

**Design Review Board
Special Meeting
Agenda**

Litchfield Park Branch Library
Community Room
101 W. Wigwam Blvd.
Litchfield Park, AZ 85340

Thursday, August 14, 2025

IMMEDIATELY FOLLOWING THE 6:00 P.M. BOARD OF ADJUSTMENT SPECIAL MEETING.

Members of the Litchfield Park Design Review Board will attend either in person, by telephone, or video conference call.
Physical access to the meeting room will be available 30 minutes prior to the meeting.

I. Call to Order

- A. The agenda and packet are available at: www.litchfieldpark.gov
- B. A video recording of the meeting can be seen here the next business day.

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.

IV. Response to Call to the Community

V. Business

A. Approval of Minutes

ACTION/COMMENT

Presenter: Randy Proch, Planning Director

Discussion and possible action to approve the June 5, 2025, regular meeting minutes.

B. Pathway Solid Wall (PZ-25-61)

ACTION/COMMENT

Presenter: Randy Proch, Planning Director

Discussion and possible action to approve a new solid wall on the Pathway for a home located at 510 N. Old Litchfield Road.

C. Pathway Solid Wall (PZ-25-63)

ACTION/COMMENT

Presenter: Randy Proch, Planning Director

Discussion and possible action to approve a new solid wall on the Pathway for a home located at 512 N. Old Litchfield Road.

D. Garage Pergola (PZ-25-67)

ACTION/COMMENT

Presenter: Randy Proch, Planning Director

Discussion and possible action to approve a new leanto pergola at 512 N. Old Litchfield Road.

VI. Staff Report on Current Events

VII. Board Members Reports on Current Events

VIII. Adjournment

Affidavit of Posting

I, Rena Dosch, do hereby certify that I caused to be posted a true and correct copy of this agenda for the Design Review Board meeting of Thursday, August 14, 2025, in the following place in the City of Litchfield Park:

1. City Hall, outside bulletin board
2. City Website

Rena Dosch, Planning Assistant

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



**DESIGN REVIEW BOARD
COMMUNICATION**

Business Item V.A
Approval of Minutes

To: Mayor Thomas L. Schoaf and Members of the City Council
From: Randy Proch, Planning Director
Meeting Date: 8/14/2025

RECOMMENDED MOTION:

DISCUSSION AND POSSIBLE ACTION TO APPROVE THE JUNE 5, 2025, REGULAR MEETING MINUTES.

BACKGROUND/DISCUSSION:

Discussion and possible action to approve the June 5, 2025, regular meeting minutes.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

N/A

ATTACHMENTS:

1. 060525 DRB Minutes - DRAFT

I. Call to Order

The meeting was held in the Library Community Room and called to order at 6:00 PM by Chair Charnetsky. A recording of the meeting may be seen [here](#).

Present: Chair Susan Charnetsky, Board Member David Ledyard, Board Member Rachel Dudley, Commissioner Bob Darre, Council Member Lisa Brainard Watson

Staff: Randy Proch, Planning Director; Rena Dosch, Planning Assistant

II. Pledge of Allegiance

Chair Charnetsky led the Pledge of Allegiance.

III. Call to the Community

There were no requests to speak.

IV. Response to Call to the Community

There were no requests to speak during the May 8, 2025 regular meeting.

V. Business

A. Approval of Minutes

APPROVED

MOVE TO APPROVE THE MAY 8, 2025, REGULAR MEETING MINUTES

MOVER Board Member Dudley, **SECONDER** Board Member Ledyard

AYE: Chair Charnetsky, Board Member Ledyard, Board Member Dudley, Commissioner Darre, Council Member Brainard Watson

5 - 0 - 0 Passed

B. Meeting Schedule

APPROVED

MOVE TO APPROVE THE CANCELLATION OF THE JULY 3, 2025, REGULAR MEETING

MOVER Board Member Ledyard, **SECONDER** Commissioner Darre

AYE: Chair Charnetsky, Board Member Ledyard, Board Member Dudley,

C. Approval of a Porch Remodel**APPROVED**

The proposal is to update the trellis feature previously contained behind the facade extension with new lumber and posts. The home has previously received approvals for window change-outs, which had removed the arch elements from the front and rear facades of the home.

During this renovation, it was discovered that the arched openings in front of the front door had detached from the home and were no longer structurally sound. A trellis feature spanned across this opening and was supported by this front wall. Without the wall in place, the applicant has requested to utilize new wood posts and cross members to replace what was damaged.

The proposed colors will match the existing home and there have been no public comments received.

MOVE TO APPROVE A PORCH REMODEL, FILE NO. PZ-25-42, LOCATED AT 565 E. ESTERO LANE, SUBJECT TO THE EXHIBITS PROVIDED BY THE APPLICANT AND STIPULATION 1.

MOVER Commissioner Darre, **SECONDER** Board Member Dudley
AYE: Chair Charnetsky, Board Member Ledyard, Board Member Dudley,
Commissioner Darre, Council Member Brainard Watson
5 - 0 - 0 Passed

D. New Perimeter Wall**APPROVED**

Mr. Proch stated this project is to rebuild a former wall into two new walls to contain new utility meters within the western parking lot. With the recent photovoltaic solar panel upgrade, the equipment needs to be contained and secured. The second wall will contain the gas meter to avoid any vehicular conflict. The new wall will match in style, color, and height with the existing walls on the campus.

Staff has not received any public comment on this proposal and recommends approval, subject to the exhibits provided by the applicant, and stipulations 1 and 2 as follows:

1. A Building Permit issued by the City will be required before any construction is to occur.
2. Obtain and provide the approval from Southwest Gas to relocate the wall around the equipment.

E. Approval of New Facade**APPROVED**

Mr. Proch stated the proposal is to update the facade of the home located at 685 E. Palm Street by removing two wing walls near the front door. The applicant has proposed extensive interior remodeling with limited exterior changes. These changes include a larger kitchen window, new front door, new garage door, removal of the two wing walls near the front door, and landscape enhancements. The attachments include an inspirational photo for the proposed colors and materials, but does not accurately reflect the home, specifically the altered roof line, which is not proposed to be modified. The included plans show the house as-is with the listed changes.

Staff has not received any public comment on this proposal and recommends approval, subject to the exhibits provided by the applicant, and Stipulations 1 & 2 as follows:

1. A Building Permit issued by the City will be required before any construction is to occur.
2. No modifications may occur within the City's right-of-way (ROW).

F. Approval of the Delana Mae Downtown Building**APPROVED**

Mr. Proch stated Representative Brainard Watson will not vote on this item. She will vote on it when it is presented to the City Council for approval.

He stated the preliminary proposal is located along the northern edge of Lot 13 against Honeysuckle St. It is a three-story, 20,000-square-foot mixed-use building, to include retail on the first floor and 20 condominium units on the second and third stories of the building within Lot 13 and the associated parking within Lot 14. The property is located in Litchfield Square at the northwest corner of Desert Avenue and Wigwam Boulevard.

Currently, the proposal is under first review by Staff and will include comments from both DRB and Council to be addressed for the second submittal. The discussion included the location of the building, as well as private driveways and garages for the residential component. A separate garage building is proposed that will provide appropriate access for Goodyear Fire Department.

Mr. Proch introduced the applicants, Jason and Stacy Poyner, to the Board, who provided a brief history and vision of this project, including what types

of amenities it will have. He stated the name of the project comes from his daughters. The condos will be sold individually.

Mr. Proch stated sign approvals have not been issued yet and this will come before Council in June for possible approval.

VI. Staff Report on Current Events

Mr. Proch stated several projects should break ground this fall. The projects up on the hill are moving quickly, and will be working with Liberty sooner rather than later. There is 38,000 cu. yards of dirt that needs to be moved.

VII. Board Members Reports on Current Events

There were no reports provided.

VIII. Adjournment

MOVE TO ADJOURN THE REGULAR MEETING

MOVER Board Member Dudley, **SECONDER** Commissioner Darre

AYE: Chair Charnetsky, Board Member Ledyard, Board Member Dudley, Commissioner Darre, Council Member Brainard Watson

5 - 0 - 0 Passed

The regular meeting adjourned at 6:57 PM.

APPROVED:

Susan Charnetsky, Chair

CERTIFICATION

I, Terri Roth, hereby certify that the foregoing minutes are a true and correct copy of the minutes of the meeting of the Design Review Board of the City of Litchfield Park held on Thursday, June 5, 2025. I further certify that the meeting was duly called and held and that a quorum was present.

Terri Roth, MMC, City Clerk



**DESIGN REVIEW BOARD
COMMUNICATION**

Business Item V.B
Pathway Solid Wall (PZ-25-61)

To: Mayor Thomas L. Schoaf and Members of the City Council
From: Randy Proch, Planning Director
Meeting Date: 8/14/2025

RECOMMENDED MOTION:

MOVE TO APPROVE THE PROPOSED SOLID WALL, FILE NO. PZ-25-61, LOCATED AT 510 N. OLD LITCHFIELD ROAD, SUBJECT TO THE EXHIBITS PROVIDED BY THE APPLICANT, AND STIPULATION 1.

BACKGROUND/DISCUSSION:

The proposal is to construct a solid block wall at gate at the rear of the yard. The property is located at 510 N. Old Litchfield Road and zoned RE.

The requested wall is in conjunction with a Variance request to allow the solid block wall. The property backs to the Pathway, which requires view fence. If the variance is granted, the application can proceed as presented. The wall will be painted and finished in stucco. A pedestrian gate will also be included in order to access the walking trails.

Staff has not received any public comments on this proposal.

STAFF RECOMMENDATION:

Staff requests that Design Review Board take the following action:

Approve the proposal, subject to the exhibits provided by the application, and stipulation 1:

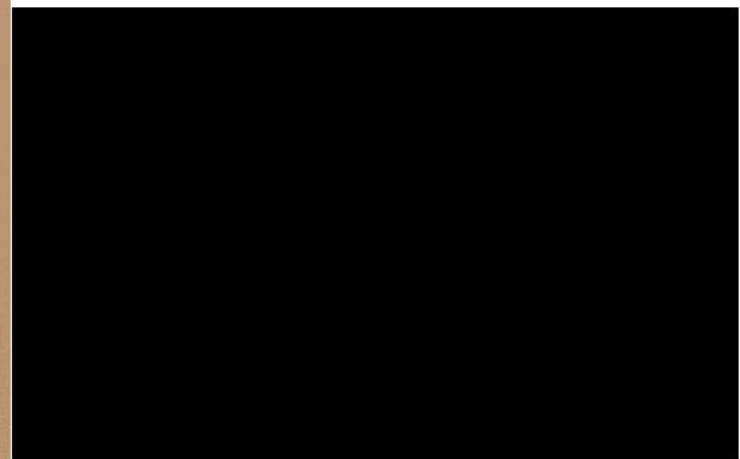
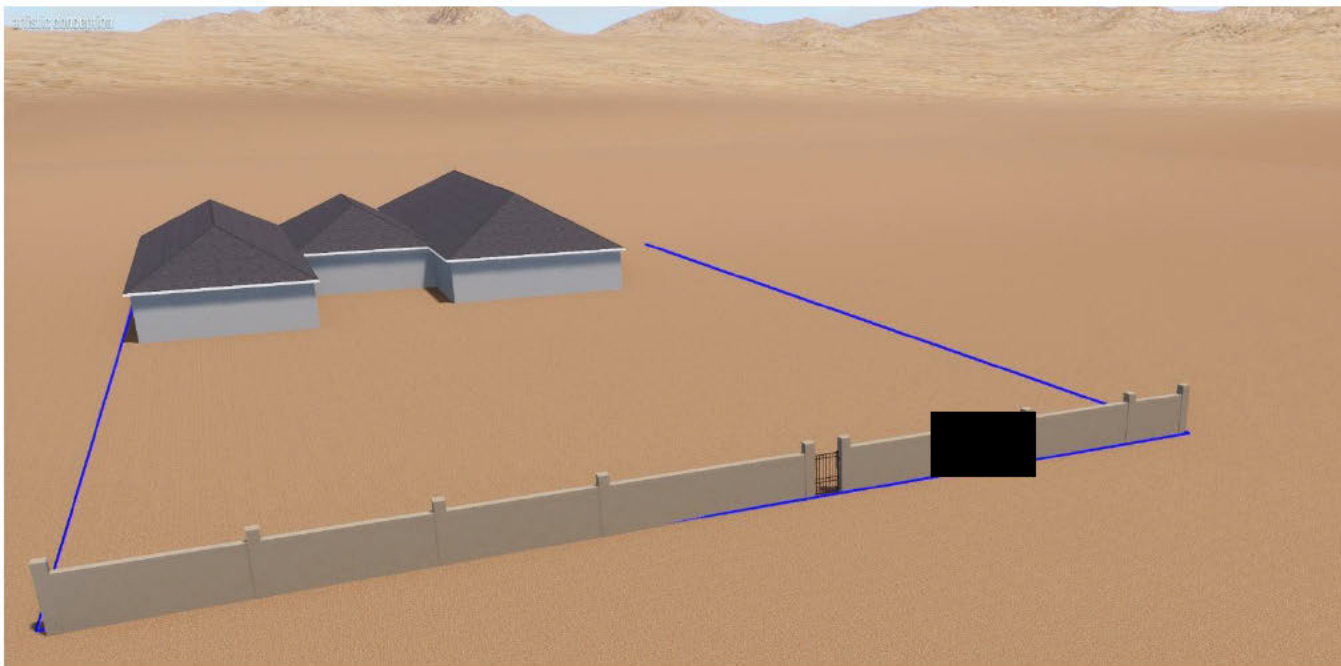
1. A Building Permit issued by the City will be required before any construction is to occur.

FINANCIAL IMPACT:

N/A

ATTACHMENTS:

1. PZ-25-61 Report Attachments





**DESIGN REVIEW BOARD
COMMUNICATION**

Business Item V.C
Pathway Solid Wall (PZ-25-63)

To: Mayor Thomas L. Schoaf and Members of the City Council
From: Randy Proch, Planning Director
Meeting Date: 8/14/2025

RECOMMENDED MOTION:

MOVE TO APPROVE THE PROPOSED SOLID WALL, FILE NO. PZ-25-63, LOCATED AT 512 N. OLD LITCHFIELD ROAD, SUBJECT TO THE EXHIBITS PROVIDED BY THE APPLICANT, AND STIPULATION 1.

BACKGROUND/DISCUSSION:

The proposal is to construct a solid block wall at gate at the rear of the yard. The property is located at 512 N. Old Litchfield Road and zoned RE.

The requested wall is in conjunction with a Variance request to allow the solid block wall. The property backs to the Pathway, which requires view fence. If the variance is granted, the application can proceed as presented. The wall will be painted and finished in stucco. A pedestrian gate will also be included in order to access the walking trails.

Staff has not received any public comments on this proposal.

STAFF RECOMMENDATION:

Staff requests that Design Review Board take the following action:

Approve the proposal, subject to the exhibits provided by the application, and stipulation 1.:

1. A Building Permit issued by the City will be required before any construction is to occur.

FINANCIAL IMPACT:

N/A

ATTACHMENTS:

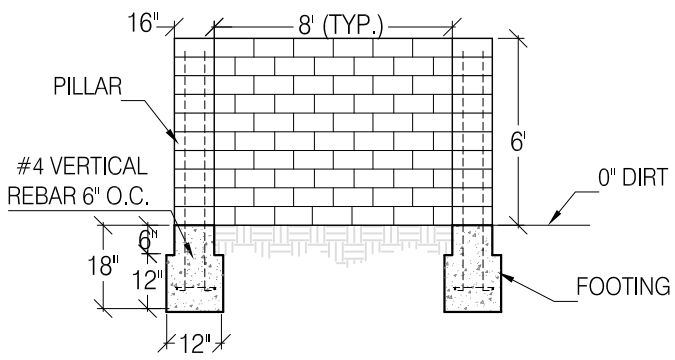
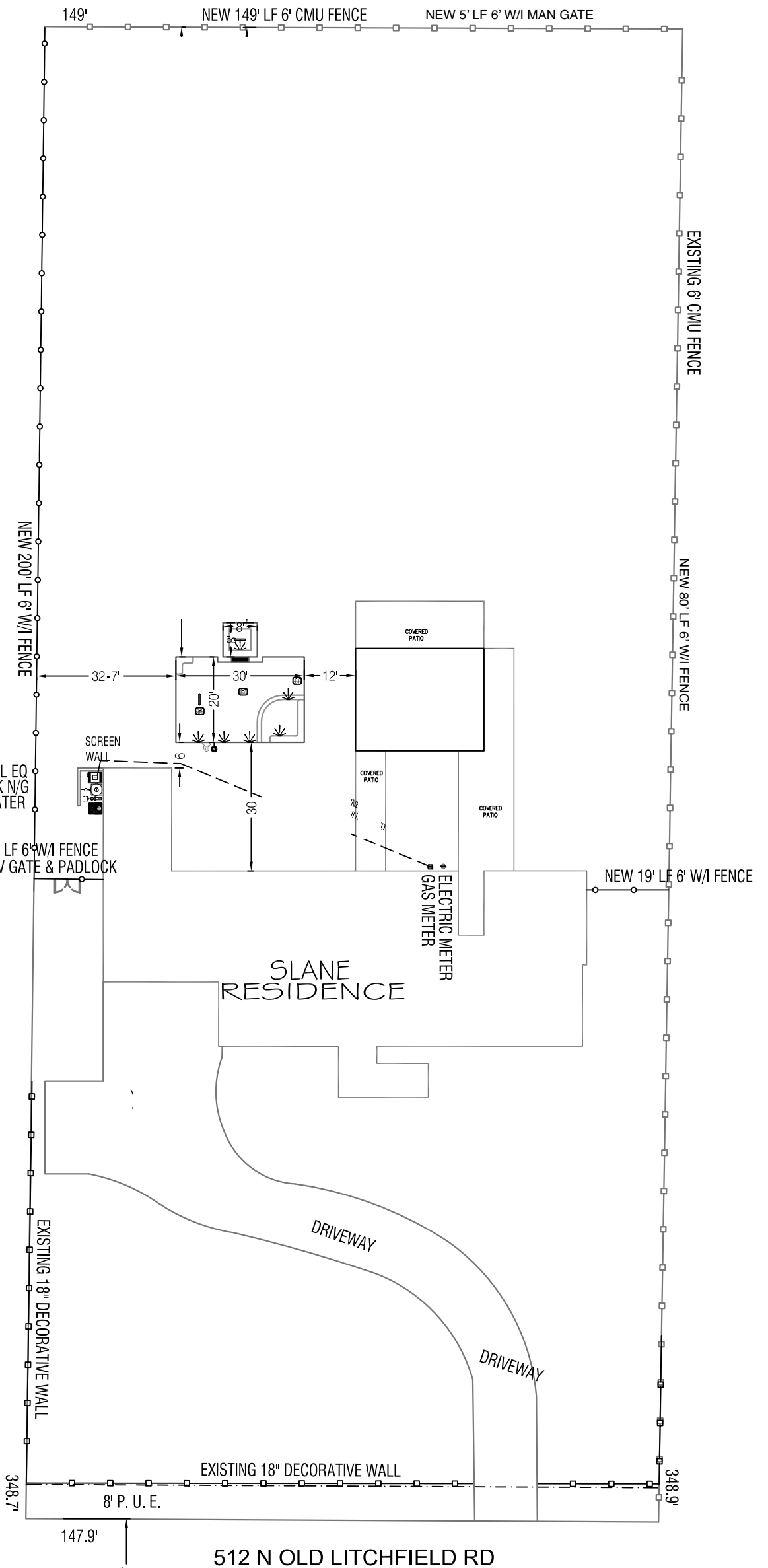
1. PZ-25-63 Report Attachments

LEGAL DESCRIPTION

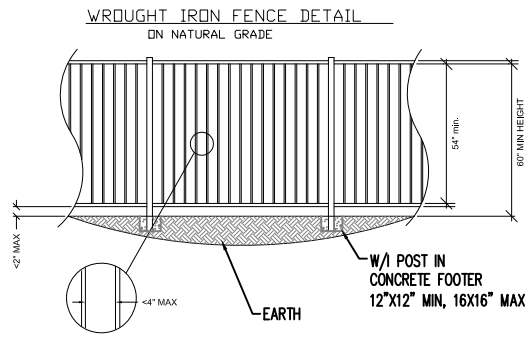
LOT#: N/A
 N/A
 PARCEL#: 501-68-011H

CUSTOMER INFORMATION

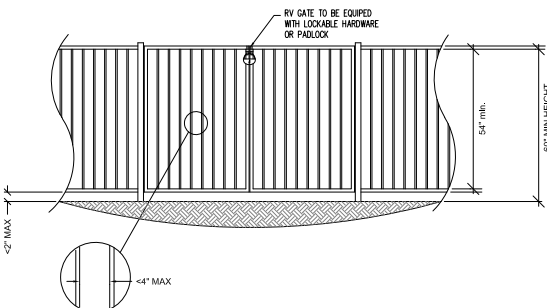
Name: BENJAMIN SLANE & BRANDY FICEK
 Address: 512 N OLD LITCHFIELD RD
 City: LITCHFIELD PARK Zip: 85340
 Lot #: N/A PHONE# _____ Date: 6-21-25



BLOCK WALL DETAIL
 NTS.



IRON RV GATE DETAIL



TRACT A

501-68-011R

501-68-011H

501-68-069

501-68-011L

-  149' LF 6" CMU Block Wall (Cream white color matched to house)
-  200' LF 6" W/I Fence (Black)
-  80' LF 6" and 19' LF 6" W/I Fence (Black)
-  16' LF 6" W/I Fence w/ SCSL RV Gate & Padlock (Black)
-  5' LF 6" W/I Man Gate (Black)

S00°14'25"W

749.95'

40'

40'



**DESIGN REVIEW BOARD
COMMUNICATION**

Business Item V.D
Garage Pergola (PZ-25-67)

To: Mayor Thomas L. Schoaf and Members of the City Council
From: Randy Proch, Planning Director
Meeting Date: 8/14/2025

RECOMMENDED MOTION:

MOVE TO APPROVE THE PROPOSED PERGOLA, FILE NO. PZ-25-67, LOCATED AT 512 N. OLD LITCHFIELD ROAD, SUBJECT TO THE EXHIBITS PROVIDED BY THE APPLICANT AND STIPULATION 1.

BACKGROUND/DISCUSSION:

The proposal is to construct a leanto pergola against the guest home located in the rear yard. The property is located at 512 N. Old Litchfield Road and zoned RE.

The proposed structure would be attached on the south side of the guest home. The structure would utilize the existing wall to be the rear support and have two columns on the south end. The proposed Spanish s-tile roof would match the existing home.

Staff has not received any public comments on the proposal.

STAFF RECOMMENDATION:

Staff requests that the Design Review Board take the following action:

Approve the proposal, subject to the exhibits provided by the applicant, and stipulation 1.:

1. A Building Permit issued by the City will be required before any construction is to occur.

FINANCIAL IMPACT:

N/A

ATTACHMENTS:

1. PZ-25-67 Report Attachments



