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Thursday, February 5, 2026

6:00 PM

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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](http://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 Board 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. Business**

**A. Approval of Minutes**

***ACTION/COMMENT***

*Presenter: Randy Proch, Planning Director*

Discussion and possible action to approve the January 8, 2026, regular meeting minutes.

**B. Saenz Addition**

***ACTION/COMMENT***

*Presenter: Randy Proch, Planning Director*

Discussion and possible action to recommend approval to the Zoning Administrator for an addition to an existing home located at 460 E. Estero Lane.

**V. Staff Report on Current Events**

**VI. Board Members Reports on Current Events**

**VII. Adjournment**

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Susan Charnetsky, Chair

## 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, February 5, 2026, in the following place in the City of Litchfield Park:

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

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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 IV.A  
Approval of Minutes**

**To:** Design Review Board Members  
**From:** Randy Proch, Planning Director  
**Meeting Date:** 2/5/2026

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**RECOMMENDED MOTION:**  
**MOVE TO APPROVE THE JANUARY 8, 2026, REGULAR MEETING MINUTES.**

**BACKGROUND/DISCUSSION:**  
N/A

**STAFF RECOMMENDATION:**  
Staff recommends approval.

**FINANCIAL IMPACT:**  
N/A

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**ATTACHMENTS:**  
1. 010826 DRB Draft Minutes

**I. Call to Order**

The meeting was held in the Library Community Room and called to order by Chair Charnetsky at 6:02 PM. A video recording of the meeting can be viewed [here](#).

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

**Absent:** Vice Chair David Ledyard

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

**II. Pledge of Allegiance**

Chair Charnetsky led the Pledge of Allegiance.

**III. Call to the Community**

There were no requests to speak.

**IV. Business**

**A. Final Hilltop Park Design**

**APPROVED**

The proposal is to vegetate, beautify, and reestablish a public gathering space located around The Hilltop School for the Arts, P.W. Litchfield Heritage Center, and Maricopa County Branch Library. The park space is located at the Rancho La Loma Homestead, located at 5374 N. Litchfield Road and is zoned Agritourism.

The yet-to-be-named park space is intended to compliment the numerous new projects located at Rancho La Loma, also known as The Hilltop. Staff has been working with the various entities involved as well as utilizing the public comments received through online and in-person surveys, open houses, and direction from the previous presentations to the Design Review Board, Recreation and Public Grounds Commission, and City Council to create a phased park space on all remaining portions of the 21-acre site. The park space is approximately 9 acres, which includes the northern portion of the site, the two eastern cottages, bandstand and stage, former pump house and bathroom buildings, water reservoir, and western sunset terraces.

All aspects of the design have used public feedback received for programming, amenities, and attractions, which include walking trails throughout, botanical gardens focused on Sonoran Desert plants, cacti, and roses, rentable spaces at the bandstand and terraces, a centralized event space, including playground, near the cottages and library, and storage and maintenance space for the Public Works department. The updated plan reduced turf by over 4,000 square feet. The plan also includes considerations for keeping the pumphouse, elements of the reservoir, and historic footbridge.

The flora will be diversified and left to grow, with only seasonal cutbacks with a peacock-themed entry feature as you enter from Litchfield Road. The amount of natural turf has been further reduced from the preliminary plans and carefully placed for optimal use and historic revegetating, especially on the sunset terraces. The plan shows several new buildings including multiple bathrooms and ramadas and is envisioned to include new uses for Cottage #2 and Cottage #3, just east of the museum space. Access is managed through an expanded parking area along the north, gated vehicular access for events on the western terrace, ADA parking stalls near the event space and adjacent to the museum, with Fire Department access embedded into the landscaping through a compacted DG path connecting the northern and southern parking lots, as well as a turnaround area near the cottages.

**MOVE TO RECOMMEND APPROVAL TO THE CITY COUNCIL FOR THE FINAL HILLTOP PARK DESIGN, FILE NO. PZ-25-70, LOCATED AT 5374 N. LITCHFIELD ROAD AT LA LOMA SUBJECT TO THE EXHIBIT PROVIDED.**

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

**AYE:** Chair Charnetsky, Board Member Dudley, Commissioner Darre

**ABSTAIN:** Council Member Brainard-Watson

**3 - 0 - 1 Passed**

**B. Approval of Minutes**

**APPROVED**

**MOVE TO APPROVE THE DECEMBER 4, 2025 MEETING MINUTES.**

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

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

**4 - 0 - 0 Passed**

**V. Staff Report on Current Events**

Mr. Proch showed drone photography of the current state of the Hilltop.

**VI. Board Members Reports on Current Events**

There were no reports provided.

**VII. Adjournment**

**MOVE TO ADJOURN THE REGULAR MEETING**

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

**AYE:** Chair Charnetsky, Board Member Dudley, Commissioner Darre, Council Member Brainard Watson  
**4 - 0 - 0 Passed**

The regular meeting adjourned at 6:36 P.M.

**APPROVED:**

**DESIGN REVIEW BOARD**

\_\_\_\_\_  
Susan Charnetsky, Chair

**CERTIFICATION**

I, Rena Dosch, 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, January 8, 2026. I further certify that the meeting was duly called and held and that a quorum was present.

\_\_\_\_\_  
Rena Dosch, Planning Assistant



**DESIGN REVIEW BOARD  
COMMUNICATION**

**Business Item IV.B  
Saenz Addition**

**To:** Design Review Board Members  
**From:** Randy Proch, Planning Director  
**Meeting Date:** 2/5/2026

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**RECOMMENDED MOTION:**

**MOVE TO RECOMMEND APPROVAL TO THE ZONING ADMINISTRATOR FOR THE PROPOSED ADDITION, FILE NO. PZ-26-03, SUBJECT TO THE EXHIBITS PROVIDED BY THE APPLICANT AND STIPULATIONS 1. THROUGH 4.**

**BACKGROUND/DISCUSSION:**

The proposal is to build an addition including an RV garage and patio spaces. The home is located at 460 E. Estero Lane and zoned R1.

The applicant is requesting to construct new livable space, additional porch, patio, and courtyard space, along with a garage and RV garage at an existing home. The existing stucco would be refinished, and new Spanish tile would replace the existing roofing. The extent of the improvements will require fire sprinklers, pre vs. post retention basins, and a slight reduction of the overall footprint, as the lot coverage cannot exceed 30%, as 30.51% is currently shown. Due to the inclusion of the RV garage with an overall height exceeding the roofline of the home, Staff is advancing this proposal to the DRB under the *Enhanced Track* for recommendation.

Staff has not received any public comments on this proposal.

**STAFF RECOMMENDATION:**

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

Recommend approval to the Zoning Administrator, subject to the exhibits provided by the applicant and stipulations 1. through 4.

1. A Building Permit issued by the City will be required before any construction is to occur.
2. A fire sprinkler system must be installed due to the structure being greater than 5,000 square feet under roof.
3. Provide on-site retention for the 100-year, 6-hour event for the new construction, with a maximum of 12-inch depth including flow lines.
4. The proposed addition cannot exceed the maximum lot coverage of 30 percent.

**FINANCIAL IMPACT:**

NA

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**ATTACHMENTS:**

1. PZ-26-03 Planset



**PROJECT INFORMATION:**

PROJECT: SAENZ ADDITION  
 OWNER: SAENZ ERIC/  
 ALVARADO-SAENZ INGRID  
 PROJECT ADDRESS: 460 E ESTERO LN  
 LITCHFIELD PARK, AZ 85340  
 A.P.N.: 501-64-330  
 ZONING DISTRICT: RI  
 LOT #: 74  
 SUBDIVISION: LITCHFIELD PARK  
 SUBDIVISION NO. II UNIT 2  
 LOT AREA: 22,000 S.F.

PARCEL NUMBER:  
**501-64-330**

ZONING:  
**RI**

**BUILDING AREA:**

① EXIST. LIVABLE :	2,684 S.F.
② NEW LIVABLE :	787 S.F.
③ EXIST. PATIO TO BE REMOVED	
④ NEW PATIO :	1,177 S.F.
⑤ NEW PATIO 2 :	116 S.F.
⑥ EXIST. PORCH :	64 S.F.
⑦ NEW PORCH :	114 S.F.
⑧ NEW FRONT PATIO :	107 S.F.
⑨ EXIST. GARAGE :	532 S.F.
⑩ NEW GARAGE :	200 S.F.
⑪ NEW RV GARAGE :	900 S.F.
<b>NEW TOTAL UNDER ROOF:</b>	<b>6,740 S.F.</b>

- ⑫ NEW BLOCK FENCE TO MATCH EXIST. 20' FL
- ⑬ EXIST. BLOCK FENCE
- ⑭ NEW 24' HT COURTYARD BLOCK
- ⑮ NEW FREE STANDING ELECTRIC FIREPLACE
- ⑯ NEW 16' DOUBLE GATE
- ⑰ EXIST. DRIVEWAY
- ⑱ NEW MINE SQUARE DRIVEWAY
- ⑲ EXIST. PORCH TO BE REMOVED
- ⑳ EXIST. 200 AMP SER. TO BE UPGRADE TO 400 AMP. (FIELD VERIFY LOCATION W/ POWER COMPANY)

MAX. LOT COVERAGE : 50%  
 LOT COVERAGE PROVIDED: 30.61% (6,740 S.F.)

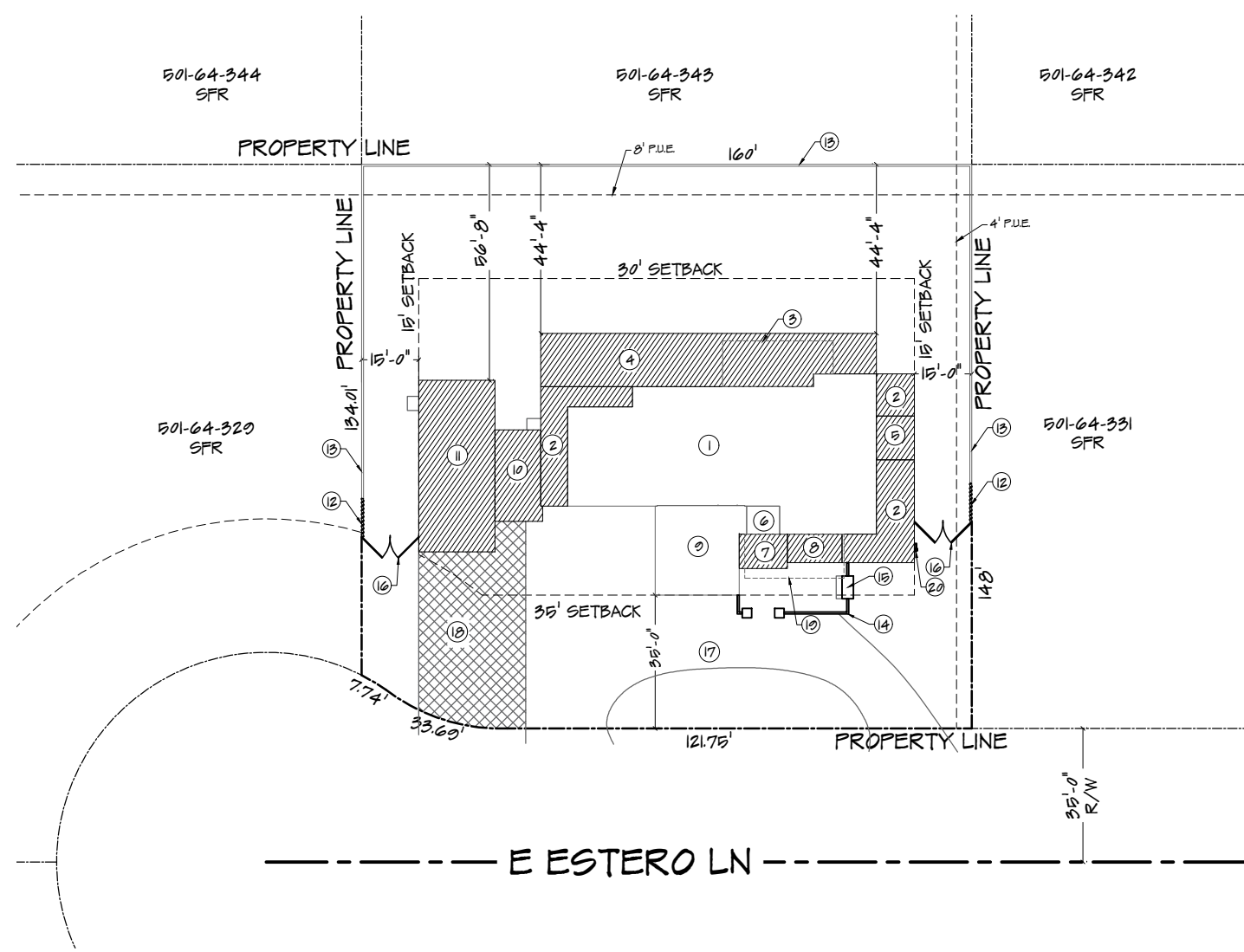
**SAENZ ADD**  
 460 E ESTERO LN  
 LITCHFIELD PARK, AZ. 85340

SEAL:

REVISIONS:

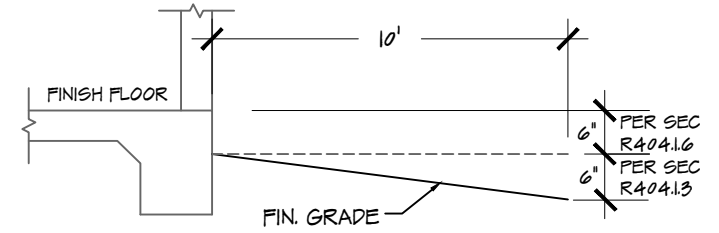
PROJECT NO.:  
 DATE: DEC-2023  
 DRAWN BY: E PADILLA  
 CHECKED BY: LR  
 FILENAME: SAENZ

**SP**



**2018 INTERNATIONAL RESIDENTIAL CODE**

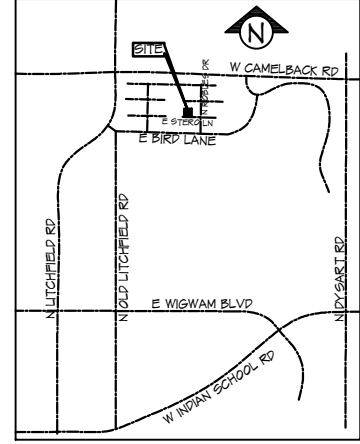
**R4013 DRAINAGE**  
 SURFACE DRAINAGE SHALL BE DIVERTED TO A STORM SEWER CONVEYANCE OR OTHER APPROVED POINT OF COLLECTION THAT DOES NOT CREATE A HAZARD. LOTS SHALL BE GRADED TO DRAIN SURFACE WATER AWAY FROM FOUNDATION WALLS. THE GRADE SHALL FALL NOT FEWER THAN 6" (152mm) WITHIN THE FIRST 10 FEET (3048mm).  
 EXCEPTIONS: WHERE LOT LINES, WALLS, SLOPES OR OTHER PHYSICAL BARRIERS PROHIBIT 6" (152mm) OF FALL WITHIN 10 FEET (3048 mm), DRAINS OR SWALES SHALL BE CONSTRUCTED TO ENSURE DRAINAGE AWAY FROM THE STRUCTURE. IMPERVIOUS SURFACES WITHIN 10 FEET (3048mm) OF THE BUILDING FOUNDATION SHALL BE SLOPED NOT LESS THAN 2 PERCENT AWAY FROM THE BUILDING.



NOTE:  
 ALL OUTDOOR LIGHTING TO BE 150 WATTS  
 MAXIMUM INCANDESCENT LIGHT.

**SITE PLAN**  
 SCALE: 1"=20'-0"

**VICINITY MAP** NOT TO SCALE





PARCEL NUMBER:  
**501-64-330**

ZONING:  
**RI**

**SAENZ ADD**

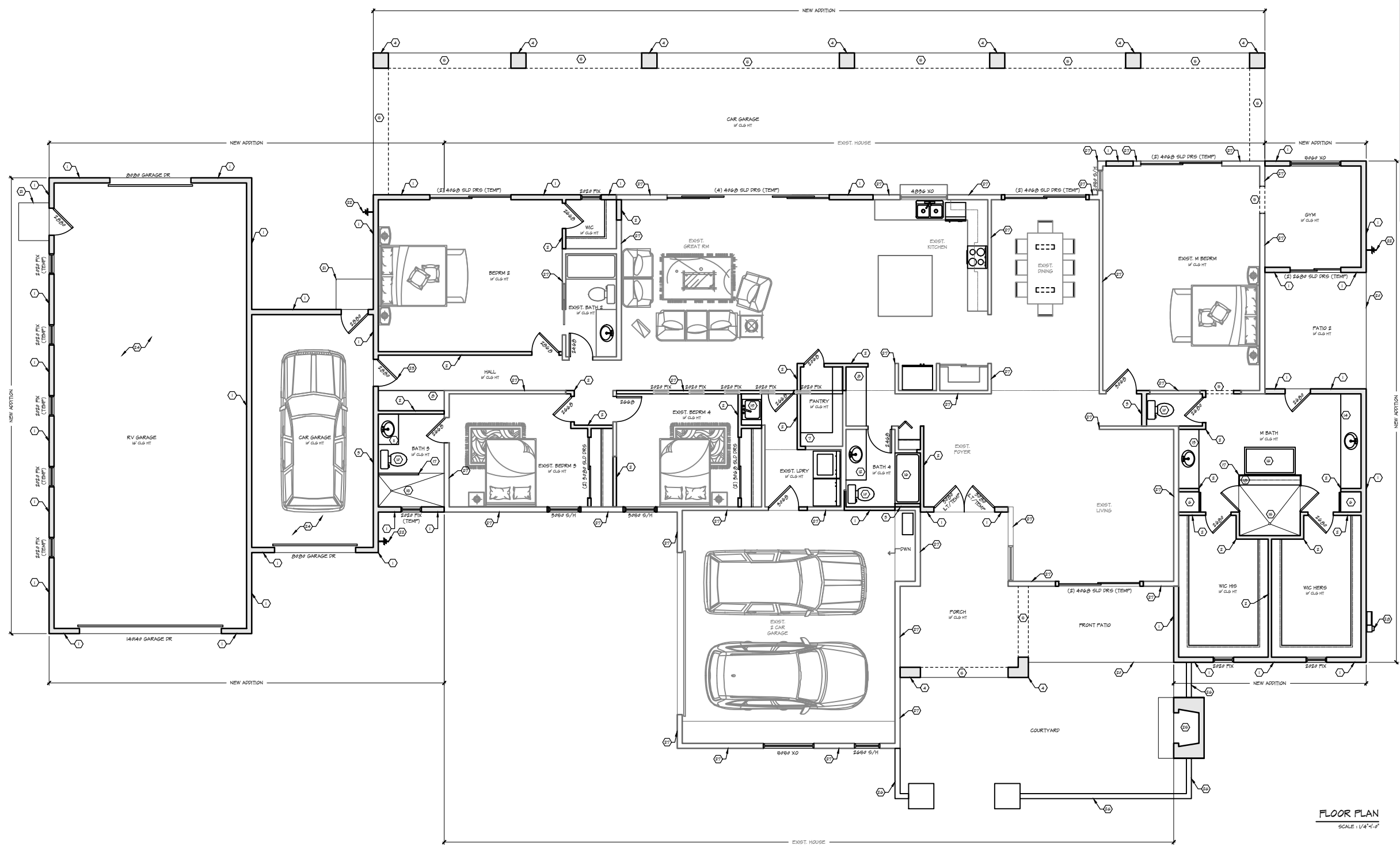
**460 E ESTERO LN  
LITCHFIELD PARK, AZ. 85340**

SEAL:

REVISIONS:

PROJECT NO: -  
DATE: **DEC-2025**  
DRAWN BY: **E PADILLA**  
CHECKED BY: **LR**  
FILENAME: **SAENZ**

**AI**



**FLOOR PLAN**  
SCALE: 1/4"=1'-0"

KEYNOTES	
1	2x6 NEW WD WALL W/ STUCCO @ 16' OC MAX
2	2x NEW WD WALL W/STUCCO @ 24' OC W/ 1/2" GYPSUM BONED TYPICAL AT 80% SIDES
3	2" PLUMBING WALL
4	2x FINISHED CALUM
5	ARCHWAY COORDINATE WITH OWNER
6	LINEN W/ 2 FIXED SHELVES
7	PANTRY W/ 2 FIXED SHELVES
8	BASE CABINET
9	MEDICINE CABINET
10	WATER CLOSET PROVIDE (MIN) 18" ON EACH SIDE & (MIN) 21" CLEARANCE IN FRONT
11	2" V. VANITY BASE
12	2" V. VANITY BASE
13	2" V. VANITY BASE
14	2" V. VANITY BASE
15	SHOWER W/ TILE SURROUND PROVIDE WATER RESISTANT GYPSUM BACKING BOND AT SHOWER/TUB/IC COMPARTMENT PER 2008 IRC-R702.5.7 W/ TEMP. GLASS SURROUND (SEE WET AREA NOTES)
16	TUB/SHOWER W/ FIBERGLASS SURROUND & ROD FOR CURTAIN PROVIDE WATER RESISTANT GYPSUM BACKING BOND AT SHOWER/TUB/IC COMPARTMENT & TILED PER 2008 IRC-R702.5.7
17	TEMP GLASS SHOWER WALL/DOOR COORDINATE WITH OWNER FOR DETAILS
18	BENCH
19	UTILITY SINK
20	4" CONCRETE SLAB
21	4" CONCRETE PAD
22	HOSE BIBS
23	18" R. BOLD CORE DOOR W/ SELF CLOSING, SELF LATCHING DOOR
24	8/8" X GYPSUM BOARD & CEILING 1' COMMON WALL TO RESPONDENCE (ONLY AT GARAGE)
25	PREP STANDING ELECTRIC FIREPLACE
26	24" HT BLOCK SCREEN WALL
27	EXIST. WALL TO REMAIN
28	EXIST. 200 AMP SER TO BE UPGRADE TO 400 AMP (FIELD VERIFY LOCATION WITH FORSE CO)

CODE CONSTRUCTION	
IRB	INTERNATIONAL BUILDING CODE (IBC)
IRP	INTERNATIONAL PLUMBING CODE (IPC)
IRE	NATIONAL ELECTRICAL CODE (NEC)
IRB	INTERNATIONAL RESIDENTIAL CODE (IRC)
IRB	INTERNATIONAL MECHANICAL CODE (IMC)
AND CITY OF LITCHFIELD PARK AMENDMENTS	

NEW SQUARE FOOTAGE	
EXIST. LIVABLE	2584.9 SF
NEW LIVABLE: 510+10+557= 787	787.9 SF
EXIST. PORCH	64.9 SF
NEW PORCH	144.9 SF
NEW FRONT PATIO	107.9 SF
EXIST. PATIO TO BE REMOVED	8.9 SF
NEW PATIO	177.9 SF
NEW PATIO 2	18.9 SF
EXIST. 2 CAR GARAGE	852.9 SF
NEW CAR GARAGE	230.9 SF
NEW RV GARAGE	550.9 SF
NEW TOTAL UNDER ROOF	6744.9 SF

KEYNOTES	
1	EXIST. WALL TO BE REMOVED
2	EXIST. WALL TO REMAIN
3	EXIST. DOOR TO BE REMOVED
4	EXIST. WINDOW TO BE REMOVED
5	EXIST. WINDOW TO REMAIN
6	EXIST. DOOR TO REMAIN
7	EXIST. AFFLUENCE TO BE RELOCATED
8	NEW WALL OPENING
9	EXIST. GLASS SPURCKER TO BE REMOVED
10	EXIST. A/C UNITS TO BE RELOCATED
11	EXIST. AFFLUENCE TO REMAIN
12	EXIST. COVER PATIO TO BE REMOVED
13	EXIST. ISLAND TO REMAIN
14	EXIST. TO REMOVED
15	EXIST. 400 AMP SER. TO BE RELOCATED (HELP VERIFY LOCATION WITH POWER CO.)

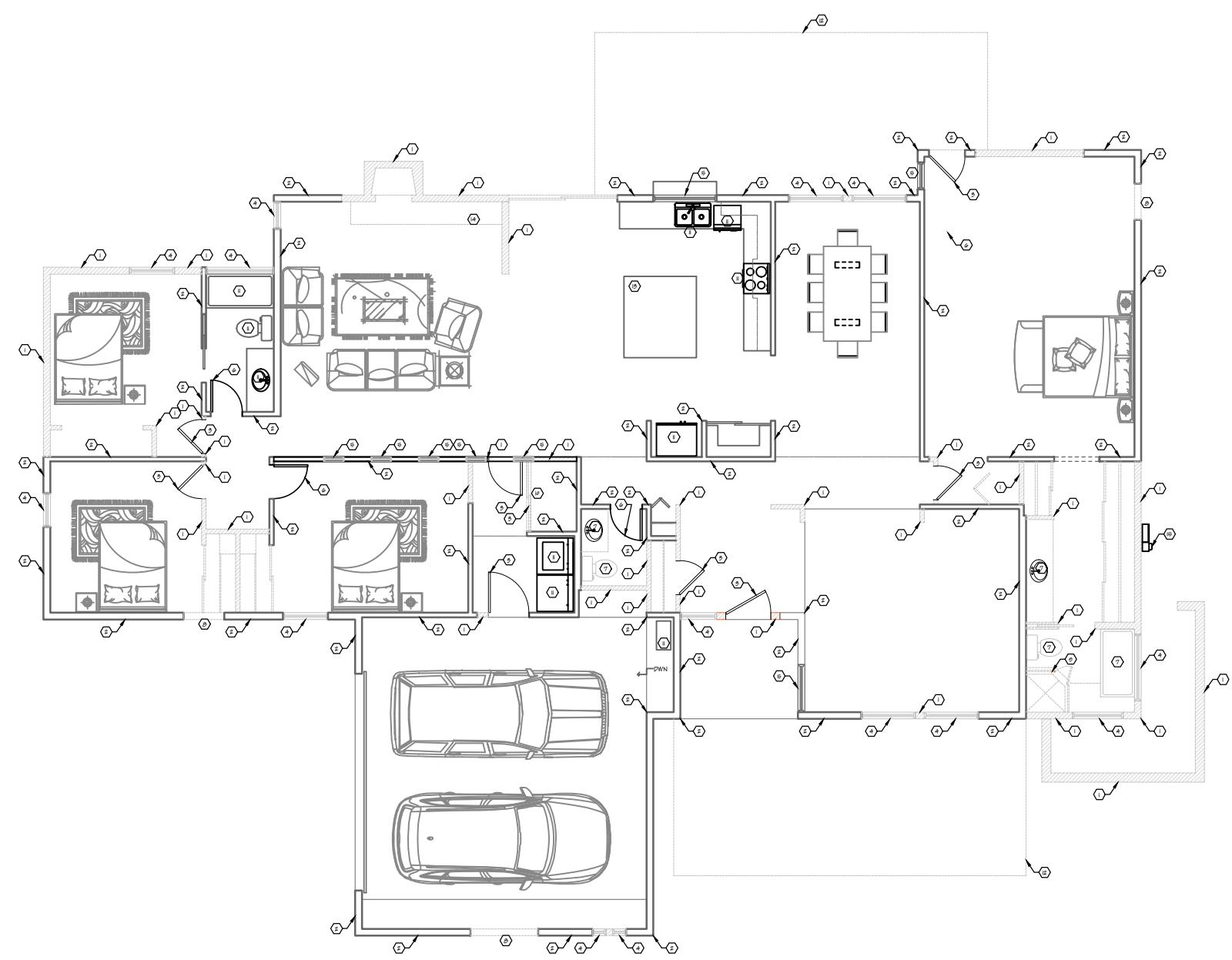


PARCEL NUMBER:  
**501-64-330**

ZONING:  
**RI**

**SAENZ ADD**

**460 E ESTERO LN  
LITCHFIELD PARK, AZ. 85340**



**DEMOLITION FLOOR PLAN**  
SCALE: 1/4"=1'-0"

SEAL:

REVISIONS:

PROJECT NO: -  
DATE: DEC-2025  
DRAWN BY: E PADILLA  
CHECKED BY: LR  
FILENAME: SAENZ

**A2**

PARCEL NUMBER:  
**501-64-330**

ZONING:  
**RI**

**SAENZ ADD**

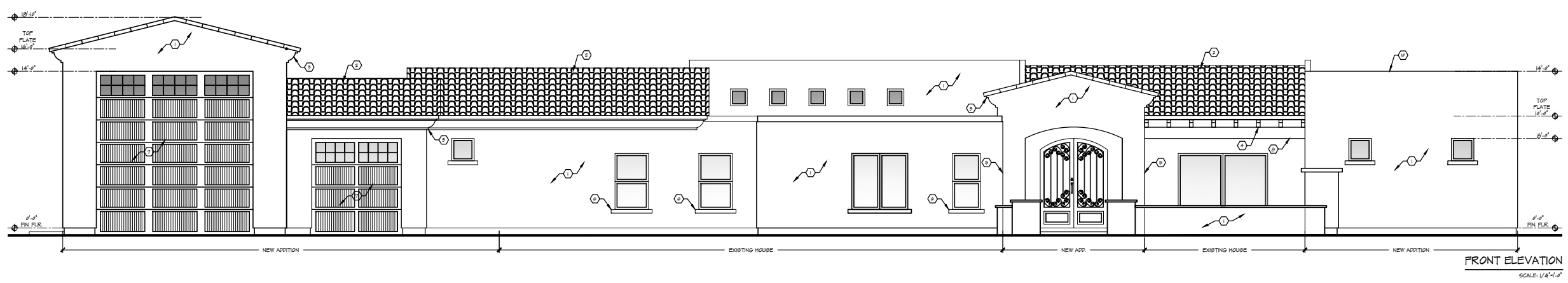
**460 E ESTERO LN  
LITCHFIELD PARK, AZ. 85340**

SEAL:

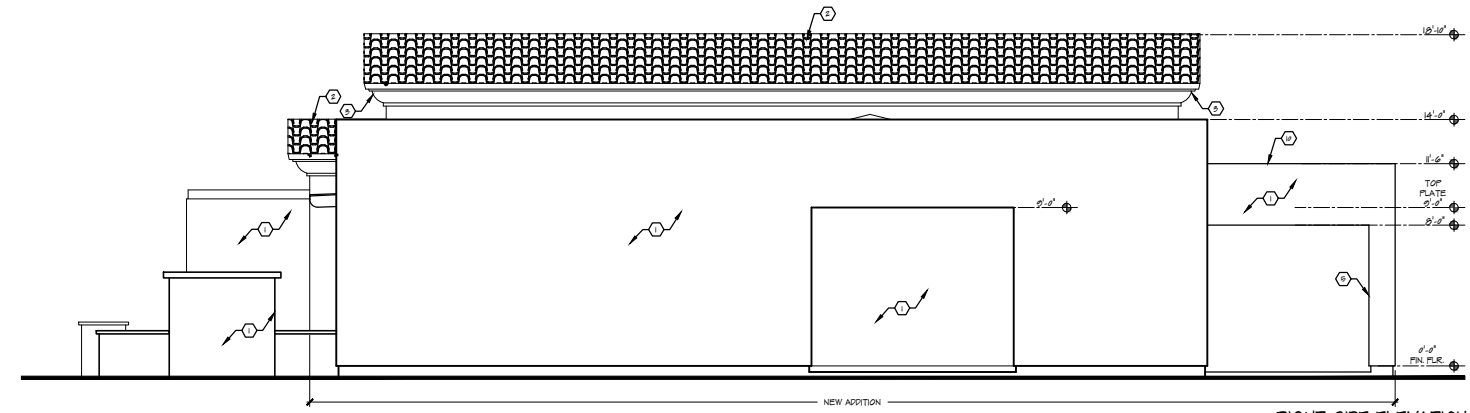
REVISIONS:

PROJECT NO: -  
DATE: DEC-2025  
DRAWN BY: E PADILLA  
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FILENAME: SAENZ

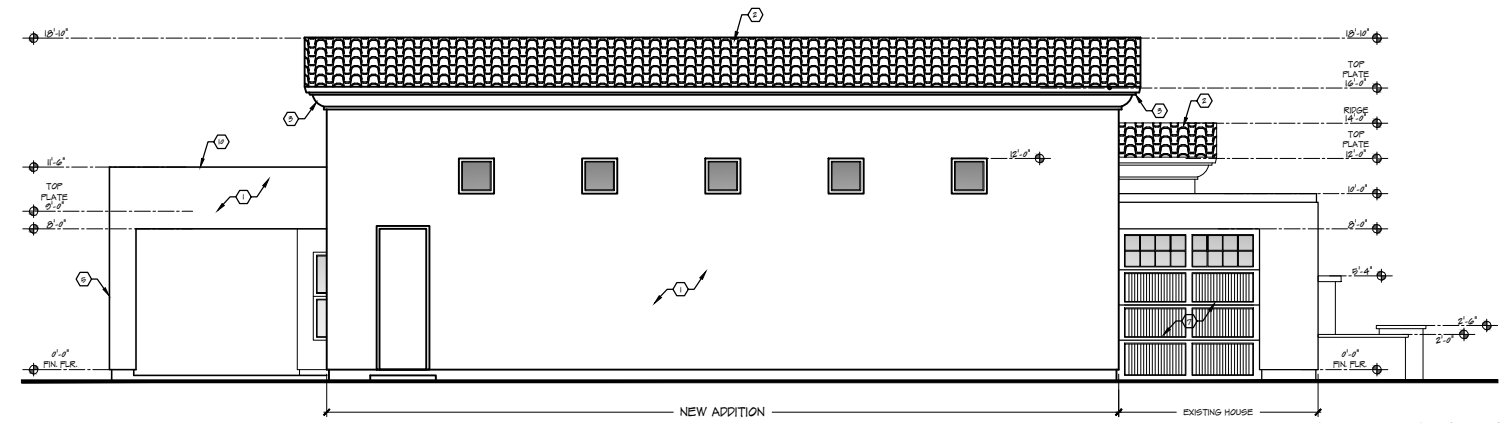
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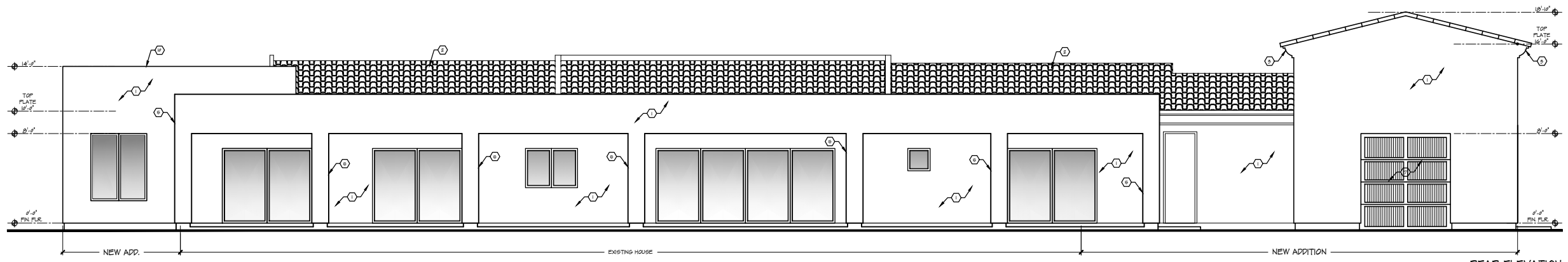
**FRONT ELEVATION**  
SCALE: 1/4"=1'-0"



**RIGHT SIDE ELEVATION**  
SCALE: 1/4"=1'-0"



**LEFT SIDE ELEVATION**  
SCALE: 1/4"=1'-0"



**REAR ELEVATION**  
SCALE: 1/4"=1'-0"

KEYNOTES	
1	STUCCO SYSTEM PER EXISTING NEW COLOR: SWISS COPPER DEW341 DUNN EDWARDS PAINTS SACCOSD54-D442229540
2	ROOF TILE PER EXISTING NEW: 3636 PERMANENT BLIND
3	STUCCO POINT MOLDING
4	2"X4" RAFTERS @ 24" OC MAX.
5	FRAMED COLUMN
6	2X POP OUT TO MATCH EXIST
7	GARAGE DOOR COLOR: ESPRESSO MACHATO DET 608 DUNN EDWARDS PAINTS SACCOSD54-D442229540
8	SCAM PER PLAN
9	SCUPPER
10	PARAPET