

Design Review Board
Regular Meeting
Agenda

Thursday, March 5, 2026

6:00 PM

Members of the Litchfield Park Design Review Board 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

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. Business

A. Public Works Facility

ACTION/COMMENT

Presenter: *Randy Proch, Planning Director*

Discussion and possible action to recommend final approval of the Public Works Facility Design to City Council.

B. Nestor Ramada with Balcony

ACTION/COMMENT

Presenter: *Randy Proch, Planning Director*

Discussion and possible action to recommend approval to the Zoning Administrator for a ramada with rooftop seating located in the rear yard of 1158 E. Acacia Circle.

V. Staff Report on Current Events

VI. Board Members Reports on Current Events

VII. Adjournment

Susan Charnetsky, 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 Design Review Board meeting of Thursday, March 5, 2026, 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.



**DESIGN REVIEW BOARD
COMMUNICATION**

**Business Item IV.A
Public Works Facility**

To: Design Review Board Members
From: Randy Proch, Planning Director
Meeting Date: 3/5/2026

RECOMMENDED MOTION:

MOVE TO RECOMMEND APPROVAL TO THE CITY COUNCIL FOR THE FINAL DESIGN OF THE PUBLIC WORKS FACILITY DESIGN, FILE NO. PZ-25-98, LOCATED AT 105 S. DESERT AVENUE, SUBJECT TO THE EXHIBITS PROVIDED.

BACKGROUND/DISCUSSION:

The proposal is to modernize the Public Works Facility campus, including construction of a new building, parking lot, and yard storage area at the existing location. The former Rural Metro fire station site is located at 105 S. Desert Avenue and zoned Public Facility.

The planned facility improvements come from the approved Capital Improvement Program list of projects for the current fiscal year with a budget of \$2,000,000 to be exhausted prior to June 30, 2026 (Resolution 25-586). The facility is intended to provide the necessary space for the approximate 25-person public works department as well as community development staff, office space, meeting and break rooms, and a large rear garage to house vehicle repair bays, and semi-conditioned storage space. Larger outdoor equipment and trucks will utilize the surrounding yard space in the secured, rear area surrounding the building in a U-shape. A staff and guest parking lot is located along the front of the building. The elevations have been updated based on feedback provided by DRB and City Council and reflect the City's desired design influence.

Staff has not received any public comments on this proposal

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 exhibits provided.

FINANCIAL IMPACT:

N/A

ATTACHMENTS:

1. PZ-25-98 Updated Planset



View from North



View from Northwest



View from Northeast



View from Southeast

Litchfield Park Public Works Facility

25-006

Schematic - Not for Construction Use

VERSION DATE: 2/23/2026

PRINTED ON: 2/23/2026

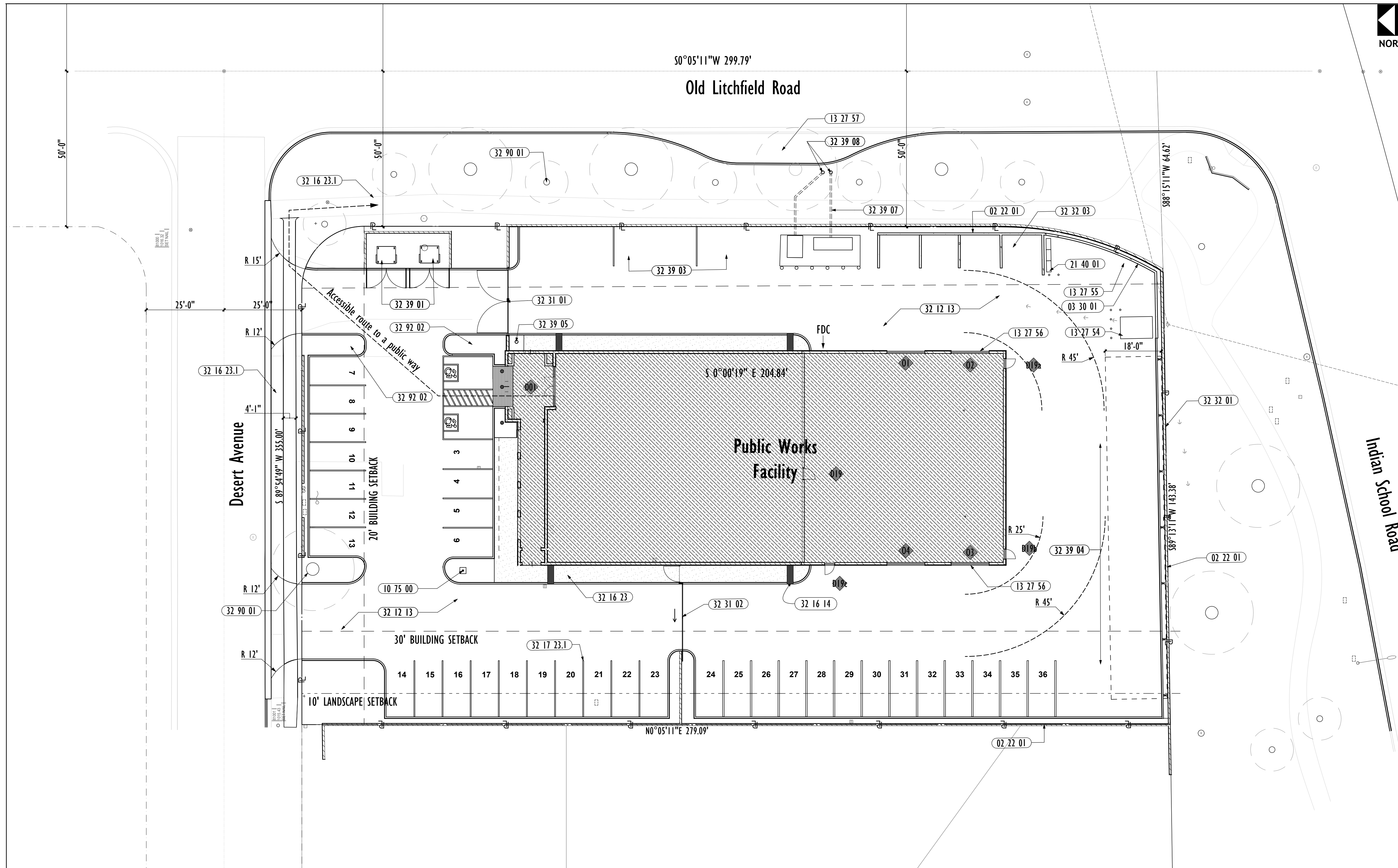
MOTLEY

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1114 NW Grand Avenue Phoenix AZ 85007

602.254.5599 motleydesigngroup.com



Keynote	Description
02 22 01	existing wall to remain
03 30 01	Cast-in-place concrete wall for aggregate and green waste storage, to match height of adjacent aggregate storage bin walls
10 75 00	New 30' tall flagpole
13 27 54	Pesticide storage
13 27 55	Green waste storage
13 27 56	Drive through maintenance
13 27 57	Vehicle turn-in and fueling station
21 40 01	Relocated fire cabinets location
32 12 13	Asphalt paving
32 16 14	Sidewalk scupper
32 16 23	4" concrete sidewalk
32 16 23.1	Existing 4" concrete sidewalk
32 17 23.1	4" Parking space striping
32 31 01	Automatic swinging gate - opticom access w/Knox Box back-up
32 31 02	Automatic sliding gate - opticom access w/Knox Box back-up
32 32 01	Existing perimeter wall to remain
32 32 03	New aggregate bay
32 39 03	Street sweeper and associated parking spaces
32 39 04	Fleet vehicles associated parking spaces
32 39 01	6 yard trash dumpsters in enclosure to match standard City detail
32 39 05	New water buffalo refill station location
32 39 07	Refuel station conveyance piping for both fuel tanks (to be further detailed in mechanical plans)
32 39 08	Refuel station with connection to existing fuel tanks. See mechanical
32 90 01	Existing planting
32 92 02	New decomposed granite and planting area. See landscape

Project Data

Project Name:	Litchfield Park Public Works Facility	Use:	Business/Storage	Building Footprint (Net):	Office: 5,400 sq ft Warehouse: 4,301 sq ft
Project Address:	105 W. Desert Ave., Litchfield Park, AZ 85340	Zoning:	Public/Quasi-Public Facility	PARKING CALCULATIONS	OFFICE 1/200 5,400/200 WAREHOUSE 1/500 4,301/500
Assessor's Parcel Number:	501-70-117	Site Area:	Gross: 58,381 s.f. (1.340 Acres) Net: 44,153 s.f. (1.013 Acres)	Maximum:	27.0 8.602
Legal Description:	Tract A, Litchfield Park Subdivision NO. 16, according to Book 153 of Maps, page 15, records of Maricopa County, Arizona; EXCEPT all ores, minerals, oil, gas or other hydrocarbon substances as reserved in instrument recorded in Docket 5783, page 229, records of Maricopa County, Arizona.	Site Coverage:	Maximum: 60%	Required Parking: 36	Provided Parking: 36
Scope of work:	Construction of a new conventional office building and a pre-engineered metal building and interior improvements for an office and a workshop, respectively, in addition to related site paving, grading/drainage and utility connections	Building Setback Requirements:	Front: 20' Interior side: 20', 30' Rear: 0'	Accessible Spaces:	Typ. Parking Stall Dimensions:

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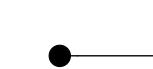

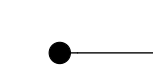
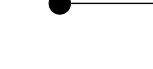
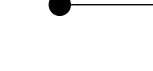




PROJECT: Litchfield Park Public Works Facility
ADDRESS: 105 W Desert Ave, Litchfield Park, AZ 85340
PROJECT NO.: 25-006
SHEET TITLE: Site Plan
DATE OF ISSUE: 10/21/2025 **CURRENT REVISION:** .
SHEET REVISION HISTORY

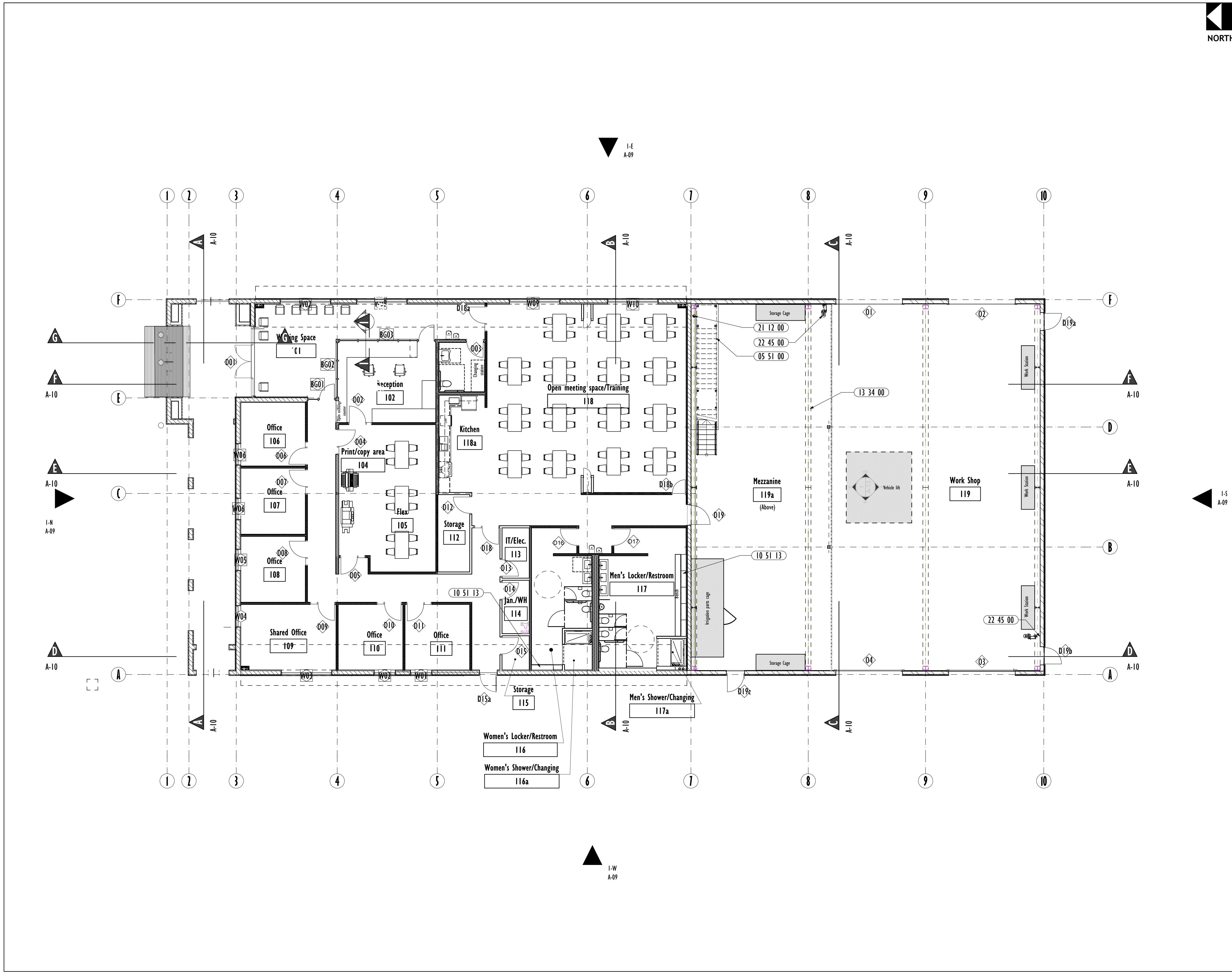
Rev#	CD	Change Name	Date

PRELIMINARY NOT FOR CONSTRUCTION
Sheet No. **A-01**

05 00 00	Metals
05 51 00	Metal mezzanine stair. See details and pre-engineered metal building drawings
10 00 00	Specialties
10 51 13	Metal lockers. See specifications
13 00 00	Special Construction
13 34 00	fabricated engineered structures
21 00 00	Fire Suppression
21 12 00	fire suppression standpipes
22 00 00	Plumbing
22 45 00	Emergency eyewash station

Wall Types

- 
Partition (New):
 5/8" gyp. board each side of 3-5/8" mtl. stud. with R-11 sound batt insulation full height.
 Height: Top of wall to terminate at structure above.
- 
Partition (New):
 5/8" gyp. board each side of 3-5/8" mtl. stud. with no sound insulation.
 Height: Top of wall to terminate at structure above.
- 
Partition (New):
 5/8" gyp. board each side of 6" mtl. stud. with R-11 sound batt insulation full height.
 Height: Top of wall to terminate at structure above.
- 
Plumbing Partition:
 5/8" gyp. board each side of 6" mtl. stud. see RCP for wall heights.
- 
Partition:
 3 5/8" mtl. furring, 5/8" gyp. board see specifications.
- 
7 5/8" CMU wall
- 
7 5/8" CMU, 2 1/2" mtl. furring, 5/8" gyp. board
- 
7 5/8" CMU, 6" mtl. furring, 5/8" gyp. board
- 
Low Wall:
 5/8" gyp. board each side of 3-5/8" mtl. stud. 3' above finish floor, verify with owner.



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PROJECT: Litchfield Park Public Works Facility
 ADDRESS: 105 W Desert Ave, Litchfield Park, AZ 85340

PROJECT NO.: 25-006
 SHEET TITLE: Floor Plan - Notation

DATE OF ISSUE: 10/21/2025 CURRENT REVISION: .
 SHEET REVISION HISTORY

Rev#	CD	Change Name	Date

PRELIMINARY NOT FOR CONSTRUCTION

Sheet No. **A-05**



**DESIGN REVIEW BOARD
COMMUNICATION**

**Business Item IV.B
Nestor Ramada with Balcony**

To: Design Review Board Members
From: Randy Proch, Planning Director
Meeting Date: 3/5/2026

RECOMMENDED MOTION:

MOVE TO RECOMMEND APPROVAL TO THE ZONING ADMINISTRATOR FOR THE PROPOSED RAMADA, FILE NO. PZ-26-09, SUBJECT TO THE EXHIBITS PROVIDED BY THE APPLICANT AND STIPULATION 1.

BACKGROUND/DISCUSSION:

The proposal is to build a freestanding ramada in the rear yard with rooftop seating. The home is located at 1158 E. Acacia Circle and is zoned R1.

The applicant is requesting to rebuild an existing platform seating area into a covered ramada and integrate the existing fireplace. Further, the applicant is requesting to include a railing on the roof with staircase access in order to sit atop the structure. There is no Zoning Code prohibition against rooftop access for accessory structures. There are also several existing homes with rooftop balconies. The discussion and consideration to include this feature qualifies for *Enhanced Review* for DRB consideration.

Staff has not received any public comments on this proposal.

STAFF RECOMMENDATION:

Staff requests that the Design Review Board take the following action:

Recommend approval to the Zoning Administrator, subject to the exhibits provided by the applicant and stipulation 1.

1. Building Permit issued by the City will be required before any construction is to occur.

FINANCIAL IMPACT:

N/A

ATTACHMENTS:

1. PZ-26-09 Planset

