

I. Call to Order

The meeting was held in the Library Community Room and called to order by Chair Faith at 5:58 PM. A video recording of the meeting can be viewed [here](#).

Present: Chair Michael Faith; Board Member 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. Call to the Community

There were no requests to speak

IV. Call to the Community

There were no requests to speak.

V. Business

A. Approval of Minutes

APPROVED

MOVE TO APPROVE THE NOVEMBER 4, 2025, REGULAR MEETING MINUTES AND THE DECEMBER 9, 2025, WORK STUDY SESSION MINUTES

MOVER Commissioner Alvey, **SECONDER** Commissioner Conklin

AYE: Chair Faith, Board Member Ledyard, Commissioner O'Connor, Commissioner Alvey
Commissioner Darre, Commissioner Conklin, Commissioner Fix
7 - 0 - 0 Passed

B. Heritage Place Comprehensive Sign Program

APPROVED

The proposal is to approve a Comprehensive Sign Program (CSP) document for the project known as Heritage Place, located at 250 W. Village Parkway and zoned City Center (CTR). The unique nature of the Litchfield Square development creates the option for businesses to apply for a CSP in order to best utilize advertising and identification of the uses within each area.

The Zoning Code permits certain allotments of sign square footage and types of signs that may not be fully comprehensive for the types of mixed-use development that is anticipated. The CSP provides a Commission-approved mechanism in order to supplement the Zoning Code as well as increase allowances on the types and sizes of the proposed signs.

Staff supports the modification of the maximum allowances in Section 35 (Signs) of the Zoning Code within the CSP document

MOVE TO APPROVE THE HERITAGE PLACE COMPREHENSIVE SIGN PROGRAM, FILE NO. PZ-25-107, LOCATED AT 250 W. VILLAGE PARKWAY, SUBJECT TO THE EXHIBIT PROVIDED

MOVER Chair Faith, **SECONDER** Board Member Ledyard

AYE: Chair Faith, Board Member Ledyard, Commissioner O'Connor, Commissioner Commissioner Darre, Commissioner Conklin, Commissioner Fix; Commissioner Alvey.
7 - 0 - 0 Passed

VI. Staff Report on Current Events

Mr. Proch spoke about the public information/input meeting regarding current/soon-to-be vacant City-owned buildings that is to be held the following day at St. Peter's church.

VII. Commissioners Report on Current Events

There were no reports provided.

VIII. Executive Session

This item was not held.

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.

IX. Adjournment

MOVE TO ADJOURN THE REGULAR MEETING

MOVER Commissioner Conklin, **SECONDER** Commissioner Darre

AYE: Chair Faith, Board Member Ledyard, Commissioner O'Connor, Commissioner Alvey, Commissioner Darre, Commissioner Conklin, Commissioner Fix
7 - 0 - 0 Passed

The regular meeting adjourned at 6:13 PM.

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, January 13, 2026. I further certify that the meeting was duly called and held and that a quorum was present.

Rena Dosch, Planning Assistant