

**City Council**  
**Work Study Session Meeting**  
**Agenda**

Wednesday, November 19, 2025

6:00 PM

Members of the Litchfield Park City Council will attend either in person, by telephone, or video conference call.  
Physical access to the meeting room will be available 30 minutes prior to the meeting.

**I. Call to Order**

- A. The agenda and packet are available at: [www.litchfieldpark.gov](http://www.litchfieldpark.gov)
- B. A video recording of the meeting can be seen [here](#) the next business day.

**II. Pledge of Allegiance**

**III. Business**

**A. Scout Lodge MOU**

**INFORMATION ONLY**

**Presenter:** *Matthew Williams, City Manager*

Discussion related to a possible Memorandum of Understanding with Scout Lodge Preservation.

**B. Ordinance 25-295 Zoning Code Amendment**

**INFORMATION ONLY**

**Presenter:** *Matthew Williams, City Manager*

Discussion regarding the Zoning Code amendment related to HB 2447 and the Design Review Board and Zoning Administrator powers.

**IV. Executive Session**

- A. **An Executive Session may be called during the public meeting on any item on this agenda pursuant to A.R.S. § 38-431.03(A)(3) for the purpose of receiving legal advice.**

**V. Adjournment**

\_\_\_\_\_  
Thomas L. Schoaf, Mayor

**Affidavit of Posting**

I, Terri Roth, MMC, City Clerk. do hereby certify that I caused to be posted a true and correct copy of this agenda for the City Council meeting of Wednesday, November 19, 2025, in the following place in the City of Litchfield Park:

1. City Hall, outside bulletin board
2. City Website

\_\_\_\_\_  
Terri Roth, MMC, City Clerk

Persons with special accessibility needs should contact City Hall, (623) 935-5033, at least 48 hours prior to the meeting.



**CITY COUNCIL  
COMMUNICATION**

**Business Item III.A  
Scout Lodge MOU**

**To:** Mayor Thomas L. Schoaf and Members of the City Council  
**From:** Matthew Williams, City Manager  
**Meeting Date:** 11/19/2025  
**Presenter:** Matthew Williams, City Manager

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**RECOMMENDED MOTION:**

N/A

**BACKGROUND/DISCUSSION:**

Scout Lodge Preservation would like to pursue an MOU with the City of Litchfield Park to raise funds and build a new Scout Lodge. If successful, the new Scout Lodge would be owned and built by the Scout Lodge group, while the land would be leased by the City to the group.

This MOU would show commitment between the group and the City and would allow the Scouts 12 months for fundraising, and the following 12 months for construction at the undeveloped area of Scout Park. There would be a requirement for a signed development/lease agreement within 8 months of signing the MOU and proof of funds or letters of in-kind commitment. The Scout group would provide a bond for project completion as a requirement of the DA.

The current Scout Lodge was built during the 1950's and is owned by the City. It has multiple structural issues, as well as lacking ADA restrooms, modern heat/ac, etc. The Scout group will be requesting the existing Scout Lodge be demolished once a new Scout Lodge is built and opened.

Attached are the agreed-upon points which would be included in a future development agreement.

**STAFF RECOMMENDATION:**

N/A

**FINANCIAL IMPACT:**

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**ATTACHMENTS:**

1. Scout MOU 11-7-25 draft

2. New Scout Lodge points 11-4-25

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is made and entered into between the City of Litchfield Park, Arizona (hereinafter referred to as "City") and Litchfield Park Scout Lodge Preservation, an Arizona non-profit corporation. (hereinafter referred to as "Developer").

### RECITALS

The City of Litchfield Park owns the current Scout Lodge and land. The current Scout Lodge continues to be utilized by boy scouts and girl scouts; however, the facility is in need of many improvements. The developer, Litchfield Park Scout Lodge Preservation plans to raise funds to build a new Scout Lodge. This new Scout Lodge would be built, owned and maintained by the Scouts. The City would provide the land thru a long-term land lease across the street from the current Scout Lodge. The City and Developer agree to use reasonable efforts to negotiate a Development Agreement (the "DA") for the development of a new Scout Lodge.

Description of Property: The City has identified city owned undeveloped park space at Scout Park.

Term: This MOU shall be for a term of two hundred forty (240) days becoming effective on the date the MOU is fully executed. The term may be extended upon the written mutual agreement of both parties.

Development Agreement: The following are some of the elements to be included in the DA that both parties agree are reasonable and acceptable:

1. Location of the infrastructure such as utilities and off-site improvements for the Site;
2. Financial consideration and obligations of the Developer;
3. Responsibility for City to bring utility stubs to within 5' of building. City agrees to add (1) additional fire hydrant;
4. Waiver of City permitting and plan review fees;
5. 75 year \$1 a year ground lease with 24 year renewal term. Scout owned building, becomes property at city at expiration/cancellation of agreement.
6. City builds/maintains decomposed granite parking for Scout Lodge/Scout Park use.
7. Scout Lodge hours would fall under city park hours. Overnight scout camping would require prior approval from City Recreation Department.
8. City to require sprinkler systems.
9. City to cover demolition costs of existing Scout Lodge
10. New scout lodge subject to all city plan review standards, drb, council including conceptual elevations as well as council approval of development/lease agreement.

11. City to provide & maintain lock systems for park restrooms
12. City to provide Phase 1 environmental
13. City to waive all permit, plan review fees, etc
14. City to pay for water/sewer bill.
15. City to pay share of cost of external public restrooms that is above the value of the land leased to Scouts plus the cost of the utility stubs. Ex: If value of land is \$100,000 and utility stubs are \$50,000 City would pay for any external restroom constructions over \$150,001.
16. City reserves right to add cameras on facility for outside of park restrooms and cameras for park security.
17. Scouts pay electricity & internet bill. No wifi to be provided for Scout park. Internet access to be provided to City at no charge for external camera systems.
18. Scouts Agree that Scout Lodge could be used by both Boy & Girl Scouts
19. Scouts to build (3) park restrooms on external of building. At least 2 stall, changing tables in mens, womens, family restrooms, prison toilets, etc. Scouts will build additional restrooms inside lodge for Scout use so as not to intermingle Scouts with park patrons. Scouts to pay share of cost of external public restrooms that is the same as the value of the land leased to Scouts plus the cost of the utility stubs. Ex: If value of land is \$100,000 and utility stubs are \$50,000 Scouts would pay for all external restroom constructions under \$150,000.
20. Scouts to have option to relocate existing brick fireplace, possible use in new facility.
21. Scouts to fence-in area behind Scout Lodge for scout events. No chain link. If firepit is used, would be in this fenced-in area. No large bonfires. Fenced in area description would be prepared as an exhibit to the lease.
22. 12 months to complete from signing date
23. No liens
24. Provide minimum of \$5m Insurance w City as secondary insured
25. Scouts to provide performance bond to city. Bond would complete facility if Scouts fail to do so, would then be a city owned building.
26. Removal of all Scout items within 1 month of opening new lodge
27. Scouts to maintain building, landscaping within lease area. Possibility of landscaping maintenance agreement with City.
28. Scouts to obtain survey & legal description for lease area.
29. schedule for the submittal of site and design plans by Developer;
30. Development schedule submitted by Developer;
31. Formal request in writing by Scout group to City to demolish Old Scout Lodge after a Certificate of Occupancy is released for New Scout Lodge
32. 12 months to gather funding, to begin upon approval of MOU.

33. Development/lease agreement to be signed & approved by 8 months into 12 month fundraising period. Plans to be construction ready within these 12 months.
34. 12 months for construction to begin 12 months after approval of MOU, pending DA approval.
35. Events of termination of the DA;
36. Zoning of the Site and uses allowed;
37. Developer's due diligence requirements and contingencies;
38. City contingencies;
39. The City and Developer during the DA process shall reasonably cooperate with all other parties to provide relevant information and assistance during the development process; and

Negotiations: The parties shall negotiate in good faith for the term of this MOU in order to finalize and execute the DA.

Liability: There shall be no monetary liability or other liability, in law or equity, to each other for any delay or failure to accomplish any task referred to in this MOU including the approval and execution of the DA.

Assignment: This MOU may not be assigned by either party without prior written consent of the other party. Such consent shall not be unreasonably withheld.

Surviving Rights: In the event of the termination or expiration (240) days of this MOU all rights and obligations of the parties shall cease unless otherwise stated herein.

Notices: Any notice, request, demand, instruction or other communication to be given to the other party hereunder, shall be in writing, and shall be deemed to be delivered, whether actually received or not, (i) upon deposit with a courier service for personal delivery; or (ii) upon deposit in a regularly maintained official depository of the United States Mail located in the continental United States, and sent by registered or certified mail, postage prepaid, return receipt requested, addressed as set forth below; or (iii) sent by facsimile to the facsimile numbers set forth below, so long as the original is sent within one business day thereafter by either of the methods described in (i) or (ii) above addressed as set forth below:

If to the City:	Matthew C. Williams, City Manager City of Litchfield Park, Arizona 214 W. Wigwam Blvd Litchfield Park, Arizona 85340
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If to the Developer:	Litchfield Park Scout Lodge Preservation
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Meredeth Stucky, President,  
610 N. Old Litchfield Road  
Litchfield Park, Arizona 85340

CITY OF LITCHFIELD PARK

LITCHFIELD PARK SCOUT LODGE PRESERVATION

By: \_\_\_\_\_  
Its: \_\_\_\_\_

\_\_\_\_\_  
Its: \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

## **New Scout Lodge deal points**

### **City**

- 75 year \$1 a year ground lease with 24 year renewal term. Scout owned building, becomes property at city at expiration/cancellation of agreement.
- City builds/maintains parking for Scout Lodge/Scout Park use.
- Scout Lodge hours would fall under city park hours. Overnight scout camping would require prior approval from City Recreation Department.
- City to require sprinkler systems.
- City to cover demolition costs of existing Scout Lodge
- New scout lodge subject to all city plan review standards, drb, council including conceptual elevations as well as council approval of development/lease agreement.
- City to provide & maintain lock systems for park restrooms
- City to provide Phase 1 environmental
- City to waive all permit, plan review fees, etc
- City to pay for water/sewer bill.
- City to provide utility subs for water/sewer/electric within 5' of building. City agrees to add (1) additional fire hydrant.
- City to pay share of cost of external public restrooms that is above the value of the land leased to Scouts plus the cost of the utility stubs. Ex: If value of land is \$100,000 and utility stubs are \$50,000 City would pay for any external restroom constructions over \$150,001.
- City reserves right to add cameras on facility for outside of park restrooms and cameras for park security.

### **Scout Lodge Group**

- Scouts build/maintain facility at their costs.
- Scouts pay electricity & internet bill. No wifi to be provided for Scout park. Internet access to be provided to City at no charge for external camera systems.
- Scouts Agree that Scout Lodge could be used by both Boy & Girl Scouts
- Scouts to build (3) park restrooms on external of building. At least 2 stall, changing tables in mens, womens, prison toilets, etc. Scouts will build additional restrooms inside lodge for Scout use so as not to intermingle Scouts with park patrons. Scouts to pay share of cost of external public restrooms that is the same as the value of the

land leased to Scouts plus the cost of the utility stubs. Ex: If value of land is \$100,000 and utility stubs are \$50,000 Scouts would pay for all external restroom constructions under \$150,000.

- Scouts to have option to relocate existing brick fireplace, possible use in new facility.
- Scouts to fence-in area behind Scout Lodge for scout events. No chain link. If firepit is used, would be in this fenced-in area. No large bonfires. Fenced in area description would be prepared as an exhibit to the lease.
- 12 months to complete from signing date
- No liens
- Provide minimum of \$5m Insurance w City as secondary insured
- Scouts to provide performance bond to city. Bond would complete facility if Scouts fail to do so, would then be a city owned building.
- Scouts to provide public statement requesting demolition of Old Scout Lodge & support of new facility project.
- Removal of all Scout items within 1 month of opening new lodge
- Scouts to maintain building, landscaping within lease area. Possibility of landscaping maintenance agreement with City.
- Scouts to obtain survey & legal description for lease area.

#### Timeline

- 12 months to gather funding, to begin upon approval of MOU.
- Development/lease agreement to be signed & approved by 8 months into 12 month fundraising period. Plans to be construction ready within these 12 months.
- 12 months for construction to begin 12 months after approval of MOU, pending DA approval.



**CITY COUNCIL  
COMMUNICATION**

**Business Item III.B  
Ordinance 25-295 Zoning Code  
Amendment**

**To:** Mayor Thomas L. Schoaf and Members of the City Council  
**From:** Randy Proch, Planning Director  
**Through:** Matthew Williams, City Manager  
**Meeting Date:** 11/19/2025  
**Presenter:** Matthew Williams, City Manager

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**RECOMMENDED MOTION:  
DISCUSSION ONLY**

**BACKGROUND/DISCUSSION:**

House Bill 2447 requires cities by December 31, 2025 to:

A. Notwithstanding any other law, the legislative body of a city or town shall by ordinance do the following:

1. Authorize administrative personnel to review and approve site plans, development plans, land divisions, lot line adjustments, lot ties, preliminary plats, final plats and plat amendments without a public hearing.
2. Authorize administrative personnel to review and approve design review plans based on objective standards without a public hearing.
3. Allow at-risk submittals for certain on-site preliminary grading and drainage work or infrastructure.
4. a. Allow applicants with a history of compliance with building codes and regulations to be eligible for expedited permit review.  
b. Notwithstanding any other law, the legislative body of a city or town may by ordinance adopt a self-certification program allowing registered architects and professional engineers to certify and be responsible for compliance with all applicable ordinances and construction standards for projects that the ordinance identifies as being qualified for self-certification.

This requirement eliminates the public hearing requirement, and gives staff the ability to approve actions that formerly would have taken a vote of the design review board. For these reasons, staff recommends the following:

Design Review Board be changed to an advisory board vs. the current voting board. The Zoning

Administrator be given the authority as required in HB 2447. Note: the Zoning Administrator is the City Manager, or their designee. In our city, the City Planner is the designee.

Various issues would still be reviewed and discussed by DRB however, DRB would make recommendations to the zoning administrator vs. A formal vote by drb. Per the City Zoning Code, the City Council may override the Zoning Administrator's decisions via a defined process. In addition, plan approval & subjective conditions through a development agreement could still be required as a condition of the development agreement. Further Zoning Code changes will be needed to change the existing code from subjective to objective.

An alternate version is in the Council packet, known as Option B. It allows:

- Allows for two tracks: Streamlined & Enhanced. Streamlined items would be items that do not feature DRB review, while the Enhanced items would be more complicated items that would be reviewed by DRB.
  
- Monthly reporting of approvals by the Zoning Administrator.
  
- Changes appeals from appeal of DRB decision to appeal of ZA decision.
  
- DRB would be an advisory board.
  
- Annual review of objective standards by DRB with recommendations to Council.

**STAFF RECOMMENDATION:**

**FINANCIAL IMPACT:**

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**ATTACHMENTS:**

1. Design Review Board - Text Amendment - October 20 (2)
2. Ordinance 25-295
3. Design Review Board - Text Amendment - Option 2

## LITCHFIELD PARK ZONING CODE UPDATES 2025

### 3.03 Zoning Administrator

#### a. Purpose

The purpose of the office of zoning administrator is to enforce the zoning code through the building permit process, subdivision review process, code enforcement, and related techniques as defined, to parallel the local planning, zoning, and land development procedures.

#### b. Organization

In the city of Litchfield Park, the office of zoning administrator shall be filled by the city manager or his OR HER designee.

#### c. Authority and Duties of the Zoning Administrator

1. Shall enforce the provisions of this code;
2. Shall carry out all administrative actions required by the zoning code, including the giving of notice, preparation of reports, and receiving and processing appeals;
3. Subject to the supervision and general and specific policy laid down by the city, shall interpret this code to members of the public, city departments, and to other branches of government;
4. Shall review and make recommendations with respect to all complete applications for zoning to the PLANNING AND ZONING commission at the time of such referral;
5. Shall examine premises for which zoning has been requested;
6. Shall make necessary inspections in accordance with rules of procedure established under Section 3.03-c-11 to secure compliance with the provisions of this code.
7. Shall, when requested by the council and/or the city manager or when the interests of the city so require, make investigations in connection with any matter referred to in the code and render written reports thereof;
8. Grant, for a period of time not to exceed thirty days, or deny applications for temporary use permits;
9. Shall receive applications for zoning as required by the code;
10. Shall keep careful and comprehensive records of applications for zoning, of inspections made, of reports rendered and of notices or orders issued. He OR SHE shall further retain on file, copies of all papers in connection with zoning applications for such time as may be required by law;
11. Shall have the authority to administratively approve ~~minor~~ design review applications filed with the design review board; AND. ~~Minor design review applications include:~~
  - A. ~~Exterior finishes and color changes consistent with the color palette adopted by the design review board;~~

## LITCHFIELD PARK ZONING CODE UPDATES 2025

- ~~B. Rear patio additions not visible from public areas or streets and not exceeding five hundred square feet of covered area;~~
- ~~C. Landscaping changes to design review board approved landscape plans, but utilizing the same quantity and size of landscape materials;~~
- ~~D. Site plan revisions to design review board approved site plans involving not more than five percent of the site area;~~
- ~~E. Yard walls on interior residential lots that have little or no exposure to public areas;~~
- ~~F. Other applications that the board determines are minor; Administrative design review approvals shall not result in a reduction of any development standard and shall not significantly alter the design character established by the design review board;~~

~~Shall have the authority to approve, deny, or approve with conditions minor design review applications; and~~

12. May adopt rules and procedures consistent with the code for the implementation thereof.

d. Referral to Planning and Zoning Commission

The zoning administrator may and, in the case of any application for zoning clearance other than one pertaining solely to a single family dwelling, shall refer complete applications for zoning to the PLANNING AND ZONING commission for its review and recommendation. Such referral shall be accompanied by the recommendation of the zoning administrator, and shall be made within fifteen days after receipt by the zoning administrator of a complete application. The PLANNING AND ZONING commission shall review such application and shall deliver its own recommendation thereon to the zoning administrator within forty-five days of the referral of the application to the commission by the zoning administrator. The zoning administrator shall render a decision with respect to the application within ten days after receipt of the commission's recommendation, but in no event later than seventy days after receipt of the complete application.

e. Time Limits

The zoning administrator shall act upon any application or other matter brought before him OR HER for decision within forty-five days of the date of filing or within such longer period of time as may be agreed to by the zoning administrator and applicant. If no decision has been made at the expiration of such time limit, the application shall be deemed to have been approved and further administrative review of said application shall be suspended. (Ord. 07-133 § 1 (part); Ord. 04-91 § 1 (part))

## LITCHFIELD PARK ZONING CODE UPDATES 2025

### 3.04 Design Review Board

#### a. Purposes

The general purposes of design review are to protect public health, safety, and general welfare, ~~and to preserve and enhance property values~~ by promoting and maintaining a functional and aesthetic community character based on sound site planning, urban design, architecture, landscape design, and energy efficiency, consistent with the general plan, zoning code and design guidelines of the city. Design review will enhance the city's distinctive character and attractiveness as a resort center and enrich the lives of all the residents of Litchfield Park by promoting harmonious, safe, attractive, and compatible development in furtherance of public health, safety, and general welfare. DESIGN REVIEW BOARD SHALL SERVE IN AN ADVISORY CAPACITY TO THE ZONING ADMINISTRATOR OR HIS OR HER DESIGNEE. More specifically, design review is intended to ensure that:

1. Adopted OBJECTIVE design guidelines are applied consistently to developments subject to design review approval in the city;
2. Siting and architectural design of structures harmonizes visually with neighboring development and creates a built environment that is safe and aesthetically pleasing;
3. The arrangement of buildings, parking areas, drive aisles, storm water retention areas, pedestrian ways and other features of the site combine to create a functional project consistent with the city's development objectives and that is convenient for users of the property;
4. Unsightly uses, features or activities are screened from public view and from adjacent property, and dissimilar uses are separated by buffers to prevent conflicts, AND promote privacy, ~~and maintain property values~~;
5. Landscaping provides a visually pleasing setting for structures on the site, complements the architecture of the project, blends harmoniously with the surrounding landscape, contributes to the streetscape, conserves water, does not conflict with public or private utilities, and is suited to the site and the area's climatic conditions;
6. Project materials and colors are appropriate to the architectural style of the structures, suited to the desert climate, complement neighboring properties and project a high quality image; and
7. Signage, building graphics, exterior lighting, and other decorative structures and features are compatible with the design of the structure(s) and with the architectural character of the surrounding area.

#### b. Applicability

## LITCHFIELD PARK ZONING CODE UPDATES 2025

1. Design review approval CONSIDERATION is required prior to issuance of a building or sign permit for any new:
    - A. Commercial and residential construction.  
~~Walls, fences and other screening devices.~~
    - B. NEW Signs CONSTRUCTION.
    - C. Commercial and subdivision common area landscaping.  
~~Solar energy collector panel installations.~~
  2. Design review approval CONSIDERATION is required for any substantial alteration of ~~walls, fences and other screening devices, signs, commercial and subdivision common area landscaping, and any alteration of~~ or modification to the exterior of commercial and residential construction.
- c. Organization
1. There is hereby created a design review board consisting of a council member, a planning and zoning commission member, and three public members who shall be appointed by the council; two of whom shall be architects, landscape architects or persons otherwise qualified by design background training or experience; and one of whom shall represent the general public. Public members shall be appointed to serve two-year terms; members of the council and the commission shall serve one-year terms.
  2. Meetings of the design review board shall be open to the public and shall be at the call of the chairman, or at such other time as the rules of the design review board may determine. The design review board shall select a chairman and vice chairman at the first meeting after the new board members, appointed in September, have been sworn in. Minutes of the design review board's proceedings, showing the ~~vote~~ RECOMMENDATIONS of each member and other official actions, shall be kept in the office of the city clerk as a public record.
  3. The design review board may adopt bylaws and rules as it deems necessary (subject to council approval) for the time and place of its meetings and such other matters relative to its work and administration of its duties which are not otherwise provided for by statute, ordinance or resolution.
- d. Powers, Duties, Jurisdiction
1. The design review board shall review applications for design review and may ~~approve, conditionally~~ CONSIDER AND MAKE RECOMMENDATIONS TO approve or deny such applications.
  2. The board's ~~action~~ RECOMMENDATION shall be based solely on the design guidelines and site design regulations set forth in Section 39; landscaping regulations set forth in Section 30; ~~Section 31.22, Solar Energy Collector Panels;~~ sign regulations set forth in Section 35; and the site plan regulations set forth in

## LITCHFIELD PARK ZONING CODE UPDATES 2025

Section 37. The design review board may consider any action taken or recommendation of a homeowner's or property owner's association with respect to the design of the structure.

3. For nonresidential and mixed-use planned developments, the board may ~~approve~~ RECOMMEND a design package that deviates from the design guidelines set forth in Section 39, landscaping regulations set forth in Section 30, ~~solar energy collector panel installation regulations set forth in Section 31.22~~, the sign regulations set forth in Section 35, and the site plan regulations set forth in Section 37, if it determines that the proposed design meets the goals set forth in those sections. The board shall require, as a ~~condition~~ RECOMMENDATION of approval for nonresidential uses or mixed-use planned developments, a document establishing design guidelines in text and graphic illustrations as a reference for subsequent improvements, construction or reconstruction on the subject site.
4. The design review board may ~~impose~~ RECOMMEND such reasonable conditions as it may deem necessary in order to fully carry out the provisions and intent of this section. ~~Violations of any such condition shall be a violation of this section and such violations shall render any permit null and void.~~
5. The board shall not hear applications for design review for properties that do not comply with applicable zoning or subdivision plat approval unless the application is being processed concurrently with such zoning or subdivision plat approval.

### e. Administration

#### 1. Application

Applications shall be made by the owner of the property or his OR HER authorized agent. If the applicant is not the property owner, a letter from the property owner authorizing the agent to act in his OR HER behalf shall accompany said application.

- A. City staff shall prescribe the form and content of applications and necessary accompanying data. The application shall be filed with the ~~city manager~~ ZONING ADMINISTRATOR or his OR HER designee and be accompanied by payment of the applicable review fee, no part of which is returnable.
- B. An application shall be accompanied by a fee as authorized in Section 5; and set forth on the fee schedule kept on file in city hall.

#### 2. Findings

- A. The design review board may ~~deny~~ RECOMMEND DENIAL OF an application if it finds that any requirements of this section, the general plan, or the development policies and standards of the city of Litchfield Park have not been complied with.

## LITCHFIELD PARK ZONING CODE UPDATES 2025

- B. The design review board may ~~approve~~ RECOMMEND an application if it finds that:
1. All provisions of the code of the city of Litchfield Park have been complied with.
  2. Where applicable, all provisions of master plans, the general plan, and development policies and standards of the city of Litchfield Park have been complied with.
  3. Prior to design review board ~~approval~~ RECOMMENDATION of specific improvements for a municipal use, a master site plan for ultimate development of that municipal use shall have been approved by the city council.
3. Expiration of Approval
- A. The approval of plans for development shall become effective on the thirty-first day after approval ~~THE ZONING ADMINSTRATOR~~ if no appeal is filed and shall expire and become null and void one year from the date of approval if a building permit has not been issued, unless a different time period is made a condition of ~~design review board~~ ZONING ADMINISTRATOR approval. This requirement shall not apply to planned development site plans for municipal uses.
- B. A one-time extension of approval for up to one year may be granted if the applicant files for the extension prior to the approval becoming void and the ~~design review board~~ ZONING ADMINISTRATOR finds that the reasons justify extension of approval.
4. Enforcement
- A. Prior to the issuance of a building permit for any project subjected to design review, the building inspector shall ascertain that the permit application complies with the plans approved by the ~~design review board~~ ZONING ADMINISTRATOR and that the time limitations imposed by this section or the ~~design review board~~ ZONING ADMINISTRATOR have not elapsed. The design review board ~~requirements~~ RECOMMENDATIONS ~~shall~~ MAY be incorporated and shall become AS conditions of the issued building permit.
- B. The building inspector of the city shall insure that all matters approved by the ~~design review board~~ ZONING ADMINISTRATOR are undertaken and completed according to the approval of the ~~design review board~~ ZONING ADMINISTRATOR and is hereby authorized and required to cause to be stopped any work attempted to be done without or contrary to the approval

## LITCHFIELD PARK ZONING CODE UPDATES 2025

OF THE ZONING ADMINISTRATOR ~~of the design review board~~ and shall cause any violator to be prosecuted.

### f. Appeal and City Council Review

1. The approval, with or without conditions, or denial by the ZONING ADMINISTRATOR ~~design review board~~ of an application shall be final unless within thirty days from the date of the ~~design review board~~ ZONING ADMINISTRATOR's decision the applicant shall appeal therefrom in writing to the council. Such appeal shall be in writing in care of the city clerk, shall be accompanied by payment of an appeal fee as authorized in Section 5 and set forth on the fee schedule kept on file in city hall, and shall indicate where, in opinion of the appellant, the ~~design review board~~ ZONING ADMINISTRATOR was in error. The city clerk shall schedule the appeal for a council agenda, and the council shall uphold, modify or overrule the decision of the ~~design review board~~ ZONING ADMINISTRATOR. The decision of the council shall be final.
2. A member of the council may appeal a decision of ~~design review board~~ ZONING ADMINISTRATOR and the council shall uphold, modify or overrule said decision. Notice of such council-initiated review of any decision of the ~~design review board~~ ZONING ADMINISTRATOR shall be given to the applicant by the city clerk within thirty days after action upon the application in question or the decision of the ~~design review board~~ ZONING ADMINISTRATOR shall be deemed to be final and binding upon the city of Litchfield Park.

### g. Compliance

1. Any failure to comply with the process and procedures of this section by any person shall be prohibited and unlawful and such person shall be deemed to be guilty of a misdemeanor punishable upon conviction in accordance with the general penalty provisions of the code of the city of Litchfield Park, Arizona, and further, in addition to other remedies, the provisions of this section may be enforced by means of injunctive relief.
2. Prior to any building being occupied, there must be full compliance with all applicable requirements of the ZONING ADMINISTRATOR ~~design review board~~. (Ord. 13-191 § 1 (part); Ord. 11-167 § 1 (part); Ord. 07-133 § 1 (part); Ord. 07-130 § 1 (part); Ord. 96-37 § 1 (part))

**Paved** Ground covered with stone, brick, concrete, asphalt, gravel, decomposed granite, or other surface approved by the ~~design review board~~ ZONING ADMINISTRATOR that makes a firm, smooth and level surface.

## LITCHFIELD PARK ZONING CODE UPDATES 2025

Buffer yards, consisting at a minimum of landscaping for the required setback distance, including pathways as appropriate, as approved by the ~~design review board~~ ZONING ADMINISTRATOR, shall be provided between dissimilar uses or other districts.

### 27A.06(c)

Development of the parcel requires review and ~~approval~~ RECOMMENDATION of the design review board in accordance with Section 39.

### 30.01

#### Gateway Treatments

Combinations of landscaping, monumentation signs and masonry walls may be approved by the ~~design review board~~ ZONING ADMINISTRATOR at locations where appropriate. Privately-constructed entry signs may be placed on public property, subject to the prohibitions of Section 30.03, upon obtaining conditional and/or temporary approval from the city. (Ord. 04-91 § 1 (part))

### 30.02 Height and Design

4. In side yards of residential lots, from the midpoint of the side yard building wall to the front yard, walls and fences shall not exceed three feet in height, except the ~~design review board~~ ZONING ADMINISTRATOR has authority to approve a wall or fence up to six feet in height from the midpoint of the side yard building wall elevation to a point set back at least ten feet from the front yard.

(b) 1. Walls and fences shall be masonry or metal grill. Masonry walls or fences shall be finished on the exterior side of the fence or wall. The minimum standard for the exterior side finish of a masonry wall or fence is stucco and paint, except the ~~design review board~~ ZONING ADMINISTRATOR may vary this requirement to provide design compatibility with nearby architectural elements.

## LITCHFIELD PARK ZONING CODE UPDATES 2025

5(c). Construction of walls and fences after June 6, 2007, requires a building permit issued by the city. No building permit shall be issued until the wall or fence has received ~~design review~~ ZONING ADMINISTRATOR ~~board~~-approval.

31.03(g). Architecture Design of accessory structures shall be compatible with the principal building with respect to color, materials and form. Accessory structures except for screened accessory structures shall be subject to ~~design review~~ ZONING ADMINISTRATOR ~~board~~-approval.

~~31.22 Solar Energy Collector Panels\* a. Design review board approval is required prior to the installation of solar energy collector panels. The design review board is authorized to approve deviations from the design and installation standards set forth in this subsection if it determines that strict compliance with the standards is impractical or may approve an alternative proposal if the requirements listed under subsection b of this section cannot be met without significant loss of efficiency.~~

35.04(d)(e)

d. Approval All comprehensive sign program submittals shall be reviewed and approved by the ~~design review board~~ PLANNING AND ZONING COMMISSION. Decisions of the ~~design review board~~ COMMISSION are appealable to the city council.

e. In reviewing a comprehensive sign program, the ~~design review board~~ PLANNING AND ZONING COMMISSION evaluation shall include, but not be limited to, consideration of the following criteria: visibility and readability for sign function, location relative to traffic movement and access points, size of development, design compatibility with architectural and/or natural features of the project, context of the surrounding area and landscape enhancements. The program shall propose, and the design review board shall consider for approval, proportionate substitutions or tradeoffs of signage and project enhancements.

35.06 Resort Sign Standards

Sign regulations govern resort districts and resort uses in planned development (PD) districts. Any new development shall be required to submit a comprehensive sign program to be reviewed and approved by the ~~design review board~~ PLANNING AND ZONING COMMISSION.

**CITY OF LITCHFIELD PARK  
ORDINANCE NO. 25-295**

**AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF LITCHFIELD PARK, MARICOPA COUNTY, ARIZONA, DECLARING THAT CERTAIN DOCUMENT ENTITLED “LITCHFIELD PARK ZONING CODE UPDATES 2025” A PUBLIC RECORD; AMENDING THE LITCHFIELD PARK ZONING CODE BY UPDATING VARIOUS SECTIONS OF THE CITY’S ZONING CODE TO CONFORM TO STATUTORY CHANGES TO A.R.S. § 9-500.49; PROVIDING FOR THE REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**NOW THEREFORE, BE IT ORDAINED** by the Council of the City of Litchfield Park, Arizona, as follows:

**Section 1.     Declaration of Public Record.**

That certain document entitled “Litchfield Park Zoning Code Updates 2025,” attached hereto as Exhibit “A,” three copies of which are to remain on file in the office of the City Clerk, is hereby declared to be a public record and said copies are to remain on file with the City Clerk.

**Section 2.     In General.**

The City of Litchfield Park Zoning Code is hereby amended by revising and updating various Sections of the Litchfield Park Zoning Code to conform to the statutory changes to A.R.S. § 9-500.49, and to provide additional revisions as provided for in that public record entitled “Litchfield Park Zoning Code Updates 2025,” attached hereto as Exhibit “A.”

**Section 3.     Providing for Repeal of Conflicting Ordinances.**

All ordinances and parts of ordinances in conflict with the provisions of this Ordinance or any part of the Zoning Code adopted herein by reference are hereby repealed.

**Section 4.     Providing for Severability.**

If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

**Section 5.     Effective Date.**

This Ordinance shall become effective thirty days after adoption in the manner prescribed by law.

**PASSED AND ADOPTED** by the Mayor and Common Council of City of Litchfield Park, Arizona, this 19<sup>th</sup> day of November, 2025 by the following vote:

AYES \_\_\_\_\_ NAYES \_\_\_\_\_ ABSENT \_\_\_\_\_ EXCUSED \_\_\_\_\_ ABSTAINED \_\_\_\_\_

\_\_\_\_\_  
Thomas L. Schoaf, Mayor

**ATTEST:**

\_\_\_\_\_  
Terri Roth, MMC, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Pierce Coleman, PLLC, City Attorneys  
By: Joseph D. Estes

I, TERRI ROTH, CITY CLERK, DO HEREBY CERTIFY THAT A TRUE AND CORRECT COPY OF ORDINANCE NO. 25-295 ADOPTED BY THE COMMON COUNCIL OF THE CITY OF LITCHFIELD PARK ON THE 19<sup>TH</sup> DAY OF NOVEMBER, 2025, WAS POSTED IN THREE PLACES ON THE 20<sup>TH</sup> DAY OF NOVEMBER, 2025.

\_\_\_\_\_  
Terri Roth, MMC, City Clerk

## LITCHFIELD PARK ZONING CODE UPDATES 2025

### 3.03 Zoning Administrator

#### a. Purpose

The purpose of the office of zoning administrator is to enforce the zoning code through the building permit process, subdivision review process, code enforcement, and related techniques as defined, to parallel the local planning, zoning, and land development procedures.

#### b. Organization

In the city of Litchfield Park, the office of zoning administrator shall be filled by the city manager or his OR HER designee.

#### c. Authority and Duties of the Zoning Administrator

1. Shall enforce the provisions of this code;
2. Shall carry out all administrative actions required by the zoning code, including the giving of notice, preparation of reports, and receiving and processing appeals;
3. Subject to the supervision and general and specific policy laid down by the city, shall interpret this code to members of the public, city departments, and to other branches of government;
4. Shall review and make recommendations with respect to all complete applications for zoning to the PLANNING AND ZONING commission at the time of such referral;
5. Shall examine premises for which zoning has been requested;
6. Shall make necessary inspections in accordance with rules of procedure established under Section 3.03-c-12 to secure compliance with the provisions of this code.
7. Shall, when requested by the council and/or the city manager or when the interests of the city so require, make investigations in connection with any matter referred to in the code and render written reports thereof;
8. Grant, for a period of time not to exceed thirty days, or deny applications for temporary use permits;
9. Shall receive applications for zoning as required by the code;
10. Shall keep careful and comprehensive records of applications for zoning, of inspections made, of reports rendered and of notices or orders issued. He OR SHE shall further retain on file, copies of all papers in connection with zoning applications for such time as may be required by law;
11. Shall have the authority to administratively approve ~~minor~~ design review applications THAT FULLY COMPLY WITH ALL ADOPTED OBJECTIVE DESIGN STANDARDS. THIS ADMINISTRATIVE APPROVAL PROCESS WILL BE

## LITCHFIELD PARK ZONING CODE UPDATES 2025

~~CONSIDERED THE STREAMLINED TRACK. filed with the design review board.~~

~~Minor design review applications include:~~

- ~~A. Exterior finishes and color changes consistent with the color palette adopted by the design review board;~~
  - ~~B. Rear patio additions not visible from public areas or streets and not exceeding five hundred square feet of covered area;~~
  - ~~C. Landscaping changes to design review board approved landscape plans, but utilizing the same quantity and size of landscape materials;~~
  - ~~D. Site plan revisions to design review board approved site plans involving not more than five percent of the site area;~~
  - ~~E. Yard walls on interior residential lots that have little or no exposure to public areas;~~
  - ~~F. Other applications that the board determines are minor;~~
- ~~Administrative design review approvals shall not result in a reduction of any development standard and shall not significantly alter the design character established by the design review board;~~

12. APPLICATIONS THAT INCLUDE ELEMENTS NOT ADDRESSED BY, OR THAT VARY FROM, ONE OR MORE OBJECTIVE DESIGN STANDARDS, OR THAT INVOLVE DISTRACTIVE OR CONTEXTUALLY UNIQUE DESIGN, SHALL BE REFERRED TO THE DESIGN REVIEW BOARD FOR ADVISORY REVIEW UNDER SECTION 3.04(H). THE PROCESS OF ADVISORY REVIEW BY THE DESIGN REVIEW BOARD SHALL BE CONSIDERED THE ENHANCED TRACK. THE ZONING ADMINISTRATOR SHALL CONSIDER THE BOARD'S RECOMMENDATION AND MAY APPROVE, APPROVE WITH CONDITIONS, OR DENY THE APPLICATION. IF THE ZONING ADMINISTRATOR DISREGARDS THE BOARD'S RECOMMENDATION, A WRITTEN EXPLANATION SHALL BE PROVIDED TO THE CITY COUNCIL. ~~Shall have the authority to approve, deny, or approve with conditions minor design review applications; and~~

13. MONTHLY REPORTING. THE ZONING ADMINISTRATOR SHALL PROVIDE A MONTHLY REPORT TO THE CITY COUNCIL SUMMARIZING ALL DESIGN REVIEW APPLICATIONS RECEIVED AND ACTED UPON UNDER BOTH THE STREAMLINED AND ENHANCED TRACKS, INCLUDING PROJECT TYPE, LOCATION, APPLICANT, AND DISPOSITION.

14. May adopt rules and procedures consistent with the code for the implementation thereof.

d. Referral to Planning and Zoning Commission

## LITCHFIELD PARK ZONING CODE UPDATES 2025

The zoning administrator may and, in the case of any application for zoning clearance other than one pertaining solely to a single family dwelling, shall refer complete applications for zoning to the PLANNING AND ZONING commission for its review and recommendation. Such referral shall be accompanied by the recommendation of the zoning administrator, and shall be made within fifteen days after receipt by the zoning administrator of a complete application. The PLANNING AND ZONING commission shall review such application and shall deliver its own recommendation thereon to the zoning administrator within forty-five days of the referral of the application to the commission by the zoning administrator. The zoning administrator shall render a decision with respect to the application within ten days after receipt of the commission's recommendation, but in no event later than seventy days after receipt of the complete application.

e. Time Limits

The zoning administrator shall act upon any application or other matter brought before him OR HER for decision within forty-five days of the date of filing or within such longer period of time as may be agreed to by the zoning administrator and applicant. If no decision has been made at the expiration of such time limit, the application shall be deemed to have been approved and further administrative review of said application shall be suspended. (Ord. 07-133 § 1 (part); Ord. 04-91 § 1 (part))

f. APPEAL

ANY APPLICANT MAY APPEAL A DECISION OF THE ZONING ADMINISTRATOR TO THE CITY COUNCIL WITHIN THIRTY (30) DAYS OF THE DATE OF THE DECISION. THE COUNCIL SHALL DETERMINE WHETHER THE ZONING ADMINISTRATOR CORRECTLY APPLIED OR INTERPRETED THE ADOPTED OBJECTIVE STANDARDS.

## LITCHFIELD PARK ZONING CODE UPDATES 2025

### 3.04 Design Review PROCESS Board

#### a. Purposes

The general purposes of design review are to protect public health, safety, and general welfare, ~~and to preserve and enhance property values~~ by promoting and maintaining a functional and aesthetic community character based on sound site planning, urban design, architecture, landscape design, and energy efficiency, consistent with the general plan, zoning code and design guidelines of the city. Design review will enhance the city's distinctive character and ~~attractiveness as a resort center~~ and enrich the lives of all the residents of Litchfield Park by promoting harmonious, safe, attractive, and compatible development in furtherance of public health, safety, and general welfare. More specifically, design review is intended to ensure that:

1. Adopted OBJECTIVE design guidelines are applied consistently to developments subject to design review approval in the city;
2. Siting and architectural design of structures harmonizes visually with neighboring development and creates a built environment that is safe and aesthetically pleasing;
3. The arrangement of buildings, parking areas, drive aisles, storm water retention areas, pedestrian ways and other features of the site combine to create a functional project consistent with the city's development objectives and that is convenient for users of the property;
4. Unsightly uses, features or activities are screened from public view and from adjacent property, and dissimilar uses are separated by buffers to prevent conflicts, promote privacy, ~~and maintain property values~~;
5. Landscaping provides a visually pleasing setting for structures on the site, complements the architecture of the project, blends harmoniously with the surrounding landscape, contributes to the streetscape, conserves water, does not conflict with public or private utilities, and is suited to the site and the area's climatic conditions;
6. Project materials and colors are appropriate to the architectural style of the structures, suited to the desert climate, complement neighboring properties and project a high quality image; and
7. Signage, building graphics, exterior lighting, and other decorative structures and features are compatible with the design of the structure(s) and with the architectural character of the surrounding area.

#### b. Applicability

## LITCHFIELD PARK ZONING CODE UPDATES 2025

1. Design review approval CONSIDERATION is required prior to issuance of a building or sign permit for any new:
    - A. Commercial and residential construction.  
~~Walls, fences and other screening devices.~~
    - B. NEW Signs CONSTRUCTION.
    - C. Commercial and subdivision common area landscaping.  
~~Solar energy collector panel installations.~~
  2. Design review approval CONSIDERATION is required for any substantial alteration of ~~walls, fences and other screening devices, signs,~~ commercial and subdivision common area landscaping, and any alteration of or modification to the exterior of commercial and residential construction.
- c. Organization – DESIGN REVIEW BOARD (DRB)
1. There is hereby created a design review board consisting of a council member, a planning and zoning commission member, and three public members who shall be appointed by the council; two of whom shall be architects, landscape architects or persons otherwise qualified by design background training or experience; and one of whom shall represent the general public. Public members shall be appointed to serve two-year terms; members of the council and the commission shall serve one-year terms.
  2. THE DESIGN REVIEW BOARD SHALL SERVE IN AN ADVISORY CAPACITY TO THE ZONING ADMINISTRATOR OR DESIGNEE. THE DESIGN REVIEW BOARD SHALL PROVIDE PROFESSIONAL DESIGN INPUT AND ENSURE TRANSPARENCY AND CONSISTENCY IN THE APPLICATION OF DESIGN CRITERIA.
  3. Meetings of the design review board shall be open to the public and shall be at the call of the ~~chairman~~, or at such other time as the rules of the design review board may determine. The design review board shall select a ~~chairman~~ and vice ~~chairman~~ at the first meeting after the new board members, appointed in September, have been sworn in. Minutes of the design review board's proceedings, showing the ~~vote~~ RECOMMENDATIONS of each member and other official actions, shall be kept in the office of the city clerk as a public record.
  4. The design review board may adopt bylaws and rules as it deems necessary (subject to council approval) for the time and place of its meetings and such other matters relative to its work and administration of its duties which are not otherwise provided for by statute, ordinance or resolution.
- d. Powers, Duties, Jurisdiction

## LITCHFIELD PARK ZONING CODE UPDATES 2025

1. PROCESSING OF DESIGN REVIEW APPLICATIONS SHALL BE CONDUCTED BY THE ZONING ADMINISTRATOR IN ACCORDANCE WITH SECTION 3.03 AND THE PROCEDURES ESTABLISHED THEREIN.
2. THE DESIGN REVIEW BOARD SHALL SERVE IN AN ADVISORY CAPACITY TO THE ZONING ADMINISTRATOR OR HIS OR HER DESIGNEE.
3. APPLICATIONS THAT INCLUDE ELEMENTS NOT ADDRESSED BY, OR THAT VARY FROM, ONE OR MORE OBJECTIVE DESIGN STANDARDS THE ZONING ADMINISTRATOR SHALL REFER SUCH APPLICATIONS TO THE DESIGN REVIEW BOARD FOR ADVISORY REVIEW. THE BOARD SHALL:
  - A. RECOMMEND APPROVAL IF SUBSTANTIALLY CONSISTENT WITH THE INTENT OF THE STANDARDS;
  - B. RECOMMEND APPROVAL WITH CONDITIONS NECESSARY TO ACHIEVE CONSISTENCY WITH THE APPLICABLE DESIGN STANDARDS; OR
  - C. RECOMMEND DENIAL IF DEVIATIONS WOULD RESULT IN ADVERSE IMPACT OR INCOMPATIBLE DESIGN WITH THE APPROVED STANDARDS.

### e. PROCESS

~~The design review board shall review applications for design review and may approve, conditionally approve or deny such applications.~~

1. The board's ~~action~~-RECOMMENDATION shall be based ON ADOPTED ~~solely~~ on the design guidelines and site design regulations set forth in Section 39; landscaping regulations set forth in Section 30; ~~Section 31.22, Solar Energy Collector Panels;~~ sign regulations set forth in Section 35; and the site plan regulations set forth in Section 37. The design review board may consider any action taken or recommendation of a homeowner's or property owner's association with respect to the design of the structure.
2. For nonresidential and mixed-use planned developments, the board may ~~approve~~-RECOMMEND APPROVAL FOR a design package that deviates from the design guidelines set forth in Section 39, landscaping regulations set forth in Section 30, ~~solar energy collector panel installation regulations set forth in Section 31.22,~~ the sign regulations set forth in Section 35, and the site plan regulations set forth in Section 37, if it determines that the proposed design meets the goals set forth in those sections. The board shall require, as a ~~condition~~-RECOMMENDATION of approval for nonresidential uses or mixed-use planned developments, a document establishing design guidelines in text and graphic illustrations as a reference for subsequent improvements, construction or reconstruction on the subject site.

## LITCHFIELD PARK ZONING CODE UPDATES 2025

- ~~3. The design review board may impose-RECOMMEND such reasonable conditions as it may deem necessary in order to fully carry out the provisions and intent of this section. Violations of any such condition shall be a violation of this section and such violations shall render any permit null and void.~~
  4. The board shall not REVIEW hear applications for design review for properties that do not comply with applicable zoning or subdivision plat approval unless the application is being processed concurrently with such zoning or subdivision plat approval.
- f. Administration
- ~~1. Application~~

Applications shall be made by the owner of the property or his authorized agent. If the applicant is not the property owner, a letter from the property owner authorizing the agent to act in his behalf shall accompany said application.

    - ~~A. City staff shall prescribe the form and content of applications and necessary accompanying data. The application shall be filed with the city manager or his designee and be accompanied by payment of the applicable review fee, no part of which is returnable.~~
    - ~~B. An application shall be accompanied by a fee as authorized in Section 5; and set forth on the fee schedule kept on file in city hall.~~
  - ~~2. Findings~~

A. ~~The design review board may deny an application if it finds that any requirements of this section, the general plan, or the development policies and standards of the city of Litchfield Park have not been complied with.~~

B. ~~The design review board may approve an application if it finds that:~~

    - ~~1. I. All provisions of the code of the city of Litchfield Park have been complied with.~~
    - ~~2. II. Where applicable, all provisions of master plans, the general plan, and development policies and standards of the city of Litchfield Park have been complied with.~~
    - ~~3. III. Prior to design review board approval of specific improvements for a municipal use, a master site plan for ultimate development of that municipal use shall have been approved by the city council.~~
  - ~~3. Expiration of Approval~~

## LITCHFIELD PARK ZONING CODE UPDATES 2025

- A. ~~The approval of plans for development shall become effective on the thirty-first day after approval if no appeal is filed and shall expire and become null and void one year from the date of approval if a building permit has not been issued, unless a different time period is made a condition of design review board approval. This requirement shall not apply to planned development site plans for municipal uses.~~
- B. ~~A one-time extension of approval for up to one year may be granted if the applicant files for the extension prior to the approval becoming void and the design review board finds that the reasons justify extension of approval.~~

### 4. ~~Enforcement~~

- A. ~~Prior to the issuance of a building permit for any project subjected to design review, the building inspector shall ascertain that the permit application complies with the plans approved by the design review board and that the time limitations imposed by this section or the design review board have not elapsed. The design review board requirements shall be incorporated and shall become conditions of the issued building permit.~~
- B. ~~The building inspector of the city shall insure that all matters approved by the design review board are undertaken and completed according to the approval of the design review board and is hereby authorized and required to cause to be stopped any work attempted to be done without or contrary to the approval of the design review board and shall cause any violator to be prosecuted.~~

### g. ~~Appeal and City Council Review~~

- 1. ~~The approval, with or without conditions, or denial by the design review board of an application shall be final unless within thirty days from the date of the design review board's decision the applicant shall appeal therefrom in writing to the council. Such appeal shall be in writing in care of the city clerk, shall be accompanied by payment of an appeal fee as authorized in Section 5 and set forth on the fee schedule kept on file in city hall, and shall indicate where, in opinion of the appellant, the design review board was in error. The city clerk shall schedule the appeal for a council agenda, and the council shall uphold, modify or overrule the decision of the design review board. The decision of the council shall be final.~~
- 2. ~~A member of the council may appeal a decision of the design review board and the council shall uphold, modify or overrule said decision. Notice of~~

## LITCHFIELD PARK ZONING CODE UPDATES 2025

~~such council-initiated review of any decision of the design review board shall be given to the applicant by the city clerk within thirty days after action upon the application in question or the decision of the design review board shall be deemed to be final and binding upon the city of Litchfield Park.~~

### h. Compliance

- ~~1. Any failure to comply with the process and procedures of this section by any person shall be prohibited and unlawful and such person shall be deemed to be guilty of a misdemeanor punishable upon conviction in accordance with the general penalty provisions of the code of the city of Litchfield Park, Arizona, and further, in addition to other remedies, the provisions of this section may be enforced by means of injunctive relief.~~
2. Prior to any building being occupied, there must be full compliance with all applicable requirements of the design review board. (Ord. 13-191 § 1 (part); Ord. 11-167 § 1 (part); Ord. 07-133 § 1 (part); Ord. 07-130 § 1 (part); Ord. 96-37 § 1 (part))

## 3.05 OBJECTIVE DESIGN STANDARDS

### A. PURPOSE AND APPLICABILITY

1. THE OBJECTIVE DESIGN STANDARDS ESTABLISHED BY THIS SECTION ARE INTENDED TO ENSURE PREDICABLE AND EFFICIENT REVIEW OF DEVELOPMENT APPLICATIONS IN COMPLIANCE WITH STATE LAW.
2. OBJECTIVE DESIGN STANDARDS SHALL APPLY TO ALL DEVELOPMENT PROJECTS ELIGIBLE FOR ADMINISTRATIVE APPROVAL UNDER SECTION 3.03.

### B. CONTENT

1. OBJECTIVE DESIGN STANDARDS SHALL BE ADOPTED BY CITY ORDINANCE. STANDARDS SHALL BE MEASURABLE, VERIFIABLE, AND UNIFORMLY APPLICABLE, ADDRESSING ELEMENTS SUCH AS BUILDING MASSING, MATERIALS, COLOR PAlettes, SITE LAYOUT, LANDSCAPING, AND SCREENING.

### C. COMPLIANCE DETERMINATION

1. THE ZONING ADMINISTRATOR SHALL DETERMINE WHETHER AN APPLICATION COMPLIES WITH ALL ADOPTED OBJECTIVE DESIGN STANDARDS.
2. PROJECTS DETERMINED TO COMPLY SHALL BE PROCESSED BY THE ZONING ADMINISTRATOR.
3. PROJECTS THAT DO NOT FULLY COMPLY SHALL BE REFERRED TO THE DESIGN REVIEW BOARD PURSUANT TO SECTION 3.04

## LITCHFIELD PARK ZONING CODE UPDATES 2025

### D. PERIODIC REVIEW

THE DESIGN REVIEW BOARD SHALL REVIEW THE OBJECTIVE DESIGN STANDARDS AT LEAST ONCE EVERY TWELVE (12) MONTHS TO EVALUATE THEIR EFFECTIVENESS IN ACHIEVING THE CITY'S GOALS OF EFFICIENCY, TRANSPARENCY, AND PRESERVATION OF COMMUNITY CHARACTER. AFTER THIS ANNUAL REVIEW, THE DESIGN REVIEW BOARD SHALL MAKE RECOMMENDATIONS TO CITY COUNCIL AS NEEDED.

**Paved** Ground covered with stone, brick, concrete, asphalt, gravel, decomposed granite, or other surface approved by the design review board that makes a firm, smooth and level surface.

Section 15.03 (e), 16.03 (e), 17.03 (e), 18.03 (e), 19.03 (e), 20.03 (e), 21.03 (e), 22.03 (d), 23.03 (d), 24.03 (d), 27.03 (d), 27A.03 (d)

Buffer yards, consisting at a minimum of landscaping for the required setback distance, including pathways as appropriate, as approved by the ~~design review board~~ ZONING ADMINISTRATOR, shall be provided between dissimilar uses or other districts.

### 27A.06(c)

Development of the parcel requires review and ~~approval~~ RECOMMENDATION of the design review board in accordance with Section 39.

### 30.01

#### Gateway Treatments

Combinations of landscaping, monumentation signs and masonry walls may be approved by the ~~design review board~~ ZONING ADMINISTRATOR at locations where appropriate.

Privately-constructed entry signs may be placed on public property, subject to the prohibitions of Section 30.03, upon obtaining conditional and/or temporary approval from the city. (Ord. 04-91 § 1 (part))

### 30.02 Height and Design

## LITCHFIELD PARK ZONING CODE UPDATES 2025

4. In side yards of residential lots, from the midpoint of the side yard building wall to the front yard, walls and fences shall not exceed three feet in height, except the ~~design review board~~ ZONING ADMINISTRATOR has authority to approve a wall or fence up to six feet in height from the midpoint of the side yard building wall elevation to a point set back at least ten feet from the front yard.

(b) 1. Walls and fences shall be masonry or metal grill. Masonry walls or fences shall be finished on the exterior side of the fence or wall. The minimum standard for the exterior side finish of a masonry wall or fence is stucco and paint, except the ~~design review board~~ ZONING ADMINISTRATOR may vary this requirement to provide design compatibility with nearby architectural elements.

5(c). Construction of walls and fences after June 6, 2007, requires a building permit issued by the city. No building permit shall be issued until the wall or fence has received ~~design review board~~ ZONING ADMINISTRATOR approval.

31.03(g). Architecture Design of accessory structures shall be compatible with the principal building with respect to color, materials and form. Accessory structures except for screened accessory structures shall be subject to ~~design review board~~ ZONING ADMINISTRATOR approval.

~~31.22 Solar Energy Collector Panels\* a. Design review board approval is required prior to the installation of solar energy collector panels. The design review board is authorized to approve deviations from the design and installation standards set forth in this subsection if it determines that strict compliance with the standards is impractical or may approve an alternative proposal if the requirements listed under subsection b of this section cannot be met without significant loss of efficiency.~~

35.04(d)(e)

d. Approval All comprehensive sign program submittals shall be reviewed and approved by the ~~design review board~~ PLANNING AND ZONING COMMISSION. Decisions of the ~~design review board~~ PLANNING AND ZONING COMMISSION are appealable to the city council.

## LITCHFIELD PARK ZONING CODE UPDATES 2025

e. In reviewing a comprehensive sign program, the ~~design review board~~ PLANNING AND ZONING COMMISSION evaluation shall include, but not be limited to, consideration of the following criteria: visibility and readability for sign function, location relative to traffic movement and access points, size of development, design compatibility with architectural and/or natural features of the project, context of the surrounding area and landscape enhancements. The program shall propose, and the design review board shall consider for approval, proportionate substitutions or tradeoffs of signage and project enhancements.

### 35.06 Resort Sign Standards

Sign regulations govern resort districts and resort uses in planned development (PD) districts. Any new development shall be required to submit a comprehensive sign program to be reviewed and approved by the ~~design review board~~ PLANNING AND ZONING COMMISSION.



**CITY COUNCIL  
COMMUNICATION**

**Executive Session Item IV.A  
An Executive Session may be  
called during the public meeting  
on any item on this agenda  
pursuant to A.R.S. § 38-  
431.03(A)(3) for the purpose of  
receiving legal advice.**

**To:** Mayor Thomas L. Schoaf and Members of the City Council  
**From:**  
**Through:** Matthew Williams, City Manager  
**Meeting Date:** 11/19/2025  
**Presenter:**

---

**RECOMMENDED MOTION:**

**BACKGROUND/DISCUSSION:**

**STAFF RECOMMENDATION:**

**FINANCIAL IMPACT:**

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**ATTACHMENTS:**