

**MINUTES OF THE REGULAR MEETING OF
THE LITCHFIELD PARK DESIGN REVIEW BOARD**

May 2, 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 7:03 p.m.

Present: Chairman Charnetsky; Vice Chairman Ledyard; and Boardmembers Dudley, O'Connor, and Romack.

Absent: None.

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

II. Pledge of Allegiance

Chairman Charnetsky led the pledge.

III. Call to the Community

Robert Darre stated that there have been some robberies in the City lately, and it seems that the sheriff's office is unable to pursue this. Mr. Sanks noted that the comments are not related to the Design Review Board, so they will not be able to respond. It was noted that Staff can forward the comments to the City Manager and, also, that Mr. Darre bring his comments to the City Council at their next meeting.

IV. Business

A. Design Plans for a New Home Proposed for 14668 W. Hidden Terrace Loop

Mr. Sanks stated that this is an application for approval of the design for a new single-family home to be located in a Planned Development with underlying zoning of Residential Cluster (RC). The application includes a site plan, a floor plan, a landscape plan, a color and material palette, and colored building elevations. The home has been designed to fit in with the character of the other homes in the neighborhood, most of which were originally built by Zacher Homes. A subsequent developer built out some of the lots when Zacher Homes went out of business. This lot is one of the three remaining lots which are not yet developed. The home will have a total of 3,375 SF under roof, with 2,552 square feet of livable area, a 566 square foot two-car garage, and 256 square feet of covered patios that will take advantage of the golf course views from the rear yard. Although the front door is actually side facing, the front courtyard entry gate is decorative and faces the street, bringing an attractive "sense of entry" to the home. There is a mix of roof lines – the garage has a parapet roof, while the rest of the home has pitched roofs. He believes it has been approved by the HOA.

Ed Scheletsky, architect for project, stated the HOA has reviewed the project. They have wrapped up their review for the most part except that he still has to submit the pavers and the paint draw down, even though the color selection is from the HOA.

Mr. Sanks stated that Staff finds that the elevations have met the quality, colors, finishes, and architectural style expected of the Villas at Litchfield Park. The home will add value to the community and develop one of the few remaining unfinished lots in the neighborhood. Approval is recommended, subject to the exhibits provided by the applicant.

In response to questions, Mr. Scheletsky responded that the exterior colors would be similar, and in the same tones, as the houses close by. The adjacent home is a darker color, and the one next door is from a different color palette; however, they are all very similar. The community has a set of allowed colors.

He is getting a manufacturer to make a custom color sample tile to match the existing roof tiles in the community. The homes have a very specific tile, and they are working with the community on finding a better tile to use as a replacement tile for the existing homes in the future and for this home. All the existing homes there have a mission style, handmade tile. If his efforts fail with the custom tile, he will use the HOA approved tile,

In response to a comment that the front gate might be cumbersome, it was pointed out that one of the home elevations previously sold in the community had this same setup with the gate. Mr. Sanks stated that it is typical with this type of product to try to put this type of entry in. He feels the gate helps the elevation. It was noted that sometimes the gate is considered the front door. However, it can be cumbersome to go out to open the gate.

Chairman Charnetsky commented that the home elevation does not seem out of the ordinary from the existing homes in the neighborhood. Mr. Scheletsky stated that he tried to match the existing homes with a little touch of different details.

Boardmember Romack **moved** to approve the application as submitted; Vice Chairman Ledyard **seconded; unanimous approval.**

B. City Center Design Guidelines

Mr. Sanks provided background information on the City Center project. He noted that a few years back, Staff had been given direction to prepare design guidelines for the City Center. Draft guidelines were prepared; however, when Destination LP was hired to develop the City Center plan, one of their deliverables was to provide design guidelines. Staff forwarded the draft guidelines to Destination LP, and they provided some additional information and illustrations. The City Center Plan and Guidelines prepared by Destination LP will be presented to Council for possible acceptance. Staff will be drafting a zoning ordinance for the City Center and has been directed to incorporate a set of design guidelines into the Zoning Code which will codify them. Staff wanted to bring them before this Board for input.

The Guidelines were reviewed and discussed.

- The Guidelines contain the following sections: Vision, Historic Background, Introduction, Design Concepts, Site Development, Circulation, Architectural Guidelines, Landscape Guidelines, and Site Furniture.
- It was noted that, in some places, another community is noted instead of Litchfield Park.
- It is a City-owned parcel, so the City can do this in a way that would be best for the City, and the developer will have to conform to that instead of the developer presenting something that they want to do based on their needs.
- The park planned for the middle of the project could be buildable space, but it will most likely remain as open space for the foreseeable future, so that everything can open up to it.
- How to classify the current type of surrounding the City Center architecture was discussed. It was noted that part of it is adobe, but it is more Spanish Mission inspired. Common elements can be used to tie the architecture together.
- The idea is to create a space that people are drawn to.
- The scale should probably be reduced. Decorative items, like bell towers or terraces, could be allowed to be higher. If three stories are allowed, an extra story is usually needed for the elevator.

The items exempted from the height requirements and ways to address them could be listed in the Guidelines.

- A mixture of heights should be required.
- Height should be limited on Wigwam Boulevard, Old Litchfield Road, the extended Village Parkway, and any property adjacent to, or across from, single level residential. The density and height should be more in the middle of the center.
- Tall buildings provide more shade.
- Palm trees are nice, but more shade trees should be provided.
- Structural shade, overhanging the right-of-way, could be an option.
- The site should be designed to strongly discourage traffic from heading into the existing residential neighborhoods.
- Street parking will be important to the types of small retail uses that are being encouraged,
- In the beginning, surface lots and on street parking will be utilized. As the project progresses, potential parking structure locations will need to be identified. The plan is to locate the structures so they are not prominent.
- Parts of the buildings that are on a pedestrian level should be at a human scale.
- If a building set back from the street, perhaps a courtyard or outdoor patio space should be included.
- If four-sided architecture is desired and these will be walk-around buildings, the utility items should not be seen. Perhaps there could be entry points for parking or utility purposes, and there could be a pod-like square in the middle where the utility activity occurs. There should probably be some type of a rolling door.
- Streets and sidewalks should not be too wide because the social connection can get lost.
- City Center Signage will be looked at more closely in the zoning ordinance. Traffic engineers have found that it is safer when roads are narrower. It might be useful to sample developments.
- Verrado's main street is a nice place, but it can feel a little bit crowded during busy times. It is fine because it is only one block. If that same concept were to be applied to the entire City Center area, it would feel very crowded. On the other hand, Park West is the opposite and seems too open. Something in between would be good.
- A lot people create the feeling that this is the place to be.
- Providing ample shade is very important.
- People remember San Antonio for the Riverwalk.
- It has been brought up at a Council meeting that some type of architectural feature could be made out of the canal. People like moving water.
- The City spends a lot of money to maintain the City lake, and it is a nice area. Currently, there are some activities held there and there could be more. It was noted that the lake is more for the community, where the Center will be open to more people.
- Destination LP wants to put in streets where the sidewalk and streets are made of the same material and the streets can be closed off.
- Low water plants will be encouraged.
- Site furniture is very important to encourage people to sit.
- Signage will be addressed in more detail in the zoning ordinance.
- It was noted that addressing sustainability and obtaining LEAD accreditation could lead to some interesting design elements.

Mr. Sanks stated that once Council accepts the plans, Staff will work on finalizing the Design Guidelines.

C. Minutes

Vice Chairman Ledyard **moved** to approve the minutes of the March 7 and April 4, 2019 meetings:
Boardmember Romack **seconded; unanimous approval.**

V. Staff Report on Current Events

Mr. Sanks reported the progress of the Sun Health/La Loma rezoning application; the zoning application for the NWC of Litchfield Road and Wigwam Boulevard, and the SEC of Dysart and Camelback development. He noted Staff has been working on the Zoning Code update, the 10-year General Plan update, and the City Center General Plan Amendment and rezoning cases.

VI. Boardmembers' Report on Current Events

Boardmember Romack reported on the City Council Budget meetings.

VII. Adjournment

Boardmember O'Connor **moved** to adjourn the meeting; Boardmember Dudley **seconded; unanimous approval.** The meeting was adjourned at 8:45 p.m.

**APPROVED:
DESIGN REVIEW BOARD**

Susan Charnetsky, Chairman

/pjm