



# Board of Adjustments Memorandum

**DATE:** 3/13/2025  
**TO:** Board of Adjustments  
**THRU:** Duane Hoskins, Principal Planner  
**FROM:** Development Services, Planning Division  
**SUBJECT:** 2023-2024 Annual Report

## INTRODUCTION

The Unified Development Code (UDC) requires an annual report detailing the Board of Adjustments membership term statistics and public hearing requirements. The report covers the goals, the work plan, and the amendments that were discussed and acted upon.

## MEMBERSHIP

2023: Board of Adjustments members for this reporting for the period were:

District	Name	Member Since	Term Expire	Attendance	Training Hours Logged
Cactus	Brian Britton	2019	1/31/24	3/3	0 hours-2023
Cholla	Cathy Cheshier	2017	1/31/26	7/7	0 hours-2023
Yucca	Tammy Gee	2020	1/31/26	7/7	0 hours-2023
Ocotillo	Timothy Carson	2022	1/31/26	6/7	0 hours-2023
Barrel	Benjamin Naber	2019	1/31/25	5/7	0 hours-2023
Mayoral	Victoria Okula	2023	1/31/24	3/3	0 hours-2023
Sahuaro	Lawrence Feiner	2014	1/31/25	5/7	0 hours-2023

2024: Board of Adjustment members for this reporting for the period were:

District	Name	Member Since	Term Expire	Attendance	Training Hours Logged
Cactus	Donna Duggins	2024	1/31/26	5/8	2 hours -2024
Cholla	Cathy Cheshier	2017	1/31/26	3/8	2 hours -2024
Yucca	Tammy Gee	2020	1/31/26	5/8	2 hours -2024
Ocotillo	Timothy Carson	2022	1/31/26	5/8	2 hours -2024
Barrel	Benjamin Naber	2019	1/31/25	4/8	2 hours -2024
Mayoral	Kevin Dang	2024	1/31/25	3/6	2 hours -2024
Sahuaro	Lawrence Feiner	2014	1/31/25	5/8	2 hours -2024

## MEETINGS

The Board of Adjustments is scheduled to meet 12 times a year, meeting on the 2<sup>nd</sup> Thursday of each month. The Board of Adjustments held 7 regular calendar meetings in 2023 and 6 regular calendar meetings in 2024.

The City of Glendale's Board of Adjustment is established by section 35.6.03 of the UDC. The Board shall consist of no less than five and no more than seven members. The Board of Adjustments is responsible for:

1. Hearing and deciding appeals from any decision or interpretation made by the Development Services Director or designee, except as otherwise provided in the administration and enforcement the UDC.
2. Interpreting on appeal or on its own motion, the location of any district boundary line shown on the official zoning map of the city.
3. Hearing and deciding requests for variances from the terms of the UDC due to special circumstances applicable to a property, including its size, shape, topography, location, or surroundings, where the strict application of this ordinance would deprive such property of privileges enjoyed by other properties in the same zoning district.
4. Prescribing any conditions or stipulations for any variance or appeal as it may deem necessary to fully carry out the provisions and intent of the UDC and which will assure that the adjustment authorized shall not constitute a grant of special privileges inconsistent with the limitations upon other similarly situated or zoned properties. Such conditions may include, but not be limited to, a period of time for the applicant to carry out the terms of a variance or appeal.
5. To exercise powers of the Airport Board of Adjustment pursuant to Arizona Revised Statutes, Section 28-8473, et seq.

## GOALS AND WORK PLAN – 2024

### 1a. Annual Training

Continue to train and focus on duties, responsibilities, and open meeting law for decision making bodies.

### 1b. Outcome

Reasonable Accommodation Training-Virtual

### 2a. Legislative Bills Update

Brief summarization of bills for consideration and adopted, that may impact Board of Adjustment.

### 2b. Outcome

- HB 2721: Municipal zoning; middle housing
  - Requires municipalities with populations over 75,000 to allow duplexes, triplexes, fourplexes, and townhomes in single-family residential zones within one mile of central business districts and on 20% of new developments over 10 acres. Prohibits municipalities from imposing restrictions that would make middle housing development impractical. Aims to increase housing supply and affordability by streamlining the development process for these housing types. If municipalities fail to

adopt the required regulations by the deadline, middle housing will be permitted on all single-family residential lots without restrictions.

- HB 2720: Accessory dwelling units; requirements
  - Requires municipalities over 75,000 residents to allow ADUs on single-family lots. At least one attached and one detached ADU per lot, with an additional detached ADU permitted on lots over one acre if designated as affordable housing. It restricts municipalities from imposing excessive design, parking, and improvement requirements on ADUs. The legislation also modifies short-term rental regulations, requiring owner occupancy for newly constructed ADUs used as vacation rentals

### **3a. Annual Establish Goals & Work Plan for 2025**

- Outline focus goals/work plan, annual training, and public hearing schedule for 2025.
- Legislative bills update and annual cases reviewed.
- Desired goals for 2026 and recognizing dates to be vacated.

### **3b. Outcome**

- Continue training focusing on duties, responsibilities, and open law for decision making bodies.
- Brief summarization of bills for consideration and adopted that may impact Board of Adjustments.
- Presentation on status of significant cases heard before the Board.

### **4a. Annual Cases Reviewed**

Presentation on status of significant cases heard before the Board.

### **4b. Outcome**

BOA Annual Report for 2023-2024 calendar years.

## **BOA CASES**

**The Board of Adjustment Activity in the Calendar Years of 2023 and 2024 Includes, but is not Limited to:**

- Requests for relief & to hear and decide appeals from decisions of the development services director or designee.

**THE BOARD OF ADJUSTMENT DISCUSSION AND ACTION AMENDMENTS OF 2023**

<b>BOA Action Date</b>	<b>Topic (Type of Application with Case Number)</b>	<b>Case Description Summary</b>	<b>Approximate Square Footage of the Site</b>	<b>BOA Action Taken</b>
3/9/2023	VAR22-10	A request to reduce the north side setback to 5 feet and south side setback to 10 feet from a minimum 20-foot perimeter setback required in the R-3 (Multiple Residence) zoning district for the development of a single-family residence.	7,405	Approved
3/9/2023	VAR23-13	A request to reduce the south side setback to 5 feet, north side setback to 10 feet, and rear setback to 16 feet from a minimum 20-foot perimeter setback required in the R-3 (Multiple Residence) zoning district for an addition to the existing residential building.	5,210	Approved
4/13/2023	VAR22-15	A request to reduce the north side setback to 5 feet and the south side setback to 10 feet from the required 20 feet in the R-3 zoning district for a new residential building.	6,627	Approved
5/11/2023	VAR23-02	A request to reduce a required development standard in the R-3 (Multiple Residence) zoning district.	7,000	Approved
5/11/2023	VAR23-03	A request to reduce a required development standard in the R-2 (Mixed Residence) zoning district.	7,000	Approved
8/10/2023	VAR23-04	A request to reduce required development standards in the C-2 (General Commercial) zoning district.	1.4 (Acres)	Approved
9/14/2023	VAR22-11	A request to reduce the required twenty (20) foot perimeter setback for the side yards to ten (10) feet on the north and five (5) feet on the south in the R-3 (Multiple Residence) zoning district.	9,000	Approved
9/14/2023	VAR23-05	A request to reduce the required building setback from the western property line in the A-1 (Agricultural) zoning district.	43,560	Approved
11/9/2023	VAR23-01	A request to reduce the west side setback from 5 feet to 1.75 feet and east setback from 10 feet to 2.2 feet from the main residential building in the R1-7 PRD (Single Residence Planned Residential District) zoning district for an accessory structure.	9,679	Denied
12/14/2023	VAR23-06	A request to reduce the required minimum side yard setbacks from twenty (20) feet to seven (7) feet along the north property line and eight (8) feet along the south property line for a new, single-family residence standard in the R-3 (Multiple Residence) Zoning District.	7,000	Approved

**THE BOARD OF ADJUSTMENT DISCUSSION AND ACTION AMENDMENTS OF 2024**

<b>BOA Action Date</b>	<b>Topic (Type of Application with Case Number)</b>	<b>Case Description Summary</b>	<b>Approximate Square Footage of the Site</b>	<b>BOA Action Taken</b>
3/14/2024	VAR24-01	A request to reduce the required development standard for accessory structure setbacks in the SR-12 (Suburban Residential) zoning district.	16,056	Approved
4/11/2024	VAR24-02	A request to increase the required maximum sign allowance for building signs in the Planned Area Development (PAD) district for property.	140 (Acres)	Approved
7/11/2024	VAR24-03	A request to reduce the east side setback from ten (10) feet to two feet four inches (2'4") for a residential addition in the SR-12 PRD (Suburban Residential Planned Residential Development) zoning district.	16,087	Approved
10/10/2023	VAR24-05	A request to reduce the required twenty-nine feet (29') side setback to thirteen feet six inches (13'-6"), the required twenty-nine feet (29') rear setback to six feet (6'), and to allow a maximum height of twenty feet (20') from the permitted maximum of sixteen feet (16'), for a detached accessory structure in the SR-17 (Suburban Residence) zoning district.	22,500	Approved
10/10/2023	VAR24-06	A request to allow five (5) foot setbacks for a detached shade structure where fifteen (15) feet and twenty (20) feet are required.	16,137	Approved
10/10/2023	VAR24-09	A request to allow an increased height of twenty (20) feet from sixteen (16) feet and decreased setbacks of ten (10) feet for a detached shade structure where twenty-nine (29) and forty (40) feet are required.	33,377	Approved
11/14/2024	VAR23-07	A request to reduce the north side setback from 20 feet to 0 feet and increase the maximum lot coverage from 50% to 75% in the R-3 (Multiple Residence) zoning district for a residential addition.	2,709	Approved
11/14/2024	VAR24-04	A request to increase the side wall height from 6 feet to 8 feet as required in the R1-7 PRD (Single Residence Planned Residential District) zoning district.	10,130	Approved
12/12/2024	VAR24-07	A request to allow an increased height of nineteen feet (19') where sixteen feet (16') is the maximum and a reduction of the east side setback to two feet (2') where twenty-seven feet (27') is required.	36,058	Approved
12/12/2024	VAR24-13	A request to allow an increase in the maximum accessory structure height from fifteen (15) feet to twenty-two (22) feet in the PAD (Planned Area Development) zoning district.	167,943	Approved
12/12/2024	VAR24-14	A request for a Disability Accommodation Variance to permit the operation of an assisted living Group Home within 1,200 feet of another existing Group Home in the R1-6 (Single Residence) zoning district.	10,731	Approved