

2024

**Tucson-Pima County Historical Commission**  
Plans Review Subcommittee (PRS)

**LEGAL ACTION REPORT/Minutes**

**Thursday, June 13, 2024**

**This was a hybrid meeting. The meeting was accessible at the provided link to allow for participating in-person, virtually, and/or calling in.**

Note: A recording of the entire meeting (audio/video) can be accessed at <https://www.youtube.com/playlist?list=PLUfRGd7RxAUv6rMbrNEurjg1iY8N4ZALR>

**1. Call to Order and Roll Call**

The meeting was called to order at 1:01 P.M., and per roll call, a quorum was established.

Commissioners Present: Savannah McDonald (Acting Chair), Joel Ireland, Andrew Christopher, Jan Mulder, and Rikki Riojas (virtual)

Commissioners Absent: Teresita Majewski (Chair)

Applicants/Public Present: Matt Smith, Don Lichti, Brent Jones, and Tim Smith

Staff Present: Michael Taku and Jodie Brown (City of Tucson, Planning and Development Services Department [PDSD]) (in-person), Kris Lafleur (City Manager's Office), Donny Russell (Parks and Recreation Department) (virtual)

**2. Approval of the Legal Action Report/Minutes for the Meeting of May 23, 2024**

**Motion:** Commissioner Riojas moved to approve the Legal Action Report/Minutes for the meeting of May 23, 2024, as submitted.

The motion was seconded by Commissioner Ireland.

The motion passed unanimously by a roll call vote of 5-0. (Chair Majewski absent)

**3. Historic Preservation Review Cases**

*UDC Section 5.8/TSM 9-02.0.0/Historic District Design Guidelines  
Revised Secretary of the Interior's Standards and Guidelines*

**3a. SD-0923-00099, 728 E 4th Street**

Replace windows and restucco exterior.  
Full Review/West University Historic Preservation Zone  
Contributing Resource/Rehabilitation Standards

Staff Brown presented background on the project and read into the record the action taken by the West University Historic Zone Advisory Board (WUHZAB) from the meeting of May 21, 2024. WUHZAB voted 4-0 to recommend approval with conditions that (1) windows 9 and 16 to be a single large window in the center flanked by casement windows on either side with simulated divided lights included; and (2) windows 10 and 17 to be a pair of double-hung windows with a mullion in between with simulated divided lights as shown in plans.

Brent Jones provided an overview of the project, clarified points, and answered questions during the presentation.

Discussion was held. Action was taken.

**Motion:** Commissioner Christopher moved to recommend approval of the project as presented with the following conditions:

1. Windows 10 and 17 shall be a pair of double- or single-hung windows divided with a vertical mullion and no divided lites.
2. Windows 9 and 16 shall be pairs of casement windows in series with a single horizontal divided lite.
3. The applicant should consider replacing the front door with a more appropriate historic style.
4. City Code Enforcement should review the exterior doors for compliance.

The motion was seconded by Commissioner Ireland.

The motion passed unanimously by a roll call vote of 5-0. (Chair Majewski absent)

**3b. SD- 0324-00026, 924 N 6th Avenue**

Replace all windows.  
Full Review/West University Historic Preservation Zone  
Contributing Resource/Rehabilitation Standards

Staff Brown presented background on the project and read into the record the action taken by WUHZAB from the meeting of May 21, 2024. WUHZAB voted 4-0 to recommend approval of the Pella double-hung aluminum-clad wood windows at all locations with the exception of the third-floor west dormer windows, which shall be Pella casement fixed-style aluminum-clad wood windows.

Don Lichti provided an overview of the project, clarified points, and answered questions during the presentation.

Discussion was held. Action was taken.

**Motion:** Commissioner Riojas moved to recommend approval of the project as presented with Pella double-hung aluminum-clad wood windows, with the dormer

on the third floor having casement windows comprised of 3 fixed and 4 opening windows.

The motion was seconded by Commissioner Ireland.

The motion passed unanimously by a roll call vote of 5-0. (Chair Majewski absent)

**3c. SD- 0324-00025, 941 N 4th Avenue**

Modification of the doors, new sidewalk, landscape, and bike racks.  
Full Review/West University Historic Preservation Zone  
Contributing Resource/Rehabilitation Standards

Staff Brown presented background on the project and read into the record the action taken by WUHZAB from the meeting of May 21, 2024. WUHZAB voted 3-1 to recommend approval as presented.

Matt Smith from Arc Studios, Inc., provided an overview of the project, clarified points, and answered questions during the presentation. Team members included Donny Russell, the project manager for City of Tucson Parks and Recreation, and Tim Smith from Swaim and Associates.

Discussion was held. Action was taken.

**Motion:** Commissioner Mulder moved to recommend approval of the project as presented, noting that landscape is not part of this review. Should landscape be proposed, it will be reviewed by the Historic Landscape Subcommittee (HLS) and does not need to return to PRS.

The motion was seconded by Commissioner Ireland.

The motion passed unanimously by a roll call vote of 5-0. (Chair Majewski absent)

**3d. TC-DMO-0524-00105, 2218 E 1st Street**

Demolition of pump house.  
Full Review/Sam Hughes National Register Historic District  
Contributing Resource/Rehabilitation Standards

Staff Brown informed commissioners that the project was being reviewed consistent with the City's Administrative Directive, noting that the pump house is owned by the City of Tucson.

Kris Lafleur from the City Manager's Office summarized all the actions undertaken to document the pump house prior to demolition. He provided an overview of the project, clarified points, and answered questions during the presentation.

Discussion was held. Action was taken.

**Motion:** Commissioner Riojas moved to support that PRS finds there is sufficient documentation and recommended distinguishing infill of the 4-foot wall from the existing wall. We also recommend some form of interpretation of the history of the structure and reference to the remaining pump house.

The motion was seconded by Commissioner Mulder.

The motion passed unanimously by a roll call vote of 5-0. (Chair Majewski absent)

4. **Public and Institutional Use in a Development Zone Discussion**

4a. **Discussion on the Use of Public and Institutional buildings as Comparative Properties in Development Zones**

Given that all PRS members were not present, the consensus was to not discuss it at a meeting without all members present and to keep this item on the agenda for further discussion with PRS and staff.

No action was taken.

5. **Task Force on Inclusivity Report Recommendations**

5a. **Discussion on Best Practices for Naming of City- and County-Owned Physical Assets**

No report was given.

6. **Current Issues for Information/Discussion**

6a. **Minor Reviews**

Staff Taku summarized the projects reviewed at 620 N. 6<sup>th</sup> Avenue for replacement of wood/chain link fence with a masonry stucco wall (West University). Commissioner Riojas assisted with the virtual review.

Staff will request availability when new cases are ready for review.

6b. **Appeals**

Staff Taku noted no pending appeal(s).

6c. **Zoning Violations**

Staff Taku noted that there are ongoing and pending cases being worked on for compliance and/or in the review process, and that staff are working with their zoning violation code enforcement liaison. Staff noted that there are violation cases being worked on that eventually will be reviewed by PRS.

**6d. Review Process Issues**

Staff is working on the implications of recently passed House Bill (HB) 2720 and 2721, and updates will be provided to PRS, especially the changes pertaining to ADUs.

Commissioners requested to be informed of returning cases.

**7. Summary of Public Comments (Information Only)**

No public comment was received by the posted deadline.

**8. Future Agenda Items for Upcoming Meetings**

The next scheduled meeting is June 20, 2024. Staff Brown noted that as requested by PRS, it will be a one-item agenda, Capstone properties – relocation of houses. Subsequently, Capstone will return for review of new construction and demolition. PRS quorum was verified and confirmed for the next meeting.

**9. Adjournment**

The meeting was adjourned at 3:15 P.M.