

**Design Review Board**  
**Regular Meeting**  
**Agenda**

Thursday, May 7, 2026

Immediately following the 6:00 PM Board of Adjustment 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](http://www.litchfieldpark.gov)**
- B. A video recording of the meeting can be seen [here](#) the next business day.**

**II. 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.

**III. 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 Design Review Board 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 March 5 2026, regular meeting minutes.

**C. Khan RV Garage Amendment (PZ-26-21)** ***ACTION/COMMENT***

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

Discussion and possible action to recommend approval to the Zoning Administrator for an amendment to a previously approved plans to allow an enlarged driveway and RV gate for a home located at 4889 N. Village Parkway.

**IV. Staff Report on Current Events**

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

**VI. 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, May 7, 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  
Election of Officers**

**To:** Design Review Board Members  
**From:** Rena Dosch, Planning Assistant  
**Meeting Date:** 5/7/2026

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**RECOMMENDED MOTION:**

N/A

**BACKGROUND/DISCUSSION:**

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

**STAFF RECOMMENDATION:**

N/A

**FINANCIAL IMPACT:**

N/A

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**ATTACHMENTS:**



**DESIGN REVIEW BOARD  
COMMUNICATION**

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

**To:** Design Review Board Members  
**From:** Randy Proch, Planning & Community Development Director  
**Meeting Date:** 5/7/2026

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**RECOMMENDED MOTION:**  
**MOVE TO APPROVE THE MARCH 5, 2026, REGULAR MEETING MINUTES.**

**BACKGROUND/DISCUSSION:**  
N/A

**STAFF RECOMMENDATION:**  
Staff recommends approval.

**FINANCIAL IMPACT:**  
N/A

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**ATTACHMENTS:**  
1. 030526 DRB Regular Meeting

**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; Council Member Lisa Brainard Watson

**Absent:** Board Member David Ledyard

**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. Business**

**A. Public Works Facility**

**APPROVED**

The proposal is to modernize the Public Works Facility campus, including construction of a new building, parking lot, and yard storage area at the existing location. The former Rural Metro fire station site is located at 105 S. Desert Avenue and zoned Public Facility.

The planned facility improvements come from the approved Capital Improvement Program list of projects for the current fiscal year with a budget of \$2,000,000 to be exhausted prior to June 30, 2026 (Resolution 25-586). The facility is intended to provide the necessary space for the approximate 25-person public works department as well as community development staff, office space, meeting and break rooms, and a large rear garage to house vehicle repair bays, and semi-conditioned storage space. Larger outdoor equipment and trucks will utilize the surrounding yard space in the secured, rear area surrounding the building in a U-shape. A staff and guest parking lot is located along the front of the building. The elevations have been updated based on feedback provided by DRB and City Council and reflect the City's desired design influence.

**MOVE TO RECOMMEND APPROVAL TO THE CITY COUNCIL FOR THE FINAL DESIGN OF THE PUBLIC**

**WORKS FACILITY DESIGN, FILE NO. PZ-25-98, LOCATED AT 105 S. DESERT AVENUE, SUBJECT TO THE EXHIBITS PROVIDED**

**MOVER** Board Member Dudley, **SECONDER** Council Member Brainard Watson

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

**3 - 0 - 1 Passed**

**B. Nestor Ramada with Balcony**

**APPROVED**

The proposal is to build a freestanding ramada in the rear yard with rooftop seating. The home is located at 1158 E. Acacia Circle and is zoned R1.

The applicant is requesting to rebuild an existing platform seating area into a covered ramada and integrate the existing fireplace. Further, the applicant is requesting to include a railing on the roof with staircase access in order to sit atop the structure. There is no Zoning Code prohibiting rooftop access for accessory structures. There are also several existing homes with rooftop balconies. The discussion and consideration to include this feature qualifies for Enhanced Review for DRB consideration.

**MOVE TO RECOMMEND APPROVAL TO THE ZONING ADMINISTRATOR FOR THE PROPOSED RAMADA, FILE NO. PZ-26-09, SUBJECT TO THE EXHIBITS PROVIDED BY THE APPLICANT AND STIPULATION 1.**

**MOVER** Board Member Dudley, **SECONDER** Council Member Brainard Watson

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

**3 - 0 - 1 Passed**

**V. Staff Report on Current Events**

Mr. Proch gave an update on La Loma; the Performing Arts school and Library are on track to open on time, and the museum had their groundbreaking this week. He also spoke briefly about his conversation with the Botanical Gardens and a potential partnership.

**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** Council Member Brainard Watson

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

**3 - 0 - 1 Passed**

The regular meeting adjourned at 6:51 P.M.

**APPROVED:**

DESIGN REVIEW BOARD

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Susan Charnetsky, 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 Design Review Board of the City of Litchfield Park held on Thursday, March 5, 2026. I further certify that the meeting was duly called and held and that a quorum was present.

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Rena Dosch, Planning Assistant



**DESIGN REVIEW BOARD  
COMMUNICATION**

**Business Item IV.C  
Khan RV Garage Amendment (PZ-  
26-21)**

**To:** Design Review Board Members  
**From:** Randy Proch, Planning & Community Development Director  
**Meeting Date:** 5/7/2026

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**RECOMMENDED MOTION:**

**MOVE TO RECOMMEND APPROVAL TO THE ZONING ADMINISTRATOR FOR THE PROPOSED AMENDMENT FOR THE EXPANDED DRIVEWAY AND RV GATE, FILE NO. PZ-26-21, SUBJECT TO THE EXHIBITS PROVIDED.**

**BACKGROUND/DISCUSSION:**

The proposed amendment is to expand the paved driveway and add a new RV gate for a previously approved DRB case. The property is located at 4889 N. Village Parkway and is zoned R1-6 (PD) within The Village.

The RV garage was approved by the DRB in August 2025. The applicant has now constructed and completed the RV garage, which was anticipated and approved to have a standard 16 to 18 foot driveway width from the door to the street. The contractor expanded the driveway as pavers to flair to the north connecting the existing driveway and to the south to access a new RV gate. The southern gate, along with the flared driveway were not a part of the original approval. The amendment request is contingent on the variance approval, with the public hearing immediately preceding this meeting.

Staff has not received any public comment on the Design Review amendment request.

**STAFF RECOMMENDATION:**

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

Recommend Approval to the Zoning Administrator for the proposed expanded driveway and RV gate, subject to the exhibits provided by the applicant.

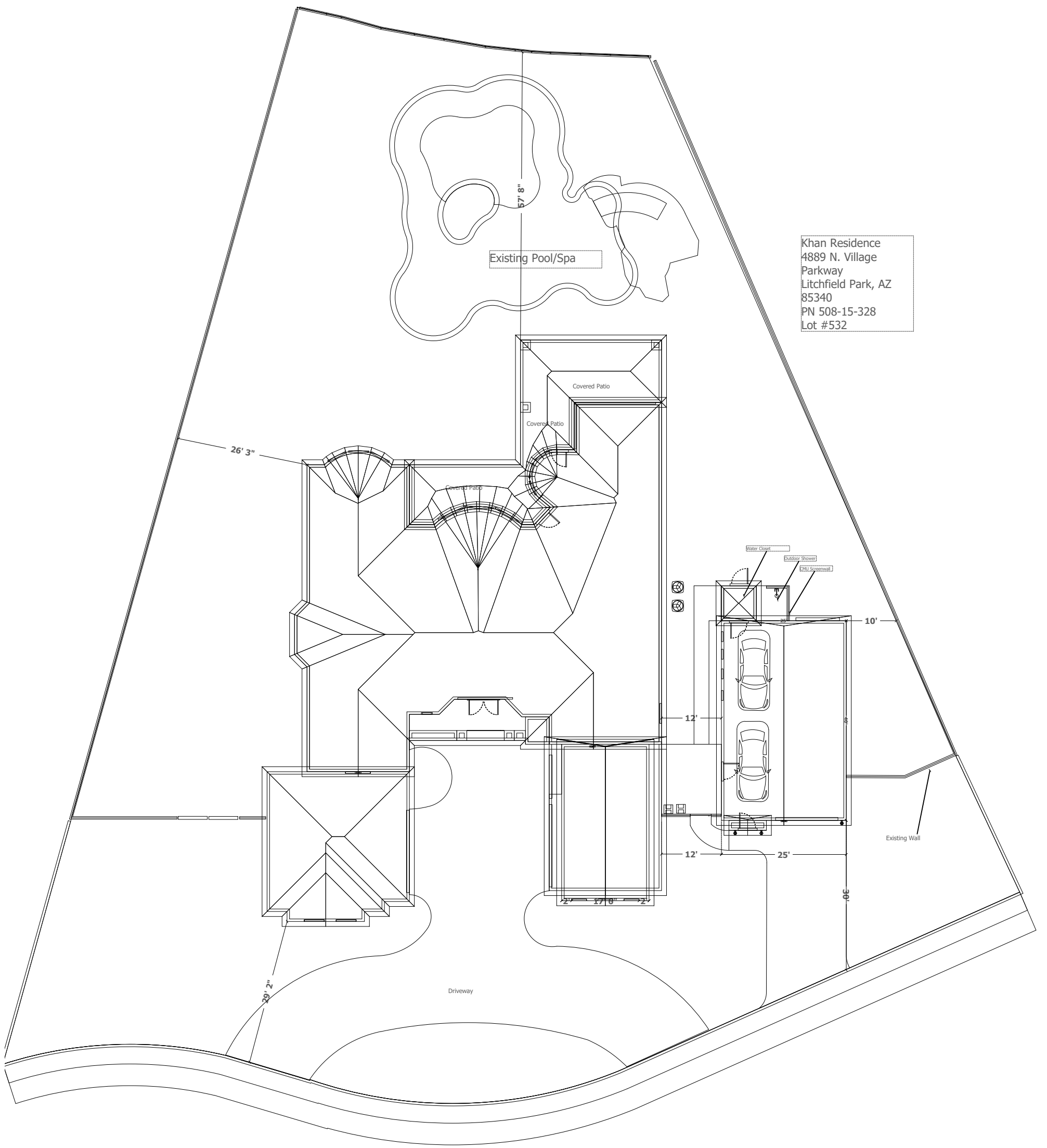
**FINANCIAL IMPACT:**

N/A

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**ATTACHMENTS:**

1. PZ-26-21 Report Attachments



Khan Residence  
 4889 N. Village  
 Parkway  
 Litchfield Park, AZ  
 85340  
 PN 508-15-328  
 Lot #532

