

I. Call to Order

The meeting was held in the Library Community Room and called to order by Chair Charnetsky at 6:02 PM. A video recording of the meeting can be viewed [here](#).

Present: Chair Susan Charnetsky; Board Member Rachel Dudley; Council Member Lisa Brainard Watson

Absent: Board Member David Ledyard

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. Business

A. Public Works Facility

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 have been updated based on feedback provided by DRB and City Council and reflect the City's desired design influence.

MOVE TO RECOMMEND APPROVAL TO THE CITY COUNCIL FOR THE FINAL DESIGN OF THE PUBLIC

WORKS FACILITY DESIGN, FILE NO. PZ-25-98, LOCATED AT 105 S. DESERT AVENUE, SUBJECT TO THE EXHIBITS PROVIDED

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

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

3 - 0 - 1 Passed

B. Nestor Ramada with Balcony

APPROVED

The proposal is to build a freestanding ramada in the rear yard with rooftop seating. The home is located at 1158 E. Acacia Circle and is zoned R1.

The applicant is requesting to rebuild an existing platform seating area into a covered ramada and integrate the existing fireplace. Further, the applicant is requesting to include a railing on the roof with staircase access in order to sit atop the structure. There is no Zoning Code prohibiting rooftop access for accessory structures. There are also several existing homes with rooftop balconies. The discussion and consideration to include this feature qualifies for Enhanced Review for DRB consideration.

MOVE TO RECOMMEND APPROVAL TO THE ZONING ADMINISTRATOR FOR THE PROPOSED RAMADA, FILE NO. PZ-26-09, SUBJECT TO THE EXHIBITS PROVIDED BY THE APPLICANT AND STIPULATION 1.

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

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

3 - 0 - 1 Passed

V. Staff Report on Current Events

Mr. Proch gave an update on La Loma; the Performing Arts school and Library are on track to open on time, and the museum had their groundbreaking this week. He also spoke briefly about his conversation with the Botanical Gardens and a potential partnership.

VI. Board Members Reports on Current Events

There were no reports provided.

VII. Adjournment

MOVE TO ADJOURN THE REGULAR MEETING

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

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

3 - 0 - 1 Passed

The regular meeting adjourned at 6:51 P.M.

APPROVED:

DESIGN REVIEW BOARD

Susan Charnetsky, Chair
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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, March 5, 2026. I further certify that the meeting was duly called and held and that a quorum was present.

Rena Dosch, Planning Assistant