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Thursday, October 2, 2025

Regular Meeting

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**I. Call to Order**

The meeting was held in the Library Community Room and called to order by Vice Chair Ledyard at 6:06 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

**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 September 4, 2025.

**V. Business**

**A. Approval of Backyard Shed**

**APPROVED**

The proposal is to modify a pre-built shed in the rear yard. The property is located at 502 E. Wigwam Boulevard and is zoned R1-15.

The homeowner purchased a large pre-built shed to place in the rear yard. Upon installation, the structure was too large for the proposed location and did not match the home's architecture. The applicant has proposed to modify the existing shed to rebuild the roof and paint it to match the home. The new location and design meets all criteria.

Staff has not received any public comments on this proposal.

**MOVE TO APPROVE THE PROPOSED MODIFIED SHED, FILE NO. PZ-25-74, LOCATED AT 502 E. WIGWAM BOULEVARD, SUBJECT TO THE EXHIBITS PROVIDED BY THE APPLICANT AND STIPULATION 1.**

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

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

**4 - 0 - 1 Passed**

**B. Approval of Arizona Room Conversion**

**APPROVED**

The proposal is to convert an Arizona Room to livable space along with associated site improvements. The property is located at 519 Redondo Drive North and zoned R1-15.

The applicant is proposing to change the existing Arizona Room to livable space in the rear yard of the home, along with updating the concrete shingle roof to asphalt shingles to reduce the dead load, and replace the existing chain link fence with concrete block, unfinished to match the adjacent homes along the rear alley, to also include a gate for vehicular entry.

The proposed conversion will utilize matching siding material found in the front of the home as the facade is a mix of materials. The updated shingles will create a classic feel consistent with the surrounding homes. The updated wall request will require DRB approval to not include stucco and paint. The gate can be permissible, but no RV storage is permitted.

Staff has not received any public comments on this proposal.

**MOVE TO APPROVE THE PROPOSED ARIZONA ROOM CONVERSION, FILE NO. PZ-25-76, LOCATED AT 519 REDONDO DRIVE NORTH, SUBJECT TO THE EXHIBITS PROVIDED BY THE APPLICANT AND STIPULATION 1.**

**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**

**C. Approval of New Pergolas**

**APPROVED**

The proposal is to add a front yard attached pergola and patio area pergola onto an existing home. The property is located at 211 Bahia Lane East and zoned RC-PD.

The proposed front yard pergola would be attached to the home and create a porch space at the front door. The second location is adjacent to the side property line and would create dappled

shade on the south side of the home. The homes in this area already contain 1-hour fire walls and the proposed structure is fire-resistant. The color would be dark brown to match the trim of the home.

Staff has not received any public comments on this proposal.

**MOVE TO APPROVE THE PROPOSED PERGOLAS, FILE NO. PZ-25-78, LOCATED AT 211 BAHIA LANE EAST, SUBJECT TO THE EXHIBITS PROVIDED BY THE APPLICANT AND STIPULATION 1.**

**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 Passed**

**D. Approval of New Pergola**

**APPROVED**

The proposal is to build a 450 square foot cantilevered pergola in the rear yard. The property is located at 390 E. Campina Drive and is zoned R1.

The applicant is proposing a large pergola in the rear yard against Camelback Road. The pergola will cover an existing improved space. The property is burdened by a public utility easement requiring an 8' separation from the rear yard, which will require a 2' adjustment back towards the home. The proposed size and location has room to make the adjustment. The pergola will compliment the home's architecture.

Staff has not received any public comments on this proposal.

**MOVE TO APPROVE THE PROPOSED PERGOLA, FILE NO. PZ-25-79, LOCATED AT 390 E. CAMPINA 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**

**E. Approval of Backyard Pergola**

**TABLED**

The applicant/representatives were not present.

**MOVE TO TABLE THIS ITEM UNTIL THE APPLICANT/REPRESENTATIVE CAN BE PRESENT**

**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**

**F. Recommendation of Approval of Preliminary Hilltop Park Design****APPROVED**

The proposal is to vegetate, beautify, and reestablish a public gathering space located around The Hilltop School for the Arts, P.W. Litchfield Heritage Center, and Maricopa County Branch Library. The park space is located at the Rancho La Loma Homestead, 5374 N. Litchfield Road and is zoned Agritourism.

The yet-to-be-named park space is intended to compliment the numerous new projects located at Rancho La Loma, also known as The Hilltop. Staff have been working with the various entities involved as well as utilizing the public comments received through online and in-person surveys, open houses, and direction from the Recreation and Public Grounds Commission to create a phased park space on all remaining portions of the 21-acre site. The park space is approximately 9 acres, which includes the northern portion of the site, the two eastern cottages, bandstand and stage, former pump house and bathroom buildings, water tank, and western sunset terraces.

All aspects of the design have used public feedback for programming, amenities, and attractions, which include walking trails throughout, botanical gardens focused on Sonoran Desert plants, cacti, and roses, rentable spaces at the bandstand and terraces, a centralized event space near the cottages and library, a playground space tucked away from adjacent uses, and storage and maintenance space for the Public Works department. The flora will be diversified and left to grow, with only seasonal cutbacks with a peacock-themed entry feature as you enter from Litchfield Road. The amount of natural turf is minimized and carefully placed for optimal use and historic revegetating, especially on the sunset terraces. The plan includes several new buildings including multiple bathrooms and ramadas and is envisioned to include new uses for Cottage #2 and Cottage #3, just east of the museum space.

Access is managed through an expanded parking area along the north, gated vehicular access for events on the western terrace, ADA parking stalls near the event space and adjacent to the museum, with Fire Department access embedded into the landscaping through a compacted DG path connecting the northern and southern parking lots, as well as a turnaround area near the cottages.

**MOVE TO RECOMMEND APPROVAL TO THE CITY COUNCIL FOR THE PRELIMINARY HILLTOP PARK DESIGN, FILE NO. PZ-25-70, LOCATED AT 5374 N. LITCHFIELD ROAD AT LA LOMA SUBJECT TO THE EXHIBIT PROVIDED**

**MOVER** Board Member Dudley; **SECONDER** Board Member Darre

**AYES** Chair Charnetsky, Board Member Ledyard, Board Member Dudley, Commissioner Darre,

**RECUSED:** Council Member Brainard Watson

**4 - 0 - 1 Passed**

**VI. Staff Report on Current Events**

Mr. Proch spoke briefly about the recent state law change and welcomed the Board Members to reach out to him should they have any questions regarding it.

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

There were no reports provided.

**VIII. Adjournment**

**MOVE TO ADJOURN THE REGULAR MEETING**

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

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

**5 - 0 - 0**

Vice Chair Ledyard adjourned the regular meeting at 7:12 PM.

**APPROVED:  
DESIGN REVIEW BOARD**

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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, October 2, 2025. 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