

I. Call to Order

The meeting was held in the Library Community Room and called to order by Chair Charnetsky at 6:03 PM.

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

Absent: Council Member Lisa Brainard Watson

Staff: Randy Proch, Planning Director; Maria Ceaglske, Deputy City Clerk

II. Pledge of Allegiance

Chair Charnetsky led the Pledge of Allegiance.

III. Call to the Community

There were no requests to speak.

IV. Business

A. Approval of Minutes

APPROVED

APPROVE THE NOVEMBER 6, 2025, REGULAR MEETING MINUTES

MOVER Commissioner Darre, **SECONDER** Vice Chair Ledyard

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

ABSENT: Council Member Brainard Watson

4 - 0 - 1 Passed

B. January Meeting Date Change

APPROVED

Mr. Proch stated the meeting date falls on a holiday and January 8, 2026 would be the next available Thursday.

APPROVE TO MOVE THE JANUARY 1, 2026, MEETING DATE TO JANUARY 8, 2026.

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

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

ABSENT: Council Member Brainard Watson

4 - 0 - 1 Passed

C. Backyard Media Wall (PZ-25-97) **APPROVED**

Mr. Proch briefly explained the item and staff recommendations as noted below:

The proposal is to build a freestanding pergola with media wall in the rear yard. The home is located at 815 W. Verbena Lane in the Village and is zoned R1-8 PD. The applicant is addressing a partially-built structure by applying for Design Review approval before work can resume. The approximate 196-square foot pergola is located at the rear corner of the lot, five feet away from the side and five feet away from the rear property line. The structure will include one wall on the south side (against the road) for media. The wall will be block construction with stucco and paint to match the house. Staff has not received any public comments on this proposal.

Staff requested that the Design Review Board take the following action:

Approve the proposal, subject to the exhibits provided by the applicant, and stipulation 1:

1. A Building Permit issued by the City will be required before any construction is to occur.

The applicants, Robert Guevara and Lorena Gonzalez, were present for any questions the Board Members may have. Board Member Darre stated he visited the property to speak with the owners and supports the request. There were no additional comments or questions from Board Members.

APPROVE A FREESTANDING PERGOLA WITH MEDIA WALL AT 815 W. VERBENA LANE

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

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

ABSENT: Council Member Brainard Watson

4 - 0 - 1 Passed

D. Breezeway Conversion (PZ-25-102) **APPROVED**

Mr. Proch briefly explained the item and staff recommendations as noted below:

The proposal is to convert an existing breezeway between the home and garage into a new bedroom. The property is located at 1108 N. Oro Vista and zoned R1. The existing 168 square foot breezeway is located in front of the home's primary facade and connects to the two car garage located in front of the home. The breezeway roof

is connected across both portions of the structure and will remain as-is. Some of the current exterior, proposed future interior will be remodeled to connect the home to this expanded portion. All new elements of the addition will match in design with the rest of the home in a white stucco finish. Staff has not received any public comments on this proposal.

Staff requested that the Design Review Board take the following action:
Approve the proposal, subject to the exhibits provided by the applicant, and stipulation 1:

1. A Building Permit issued by the City will be required before any construction is to occur.

The applicant, Courtney LeBoeuf, was present for any questions the Board Members may have.

Board Member Darre asked if there would be an entrance from the bedroom to the garage. Ms. LeBoeuf responded there would not be a direct entrance from the house to the garage. Mr. Proch explained the entrance door location will be located near the rear of the garage to the adjacent patio and pointed out the location on the plans submitted by the applicant.

The Board Members stated they had no further questions.

APPROVE A BREEZEWAY TO BEDROOM CONVERSION AT 1108 N. ORO VISTA

MOVER Commissioner Darre, **SECONDER** Vice Chair Ledyard

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

ABSENT: Council Member Brainard Watson

4 - 0 - 1 Passed

V. Staff Report on Current Events

Mr. Proch invited Board Members to attend the Planning and Zoning Commission hearing on Tuesday, December 9, 2025 noting the item of discussion would be the accessory structures and compliance for setbacks. He gave an update on the timeline and construction of the hilltop improvements including the school, library, park and roundabout. He thanked the Board Members for approving to move the January 2026 meeting date due to it falling on a holiday.

VI. Board Members Reports on Current Events

There were no reports on current events from the Board Members.

VII. Adjournment

The meeting was adjourned at 6:19 p.m.

APPROVED:

DESIGN REVIEW BOARD

Susan Charnetsky, Chair

CERTIFICATION

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

Randy Proch, Planning Director