

# CITY OF LITCHFIELD PARK

## PLANNING AND ZONING COMMISSION

Regular Meeting  
Tuesday, August 13, 2019  
7:00 p.m.  
Litchfield Park Branch Library  
Community Room  
101 W. Wigwam Boulevard  
Litchfield Park, Arizona 85340

Members of the Litchfield Park Planning and Zoning Commission may attend either in person or by telephone conference call.

### I. Call to Order

### 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.)

Information

### IV. Business

#### A. Major General Plan Amendment (GPA #19-01) Proposed for Properties Located at the Northeast Corner of Wigwam Boulevard and Litchfield Road

Information

Review, discussion, and public input regarding a Major General Plan Amendment (GPA #19-01) proposed for properties located at the northeast corner of Wigwam Boulevard and Litchfield Road. The amendment would add text to create a City Center Land Use designation, repeal the 1996 Village Center Specific Plan, and amend the land use map to change approximately 29 acres of City-owned property in the downtown area to a "City Center" land use designation.

#### B. Zoning Code Update

Information

Review, discussion, and possible direction to Staff regarding the ongoing Zoning Code review and update, including Section 28: Zoning Matrix / District Requirements Summary.

#### B. Design Review Board/Board of Adjustment Update

Information

Update on the July 11, 2019 Design Review Board meeting.

#### C. Topics for Referral to City Council

Action

Discussion of and possible referral of new topics to the City Council.

#### D. Minutes

Information  
Action

Possible approval of the minutes of the July 9, 2019 Regular Meeting.

### V. Executive Session

Action

An Executive Session may be called during the public meeting on any item on this agenda pursuant to (i) A.R.S. § 38-431.03(A) (3) for the purpose of receiving legal advice.

**VI. Staff Report on Current Events**

**Information**

This is the time Staff 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. Commissioners' Reports on Current Events**

**Information**

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.

**VIII. Adjournment**

**Action**

Frank Ross, Chairman

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



**Meeting Date:** August 13, 2019

**To:** Planning and Zoning Advisory Commission

**From:** Jason Sanks, Planning Consultant

**Through:** Bill Stephens, City Manager

**Subject:** City Center Land Use Designation Major GPA - Text Amendment to the General Plan adding the City Center land use designation, repealing the Village Center Specific Plan, and proposing a map amendment for approximately 29 acres in the downtown area to the new designation.

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The City of Litchfield Park has initiated a major General Plan Amendment as part of an ongoing process to facilitate development in the downtown area of Litchfield Park. This item was presented to the Planning and Zoning Advisory Board (PZ) on July 9, 2019 as which served to initiate the 60-day review process required by state law. The purpose of this August 14<sup>th</sup> Study Session is to provide an additional opportunity for citizen input in advance of the September Citizen Review of this item with PZ.

As a recap, this application seeks to accomplish three primary objectives:

- 1) Text Amendment to the City of Litchfield Park 2010 General Plan to create a “City Center” land use designation.
- 2) Repeal the 1996 Village Center Specific Plan
- 3) GP Land Use Map amendment to designate approximately 29 acres of City owned property in the downtown area to “City Center” (See Exhibit A)

Staff is actively engaged in development of a related City Center Zoning District, City Center Design Guidelines (to be integrated with the zoning district), and an active rezoning case for the City owned property downtown.

This request follows an 18-month public outreach and downtown planning effort for the City Center by Destination LP. The Destination LP process resulted in the City Council acceptance of their plan documents, including Design Guidelines, for future downtown development. Through that process, City staff and others noted that the establishment of specific entitlement related items, including this major GPA request, would follow as part of the path to foster City Center development.

Over the past several years, the City has acquired several parcels along Wigwam Boulevard and Litchfield Road in order to consolidate ownership and control of property deemed strategically important for development of the City’s downtown area. The parcels obtained by the City are all planned for the City Center area and encompass a total of 29.46-acres. This acreage is the subject of the map amendment component of this

application and is the first formal submittal filed on behalf of the City of Litchfield Park in a multi-step process that involves updating and amending the City’s General Plan and Zoning Ordinance. This proposed General Plan Amendment focuses on the following principles:

1. Facilitate development of the downtown area by introducing a new “City Center” land use designation that supports development of a City Center zoning district and Design Guidelines in the Zoning Ordinance
2. Repeal the outdated Village Center Specific Plan
3. Re-designate approximately 29 acres of city owned property in the downtown area from “Commercial” to the new “City Center” land use designation

All eight of the City-owned parcels in the downtown area are currently designated “Commercial” on the General Plan Land Use Map. These land use designations also lie within the area of the Village Center Specific Plan. The parcel details are as follows:

<b>Parcel No.</b>	<b>Parcel Size</b>	<b>Location</b>	<b>Designation</b>	<b>Zoning</b>	<b>Property Owner</b>
501-68-414D	239,194 SF (5.49-acres)	NEC Litchfield Rd & Wigwam Blvd.	Commercial	NC	City of Litchfield Park
501-68-012S	362,168 SF (8.31-acres)	NWC Desert Ave & Honeysuckle St.	Commercial	NC	City of Litchfield Park
501-68-113A	96,043 SF (2.20-acres)	NEC Cottonwood St. & La Loma Ave.	Commercial	NC	City of Litchfield Park
501-68-974	190,415 SF (4.37-acres)	NWC Old Litchfield Park Rd & Honeysuckle St.	Commercial	NC	City of Litchfield Park
501-68-975	81,291 SF (1.86-acres)	NWC Cottonwood St. & La Loma Ave.	Commercial	NC	City of Litchfield Park
501-68-976	72,244 SF (1.65-acres)	SEC La Loma Ave & Fairway Dr.	Commercial	NC	City of Litchfield Park
501-68-977	82,250 SF (1.88-acres)	SWC La Loma Ave & Fairway Dr.	Commercial	NC	City of Litchfield Park
501-68-414A	159,778 SF (3.66-acres)	214 W. Wigwam Blvd	Commercial	NC	City of Litchfield Park
<b>TTL ACREAGE</b>	<b>29.42</b>				

The Village Center Specific Plan that was adopted in 1996 is no longer as relevant as it once was. Since that time, the vision for the downtown area has evolved and the City now desires a somewhat less “specific” plan for development, but rather better tools to foster development. Adopting a specialized land use designation of City Center, with a future associated zoning district and design guidelines, will provide better tools for implementation of the vision that includes the following concepts:

- Creation of a “Heart” in the middle of the City of Litchfield Park.
- Identify the City Center as a compact mixed-use designation that meets future market and business opportunities.
- Provide a downtown area that provides for both pedestrian and vehicular circulation systems.

- Create a center that allows for city-wide events, commercial/office/expanded resort/parking development while providing plentiful area for open space (natural shade, landscape, greenery, vegetation, walkways).
- Make access to the City Center convenient to locals and outside visitors.

The prospective schedule for development of the major GP text, Citizen Review, and adoption of the application is as follows:

<b>Date</b>	<b>Action</b>
Prior to June 3, 2019	Staff review meetings and application materials developed
July 9, 2019	PZ Study Session (60 days prior to notice publication)
July 15, 2019	Start of formal 60-day review period by Review Agencies
August 13, 2019	PZ Study Session – Citizen Input
September 10, 2019 (Tentative Date)	PZ Formal Citizen Review
September 13, 2019	End of formal 60-day review period by Review Agencies
September 16, 2019	Send Public Hearing Notice to paper for publication on 9/23.
September 18, 2019 (Tentative Date)	City Council Study Session (GPA Briefing)
September 23, 2019	Public Hearing Notice Posted & Published
October 8, 2019 (Tentative Date)	PZ Public Hearing
October 13, 2019	Send City Council Public Hearing Notice to paper
October 18, 2019	City Council Public Hearing Notice published & posted
November 12, 2019 (Tentative Date)	PZ Optional Date for Public Hearing
November 20, 2019 (Tentative Date)	City Council Public Hearing to consider GPA
December 18, 2019 (Tentative Date)	City Council second meeting to consider GPA (if needed)

There is no Staff recommendation at this time as this item is presented for citizen input and discussion only.



**Meeting Date:** August 13, 2019

**To:** Planning and Zoning Advisory Commission

**From:** Jason Sanks, Planning Consultant

**Through:** Bill Stephens, City Manager

**Subject:** Zoning Ordinance Rewrite – Land Use Matrix Update

The City staff and the Zoning Code Working Group has performed a Technical Review of the Zoning Ordinance Section 28: Zoning Matrix / District Requirements Summary. As an initial working document, Staff has been working through a legislative edit of the existing code section which needs to be printed on 11x17 paper to be legible (see meeting handout). It is important to note that this current format of having a large, single land use matrix is not intended to be carried over into the new code format. Rather, that format will group land uses allowed in the residential districts together in one table. Other groups of uses, for example, the Commercial Districts, will have their own respective table. There are several reasons for doing this:

- 1) The current matrix format is unwieldy in terms of online review. The City offers an online link to the Zoning Code, and Section 28 currently appears as follows:

Litchfield Park Zoning Code

SECTION 28  
ZONING MATRIX/DISTRICT REQUIREMENTS SUMMARY

ZONING MATRIX

LAND USES	ZONING CATEGORIES															
	Residential Estate	Low Dens. Residential	L.M Dens. Residential	Med. Dens. Residential	H.M Dens. Residential	High Dens. Residential	Low Dens. Multifamily	Med. Dens. Multifamily	High Dens. Multifamily	Patio Home Residential	Resort	Neighborhood Commercial	Community Commercial	Regional Commercial	General Industrial	Open Space
	RE	R1	R1-15	R1-8	R1-6	RC	MFL	MFM	MFH	PH	RT	NC	CS	RS	I	OS
Agritainment																
Arcades, games and centers						L	L	L	L			U	P	P		
Auto fueling and service stations												U	P	P	P	
Bar, tavern, cocktail lounge											P	U	P	P	U	
Barber												P	P	P	P	
Beauty shops												U	P	P	P	
Billiard/pool hall*												U	P	P	P	
Building contractors (storage of goods, materials, and equipment)*																U
Building materials/home improvement													U	U	U	
Car rentals											P	U	P	P	P	
Car wash													P	P	P	
Cemeteries/mausoleums															U	P
Chemical storage requiring a material safety data sheet*												U	U	U	U	

Utilization of the matrix online requires both scrolling up and down, and from left to right. Unfortunately, when scrolling to the right, the permitted “Land Uses” in the first column become no longer visible. While scrolling down the permitted land uses, the

“Zoning Categories” in the top row become no longer visible. Both of these issues make use of the matrix cumbersome for both staff and the general public.

- 2) The size and dimensional aspects of a document so wide to accommodate all of the zoning districts make it difficult to legibly print, unless larger format paper of at least 11x17 is used. Many people at home do not have the capability to print larger than an 8.5x11 or 8.8x14 document.
- 3) Grouping permitted uses in similarly categorized zoning districts makes finding the allowed uses in those districts easier to recognize when not diluted down in the entire land uses list. For example, Home Occupations would not be relevant to the Commercial zoning districts and therefore it is not needing to be shown in a use list for those districts. Rather, staff proposes to show Home Occupations in just the residential land uses category.,

The proposed new format of the Land Use tables would appear similar as follows in the Commercial zoning districts example:

### C. PERMITTED USES

Table 2.3.C: Permitted Uses – Commercial Districts establishes the land use regulations for commercial districts. The use regulations for each district is established by letter or symbol designation as follows:

- “P” Permitted without special conditions.
- “CUP” Permitted with a Council Use Permit.
- “AUP” Permitted with an Administrative Use Permit.
- “TUP” Permitted with a Temporary Use Permit
- “M” Permitted when in compliance with Section ##
- “H” Permitted subject to the conditions of Section ##
- “W” Permitted under limited circumstances in compliance with Section ## and upon obtaining a use permit.
- “\*” Uses which shall be required to maintain a separation from other like uses and other types of uses as defined in Section

**Table 2.3.C: Permitted Uses – Commercial Districts**

Uses	RT	NC	CS	AT	CF	CC
<b>Agricultural</b>						
Agritainment	—	—	—	P	—	—
Farmers Market, Outdoor	—	—	—	P	—	—
<b>Commercial</b>						
Financial Institutions	CUP	P	P	—	P	P
Funeral Home and Mortuary Services	—	<b>CUP</b>	<b>CUP</b>	—	—	
Hotels and Motels	<b>P</b>	—	<b>P</b>	<b>CUP</b>	<b>P</b>	
Non-Chartered Financial Institutions	—	—	<b>CUP</b>	—	<b>CUP</b>	

This format will both be more printable and easier to read onscreen without scrolling side to side.

Another formatting issue Staff has addresses is related to grouping of like uses within the list, using a category and subcategory. An example of this may be “Office” related uses. Currently, offices are listed in the matrix like “Medical and Dental Offices”, “Business and Professional Offices”, etc... and are alphabetically listed under “M” and “B” respectively. We are now proposing to group these similar uses like this”

Uses	RT	NC	CS	AT	CF	CC
<b>Offices</b>						
Medical and Dental	—	P	P	P	P	P
Business and Professional	P	P	P	P	P	P

Land uses are also being updated to reflect more contemporary titles and reference. For example, “Convalescent Homes” will now be referred to as “Assisted Living Facilities”. This concept will carry over to other uses currently referenced as “Car ...” like “Car Rental”. The better term for this is “Vehicle - Rental, Passenger” as it would include light trucks and SUVs.

Land Use Lists Relationship to Parking Requirements

The newly revised land use terms will be cross referenced to match the parking requirements that are currently depicted in Section 29 of the Zoning Ordinance. At this time, Section 29 has required parking for uses that do not directly correspond with uses in the land use matrix of Section 28, leaving ambiguity as to the parking required for certain uses. All uses and associated parking requirements will be reconciled with this ordinance re-write.

Land Use Lists Relationship to Land Use Definitions

The current Zoning Ordinance does not provide land use definitions in Section 2 for all of the uses listed in the Section 28 land use matrix. This ordinance rewrite includes ensuring land use definitions are provided for all the permitted land uses in the code. This will help to eliminate conflicts, interpretations, and ambiguity when trying to apply the code both fairly and consistently to the community. For example, “Community Facilities” are allowed in all of the residential districts, if found that it meets condition L (is compatible with surrounding development). There is no corresponding definition for a “Community Facility” in Section 2. Therefore, Staff is not really clear what a community facility could be and how it would or would not be compatible with surrounding development. The public may assume this means a park or tot lot is a community facility, but someone else may assume it could include a parking lot, maintenance yard, or any other conceivable non-residential development in a residential area.

Use Permits – Council, Administrative, and Temporary

Staff is considering deleting the “L – Permitted when compatible with surrounding uses” since there are no performance standards that detail how this could be routinely, fairly, and consistently applied to a use that is otherwise permitted. Staff suggests that all uses that may need discretionary review to continue requiring a use permit. Depending on the scale of the request, it may be approved administratively by staff or require PZ and CC review and approval. Temporary Use Permits could be also reviewed and approved by staff for up to 30 days. This could apply to special events that are not intended to exist into perpetuity. Events exceeding 30 days in length would require Council approval, and therefore be considered to need a “Council Use Permit” approval



## **DESIGN REVIEW BOARD/BOARD OF ADJUSTMENT UPDATE**

**The following items were acted on at the July 11, 2019 Design Review Board Meeting:**

- ❖ **4808 N. Greentree Drive:** The Board reviewed an application to add 144 square feet of livable space to the of the second floor rear elevation and eliminate the circular staircase and second floor walk out terrace for the home at this address. The application was approved with the condition that the colors and materials of the addition are to match the existing house.
- ❖ **14542 Mountainview Drive:** An applicant was seeking approval to expand a bedroom space which would add 429 square feet to the front of the residence. The application was approved subject to the exhibits provided.
- ❖ **605 E. Fairway Drive:** The design layout of the solar panel installation proposed for this residence was amended just prior to the meeting so that it could be approved administratively. It was withdrawn from the Board's consideration.
- ❖ **14824 W. Luna Court:** The solar panels proposed for this home would be located across the west facing roofline and be partially visible from Luna Court. The panels were not arranged in the required quadrangular shape. It was noted that, due to the complex rooflines of the home, it would be difficult to arrange the panels in a neat quadrangular shape. The application was approved with the condition that all wiring and conduit must be concealed and there must be a minimum 18" clear space between the edge of the panels and the edge of the roof deck.

**MINUTES OF THE REGULAR MEETING  
OF THE LITCHFIELD PARK PLANNING AND ZONING COMMISSION  
July 9, 2019**

**I. Call to Order**

The meeting was held in the Community Room at the Litchfield Library and called to order at 7:00 p.m. by Chairman Ross.

Members Present: Chairman Ross; Vice Chairman Faith; and Commissioners Alvey, Lawrence, and Ledyard.

Members Absent: Commissioner McCarthy.

Staff Present: Jason Sanks, Planning Consultant; and Pamela Maslowski, Director of Planning Services.

**II. Pledge of Allegiance**

Chairman Ross led the pledge.

**III. Call to the Community**

There were no requests to speak.

**IV. Business**

**A. Major General Plan Amendment (GPA #19-01) Proposed for Properties Located at the Northeast Corner of Wigwam Boulevard and Litchfield Road**

Mr. Sanks stated that State Statutes require that City Staff present a proposed Major General Plan Amendment (GPA) to the Planning and Zoning Commission at least 60 days prior to noticing for the public hearing that is also required by State Statutes. Processing this GPA is a follow up to the Council acceptance of the Destination LP prepared document related to a conceptual plan for the mostly City-owned properties in the downtown area. This GPA it is part of a multi-point process of getting the entitlements in place to facilitate development of the downtown area. Currently, the downtown area is designated in the General Plan as broad based commercial and it is zoned as Neighborhood Commercial. The intention is to do multiple levels of entitlements including the General Plan Amendment to create a City Center land use designation and to designate these properties as City Center on the General Plan land use map. A Zoning Code text amendment to create a City Center Zoning District and Design Guidelines, that will guide growth as it comes in for that area, as well as Zoning Code map amendment to rezone the parcels to City Center zoning will also be processed. Tonight, Staff is presenting the formal introduction of the GPA, which kicks off the process. It is anticipated that the GPA will be heard by Council before the end of the year.

Mr. Sanks reviewed and discussed his PowerPoint presentation on the GPA, which included:

- An introduction of the project.
- The objectives of the GPA: create City Center land use designation; add a text amendment to create and define a City Center land use designation; amend the land use map to designate the area (approximately 29 acres of City-owned property) as City Center; and repeal the existing 1996 Village Center Specific Plan from the General Plan.
- The GPA tentative processing schedule includes this introduction, study sessions, required 60-day review for review agencies, a public hearing and recommendation by the Planning and Zoning Commission, and a public hearing and possible adoption by the City Council.

- This GPA will be processed prior to the 10-year General Plan update process, which is just beginning. If approved, it will be incorporated into the update.
- The proposed map amendment indicates which properties would be included in the General Plan City Center Land Use Designation. If the owner of a privately-owned property wishes to become a part of the City Center, they would have to file the necessary applications to do so.
- Land Use designations are currently not defined in the General Plan. In doing the 10-year General Plan update, definitions will be added. The definition for the City Center land use designation being proposed for this GPA will then carry over to the updated General Plan.
- The goals for the GPA are:
  - Creation of a “Heart” in the middle of the City of Litchfield Park;
  - Identify the City Center as a compact mixed-use destination that meets future market opportunities and civic needs;
  - Creating a downtown area that caters to both pedestrian and vehicular circulation (walk, bike, carts, etc.);
  - Creating a center that allows for city-wide events, commercial/office/expanded resort/parking development while providing plentiful areas for open space (natural shade, landscape, greenery, vegetation, walkways);
  - Making access to the City Center convenient to locals and outside visitors.
- A Zoning Code text and map amendment will also be processed, which will create a City Center Zoning District and rezone the City-owned parcels to the City Center zoning.

Discussion and questions included:

- There were was talk about parking at the Wigwam. Do the owners of the Wigwam want additional parking and are they looking to use some of the parking that will be developed on the City-owned parcels? Mr. Sanks stated that, generally, the City has found the Wigwam is short on parking, and some of the parking has spilled over to the residential neighborhoods, which has been a nuisance to them. It is Staff’s understanding that there could be some type of typical urban shared mixed use parking scenario with surface lots at the beginning perhaps leading to a parking garage. Staff has not determined any specific uses permitting specific private or public entities, beside what was presented to Council by Destination LP.
- The City Center information noted that there is a demand for office and there will be studies about that. Will that study and others be completed in time to be evaluated prior to the public process? Mr. Sanks stated that Staff will probably rely on the updated Rick Hill study in which retail and other possible uses were looked at within an isolated market and at other distances. All the information that has been looked at since 2014 is being carried through in this process. The GPA proposed tonight is very broad based and retail studies will not be brought into it. The City can rely on the Rick Hill study to drive some of the City’s land use decisions. Destination LP also did a number of studies as part of their project.
- What is the City Manager’s Working Group? The City Manager’s Working Group was established to assist and provide input to Destination LP on the development of their plans. The group is not currently assisting Staff with the GPA or Zoning Code changes.
- There is mention of a park. It would be helpful to know the percentage of open land to developed land. Also, it was noted that the park could be closed for private events. Would the City be managing the calendar for those events and would there be specific hours as to when it is open to the public and when it is closed for private events. Mr. Sanks replied that those comments are very specific to the Destination LP plan. The purpose of the GPA is to create a location on the land use map which will be City Center property and establish that the City is cognizant of the need for the land use. The GPA does not get into specificity about percentages and other such items. Council accepted the Destination LP plan; they did not adopt it as a regulatory document. It was intended to be a reference or guide. Council did indicate that it is a priority to have a centralized civic space

comprised of open space for festivals and other things. Openings and closings for events and hours are not a part of this application.

- Will specific uses of the City Center be discussed at the August meeting? Mr. Sanks stated that level of specificity would be part of the zoning ordinance, which Staff is working on. He anticipates that will be coming before the Commission later in the year.
- Has there been any contact made with the owners of the property located at the northwest corner of Litchfield Road and Wigwam Boulevard to see if they are interested in becoming part of the City Center? Mr. Sanks answered that they will be involved at the level of public notification. Advisement early on was to not bring any private entities on board while doing this City initiated proposal so that, if something changes, progress will not be halted. The City can control this because it is the City's property.

## **B. Design Review Board/Board of Adjustment Update**

It was noted that the report was included in the packet.

## **C. Referrals to City Council**

There were no referrals.

## **D. Minutes**

Commissioner O'Connor moved to approve the minutes of the May 14, 2019 Special and Regular Meetings and the June 11, 2019 Regular Meeting as amended; Commissioner Ledyard **seconded; unanimous approval.**

## **V. Executive Session**

No Executive Session was held.

## **VI. Staff Reports**

Mr. Sanks reported that there has been no movement on the rezoning application for the NWC of Litchfield Road and Wigwam Boulevard, negotiations with Destination LP are ongoing, the Dysart and Camelback Road Center project is progressing, and the Sun Health La Loma Minor GPA and Rezoning application will be coming before the Commission.

## **VII. Commissioners' Report on Current Events**

There were no reports.

## **VIII. Adjournment**

Commissioner Ledyard moved to adjourn; Commissioner Lawrence **seconded; unanimous approval.** The meeting was **adjourned** at 7:33 p.m.

APPROVED:

**PLANNING & ZONING COMMISSION**

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Frank Ross, Chairman

/pm