

# CITY OF LITCHFIELD PARK

## DESIGN REVIEW BOARD

Regular Meeting  
Thursday, November 7, 2019  
7:00 p.m.  
City Hall Conference Room  
214 W. Wigwam Boulevard  
Litchfield Park, Arizona 85340

Members of the Litchfield Park Design Review Board 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. Design Plans for a Roof Mounted Solar Panel Installation Proposed for 14584 W. La Jolla Drive

Information  
Action

Discussion and possible action on the design plans for a roof mounted solar panel installation proposed for 14584 W. La Jolla Drive.

#### B. Design Plans for a New Perimeter Fence Wall Proposed for 400 N. Old Litchfield Road - NWC of Old Litchfield Road & Fairway Drive (continued from 10/04/18)

Information  
Action

Discussion and possible action on the design plans for a new perimeter fence wall proposed for 400 N. Old Litchfield Road - NWC of Old Litchfield Road & Fairway Drive.

#### C. Design Plans for an Addition/Remodel Proposed for 945 N. Villa Nueva Drive

Information  
Action

Discussion and possible action on the design plans for an addition/remodel proposed for 945 N. Villa Nueva Drive.

#### D. Design Plans for an Addition/Remodel Proposed for 205 W. Alegre Drive

Information  
Action

Discussion and possible action on the design plans for an addition/remodel proposed for 205 W. Alegre Drive.

#### E. Design Plans for an Addition/Remodel Proposed for 1154 N. Villa Nueva Drive

Information  
Action

Discussion and possible action on the design plans for an addition/remodel proposed for 1154 N. Villa Nueva Drive.

#### F. Minutes

Information  
Action

Possible approval of the minutes of the September 5, 2019 Meeting.

### V. Staff Report on Current Events

Information

### VI. Boardmembers Reports on Current Events

Information

This is the time Boardmembers 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. Adjournment**

**Action**

Susan Charnetsky, Chairman

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

**DATE:** November 7, 2019

**TO:** Chairperson Charnetsky and Design Review Board Members

**FROM:** Jason Sanks, Planning Consultant

**SUBJECT:** Applications for Review by the Design Review Board (DRB)

**Solar Electric Project / 14584 La Jolla Drive** - Applicant requests approval for installation of solar electric panels on the pitched roof of an existing single level residence.

Per the City of Litchfield Zoning Ordinance, pitched roof solar energy collector panels shall be subject to the following requirements:

- A. Shall be in a flat configuration, be parallel to the roof plane and appear to be an integral part of the building.
- B. Should be configured in a regular quadrangular shape and aligned with the existing roof edges.
- C. Shall be positioned within the field of the roof plane with a proportional margin of roof between the panel and the roof edges.
- D. The surface of a solar energy collector panel shall be not more than ten inches above the surface of the pitched roof.

Current street view of existing residence:



The proposed solar panels are located primarily on the roof plane that is pitched towards the interior courtyard of the home and therefore not visible from La Jolla Drive. The array generally follows the rooflines and is quadrangular in shape with exceptions made for roof vents and a couple horizontally-oriented panels. A secondary array is placed on a separate roof plane that orientates to the Barranco Drive street side of the home. It is anticipated that this will be the only array that is truly visible from either abutting street on this corner lot.

Staff is supportive of the application due to the lack of visibility of the interior solar panel array from La Jolla Drive.

Staff recommends approval of the application, subject to the DRB finding the project acceptable as proposed or as modified at the meeting, with the standard conditions as applied:

- 1) Approval is subject to exhibits provided by the applicant, subject to any changes as described in the meeting minutes.
- 2) All wiring and conduit shall be concealed
- 3) A minimum of 18" clear space shall be provided between the edge of the solar panels and the edge of the roof deck.

**400 N. Old Litchfield Road – Wall Plan and Elevations** – The owner of the home under construction has requested DRB approval of their proposed wall plan and elevations. The home itself was already approved by the DRB at a prior meeting. The owner understands that the landscaping for the project is still required to be submitted to staff for review and brought before the DRB for approval. It is anticipated that the owner will also file a variance application for the partial view fence adjacent to Scout Park for review by the Board of Adjustment the same evening as the landscape plans.

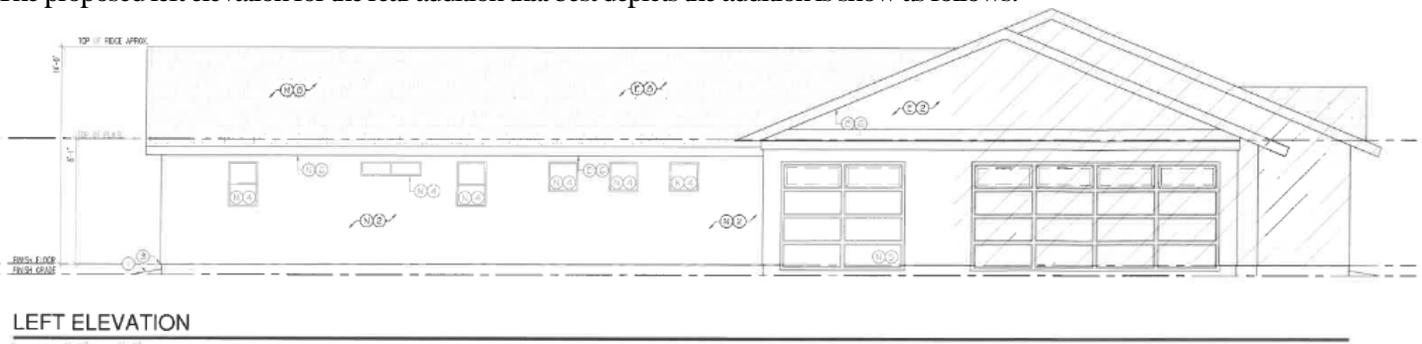
The walls consist of an existing builder wall to the north adjacent to the parking area used by the Wigwam Resort. The 3' wall within the front yard of the home and along the Old Litchfield Road frontage will be stucco over block with brick accents. The low wall will provide some definition of the yard space while allowing the home to still be visible from Old Litchfield Road. Along Fairway Drive, the wall will extend to 6' in height with the same design as the low 3' wall. The proposed view/wall fence along Scout Park will include 4' of masonry and 2' of wrought iron. This partial view fence will require BOA approval to allow this design in lieu of the required full view fence when adjacent to open space.

Staff recommends approval of the wall plan and elevations for 500 N. Old Litchfield Road, subject to the following conditions:

- 1) The elevation and location of Fence Type C is subject to approval of a variance by the Board of Adjustment to allow a partial view fence where a full view fence is required. If the variance is denied, the applicant shall provide staff with a revised Fence Type C elevation for a full fence for approval prior to construction.
- 2) Landscaping for the development shall be submitted separately for review and approval by the Design Review Board.

**3<sup>rd</sup> Car Garage Stall, Master Bedroom, and Pool Cabana Addition to an Existing Residence / 945 N. Villa Nueva Drive** - The applicant for this project seeks approval for a 563 SF addition to the rear of the existing residence, just to the rear of the existing side entry 2-car garage

The proposed left elevation for the rear addition that best depicts the addition is show as follows:



## Existing Side Elevation Street View:



In the elevation above existing street view, the new addition includes the single car garage door and the livable area to the rear of the residence. It appears the existing roofline can accommodate the 3<sup>rd</sup> car door without having to be revised. Also, approximately 694 SF of existing livable area within the home is being reconfigured as part of the revised master bedroom area. Based on the exhibits provided by the applicant, the proposed addition appears to match the existing residence in terms of roof lines and pitch. The application also notes that colors and finishes will match those of the residence to the best degree possible. Staff has noted that certain elevation details like the roof vents in the eaves and the brick wainscoting have not been reflected on the black line elevation drawings. These details will need to be added to the plans for consistency.

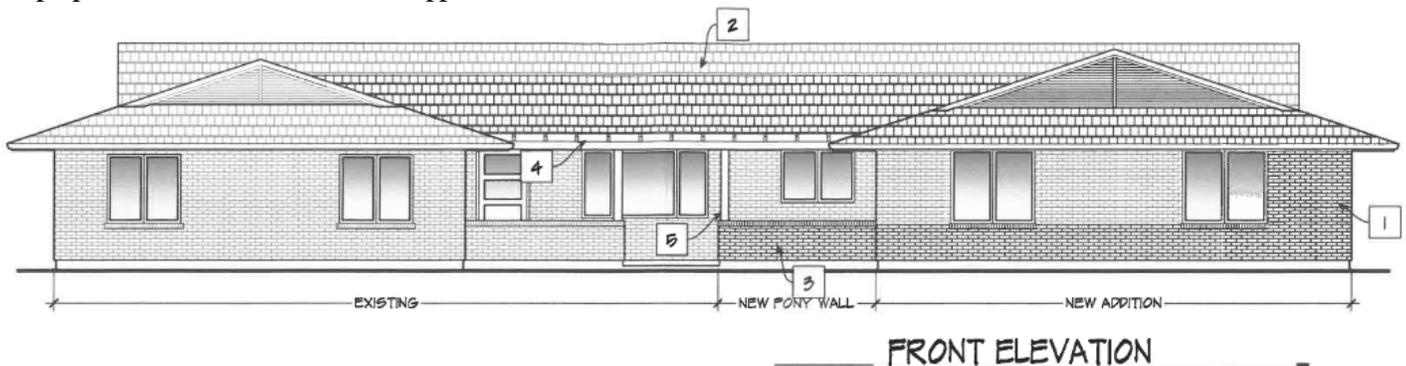
Staff finds that the proposal will add value to the existing residence and surrounding area.

Staff recommends approval of the porch to livable conversion and exterior remodel, subject to the exhibits provided by the applicant, and the following condition:

- 1) All colors, building materials, and finishes shall match those of the existing residence.

**Porch Remodel and Casita Addition / 205 W. Alegre Drive-** The applicant for this project seeks approval to remove and replace an existing front porch and add an attached casita to an existing residence. The project received a variance approval from the Board of Adjustment at their August 1, 2019 hearing to allow the proposed 20' front yard setback for the livable addition.

The proposed elevation for the addition appears as follows:



The proposed exterior elevations appear to integrate the rooflines of the new living, bath, and bedroom addition to the residence. The application notes that the roof pitch, shingles, and slump block architecture will match the existing home. The new living area will not have direct livable access to the rest of the residence, rather its own front door off of the front porch as well as a door to the existing side entry garage. Staff notes that a cook top is shown on the plans. This should be deleted to prevent the creation of a

second dwelling unit on the single family home zoned property.

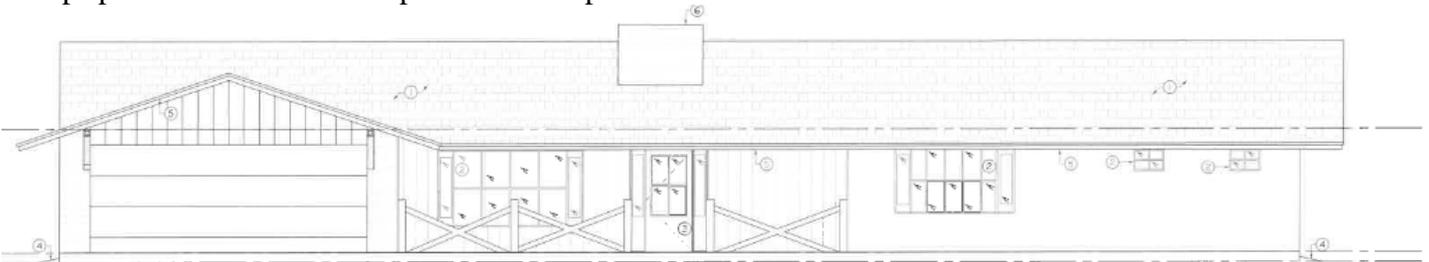
The current front elevation has the side of the garage facing the street with no windows on it. The proposed livable addition includes two windows with matching enhanced sills, so Staff finds the addition will add a more attractive element to the front of the home compared to the existing blank wall. Staff finds that the addition to the home will add value to the residence with the additional livable area and remodeled front porch.

Staff recommends approval of the master bedroom addition, subject to the exhibits provided by the applicant, subject to the following conditions:

- 1) All colors, building materials, and finishes shall match those of the existing residence.
- 2) The proposed cook top range shown on the partial floor plan shall be removed from the plans prior to Building submittal.

**Livable Addition and Exterior Remodel of an Existing Residence / 1154 N. Villa Nueva Drive -** The applicant for this project seeks approval for a 253 SF livable addition to the front of an existing residence and a remodel with a “ranch” theme.

The proposed front elevation that depicts the covered porch enclosure and exterior remodel is shown as follows:



Existing Front Elevation Street View:



In the elevation above existing street view, the graphic shows the enclosure of the existing inset covered front porch. The open fencing shown would project forward into the front yard to create a courtyard effect. New windows are also proposed extending to the right of the front door. Staff noted that the elevations provided by the applicant are mislabeled. The front elevation is inadvertently labeled as the “rear”. This will need to be corrected prior to Building submittal.

Staff finds that the proposal will add value to the existing residence by adding a small amount of additional livable area and a refreshed architectural theme. The courtyard will add a nice feature to the front of the home that replaces the front porch area.

Staff recommends approval of the porch to livable conversion and exterior remodel, subject to the exhibits provided by the applicant, and the following condition:

- 1) All colors, building materials, and finishes shall match those of the existing residence.

**MINUTES OF THE REGULAR MEETING OF  
THE LITCHFIELD PARK DESIGN REVIEW BOARD  
September 5, 2019**

**I. Call to Order**

The meeting was held in the Conference Room at the Litchfield Park City Hall. Vice Chairman Ledyard called the meeting to order at 7:28 p.m.

Present: Chairman Charnetsky; Vice Chairman Ledyard; and Boardmembers Dudley and Romack.

Absent: Boardmember O'Connor.

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

**II. Pledge of Allegiance**

It was noted that the pledge was recited at the Board of Adjustment meeting, held prior to this meeting.

**III. Call to the Community**

There were no requests to speak.

**IV. Business**

**A. Design Plans for an Addition/Remodel Proposed for 1147 N. Oro Vista**

Mr. Sanks stated that this is a proposal to add a guest suite to an existing residence. The addition would be located to the rear of the residence, encompass approximately 640 square feet, and contain a small kitchenette. The application indicates that the roof lines, colors, and materials of the addition will match the existing residence. The proposed windows and doors help to articulate the addition. Based on the elevations provided, Staff does not have any concerns with the appearance and finds that the addition should add value to the existing home and the neighborhood. Approval is recommended.

In response to questions, Phillip Mendoza, the applicant's contractor, confirmed that there was an existing detached garage in the rear of the lot. The addition will be located between the back and the detached garage. It will be in line with the existing exterior wall, and there will be 20 plus feet between the two buildings. He has done the lot coverage calculation and it will be noted on the plans submitted to the building department. Ms. Maslowski noted that it was included on another site plan. Mr. Mendoza stated that the side yard fence will remain, although they may remove a section for access. It will then be rebuilt as it exists now. The distance between the new addition and the fence will be the same distance that the house is now. Boardmember Dudley noted that it appears to be a small unusable space between the house and the addition. Chairman Charnetsky agreed, noting that it would create a space where only leaves and other things will get in and there will be no way to get in and clean it out. Boardmember Romack suggested taking the fence off the corner and tying it into the building corner. Mr. Mendoza stated that is what he planned to do.

Boardmember Romack **moved** to approve the application with the condition that the one piece of fence wall is to come down and the fence wall is to attach to the building corner as discussed and that the colors and materials of the addition are to match the existing; Boardmember Dudley **seconded; unanimous approval.**

## **B. Design Plans for an Addition/Remodel Proposed for 230 E. Bird Lane**

Mr. Sanks stated that this is an application to convert the existing garage to livable space and to add a new garage next to the where the existing garage is now located. The garage will be extended toward the side street which is Castano Drive and will mimic the exterior features of the existing home. The only concern Staff had, understanding that all colors and materials would match, is that the applicant does have an opportunity to provide more articulation, such as a window, on the elevation because it will be extended closer to Castano Drive. Staff does like that the garage does take access from the side. The applicant received a variance at a previous Board of Adjustment meeting, where the side setback was approved. Approval is recommended with, perhaps, a little more articulation against the street view.

Chairman Charnetsky suggested putting a pattern of small high windows that would let light in but not create security issues. Ryan Gilchrist, the applicant, stated that he prefers to put in a window but decided not to put it in the plans because they wanted to keep the same look. They had it designed to be the same window as the south facing wall so it would look like the front of the house. However, around the corner there is currently just a solid wall. They would prefer a window and have no issues putting one in. Boardmember Romack suggested the window match the existing, and Mr. Gilchrist stated the only windows there are large exterior windows. Chairman Charnetsky suggested designing the windows to have the same shape but smaller. It should have the same look. Another option would be three small squares.

Vice Chairman Ledyard **moved** to approve the application with the condition that the colors and materials will match the existing and, if the applicant is going to add windows that they be approved at the Staff level; Boardmember Romack **seconded; unanimous approval.**

## **C. Design Plans for an Addition/Remodel Proposed for 315 Ancora Drive North**

Mr. Sanks stated that this is a request to add a new covered front porch and a new room on to an existing residence located on a corner lot. The room addition will be located on the rear of the residence, behind the garage, and visible from Ancora Drive West. He would like the applicant to provide some clarification how the extension of the front porch would tie into the roofline.

In response to Mr. Sanks' request and additional questions, David Coffman, the applicant, and Karin McMillan, representing the applicant, provided the following information. The existing roof is a 3/12 pitch. The rafters will extend out from the existing top plate and will have a 2/12 pitch at the most. The porch will match the house roof style and have the same roof shingles. Chairman Charnetsky pointed out that it appears that there is a low eave. Mr. Coffman stated that they took that into consideration. The remodel will be very tasteful and will look like a nice ranch home with existing slump block. The roof on the rear addition will be similar to the front. They will take the rafters to the top plate. It will not be a parapet roof; it will be a pitched roof with a very low pitch. They will take the roof back to get the appropriate slope. The addition will be all block with tempered glass. They do not want stucco and frame. He will be planting three 36-gallon Ficus trees. He wants the room for livability for his family.

Mr. Sanks stated that, if the Board is comfortable with the roof pitch, then Staff can support the application. Boardmember Romack pointed out that there are a lot of flat roofs over garages in that neighborhood, so this would not change the look of the neighborhood. He likes the plans because this is a neighborhood that is changing and it is nice that many of the neighbors are trying to spruce up their homes.

Chairman Charnetsky suggested that, if the roof pitch is going to be changed, that it be done behind the existing chimney. Ms. McMillan stated that it would take more roofing, but they are open to doing it. It will provide a little more slope.

Vice Chairman Ledyard **moved** to approve the application as presented and discussed, and with the condition that the colors and materials are to match the existing; Boardmember Romack **seconded; unanimous approval.**

#### **D. Minutes**

Boardmember Romack moved to approve the minutes of the July 11, 2019 minutes; Vice Chairman Ledyard **seconded; unanimous approval.**

#### **V. Staff Report on Current Events**

Mr. Sanks reported on the progress of the Sun Health/La Loma applications, the City Center General Plan and zoning amendments, and the Zoning Code update.

#### **VI. Boardmembers' Report on Current Events**

There were no reports.

#### **VII. Adjournment**

Boardmember Romack **moved** to adjourn the meeting; Vice Chairman Ledyard **seconded; seconded; unanimous approval.** The meeting was adjourned at 8:00 p.m.

**APPROVED:  
DESIGN REVIEW BOARD**

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Susan Charnetsky, Chairman

/pjm