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Tuesday, January 13, 2026

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. Call to the Community**

This is the time for citizens who would like to address the City Council 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. 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.

**V. Business**

- A. Approval of Minutes *ACTION/COMMENT*  
*Presenter: Randy Proch, Planning Director***

Discussion and possible action to approve the November 4, 2025, regular meeting minutes and the December 9, 2025, work study session minutes.

- B. Heritage Place Comprehensive Sign Program *ACTION/COMMENT*  
*Presenter: Randy Proch, Planning Director***

Discussion and possible action to approve the Comprehensive Sign Program for Heritage Place.

**VI. Staff Report on Current Events**

**VII. 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.

**VIII. 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.

**IX. Adjournment**

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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, January 13, 2026, in the following place in the City of Litchfield Park:

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

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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 V.A  
Approval of Minutes**

**To:** Planning & Zoning Commission Members  
**From:** Randy Proch, Planning Director  
**Meeting Date:** 1/13/2026

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**RECOMMENDED MOTION:**

**MOVE TO APPROVE THE NOVEMBER 4, 2025, REGULAR MEETING MINUTES AND THE DECEMBER 9, 2025, WORK STUDY SESSION MINUTES.**

**BACKGROUND/DISCUSSION:**

N/A

**STAFF RECOMMENDATION:**

Staff recommends approval.

**FINANCIAL IMPACT:**

N/A

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**ATTACHMENTS:**

1. 110425 P&Z Minutes - DRAFT
2. 120925 P&Z Minutes - DRAFT

**I. Call to Order**

The meeting was held in the Library Community Room and called to order by Vice Chair David Ledyard at 6:01 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**

Vice Chair David Ledyard led the Pledge of Allegiance.

**III. Business**

**A. Approval of Minutes**

**APPROVED**

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

**MOVER** Commissioner Conklin, **SECONDER** Commissioner Fix

**AYE:** Chair Faith, Vice Chair Ledyard, Commissioner O'Connor, Commissioner Alvey, Commissioner Darre, Commissioner Conklin, Commissioner Fix

**7 - 0 - 0 Passed**

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

**APPROVED**

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

**MOVER** Commissioner O'Connor, **SECONDER** Commissioner Conklin

**AYE:** Chair Faith, Board Member Ledyard, Commissioner O'Connor, Commissioner Darre, Commissioner Conklin, Commissioner Fix

**NAY:** Commissioner Alvey

**6 - 1 - 0 Passed**

**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, November 4, 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 Vice Chair David Ledyard at 6:01 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 - Accessory Structures**

**DISCUSSED**

Mr. Blackwell spoke on the topic of accessory structures. He stated it was difficult to speak on this topic, not knowing the proposed changes, as the Citizen Review is held prior to the text amendment discussion. He shared that there is code in place that needs to be enforced and that there are many accessory structures that are in place today that do not meet the code.

**B. Zoning Code Text Amendment - Section 31 Accessory Structures**

**DISCUSSED**

Mr. Proch stated that there is no proposed text amendment at this point. The purpose of this work study session is provide information and statistics with the goal of open conversation on if/how to move forward with accessory structures and to provide the Commission's suggestion(s) to City Council.

He read section 31 of the City's current Zoning Code as well as a section that applies to accessory structures in one of the fourteen amendments specific to the Village zoning. He gave examples with photo of different accessory structures throughout Litchfield Park that would not meet the zoning requirements today.

Mr. Proch discussed surrounding cities and their zoning code as it relates to accessory structures, comparing height requirements, building separation, side and rear setbacks, etc.

**IV. Adjournment**

Chair Faith adjourned the work study session at 7:32 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, November 4, 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 V.B  
Heritage Place Comprehensive  
Sign Program**

**To:** Planning & Zoning Commission Members  
**From:** Randy Proch, Planning Director  
**Meeting Date:** 1/13/2026

**RECOMMENDED MOTION:**

**MOVE TO APPROVE THE HERITAGE PLACE COMPREHENSIVE SIGN PROGRAM, FILE NO. PZ-25-107, LOCATED AT 250 W. VILLAGE PARKWAY, SUBJECT TO THE EXHIBIT PROVIDED.**

**BACKGROUND/DISCUSSION:**

The proposal is to approve a Comprehensive Sign Program (CSP) document for the project known as Heritage Place, located at 250 W. Village Parkway and zoned City Center (CTR).

The unique nature of the Litchfield Square development creates the option for businesses to apply for a CSP in order to best utilize advertising and identification of the uses within each area. The Zoning Code permits certain allotments of sign square footage and types of signs that may not be fully comprehensive for the types of mixed-use development that is anticipated. The CSP provides a Commission-approved mechanism in order to supplement the Zoning Code as well as increase allowances on the types and sizes of the proposed signs.

Below is the Zoning Code allowance and CSP proposal:

<b>Sign Type</b>	<b>Zoning Code</b>	<b>Heritage Center CSP</b>
Building-Mounted Sign	0.67 square feet per 1 linear foot 50% or less of the building facade	1.0 square feet per 1 linear foot 0.5 square feet per 1 linear foot (corner suites)
Freestanding Monument Sign	24 square feet maximum 6 foot height maximum	36 square feet maximum 8 foot height maximum
Incidental Sign	24 square feet maximum 4 foot height maximum	9 square feet maximum 6 foot height maximum
Shingle Sign	4 square feet maximum	6 square feet maximum

Staff supports the modification of the maximum allowances in Section 35 (Signs) of the Zoning Code within the CSP document.

Staff has not received any public comments on this proposal.

**STAFF RECOMMENDATION:**

Staff requests that Planning & Zoning Commission take the following action:

Approve the Heritage Place Comprehensive Sign Program, subject to the exhibit provided.

**FINANCIAL IMPACT:**

N/A

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**ATTACHMENTS:**

1. PZ-25-107 Report Attachments

# Master Comprehensive Signage Plan

JANUARY 2026

REVISED 1-8-2026

## PROPERTY ADDRESS:

250 W. VILLAGE PKWY, LITCHFIELD PARK 85340

## SIGN CONSULTANT:



QUALITY. DESIGN. STRUCTURE.  
Custom Architectural Signs

729 N. Golden Key Street  
Gilbert, AZ 85233

480-967-6029  
tsgsigns.com

## DEVELOPER:

LP HERITAGE PARTNERS, 7014  
650 N 137TH AVE., #120  
GOODYEAR, AZ 85338  
TEL: 623.340.3331

## SITE DATA

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**ADDRESS:**

250 W. Village Parkway, Litchfield Park 85340

**ZONING:**

CTR-City Center

**TOTAL SITE AREA:**

3.38 Acres

**BUILDING TYPE/LAND USE:**

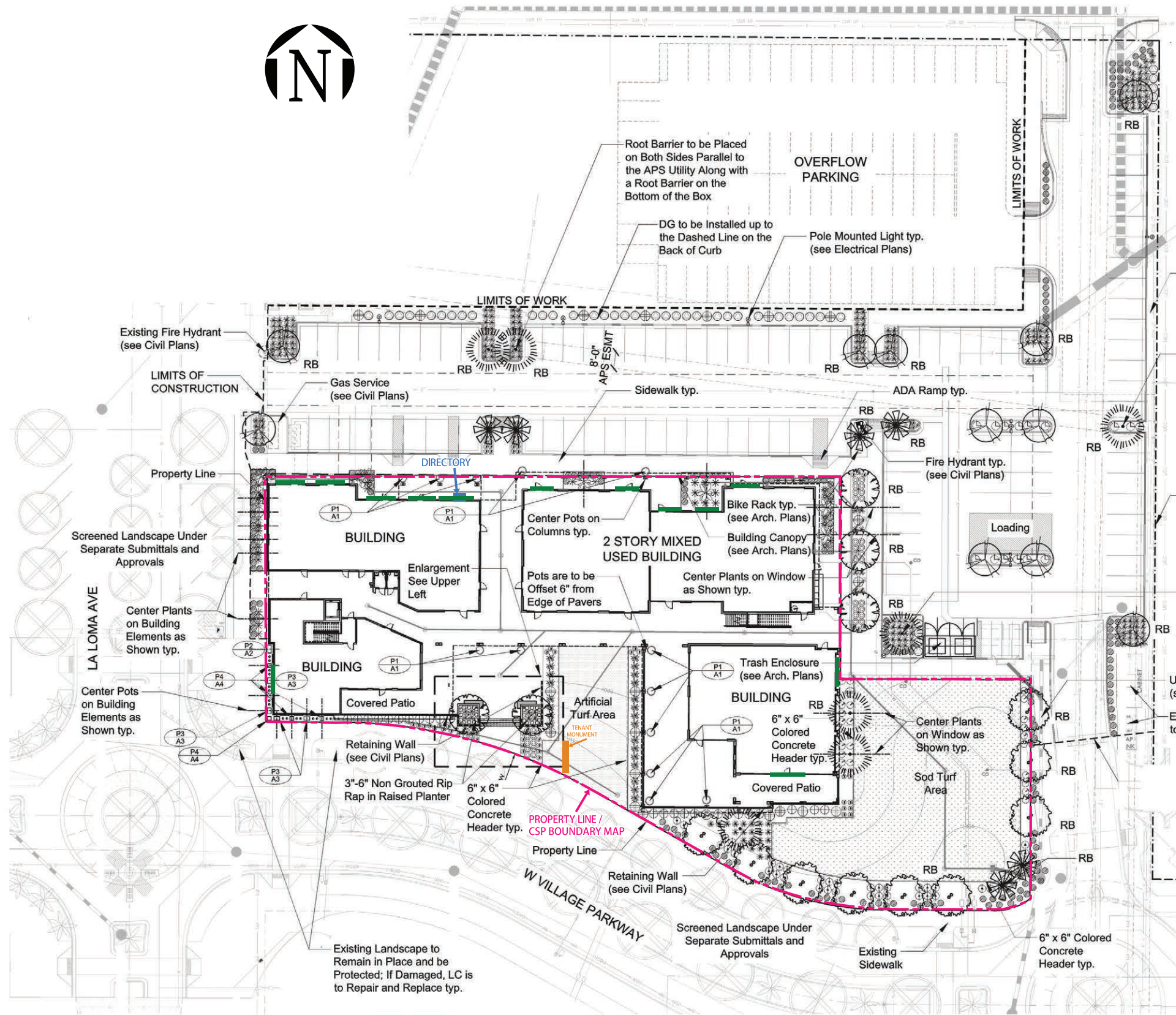
Commercial/Office/Retail/Restaurant

**BUILDING HEIGHT:**

40'



# SITE VICINITY MAP & PROJECT SITE MAP



## SIGNAGE LEGEND

- SIGN TYPE A - TENANT MONUMENT SIGN
- SIGN TYPE B - DIRECTORY SIGN
- SIGN TYPE C - TENANT SIGNS

# HERITAGE PLACE AT LITCHFIELD SQUARE - SIGN CRITERIA

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Each Owner/Occupant must submit a complete sign package for review and approval by the Committee prior to implementation. City of Litchfield Park approval is required, and all signs shall conform to the City of Litchfield Park Sign Ordinance. Each Owner/Occupant will be responsible for submitting applications and obtaining permits required by the City of Litchfield Park.

These criteria have been established for the purpose of assuring an exceptional center for the mutual benefit of all Owners/Occupants. Conformance shall be strictly enforced, and any installed nonconforming or unapproved signs shall be brought into conformance at the sole expense of the Owner/Occupant.

Sign designs will be consistent with building features and colors to promote harmony and balance with Heritage Place. Developer shall administer and interpret the criteria.

Freestanding signs shall be placed a minimum of two (2') ft from property/right-of-way line and out of the site triangles of the proposed ingress/egress for the site.

## A. General Requirements

1. All letters to be individual and backlit.
2. Painted lettering directly to the wall shall not be permitted.
3. Flashing or audible signs shall not be permitted.
4. All electrical signs and their installations must comply with all uniform building and electrical codes.
5. No exposed conduit, tubing or transformers shall be permitted. No exposed raceways.
6. All letters' conductors, transformers and other equipment shall be neatly concealed in a watertight condition.
7. Owner/Occupant or its representative must submit

two (2) copies of detailed sign drawings to the Landlord/Developer for approval fifteen (15) days prior to submitting for permits or manufacturing.

8. Exposed neon signs shall not be permitted.
9. All signs erected, re-erected, constructed or altered shall require permits in accord with Section 35 of the Zoning Ordinance of the City of Litchfield Park.

## B. Construction Requirements

1. All exterior bolts, fasteners and clips shall be of hot dipped galvanized iron and no black iron materials of any type shall be permitted.
2. Locations of all openings for conduit and sleeves in the building walls shall be indicated by the sign contractor on drawings submitted for approval of Landlord's/ Developer's architect. The contractor shall install the same in accordance with the approved drawings.
3. No labels shall be permitted on the exposed surface of the signs, except those required by ordinances, which shall be applied in an inconspicuous place.
4. All penetrations of the building structure required for sign installation shall be neatly sealed in watertight condition.
5. Owner/Occupant and his contractor shall repair any damage caused during installation of signage.
6. Owner/Occupant shall be fully responsible for the operations of Owner's/Occupant's sign contractor and shall indemnify, defend, and hold Landlord/Developer harmless for, from and against damages or liabilities of account thereof.
7. All sign contractors shall carry worker's compensation and commercial liability insurance against all damages suffered or done to any and all persons and/or property

while engaged in the construction or installation of signs with a combined single limit in an amount not less than Three Million and No/100 Dollars (\$3,000,000.00) per occurrence. All sign contractors shall hold a current contractor's license in the State of Arizona. Landlord/ Developer shall be named as additionally insured in the worker's compensation and commercial liability insurance.

## C. Building-Mounted Signage for Tenants

1. Identification signs shall be designed as an integral part of the storefront in a manner complementary to adjacent and facing storefronts and the overall design concept of the property.
2. Signs pertaining to any one tenant shall be permitted on the exterior wall of the space occupied by the business. Aggregate sign area shall not exceed one (1) square foot for each linear foot of elevation. Tenants with multiple elevations may have an additional sign on each of its other exterior walls that shall not exceed one-half (1/2) square foot for each linear foot of elevations (i.e. front and side only).
3. Each Owner/Occupant must limit the area of their sign in accordance with the area allocated for signage. Maximum letter height and length varies according to storefront but shall not exceed twenty four (24") inches in height.
4. All Owners/Occupants shall have wall signs fabricated from one of the following methods:
  - A. Individual, internally illuminated reverse pan channel letters
  - B. National chain franchises and manufacturers shall be allowed to use their official letter style, color and logo for signage with Landlord/Developer approvals.

C. All illuminated letters must be illuminated by LED's with remote transformer.

## D. Window Graphics

Tenants shall be allowed to place a sign in the window panel adjacent to entrance door. Contents may include name, address or suite number, and hours of operation.

No more than twenty five (25%) percent of front glass area may have signage/graphics applied to, or behind window area. This includes temporary signage applications for sales, promotions and/or any permanent identification signage. All window graphic layouts shall be approved in writing by Landlord/Developer for quality and consistency with the sign standards for Heritage Place.

## E. Hanging Signs

Under Canopy Signs shall be designed to be compatible with the property architecture subject to the following criteria:

1. Size 1' 6" x 4' 0"
2. Graphics panels to be provided by Landlord.

## F. Directional Signs

Signs necessary for directory guests and deliveries shall be allowed subject to the following conditions:


1. Directional signs shall not include logos or any type of advertising.
2. Maximum area of six (6) square feet.
3. Maximum height of three (3) feet.
4. Signs shall be permanently affixed

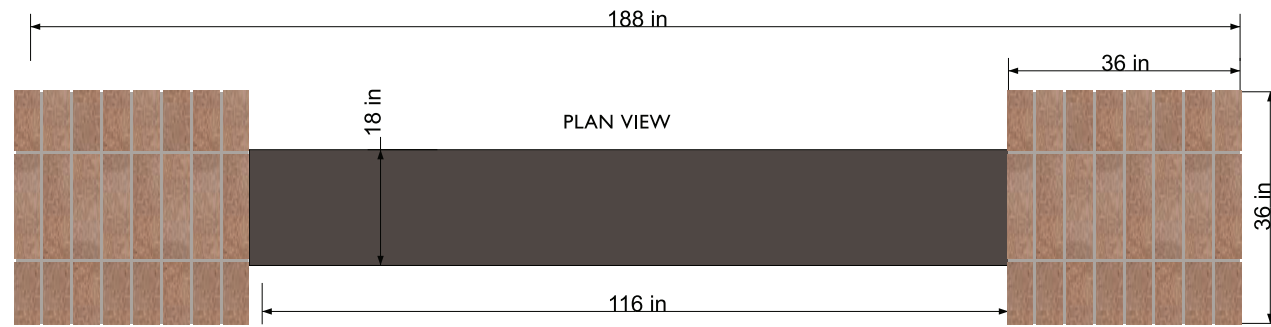
## Logo Standards

All signs shall be compatible with the logo standards established by the Developer, if any.

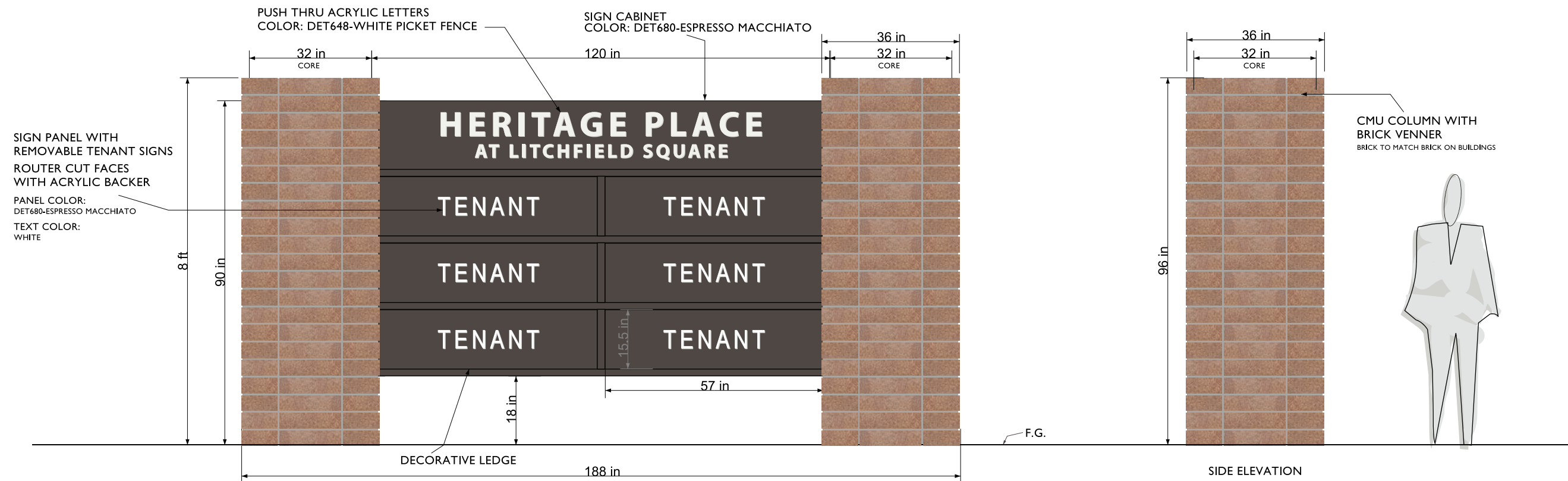
# TYPE A - TENANT MONUMENT SIGN

## COLOR & MATERIALS

	BRICK VENEER	T.B.D. TO MATCH BRICK ON BUILDINGS
DET648 WHITE PICKET FENCE	PAINT	COLOR: DUNN EDWARDS DET648 - WHITE PICKET FENCE
DET680 ESPRESSO MACCHIATO	PAINT	COLOR: DUNN EDWARDS DET680 - ESPRESSO MACCHIATO
WHITE	PAINT	COLOR: WHITE



## DOUBLE SIDED - INTERNALLY ILLUMINATED SIGN



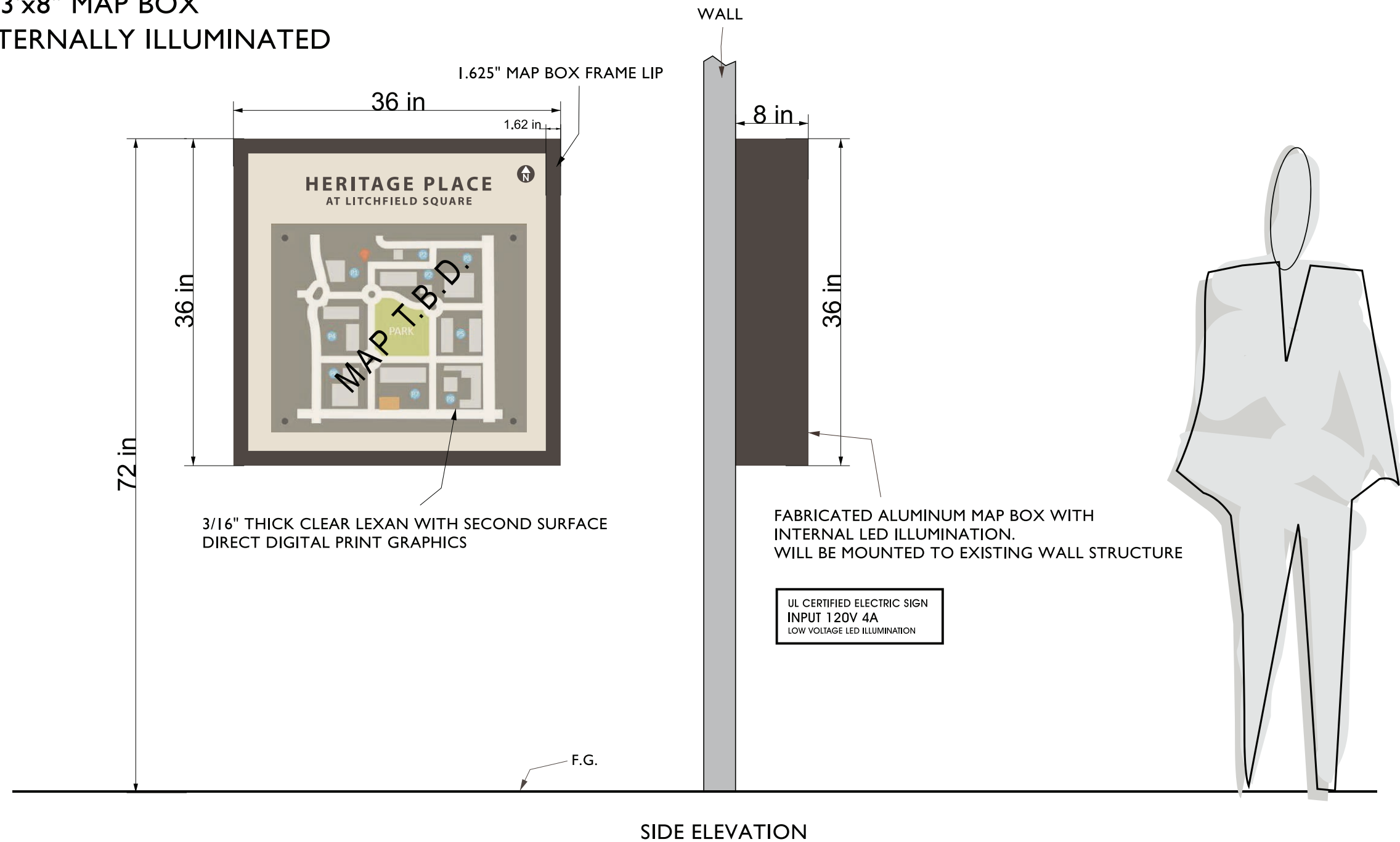
# TYPE B - DIRECTORY SIGN

## COLOR & MATERIALS

DET680 ESPRESSO MACCHIATO	PAINT	COLOR: DUNN EDWARDS DET680 - ESPRESSO MACCHIATO,
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### WALL MOUNTED DIRECTORY MAP SIGN

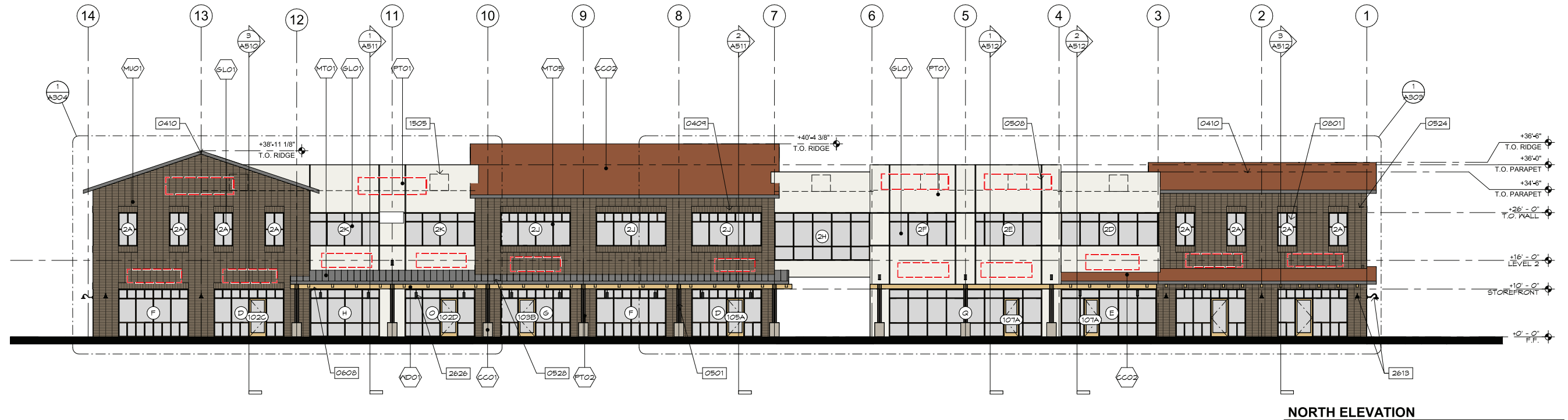
3'x3'x8" MAP BOX  
INTERNALLY ILLUMINATED



# TYPE C - TENANT SIGNAGE


## LEGEND

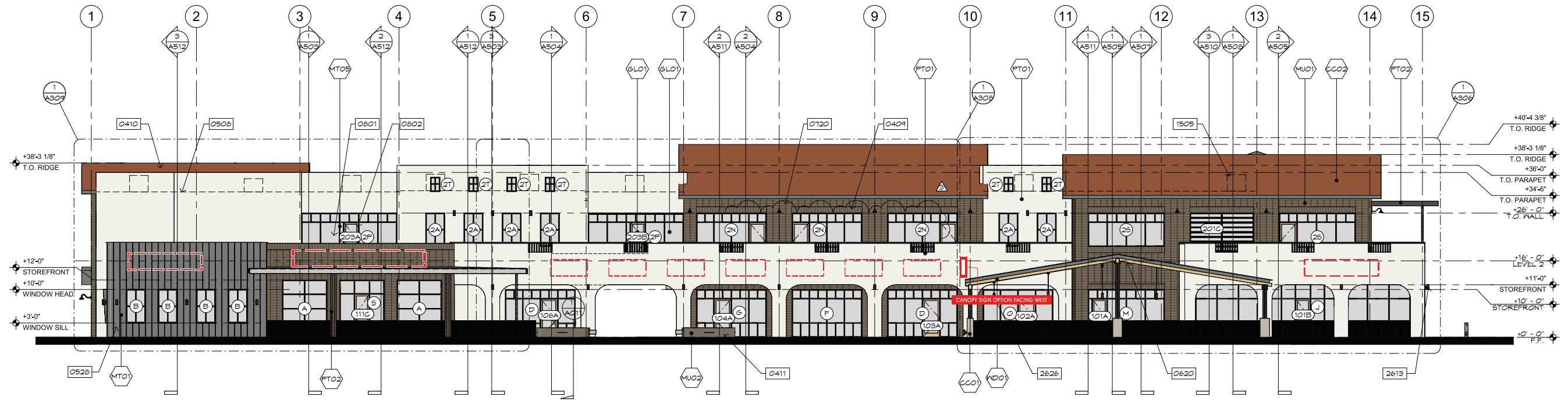
 DASHED LINE REPRESENTS POTENTIAL SIGNAGE AREA



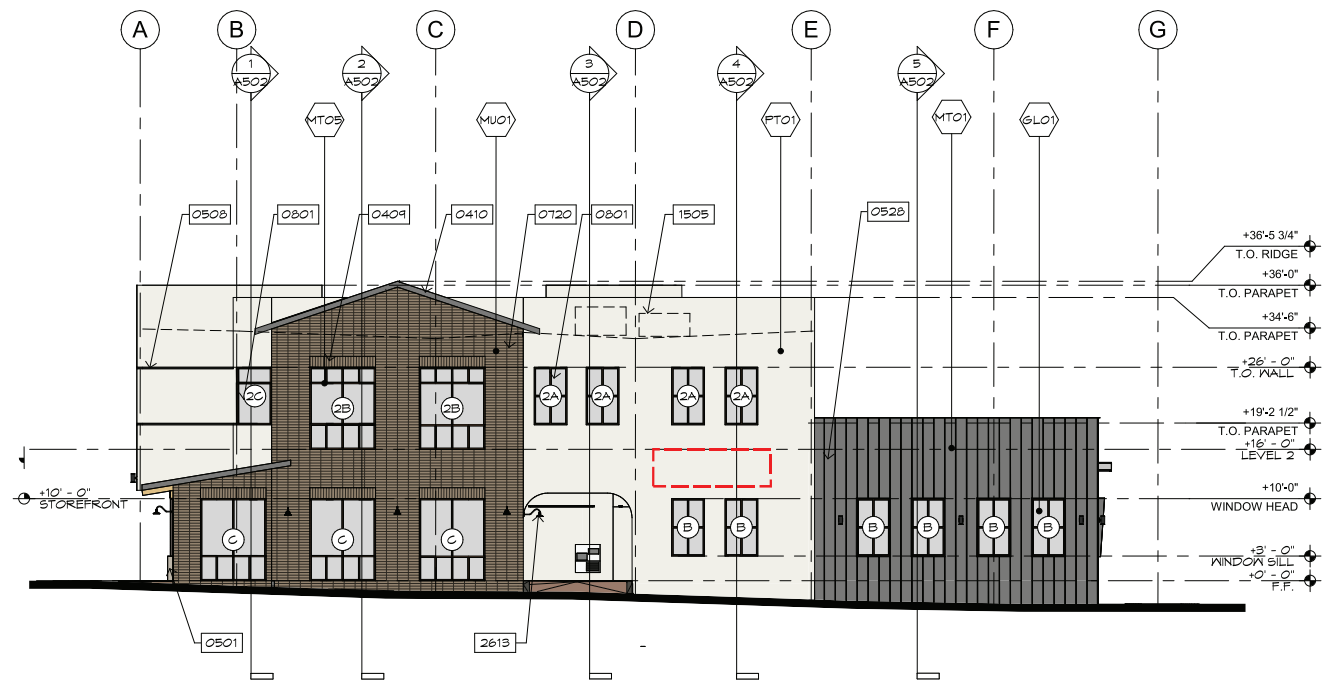
# TYPE C - TENANT SIGNAGE

## LEGEND

 DASHED LINE REPRESENTS POTENTIAL SIGNAGE AREA



**SOUTH ELEVATION**



**WEST ELEVATION**







