

I. Call to Order

The meeting was held in the Library Community Room and called to order by Acting Chair Dudley at 6:21 PM. A video recording of the meeting can be viewed [here](#).

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

Absent: Vice Chair David Ledyard, Council Member Lisa Brainard Watson

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

II. Pledge of Allegiance

Acting Chair Dudley, called to defer this item, as the Pledge of Allegiance was recited during the Board of Adjustment meeting immediately preceding this meeting.

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 August 7, 2025, regular meeting.

V. Business

A. Approval of Minutes

TABLED

MOVE TO TABLE THE APPROVAL OF THE JUNE 5, 2025, REGULAR MEETING MINUTES

MOVER Chair Charnetsky, **SECONDER** Commissioner Darre

AYE: Chair Charnetsky, Board Member Dudley, Commissioner Darre

3 - 0 – 2 Passed

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

APPROVED

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 a 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, and two additional stipulations were added at the Board's request:

1. Two 4-foot gates may be added to the rear wall to create a second opening no wider than eight feet.
2. Any disturbance to vegetation or rocks outside of the property line must be restored.

MOVER Board Member Dudley, **SECONDER** Chair Charnetsky

AYE: Chair Charnetsky, Board Member Dudley, Commissioner Darre

3 - 0 – 2 Passed

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

APPROVED

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 a view fence.

If the variance is granted, the application can proceed as presented. The wall will be painted and finished in stucco, and a pedestrian gate will also be included in order to access the walking trails.

Staff has not received any public comments on this proposal, and one additional stipulation was added at the Board's request:

1. Any disturbance to vegetation or rocks outside of the property line must be restored.

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

AYE: Chair Charnetsky, Board Member Dudley, Commissioner Darre

3 - 0 – 2 Passed

D. Garage Pergola (PZ-25-67)

APPROVED

The proposal is to construct a lean-to 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 to 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.

MOVER Board Member Dudley, **SECONDER** Commissioner Darre
AYE: Chair Charnetsky, Board Member Dudley, Commissioner Darre
3 - 0 – 2 Passed

VI. Staff Report on Current Events

There were no reports provided.

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 Dudley, Commissioner Darre
3 - 0 – 2 Passed

Acting Chair Dudley adjourned the special meeting at 6:49 PM.

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 14, 2025. I further certify that the meeting was duly called and held and that a quorum was present.

Rena Dosch, Planning Assistant