

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

\rd

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