

Thursday, August 7, 2025

Regular Meeting

I. Call to Order

The meeting was held in the Library Community Room and called to order by Chair Charnetsky at 6:01 PM. A video recording of the meeting can be viewed [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 Attendees:

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 June 5, 2025, regular meeting.

V. Business

A. Town Home Addition (PZ-25-49)

APPROVED

The additions presented will update the existing town home through changes in massing and scale, while maintaining all development standards. The additional garage for golf carts does not exceed the maximum driveway width nor coverage allowances. The corner lot does require a minimum setback of 10 feet, which is not clearly illustrated in the graphics provided adjacent to the new covered deck. The proposal will match all existing colors, materials, and roofing styles.

Staff has not received any public comments on this proposal.

MOVE TO APPROVE THE PROPOSED TOWN HOME ADDITION FILE NO. PZ-25-49 LOCATED AT 100 E. LAGUNA ROYALE DRIVE, SUBJECT TO THE EXHIBITS PROVIDED BY THE APPLICANT AND STIPULATIONS 1 AND 2

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

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

5 - 0 - 0 Passed

B. Wall Relocation (PZ-25-48)

APPROVED

The wall expansion will create a new north side yard on the existing lot. At the time of construction, the north side of the home acted as the wall, with the yard being enclosed from the corner of the home east towards the adjoining key lot. A chamfer was also included in case the neighbor had a driveway located on the west side. The street side yard cannot be any less than half the required front yard setback of 30 feet. Therefore, the wall extension cannot be any wider than 11 feet from the home. The chamfer is no longer required as the key lot driveway is located on the far side of the property. The wall will match in color and be finished in stucco.

Staff has not received any public comments on this proposal.

MOVE TO APPROVE THE PROPOSED WALL RELOCATION FILE NO. PZ-25-48 LOCATED AT 117 E. FAIRWAY CIRCLE, SUBJECT TO THE EXHIBITS PROVIDED BY THE APPLICANT AND STIPULATIONS 1 AND 2

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

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

5 - 0 – 0 Passed

C. New Freestanding Garage (PZ-25-50)

APPROVED

As part of the stipulations, the area between the sidewalk and street will contain pavers to prevent any rock tracking out, similar to other houses along Village Parkway. The applicant has provided a basic rendering of the proposed elevations, though the software limitations were not able to make

an exact match. The proposal will match in architectural style, roofing style and shingle type, as well as primary building colors, which is not directly reflected in the exhibits. The development standards for the zoning district will be met with an additional stipulation that the two structures be attached through a trellis or arbor element, as the garage alone exceeds the maximum size for accessory structures.

Staff has not received any public comments on this proposal.

MOVE TO APPROVE THE PROPOSED FREESTANDING GARAGE, FILE NO. PZ-25-50, LOCATED AT 4889 N. VILLAGE PARKWAY, SUBJECT TO THE EXHIBITS PROVIDED BY THE APPLICANT AND STIPULATION 1. THROUGH 4

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

D. New Garage Addition (PZ-25-51)

APPROVED

The garage addition will utilize the existing driveway and expand at the rear corner of the home. The garage will contain a parapet roof matching the rear of the home and reduce the overall height. The location is ideal as it is tucked away from the front of the home. The architectural style, color, and finishes will match the rest of the home.

Staff has not received any public comments on this proposal.

MOVE TO APPROVE THE PROPOSED GARAGE ADDITION, FILE NO. PZ-25-51, LOCATED AT 14225 W. GREENTREE DRIVE SOUTH, SUBJECT TO EXHIBITS PROVIDED BY THE APPLICANT AND STIPULATIONS 1. AND 2

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

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

5 - 0 – 0 Passed

E. Wall Replacement (PZ-25-53)

APPROVED

This is the first request to bring a residential lot into conformance with the requirement for view fencing adjoining a public space. The walls along Scout Park on either side are solid block, unpainted and not stucco. The proposal would include block columns and wrought iron black fencing between them. The applicant would paint the block (no stucco) to match the home. DRB does not require stucco as part of the improvements. Neither property on the left or right has paint or stucco, so Staff supports this decision.

Staff has not received any public comments on this proposal.

MOVE TO APPROVE THE PROPOSED WALL REPLACEMENT, FILE NO. PZ-25-53, LOCATED AT 203 W. LLANO DRIVE, 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 Ledyard, Board Member Dudley, Commissioner Darre, Council Member Brainard Watson

5 - 0 – 0 Passed

F. Garage Remodel (PZ-25-58)

APPROVED

The proposal is to remodel the existing garage into livable space and add a new garage on the west side of the home. The property is located at 203 W. Llano Drive and is zoned R1-15.

The remodel will create a modern home with a strong mix of materials including the existing slump block, metal and brick veneer accents, and a new garage portion finished with stucco and a

glass door. These will create a unified expression with consistent paint colors across the different

materials. The garage is a single wide, dual length tandem garage to address the required setbacks at this location. All design and development standards have been met.

Staff has not received any public comments on this proposal.

MOVE TO APPROVE A GARAGE REMODEL, FILE NO. PZ-25-58, LOCATED AT 203 W. LLANO DRIVE, SUBJECT TO THE EXHIBITS PROVIDED BY THE APPLICANT AND STIPULATIONS 1. AND 2

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

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

5 - 0 – 0 Passed

G. New Facade (PZ-25-54)

APPROVED

The facade update is intended to match the previous approval in materials and design elements. The previous approval has not proceeded with the building permit yet, as this next phase of improvement was planned before. Upon approval, both projects would move forward together to ensure a cohesive design across all elements. There is no expansion or change to the building footprint. The design and development standards for the property have been met.

Staff has not received any public comments on this proposal.

MOVE TO APPROVE A NEW FACADE, CASE NO. PZ-25-54, LOCATED AT 130 E. ESTERO LANE, SUBJECT TO THE EXHIBITS PROVIDED BY THE APPLICANT AND STIPULATION 1

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

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

5 - 0 – 0 Passed

H. Updated Backyard Structures (PZ-25-56)

APPROVED

This proposal is an update to a previous DRB approved plan that included a variance request. The BOA did approve the variance, which reduced the rear setback to 6'-9" to accommodate the proposal at the time.

The current proposal will utilize that allowance for the freestanding pergola. The pergola generally matches the existing home in materials and design, with some alterations that do not detract from the home.

The applicant is also requesting approval for a pre-built shed. The proposed shed generally matches in color and roofing style, but not in building material. At the location depicted, the structure is almost completely screened from public view except for the roof, as the structure is taller than the adjacent walls.

Staff supports the proposed shed and pergola and has not received any public comments on this proposal.

MOVE TO APPROVE THE PROPOSED BACKYARD STRUCTURES, FILE NO. PZ-25-56, LOCATED AT 514 E. FAIRWAY DRIVE, SUBJECT TO THE EXHIBITS PROVIDED BY THE APPLICANT AND STIPULATIONS 1. AND 2

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

I. New Guest Home (PZ-25-57)

APPROVED

The proposed guest house as shown does not comply with Section 31.03(d) of the Zoning Code, which requires a step-back setback for structures taller than 10 feet. To support the application, the applicant will need to:

1. Decrease the size of the guest house to meet the requirements
2. Provide a fire separation wall to reduce the 10' requirement to the main home
3. Attach the guest house to the main home through a trellis or other connecting member.

The applicant is expected to provide an update and direction requested as part of presentation of the item during the meeting. The remaining requirements of the Zoning Code have been addressed so long as the guest house has on-site parking, shall not be leased separately from the principal building, shall not have separate utility connections, and shall not have cooking facilities.

Staff has not received any public comments on this proposal.

MOVE TO APPROVE THE PROPOSED GUEST HOUSE, FILE NO. PZ-25-57, LOCATED AT 4822 N. BARRANCO DRIVE, SUBJECT TO THE EXHIBITS PROVIDED BY THE APPLICANT AND STIPULATIONS 1. THROUGH 3

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

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

5 - 0 – 0 Passed

J. Pergola Structures (PZ-25-64)

APPROVED

The proposed structures represent an update from a previous code enforcement case from earlier this year. The structures at that time did not conform to Zoning Code requirements nor received a building permit prior to construction. The applicant has made significant changes to meet design and development code standards, which is represented in the current application.

The proposed posts would be metal, though the conformance for design standards would be met in wood portions being color matched to the slump block home and asphalt shingles matching as well.

Staff has not received any public comments on this proposal.

MOVE TO APPROVE THE PROPOSED PERGOLAS, FILE NO. PZ-25-64, LOCATED AT 420 S. LILA CIRCLE, SUBJECT TO THE EXHIBITS PROVIDED BY THE APPLICANT AND STIPULATIONS 1. AND 2

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

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

5 - 0 – 0 Passed

VI. Staff Report on Current Events

Mr. Proch thanked the Board for their consideration to hold a special meeting on the following Thursday, August 14, 2025. He discussed the ongoing projects happening at La Loma, specifically with the school and the library. He discussed Lots 1 & 2 in Litchfield Square have closed, construction will break ground in the next 90 days, an extension that was approved in the Council Meeting the night before.

VII. Board Members Reports on Current Events

There were no reports provided.

VIII. Adjournment

MOVE TO ADJOURN THE REGULAR MEETING

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

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

5 - 0 – 0 Passed

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, August 7, 2025. I further certify that the meeting was duly called and held and that a quorum was present.

Rena Dosch, Planning Assistant