

CITY OF LITCHFIELD PARK

PLANNING AND ZONING COMMISSION

Regular Meeting
Tuesday, April 9, 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** **Information**
(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.)
- IV. Business**
 - A. Introduction of Newly Appointed Commissioners** **Information**

Introduction of newly appointed Commissioners Vickilyn Alvey and Debra Lawrence.
 - B. Election of Officers** **Information
Action**

Election of Chairman and Vice Chairman to serve the 2019/2020 term.
 - C. Appointment of a Representative to the Design Review Board/Board of Adjustment** **Information
Action**

Appointment of a Commission Representative to serve on the Design Review Board/Board of Adjustment for the 2019/2020 term.
 - D. Set Meeting Schedule** **Information
Action**

Set meeting dates for the upcoming year per City of Litchfield Park Zoning Code Section 3.01.d.1. Regular Meetings.
 - E. Zoning Code Update** **Information**

Review, discussion and possible direction to Staff regarding a proposed Zoning Code update and process.
 - F. Topics for Referral to City Council** **Action**

Discussion of and possible referral of new topics to the City Council.
 - G. Design Review Board/Board of Adjustment Update** **Information**

Update on the March 7, 2019 Design Review Board and Board of Adjustment meetings.
- 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

David Ledyard, Chairman

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



THE CITY OF
Litchfield Park

DATE: April 9, 2019
TO: Planning and Zoning Commission Members
FROM: Pam Maslowski, Director of Planning Services
RE: Commission Meeting Schedule

The City of Litchfield Park Zoning Code Section 3.01 d.1., requires that the Planning and Zoning Commission meeting dates and times be set at the same time as the election of the Chairman and Vice Chairman. Therefore, this item has been placed on the meeting agenda for your consideration. However, there are not a number of options available that can be considered for the meeting day and time.

The only room available to the City to hold the Planning and Zoning Commission meetings on an ongoing basis is the Litchfield Library Community Room. The only day and time that room is consistently available for these meetings is the second Tuesday of the month at 7 p.m. That is the same day and time that meetings are currently being held.

Staff suggests that the Commission continue to hold their meetings on the second Tuesday of the month at 7 p.m.



Litchfield Park Zoning Code Rewrite

Residential

Discussion

The current City of Litchfield Park Zoning Ordinance(16-215), passed December 7, 2016, calls for an effort to consolidate and revise current standards related to Single-Family (“SF”) zoned districts within the City. The following are current goals and necessities for the rewrite of the Single-Family District sections within the City Code:

- Establish concise lot standards for single-family districts and uses.
- Consolidate and modify the City’s SF district list to exclude outdated SF zones like Patio Home (PH)
- Redefine SF land use definitions for clarity, compatibility and consistency
- Require rather than promote a 20% Open Space provision for all SF districts under 15,000 SF lots, with no provision to use a lesser district’s development standards
- Reformat provisional content and context
- Ensure SF land use and lot development standards are consistent and erase any contradictory development standards



Current Single-Family Districts Established Within the Current Zoning Code (Online)

1. Section 10 – Residential Estate District (RE)
2. Section 11 – Low Density Residential District (R1)
3. Section 12 – Low-Medium Density Residential District (R1-15)
4. Section 13 – Medium Density Residential (R1-8)
5. Section 14 – High-Medium Density Residential District (R1-6)
- ~~6. Section 19 – Patio Home District (PH)~~



SF Rewrite Goals

Re-organize the structure and existing content of the SF districts is not enough. With that, staff intends to develop the new ordinance through the following process...



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SF Focused Rewrite Items– Cont'd

Eliminate the Patio Home District.

The PH district is outdated zoning district that does not meet the residential patterns of the City. With that, Staff plans to remove the entire PH district from the Code.

Eliminate current open space density bonus Standards

Establish a 20% density bonus standard for all zoning districts under 15,000 SF

Examine outdated items (land uses, land use definitions, lot/building standards)

Many of the land uses listed in the Code are inconsistent with each other or do not have the criteria of being defined appropriately. Staff intends to take those uses and consolidate them to one use with an applicable definition.

Example:

1. Child Care Centers
2. Nurseries
3. Kindergartens
4. Daycare

Convert to 1 land use term

Child Care Center

One Definition



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Problems with the SF Zoning Districts

1. Portions of the developments standards and land use language are inconsistent and contradictory
2. Current building standards and lot area standards do not meet optimal design standards that utilize open space and building proportions/ratios to meet current market standards
3. Certain land uses are outdated and need to be redefined and/or re-examined for better utilization within SF districts.
4. Open Space Density Context
5. Eliminate dwelling units per acre standards and simply provide minimum lot size standards
6. Eliminate unit size standards in each district



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New SF Layout

The City of Litchfield Park Staff has reformatted and revised its Zoning Ordinance (16-215). With respect to these revisions, City Staff has established that the Residential Zoning Districts be consolidated into one Article with accompanying Sections: Single-Family Residential (SF) Districts and Multi-Family Residential (MF). With that said, the proposed layout is as follows:

Article 2.2 Residential Zoning District

Section 2.201 Single-Family District

A. Purposes

B. Single-Family Residential District Establishment

C. Permitted Uses

Table 2.201 C Permitted Uses Table

D. Development Regulations

Table 2.201.D Development Regulations

E. Additional Development Regulations

Current Lot Standards (as seen in the LP Code)

Lot Standards	Residential Estate (RE)	Low Density Residential (R1)	Low-Med Residential (R1-15)	Med Density Residential (R1-8)	Patio Home (PH)
Max .Building Height <ul style="list-style-type: none"> • Stories • Feet 	1-2 stories 25-35 ft	1-2 stories 25-35 ft	1-2 stories 25-35 ft	1-2 stories 25-35 ft	1-2 stories 25-35 ft
Minimum Bldg. Size— Principal <ul style="list-style-type: none"> • Min Square footage 	3,000 SF	2,350 SF	1,850 SF	1,500 SF	1,000 SF
Setbacks <ul style="list-style-type: none"> • Front • Rear • Interior Side • Street Side 	40 ft 40 ft 30 ft 40 ft	35 ft 35 ft 15 ft 35 ft	30 ft 30 ft 15 ft 30 ft	25 ft 25 ft 12 ft 25 ft	10 ft 10 ft 5 ft 10 ft
Use Intensity <ul style="list-style-type: none"> • Units Per Acre • Min. Development Acres • Min. Lot Area – sq ft • Min. Lot Width • Maximum Coverage • Bldg. Distance 	(\leq) 0.8 2 43,560 sq ft 150' 30% N/A	0.8-1.6 2 21,780 sq ft 110' 30% N/A	1.7-2.3 2 15,000 sq ft 80' 30% N/A	2.4-4.1 2 8,000 sq ft 60' 40% N/A	4.8-8.2 2 4,000 sq ft 40' 60% 10 ft

*Review pertinent section for limitation



Litchfield Park Zoning Rewrite

Multi-family Sections

Discussion

The current City of Litchfield Park Zoning Ordinance(16-215), passed December 7, 2016, calls for an effort to consolidate and revise current standards related to Multi-Family (“MF”) zoned districts within the City. The following are current goals and necessities for the rewrite of the Multifamily District sections within the City Code:

- Establish concise lot standards for single-family districts and uses thereof.
- Consolidate and modify land use types within the single-family districts for efficiency
- Redefine MF land use definitions for clarity and consistency
- Remove the Open Space Density Bonus
- Reformat provisional content and context
- Ensure MF land use and lot development standards are consistent and erase any contradictory development standards



Current Multifamily Districts Established Within the Current Zoning Code

1. Section 15 – Residential Cluster (this will be moved to SF)
2. Section 16 – Low Density Multifamily (MFL)
3. Section 17 – Medium Density Multifamily District (MFM)
4. Section 18 – High Density Multifamily (MFH)



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MF Rewrite Process

Re-organizing the structure and existing content of the MF districts is not enough. With that, staff intends to develop the new ordinance through the following processes...



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MF Rewrite Process – Cont'd

Consolidate all MF Districts into one (1) New Article frame with Sectional and sub sectional layout.

Examine outdated items such as land uses, land use definitions, lot/building standards

Introduce new and revised content through a series of technical review meetings, stakeholder outreach, city involvement and research

Imbed approved revised content into necessary sections



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Problems with the MF Zoning Districts

1. Residential Cluster to be removed from Multi-Family and dedicated as a Single-Family district as living units are not stacked but still typically on individual lots
2. Portions of the developments standards and land use language are inconsistent and contradictory
3. Current building standards and lot area standards do not meet optimal design standards that utilize open space and building proportion/ratio.
4. Certain land uses are outdated and need to be redefined and/or re-examined for better utilization within MF districts.
5. Open Space Density Context
6. Establish rounded numbers for dwelling units per acre standards



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New MF Layout

The City of Litchfield Park Staff has reformatted and revised Zoning Ordinance (16-215). With respect to these revisions, City Staff has established that the Residential Zoning Districts be consolidated into one Article with accompanying Sections: Single-Family Residential (SF) Districts and Multi-Family Residential (MF). With that said, the proposed layout is as follows:

Article 2.2 Residential Zoning District

Section 2.202 Multi-Family Districts

A. Purposes

B. Multi-Family Residential District Establishment

C. Permitted Uses

Table 2.102 C Permitted Uses Table

D. Development Regulations

Table 2.102.D Development Regulations

E. Supplemental Regulations for Multi-Family Residential Districts

F. General Regulations

Improvements

1. Deletion of the Open Space Density Bonus – The provision of the Open Space Density Bonus appears to be redundant throughout the code and remains an unnecessary provision that does not properly regulate MF developments standards.
2. Consideration of a Balcony/Patio Space Area policy – The City could consider mandatory semi-private open space policy for multifamily dwelling developments. A formula or ratio based policy would help ensure multi-family housing as semi-private outdoor space. 80SF is a typical standard for patios/balconies (8'x10')
3. Consideration of Building Height to Setback policies for High Density MF – Introduce new setback/yard standards for future High Density developments that plan to exceed 2 stories. We have proposed standard setbacks in the Development Standards table but we can also have a setback requirement that is 1' in height to 1' in setback.



Improvements – Cont'd

4. Update, Consolidate and Redefine Land Uses – Many of the land uses within the current Land Use Matrix and throughout the Zoning Code are outdated and unconventional in terms of contemporary MF land uses. It is the goal of Litchfield Park to establish land uses that pertain to today's growth demands and establish thorough and descriptive definitions for those land uses.



MF Lot Standards (as seen in the LP Code)

Lot Standards	Residential Cluster (RC) (Moved to SF)	Low Density Residential (MFL)	Medium Density Residential (MFM)	High Density Residential (MFH)
Max .Building Height <ul style="list-style-type: none"> • Stories • Feet 	1-2 stories 25-35 ft	2 stories 35 ft	2 stories 35 ft	3 stories 40 ft
Setbacks <ul style="list-style-type: none"> • Front • Rear • Interior Side • Street Side Perimeter Setbacks <ul style="list-style-type: none"> • Collector/Arterial Street • Local Street • Non-Residential • Residential 	10 ft * 10 ft * 10 ft * 10 ft *	20 ft 20 ft 20 ft * 20 ft	25 ft 25 ft 25 ft* 25 ft	30 ft 30 ft 30 ft * 30 ft
Use Intensity <ul style="list-style-type: none"> • Maximum Units Per Acre • Min. Development - Acres • Min. Lot Area - sq ft • Min. Lot Width • Maximum Coverage • Bldg. Distance 	12.0 5 3,600 sq ft N/A 60% 10 ft	18.0 5 2,400 sq ft N/A 60% 10 ft	24.0 5 2,000 sq ft N/A 60% 15 ft	30.0 5 1,800 sq ft N/A 60% 15 ft



DESIGN REVIEW BOARD/BOARD OF ADJUSTMENT UPDATE

The following items were acted on at the March 7, 2019 Design Review Board and Board of Adjustment Meetings:

Design Review:

- ❖ **103 E. Bird Lane:** An application for an addition and exterior remodel for the existing home on this property was reviewed. It was noted that the remodel would include raising the roof center section slightly; adding eight feet to the front of the existing garage to create a three-car garage with space for a golf cart; adding an enclosed front courtyard; and changing the style of the home from a traditional/modern ranch to more of a Santa Barbara style, with smooth stucco, corbeled rafter tails and dark framed windows. A rear yard ramada was indicated on the site plan, but the details regarding the structure were not indicated. The application was approved as submitted with the exception of the ramada.
- ❖ **221 Old Litchfield Road:** This applicant was seeking approval of the design plans to convert the existing carport to an enclosed garage and to add a covered entryway. The application was approved with the condition that the colors and materials are to match the existing home.
- ❖ **Southeast Corner of Camelback and Dysart Roads:** The Board reviewed the Comprehensive Sign Plan proposed for the center that will be located at the southeast corner of Dysart and Camelback Roads. Four monument signs were proposed - three multi-tenant monument signs for multiple and one as a single-tenant monument for the main anchor and three multi-tenant signs. It was noted that there were some requirements that must be met because of the use as an emergency room. The application was approved with the condition that the final locations of the monument signs are to be approved by the City Engineer.
- ❖ **KFC Restaurant - 13006 W. Indian School Road within the Wigwam Creek Center:** A representative for KFC was present at the meeting. It was noted that the proposed building striping seemed extreme. The representative explained that the paint colors were indicated in the master schedule sheet, and that the design was scaled back to provide something more in common with the existing center. The Board commented that the plans did not seem to fit in with the existing center, and it was discovered that a different set of plans had been submitted for the agenda than what the applicant's representative was using. The Board provided comments regarding the proposed remodel and asked the representative to bring those comments back to the applicant. The item was tabled.
- ❖ **La Loma Homestead - 5402 N. Litchfield Road:** The Litchfield Park Historical Society along with their architect, Vince Rieselman of Orcutt Winslow, presented the final conceptual plan for the renovation of the La Loma Homestead for the P.W. Litchfield Heritage Center. The Board provided some suggestions and approved the plan as presented.

Board of Adjustment:

- ❖ **313 S. Hacienda Circle**: The applicant was requesting a variance to allow an addition to encroach approximately 18” into required 7’ side yard setback. After holding a Public Hearing, the Board approved the variance based on the Board’s findings that affirmative answers could be provided for the four required conditions.

Prepared by Pam Maslowski