



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

1. Call to Order/Roll Call

Meeting Opened 6:00 pm

Board Members Attending: Glock, Turner and McDonnell.

Guests: Jodie Brown (COT), Don Lichti and Lou Spetnagle

2. Approval of Minutes – February 21, 2024

Glock motions to approve. Turner seconded. Approved by roll call vote 3-0.

3. Call to Audience

None

4. Reviews

a. SD-0324-00026, 924 N 6th Avenue

Replace all windows.

Full Review/Contributing Resource

Don Lichti presented on behalf of the property owner.

Property is 3 stories, third floor living area is likely a later addition/remodel. All windows are single pane and most are not fully functional. Lichti presented a plan to replace all windows with Pella single hung windows made of a composite material. Replacement windows would fit inside of existing openings/trim. No external trim or windowsill work would be required.

After much discussion, board was not comfortable with the proposed exposed composite material. Counseled Lichti that the guidelines allowed for wood or wood clad windows but full composite windows were not appropriate. Many alternative options were discussed. Glock showed the applicant Jeld Wen Sitrine Clad-Wood Window: Double-Hung Sash Pack as an acceptable alternative and Lichti agreed to investigate for this application. This particular product just involves replacing the sashes.

Discussion also involved appropriate windows for replacing existing 3rd floor steel casement windows. Proposal was to use single hung as replacement. Board was not comfortable with this approach unless there is evidence that single or double hung was original to the property. If the casement windows were added later as part of an addition or renovation, then it is desirable to keep that newer work visually distinct from the original home by staying with casement windows.

Turner motioned to propose a continuance to allow the applicant to consider discussion and return at a later date with a revised plan. Glock seconded. Motion carried with a 3-0 vote.

5. Design Guidelines Process Discussion

Staff Brown updated the board on progress being made by the city on developing a process for updating HPZ guidelines. More detail still to be finalized, but process would include formal finalization of the board's review, followed by a notification and review by the TPCHC PRS, followed by a review by the CDRC (Community Design Relations Committee) and then a recommendation to the PDSD Director and then the director making a recommendation to the city manager. Also, a public comment period may be required. Given that the scope of proposed changes to this particular design guideline are fairly minor, this process could be streamlined.

Action to WUHZAB to finalize unadjudicated comments to the current mark-up before next meeting in May. Staff Brown will return to next meeting to let the board know what particular actions/process will apply in this case.

6. Staff Updates - Information Only

Michael Taku is back in the office.

7. Future Agenda Items

Capstone will be back for a formal full review of the relocation and, at some point, the new construction.

Board should see Serra and Fajardo return to May's meeting and, if so, board should hold elections.

8. Adjournment

Meeting adjourned at 7:05 pm.

-Rick McDonnell (acting secretary)