
Thursday, November 6, 2025

Regular Meeting

I. Call to Order

The meeting was held in the Library Community Room and called to order by Chair Charnetsky at 6:00 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

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 October 2, 2025, regular meeting.

V. Business

A. Approval of Minutes

APPROVED

MOVE TO APPROVE THE AUGUST 7, 2025, REGULAR MEETING, THE AUGUST 14, 2025 SPECIAL MEETING, THE SEPTEMBER 4, 2025 AND THE OCTOBER 2, 2025 REGULAR MEETING MINUTES

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 Passed

B. Approval of Backyard Pergola (PZ-25-80)

APPROVED

The proposal is to build a freestanding pergola structure in the rear yard. The home is located at

310 W. Campbell Avenue and is zoned R1-15.

The applicant is requesting to build an approximately 350 square foot freestanding pergola in the rear yard made of composite material. The structure will be held up by four posts at a slight slant to allow drainage to flow off. The architecture will blend with the home's design, and the location was specifically chosen to be outside the bounds of the Public Utility Easement in along the rear property line and maintain the required 10' separation from the primary structure.

Staff has not received any public comments on this proposal.

MOVE TO APPROVE THE PROPOSED BACKYARD PERGOLA, FILE NO. PZ-25-80, LOCATED AT 310 W. CAMPBELL AVENUE, SUBJECT TO THE EXHIBITS PROVIDED BY THE APPLICANT AND STIPULATION 1.

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 Passed

C. Guesthouse Conversion (PZ-25-86)

APPROVED

The proposal is to improve and enlarge an existing backyard accessory structure shed into a guesthouse. The property is located at 4599 N. Village Parkway and is zoned R1-8 PD.

The existing 192 square foot shed is in the backyard of the home, approximately eight and a half feet from the side property line and nine feet from the rear property line. The additional square footage being added on is 180, a combined total of 372 square feet, which is below the maximum allowed of 500 square feet. The interior ceiling height is proposed at just over 8 feet, with a pitched roof that will need to be no higher than 13 feet overall due to the accessory structure step back setback. The existing architecture of the shed and house will be matched in a Spanish Revival style to include stucco finish and s-tile roof.

Staff has not received any public comments on this proposal.

MOVE TO APPROVE THE PROPOSED SHED CONVERSION, FILE NO. PZ-25-86, LOCATED AT 4599 N. VILLAGE PARKWAY, SUBJECT TO THE EXHIBITS PROVIDED BY THE APPLICANT AND STIPULATIONS 1 THROUGH 5.

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

D. Expanded Front Yard Wall (PZ-25-87)**APPROVED**

The proposal is to expand the front yard courtyard wall towards the front property line. The property is located at 218 Laguna Drive East and zoned RC-PD.

The proposed wall expansion would create sufficient room to build a future swimming pool within the courtyard space. The resident has completed a survey and through the pool builder ensured the maximum allowed footprint to be expanded no closer than the front setback line. The wall will match the existing architecture.

Staff has not received any public comments on this proposal.

MOVE TO APPROVE THE PROPOSED WALL, FILE NO. PZ-25-87, LOCATED AT 218 LAGUNA DRIVE EAST, SUBJECT TO THE EXHIBITS PROVIDED BY THE APPLICANT AND STIPULATIONS 1 AND 2.

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 Passed

E. Remodel and New Garage (PZ-25-88)**APPROVED**

The proposal is to remodel and add a new garage onto an existing home. The property is located at 1093 N. Oro Vista and zoned R-1.

The proposed remodel would expand the overall footprint of the structure towards all portions of the building envelope, most of which going towards the front setback line. The new garage will be brought forward with the existing garage being converted to living space. A new covered front entryway is also included with a new roof line. The proposed structure would be greater than 5,000 square feet under roof, which requires fire sprinklers. The applicant may reduce the roofed areas by 158 square feet, which would remove the requirement and stipulation during the Building Permit review. The architectural changes would modernize the home and include new details along the garage doors as well.

Staff has not received any public comments on this proposal.

MOVE TO APPROVE A REMODEL AND NEW GARAGE, FILE NO. PZ-25-88, LOCATED AT 1093 N. ORO VISTA, SUBJECT TO THE EXHIBITS PROVIDED BY THE APPLICANT AND STIPULATIONS 1 THROUGH 3.

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

F. Carport Conversion (PZ-25-92)

APPROVED

The proposal is to convert an existing carport to garage on an existing home. The property is located at 400 E. Palm Street and is zoned R1-8.

The brick facade home is located on a corner lot and subject to a 25 foot front setback. The proposed garage addition scope has been reduced in order to fit within the required setbacks. The roof line will be extended and match in materials and colors, along with the same brick facade being added to the garage face. All other portions of the home would remain as-is.

Staff has not received any public comment on this proposal.

MOVE TO APPROVE THE PROPOSED CARPORT CONVERSION, FILE NO. PZ-25-92, LOCATED AT 400 E. PALM STREET, SUBJECT TO THE EXHIBITS PROVIDED BY THE APPLICANT AND STIPULATION 1.

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

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

5 - 0 - 0 Passed

G. Sunken Gazebo (PZ-25-94)

APPROVED

The proposal is to construct a sunken gazebo next to a pool planned in the backyard. The property is located at 13770 W. Bloomington Street and is zoned R1-6 PD.

The proposed sunken gazebo is part of a backyard remodel that includes a pool and spa on an existing slab planned for the gazebo already. The overall height from adjacent finished grade is 10 feet and is located 5 feet from the rear and side property lines. The proposed colors are consistent with the home's primary and secondary color palettes, provided within the plan set.

Staff has not received any public comments on this proposal.

MOVE TO APPROVE THE PROPOSED SUNKEN GAZEBO, FILE NO. PZ-25-94, LOCATED AT 13770 W. BLOOMINGTON STREET, SUBJECT TO THE EXHIBITS PROVIDED BY THE APPLICANT AND STIPULATIONS 1 AND 2.

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

H. City of Litchfield Park Public Works Facility (PZ-25-98)**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 are Spanish Revival or Santa Barbara with appropriate massing, rooflines, and embellishments that represent the City's desired design influence.

Staff has not received any public comments on this proposal.

MOVE TO RECOMMEND APPROVAL TO THE CITY COUNCIL FOR THE PRELIMINARY DESIGN OF THE PUBLIC WORKS FACILITY DESIGN, FILE NO. PZ-25-98, LOCATED AT 105 S. DESERT AVENUE, SUBJECT TO THE EXHIBITS PROVIDED.

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

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

NAY: Chair Charnetsky

4 - 1 - 0 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. Executive Session

MOVE TO CONVENE EXECUTIVE SESSION

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

Executive Session convened at 7:05 PM

- A. An Executive Session pursuant to A.R.S. § 38-431.03(A)(3) for discussion or consultation for legal advice with the City Attorney regarding state law changes.**

This item was held.

MOVE TO RECONVENE THE REGULAR MEETING

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

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

4 - 0 - 0 Passed

The regular meeting reconvened at 8:05 PM

IX. Adjournment

MOVE TO ADJOURN THE REGULAR MEETING

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

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

4 - 0 - 0 Passed

The regular meeting adjourned at 8:06 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, November 6, 2025. I further certify that the meeting was duly called and held and that a quorum was present.

Rena Dosch, Planning Assistant