

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

**I. Call to Order**

The meeting was held in the Community Room at the Litchfield Library and called to order at 7:07 p.m. by Chairman Ledyard.

Members Present: Chairman Ledyard; Commissioners Alvey, Faith, Lawrence, McCarthy, and O'Connor.

Members Absent: Vice Chairman Ross.

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. Introduction of Newly Appointed Commissioners**

Chairman Ledyard introduced new Commissioners Alvey and Lawrence.

**B. Election of Officers**

Chairman Ledyard explained that, by Code, the Chairman and Vice Chairman positions are limited to two terms. He has served two years as Chairman and, therefore, is not eligible to serve as Chairman again. Vice Chairman Ross has served two years as Vice Chairman and is not eligible for the Vice Chairman position. Commissioner Faith noted that, although, Vice Chairman Ross is not present, he had expressed to him that he would be willing to serve as Chairman for the next term.

Commissioner Faith **nominated** Vice Chairman Ross for Chairman; Commissioner O'Connor **seconded**. There were no other nominations and Vice Chairman Ross was elected as Chairman **unanimously**.

Chairman Ledyard **nominated** Commissioner Faith for Vice Chairman; Commissioner Alvey **seconded**. There were no other nominations and Commissioner Faith was elected as Vice Chairman **unanimously**.

Due to Chairman Ross not being present, Vice Chairman Faith chaired the remainder of the meeting.

**C. Appointment of a Representative to the Design Review Board/Board of Adjustment**

Commissioner Ledyard **nominated** Commissioner O'Connor; Vice Chairman Faith **seconded**. There were no other nominations and Commissioner O'Connor was appointed **unanimously** to continue to serve as the Commission's representative to the Design Review Board/Board of Adjustment.

## D. Set Meeting Schedule

Ms. Maslowski stated that, at this time, there are no other facilities available that can accommodate the needs of the Commission's meetings, and this is the only time and day available that the Library can offer. Staff suggests keeping the current schedule.

Commissioner O'Connor **moved** to continue to hold the meetings on the second Tuesday of the month at 7 p.m.; Commissioner Ledyard **seconded; unanimous approval.**

## E. Zoning Code Update

Mr. Sanks stated that Staff has been fortunate to have Commissioners Faith and O'Connor participate in the last few Zoning Code update working sessions. It has been a while since the last overall update, although a number of smaller updates have occurred. Work on the current overall update has been ongoing for some time now. There is no statutory requirement to update the Zoning Code as there is with the General Plan. As cities build out and mature, it has been found that there are a number of items that need to be updated and addressed. One of the items that will be updated is to transfer zoning district requirements from text into easy to use tables. He is modeling the current update somewhat on the Gilbert Code. Tonight, he is going to address the single family and multi-family residential districts. There are some changes being suggested; however, the changes are more of a refresh and restructure. Any substantial changes would have to be reviewed by the City Attorney as they would involve the rights of the property owners.

Mr. Sanks reviewed his presentation on proposed changes to the Single Family and Multi-Family Zoning Districts that had been included in the agenda packets. This included:

- Intention to establish concise lot standards for single family uses and districts.
- Elimination of the Patio Home District.
- Consolidation of single family and multi-family under the same section.
- Redefining the single family land use definitions.
- The elimination of the open space bonus and making providing 20% open space a requirement.
- Reorganization of the structure and content of the districts.
- Updating the use standards and use definitions.
- Elimination of the requirement for a number of square feet per unit.
- Elimination of the minimum unit/house size.
- Current lot standards will not be changed, just consolidated in a table.
- Removal of the units per acre requirement because there are density provisions with minimum lot standards.
- Elimination of front, side, and rear yard setbacks for multi-family developments and replacement with perimeter setbacks.
- Elimination of minimum development acreage
- Possibility of reduction of front yard setback for living space where garage is recessed.
- Possibility of reducing side yard setback requirements for some single family districts.
- Re-designation of the Residential Cluster District as single family from multi-family.
- Should minimum semi-private outdoor space be required for multi-family developments, such as patios and swimming pools and performance standards versus Code requirements – The Commission noted that they would like Mr. Sanks to look into this.
- Elimination of front, side, and rear yard setbacks for multi-family developments and replacement with perimeter setbacks.
- Modifying building separation distances for multi-family districts.

Mr. Sanks stated that he will be bringing code sections back before the Commission on a regular basis. Once the Commission has completed their review, a Citizen Review will be scheduled. Vice Chairman Faith inquired if redlines could be provided to the Commission so they will be aware of what is changing, and that an updated zoning map be provided. Mr. Sanks stated that he could do the redline documents and that he could ask the City Engineer to provide a zoning map as City Staff does not have the capability to produce it.

**F. Referrals to City Council**

There were no referrals.

**G. Design Review Board/Board of Adjustment Update**

Boardmember O'Connor noted that the report is in the packet and there were no additional comments.

**V. Executive Session**

No Executive Session was held.

**VI. Staff Reports**

Mr. Sanks reported that an amendment of the Sun Health/La Loma Campus General Plan and rezoning applications was submitted, work has begun on the Dysart and Camelback development, and an application for a zoning ordinance amendment for the Hacienda del Rey assisted living facility is being processed.

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

There were no reports.

**VIII. Adjournment**

Commissioner O'Connor **moved** to adjourn; Commissioner McCarthy **seconded; unanimous approval.**  
The meeting was adjourned at 8:11 p.m.

APPROVED:

**PLANNING & ZONING COMMISSION**

Michael Faith, Vice Chairman