

**MINUTES OF THE REGULAR MEETING
OF THE LITCHFIELD PARK PLANNING AND ZONING COMMISSION
January 8, 2019**

I. Call to Order

The meeting was held in the Community Room at the Litchfield Library and called to order at 7:03 p.m. by Chairman Ledyard.

Members Present: Chairman Ledyard; Vice Chairman Ross; Commissioners Faith, Meese, McCarthy, and O'Connor.

Members Absent: Commissioner James.

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

II. Pledge of Allegiance

Chairman Ledyard led the pledge.

III. Call to the Community

There were no requests to speak.

IV. Business

A. Zoning Code Update

Mr. Sanks stated that, last year, Ms. Maslowski and he had been working on the Zoning Code update. It is typical that a Zoning Code gets updated about every ten years. The Code should reflect the vision of the General Plan. In the next year, Staff and the Commission will be very busy as both the Zoning Code and General Plan will be updated. What is planned is a refresh and update of the Zoning Code. It is also thought that the Subdivision regulations, which are currently contained in the City Code, will be incorporated into the Zoning Code which is typical of many most jurisdictions. Tonight, the presentation will be a refresh of what was covered in the past since there has been some time since this was last presented. Staff and the City Attorney have been busy due to issues that have come up that have needed immediate attention. Some of these items will also be incorporated into the Code if it has not been done already. Staff has been thinking of renaming the Zoning Code as a Unified Development Ordinance. Discussion on the update began in January 2017.

Mr. Sanks displayed and reviewed his PowerPoint presentation regarding the update. He explained that the intent of the update was to integrate compatible development strategies to meet both present and future growth needs, utilize criteria for the City's architecture and zoning guidelines, preserve the City's core, try to introduce new themes and development ideas within the undeveloped areas of the City. As any City grows, new development concepts and design concepts have to be considered. The idea is to not have the updated Code become immediately obsolete with what is already being considered. A good portion of the Code is fairly old. He and Ms. Maslowski have been working through technical review sessions and some of those sessions were previously brought before this Commission. He would like to know if the Commission would like to review the technical aspects in its entirety or if there could be a few Commissioners involved in the first stages before it is brought before the Commission.

Chairman Ledyard suggested that no more than two Commissioners participate in the technical meetings. He also asked that the agenda packets be provided as early as possible to provide the

Commissioners time to review it. After some discussion, it was decided that Commissioners Faith and O'Connor would participate in the technical review. Mr. Sanks stated that Staff will bring the updates before the Commission a few sections at a time for review. The plan is to have this completed by the end of the year. Also, if any of the other Commissioners would like to provide additional information, they should contact him.

B. Referrals to City Council

There were no referrals.

C. Design Review Board/Board of Adjustment Update

Chairman Ledyard stated that the report is in the packet and there were no additional comments.

D. Minutes

Vice Chairman Ross **moved** to approve the minutes of the October 9, 2018 Regular Meeting as amended; Commissioner O'Connor **seconded; unanimous approval.**

V. Executive Session

No Executive Session was held.

VI. Staff Reports

Mr. Sanks reported on the progress of the Sun Health/La Loma Campus General Plan and rezoning applications, noting that a revised submittal is expected.

VII. Commissioners' Report on Current Events

Commissioner O'Connor inquired as to the City's perimeter fence wall replacement plan. Ms. Maslowski explained that there is a plan in place and that the walls are replaced as the City budget allows.

VIII. Adjournment

Vice Chairman Ross **moved** to adjourn; Commissioner Faith **seconded; unanimous approval.** The meeting was adjourned at 7:55 p.m.

APPROVED:

PLANNING & ZONING COMMISSION

David Ledyard, Chairman