

**Board of Adjustment**  
**Regular Meeting**  
**Agenda**

Thursday, July 2, 2026

6:00 PM

Members of the Board of Adjustment will attend either in person, by telephone, or video conference call.  
Physical access to the meeting room will be available 30 minutes prior to the meeting.

**I. Call to Order**

- A. The agenda and packet are available at: [www.litchfieldpark.gov](http://www.litchfieldpark.gov)
- B. A video recording of the meeting can be seen [here](#) the next business day.

**II. Pledge of Allegiance**

**III. Call to the Community**

This is the time for citizens who would like to address the Commission on any non-agenda item. Action taken as a result of public comment will be limited to asking staff to review the matter, asking that the matter be put on a future agenda, or responding to criticism.

**IV. Business**

**A. Approval of Minutes**

**Presenter:** *Randy Proch, Planning & Community Development Director*

***ACTION/COMMENT***

Discussion and possible action to approve the May 7, 2026, regular meeting minutes.

***INFORMATION ONLY***

**B. Public Hearing - PZ-26-28: Berles Shed**

**Presenter:** *Randy Proch, Planning & Community Development Director*

Citizens may ask questions for or against a variance request for the property located at 101 E. Bird Lane to maintain an existing shed in the front yard.

**C. Variance - PZ-26-28: Berles Shed**

**Presenter:** *Randy Proch, Planning & Community Development Director*

***ACTION/COMMENT***

Discussion and possible action to approve a variance to maintain an existing shed in the front yard for a home located at 101 E. Bird Lane.

**V. Staff Report on Current Events**

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

**VII. Executive Session**

- A. An Executive Session may be called during the public meeting on any item on this agenda pursuant to A.R.S. § 38-431.03(A)(3) for the purpose of receiving legal advice.**

**VIII. Adjournment**

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Rachel Dudley, Chair

**Affidavit of Posting**

I, Rena Dosch, do hereby certify that I caused to be posted a true and correct copy of this agenda for the Board of Adjustment meeting of Thursday, July 2, 2026, in the following place in the City of Litchfield Park:

1. City Hall, outside bulletin board
2. City Website

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Rena Dosch, Planning Assistant

Persons with special accessibility needs should contact City Hall, (623) 935-5033, at least 48 hours prior to the meeting.



**BOARD OF ADJUSTMENT  
COMMUNICATION**

**Business Item IV.A  
Approval of Minutes**

**To:** Board of Adjustment Members  
**From:** Randy Proch, Planning & Community Development Director  
**Meeting Date:** 7/2/2026

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**RECOMMENDED MOTION:**  
**MOVE TO APPROVE THE MAY 7, 2026, REGULAR MEETING MINUTES.**

**BACKGROUND/DISCUSSION:**  
N/A

**STAFF RECOMMENDATION:**  
Staff recommends approval.

**FINANCIAL IMPACT:**  
N/A

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**ATTACHMENTS:**  
1. 050726 BOA Regular Meeting Minutes tr ver

**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:** Vice Chair Susan Charnetsky; Board Member Rachel Dudley; Board Member Lisa Brainard Watson

**Absent:** Board Member Bob Darre; Board Member Jon Bohm

**Staff:** Randy Proch, Planning Director; Rena Dosch, Planning Assistant

**II. Pledge of Allegiance**

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

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

**3 - 0 - 2 Passed**

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

**APPROVED:**

DESIGN REVIEW BOARD

\_\_\_\_\_  
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.

\_\_\_\_\_  
Rena Dosch, Planning Assistant



**BOARD OF ADJUSTMENT  
COMMUNICATION**

**Business Item IV.B  
Public Hearing - PZ-26-28: Berles  
Shed**

**To:** Board of Adjustment Members  
**From:** Randy Proch, Planning & Community Development Director  
**Meeting Date:** 7/2/2026

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**RECOMMENDED MOTION:**

N/A

**BACKGROUND/DISCUSSION:**

1. Staff Report
2. Applicant Presentation
3. Public Comment

Citizens may ask questions for or against a variance request for the property located at 101 E. Bird Lane to maintain an existing shed.

**STAFF RECOMMENDATION:**

N/A

**FINANCIAL IMPACT:**

N/A

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**ATTACHMENTS:**

1. Public Hearing Posting

**CITY OF LITCHFIELD PARK  
PUBLIC HEARING**

**REQUEST:** ZONING CODE  
VARIANCE TO PERMIT  
AN ACCESSORY STRUCTURE IN  
THE FRONT YARD  
**LOCATION:**

101 E BIRD LANE

BOARD OF  
**MEETING:** ADJUSTMENT

**DATE:** JULY 2, 2026 **TIME:** 6:00 P.M.

**MEETING LOCATION:**  
LITCHFIELD BRANCH LIBRARY  
101 W. WIGWAM BOULEVARD

UNLAWFUL REMOVAL OR DESTRUCTION  
OF THIS SIGN IS PUNISHABLE BY LAW  
PLANNING DEPARTMENT 623-889-6216  
POSTING DATE: JUNE 17, 2026



**BOARD OF ADJUSTMENT  
COMMUNICATION**

**Business Item IV.C  
Variance - PZ-26-28: Berles Shed**

**To:** Board of Adjustment Members  
**From:** Randy Proch, Planning and Community Development Director  
**Meeting Date:** 7/2/2026

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**RECOMMENDED MOTION:**

**MOVE TO APPROVE THE VARIANCE REQUEST, FILE NO. PZ-26-28, LOCATED AT 101 E. BIRD LANE.**

**BACKGROUND/DISCUSSION:**

The proposal is to continue to allow an existing shed located in the front yard of a home located at 101 E. Bird Lane. The property is zoned RE.

The homeowner applicant is requesting to keep the existing shed where it is located within the front yard. The Zoning Code states that "...accessory structures shall be located between the rear property line and the principal building...". This is the only known instance of an accessory structure (small shed) being in a front yard. The front setback requirement is 40 feet, and the shed is located approximately 122 feet back from the front property line and back further than the front facade of the home. If desired, the homeowner could create more side yard by constructing a fence along the front facade of the home, creating more backyard space. While there is no exemption for diminutive tool sheds from being located in the side yard, it has not been an enforcement matter to move side yard sheds beyond the rear plane of the home to the letter of the law within the Code.

The Zoning Code, along with Arizona Revised Statutes, has four criteria that must be met to support the variance request:

1. That 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 oversized lot and location of the shed, being beyond the front setback requirement and front facade of the

home, and that it does not have a detrimental impact on the surrounding properties.

The Variance requires public notification through the newspaper, public postings and a sign at the property. Staff received one public comment on this proposal, stating that the existing shed was not a concern.

**STAFF RECOMMENDATION:**

Staff requests that the Board of Adjustment take the following action:

Approve the variance request from Section 31.03(d)(1) of the Zoning Code to continue to maintain an accessory structure (shed) in the front yard.

**FINANCIAL IMPACT:**

N/A

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**ATTACHMENTS:**

- 1. PZ-26-28 Report Attachments

Application Type (check all that apply)	For Staff Use Only
<input type="checkbox"/> Variance	Date: _____ Case: _____

### Request

application included

Project Name: \_\_\_\_\_ Use: \_\_\_\_\_

Address: \_\_\_\_\_

### Questionnaire

Proposition 207 signed

A variance from the provisions of the code shall not be authorized unless the board shall find upon sufficient evidence:

- That 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:

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- That such special circumstances were not created by the owner or applicant:

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- That the authorizing of the variance is necessary for the preservation and enjoyment of substantial property rights:

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- 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:

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### Staff Requirements

- Notification Process (300' radius for mailers from exterior property lines)
  - Staff shall provide notifications and postings in accordance with Section 3









EXIT ONLY

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