

Thursday, September 4, 2025

Regular Meeting

I. Call to Order

The meeting was held in the Library Community Room and called to order by Vice Chair Ledyard at 6:00 PM. A video recording of the meeting may be viewed [here](#).

Present: Chair Susan Charnetsky (Zoom), Board Member David Ledyard, Board Member Rachel Dudley, Commissioner Bob Darre (Zoom), Council Member Lisa Brainard Watson

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

II. Pledge of Allegiance

Vice Chair Ledyard 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 August 14, 2025, special meeting.

V. Business

A. Approval of Minutes

APPROVED

MOVE TO APPROVE THE JUNE 5, 2025, REGULAR MEETING MINUTES

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

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

5 - 0 - 0 APPROVED

B. Home and Garage Addition (PZ-25-66)

APPROVED

The proposal is to create a new garage, living space, and rear patio to an existing home. The property is located at 204 N. Florence Avenue and is zoned R1-15. The addition is being brought back before the Design Review Board from a previous case heard in October 2023 since the application had expired and has been resubmitted.

The proposed addition would utilize the full extent of the side and front setbacks by expanding the overall structure on those sides, while maintaining a larger backyard without further expansion.

The proposed facade would be modernized and blended into the existing architecture, which would be a small portion of the overall front plane of the home. All other portions of the structure, walls, fencing, and yard would remain as-is.

Staff has not received any public comments on this proposal.

MOVE TO APPROVE THE PROPOSED TOWN HOME ADDITION FILE NO. PZ-25-66 LOCATED AT 204 N. FLORENCE AVENUE, 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 APPROVED

C. Delana Mae Downtown Building Final (PZ-25-30)

APPROVED

The proposal is to construct a three-story mixed-use building, which would include 20 condominium units up to 4,000 square feet on the second and third floors along with 20,000 square feet of indoor commercial space on the first floor with outdoor dining options on Lot 13 and site improvements including a large public parking lot and private resident drive aisle to access private garage and driveways on Lot 14 within Litchfield Square. The property is located at the southwest corner of Desert Avenue and Honeysuckle Street and is zoned City Center (CTR).

This is the second presentation to the Design Review Board as the applicant has revised and included updates to the preliminary designs shown in June. The overall appearance, mass, and layout has remained unchanged. The subtle updates include additional fenestration and breaks in the facades, namely the south side of the mixed-use building and freestanding garage building. The parking lot layout has been finalized to maximize the amount of spaces for this proposal along with the City Hall building (Lot 15).

As stipulated below and in the Development Agreement, a number of offsite improvements will also be included with the project along Honeysuckle Street, such as EV charging stations, sidewalk and landscape enhancements, and additional district signage. Wigwam Boulevard will also be updated, to include angled parking spaces from Desert Avenue to La Loma Avenue.

Proposals within the lots of Litchfield Square are only required to submit a Design Review application because, generally, the City of Litchfield Park has completed all associated civil improvements as part of the infrastructure surrounding each lot. Final design may be impacted by this proposal due to civil plans not being provided as part of this application.

Staff has not received any public comments.

MOVE TO RECOMMEND APPROVAL TO CITY COUNCIL FOR THE PROPOSED MIXED-USE DOWNTOWN BUILDING, FILE NO. PZ-25-30, LOCATED AT THE SOUTHWEST CORNER OF DESERT AVENUE AND HONEYSUCKLE STREET, SUBJECT TO THE EXHIBITS PROVIDED BY THE APPLICANT AND STIPULATIONS 1 THROUGH 6.

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

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

ABSTAIN: Council Member Brainard Watson

4 - 0 – 1 APPROVED

VI. Staff Report on Current Events

Mr. Proch stated that construction is days away from beginning at the school at the Hilltop and the park is within formal review as well.

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** Council Member Brainard Watson

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

5 - 0 – 0 APPROVED

Vice Chair Ledyard adjourned the regular meeting at 6:32 PM.

APPROVED:

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, September 4, 2025. I further certify that the meeting was duly called and held and that a quorum was present.

Rena Dosch, Planning Assistant