

I. Call to Order

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

Present: Mayor Thomas L. Schoaf, Vice Mayor Paul Faith, Council Member Suzanne Allen, Council Member Lisa Brainard Watson (Zoom), Council Member Ron Clair, Council Member Andrew Fraser, Council Member Justin James

Staff: Matthew Williams, City Manager; Terri Roth, City Clerk; Joe Estes, City Attorney; Paige Peterson, Asst. City Manager/Director of Finance; Maria Ceaglske, Deputy City Clerk; Randy Proch, Planning Director; Keith Drunasky, City Engineer; Tricia Kramer, Community & Recreation Services Director; Yosha Brunson Kuhl, Communications Director; Kyle Ames, Public Works Director; Dawn Morocco, IT Specialist.

Attendees: Chief Kleinschmidt, and Lt. Rios.

II. Pledge of Allegiance

Mayor Schoaf led the Pledge of Allegiance.

III. Business

A. Scout Lodge MOU

DISCUSSED

Mr. Williams stated representatives from Scout Lodge are here and may speak on this matter. He reviewed the suggested points for the MOU and highlighted some of them as follows:

- City builds and maintains parking.
- 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.
- City reserves right to add cameras to the facility for outside of park restrooms and cameras for park security.
- 75 year \$1 a year ground lease with 24-year renewal term. Scout owned building, becomes property at city at expiration/cancellation of agreement.

Vice Mayor Faith shared the history of how the City acquired it. He stated he would hate to see the City lose this opportunity.

Mike Hirth stated there are many in-kind donations from various contractors to make this happen. He stated there will be fundraising efforts and feels they will be successful. Vice Mayor asked him to double check the contractor's performance bond capability.

B. Ordinance 25-295 Zoning Code Amendment

DISCUSSED

Mr. Williams refreshed Council's memory regarding this item and presented an Option B to Option A that was introduced in October.

Mayor Schoaf stated the way he reads it, he does not see where DRB should not be involved. Mr. Estes stated Section A.2. does allow for administrative review and approval of design review plans based on objective standards without public hearing.

Mr. Williams continued with the explanation of both options presented. He stated there could be a provision in the ordinance that allows automatic appeal if the Zoning Administrator does not follow the DRB recommendation. This will be huge undertaking for current Staff to not only rewrite the code, but to determine standards

Council suggested Staff reach out to other jurisdictions for their examples. No need to reinvent the wheel.

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.

This item was not held.

V. Adjournment

Mayor Schoaf adjourned the work study session at 7:02 PM.

APPROVED:

Thomas L. Schoaf, Mayor
\tr

CERTIFICATION

I, Terri Roth, MMC, City Clerk. hereby certify that the foregoing minutes are a true and correct copy of the minutes of the meeting of the City Council of the City of Litchfield Park held on Wednesday, November 19, 2025. I further certify that the meeting was duly called and held and that a quorum was present.

Terri Roth, MMC, City Clerk