

**I. Call to Order**

The meeting was held in the Library Community Room and called to order by Vice Chair Charnetsky at 6:07 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:** Commissioner Bob Darre; Commissioner Jon Bohm

**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. Election of Officers**

**APPROVED**

Vice Chair Charnetsky nominated Board Member Dudley for Chairperson, and Vice Chair Charnetsky nominated herself to remain in the Vice Chair position. There were no other nominations.

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

**AYE:** Vice Chair Charnetsky, Chair Dudley, Board Member Brainard Watson

**3 - 0 – 2 Passed**

**B. Approval of Minutes**

**APPROVED**

**MOVE TO APPROVE THE AUGUST 14, 2025, SPECIAL MEETING MINUTES**

**MOVER** Vice Chair Charnetsky, **SECONDER** Board Member Brainard Watson

**AYE:** Vice Chair Charnetsky, Chair Member Dudley, Board Member Brainard Watson

**3- 0 – 2 Passed**

**C. Public Hearing - PZ-26-22: Khan Driveway Addition**

Mr. Proch explained the variance process requires public notification through the newspaper, public postings and signage on the property. Staff received one public comment on this proposal, stating that the driveway expansion was not supported or needed. There were no further comments.

**D. Variance - PZ-26-22: Khan Driveway Addition****APPROVED**

The proposal is to maintain a newly constructed expanded driveway, located at 4889 N. Village Parkway. The homeowner is requesting to keep the expanded driveway recently installed in the front yard as part of a recently approved Design Review Board case for an RV garage. The installers expanded the project beyond the DRB approved plans.

The maximum allowable paved front yard area that may be utilized for driveways or parking spaces is 1,355 sq ft. The previous DRB approval permitted approximately 600 additional square feet. The installed portion is approximately 1,250 square feet. There are four criteria that must be met to support the variance request:

1. There are special circumstances or conditions applying to the land, building, or use referred to in the application which do not apply to other properties in the district;
2. That such special circumstances were not created by the owner or applicant;
3. That the authorizing of the variance is necessary for the preservation and enjoyment of substantial property rights; and
4. That the authorizing of the application will not be materially detrimental to persons residing or working in the vicinity, to adjacent property, to the neighborhood or the public welfare in general.

Staff has reviewed the criteria and supports the variance request due to the large size of the front yard and lot width. The paved portion, as constructed, only represents about half of the front yard area, and does not have a detrimental impact on the surrounding area.

**E. Staff Report on Current Events**

There were no reports provided.

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

There were no reports provided.

**G. Executive Session**

This item was not held.

**H. Adjournment****MOVE TO ADJOURN THE REGULAR MEETING**

**MOVER** Chair Charnetsky, **SECONDER** Council Member Brainard Watson

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

**3 - 0 - 2 Passed**

The regular meeting adjourned at 6:22 P.M.

**APPROVED:**

DESIGN REVIEW BOARD

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Rachel Dudley, 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 Board of Adjustment of the City of Litchfield Park held on Thursday, May 7, 2026. 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