

City Council
Work Study Session Meeting
Agenda

Wednesday, March 18, 2026

IMMEDIATELY FOLLOWING THE 6:00 PM SPECIAL MEETING

Members of the Litchfield Park City Council 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. Business

A. Downtown Medians and Water Conservation

INFORMATION ONLY

Presenter: *Matthew Williams, City Manager*

Discussion and possible direction related to the maintenance of city medians and water conservation efforts.

B. Accessory Structures Compliance and Code Options

INFORMATION ONLY

Presenter: *Randy Proch, Planning Director*

Discussion and possible direction regarding updated information and data related to the standards and compliance concerns of accessory structures.

III. 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.**

IV. Adjournment

Thomas L. Schoaf, Mayor

Affidavit of Posting

I, Terri Roth, MMC, City Clerk, do hereby certify that I caused to be posted a true and correct copy of this agenda for the City Council meeting of Wednesday, March 18, 2026, in the following place in the City of Litchfield Park:

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

Terri Roth, MMC, City Clerk

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



**CITY COUNCIL
COMMUNICATION**

**Business Item II.A
Downtown Medians and Water
Conservation**

To: Mayor Thomas L. Schoaf and Members of the City
From: Council Matthew Williams, City Manager
Meeting Date: 3/18/2026
Presenter: Matthew Williams, City Manager

RECOMMENDED MOTION:

NONE

BACKGROUND/DISCUSSION:

As water resources conservation and water rates likely increase staff have been discussing multiple options for city landscaping and water conservation efforts. Current wigwam blvd and Old Litchfield medians have grass and trees. These medians especially in the downtown section are frequently damaged by pedestrians.

These medians could be rebuilt to be in the style of the Litchfield Square medians which are desertscape with plants, trees, etc. See photos for comparisons. This would also help tie together Litchfield Square with the historical downtown area. Most importantly, it would reduce water consumption by eliminating the grass in these areas. Existing irrigation would require modification in these areas.

Multiple staff members may speak on these items.

STAFF RECOMMENDATION:

Staff direction to prepare plans for Old Litchfield Road and Wigwam medians to be converted to Litchfield Square median style.

FINANCIAL IMPACT:

Dependent upon action.

ATTACHMENTS:



**CITY COUNCIL
COMMUNICATION**

**Business Item II.B
Accessory Structures Compliance
and Code Options**

To: Mayor Thomas L. Schoaf and Members of the City Council
From: Randy Proch, Planning Director
Through: Matthew Williams, City Manager
Meeting Date: 3/18/2026
Presenter: Randy Proch, Planning Director

RECOMMENDED MOTION:

N/A

BACKGROUND/DISCUSSION:

Staff presented the findings of an audit of accessory structures completed in 2025 to City Council in January 2026 with requests for direction on how to handle the excess number of possible Zoning Code compliance violations. There are approximately 600 accessory structures located at 516 individual properties. Of these, 368 properties contain one or more accessory structures that do not meet current Zoning Code standards. Most of these violations relate to the required ten-foot separation from the home, which does not encroach onto neighboring properties, and has not been an emphasis of concern from residents.

The Planning & Zoning Commission was not in favor of adjusting the setback requirements as the Code has been in place for a long time, with all permitted structures meeting the standards. City Council directed staff to continue research on different allowance options, including a cross-reference check of the International Building Code (IBC) and fire department regulations to ensure any changes will not cause new incompliance.

Staff completed the analysis and has found consistency in requiring a 5' minimum separation to the property lines and a 10' minimum separation from the principal dwelling (home) with a caveat.

Screened accessory structures one hundred twenty square feet or less in size may have a zero setback.

The 120 square-foot size comes from a former IBC exception which does not require building permits for diminutive structures. The Zoning Code matched this size, with the continued restriction for screening, AKA shorter than the height of the adjacent wall. The only perceived instance would be for a short shed.

Since this time, the IBC has updated their code to not require permits for structures that are 200 square feet or less. Additionally, *detached tool sheds and storage sheds, playhouses and similar structures* are listed as examples of exemption.

Staff requests City Council direction on how to proceed based on the previous presentations. Options include:

1. Consider 'screened' to be any structure up to 8 feet in height, instead of wall height
2. Allowing accessory structures to utilize lot coverage maximum instead of 500 square foot limits
3. Restrict accessory structures on the streetside yard (current Code) or remove that requirement as it does not impact adjacent lots
4. Restrict nearly all accessory structures on side yard view fence lots, like Bird Lane (current Code) or allow freestanding non-walled structures that marginally impede views onto the course
5. Restrict building permit exemption for any structure 120 square feet or less (current Code) or increased to 200 square feet
6. Restrict all accessory structures to Design Review requirements or introduce exemptions for structures less than 200 square feet (objective standards for accessory structures will be nearly impossible to identify)

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

ATTACHMENTS:



**CITY COUNCIL
COMMUNICATION**

**Executive Session Item III.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.**

To: Mayor Thomas L. Schoaf and Members of the City Council
From:
Through: Matthew Williams, City Manager
Meeting Date: 3/18/2026
Presenter:

RECOMMENDED MOTION:

BACKGROUND/DISCUSSION:

STAFF RECOMMENDATION:

FINANCIAL IMPACT:

ATTACHMENTS: