

CITY OF LITCHFIELD PARK

PLANNING AND ZONING COMMISSION

Regular Meeting
Tuesday, June 11, 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. 2020 General Plan Update

Review and discussion regarding the upcoming 2020 General Plan Update – including plan drafting, citizen review, adoption, and election overview.

Information

B. Topics for Referral to City Council

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

Action

C. Design Review Board/Board of Adjustment Update

Update on the May 2, 2019 Design Review Board meeting.

Information

V. Executive Session

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.

Action

VI. Staff Report on Current Events

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.

Information

VII. Commissioners' Reports 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.

Information

VIII. Adjournment

Frank Ross, Chairman

Action

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



Meeting Date: June 11, 2019

To: Planning and Zoning Advisory Commission

From: Jason Sanks, Planning Consultant

Through: Bill Stephens, City Manager

Subject: 2020 General Plan Update – Plan Drafting, Citizen Review, Adoption, and Election Overview

The City of Litchfield Park is embarking on its 2020 General Plan rewrite update. The current 2010 General Plan was adopted and approved by the voters nearly ten years ago and Arizona Revised Statutes requires a new plan be voted upon every ten years. Staff has started the process internally and have established some initial parameters that it would like to share with the Planning and Zoning Advisory Commission (PZ).

Prospective GP Rewrite, CC Adoption, and General Voting Schedule

- 1. Prospective schedule of new plan development, Citizen Review, adoption, and election (Planning/Legal/Engineering/Finance)**
- 2. Review of existing elements, consideration of additional elements, exhibits**
- 3. Assignment of responsibilities**
- 4. Next Steps**

1. Prospective Schedule

- a. Staff drafting, working and technical review, development of new exhibits, Summer to Fall 2019
- b. Citizen Review – Summer to Winter 2019
- c. Study Sessions – PZ and Council in Fall/Winter 2019/2020
- d. Public Hearings – PZ and Council Winter/Spring 2020
- e. Election – November 2020

2. Review of existing General Plan components, possible new elements

General Plan is comprised of four (4) Sections and has a total page count of 42 pages. Those 4 sections are described as below:

- **Introduction** – Establishes the goals of the General Plan. Examines the history and themes of the City.
- **Amendments and Process** – Explains the process of making amendments to the general plan as well as zoning ordinances.
- **Elements** – The 2010 General Plan has the following general elements:
 - **Community Character** – May provide additional community history, reference to oldest “master planned community in AZ”, focus on City Center development

- **Land Use** – Remove Village Center Specific Plan references, replace with new City Center land use designation and exhibits. It is anticipated that the newly proposed City Center land use designation will be adopted prior to the 2020 General Plan and will be considered a major amendment to the 2010 General Plan.
- **Circulation** – Staff is working to enhance the Circulation Element and is considering a new exhibit dedicated to pedestrian/bicycle/golf cart circulation
- **Environmental**
- **Water Resources**
- **Growth and Development** – Consider adding material related to redevelopment or renovation of aging existing development to help guide policies already in place with the Design Review Board (i.e. renovation and remodels of older homes).
- **Cost of Development** – Reconsider the overall costs of development – including those carried by the developers as well as those of the City.

Possible new elements to discuss may include:

- a. **Historic Preservation**
- b. **Revitalization**
- c. **Recreation (as its own element rather than referenced under another element)**

➤ **Action Summary**

4. Assignment of Responsibilities

Planning:

Management of the revisions to GP rewrite process, content revisions, Citizen Review schedule and presentation, Study Sessions and Hearing presentations. A somewhat detailed process and timeline analysis for Planning related to the rewrite may include the following:

Stages	Process	Timeline
1.	Examination –Removal of any text, graphics or exhibits that are outdated or no longer apply to the GP. –The tracking of removed items will done through the Word version of the current GP using legislative tracking (“Track Changes”) –A line item by line item of removed content will be brought forward to Study Sessions for recordation, review, advice and approval of the removed text/exhibits	3 months
2.	Enhancement –Build the layout themes of the New General Plan using the layout of the current GP (outdated text/exhibits would already have been removed/moved from the previous “Examination” stage). –Establish new colors, font, spacing and page layout themes necessary for the integration of the Old GP into the New GP. –Introduce new design graphics.	4 months
3.	Formation –New sections of the GP will be titled and formatted in the GP with blank spaces until text language is developed. –For items being moved to another section or created as an entirely new section of the GP, the previous text will be kept “as is” until review of that section.	4 months
4.	Content Entry – Upon recordation of newly approved sections and structural layout, content and new text will be entered. – Newly entered text and language will be tracked using legislative	4 months

Stages	Process	Timeline
	edit. Study sessions and City meetings will review each entry of newly entered content for disapproval/approval (this may be done by reviewing at a line by line item approach or reviewing entire sections at once during session).	
5.	Adoption	6 months

Legal Counsel:

Assist with General Plan Amendments and Process Review Stages, calendar of General Plan rewrite process

Engineering Consultant:

EPS Group will be working to update the General Plan’s Land Use Map to reflect all amendments since 2010. Additionally, they are anticipated to prepare the additional following exhibits:

Context Map

Revised Circulation and Pathways Exhibits

- Updates
- New connector road on north end of City Center
- Possible addition of Cart Path network (existing/proposed)
- Bolder delineation of Local/Collector/Arterial differentiation



DESIGN REVIEW BOARD/BOARD OF ADJUSTMENT UPDATE

The following items were acted on at the May 2, 2019 Design Review Board Meeting:

- ❖ **14668 W. Hidden Terrace Loop**: An application for the design plans for a new single-family home to be located on a vacant lot within the gated Reserves section of the Village at Litchfield Park was reviewed. The applicant noted that the Homeowners Association was in the final stages of approving the plans except that he had to submit the pavers design and final colors. The applicants chose a color that was in the middle of the colors of the adjacent homes, but that they are all from the same shade. It was noted that it does not seem that the new home will be out of the ordinary for what has already been built in this neighborhood. The application was approved.

- ❖ **City Center Design Guidelines**: The draft design guidelines for the future City Center were reviewed and discussed.

Prepared by Pam Maslowski