



West University Historic Zone Advisory Board
Tuesday, January 16, 2024, at 6:00PM
Virtual Meeting
Meeting Minutes/Legal Action Report

1. Call to Order/Roll Call

Meeting Opened 6:02 pm

Board Members Attending: McDonnell (non-voting), Serra, Turner, Fajardo, and Glock (acting chair)

Guests: Jodie Brown (COT HPO), Kelsie Montgomery, Joseph Maher, Pete Zorrilla, and Mindy Bernstein

2. Approval of Minutes – November 21, 2023

Approval of 8/15/23 Minutes: Glock motions to approve. Serra seconded. Approved by roll call vote 4-0.

3. Call to Audience

None

4. Reviews

a. TP-PRE-1123-00375, 612 E 5th Street

Replace windows and doors, re-stucco exterior, replace roof.
Full Review/Contributing Resource

Kelsie Montgomery presenting. Kelsie explains proposed project scope. Converting an existing RV garage into an ADU.

Damon opens with discussion of materials and window design/style. General agreement from board that the horizontal aspect ratio of the windows is a good idea.

Rachel offers that extending the gable roof even beyond what is proposed makes sense. General agreement from board.

Board supports the height as proposed.

b. SD-1223-00144, 945 N 5th Avenue

Renovate garage to hobby/guest room.

Full Review/Contributing Resource

Pete Zorrilla presenting.

Pete described the general scope of the project to convert a contributing garage into a guest and hobby space. Showed the current dilapidated state of the existing structure. Pete also walked the board thru the proposed elevations.

General comments from the board included concerns from Serra about the type of glass block proposed and that the board would need to see more specific information than just "glass block" given the wide variety of such materials and that the board would find some types unacceptable. She offered some examples of what could be acceptable. Damon expressed concern over the use of stone in the façade especially since it was not part of the original structure. Serra said that it gave a false sense of history. After conversation, the board agreed that the stone should be removed from the front columns while the tapered shape could remain.

Owner (Mindy) added in the course of conversations that she would also like to add solar panels and gutters to the building. Board let her know that would require some drawings and a separate review. Cannot be approved as part of this review. Mindy also expressed concern about having to come back to the board in the future with more detail on the glass block materials for the windows and told the board she was willing to use a two light divided window on the east elevation and a double hung on the west elevation.

Further discussion and Damon was able to motion that the design is approved as presented with the following exceptions:

- Removal of the stone features
- No glass block
- 2 light divided window on the east elevation and a double hung window on the west elevation.
- Materials consistent with West University design guide

Serra seconds. Board approves 4-0.

6. Staff Updates - Information Only

No staff updates

7. Future Agenda Items

Jodie proposed elections be held at our next meeting. There was some board discussion on training and the criteria for a continuance.

8. Adjournment

Motion made by Serra to adjourn. Second by Glock. Motion approved unanimously, 4-0.
Meeting adjourned at 8:10 pm.

Rick McDonnell, non-voting board member