

Recreation and Public Grounds
Commission
Regular Meeting
Agenda

Thursday, January 8, 2026

7:00 PM

Members of the Recreation and Public Grounds 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
- B. A video recording of the meeting can be seen [here](#) the next business day.

II. Pledge of Allegiance

III. Call to the Community

This is the time for citizens who would like to address the Commission on any non-agenda item. Action taken as a result of public comment will be limited to asking staff to review the matter, asking that the matter be put on a future agenda, or responding to criticism.

IV. Staff Report

- A. **Community and Recreation Services Monthly Report** **INFORMATION ONLY**
Presenter: **Tricia Kramer, Community & Recreation Services Director**
Ms. Kramer will provide an update on activity for the month of January.

V. Business

- A. **Final Hilltop Park Design** **ACTION/COMMENT**
Presenter: **Randy Proch, Planning Director**

Discussion and possible action to recommend approval to the City Council the final hilltop park design located at 5374 N. Litchfield Road.
- B. **Approval of Minutes** **ACTION/COMMENT**
Presenter: **Tricia Kramer, Community & Recreation Services Director**

Discussion and possible action to approve the December 11, 2025, regular meeting minutes.
- C. **2026 Meeting Schedule** **ACTION/COMMENT**
Presenter: **Tricia Kramer, Community & Recreation Services Director**

Discussion and possible action to set the 2026 regular meeting schedule for the Recreation and Public Grounds Commission.
- D. **2026 Orange Tree Painting Event** **ACTION/COMMENT**
Presenter: **Tricia Kramer, Community & Recreation Services Director**

Discussion and possible action to set the dates for the 2026 Orange Tree Painting event.
- E. **Yard of the Quarter Program** **ACTION/COMMENT**
Presenter: **Tricia Kramer, Community & Recreation Services Director**

Discussion and possible action related to the Yard of the Quarter program.

VI. Commissioners Report on Current Events

This is the time Commissioners may present a brief summary on current events. The Commission may not propose, discuss, deliberate or take any legal action on the information presented, pursuant to A.R.S. § 38-431.02.

VII. Topics for Referral to City Council

VIII. Adjournment

Anthony Taddei, Chair

Affidavit of Posting

I, Tricia Kramer, do hereby certify that I caused to be posted a true and correct copy of this agenda for the Recreation and Public Grounds Commission meeting of Thursday, January 08, 2026, in the following place in the City of Litchfield Park:

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

Tricia Kramer, Staff Liaison

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



**RECREATION AND PUBLIC
GROUNDS COMMISSION
COMMUNICATION**

**Staff Report Item IV.A
Community and Recreation
Services Monthly Report**

To: Recreation and Public Grounds Commission Members
From: Tricia Kramer, Community and Recreation Services Director
Meeting Date: 1/8/2026

RECOMMENDED MOTION:

N/A

BACKGROUND/DISCUSSION:

See attached report.

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

ATTACHMENTS:

1. Community and Recreation Services Monthly Report - January 2026



COMMUNITY AND RECREATION SERVICES MONTHLY REPORT

To: RPG Chairperson and Commissioners
From: Tricia Kramer, Director of Community and Recreation Services
Meeting Date: 01/08/2026

Recreation Center Facility

- General Acrylics completed its resurfacing of the Rec Center basketball courts during the week of 12/15.

Aquatics

- Our Aquatics Coordinator and lifeguards continue to maintain the pool and assist with Special Events during the off season.
- Registration for lifeguard training sessions for the upcoming season is now open. The first session begins on 2/19.

Community Services

- The annual orange tree painting event is tentatively scheduled for 3/14 & 3/15.

Preschool

- Preschool was closed for Winter Break from 12/22 until 1/2. Classes resumed on 1/5.

Sports

- Approximately 500 kids are currently participating in our Winter Basketball and Tee Ball leagues. Games start on 1/10.
- Registration for the Spring Sports Season opened on 1/5. We are offering basketball, flag football and soccer leagues.
- 118 people have signed up so far for the 2/28 Litchfield Park Run.

Special Events

- Christmas in the Park was held on 12/13. Staff received a lot of positive feedback on the parade and activities, including the extended route and the shift to Litchfield Square Park.
- The Litchfield Park Gathering (our annual Native American arts & cultural festival) takes place on 1/10 & 1/11 in Litchfield Square Park.
- The Desert Knights Band is performing country favorites on 1/18 from 3-5pm. The concert will be held on the Wigwam Lawn.
- The annual trout derby will take place on Saturday, 1/24. Registration is open through 1/22 or until it is filled.



**RECREATION AND PUBLIC
GROUNDS COMMISSION
COMMUNICATION**

**Business Item V.A
Final Hilltop Park Design**

To: Recreation and Public Grounds Commission Members
From: Randy Proch, Planning Director
Meeting Date: 1/8/2026

RECOMMENDED MOTION:

MOVE TO RECOMMEND APPROVAL TO THE CITY COUNCIL FOR THE FINAL HILLTOP PARK DESIGN.

BACKGROUND/DISCUSSION:

The proposal is to vegetate, beautify, and reestablish a public gathering space located around The Hilltop School for the Arts, P.W. Litchfield Heritage Center, and Maricopa County Branch Library. The park space is located at the Rancho La Loma Homestead, located at 5374 N. Litchfield Road and is zoned Agritourism.

The yet-to-be-named park space is intended to compliment the numerous new projects located at Rancho La Loma, also known as The Hilltop. Staff has been working with the various entities involved as well as utilizing the public comments received through online and in-person surveys, open houses, and direction from the previous presentations to the Design Review Board, Recreation and Public Grounds Commission, and City Council to create a phased park space on all remaining portions of the 21-acre site. The park space is approximately 9 acres, which includes the northern portion of the site, the two eastern cottages, bandstand and stage, former pump house and bathroom buildings, water reservoir, and western sunset terraces.

All aspects of the design have used public feedback received for programming, amenities, and attractions, which include walking trails throughout, botanical gardens focused on Sonoran Desert plants, cacti, and roses, rentable spaces at the bandstand and terraces, a centralized event space, including playground, near the cottages and library, and storage and maintenance space for the Public Works department. The updated plan reduced turf by over 4,000 square feet. The plan also includes considerations for keeping the pumphouse, elements of the reservoir, and historic footbridge.

The flora will be diversified and left to grow, with only seasonal cutbacks with a peacock-themed entry feature as you enter from Litchfield Road. The amount of natural turf has been further reduced from the preliminary plans and carefully placed for optimal use and historic revegetating, especially on the sunset terraces. The plan shows several new buildings including multiple bathrooms and ramadas and is envisioned to include new uses for Cottage #2 and Cottage #3, just east of the museum space. Access is managed through an expanded parking

area along the north, gated vehicular access for events on the western terrace, ADA parking stalls near the event space and adjacent to the museum, with Fire Department access embedded into the landscaping through a compacted DG path connecting the northern and southern parking lots, as well as a turnaround area near the cottages.

Staff has received comments throughout this preliminary design.

STAFF RECOMMENDATION:

Staff requests that Design Review Board take the following action:

Recommend approval of the final design to the City Council, subject to the exhibit provided.

FINANCIAL IMPACT:

N/A

ATTACHMENTS:

- 1. January 2026 Site Plan





**RECREATION AND PUBLIC
GROUNDS COMMISSION
COMMUNICATION**

**Business Item V.B
Approval of Meeting Minutes**

To: Recreation and Public Grounds Commission Members
From: Tricia Kramer, Community & Recreation Services Director
Meeting Date: 1/8/2026

RECOMMENDED MOTION:
MOVE TO APPROVE THE DECEMBER 11, 2025, MEETING MINUTES.

BACKGROUND/DISCUSSION:
None

STAFF RECOMMENDATION:
Staff recommends approval.

FINANCIAL IMPACT:
None

ATTACHMENTS:
1. 121125 REG MINUTES - Draft

Thursday, December 11, 2025

Regular Meeting

I. Call to Order

The meeting was held in the Library Community Room and called to order by Vice Chairperson Phillips at 7:02 PM. A video recording of the meeting can be viewed [here](#).

Present: Chairperson Anthony Taddei (via Zoom), Vice Chairperson Andrea Phillips, Commissioner Brian J. Faith, Commissioner Christoph Gerz, Commissioner Krysten Giordano, Council Member Justin James

Absent: Commissioner Brian Culbreth, Commissioner Adam Schwartz

Staff: Tricia Kramer, Community and Recreation Services Director; Pat McCoy, Sports Coordinator

II. Pledge of Allegiance

The Pledge of Allegiance was led by Vice Chairperson Phillips.

III. Call to the Community

There were no requests to speak.

IV. Staff Report

A. Public Works Monthly Report

Mr. Ames was unable to attend the meeting. Ms. Kramer encouraged the Commissioners to reach out to Mr. Ames directly if they had any questions related to this month's Public Works report.

B. Community and Recreation Services Monthly Report

Ms. Kramer reviewed her written report. She confirmed that General Acrylics would be finished resurfacing the Rec Center basketball courts on December 14th. She provided information on the extended parade route for Christmas in the Park. Youth Sports Coordinator Pat McCoy also provided updated registration numbers for Winter Sports and the upcoming Litchfield Park Run.

v. Business

A. Approval of Minutes

APPROVED

MOVE TO APPROVE THE OCTOBER 9, 2025, REGULAR MEETING MINUTES

MOVER Commissioner Gerz, **SECONDER** Commissioner Faith

AYE: Vice Chairperson Phillip, Commissioner Faith, Commissioner Gerz, Commissioner Giordano, Council Member James

5 - 0 - 0 Passed

B. Formation of America250 Planning Committee

APPROVED

MOVE TO APPROVE APPOINTMENT OF COMMISSIONER GIORDANO TO SERVE ON THE CITY'S AMERICA250 PLANNING COMMITTEE

MOVER Council Member James, **SECONDER** Vice Chairperson Phillip

AYE: Vice Chairperson Phillip, Commissioner Faith, Commissioner Gerz, Commissioner Giordano, Council Member James

5 - 0 - 0

c. Water Conservation Projects

TABLED

Public Works Director Kyle Ames was unable to attend the meeting to present on Water Conservation Projects, so Vice Chairperson Phillips tabled this item.

D. Yard of the Quarter Program

APPROVED

Ms. Kramer informed the Commissioners that City Council does not want to remove Yard of the Quarter from RPG's duties. Councilmember James added that Council would like this committee to be the eyes of the community. He asked the Commissioners to notify staff when they see something that needs to be fixed or improved, so staff can act on it. Ms. Kramer said Commissioners should also report on positive things happening in the community, including residents who are taking great care of their yards or making improvements to their properties. Discussion was held. The Commissioners agreed that the current voting process and matrix are not necessary. Commissioner Gerz proposed that one Commissioner per quarter identify a home to recognize. Chairperson Taddei would still like to have community involvement. Commissioner Faith recommended that each Commissioner have a coverage area to evaluate. Vice Chairperson Phillips asked to continue this discussion at the January meeting to work out details.

VI. Commissioners Report on Current Events

Commissioner Giordano reported that her kids enjoyed the Tree Lighting Ceremony.

Commissioner Faith attended Touch-A-Truck and was impressed with the amount of involvement and attendance.

Chairperson Taddei is looking forward to the Christmas parade and loves that all the events are happening at the new park.

Commissioner Gerz said the Christmas decorations look great this year, especially the light colors used on the palm trees.

Vice Chairperson Phillips agreed with the other Commissioners' comments and said she enjoyed the Tree Lighting.

Councilmember James was floored by how many people came to the Tree Lighting and shared updates on Camelback Park improvements.

VII. Topics for Referral to City Council

None

VIII. Adjournment

Vice Chairperson Phillips adjourned the meeting at 7:58 p.m.

APPROVED:

Anthony Taddei, Chair

CERTIFICATION

I, Tricia Kramer, do hereby certify that the foregoing minutes are a true and correct copy of the minutes of the meeting of the Recreation and Public Grounds Commission of the City of Litchfield Park held on Thursday, December 11, 2025. I further certify that the meeting was duly called and held and that a quorum was present.

Tricia Kramer, Staff Liaison



**RECREATION AND PUBLIC
GROUNDS COMMISSION
COMMUNICATION**

**Business Item V.C
2026 Meeting Schedule**

To: Recreation and Public Grounds Commission Members
From: Tricia Kramer, Community and Recreation Services Director
Meeting Date: 1/8/2026

RECOMMENDED MOTION:

MOVE TO SET THE 2026 REGULAR MEETING SCHEDULE FOR THE RECREATION AND PUBLIC GROUNDS COMMISSION

BACKGROUND/DISCUSSION:

At the first meeting of each new calendar year, the RPG Commission sets the dates and time for its regular meetings for the calendar year. Currently, meetings are held on the second Thursday of each month at 7:00 p.m. in the Litchfield Park Branch Library Community Room.

STAFF RECOMMENDATION:

Staff defers to the Commission.

FINANCIAL IMPACT:

N/A

ATTACHMENTS:



**RECREATION AND PUBLIC
GROUNDS COMMISSION
COMMUNICATION**

**Business Item V.D
2026 Orange Tree Painting Event**

To: Recreation and Public Grounds Commission Members
From: Tricia Kramer, Community and Recreation Services Director
Meeting Date: 1/8/2026

RECOMMENDED MOTION:
MOVE TO SCHEDULE THE ANNUAL ORANGE TREE PAINTING FOR MARCH 14 & 15, 2026.

BACKGROUND/DISCUSSION:
For the past few years, RPG's annual orange tree painting has taken place during the second weekend of spring break for schools in Litchfield Elementary School District and Aqua Fria Union High School District. This year, the second weekend of spring break falls on Saturday and Sunday, March 14 & 15, 2026.

STAFF RECOMMENDATION:
Staff recommends scheduling the Orange Tree Painting for March 14 & 15, 2026.

FINANCIAL IMPACT:
N/A

ATTACHMENTS:



**RECREATION AND PUBLIC
GROUNDS COMMISSION
COMMUNICATION**

**Business Item V.E
Yard of the Quarter Program**

To: Recreation and Public Grounds Commission Members
From: Tricia Kramer, Community & Recreation Services Director
Meeting Date: 1/8/2026

RECOMMENDED MOTION:

N/A

BACKGROUND/DISCUSSION:

The Commissioners will continue the Yard of the Quarter discussion from the December 11, 2025, Regular Meeting.

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

ATTACHMENTS:

1. Litchfield Park City Code Article 2-7 - Recreation and Public Grounds Commission

B. All meetings of each board or commission shall be conducted in conformance with the state open meeting law. (Ord. 96-36)

Section 2-6-6 Duties

A. A board or commission shall assist and advise the council in the establishment of essential policies, procedures, rules and regulations relating to the subject matter of the board or commission.

B. The recommendations of any board or commission to the city shall be advisory only. Such recommendations will be sent back to the board or commission by the city indicating any action, revision or modification of any recommendation.

Article 2-7 Recreation and Public Grounds Commission

Sections:

- 2-7-1 Established**
- 2-7-2 Membership**
- 2-7-3 Purpose and Duties**

Section 2-7-1 Established

A recreation and public grounds commission of the city of Litchfield Park, Arizona, is hereby created. (Ord. 11-171 § 1)

Section 2-7-2 Membership

All members of the recreation and public grounds commission shall be generally representative of the community and shall serve without pay. Initially the membership of the commission shall consist of members of the former cityscape commission and the recreation, arts and parks commission as those existed immediately prior to the effective date of the ordinance codified in this chapter, not to exceed eleven members. The terms of office shall be staggered as provided in Section 2-6-3. Beginning with terms that expire in 2014, the number of members shall be reduced to seven. (Ord. 11-171 § 1)

Section 2-7-3 Purpose and Duties

A. The commission shall be advisory in nature and shall provide counsel and advice to council in matters including, but not limited to:

1. Inventory the opportunities for improving the appearance of public grounds;
2. Provide recommendations for recreation programs, public art and public grounds maintenance and improvements in the city;
3. Study the problems and determine the needs of the city in connection with street trees and park trees.
4. Recommend quarterly for formal recognition by the council those homeowners who have maintained or enhanced their property by making significant landscape or architectural improvements.
5. Perform such other duties as the council from time to time shall request.

B. The council, at its discretion, may designate the city department to implement programs developed by the commission. (Ord. 18-226 § 1; Ord. 11-171 § 1)

Article 2-9 Indemnification of Members of the Council, City Officers, City Employees and Members of Committees, Commissions and Boards

Sections:

- 2-9-1 Persons Covered**
- 2-9-2 Indemnification and Protection of City Officials by City**
- 2-9-3 Insurance Coverage**
- 2-9-4 Notice of Claim**

Section 2-9-1 Persons Covered

All of the protections and benefits conferred by this article shall be enjoyed by any present or former mayor, vice mayor and each and all of the present or former members of the council, city officers, municipal judges, city