

**Planning & Zoning Commission**  
**Regular Meeting**  
**Agenda**

Tuesday, November 4, 2025

6:00 PM

Members of the Planning & Zoning Commission 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. Approval of Minutes**

***ACTION/COMMENT***

**Presenter:** *Randy Proch, Planning Director*

Discussion and possible action to approve the January 14, 2025 work study session, the October 14, 2025 work study session, and the May 13, 2025, regular meeting minutes.

**B. Proposed Zoning Code Text Amendment Section 3**

***ACTION/COMMENT***

**Presenter:** *Randy Proch, Planning Director*

Discussion and possible action to recommend approval to the City Council for the proposed Zoning Code Text Amendment related to Section 3.

**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**

\_\_\_\_\_  
Michael Faith, Chair

**Affidavit of Posting**

I, Rena Dosch, do hereby certify that I caused to be posted a true and correct copy of this agenda for the Planning & Zoning Commission meeting of Tuesday, November 4, 2025, in the following place in the City of Litchfield Park:

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

\_\_\_\_\_  
Rena Dosch, Planning Assistant

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



**PLANNING & ZONING  
COMMISSION  
COMMUNICATION**

**Business Item III.A**  
Approval of Minutes

**To:** Planning & Zoning Commission Members  
**From:** Rena Dosch, Planning Assistant  
**Meeting Date:** 11/4/2025

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**RECOMMENDED MOTION:**

**MOVE TO APPROVE THE JANUARY 14, 2025, THE OCTOBER 14, 2025, WORK STUDY SESSION, AND THE MAY 13, 2025, REGULAR MEETING MINUTES.**

**BACKGROUND/DISCUSSION:**

N/A

**STAFF RECOMMENDATION:**

Staff recommends approval.

**FINANCIAL IMPACT:**

N/A

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**ATTACHMENTS:**

1. 011425 P&Z WSS Minutes - DRAFT
2. 051325 P&Z Regular Meeting Minutes - DRAFT
3. 101425 P&Z WSS Minutes - DRAFT

# DRAFT



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Tuesday, January 14, 2025

Work Study Session

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## I. Call to Order

The meeting was held in the Library Community Room and called to order by Chair Faith at 6:00 PM. A video recording of the meeting can be viewed [here](#).

**Present:** Chair Michael Faith; Vice Chair David Ledyard; Commissioner Vickilyn Alvey; Commissioner Debra Lawrence; Commissioner Robert Darre; Commissioner Brian O'Connor

**Absent:** Commissioner Andrew Fraser

**Staff:** Randy Proch, Planning Director; Maria Ceaglske, Deputy City Clerk

## II. Pledge of Allegiance

Chair Faith led the Pledge of Allegiance.

## III. Business

### A. Citizen Review – Zoning Code Section 29 and 30 Text Amendments

**DISCUSSED**

Mr. Proch stated that there are no requests to speak or members in the audience present for the discussion.

### B. Proposed Zoning Code Text Amendment for Sections 29 and 30

**DISCUSSED**

Mr. Proch stated this proposal is to potentially amend the City's Zoning code related to landscaping and parking found in Section 29 and 30 of the zoning code. He also discussed what the different design standards are currently for different zoning districts including single-family, multifamily and nonresidential/resort.

Mr. Proch explained that the need for change in the zoning language regarding parking is development driven, a pressing issue, as it relates to Litchfield Square.

## IV. Executive Session

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

This item was not held.

## V. Adjournment

**MOVE TO ADJOURN THE WORK STUDY SESSION**

**MOVER** Commissioner Debra Lawrence, **SECONDER** Vice Chair David Ledyard

**AYE:** Chair Michael Faith, Vice Chair David Ledyard, Commissioner Vickilyn Alvey, Commissioner Robert Darre;  
Commissioner Brian O'Connor, Commissioner Debra Lawrence

**6 - 0 Passed - Unanimously**

Chair Faith adjourned the meeting at 7:02 PM.

**APPROVED:**

**PLANNING & ZONING COMMISSION**

\_\_\_\_\_  
Michael Faith, Chair

**CERTIFICATION**

I, Rena Dosch, hereby certify that the foregoing minutes are a true and correct copy of the minutes of the work study session of the Planning & Zoning Commission of the City of Litchfield Park held on January 14, 2025. I further certify that the meeting was duly called and held and that a quorum was present.

\_\_\_\_\_  
Rena Dosch, Planning Assistant

Tuesday, May 13, 2025

Regular Meeting

**I. Call to Order**

The meeting was held in the Library Community Room and called to order by Chair Faith at 6:02 PM. A video recording of the meeting can be viewed [here](#).

**Present:** Chair Michael Faith; Vice Chair David Ledyard; Commissioner Vickilyn Alvey; Commissioner Brian O'Connor; Commissioner Cody Conklin, Commissioner Susan Fix

**Absent:** Commissioner Robert Darre

**Staff:** Randy Proch, Planning Director; Rena Dosch, Planning Assistant; Maria Ceagske, Deputy City Clerk; Jacinda Frank, Planning Intern

**II. Pledge of Allegiance**

Chair Faith led the Pledge of Allegiance.

**III. Call to the Community**

There were no requests to speak.

**IV. Business****A. Oath of Office****DISCUSSED**

Deputy City Clerk, Maria Ceagske, administered the Oath of Office to newly elected and re-elected officials: Vickilyn Alvey, Cody Conklin, and Susan Fix.

**B. Approval of Minutes****APPROVED**

**MOVE TO APPROVE THE SEPTEMBER 10, 2024; OCTOBER 29, 2024; NOVEMBER 12, 2024; DECEMBER 10, 2024, WORK STUDY SESSION MINUTES AND THE DECEMBER 10, 2024 REGULAR MEETING MINUTES.**

**MOVER** Vice Chair, David Ledyard, **SECONDER** Commissioner, Brian O'Connor

**AYE:** Chair Michael Faith, Vice Chair David Ledyard, Commissioner Vickilyn Alvey, Commissioner, Brian O'Connor

**ABSTAINED:** Commissioner, Cody Conklin; Commissioner Susan Fix

**4 - 0 Passed – Unanimously**

**C. State of the Zoning Code****DISCUSSED**

Mr. Proch began by discussing what sparked the need for a Zoning Code, beginning in year 1900. He stated in 1987, the Litchfield Park Zoning Code was adopted and created issues as the Zoning adopted did not match what was built in the City. Ordinance 95-32 was adopted to fix that issue and added a Planned Development overlay to most homes.

Mr. Proch explained the problems he faces when residents are “grandfathered” which forces the resident into a position where the investment they want to do will put them outside the bounds of what is allowed per Zoning Code. This puts limitations on how residents can enjoy their property.

All lots within Tierra Verde were analyzed for compliance by the Planning Intern, Jacinda Frank. She reported on her research regarding setbacks and only 15.5% of homes within Tierra Verde meet all required development standards.

**V. Executive Session**

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

This item was not held.

**VI. Staff Report on Current Events**

Mr. Proch reported the following:

He thanked interns, Roberto Morino and Jacinda Frank.

He presented the status of the La Loma Homestead, plans for the Library and Highschool will be going to Council next week.

He provided an update on Litchfield Square as follows:

- Lots 3 & 4 have finished grading
- Lots 1 & 2 have finished purchase and received design approvals
- Lots 13 & 14 has submitted plans for a three-story building with restaurant/retail and condo units, which will go before Design Review Board in June.

**VII. Commissioners Report on Current Events**

There were no reports.

**VIII. Adjournment**

**MOVE TO ADJOURN THE REGULAR MEETING**

**MOVER** Vice Chair, David Ledyard **SECONDER** Commissioner Vickilyn Alvey

**AYE:** Chair Michael Faith, Vice Chair David Ledyard, Commissioner Vickilyn Alvey, Commissioner

Cody Conklin, Commissioner Brian O'Connor, Commissioner Susan Fix

**6 - 0 Passed - Unanimously**

Chair Faith adjourned the meeting at 7:02 PM.

**APPROVED:**

**PLANNING & ZONING COMMISSION**

\_\_\_\_\_  
Michael Faith, Chair

**CERTIFICATION**

I, Rena Dosch, hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular meeting of the Planning & Zoning Commission of the City of Litchfield Park held on May 13, 2025. I further certify that the meeting was duly called and held and that a quorum was present.

\_\_\_\_\_  
Rena Dosch, Planning Assistant

## I. Call to Order

The meeting was held in the Library Community Room and called to order by Chair Faith at 6:02 PM. A video recording of the meeting can be viewed [here](#).

**Present:** Chair Michael Faith, Vice Chair David Ledyard, Commissioner Brian O'Connor, Commissioner Vickilyn Alvey, Commissioner Bob Darre, Commissioner Cody Conklin, Commissioner Susan Fix

**Staff:** Randy Proch, Planning Director; Rena Dosch, Planning Assistant

## II. Pledge of Allegiance

Chair Faith led the Pledge of Allegiance.

## III. Business

### A. Citizen Review - Section 3 Administration

**DISCUSSED**

Ms. Dudley spoke on the topic of the potential text amendment regarding Section 3 for Administrative Procedures. She shared her opinion that she does not believe making Design Review Board (DRB) advisory is required under law.

She questioned the following:

- Whether the code changes would remove subjective standards or if City staff would handle those administratively.
- Would staff be required to formally document and respond to Design Review Board's recommendations.
- How will the Zoning Code distinguish between subjective and objective criteria.
- She asked the Planning and Zoning Commission to consider if eliminating the DRB's public decision-making role reduces the community's input or weaken influence over neighborhood character.
- She stated HB2447 does not require public notice and wants to know how the city will ensure transparency.
- She asked if the city has compared it with other Charter Cities to see how they are preparing to implement HB2447.
- She reiterates that her own interpretation of eliminating voting rights by DRB goes beyond what the bill is requiring.

**B. Zoning Code Text Amendment related to Section 3 Administration**

**DISCUSSED**

Mr. Proch gave background as to how HB2447 came to be and what it means for local jurisdictions, going into effect December 31, 2025.

He read sections of our current Zoning Code and stated that it will be illegal as the language is subjective rather than objective. He stated the proposed text language will make the Design Review Board advisory only.

Minor applications, such as solar, walls/fences and sign modifications would not be brought to the advisory board and any input from DRB would be a recommendation to the Zoning Administrator only.

Mr. Proch went through the questions that were submitted to Staff from Design Review Board member, Rachel Dudley, weeks prior and provided answers as directed by the City Manager and City Attorney. He stated that this bill does not override or exempt HOAs, nor does it override Development Agreements.

**IV. Executive Session**

This item was not held.

**V. Adjournment**

Chair Faith adjourned the work study session at 7:04 PM.

**APPROVED:**

**PLANNING AND ZONING COMMISSION**

\_\_\_\_\_  
Michael Faith, Chair

**CERTIFICATION**

I, Rena Dosch, do hereby certify that the foregoing minutes are a true and correct copy of the minutes of the meeting of the Planning & Zoning Commission of the City of Litchfield Park held on Tuesday, October 14, 2025. I further certify that the meeting was duly called and held and that a quorum was present.

\_\_\_\_\_  
Rena Dosch, Planning Assistant



**PLANNING & ZONING  
COMMISSION  
COMMUNICATION**

**Business Item III.B**  
Proposed Zoning Code Text  
Amendment Section 3

**To:** Planning & Zoning Commission Members  
**From:** Randy Proch, Planning Director  
**Meeting Date:** 11/4/2025

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**RECOMMENDED MOTION:**

**MOVE TO RECOMMEND APPROVAL OF THE PROPOSED ZONING CODE TEXT AMENDMENT, FILE NO. PZ-25-82, SUBJECT TO THE REDLINE AND CLEAN VERSIONS PROVIDED.**

**BACKGROUND/DISCUSSION:**

The proposal is to amend the Litchfield Park Zoning Code related to the duties of the Zoning Administrator and Design Review Board. The proposal would also amend the processing of Site Plans and Design Review cases. Both amendments are within Section 3 of the Zoning Code with additional cross-references throughout the rest of the document. The required amendment stems from a state law change.

In March 2025, a new Arizona state law was passed with an effective date of December 31, 2025, related to the processing and approval of Design Review, Site Plans, platting procedures, and objectivity of the design standards. Further Zoning Code changes will be needed to update the Design Review section relating to objective standards. For properties within areas containing HOA regulations, including Litchfield Greens, The Village at LP, Renaissance Villas, Cachet at the Wigwam, Sunset Terrace, Villa Hermosa, the Peninsula, Laguna Royale, and Hidden Terrace, those subjective design review requirements found within the CC&R documents may remain. Additional City Code changes will be required relating to the Subdivision standards for platting. This is the first amendment related to the Zoning Administrator, Design Review Board, and processing of applications.

This new requirements eliminate the public hearing requirement and gives staff the ability to approve actions that formerly would have taken by a vote of the Design Review Board. For these reasons, staff recommends the following:

- Utilize the Design Review Board in an advisory manner
- Utilize the Zoning Administrator (City Manager) or designee (City Planner) as the approver
  - City Council may still override and hear appeals of administrative approvals
- Utilize the Development Agreement mechanism to ensure DRB and City Council review of high-profile projects (La Loma, Litchfield Square, etc)

**STAFF RECOMMENDATION:**

Staff recommends a recommendation of approval of the proposed text amendment.

**FINANCIAL IMPACT:**

N/A

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**ATTACHMENTS:**

1. Design Review Board - Text Amendment - Redline
2. Design Review Board - Text Amendment - Clean

## 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.

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### 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 design review applications filed; and
12. May adopt rules and procedures consistent with the code for the implementation thereof.

#### d. Referral to Planning and Zoning Commission

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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))

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### 3.04 Design Review Board

#### a. Purposes

The general purposes of design review are to protect public health, safety, and general welfare, 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;
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

1. Design review consideration is required prior to issuance of a building or sign permit for any new:

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- A. Commercial and residential construction.
  - B. New Sign construction.
  - C. Commercial and subdivision common area landscaping.
2. Design review consideration is required for any substantial 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 chair, or at such other time as the rules of the design review board may determine. The design review board shall select a chair and vice chair 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 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 consider and make recommendations to approve or deny such applications.
  2. The board's 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; 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.
  3. For nonresidential and mixed-use planned developments, the board may recommend a design package that deviates from the design guidelines set forth in Section 39, landscaping regulations set forth in Section 30, 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.

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The board shall require, as a 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 recommend such reasonable conditions as it may deem necessary in order to fully carry out the provisions and intent of this section.
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 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 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.
- B. The design review board may 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 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 Administrator if no appeal is filed and

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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 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 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 Zoning Administrator and that the time limitations imposed by this section or the Zoning Administrator have not elapsed. The design review board recommendations may be incorporated as conditions of the issued building permit.
- B. The building inspector of the city shall insure that all matters approved by the Zoning Administrator are undertaken and completed according to the approval of the 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 of the Zoning Administrator 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 of an application shall be final unless within thirty days from the date of the 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 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 Zoning Administrator. The decision of the council shall be final.
- 2. A member of the council may appeal a decision of Zoning Administrator and the council shall uphold, modify or overrule said decision. Notice of such council-initiated review of any decision of the 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 Zoning Administrator shall be deemed to be final and binding upon the city of Litchfield Park.

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### 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. (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 Zoning Administrator that makes a firm, smooth and level surface.

Buffer yards, consisting at a minimum of landscaping for the required setback distance, including pathways as appropriate, as approved by the Zoning Administrator, shall be provided between dissimilar uses or other districts.

### 27A.06(c)

Development of the parcel requires review and 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 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 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

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masonry wall or fence is stucco and paint, except the Zoning Administrator may vary this requirement to provide design compatibility with nearby architectural elements.

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