
Tuesday, October 14, 2025

Work Study Session

I. Call to Order

The meeting was held in the Library Community Room and called to order by Chair Faith at 6:02 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 - Section 3 Administration

DISCUSSED

Ms. Dudley spoke on the topic of the potential text amendment regarding Section 3 for Administrative Procedures. She shared her opinion that she does not believe making Design Review Board (DRB) advisory is required under law.

She questioned the following:

- Whether the code changes would remove subjective standards or if City staff would handle those administratively.
- Would staff be required to formally document and respond to Design Review Board's recommendations.
- How will the Zoning Code distinguish between subjective and objective criteria.
- She asked the Planning and Zoning Commission to consider if eliminating the DRB's public decision-making role reduces the community's input or weaken influence over neighborhood character.
- She stated HB2447 does not require public notice and wants to know how the city will ensure transparency.
- She asked if the city has compared it with other Charter Cities to see how they are preparing to implement HB2447.
- She reiterates that her own interpretation of eliminating voting rights by DRB goes beyond what the bill is requiring.

B. Zoning Code Text Amendment related to Section 3 Administration

DISCUSSED

Mr. Proch gave background as to how HB2447 came to be and what it means for local jurisdictions, going into effect December 31, 2025.

He read sections of our current Zoning Code and stated that it will be illegal as the language is subjective rather than objective. He stated the proposed text language will make the Design Review Board advisory only.

Minor applications, such as solar, walls/fences and sign modifications would not be brought to the advisory board and any input from DRB would be a recommendation to the Zoning Administrator only.

Mr. Proch went through the questions that were submitted to Staff from Design Review Board member, Rachel Dudley, weeks prior and provided answers as directed by the City Manager and City Attorney. He stated that this bill does not override or exempt HOAs, nor does it override Development Agreements.

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, October 14, 2025. I further certify that the meeting was duly called and held and that a quorum was present.

Rena Dosch, Planning Assistant