

Tuesday, May 12, 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**
- 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. Business

A. Approval of Minutes

ACTION/COMMENT

Presenter: *Randy Proch, Planning & Community Development Director*

Discussion and possible action to approve the April 14, 2026, work study session and regular meeting minutes.

B. Zoning Code Text Amendment - Section 31 Accessory Structure Screened Height

ACTION/COMMENT

Presenter: *Randy Proch, Planning & Community Development Director*

Discussion and possible action to recommend approval to the City Council for the proposed Zoning Code Text Amendment related to Section 31.

C. Zoning Code Text Amendment - Section 31 General Provisions Accessory Structure Standards

ACTION/COMMENT

Presenter: *Randy Proch, Planning & Community Development Director*

Discussion and possible action to recommend approval to the City Council for the proposed Zoning Code Text Amendment related to Section 31.

D. Zoning Code Text Amendment - Section 8 Violations, Section 27C City Center, and Section 31 General Provisions

ACTION/COMMENT

Presenter: *Randy Proch, Planning & Community Development Director*

Discussion and possible action to recommend approval to the City Council for the proposed Zoning Code Text Amendment related to Section 8, Section 27C, and Section 31.

V. Staff Report on Current Events

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. Executive Session

VIII. Adjournment

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, May 12, 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.



**PLANNING & ZONING
COMMISSION
COMMUNICATION**

**Business Item IV.A
Approval of Minutes**

To: Planning & Zoning Commission Members
From: Rena Dosch, Planning Assistant
Meeting Date: 5/12/2026

RECOMMENDED MOTION:

MOVE TO APPROVE THE APRIL 14, 2026, WORK STUDY SESSION AND REGULAR MEETING MINUTES.

BACKGROUND/DISCUSSION:

N/A

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

N/A

ATTACHMENTS:

1. P&Z WSS Minutes -DRAFT
2. 041426 P&Z REG Minutes - DRAFT

I. Call to Order

The meeting was held in the Library Community Room and called to order by Commissioner Alvey at 6:01 PM. A video recording of the meeting can be viewed [here](#).

Present: Commissioner Brian O'Connor; Commissioner Vickilyn Alvey; Commissioner Bob Darre; Commissioner Cody Conklin; Commissioner Susan Fix; Commissioner Jon Bohm

Absent: Chair, Michael Faith

Staff: Planning Director, Randy Proch; Planning Assistant, Rena Dosch

II. Pledge of Allegiance

Commissioner Alvey led the Pledge of Allegiance.

III. Call to the Community

There were no requests to speak.

IV. Business

A. Citizen Review - Section 8 Violations, Section 27C City Center, and Section 31 General Provisions

DISCUSSED

A citizen review was held, the Commission opened the floor for public discussion regarding the proposed zoning code text amendment; however, no citizens came forward and no public input was received.

B. Zoning Code Text Amendment related to Section 8 Violations, Section 27C City Center, and Section 31 General Provisions

DISCUSSED

Discussion related to the violations procedures in Section 8 to align with the City of Avondale requirements for court proceedings. The parking requirements in Section 27C related to minimum quantities and enforcement of the Development Agreement. Lastly, the landscape screening definition in Section 31 of the Zoning Code related to screening of non-principal uses.

V. Adjournment

MOVE TO ADJOURN THE WORK STUDY SESSION

MOVER Commissioner Conklin, **SECONDER** Commissioner Darre

AYE: Commissioner O'Connor, Commissioner Alvey, Commissioner Darre, Commissioner Conklin, Commissioner Fix, Commissioner Bohm

6 - 0 - 0 Passed

APPROVED:

PLANNING AND ZONING COMMISSION

Michael Faith, Chair
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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, April 14, 2026. 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 Mayor Schoaf at 6:30 PM. A video recording of the meeting can be viewed [here](#).

Present: Commissioner Brian O'Connor; Commissioner Vickilyn Alvey; Commissioner Bob Darre; Commissioner Cody Conklin; Commissioner Susan Fix; Commissioner Jon Bohm

Absent: Chair, Michael Faith

Staff: Planning Director, Randy Proch; Planning Assistant, Rena Dosch

II. Call to the Community

There were no requests to speak.

III. Business

A. Election of Officers

APPROVED

The Commission held a discussion regarding the election of officers for the 2026/2027 term. During the discussion, Commissioner O'Connor nominated Chair Faith for Chairperson, and Commissioner Darre nominated Commissioner Alvey for Vice-Chairperson.

MOVER Commissioner Darre, **SECONDER** Commissioner Conklin

AYE: Commissioner O'Connor, Commissioner Alvey, Commissioner Darre, Commissioner Conklin, Commissioner Fix, Commissioner Bohm

6 - 0 - 0

B. Approval of Minutes

APPROVED

MOVE TO APPROVE THE JANUARY 13, 2026, REGULAR MEETING MINUTES

MOVER Commissioner Darre, **SECONDER** Commissioner Fix

AYE: Commissioner O'Connor, Commissioner Alvey, Commissioner Darre, Commissioner Conklin, Commissioner Fix

ABSTAIN: Commissioner Bohm

5 - 0 - 1 Passed

C. Sun Health Comprehensive Sign Program Amendment

APPROVED

The proposal is to amend the 2005 Sun Health Comprehensive Sign Program (CSP) by including a new page relating to two (2) pedestal signs at the far corners of the property, generally located at the northwest corner of Litchfield Road and Camelback Road.

The owner is looking to update signage throughout the entire complex with the proposed pedestals being the first new signs for the area. They would be located along Camelback Road, at the municipal boundaries to the west with the city of Goodyear (adjacent to Palm Valley) and along Litchfield Road, at the municipal boundaries to the north with the city of Glendale (adjacent to New Leaf Church).

The Zoning Code does not have consideration for major arterial signage like this, with the only other example at the Fry's shopping center across the street, which also needed a CSP. Staff has no concerns about the proposed size (almost 18' tall) as the signage portion is only 10 square feet per face (all four sides will be done). No other modifications are proposed for the remainder of the document.

MOVE TO APPROVE THE AMENDMENT TO THE SUN HEALTH COMPREHENSIVE SIGN PROGRAM, FILE NO. PZ-26-18, LOCATED AT 14100 S. DENNY BOULEVARD, SUBJECT TO THE EXHIBIT PROVIDED

MOVER Commissioner Conklin, **SECONDER** Commissioner Fix
AYE: Commissioner O'Connor, Commissioner Alvey, Commissioner Darre, Commissioner Conklin, Commissioner Fix, Commissioner Bohm
6 - 0 - 0 Passed

D. Zoning Code Text Amendment - Section 31 General Provisions

TABLED

The proposal is to amend the Litchfield Park Zoning Code related to the definition and parameters of screened accessory structures. The subject change has been discussed at length with the Planning & Zoning Commission and through two previous work study sessions with City Council.

Due to numerous ongoing Code Enforcement concerns, Staff initiated a comprehensive evaluation of all accessory structures in the city and presented the findings and trends to both hearing bodies. After deliberation and discussion, a Council-initiated direction was given to focus on the most common type of violation regarding structures taller than the adjacent wall height and their proximity to the neighboring properties.

The current Zoning Code permits screened accessory structures that are no taller than the adjacent opaque fence (wall) and less than 120 square feet to be located 0 feet from the neighboring property lines. Through research, nearly all instances of a similar installation of an accessory structure (mainly for storage, tools, i.e., sheds) are taller than the fence height, but less than 120 square feet.

Council's recommendation was to specifically address this situation and allow screened accessory structures to maintain their 0-foot setback allowance but change the permitted height to extend to 8 feet.

This change does not affect any visible structures in the same location. Properties with view fencing and accessory structures that are visible are still in violation, along with any structures greater than 8 feet and/or those greater than 120 square feet.

MOVE TO TABLE THIS ITEM TO THE MAY 7, 2026 REGULAR MEETING

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

AYE: Commissioner O'Connor, Commissioner Alvey, Commissioner Darre, Commissioner Conklin, Commissioner Fix, Commissioner Bohm

6 - 0 - 0 Passed

IV. Staff Report on Current Events

Mr. Proch stated Heritage Place will open in July, and reported on the school, library and roundabout that will open in August. He reported on a meeting held between staff and the Botanical Gardens and about the City's new app: Engage LP.

V. Commissioner's Report on Current Events

There were no reports provided.

VI. Adjournment

MOVE TO ADJOURN THE REGULAR MEETING

MOVER Commissioner Fix, **SECONDER** Commissioner Darre

AYE: Commissioner O'Connor, Commissioner Alvey, Commissioner Darre, Commissioner Conklin, Commissioner Fix, Commissioner Bohm

6 - 0 - 0 Passed

The regular meeting adjourned at 7:34 P.M.

APPROVED

PLANNING AND ZONING COMMISSION

Michael Faith, Chair

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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, April 14, 2026. 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 IV.B
Zoning Code Text Amendment -
Section 31 Accessory Structure
Screened Height**

To: Planning & Zoning Commission Members
From: Randy Proch, Planning and Community Development Director
Meeting Date: 5/12/2026

RECOMMENDED MOTION:

MOVE TO RECOMMEND APPROVAL OF THE PROPOSED ZONING CODE TEXT AMENDMENT, FILE NO. PZ-25-106, SUBJECT TO THE REDLINED CODE PROVIDED.

BACKGROUND/DISCUSSION:

The proposal is to amend the Litchfield Park Zoning Code related to the definition and parameters of screened accessory structures. The subject change has been discussed at length with the Planning & Zoning Commission and through two previous work study sessions with City Council.

Due to numerous ongoing Code Enforcement concerns, Staff initiated a comprehensive evaluation of all accessory structures in the city and presented the findings and trends to both hearing bodies. After deliberation and discussion, a Council-initiated direction was given to focus on the most common type of violation regarding structures taller than the adjacent wall height and their proximity to the neighboring properties. The current Zoning Code permits *Screened Accessory Structures* that are no taller than the adjacent opaque fence (wall) and less than 120 square feet to be located 0 feet from the neighboring property lines. Through research, nearly all instances of a similar installation of an accessory structure (mainly for storage, tools, i.e., sheds) are taller than the fence height, but less than 120 square feet. Council's recommendation was to specifically address this situation and allow *Screened Accessory Structures* to maintain their 0-foot setback allowance but change the permitted height to extend up to 9 feet.

This change does not affect any visible structures in the same location. Properties with view fencing and accessory structures that are visible are still in violation, along with any structures greater than 9 feet and/or those greater than 120 square feet.

Staff has had ongoing discussions with multiple interested parties (residents) with feedback received and noted along the way.

STAFF RECOMMENDATION:

Staff requests that the Planning & Zoning Commission recommend approval of the proposed text amendment to the City Council.

FINANCIAL IMPACT:

N/A

ATTACHMENTS:

1. PZ-25-106 Nine Foot Allowance

Accessory Structures

2.04 Definitions

Accessory Structure, Screened An accessory structure inside a perimeter, opaque fenced yard, with a height NINE FEET IN HEIGHT OR less than the height of the opaque perimeter fence and not visible from public areas or neighboring properties.

31.03 Accessory Structures

d. Setbacks

1. Except as otherwise provided in subsections (d)(2) through (8) of this section, accessory structures shall be located between the rear property line and the principal building and shall be set back at least five feet from the rear and side property lines and at least ten feet from the principal building.
2. Screened accessory structures one hundred twenty square feet or less in size AND NINE FEET IN HEIGHT OR LESS may have a zero setback.



**PLANNING & ZONING
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**Business Item IV.C
Zoning Code Text Amendment -
Section 31 General Provisions
Accessory Structure Standards**

To: Planning & Zoning Commission Members
From: Randy Proch, Planning and Community Development Director
Meeting Date: 5/12/2026

RECOMMENDED MOTION:

MOVE TO RECOMMEND APPROVAL OF THE PROPOSED ZONING CODE TEXT AMENDMENT, FILE NO. PZ-25-106, SUBJECT TO THE REDLINED CODE PROVIDED.

BACKGROUND/DISCUSSION:

The proposal is to amend the Litchfield Park Zoning Code related to the placement and allowance of accessory structures. The subject change has been discussed at length with the Planning & Zoning Commission and through two previous work study sessions with City Council.

Due to numerous ongoing Code Enforcement concerns, Staff initiated a comprehensive evaluation of all accessory structures in the city and presented the findings and trends to both hearing bodies. After deliberation and discussion, a Council-initiated direction was to revisit the additional items the Planning & Zoning Commission recommended besides the new height rules. Based on P&Z direction from November 2025, the following additional changes are being proposed for recommendation to City Council as a separate item and motion.

1. Allowing accessory structures to utilize lot coverage maximum instead of 500 square foot limit
2. Remove the streetside setback requirement as it does not impact adjacent lots
3. Allow freestanding non-walled structures that marginally impede views onto the course for side yard view fence lots
4. Increase the building permit exemption to 200 square feet to match IRC

Staff has had ongoing discussions with multiple interested parties (residents) with feedback received and noted along the way.

STAFF RECOMMENDATION:

Staff requests that the Planning & Zoning Commission recommend approval of the proposed text amendment to the City Council.

FINANCIAL IMPACT:

N/A

ATTACHMENTS:

1. PZ-25-106 Standards Update

d. Setbacks

1. Except as otherwise provided in subsections (d)(2) through (8) of this section, accessory structures shall be located between the rear property line and the principal building and shall be set back at least five feet from the rear and side property lines and at least ten feet from the principal building.
2. Screened accessory structures one hundred twenty square feet or less in size may have a zero setback.
3. Accessory structures with a height greater than the height of an opaque perimeter fence but ten feet in height or less shall be set back from property lines at least five feet.
4. Accessory structures more than ten feet in height shall be set back from property lines five feet plus one foot for every foot of height over ten feet (step back).
5. ~~For corner lots, accessory structures shall be set back the required side street setback distance.~~
6. Storage accessory structures used as a garage and located on an alley shall be set back not less than four feet from the rear property line and are not subject to step back requirements in subsection (d)(4) of this section.
7. Shade accessory structures other than tents may be located between the side setback line and the principal building and when located as such shall comply with the setback requirements for the principal building.
8. Guesthouses may be located in the area between the side yard setback line and the principal building and between the front yard setback line and the principal building and when located as such shall comply with the setback requirements for the principal building.
9. Rear setbacks on properties with side yard view fences shall be equal to or greater than the length of the view fence portion of the side yard wall FOR ALL ACCESSORY STRUCTURES CONTAINING ONE OR MORE WALL.

f. Lot Coverage; Size

No accessory structure or combination of structures shall occupy more than twenty-five percent of the area lying between the rear of the principal building and the rear property line ~~or exceed five hundred square feet in area, whichever is less.~~ No accessory structure shall cause the maximum lot coverage applicable to the lot to be exceeded.

h. Building Permit

A building permit is required for all habitable accessory structures and all other accessory structures occupying ~~one hundred twenty~~ TWO HUNDRED square feet or more. (Ord. 13-188 § 1; Ord. 11163 § 1)



**PLANNING & ZONING
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**Business Item IV.D
Zoning Code Text Amendment -
Section 8 Violations, Section 27C
City Center, and Section 31
General Provisions**

To: Planning & Zoning Commission Members
From: Randy Proch, Planning and Community Development Director
Meeting Date: 5/12/2026

RECOMMENDED MOTION:

MOVE TO RECOMMEND APPROVAL OF THE PROPOSED ZONING CODE TEXT AMENDMENT, FILE NO. PZ-26-27, SUBJECT TO THE REDLINED CODE PROVIDED.

BACKGROUND/DISCUSSION:

The proposal is to amend the Litchfield Park Zoning Code related to collaborative language with the City of Avondale City Code for civil violations; the required parking within the downtown district; and the allowed materials for screening of non-principal uses.

First, Staff requests to update to Section 8 – Violations, Enforcement, and Penalties to align with the City of Avondale. Though the Zoning Code is comprehensive in acknowledgment of civil violations or misdemeanor charges based on different sections of the Code, an additional paragraph has been suggested and added to ensure that any section or subsection of the Code that does not particularly call out penalties, that a civil violation is the default, instead of a misdemeanor. The proposed amendment aligns with the Avondale City Code, which is where the Litchfield Park court cases are handled.

Second, Staff is adjusting the downtown district parking requirements within City Center zoning. The updated language is intended to utilize the Development Agreement and Site Plan process in order to provide the appropriate amount of onsite parking spaces. The City has provided on-street parking and plans for a future parking garage to accommodate the designed shortfall of surface parking spaces. This update will remove required ratios, tracking, and shared agreements in favor of a holistic solution tailored to each site.

Third, Staff is proposing one specific addition to the Screening of Non-Principal Structures subsection of Section 31. Specifically, there are two isolated instances of artificial leaves being used to screen recreational vehicles. The existing language does not necessarily permit artificial landscaping, and this addition is intended to reinforce this to begin enforcement action.

Staff has not received any feedback on this item.

STAFF RECOMMENDATION:

Staff requests that the Planning & Zoning Commission recommend approval of the proposed text amendment to the City Council.

FINANCIAL IMPACT:

N/A

ATTACHMENTS:

1. Zoning Code Text Amendment - 2026 Spring Cleaning

Violations

8.07 Penalties

- a. A citation issued pursuant to Section 8.04 shall direct the person to whom the citation is issued to pay a fine in the amount set forth in the city of Litchfield Park magistrate court's adopted schedule of fines within ten days of the issuance of the citation or to appear before the city of Litchfield Park magistrate court. Payment of the fine shall constitute a finding of responsibility for the violation for purposes of Section 8.07.
- b. Upon a finding by the city of Litchfield Park magistrate court that a person is responsible for a civil violation of the zoning code, a zoning ordinance, a use permit, a variance or a design review approval, that person, corporation, or other legal entity shall be subject to a civil fine of not more than five hundred dollars for each violation imposed by the city magistrate court.
- c. Any judgment for civil fines or penalties may be collected as any other civil judgment, as provided for in the Arizona Revised Statutes. (Ord. 11-160 § 1 (part); Ord. 06-113 § 1 (part). Formerly 8.06.)
- d. WHENEVER IN THIS ZONING CODE OR IN ANY ORDINANCE OF THE CITY ANY ACT IS PROHIBITED OR IS MADE OR DECLARED TO BE UNLAWFUL OR AN OFFENSE OR A CIVIL VIOLATION, OR WHENEVER IN SUCH ZONING CODE OR ORDINANCE THE DOING OF ANY ACT IS REQUIRED OR THE FAILURE TO DO ANY ACT IS DECLARED TO BE UNLAWFUL OR A CIVIL VIOLATION, WHERE NO SPECIFIC PENALTY IS PROVIDED THEREFOR AND NO OTHER PENALTY PROVISION IS REFERENCED, THE VIOLATION OF ANY SUCH PROVISION OF THIS ZONING CODE OR ANY ORDINANCE SHALL BE A CIVIL VIOLATION SUBJECT TO THE PROCEDURES AND REMEDIES SET FORTH IN THIS CHAPTER.

Litchfield Square Parking

27C.03.a.4.

~~Parking requirements are set forth in Section 29, Parking and Loading Regulations, or as amended by city council through approval of a project's parking demand study.~~

27C.03.a.4.

THE CITY CENTER ZONING DISTRICT SHALL HAVE NO MINIMUM OFF-STREET PARKING REQUIREMENT. OFF-STREET PARKING SHALL BE INSTALLED ON ALL UNENCUMBERED AREAS OF A SITE, DEFINED AS AREAS NOT NECESSARY FOR BUILDINGS, LOADING AREAS, REFUSE AND RECYCLING FACILITIES, FIRE LANES, EMERGENCY ACCESS, OR OTHER CODE-REQUIRED SITE IMPROVEMENTS. PARKING PROVIDED PURSUANT TO THIS SECTION SHALL COMPLY WITH THE APPLICABLE DESIGN AND OPERATIONAL STANDARDS OF SECTION 29, PARKING AND LOADING REGULATIONS AND THE ASSOCIATED DEVELOPMENT AGREEMENTS FOR THE PROPERTIES.

31.04 Screening of Non-Principal Uses

- a. Except as provided in Litchfield Park City Code Section 9-5-5(H) for temporary parking of recreational vehicles on residential lots, recreational vehicles, boats, trucks, buses, utility trailers, or other non-building or landscaping equipment shall be stored only in the side or rear yard and only in accordance with the following:

1. Such items shall be completely screened from view of adjacent and nearby properties and the public rights-of-way and parks by a wall or fence not to exceed six feet in height and/or dense LIVING landscaping, to ensure the equipment is completely screened from view. Dense LIVING landscaping is not subject to height limitations.
2. Nothing in this section shall prohibit suburbans, vans, sport utility vehicles, and pickup trucks, excluding attached trailers, from parking on residential lots in a front driveway.