

**MINUTES OF THE REGULAR MEETING
OF THE LITCHFIELD PARK PLANNING AND ZONING COMMISSION
July 9, 2019**

I. Call to Order

The meeting was held in the Community Room at the Litchfield Library and called to order at 7:00 p.m. by Chairman Ross.

Members Present: Chairman Ross; Vice Chairman Faith; and Commissioners Alvey, Lawrence, Ledyard, and O'Connor.

Members Absent: Commissioner McCarthy.

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

II. Pledge of Allegiance

Chairman Ross led the pledge.

III. Call to the Community

There were no requests to speak.

IV. Business

A. Major General Plan Amendment (GPA #19-01) Proposed for Properties Located at the Northeast Corner of Wigwam Boulevard and Litchfield Road

Mr. Sanks stated that State Statutes require that City Staff present a proposed Major General Plan Amendment (GPA) to the Planning and Zoning Commission at least 60 days prior to noticing for the public hearing that is also required by State Statutes. Processing this GPA is a follow up to the Council acceptance of the Destination LP prepared document related to a conceptual plan for the mostly City-owned properties in the downtown area. This GPA is part of a multi-point process of getting the entitlements in place to facilitate development of the downtown area. Currently, the downtown area is designated in the General Plan as broad based commercial and it is zoned as Neighborhood Commercial. The intention is to do multiple levels of entitlements including the General Plan Amendment to create a City Center land use designation and to designate these properties as City Center on the General Plan land use map. A Zoning Code text amendment creating a City Center Zoning District with Design Guidelines to guide growth as it comes in for that area and a Zoning Code map amendment to rezone the parcels to City Center zoning will also be processed. Tonight, Staff is presenting the formal introduction of the GPA, which kicks off the process. It is anticipated that the GPA will be heard by Council before the end of the year.

Mr. Sanks reviewed and discussed his PowerPoint presentation on the GPA, which included:

- An introduction of the project.
- The objectives of the GPA: create City Center land use designation; add a text amendment to create and define a City Center land use designation; amend the land use map to designate the area (approximately 29 acres of City-owned property) as City Center; and repeal the existing 1996 Village Center Specific Plan from the General Plan.
- The GPA tentative processing schedule includes this introduction, study sessions, required 60-day review for review agencies, a public hearing and recommendation by the Planning and Zoning Commission, and a public hearing and possible adoption by the City Council.

- This GPA will be processed prior to the 10-year General Plan update process, which is just beginning. If approved, it will be incorporated into the update.
- The proposed map amendment indicates which properties would be included in the General Plan City Center Land Use Designation. If the owner of a privately-owned property wishes to become a part of the City Center, they would have to file the necessary applications to do so.
- Land Use designations are currently not defined in the General Plan. In doing the 10-year General Plan update, definitions will be added. The definition for the City Center land use designation being proposed for this GPA will then carry over to the updated General Plan.
- The goals for the GPA are:
 - Creation of a “Heart” in the middle of the City of Litchfield Park;
 - Identify the City Center as a compact mixed-use destination that meets future market opportunities and civic needs;
 - Creating a downtown area that caters to both pedestrian and vehicular circulation (walk, bike, carts, etc.);
 - Creating a center that allows for city-wide events, commercial/office/expanded resort/parking development while providing plentiful areas for open space (natural shade, landscape, greenery, vegetation, walkways);
 - Making access to the City Center convenient to locals and outside visitors.
- A Zoning Code text and map amendment will also be processed, which will create a City Center Zoning District and rezone the City-owned parcels to the City Center zoning.

Discussion and questions included:

- There was talk about parking at the Wigwam. Do the owners of the Wigwam want additional parking and are they looking to use some of the parking that will be developed on the City-owned parcels? Mr. Sanks stated that, generally, the City has found the Wigwam is short on parking, and some of the parking has spilled over to the residential neighborhoods, which has been a nuisance to them. It is Staff’s understanding that there could be some type of typical urban shared mixed use parking scenario with surface lots at the beginning perhaps leading to a parking garage. Staff has not determined any specific uses permitting specific private or public entities, beside what was presented to Council by Destination LP.
- The City Center information noted that there is a demand for office and there will be studies about that. Will that study and others be completed in time to be evaluated prior to the public process? Mr. Sanks stated that Staff will probably rely on the updated Rick Hill study in which retail and other possible uses were looked at within an isolated market and at other distances. All the information that has been looked at since 2014 is being carried through in this process. The GPA proposed tonight is very broad based and retail studies will not be brought into it. The City can rely on the Rick Hill study to drive some of the City’s land use decisions. Destination LP also did a number of studies as part of their project.
- What is the City Manager’s Working Group? The City Manager’s Working Group was established to assist and provide input to Destination LP on the development of their plans. The group is not currently assisting Staff with the GPA or Zoning Code changes.
- There is mention of a park. It would be helpful to know the percentage of open land to developed land. Also, it was noted that the park could be closed for private events. Would the City be managing the calendar for those events and would there be specific hours as to when it is open to the public and when it is closed for private events. Mr. Sanks replied that those comments are very specific to the Destination LP plan. The purpose of the GPA is to create a location on the land use map which will be City Center property and establish that the City is cognizant of the need for the land use. The GPA does not get into specificity about percentages and other such items. Council accepted the Destination LP plan; they did not adopt it as a regulatory document. It was intended to be a reference or guide. Council did indicate that it is a priority to have a centralized civic space

comprised of open space for festivals and other things. Openings and closings for events and hours are not a part of this application.

- Will specific uses of the City Center be discussed at the August meeting? Mr. Sanks stated that level of specificity would be part of the zoning ordinance, which Staff is working on. He anticipates that will be coming before the Commission later in the year.
- Has there been any contact made with the owners of the property located at the northwest corner of Litchfield Road and Wigwam Boulevard to see if they are interested in becoming part of the City Center? Mr. Sanks answered that they will be involved at the level of public notification. Advisement early on was to not bring any private entities on board while doing this City initiated proposal so that, if something changes, progress will not be halted. The City can control this because it is the City's property.

B. Design Review Board/Board of Adjustment Update

It was noted that the report was included in the packet.

C. Referrals to City Council

There were no referrals.

D. Minutes

Commissioner O'Connor moved to approve the minutes of the May 14, 2019 Special and Regular Meetings and the June 11, 2019 Regular Meeting as amended; Commissioner Ledyard **seconded; unanimous approval.**

V. Executive Session

No Executive Session was held.

VI. Staff Reports

Mr. Sanks reported that there has been no movement on the rezoning application for the NWC of Litchfield Road and Wigwam Boulevard, negotiations with Destination LP are ongoing, the Dysart and Camelback Road Center project is progressing, and the Sun Health La Loma Minor GPA and Rezoning application will be coming before the Commission.

VII. Commissioners' Report on Current Events

There were no reports.

VIII. Adjournment

Commissioner Ledyard moved to adjourn; Commissioner Lawrence **seconded; unanimous approval.** The meeting was **adjourned** at 7:33 p.m.

APPROVED:

PLANNING & ZONING COMMISSION

Frank Ross, Chairman

/pm