

# CITY OF LITCHFIELD PARK

## PLANNING AND ZONING COMMISSION

Regular Meeting  
Tuesday, September 10, 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. Minor General Plan Amendment and Rezoning Applications Proposed for the Sun Health Owned Properties on the La Loma Campus Located at the Northwest Corner of Camelback and Litchfield Roads

Information

Discussion and Study Session review of Minor General Plan Amendment and Rezoning applications proposed for the Sun Health owned properties on the La Loma Campus located at the northwest corner of Camelback and Litchfield Roads.

#### B. Citizen Review: Major General Plan Amendment (GPA #19-01) Proposed to Repeal the 1996 Village Center Specific Plan, Create a City Center Land Use Designation, and Amend the Land Use Map for City-Owned Properties Generally Located at the Northeast Corner of Wigwam Boulevard and Litchfield Road from Commercial to the New City Center Land Use Designation

Information

1. Staff Report
2. Public Comments
3. Discussion

A work study session will be held to discuss and gather information from citizens regarding a Major General Plan Amendment (GPA #19-01) proposed to repeal the 1996 Village Center Specific Plan, create a City Center Land Use designation, and amend the Land Use Map to change approximately 29 acres of City-owned property in the downtown area generally located at the northeast corner of Wigwam Boulevard and Litchfield Road to the new "City Center" land use designation.

#### C. Zoning Code Text Amendment Application Proposed to Add a New City Center (CTR) Zoning District

Information

Discussion and Study Session review of a proposed Zoning Code Text Amendment proposed to add a new City Center (CTR) Zoning District. The amendment will set forth the City Center Land Use Definition, Use Regulations, Property Development Standards, and Design Criteria for properties located within the City Center Zoning District.

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

Information

Update on the August 1, 2019 Design Review Board and Board of Adjustment meetings.

**E. Topics for Referral to City Council**

**Action**

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

**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:** September 10, 2017

**To:** Planning and Zoning Advisory Commission

**From:** Jason Sanks, Planning Consultant

**Subject:** Applicant Presentation and Study Session review of a proposed Minor General Plan Amendment and Planned Development Rezoning case related to proposed development at the NWC of Camelback and Litchfield Roads.

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## **BACKGROUND AND DISCUSSION**

This minor General Plan Amendment (GPA) and companion rezoning case was submitted to the City of Litchfield Park on June 28, 2016. The amendment included a proposal to re-designate 38 acres of property that is currently designated Commercial with the Mixed-Use (Residential/Public Facility/Agritourism) land use designation. The companion zoning case seeks to rezone the 326-acre property from Public Facility (52 acres), Residential Estate (254 acres) and Neighborhood Commercial (20 acres) to 284 acres of Public Facility with a Planned Development overlay and 42 acres of Agritourism with a Planned Development overlay. The public meeting history on the submittal is as follows:

- October 19, 2016 – City Council - Study Session applicant presentation
- August 2, 2016 – 1<sup>st</sup> Neighborhood Meeting
- January 10, 2017 – PZ Study Session applicant presentation
- July 30, 2019 – 2<sup>nd</sup> Neighborhood Meeting

The first two application submittals included Planned Development booklets that were prepared by Swaback Partners that provided extensive illustrations and text of the desired project scope and vision. During the remainder 2017 until early 2019, the applicant spent time to regroup on the project and prepare a 3<sup>rd</sup> submittal. This time, a new consultant was brought on board for the applicant (Greedy Pickett) and they have repackaged the development request into new development booklets that were provided to Staff as a 3<sup>rd</sup> submittal for the project.

Staff intends to present this request to the DRB for a recommendation on the design elements of the PD request at their November 7, 2019 meeting. Their comments and recommendation will be presented to PZ when the project is brought forward for a recommendation to the City Council.

## **STAFF RECOMMENDATION**

No recommendation is required at this time. Study session comments are encouraged.



**Meeting Date:** September 10, 2019

**To:** Planning and Zoning Advisory Commission

**From:** Jason Sanks, Planning Consultant

**Subject:** Citizen Review - 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 Citizen Review meeting marks the formal opportunity for members of the public and the Planning and Zoning Advisory Board (PZ) to provide comment on the request in advance of upcoming hearing dates where action on the item is expected to take place. Prior to tonight's Citizen Review meeting, the request had been seen by PZ on the following dates:

- 1) July 9, 2019 - Introduction which served to initiate the 60-day review process required by state law.
- 2) August 13, 2019 - Study Session to provide additional opportunity for citizen input in advance of the formal Citizen Review meeting

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 (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 approximately 29 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 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
<b>September 10, 2019</b>	<b>PZ Formal Citizen Review</b>
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)
October 8, 2019 (Tentative Date)	PZ Public Hearing
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.

## General Plan Amendment Narrative

### **GPA 19-01 City Center Major GPA – Text and Map Amendment**

**Location: NEC Wigwam Blvd and Litchfield Road**

**Initiated by: City of Litchfield Park**

### **PURPOSE OF REQUEST**

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.

The intent of this application is 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)

### **BACKGROUND**

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.

### **DESCRIPTION AND JUSTIFICATION REQUEST**

1. **Provide a general, but thorough, narrative that describes the requested change and the reason for the request. Provide supporting data, including calculation of acreage and projected number of dwelling units for residential and proposed square footage of commercial/retail in each proposed land use category.**

See “Purpose” and “Background” above.

**2. If map amendment, indicate the existing and the proposed General Plan Land Use designation(s).**

In addition to amending the text of the General Plan to create the “City Center” land use designation, this application includes a request to change the land use designation of 29 acres of commercially designated property to the new City Center land use designation. The 29 acres of property is comprised of eight separate parcels and are all owned by the City. 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
501-68-414C	1,469 SF (.033 acres)	SEC Desert Ave & Honeysuckle St	Commercial	NC	City of Litchfield Park
<b>TTL ACREAGE</b>	<b>29.57</b>				

**3. In what way does the existing plan inadequately provide suitable alternatives for this request?**

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.

**4. How will this amendment affect property values and neighborhood stability?**

The amendment is anticipated to have a positive impact on property values in the downtown area as it will promote development of otherwise vacant property. The downtown planning concepts include protecting nearby residential neighborhoods, therefore preserving their property values.

**5. How will this amendment contribute to compatible neighborhood development patterns? Discuss in detail adjacent land uses, existing residential densities (if abutting existing/proposed residential development), and how the proposal will be compatible.**

Development of the downtown area will provide numerous positive impacts on the surrounding neighborhoods, including the Wigwam Resort which is situated directly east of the downtown area. Wigwam guests will benefit from having a more complete destination experience in Litchfield Park with the addition of shops, restaurants, services, and civic events. Nearly all residents questioned on their interest in downtown development have indicated they want the property developed with a mixed- use character, but not too dense and traffic will need to be closely managed to protect the neighborhoods from cut-through traffic.

**6. How will amendment contribute to an increased tax base, economic development and employment opportunity? Provide supporting data.**

**If the request seeks to change the land use designation from a commercial to a non-commercial land use designation, provide the estimate decrease in future annual sales tax revenue to the City of Litchfield Park. Provide supporting data**

The land uses within the proposed City Center will ultimately provide a diverse portfolio of land uses that will increase sales tax revenue of the downtown area and generate employment opportunities. While this GPA amendment proposes the development of a new land use designation, the end result will still be of property predominately comprised of commercial related uses.

**7. How will this amendment contribute to maintaining the City’s Community Character as described in the City’s General Plan?**

The Community Character of the current General Plan states that goal of the City is to preserve the historical architecture and nature of Litchfield Park while supporting local community open space for activities and recreational amenities. The City Center designation will provide the opportunity to provide the type of uses that would encourage a healthy lifestyle and venue for both private and civic

events. The City's Community Character emphasizes the need to "preserve the City's history by identifying, protecting and documenting the rich past...". The City Center designation will provide for a means of developing the area while utilizing the City's draft City Center Design Guidelines that maintain that focus.

**8. How will this amendment fulfill the intent of the Discussion section of the Land Use Element: "Specific attention should be given to preserving property values, creating revenue sources, and adding higher paying jobs to support the City's fiscal well-being?"**

The City Center designation will aid in preserving the City's property values by respecting nearby residential neighborhoods while providing a clearer vision in development of the downtown area's vacant property. This vision includes enhanced civic spaces for hosting Litchfield Park's popular festivals as well as a significant amount of commercial development. This new hub of activity will create revenue sources to support municipal services and stimulate job growth. While the retail level jobs may not specifically be considered "higher paying", downtown development will provide a destination that can better attract the environment that those with well-paying jobs tend to expect.

**9. How will this amendment affect existing infrastructure of the area, specifically street systems/traffic, water, drainage, flood control and wastewater?**

A specific plan has not yet been determined for the expansion of utility infrastructure downtown. Some basic infrastructure does exist within the development area including water and wastewater lines. The proposed project is located within the Liberty Utilities service area and is bound by existing 6-inch, 8-inch and 12-inch waterlines and 8-inch sanitary lines. Improvements to the existing water/wastewater lines will take place over several phases; some relocation of the water/sewer lines will be required.

A new street system will need to be developed for the internal portions of the project area. The street system development may include improving and building the following:

- Completing Honeysuckle road so that it connects through from Old Litchfield Rd to N. Desert Ave.
- Completing N Desert Ave and building it through the area to connect from W. Wigwam Blvd to W. Cottonwood St,
- Completing Cottonwood Street and building through from Old Litchfield Rd to Litchfield Rd

**10. How will this amendment affect existing City provided and contracted services, including police, fire and emergency services protection?**

Development of the City Center will increase the City's demand on contracted services. The shops, restaurants, civic events, and other activities will require services as it does in all commercial, civic, and residential development. It is anticipated, however, that the tax revenues generated by the development will cover any potential additional costs of contracted services.

**11. Specifically, what Elements, Goals and Policies of the General Plan will be impacted, both positively and negatively?**

There are no known negative impacts of the proposal as protection of nearby neighborhoods is a key priority. The City Center designation will provide significantly greater opportunities to fulfill the vision of the downtown area as a true mixed-use, heart of the community.

**13. How will this amendment support the overall intent and/or constitute an overall improvement to the General Plan?**

The City's General Plan notes that its purpose is to "*Identify community goals and designate the proposed general distribution, location and extent of such uses of land and other measures to satisfy the goals of this document.*" As stated, it has been the goal of the city and its General Plan to establish a fully developed and vibrant downtown area that provides a diverse spectrum of land uses, including a large open space for civic events, that benefits both tourists and local residents alike. By implementing the City Center designation, the General Plan will now have a clearer outline for downtown core development in the heart of Litchfield Park.



Exhibit A: City Center (CC) Designation Map



**Meeting Date:** September 10, 2019

**To:** Planning and Zoning Advisory Commission

**From:** Jason Sanks, Planning Consultant

**Through:** Bill Stephens, City Manager

**Subject:** Study Session – Text Amendment to the Zoning Ordinance – Creation of the City Center Zoning District

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The City of Litchfield Park has initiated a text amendment to the Zoning Ordinance to create a City Center (CTR) zoning district as part of an ongoing process to facilitate development in the downtown area of Litchfield Park. This Study Session meeting marks the first formal opportunity for members of the public and the Planning and Zoning Advisory Board (PZ) to provide comment on the draft district in advance of upcoming hearing dates where action on the item is expected to take place. Prior to tonight’s introductory meeting, the draft district has received two technical reviews by City staff on August 27, 2019 and September 5, 2019. Staff will also be presenting the draft CTR zoning district to the City Council at their 5:00pm Study Session meeting on September 11, 2019 (the night after this PZ Study Session meeting). Staff will present comments made at the PZ Study Session to the City Council.

### **CTR ZONING DISTRICT DEFINITION**

The proposed definition of the CTR district is as follows:

**“City Center:** This category provides areas for pedestrian-oriented commercial and civic core activities that include ground level retail shops and restaurants, government and professional offices, public parks and plazas. Multi-family residential units may be allowed with a Planned Development district if approved by the Council. Any such use shall consist of a vertically integrated mixed-use project, where at least 30% of the project’s gross floor area (GFA) is dedicated to non-residential uses as part of a Planned Development (PD). The City Center (CTR) District may be approved in the downtown area where the City Council determines an intense commercial core is appropriate.”

### **USE REGULATIONS**

The Use Regulations for the CTR district have been custom tailored for this unique zoning district. In the current code, allowed land uses have been listed with all other zoning districts in the Section 28 Land Use Matrix alongside all other zoning districts in the City. This amendment offers to changes to this format:

- 1) Use Regulations for the CTR district will be provided in an individual table that is embedded in the district itself rather than in the large matrix. This allows the city and prospective developers better focus on uses allowed in the City Center by having a more succinct table to reference.
- 2) Refreshed and updated Use Regulation terms have been developed as part of another active City project to re-write the Zoning Ordinance. This improved terminology is being carried over into the CTR district where aspects related to scaling of uses and provisions for greater height have been provided that are more pertinent to urban form development.

The types of uses allowed in the City Center will drive the type of activities occurring downtown and the type of “vibe” it creates. There have been many perspectives on what the vision of downtown Litchfield Park should become. One perspective is that of a traditional small city downtown with a wide range of uses and daily services. This would be a place where you could work, have lunch, get your hair cut, send a package, and buy needful household items or even buy luxury items. Another perspective is that downtown Litchfield Park would be more retail and higher end personal services oriented - like a Kierland Commons “lifestyle destination” project. A Kierland Commons approach would require a more limited allowed use list and not include places like “dry cleaners” and “day care centers”. Ultimately, the final use list should reflect the type of environment desired for downtown development.

## PROPERTY DEVELOPMENT STANDARDS

The property standards illustrated in the table provided reflect Staff’s direction in presenting setbacks and other standards in a more concise table format rather than the current code’s long form sentence structure. This is part of the ongoing staff effort in the Zoning Ordinance rewrite project.

Another change in the formatting of development standards is to present non-residential development standards as related to abutting uses – such as residential or arterial streets. The current setbacks for commercial zoning district are still formatted like those of a residential lot – with front, rear and side yards. The following excerpt from the current code provides an example:

[SHARE](#)

**22.05 Setback Regulations**

**a. Front Yard**

1. There shall be a front yard having a depth of not less than fifty feet unless approved as a part of a development plan.
2. Where a lot is located at the intersection of two or more streets, there shall be a yard conforming to the front yard requirements on each street side of a corner lot. No accessory building shall project into yards required to conform with the front yard requirements.

**b. Side Yard**

None required, except that:

1. Where a lot is adjacent to a residential zoning district there shall be a side yard on the side of the lot adjacent to such residential zoning district having a

Commercial development, including future development of the City Center, does not have true front and side yards like a home on a residential lot. Rather, it is more appropriate that commercial development standards be based on adjacency to other use types and streets. That said, the CTR district has accommodated this philosophy in the draft with setbacks from streets, residential, and non-residential uses.

Unlike the current Neighborhood Commercial zoning that supports appropriate suburban development (i.e. CVS shopping plaza) with significant building setbacks from the street to accommodate customer parking between the street and building, we are seeking to

have buildings brought forward to the street so pedestrians can access store fronts, restaurant patios, and other downtown services with ease as found in many downtowns. Staff seeks to preclude new downtown development from having large, suburban style development so pedestrians are not required to traverse large parking lots to enter retail establishments. Parking should be on-street or located between or behind buildings – leaving the public space between the street and the building fronts to be an engaging and interesting place that feels like a destination. That said, PZ and the public should note that 0’ setbacks are proposed throughout downtown so that buildings are built to the sidewalk, or if setback, are developed with patios and plazas that welcome people from the street sidewalk into enjoyable spaces. Currently, the Town Engineer is working on developing appropriate downtown street sections that support this type of environment.

Staff anticipates requests for building heights over 35’ or 2-stories. While a 2-story height limit is currently supported by Staff, there may be opportunities in the future for more than 2-floors. That said, rather than require a variance or Planned Development overlay just for height, Staff has proposed a High Rise overlay district to allow the additional height. The term “High Rise” may have a negative connotation, so Staff can change the term for something more appropriate if PZ or the public desires. The intent is to consider the overlay as a solution for future additional height requests.

## **DESIGN CRITERIA**

Design Criteria have been an integral part of the dialogue on preparing the City Center for development over the last five years. The intent has been to create a well-designed destination in downtown Litchfield Park that respects the history while accommodating responsible development for decades to come. The draft criteria reflect consideration of the many facets related to downtown development and have been the culmination of work prepared by staff and the Destination LP group for the last several years. These criteria, culminating with the development standards presented and the requirement that City Council approve all downtown development projects, ensures implementation of the City Center vision.

**SECTION 27C**  
**CITY CENTER (CTR) DISTRICT**

Subsections:

- 27C.01 Land Use Definition
- 27C.02 Use Regulations
- 27C.03 Property Development Standards
- 27C.04 Design Guidelines

**27C.01 LAND USE DEFINITION**

**City Center:** This category provides areas for pedestrian-oriented commercial and civic core activities that include ground level retail shops and restaurants, government and professional offices, public parks and plazas. Multi-family residential units may be allowed with a Planned Development district if approved by the Council. Any such use shall consist of a vertically integrated mixed-use project, where at least 30% of the project’s gross floor area (GFA) is dedicated to non-residential uses as part of a Planned Development (PD). The City Center (CTR) District may be approved in the downtown area where the City Council determines an intense commercial core is appropriate.

**27C.02 USE REGULATIONS**

A building or premises shall be used only for the purposes as set forth in Table 27C.02A – City Center Land Use Regulations:

- ‘P’ Permitted without special conditions
- ‘U’ Permitted with Use Permit
- ‘PD’ Permitted when approved as part of a Planned Development

**Table 27C.02A – City Center Land Use Regulations**

<b>LAND USES</b>	<b>CITY CENTER (CTR)</b>	<b>ADDITIONAL REQUIREMENTS</b>
<b>Bar, Tavern, Cocktail Lounge</b>	P	
<b>Community Facilities</b>	P	
<b>Convenience Store</b>	P	
<b>Convention Center</b>	P	
<b>Farmers’ Market, Outdoor</b>	L	
<b>Financial Institutions</b>		
<i>Chartered</i>	P	
<b>Fitness Center</b>	P	
<b>Hotel/Motel</b>	P	
<b>Offices</b>		
<i>Medical and Dental</i>	P	
<i>Profession and Business</i>	P	
<i>Public and Government</i>	P	

LAND USES	CITY CENTER (CTR)	ADDITIONAL REQUIREMENTS
<b>Personal Services</b>	P	Exclude massage and tattoo parlors in Definition, they will be defined independently
<b>Recreational Entertainment, Indoor</b>		
<i>Less than 50,000 SF</i>	P	
<i>Greater than 50,000 SF</i>	U	
<b>Recreational Entertainment, Outdoor</b>		
<i>Less than 50,000 SF</i>	P	
<i>Greater than 50,000 SF</i>	U	
<b>Religious Institution</b>	P	We intend to establish an Entertainment District per ARS SEC 4-207C4
<b>Residential Units</b>		
<i>Attached</i>	PD	
<b>Restaurant</b>		
<i>Restaurant, Full Service</i>	P	Definition shall include dine-in and take out
<b>Retail, General</b>		
<i>Less than 50,000 SF per user</i>	P	Definition shall not include pawn shops or second hand goods, other retail types that shall be defined independently
<i>Greater than 50,000 SF per user</i>	U	
<b>Schools</b>		
<i>Private</i>	U	Personal Services – may include educational related uses, learning center. <b><i>Get direction on if we want public/private/vocational schools in the City Center</i></b>
<i>Public / Charter</i>	P	
<i>Vocational/Trade</i>	U	
<b>Smoke Lounge</b>	L	
<b>Veterinary Services, Domestic (Hospital or Clinic)</b>	P	<b><i>Do we want this downtown?</i></b>
<b>Winery/Distillery/Microbrewery</b>	L	<b><i>Consider that we add “w/onsite consumption”</i></b>
<b>Wireless Communication Facility</b>	L	Small Cells, not Monopalms, etc...

**27C.03 PROPERTY DEVELOPMENT STANDARDS**

The requirements of Section 27C, City Center (CTR) District, shall apply to this district, as listed in Table 27C.03 below:

**Table 27C.03A —Property Development Standards**

STANDARDS	CITY CENTER (CTR)	ADDITIONAL REGULATIONS
MAXIMUM BUILDING HEIGHT		
Stories	2	<b><i>Consideration of a High Rise overlay district to allow Council Approval on a discretionary basis for buildings taller than 2’ stories and</i></b>
Feet	35’	

STANDARDS	CITY CENTER (CTR)	ADDITIONAL REGULATIONS
		35'
BUILDING STANDARDS		
Gross Floor Area Ratio (Max.)	2.0	
Building Separation	0'	Where separation is provided, a minimum 10' of space between buildings shall be provided
Building Coverage (Max.)	100%	
SETBACKS (Min)		
Interior Boundary Lines (CTR internal lots)		
<i>Residential Use</i>	0'	<i>See Design Guidelines (Subsection 27C.05)</i>
<i>Non-Residential Use</i>	0'	<i>See Design Guidelines (Subsection 27C.05)</i>
<i>Arterial Street</i>	0'	<i>See Design Guidelines (Subsection 27C.05)</i>
<i>Non-Arterial</i>	0'	<i>See Design Guidelines (Subsection 27C.05)</i>
Exterior Boundary Lines (CTR district perimeter)		
<i>Residential Use</i>	20'	<i>See Design Guidelines (Subsection 27C.05)</i>
<i>Non-Residential Use</i>	0'	<i>See Design Guidelines (Subsection 27C.05)</i>
<i>Arterial Street</i>	20'	<i>See Design Guidelines (Subsection 27C.05)</i>
<i>Non-Arterial</i>	0'	<i>See Design Guidelines (Subsection 27C.05)</i>
LANDSCAPE SETBACKS		
Interior Lots		
<i>Residential Use</i>	0'	<i>See Design Guidelines (Subsection 27C.05)</i>
<i>Non-Residential Use</i>	0'	<i>See Design Guidelines (Subsection 27C.05)</i>
<i>Arterial Street</i>	0'	<i>See Design Guidelines (Subsection 27C.05)</i>
<i>Non-Arterial</i>	0'	<i>See Design Guidelines (Subsection 27C.05)</i>

**A. Additional Property Development Standards**

1. Development shall comply with Section 31 General Provisions.
2. Requirements for walls, landscaping and fences are set forth in Section 30 Walls, Landscaping, and Fences.
3. Signage requirements are set forth in Section 35 Signs, or as amended by the City Council through approval of a Comprehensive Sign Plan.
4. Parking requirements are set forth in Section 29 Parking and Loading Regulation or as amended by City Council through approval of a project's Parking Demand Study.
5. Notwithstanding the provisions of Section 3.04, Paragraph d(1), the design review board may recommend approval, conditional approval or denial of an application. The City Council shall approve, conditionally approve or deny applications for development in the City Center.

**27C.04 DESIGN CRITERIA**

**A. Purpose**

The purpose of these Design Criteria are to provide a framework for the City of Litchfield Park's Design Review process as well as build the framework for the design of its downtown area (City Center). The criteria give direction and reference to developers, governing bodies, City staff and the general public on policies and direction for how the City should implement specific designs and architectural styles.

**B. Land Use Concepts**

1. *Commercial.* A majority of the parcels within the City Center area are anticipated to develop with commercial uses. It is the focus of the City Center to develop specialty retail, restaurant, and entertainment venues. Additional commercial development will provide local residents, resort visitors, and Valley residents a lifestyle destination that is unique to the Phoenix metropolitan area
2. *Office/Business.* Office development, including Class A office space for both government and professional offices, will be important in accomplishing the goal of a pedestrian-oriented environment in the City Center. This will provide needed population and activity downtown during normal business hours rather than just peak periods of evenings and weekends as generally associated with retail and restaurant activities.
3. *High Density Multifamily Residential.* While development downtown is primarily intended to serve commercial, office, and resort needs, the Council may consider multifamily high density residential development if it determines such use will facilitate the City's vision for a pedestrian-oriented environment. Any such use must provide a unique lifestyle and living choice for residents, including residential units above retail and office space. High density multifamily residential uses may only be approved as part of a Planned Development and would be limited to 70% of the gross floor area of a development proposal.

**C. Design Elements**

1. *Expanding Upon Litchfield Park's Legacy and Special Sense of Place.* Combining a "lush" oasis appearance among set design buildings and landscape that merge the built environment with desert themed vegetation.
2. *Compact Building Arrangements.* Taller buildings should cluster together and look down onto the City Center with a centered focus that contributes natural shading and roofline variation for pedestrian foot traffic.
3. *Pedestrian Walkways.* Pedestrian traffic from neighboring areas should lead into the City Center creating a sense of invitation for local traffic and guests staying at the Wigwam Resort. Walkways should be buffered from major vehicular roadways and traffic. Hardscape and vegetative barriers between the resort and the City Center should be eliminated to the extent possible to provide freedom of movement.
4. *Focal Points.* Creating thematic features that convey the identity of Litchfield Park. Focal points should mark a gateway feeling to entrances in the downtown City Center and create subtle experiences for pedestrians as they pass from one area to another. Examples of such transitions may include: towers, domes, fountains and public art displays that provide desired visual effect. Transitioning spaces should be framed with full radius arches that show strolling options past the entries.
5. *Architectural Features.* Throughout the City Center, buildings, pathways, retail and landscaping should be accommodated with small architectural pieces such as light fixtures, decorative tile, and sign brackets that enhance the pedestrian scale experience.
6. *Parking Design* – It is important that surface parking (covered and uncovered) and parking structures be integrated into the overall building design and layout of the City Center. Parking areas should be tucked

behind and sometimes in between buildings, allowing the streetscape to be dominated by retail and office space along its edges. A parking structure should serve to function for several surrounding or nearby buildings as well as remain relatively accessible by minor streets while remaining relatively less dominant than its surrounding building counterparts. Surface and structured parking should accommodate appropriate design as well as landscape features to minimize its otherwise dulling impact on the streetscape.

7. *Environmental Sensitivity* - The City Center landscape should establish a clear hierarchy of plant materials that can identify and accommodate major street, gateway entrances and pedestrian pathways. Plants should be selected for their drought tolerance and maintenance as well as match the surrounding oasis style landscape. Plants should be grouped according to watering requirements.
8. *Signage/Graphics* - Signs should be considered an integral part of the City Center's architectural schematics and incorporate business identification, location identification and directional information. Directory signs may be appropriate for each individual sub-area and serve at the pedestrian scale. City Council may approve Comprehensive Sign Plans that deviate from provisions in Section 35 Signs so long as the applicant can provide justification that such deviations can fulfill the purpose of the Design Criteria of the City Center.

#### **D. Relationships to Existing Development**

It is the responsibility of developers, planners, and architects to demonstrate that new site development is consistent with these guidelines, the Zoning Code, building formation, landscape design and façade patterns of neighboring properties and land uses within the City Center. New development shall demonstrate an ability to coexist with current uses of adjacent properties.

1. *Building Arrangement*. The arrangement of properties within an area should provide for open space and circulation from one development to another.
2. *Facades*. Buildings facades with open courtyards should open out and connect with adjacent buildings that also have courtyards. New developments should not intrude on the open space themes of existing buildings.
3. *Coverage*. Area coverage of adjacent building(s) and newer buildings is encouraged to remain even and consistent.
4. *Alignment*. Lineup of buildings should remain even and parallel with street and pedestrian sidewalks.

#### **E. Building Height and Form**

The height of buildings is important in relationship to adjacent and abutting development. The City encourages building height of up to 2 floors at roof levels. Building levels above 35' or 2-stories is generally discouraged as well as dominating wide box shaped buildings that do not change in plane or façade. Buildings over 2-stories may be approved if appropriately scaled and oriented to adjacent development, subject to City Council of a High Rise overlay.

#### **F. Streetscape and Building Frontage**

Building frontages should be active and inviting and allow for a consistent stream of doorways and walkways that are visible from sidewalks and the street. The building lineup against the street should consist of retail shops, commercial buildings, and restaurants which show activity and life and would capture pedestrian traffic within the City Center area. Developers are encouraged to:

1. Provide ground level openings and windows so that walk-by pedestrians have multiple optional entries and focal points.

2. Provide windows and see-through openings so that pedestrians can view displays shown.
3. Create multiple entrances into building alongside the street or within open space alley ways.
4. Buildings with street frontages should have primary entrances facing the street.

#### **G. Setbacks and Stepbacks**

Building setbacks should be considered as “build to” lines rather set back lines in the effort to bring buildings to the street. Second floors of office and retail centers are encouraged to provide step backs whereas opportunities for second floor balconies, patios, and terraces are encouraged along streetscapes to provide outdoor activities on more than just the ground level.

#### **H. Building Proportions**

Development proposals shall demonstrate proper proportions and scale.

1. Proportions of buildings and structures shall emphasize horizontal width rather than height.
2. Spacing of elemental designs and features should be varied rather than repetitive.
3. Downtown buildings should focus on a maximum building height level of 35 ft. Height over that level shall only be approved with a High Rise overlay. Such height shall not create a negative or detrimental impact on nearby or adjacent properties as will need to be demonstrated through the request for the HR overlay.

#### **I. Building Edge**

Similar to the street frontage, the street edge focuses more on the property line of the business to the street. It is important that developers accommodate openness and covered walkways in the overall building frontage concept. Businesses are encouraged to provide the following:

1. Desired building street edges should be a continuous even edge facing main arterial streets with a generally 0’ or minimal setback provided. Suburban development forms of placing customer parking between the building and the street are highly discouraged.
2. Setbacks should host a wide sidewalk accommodating a minimum of an ##’ clearance for an overall 20’ buffering from building edge to street curb. In locations where a sidewalk less than ##’ has been provided, and equivalent building setback shall be provided to allow a 20’ pedestrian pathway between back of street curb and building.
3. Development of building edges should host covered walkways or other shaded spaces tucked under the building edge. The use of trees and tree grates along all edges and walkways is highly desired.
4. Shallow building courtyards and patios facing the street should meet the edge and be defined by low wall, fencing or equivalent landscaping.



## DESIGN REVIEW BOARD/BOARD OF ADJUSTMENT UPDATE

The following items were acted on at the August 1, 2019 Design Review Board and Board of Adjustment Meetings:

### Design Review Board:

- ❖ **419 E. Palm:** The Board reviewed an application for an exterior remodel and additions for this existing home and property. The additions would include a 460 square foot family room, a new covered rear patio, and a new side yard return wall. It was noted that the colors and materials of the additions would match the existing house and that the new roofs would follow the existing proportions and roof pitches. There was a question regarding the location of the side property fence wall return, and the application was approved with the condition that the side property fence wall return is to be submitted to Staff for review and possible approval.
- ❖ **540 E. Bird Lane:** The applicant for this project was seeking approval for an exterior remodel, conversion of an existing garage to livable space, and the addition of a new four-car tandem garage, porch, patio, courtyard, and livable interior space to the existing residence. The application was approved.
- ❖ **5191 N. Ginning:** A new patio cover for the rear of this residence was the subject of this application. The plans indicated a relatively large patio structure with exposed trusses and a rural theme. The applicant noted that he had submitted his plans to the Homeowners Association, and they had approved the project subject to the materials and colors matching the existing home. The elevation exhibit noted that the roof pitch would match that of the home; however, the photo provided identified a metal roof and wood columns, while the home is stucco with a concrete tile roof. After discussion, the application was approved, noting the Board supports the exposed timber; however, the roof material and stucco, if it is introduced, are to match the existing house.
- ❖ **14581 W. Hidden Terrace Loop:** The arrays of the solar panels proposed for the pitched roof of this home were not arranged in a quadrangular shape and it was noted that was due to the multiple roof edges and planes. The panels would be located on the second floor of the residence and would most likely not be visible from the street, but would be partly visible from the golf course and the neighbor's home. Noting that the roofs of the home would not allow for changes to be made, the application was approved with the condition that all wiring and conduit is to be concealed and a minimum of 18" clear space is to be provided between the edge of the solar panels and the edge of the roof deck.

### Board of Adjustment:

- ❖ **205 Alegre Drive:** The applicant was requesting a variance to allow an addition on the front of the home to encroach 10' into the required 30' setback. After holding a Public Hearing, the

application was approved, based on the Board's findings that affirmative answers could be provided for the four required conditions.

- ❖ **231 S. Old Litchfield Road**: The applicant was requesting a variance to allow a patio cover addition to encroach approximately 7' into the required 10' side yard setback. It was noted that the application did not accurately address the conditions required to grant a variance and the application was continued to the next scheduled meeting.