

# CITY OF LITCHFIELD PARK

## DESIGN REVIEW BOARD

Regular Meeting  
Thursday, December 5, 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 (continued from 11/07/19)

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 Garage Addition Proposed for 320 W. Sonoma

Information  
Action

Discussion and possible action on the design plans for a new garage addition proposed for 320 W. Sonoma Drive.

#### C. Design Plans for the Addition of a Porte Cochere Proposed for 665 E. Bird Lane

Information  
Action

Discussion and possible action on the design plans for the addition of a Porte Cochere Proposed for 665 E. Bird Lane.

#### D. Minutes

Information  
Action

Possible approval of the minutes of the October 3, 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:** December 5, 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. **This item was continued from the November 7, 2019 meeting due to applicant's absence.****

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.

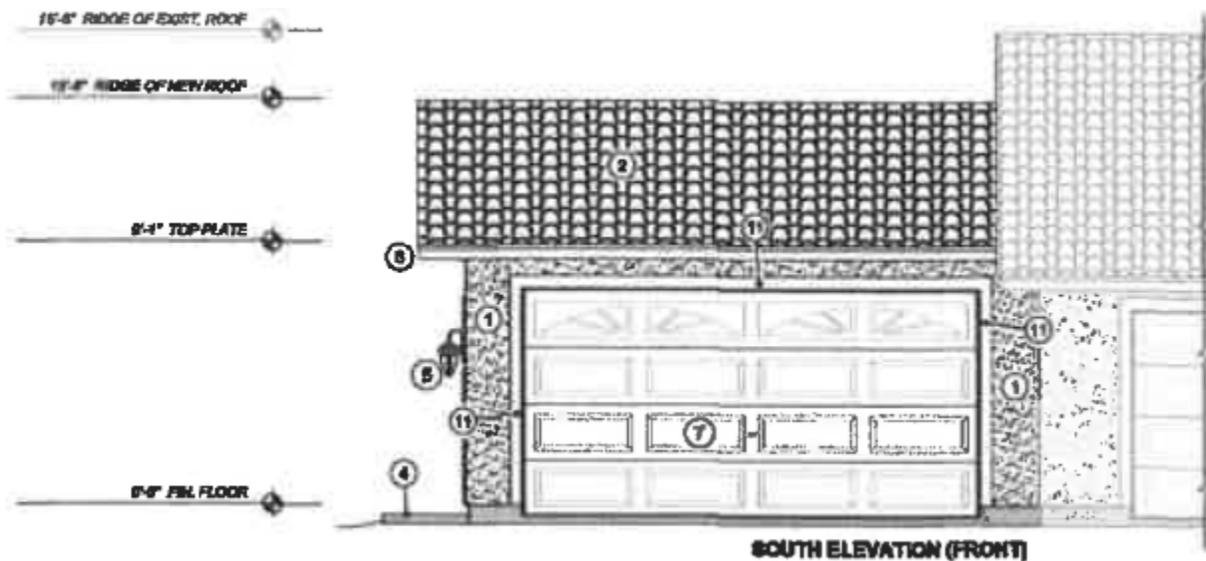
Staff is supportive of the application due to the lack of visibility of the interior solar panel array from La Jolla Drive.

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.

**New Garage / 320 W. Sonoma Drive** - The applicant for this project seeks approval for an attached 4-car (2 bay width) tandem attached garage to an existing residence.

The proposed partial south elevation for the addition appears as follows:



Existing Elevation Street View:



In the partial elevation above existing street view, the new addition includes the new additional two car garage door next two the existing 2-car garage door. It appears that the home will now have a total of 6 garage stalls for vehicles. The new garage addition

will be set back from the existing door and is tucked behind street view from the existing garage. Staff does not anticipate any negative street view impacts of the addition due to its location on the lot and orientation of the home to the street.

Although not specifically noted on the plans, it appears that the architect has attempted to match the stucco finish of the home and match the S-tile concrete roofing material. The proposed garage door also appears to match the existing door in the street view.

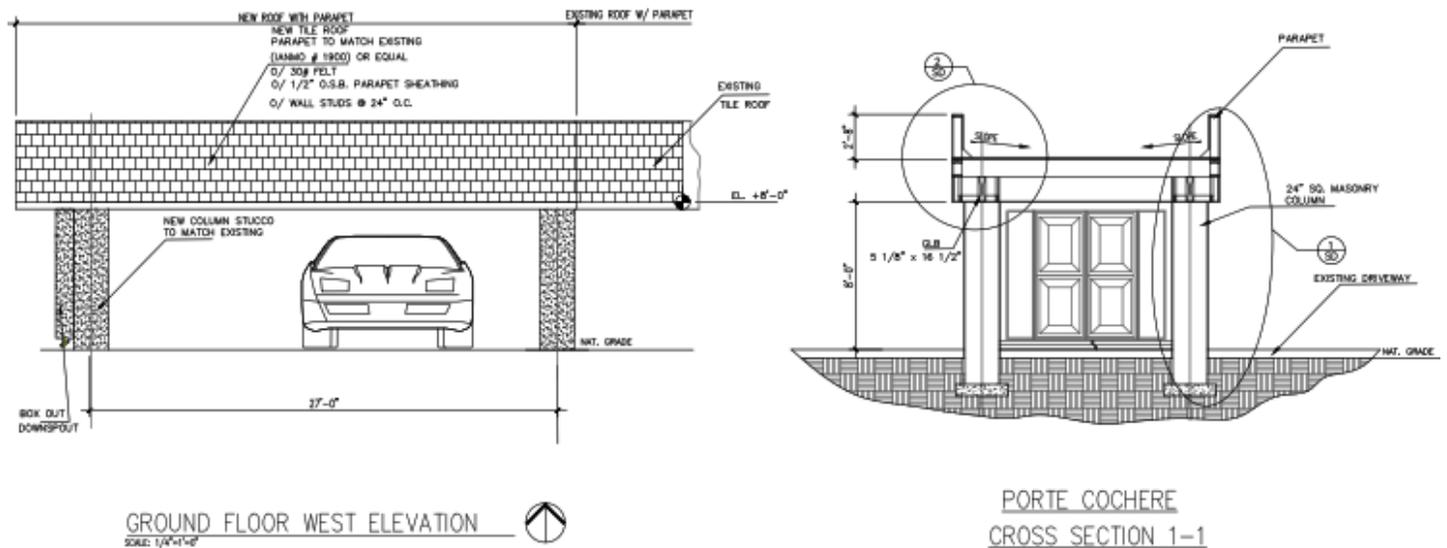
Staff finds that the proposal will add value to the existing residence and surrounding area.

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.

**New Porte Coche / 665 E. Bird Lane** - The applicant for this project seeks approval for a new porte coche on the front of an existing residence.

The proposed partial west elevation for the addition appears as follows:



The porte coche appears to be designed to compliment the existing mansard tile roof design of the home. However, the cross-section detail 1-1 does not seem to reflect the short mansard roof pitch and is instead shown as completely vertical. The applicant should clarify how the roof tile on the new roof cover will integrate into the roof style of the home and if the cross-section detail is incorrect. Based on the Google Street View image, it appears that the circular driveway is existing and there is mature landscaping on the lot. The new porte coche will be somewhat obscured from street view by this landscaping.



The elevations details noted by the applicant indicate that the stucco finish and tile roofing materials will match those of the existing residence. Staff presumes the paint color will also be matched to the existing residence. Overall, staff supports the application pending clarification from the applicant that the roof elements over the porte cochere will match that of the residence.

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) The mansard style roof of the home will be provided on the new porte coche addition.
- 2) 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  
October 3, 2019**

**I. Call to Order**

The meeting was held in the Conference Room at the Litchfield Park City Hall. Chairman Charnetsky called the meeting to order at 7:22 p.m.

Present: Chairman Charnetsky; Vice Chairman Ledyard; and Boardmembers Dudley, O’Conner, and Romack.

Absent: None.

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 205 N. Florence Avenue**

Boardmember Romack recused himself from this item and left the dais.

Mr. Sanks stated that this applicant is requesting design approval for the addition of a new three-car garage. Based on the exhibits provided, the applicant would demolish an existing circular carport and storage area and replace it with a new three-car garage. The proposed exterior elevations appear to integrate the rooflines of the garage addition with the existing residence. There will be two garage doors, one double and one single, and they will be front facing. Based on the photo provided by the applicant, it appears that the existing circular carport is a unique attractive feature on the residence; however, it may not be as useful as the homeowner desires because the full-size truck appears to not fully fit under cover. The site plan for the project indicates that there will be a significant driveway expansion to accommodate the width and access for the garage. The only suggestion that Staff has for the Board to consider is that a driveway taper be considered. The driveway access to the street will then be narrower and complement the streetscape like the current drive and other narrower drives found on neighboring properties. Staff recommends approval with the suggested conditions that the colors and materials of the addition match the existing residence and that the driveway be tapered down from a three-car width to a two-width before reaching the street.

Mark Pray, the applicant, stated that he grew up in this house. In response to a question, he replied that he will use both sides of the garage.

It was noted that the plans indicate a roof mounted air conditioning unit and that the City Zoning Code does not allow roof mounted units. Chairman Charnetsky suggested using a ground mounted unit with an inside air handler. Mr. Gray stated that there is a ground unit now tucked under the

eave where the drive is located. Boardmember Dudley suggested that a mini split system could also work. Mr. Pray noted he could do that.

Vice Chairman Ledyard **moved** to approve the application as presented with the condition that all colors, materials, and finishes are to match the existing residence, the addition's air conditioner is not to be roof mounted, and the driveway is to taper down from a three-car width to a two-car width before reaching the street; Boardmember Dudley **seconded; unanimous approval.**

## **B. Design Plans for an Addition/Remodel Proposed for 740 E. Fairway Drive**

Mr. Sanks stated that the proposal for this address, based on the exhibits provided, appears to be a 320 square foot master bedroom and bathroom addition to the rear of the existing residence, just to the left of the open covered patio. The proposed addition appears to match the existing residence in terms of roof lines and pitch. The materials indicated on the black line elevations provided, however, do not appear to match the home's stucco finish shown on the street view. The elevations show what appears to be existing slump block on the home, with the proposed addition to be wood slat siding. The applicant will need to confirm what finishes are being proposed and that they will match the home. Staff recommends approval subject to the condition that the colors and building materials will match.

Thomas Pitschke, representing the applicant, stated that the front is stucco over slump block, so the whole front has a stucco finish. The garage is block and will remain. Existing on the right side of the rear patio are two different materials – stucco slump block on the bottom and T1-11 siding around the windows, and they will match the addition to that. The side of the addition will be all stucco, so it will match. There will be no wood siding visible from the street. The addition will be a “mother-in-law” unit. There will not be any appliances, just a small sink and cabinets. However, the access will be from the exterior, not the house. In response to a question, Mr. Sanks responded that there is less concern regarding this becoming a second dwelling unit because the access is from the covered patio at the rear of the home rather than from the front of the home. Also, there will be no stove or wiring for a stove. Mr. Pitschke stated the owners have no intention of using this as a rental unit. It is strictly for family use. It was noted that the Building Department will make sure that the stove or cook top wiring is not put in.

Boardmember O'Connor **moved** to approve the application, based on Staff's recommendation and subject to the exhibits provided, with the condition that all building colors and materials shall match the existing residence as noted; Vice Chairman Ledyard **seconded; unanimous approval.**

## **C. Design Plans for a Roof Mounted Solar Panel Installation Proposed for 1001 N. Vista Verde**

Mr. Sanks stated that the applicant is seeking approval of solar panels to be installed on the flat roof of this residence. He reviewed the Zoning Code requirements for solar panels located on a flat roof. He stated that, based on the exhibits provided by the applicant, there is a note in the application that the roof parapet wall may only be 6” tall. The actual dimension of the height of the panels is not noted in the application, but it is anticipated that they will exceed 6”. He would like the applicant to advise the Board as to the height of the panels. In the past, the Board has been very concerned with tilted arrays that are visible from the street.

Nicole, of Titan Solar and representing the applicant, stated that the height can be adjusted depending on the tilt of the module. One of the concerns that the applicant had is that he wants to be able to re-foam his roof and be able to make repairs. The tilt on the panels would allow him to do that. The lowest tilt they can do is 10 degrees which would be about 18” off the roof. She

believes the roof parapet height is 6". Ms. Maslowski noted that, when the application was submitted, she was told the height of the parapet was 6".

Chairman Charnetsky pointed out that it is 6" on the low side, but then it gets higher. Nicole provided photos of the roof parapet. Boardmember Romack noted that there is a part of the parapet that is 6", but other parts are probably 24". Chairman Charnetsky suggested that that the application could be approved with the condition that the height of the panels be no taller than 2" above the height of the parapet. The tilt may have to be adjusted in different areas of the roof. The Board has previously approved panels that are just a few inches above the height of the parapet based on the fact that it would be unlikely that someone standing on the sidewalk or driving by would see them.

Boardmember O'Connor **moved** to approve the application with the condition that the tilt of the panels be adjusted so the height of the panels is no more than 2" above the height of the surrounding parapet wall: Vice Chairman Ledyard **seconded: unanimous approval.**

#### **D. Design Plans for a Roof Mounted Solar Panel Installation Proposed for 14816 W. Escondido Court**

Mr. Sanks stated that this applicant is seeking approval for solar panels on the pitched roofs of this residence. He read the Zoning Code requirements for the location of panels on pitched roofs. He stated that Staff's review of the application found that the panels are located primarily on the roof plane that is pitched towards the rear yard and therefore not visible from the street. The array generally follows the rooflines and is quadrangular in shape with exceptions made for roof vents as identified on the plans. A secondary array is proposed to be located on a separate roof plane that orientates to the west side yard of the home. The panels would be sandwiched between this home and the neighboring home and not very visible. Staff is supportive of the application, although the Board would need to make an exception for the roof vents interrupting the quadrangular format of the primary array.

Boardmember Romack stated he believes the primary array is pointed toward the front of the home, not the back. Mr. Sanks responded that, in that case, there is now an issue with the four empty spaces due to roof vents in an array that will be visible from the street. Boardmember Romack commented that that the panels are flat on the roof plane, and he does not have a concern with the missing panels due to vents. Chairman Charnetsky commented that, in the past, the Board has tried to avoid the "missing tooth" look and tries to keep the panels batched in a regular formation as much as possible. There are a few panels that might be able to be moved over.

Boardmember Romack **moved** to approve the application per the exhibits provided; Boardmember O'Connor **seconded.**

Boardmember Dudley pointed out that the plans indicate that the conduit will be run on over the exterior of the home. Chairman Charnetsky stated that it has to be run under the panels or under an eave. Doug Riecks, of Arizona Solar Concepts and representing the applicant, stated they use a micro inverter, where every panel will have a separate inverter. There will be one conduit going up from the panel box, and it will be painted to match the house and the tile. The one conduit goes into one panel. The panels are plug-and-play. There will be only one conduit going to the next array and that will be painted to match as well. They use an invis-mount racking system. It is the lowest profile system available, with the panels 5" to 6" off the roof. They will make it look as aesthetically pleasing as possible. Chairman Charnetsky stated that the Board usually does not allow the conduit on top of the roof. It can be run through the attic or under the panels. Boardmember Dudley noted the applicant had stated that the conduit for the plug and play panels

will not be visible, and asked if the conduit indicated on the plan that comes from the power box could be run in the attic space. Mr. Riecks stated that, if the electrical box is by the garage, they are sometimes able to go through the garage. However, if the panel box is on the other side, they could not do that. In 90% of their installations, they run the conduit over the roof. Boardmember Romack stated that it might be able to be tucked under the tile. Mr. Riecks stated that might make the panels not lay as flat. They switched over to the micro inverters because it is a much cleaner looking installation.

Boardmember Romack **amended** his motion to add the condition that the conduit is to be run along the eave as much as possible and not along the roof tiles; Boardmember O'Connor **accepted** the amendment; the **amended motion** was **approved unanimously**.

#### **E. City Center Zoning District (CTR) Design Criteria**

Mr. Sanks stated that the concept of a City Center Zoning District has been thought about for some time. Staff was initially tasked with creating design guidelines for the city center. During that process, the City engaged Destination LP to create a plan for the City Center and included design guidelines as part of their required deliverables to the City. City Staff provided their draft Guidelines to Destination and they were then modified through the Destination plan process. Destination's plans were accepted by Council, and Staff was then charged with creating the new City Center District, including design guidelines. The City has also initiated an application to rezone the City-owned properties in the downtown area to this district. The intent has been to create a well-designed destination in downtown Litchfield Park that respects its history while accommodating responsible development for decades to come. The District will provide development standards, permitted uses, as well as design criteria for all development of the City-owned property in the downtown area. The property not owned by the City will remain under the current Neighborhood Commercial zoning; however, that does not preclude the owners from applying to be rezoned to the new City Center District. This Study Session meeting marks the first formal opportunity for members of this Board to provide comment on the design elements in the draft district in advance of upcoming hearing dates where action on the item is expected to take place. Tonight's comments will then be brought forward to the City Council.

The draft City Center District requirements were reviewed and discussed.

After review, Boardmember O'Connor **moved** to recommend that Staff forward to the City Council a recommendation of approval of the City Center District Design Criteria with three conditions:

1. The City Center exterior perimeter be extended to Old Litchfield Road.
2. Parking structures not be allowed within the perimeter treatment of the downtown.
3. Consideration be given to further addressing building heights and stepbacks, particularly on the perimeter.

Boardmember Romack **seconded** the motion and there was **unanimous approval**.

#### **F. Minutes**

Vice Chairman Ledyard moved to approve the minutes of the August 1, 2019 minutes; Boardmember Romack **seconded**; **unanimous approval**.

**V. Staff Report on Current Events**

There was no report.

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

There were no reports.

**VII. Adjournment**

Vice Chairman Ledyard **moved** to adjourn the meeting; Boardmember Romack **seconded; unanimous approval**. The meeting was adjourned at 9:02 p.m.

**APPROVED:  
DESIGN REVIEW BOARD**

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Susan Charnetsky, Chairman

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