

Board of Adjustment
Regular Meeting
Agenda

Thursday, May 7, 2026

6:00 PM

Members of the Board of Adjustment 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. Business

A. Election of Officers

ACTION/COMMENT

Presenter: *Randy Proch, Planning & Community Development Director*

Discussion and possible action to elect a Chairperson and Vice Chairperson for the Board of Adjustment for the 2026/2027 term.

B. Approval of Minutes

ACTION/COMMENT

Presenter: *Randy Proch, Planning & Community Development Director*

Discussion and possible action to approve the August 14, 2025, special meeting minutes.

C. Public Hearing - PZ-26-22: Khan Driveway Addition

INFORMATION ONLY

Presenter: *Randy Proch, Planning & Community Development Director*

Citizens may ask questions for or against a variance request for the property located at 4889 N. Village Parkway to construct an expanded driveway.

D. Variance - PZ-26-22: Khan Driveway Addition

ACTION/COMMENT

Presenter: *Randy Proch, Planning & Community Development Director*

Discussion and possible action to approve a variance for an expanded driveway within the front yard for a home located at 4889 N. Village Parkway

V. Staff Report on Current Events

VI. Board Members Reports on Current Events

VII. Adjournment

David Ledyard, 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 Board of Adjustment meeting of Thursday, May 7, 2026, 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.



**BOARD OF ADJUSTMENT
COMMUNICATION**

**Business Item IV.A
Election of Officers**

To: Board of Adjustment Members
From: Rena Dosch, Planning Assistant
Meeting Date: 5/7/2026

RECOMMENDED MOTION:

N/A

BACKGROUND/DISCUSSION:

Nominations will be heard for Chairperson and Vice Chairperson of the Board of Adjustment for the 2026/2027 term.

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

ATTACHMENTS:



**BOARD OF ADJUSTMENT
COMMUNICATION**

**Business Item IV.B
Approval of Minutes**

To: Board of Adjustment Members
From: Rena Dosch, Planning Assistant
Meeting Date: 5/7/2026

RECOMMENDED MOTION:
MOVE TO APPROVE THE AUGUST 14, 2025, SPECIAL MEETING MINUTES.

BACKGROUND/DISCUSSION:
N/A

STAFF RECOMMENDATION:
Staff recommends approval.

FINANCIAL IMPACT:
N/A

ATTACHMENTS:
1. 08142025 BOA Special Meeting Draft Minutes



I. Call to Order

The meeting was held in the Library Community Room and called to order by Commissioner Dudley at 6:09 PM. A video recording of the meeting can be viewed [here](#).

Present: Chair Susan Charnetsky; Board Member Rachel Dudley; Commissioner Bob Darre

Absent: Council Member Brainard-Watson; Vice Chair Ledyard

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

II. Pledge of Allegiance

Board Member Dudley led the Pledge of Allegiance.

III. Business

A. Approval of Minutes

APPROVED

MOVE TO APPROVE THE MINUTES OF SEPTEMBER 5, 2024.

MOVER Board Member Dudley, **SECONDER** Commissioner Darre
AYE: Chair Charnetsky, Board Member Dudley, Commissioner Darre
3 - 0 - 0 Passed

B. Pathway Solid Wall (PZ-25-60)

APPROVED

The proposal is to construct new perimeter walls along the west side of the property. The home is located at 510 N. Old Litchfield Road and zoned Residential Very Low Density (RE). The homeowner and applicant have requested to utilize a solid wall along the rear of the lot. Due to the adjacent pathway on the west side of the lot (the rear property line), any new wall shall be full view or utilize full view fencing pursuant to Section 30.02(b)(2).

A similar request was presented to the Board of Adjustment last year and was approved. Nearly all homes along the corridor already have solid walls, with all but one being constructed prior to the change in 2007. The Zoning Code along with Arizona Revised Statutes, has four criteria that must be met to support the variance request:

1. There are special circumstances or conditions applying to the land, building, or use referred to in the application which do not apply to other properties in the district;

2. That such special circumstances were not created by the owner or applicant;
3. That the authorization of the variance is necessary for the preservation and enjoyment of substantial property rights; and
4. That the authorization of the application will not be materially detrimental to persons residing or working in the vicinity, to adjacent property, to the neighborhood or the public welfare in general.

Staff has reviewed the four criteria along with surrounding area and supports the variance request in order to construct a solid wall, matching a large majority of the surrounding area and creating the yard space for the owner to enjoy, without detrimental impact on the surrounding area.

MOVE TO APPROVE THE VARIANCE REQUEST, FILE NO. PZ-25-60, LOCATED AT 510 N. OLD LITCHFIELD ROAD.

MOVER Board Member Dudley, **SECONDER** Chair Charnetsky
AYE: Chair Charnetsky, Board Member Dudley, Commissioner Darre
3-0-0 Passed

C. Pathway Solid Wall (PZ-25-62)

APPROVED

The proposal is to construct new perimeter walls along the west side of the property. The home is located at 512 N. Old Litchfield Road and zoned Residential Very Low Density (RE). The homeowner and applicant have requested to utilize a solid wall along the rear of the lot. Due to the adjacent Pathway on the west side of the lot (the rear property line), any new wall shall be full view or utilize full view fencing pursuant to Section 30.02(b)(2).

A similar request was presented to the Board of Adjustment last year and was approved. Nearly all homes along the corridor already have solid walls, with all but one being constructed prior to the change in 2007. The Zoning Code along with Arizona Revised Statutes, has four criteria that must be met to support the variance request:

1. There are special circumstances or conditions applying to the land, building, or use referred to in the application which do not apply to other properties in the district;
2. That such special circumstances were not created by the owner or applicant;
3. That the authorization of the variance is necessary for the preservation and enjoyment of substantial property rights; and
4. That the authorization of the application will not be materially detrimental to persons residing or working in the vicinity, to adjacent property, to the neighborhood or the public welfare in general.

Staff has reviewed the four criteria along with surrounding area and supports the variance request in order to construct a solid wall, matching a large majority of the surrounding area and creating the yard space for the owner to enjoy, without detrimental impact on the surrounding area.

MOVE TO APPROVE THE VARIANCE REQUEST, FILE NO. PZ-25-62, LOCATED AT 512 N. OLD LITCHFIELD ROAD.

MOVER Board Member Dudley, **SECONDER** Chair Charnetsky
AYE: Chair Charnetsky, Board Member Dudley, Commissioner Darre
3-0-0 Passed

IV. Adjournment

MOVE TO ADJOURN THE SPECIAL MEETING

MOVER Chair Charnetsky, **SECONDER** Commissioner Darre
AYE: Chair Charnetsky, Board Member Dudley, Commissioner Darre
3 - 0 - 0 Passed

The special meeting adjourned at 6:20 P.M.

APPROVED:

BOARD OF ADJUSTMENT

David Ledyard, Chair
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CERTIFICATION

I, Rena Dosch, hereby certify that the foregoing minutes are a true and correct copy of the minutes of the meeting of the Board of Adjustment of the City of Litchfield Park held on Thursday, August 14, 2025. I further certify that the meeting was duly called and held and that a quorum was present.

Rena Dosch, Planning Assistant



**BOARD OF ADJUSTMENT
COMMUNICATION**

**Business Item IV.C
Public Hearing - PZ-26-22: Khan
Driveway Addition**

To: Board of Adjustment Members
From: Randy Proch, Planning & Community Development Director
Meeting Date: 5/7/2026

RECOMMENDED MOTION:

N/A

BACKGROUND/DISCUSSION:

1. Staff Report
2. Applicant Presentation
3. Public Comment

Citizens may ask questions for or against a variance request for the property located at 4889 N. Village Parkway to construct an expanded driveway.

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

ATTACHMENTS:



**BOARD OF ADJUSTMENT
COMMUNICATION**

**Business Item IV.D
Variance - PZ-26-22: Khan
Driveway Addition**

To: Board of Adjustment Members
From: Randy Proch, Planning & Community Development Director
Meeting Date: 5/7/2026

RECOMMENDED MOTION:

MOVE TO APPROVE THE VARIANCE REQUEST, FILE NO. PZ-26-22, LOCATED AT 4889 N. VILLAGE PARKWAY.

BACKGROUND/DISCUSSION:

The proposal is to maintain a newly constructed expanded driveway. The home is located at 4889 N. Village Parkway and zoned R1-6 (PD) within The Village.

The homeowner applicant is requesting to keep the expanded driveway recently installed in the front yard as part of a recently approved Design Review Board case for an RV garage. The installers expanded the extent beyond the DRB approved plans. Pursuant to 29.11(a)(1)(B).

The maximum allowable paved front yard area that may be utilized for driveways or parking spaces shall equal: (maximum allowable total driveway(s) entry width) x (depth of the front setback, measured at a ninety-degree angle from the front property line to the front setback line) in square feet.

(54.2 x 25) = 1,355sqft of paved area is permitted.

The existing driveway built with the home is approximately 2,400sqft, and though the above allowed, does not itself represent a violation. The previous DRB approval permitted approximately 600 square feet more to access the RV garage from the street. The installed portion is approximately 1,250 square feet, or double what was approved.

The Zoning Code, along with Arizona Revised Statutes, has four criteria that must be met to support the variance request:

1. That there are special circumstances or conditions applying to the land, building, or use referred to in the application which do not apply to other properties in the district;
2. That such special circumstances were not created by the owner or applicant;
3. That the authorizing of the variance is necessary for the preservation and enjoyment of substantial property rights; and
4. That the authorizing of the application will not be materially detrimental to persons

residing or working in the vicinity, to adjacent property, to the neighborhood or the public welfare in general.

Staff has reviewed the criteria and supports the variance request due to the large size of the front yard and lot width. The paved portion, as constructed, only represents about half of the front yard area, and does not have a detrimental impact on the surrounding area.

The Variance requires public notification through the newspaper, public postings and a sign at the property. Staff received one public comment on this proposal, stating that the driveway expansion was not supported or needed.

STAFF RECOMMENDATION:

Staff requests that the Board of Adjustment take the following action:

Approve the variance request from Section 29.11(a)(1)(B) of the Zoning Code to allow the expanded driveway.

FINANCIAL IMPACT:

N/A

ATTACHMENTS:

1. PZ-26-22 Report Attachments

Application Type (check all that apply)	For Staff Use Only
<input checked="" type="checkbox"/> Variance	Date: _____ Case: _____

Request

application included

Project Name: Khan garage Use: Personal
Address: 4889 N Village Parkway, Litchfield Park, AZ. 85340

Questionnaire

Proposition 207 signed

A variance from the provisions of the code shall not be authorized unless the board shall find upon sufficient evidence:

- That there are special circumstances or conditions applying to the land, building, or use referred to in the application which do not apply to other properties in the district:

- That such special circumstances were not created by the owner or applicant:

- That the authorizing of the variance is necessary for the preservation and enjoyment of substantial property rights:

Applicant requests a variance to exceed the maximum driveway allowance by expanding the previously approved garage driveway to accommodate additional on-property parking. The expanded driveway will provide additional legal, off-street parking, reducing the need for on-street parking and access on the main street at the round-a-bout.

- That the authorizing of the application will not be materially detrimental to persons residing or working in the vicinity, to adjacent property, to the neighborhood or the public welfare in general:

The variance will not be detrimental to the surrounding community. The expansion is modest and consistent with the area's low-density luxury character. Landscaping and surface materials preserve an open-space feel and enhance curb appeal. Design measures (gates) will conceal stored items from public view and neighbors, maintaining neighborhood aesthetics.

Additional parking will provide areas for landscaper, pool maintenance, and other services to park other than the street.

Staff Requirements

- Notification Process (300' radius for mailers from exterior property lines)
 - Staff shall provide notifications and postings in accordance with Section 3