



West University Historic Zone Advisory Board  
Tuesday, August 20, 2024, at 6:00PM  
Virtual Meeting  
**Meeting Minutes/Legal Action Report**

**1. Call to Order/Roll Call**

Meeting Opened 6:01 pm

Board Members Attending: McDonnell (Chair), Serra, Turner, Spetnagle (joined at 6:34pm), Glock, and Stoner.

Guests: Jodie Brown (COT HPO), Michael Kramkowski, Richard Wiehe

**2. Approval of Minutes – July 16, 2024**

Turner motions to approve. Serra seconded. Approved by roll call vote 5-0 (Spetnagle had not yet joined).

**3. Call to Audience**

There was no call to the audience.

**4. Reviews**

**a. SD-0524-00045, 628 N 4<sup>th</sup> Avenue**

Richard Wiehe (FORS) presenting. Richard reviewed the submitted drawings and renderings with the board. Much discussion about whether the new openings for windows and doors on the west and north elevations would remain unchanged (Richard confirmed that they would not change). Further discussions on the east elevation. Elevation drawing and rendering are not consistent and neither show the parapet that is intended to stay.

Glock motioned to recommend approval of elevations 601 and 602 as shown, to have elevation 603 updated to reflect the rendering and the parapet, that the garage door shown in the rendering is acceptable and that lights on the west elevation rendering are acceptable. Motion seconded by Turner. Motion passed 6-0.

**5. Design Guidelines**

McDonnell discussed with the board how some comments were resolved/adjudicated. Then had open discussion on 3 items that he did not adjudicate. After board discussion, Serra motions to approve comments as discussed and that the document be forwarded to

PRS. Both a copy with the comments broken out and a copy with the comments incorporated with the understanding that formatting would be performed at a later date. Glock seconds. Motion approved 6-0

#### **6. Staff Updates**

Jodie indicated that the formal review for the new construction for Capstone will be coming up soon.

#### **7. Future Agenda Items**

None.

#### **8. Adjournment**

Meeting adjourned at 7:47 pm.

Rick McDonnell (Acting secretary)