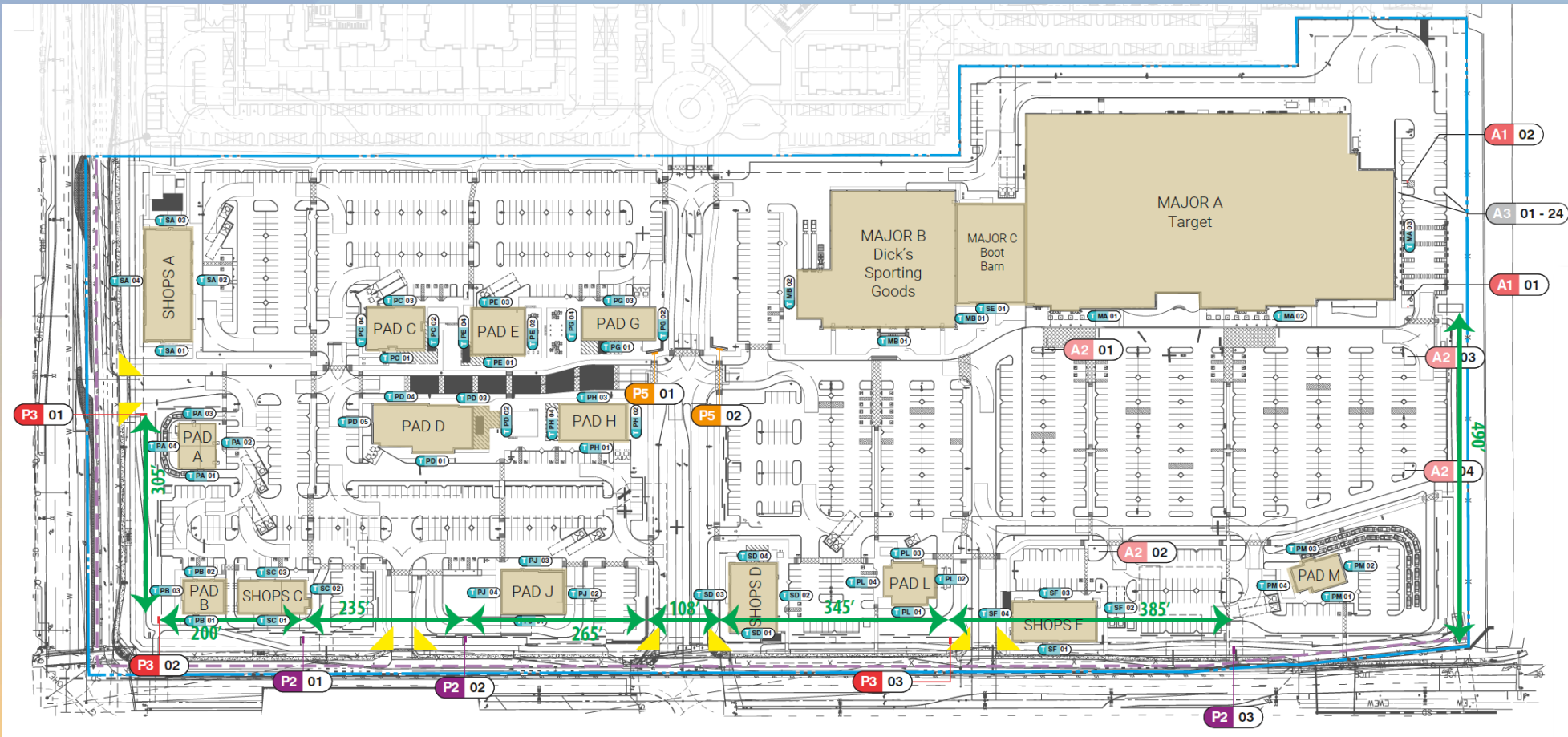
Sign Plan – Attached Signs

Proposed:

- Major Tenant C:
 - Max. 2 SF of aggregate sign area per front foot of building occupancy
- Max. 3 signs for occupancies with 80 feet or less of front foot of building occupancy and 3 elevations
- Window Signs may cover up to 30% of the area of the window
- External and visible raceways are not permitted



Sign Plan



PROPERTY SIGNS

- P2 00 Multi-Tenant Monument Sign
- P3 00 Multi-Tenant Monument Sign - Anchor Tenant
- P5 00 Project ID Sign

TENANT / PAD SIGNS

- T X 00 Wall Mounted Signs
 - Tenant Wall signs
 - Tenant Cabinet Signs
 - Tenant Blade Signs
 - Tenant Canopy Signs
 - PAD Signs

(Locations shown do not constitute approval for sign maximums.)



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



Board of Adjustment



Board of Adjustment



BOA25-00602

Charlotte Bridges, Planner II

January 7, 2026



Requests

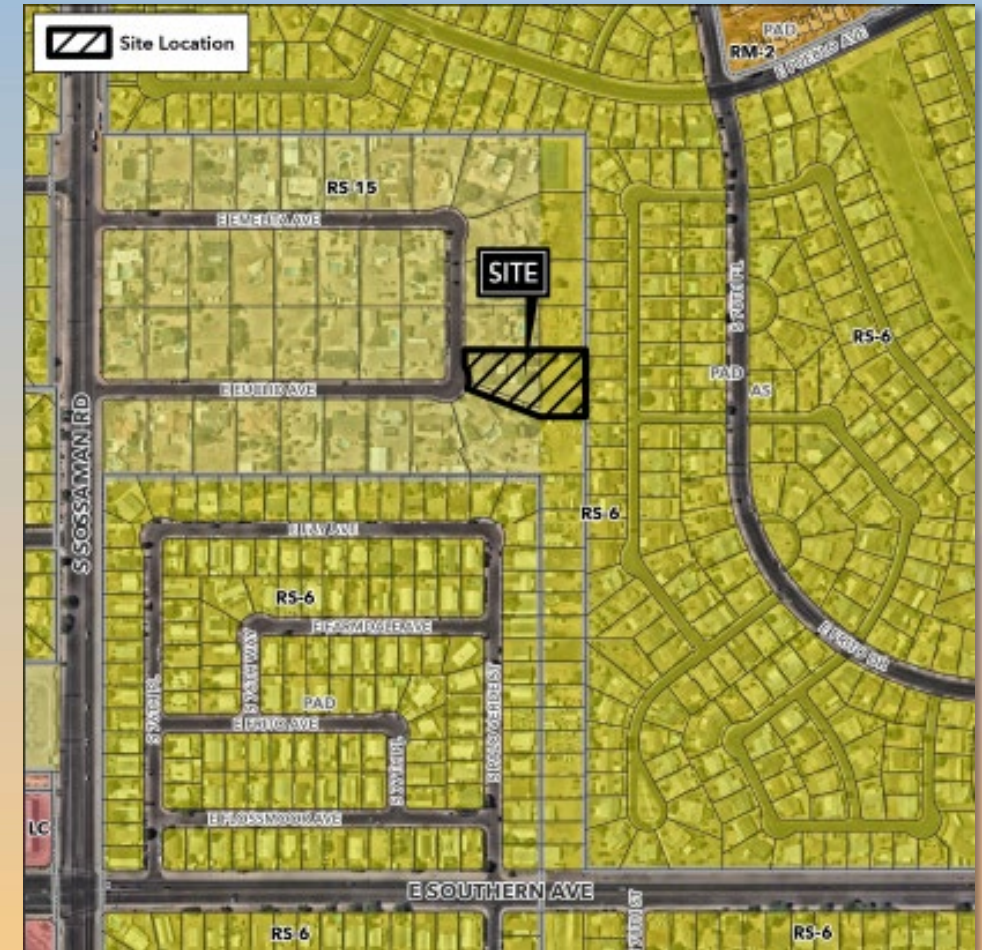
- Variance to reduce the minimum lot width;
- Variance to allow a detached structure to encroach into the required rear yard setback; and
- Special Use Permit to allow a detached structure to exceed the height of the primary building.





Location

- 955 South Palo Verde Street
- Located East of South Sossaman Road
- North of East Southern Avenue





Site Photos

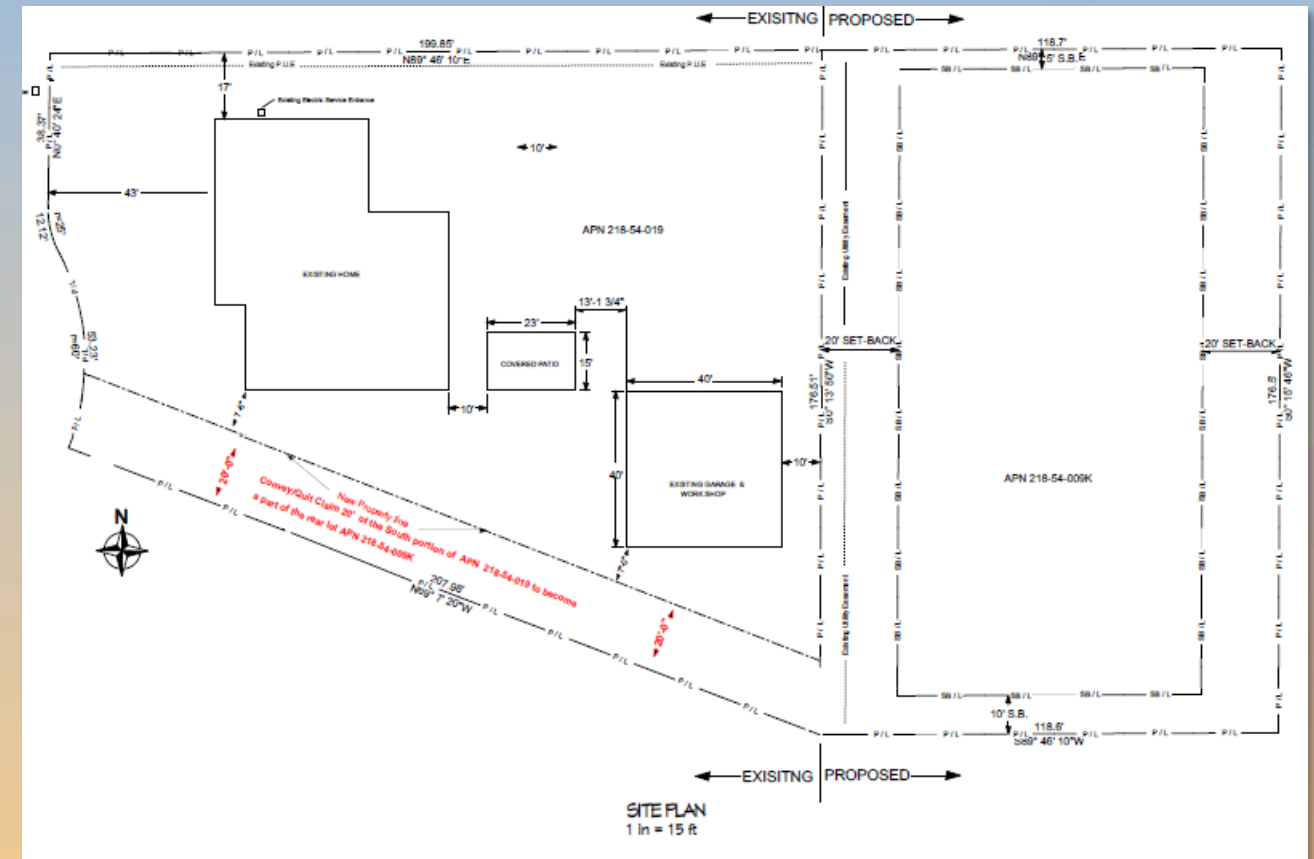


Looking south towards the site from South Palo Verde



Site Plan

- Lot 1 area: 23,071 sq. ft.
- Lot 2 area: 25,059 sq. ft.
- Lot 1: Existing primary residence: 3,730 sq. ft. and height to peak of roof is 14 feet, 3-inches
- Lot 1: Existing detached Covered Patio: 345 sq. ft.
- Lot 1: Existing detached garage: 1,600 sq. ft. and height to peak of roof is 17 feet, 8-inches





Citizen Participation

- Property owners located within 150 feet of the subject site were notified
- No phone calls or emails have been received





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.



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 required findings in Section 11-70-5.E of the MZO for a Special Use Permit

Staff recommends Approval with Conditions



Board of Adjustment



Board of Adjustment



BOA25-00812

HonorHealth Four Peaks Medical Center CSP

Kwasi Abebrese, Planner II

January 7, 2026



Request

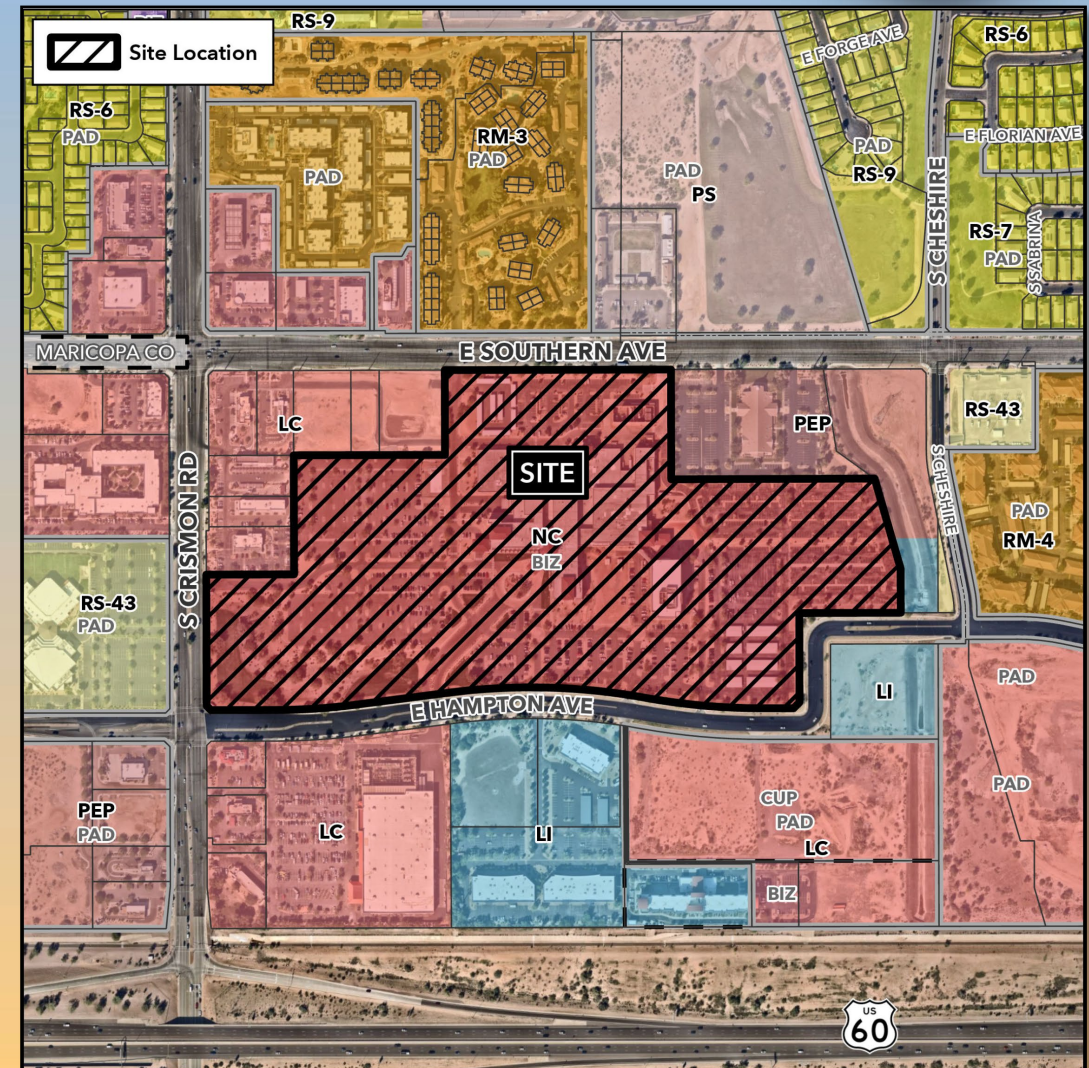
- Special Use Permit (SUP) to allow for modifications to an existing Comprehensive Sign Plan (CSP)





Location

- 1301 South Crismon Road
- North of Hampton Avenue
- South of Southern Avenue

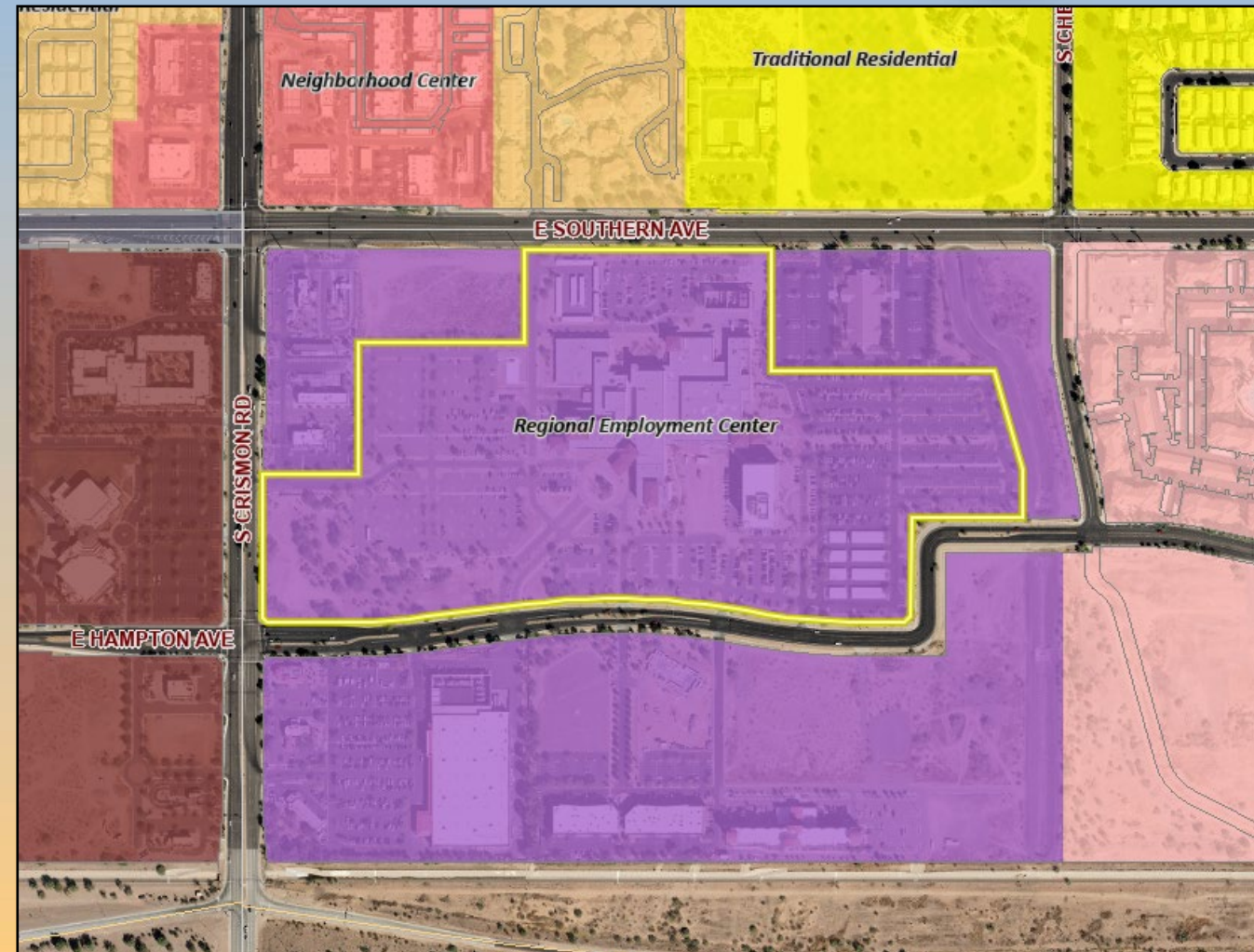




General Plan

Regional Employment Center – Evolve

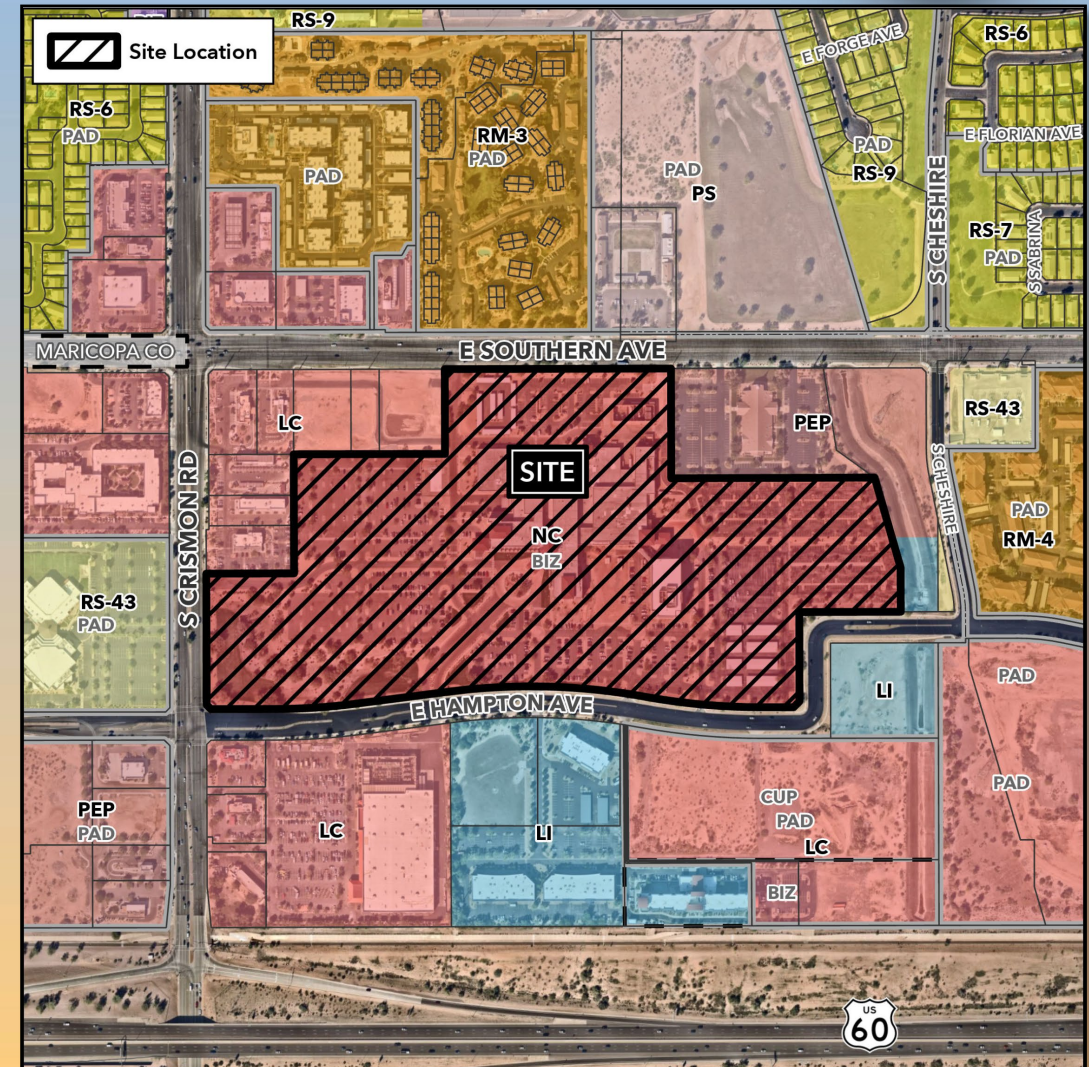
- Areas that accommodate large employers such as hospitals and medical centers, corporate headquarters, and research parks





Zoning

- Neighborhood Commercial with a Bonus Intensity Zone Overlay (NC-BIZ)
- Medical facilities including hospitals are permitted in the NC District





Site Photo



Looking east towards the site from Crismon Road



Site Photo



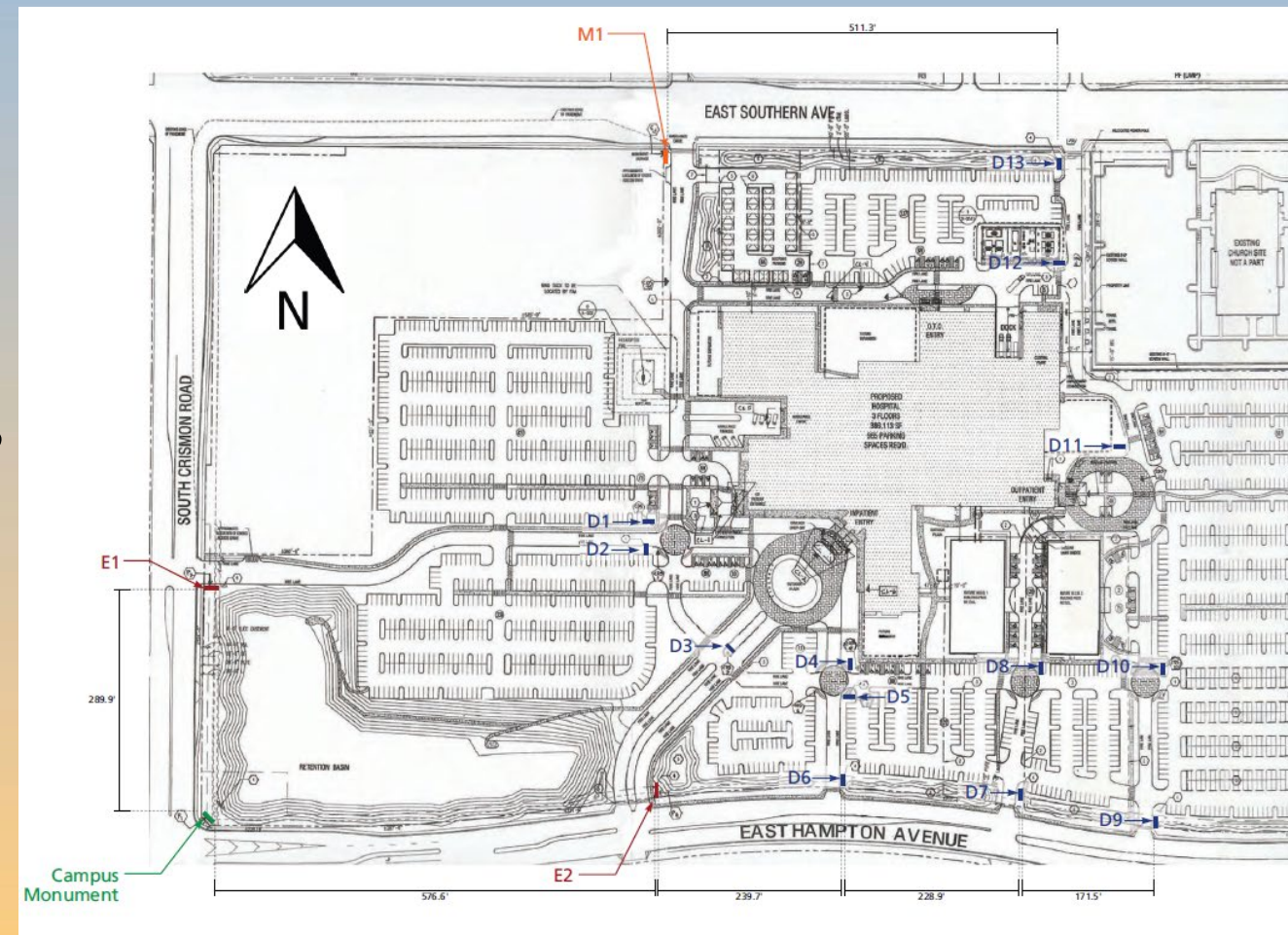
Looking northeast towards the site from Hampton Avenue



Sign Plan – Detached Signs

Proposed:

- Existing Campus Monument Sign at the intersection of Crismon Road and Hampton Avenue
 - Increase in height from 9 feet 8 inches to 15 feet
 - Reduction in sign area from 93 sq. ft. to 52.3 sq. ft.
- Existing Entry Monument Signs along Crismon Road and Hampton Avenue
 - Increase in height from 11 feet to 12 feet
 - Reduction in sign area from 93 sq. ft. to 71 sq. ft.

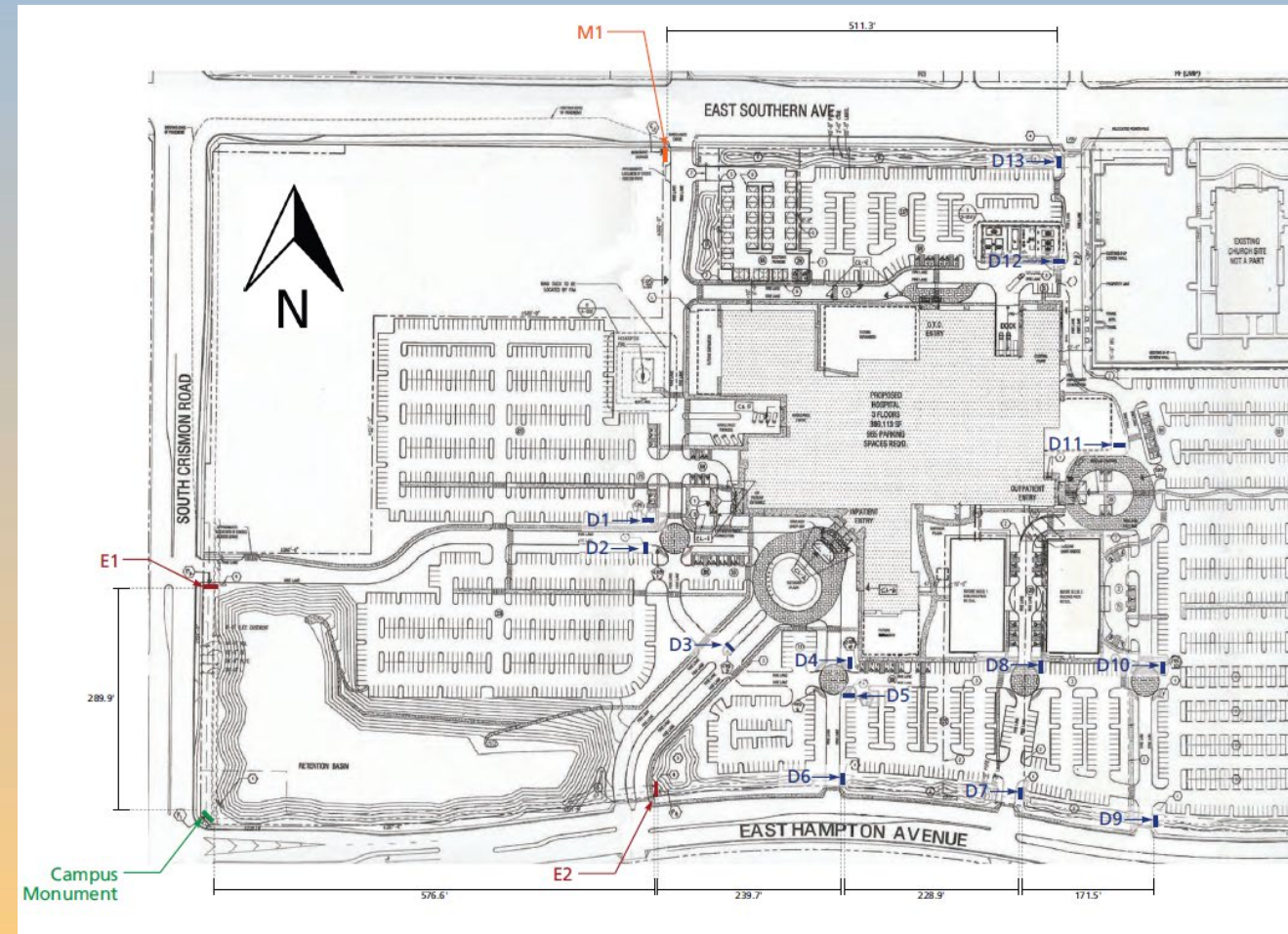




Sign Plan – Detached Signs

Proposed:

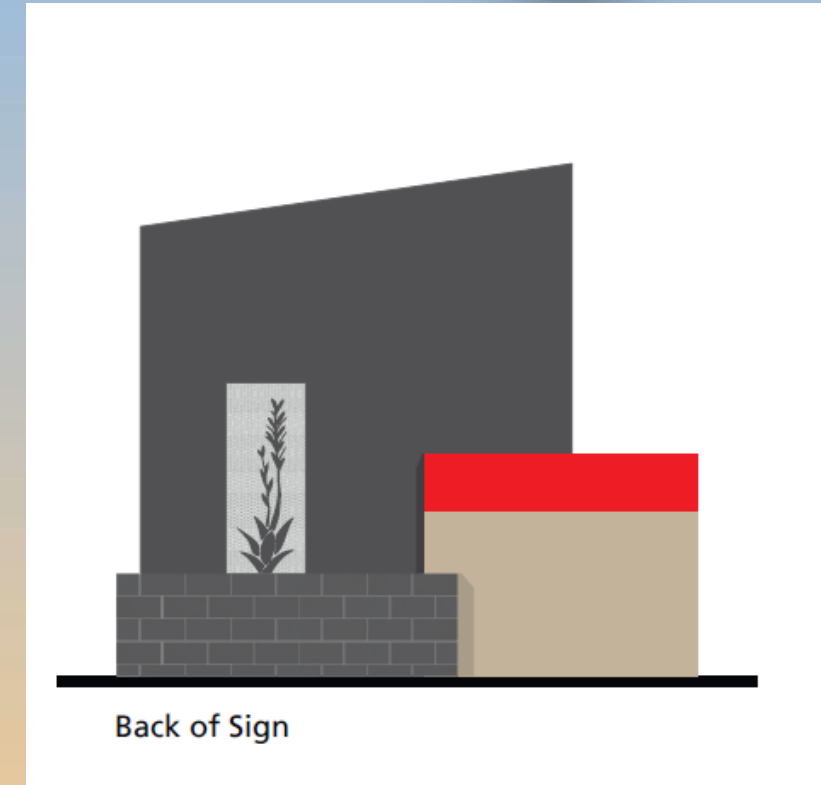
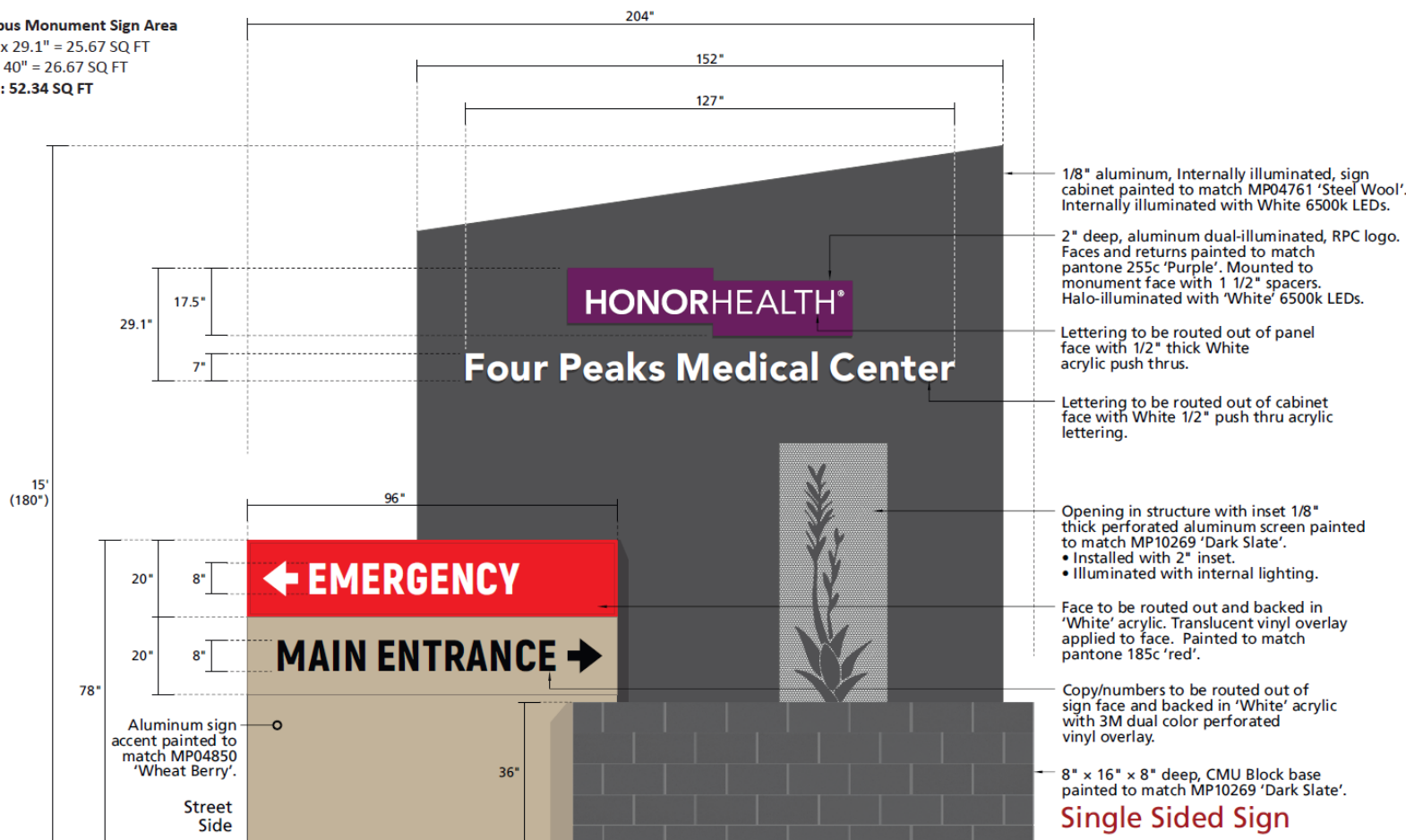
- Existing monument sign on Southern Avenue
 - Reduction in height from 11 feet to 6 feet
 - Reduction in sign area from 93 sq. ft. to 28 sq. ft.
- Existing directional signs
 - Reduction in height from 5 feet 8 inches to 4 feet
 - Reduction in sign area from 29 sq. ft. to 18.7 sq. ft.





Sign Plan

Campus Monument Sign Area
 127" x 29.1" = 25.67 SQ FT
 96" x 40" = 26.67 SQ FT
Total: 52.34 SQ FT

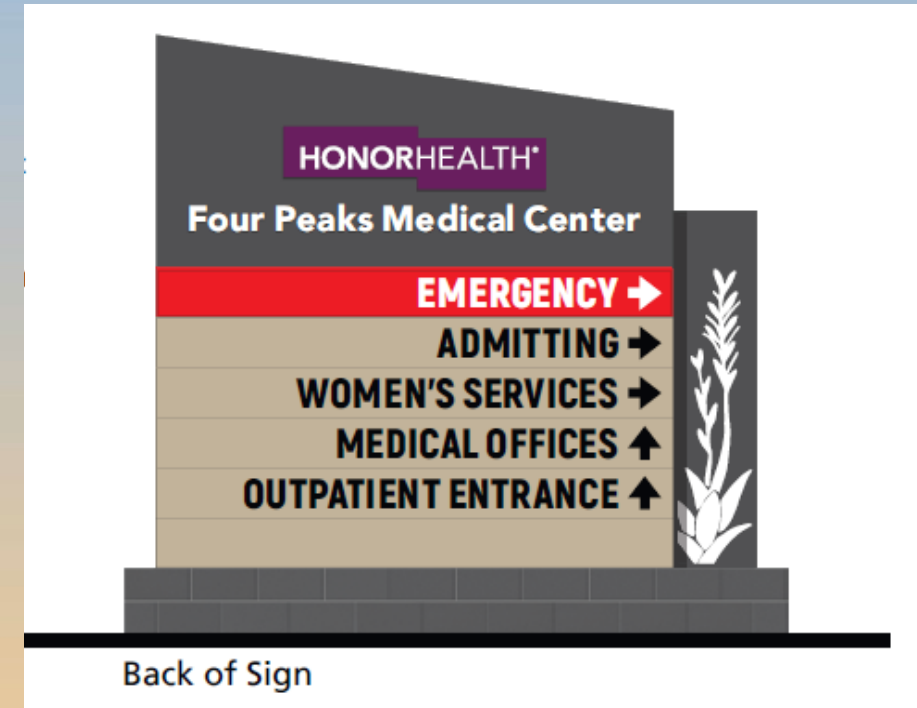
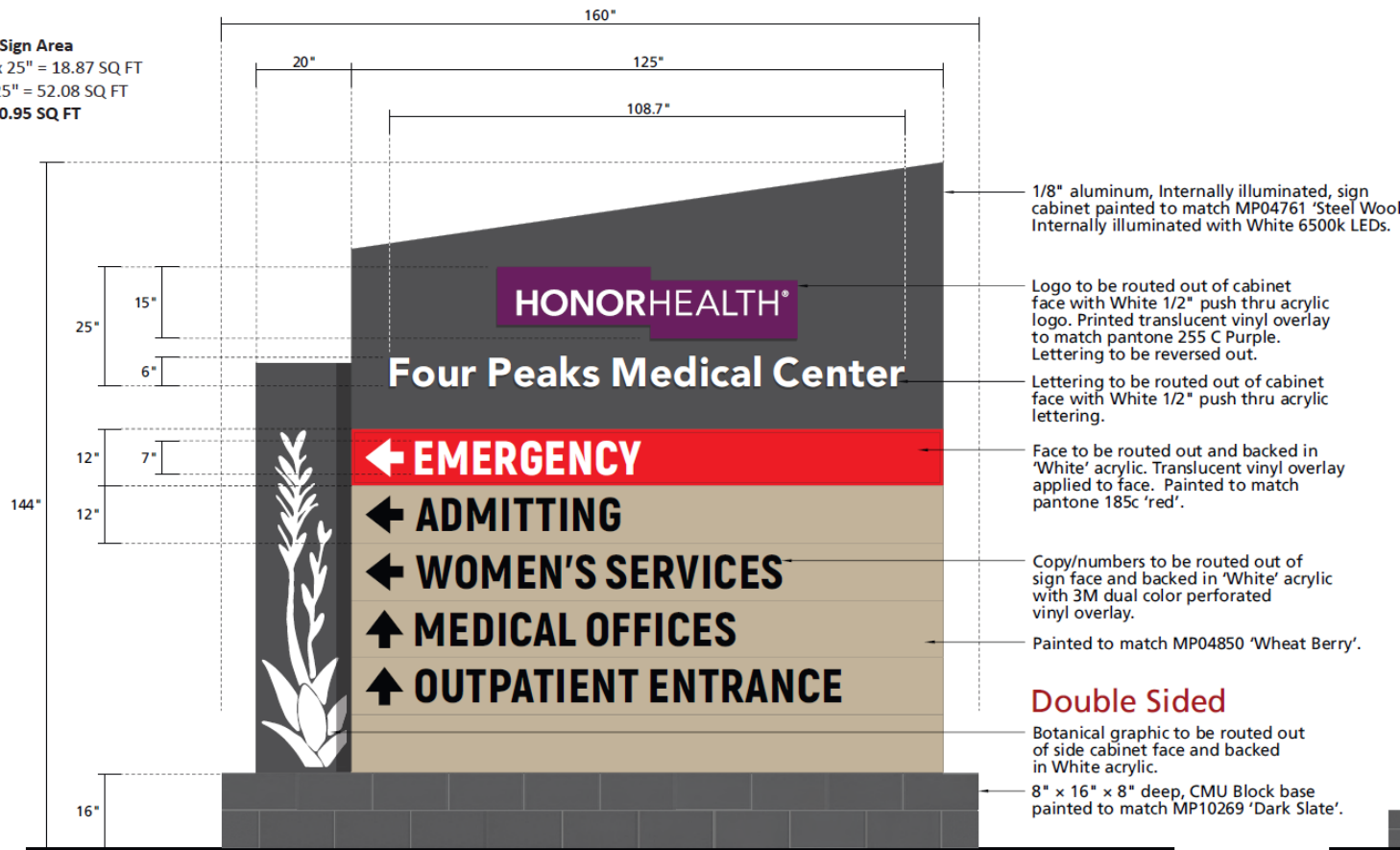


Campus Monument Sign



Sign Plan

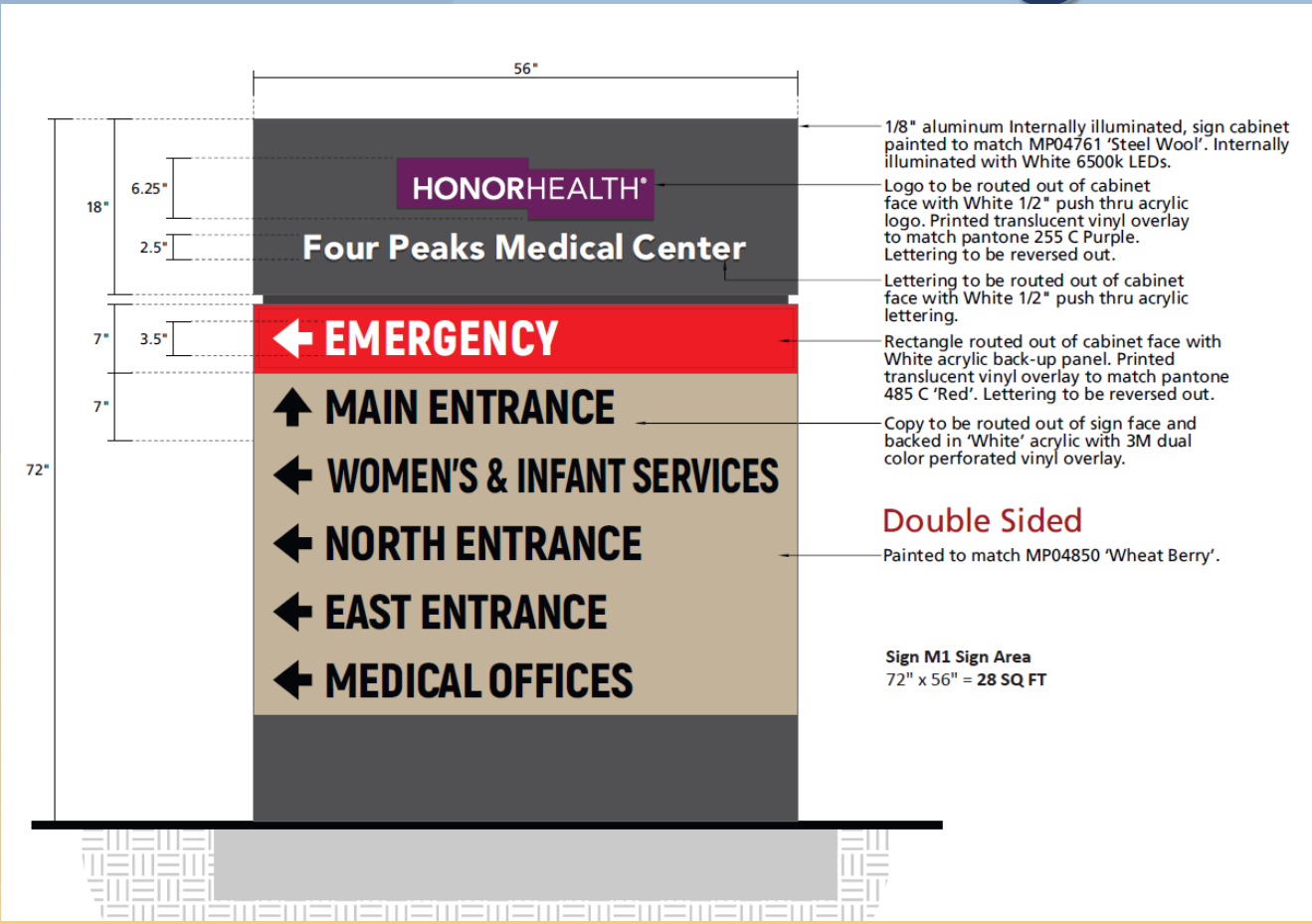
Sign E1 Sign Area
 108.7" x 25" = 18.87 SQ FT
 60" x 125" = 52.08 SQ FT
Total: 70.95 SQ FT



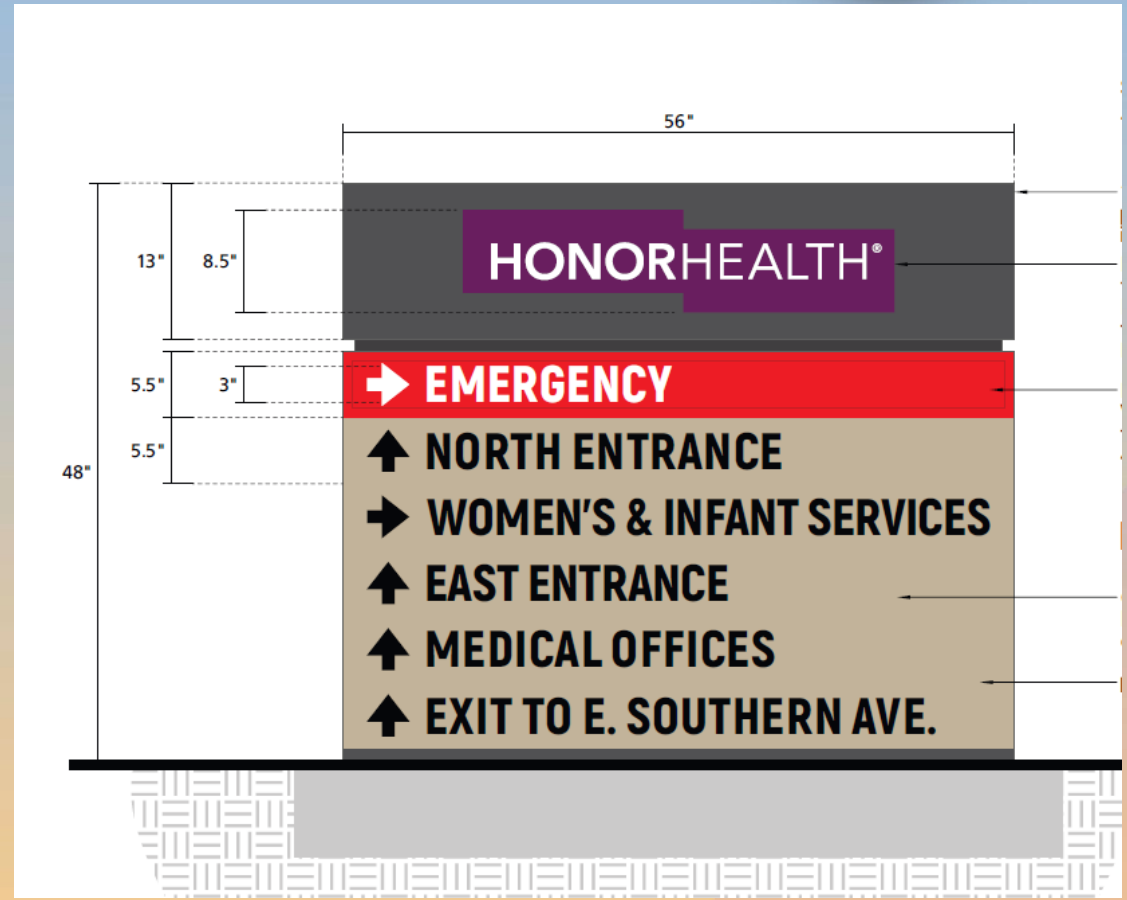
Entry Monument Sign



Sign Plan



Directional Monument Sign

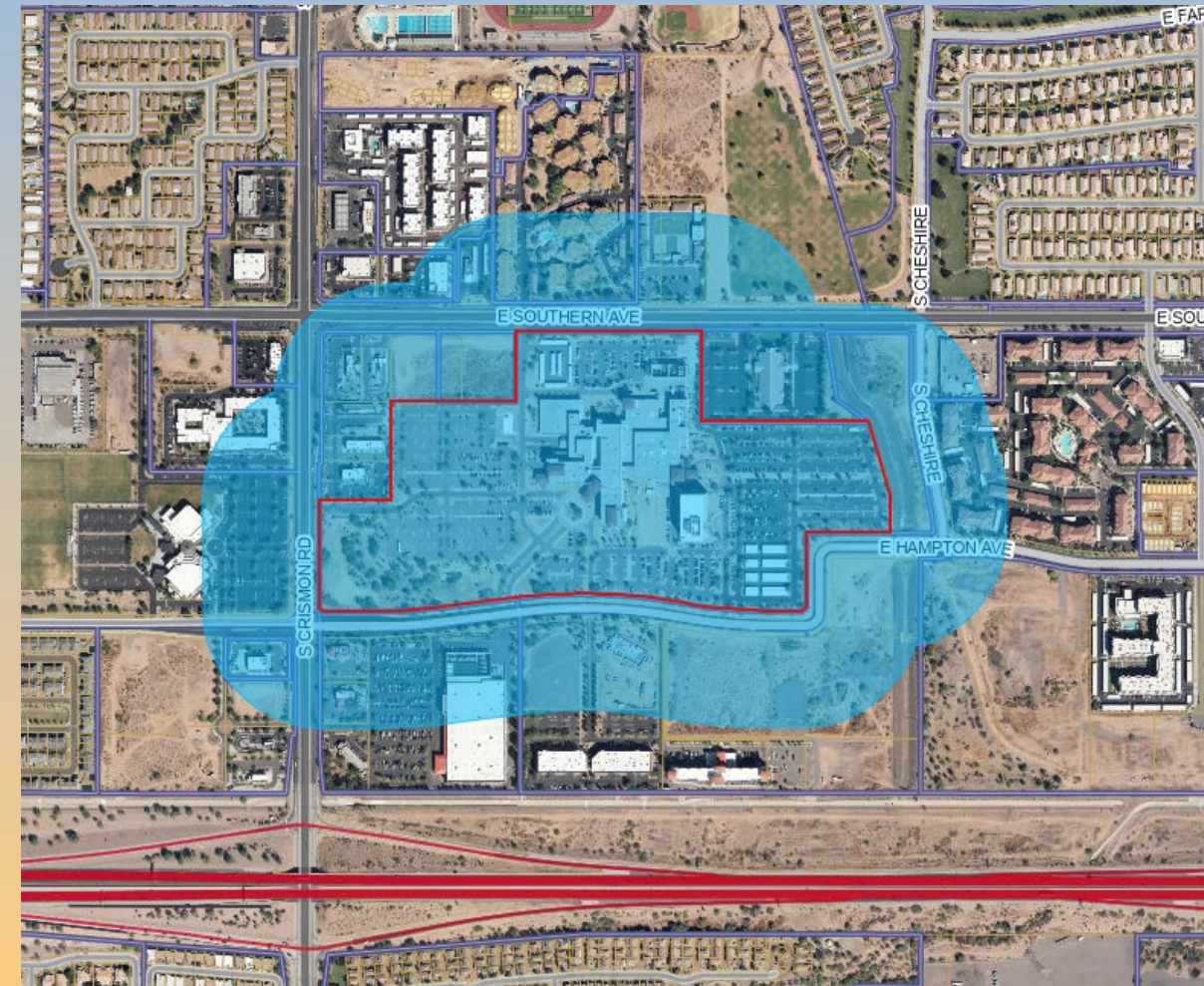


Internal Directional Sign



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



Board of Adjustment



Board of Adjustment



BOA25-00843

Emily Johnson, Planner II

January 7, 2026



Request

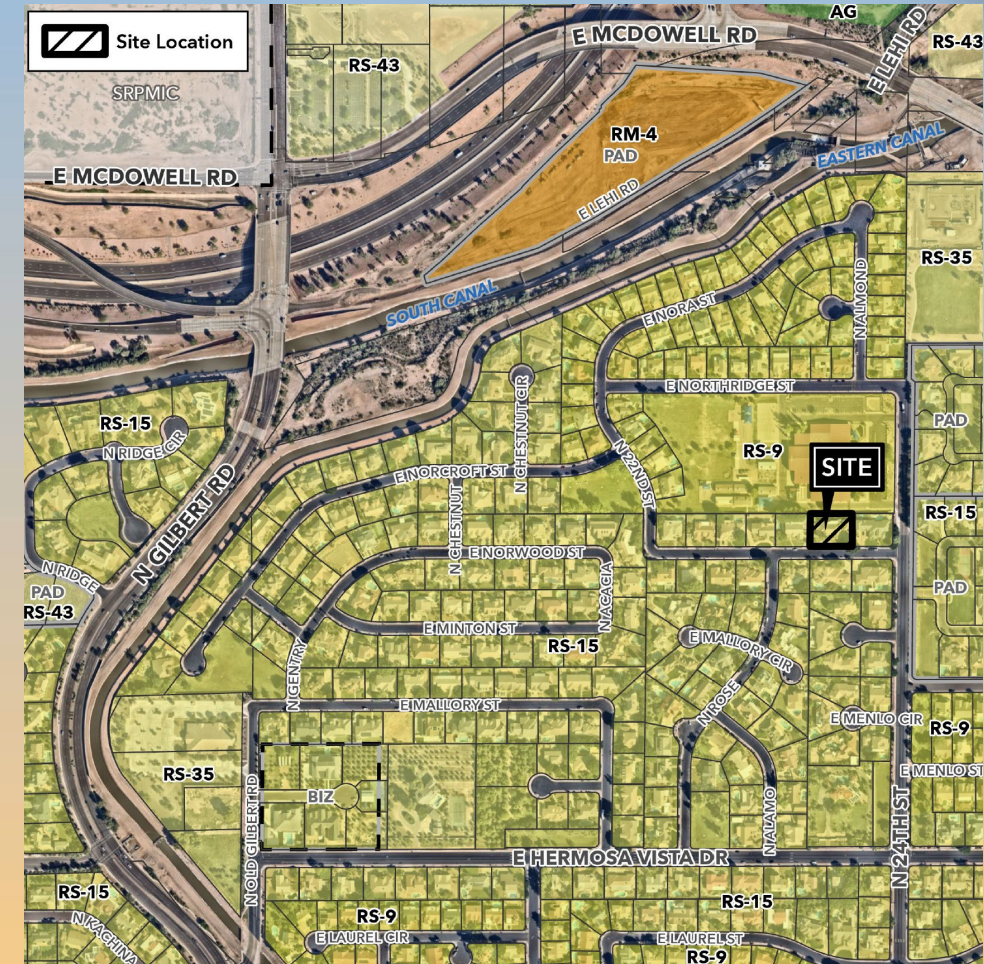
- Special Use Permit to allow for a Transitional Community Residence





Location

- 2338 E Minton St
- East of Gilbert Rd
- South of McDowell Rd
- Located on the north side of Minton St

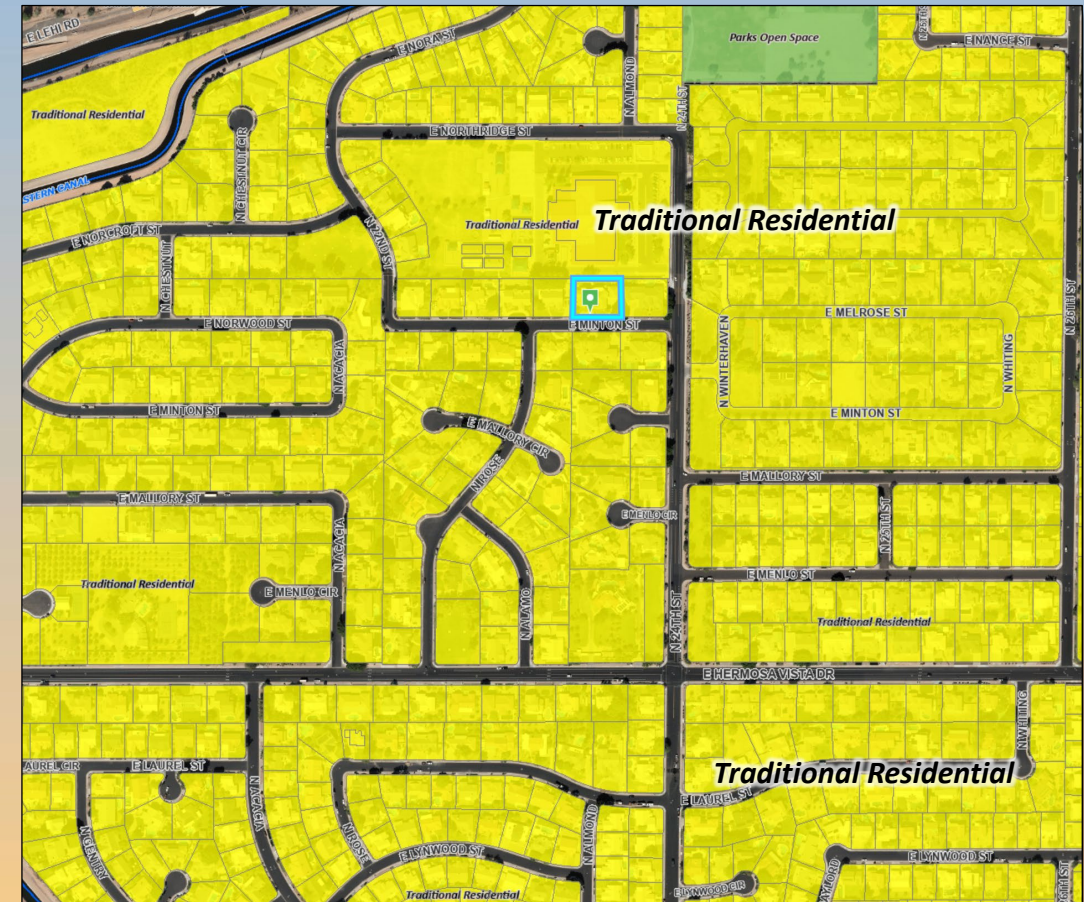




General Plan

Traditional Residential Placetype with a Sustain Growth Strategy

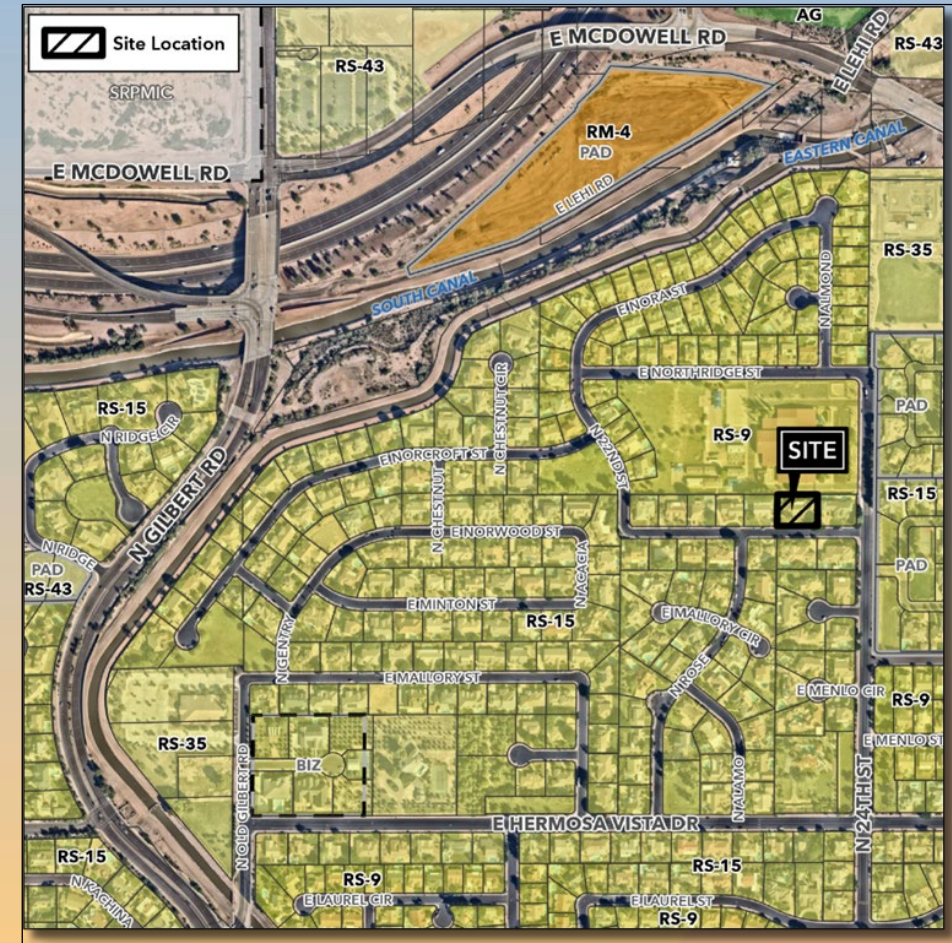
- Single-family residential is a principal land use





Zoning

- Single Residence-15
- Single residence use permitted
- Transitional Community Residences require approval of a SUP





Site Photos



Looking north from Minton Street



Citizen Participation

- Required to notify property owners within 150 feet
- Notified property owners within 500 feet and HOAs, and Registered Neighborhoods within 1 mile
- Email from Mesa Public Schools





Approval Criteria

Per Section 11-31-14(B):

- ✓ The proposed use will be compatible with the residential uses allowed as of right in the zoning district; and
- ✓ The proposed use in combination with any existing community residences, assisted living homes, and assisted living centers will not result in a clustering of such uses or alter the residential character of the surrounding neighborhood by creating or intensifying an institutional atmosphere; and
- ✓ The proposed use will not interfere with normalization and community integration of the residents of any existing community residences, assisted living homes, or assisted living centers, and that the presence of other existing community residences, assisted living homes, or assisted living centers will not interfere with normalization and community integration of the residents of the proposed use;



Approval Criteria

Per Section 11-31-14(B):

- ✓ The applicant has submitted a "good neighbor policy" in narrative form that includes:
 - (a) A description of acceptable measures to ensure ongoing compatibility with adjacent uses;
 - (b) The name and telephone number of the manager or person responsible for the operation of the facility;
 - (c) Complaint response procedures including investigation, remedial action, and follow-up procedures; and
 - (d) The proposed use complies with all other development standards in this Chapter.



Findings

- ✓ Complies with the 2050 Mesa General Plan
- ✓ Meets required findings for a SUP in Section 11-31-14(B) of the MZO

Staff recommends Approval with Conditions



Board of Adjustment