



West University Historic Zone Advisory Board
Tuesday, January 14, 2025, 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, Spetnagel, Glock, Serra, Stoner, and Turner joined at 6:28pm

Guests: Michael Taku, Maria Gayosso, Shay Jimenez

2. Approval of LAR – December 10th, 2024

Glock motions to approve. Serra seconds. Approved by roll call vote 5-0.

3. Call to Audience

There was no call to the audience.

4. Reviews

a. SD-0524-00049/TC-RES-0424-02101, 901 N 3rd Ave

Shay Jimenez presenting. Review of package and description of proposed ADU design. Discussion of carport roof not on drawing. Plan is to remove/demo. Plan calls for removing clerestory windows of existing storage shed. East elevation: door and window existing. New windows to be wood single hung.

Serra motions to approve as presented with the following amendments: 1) Reduced setbacks on the north and west side are approved. 2) East elevation keynotes update to reflect exiting window & door and materials. 3) Clarify narrative to reflect the materials (wood) and the removal of the clerestory windows.

Glock seconds. Board approves 6-0.

5. WUHZAB Design Guidelines

McDonnell will work with Michael to get the review of the last 10 pages on the PRS agenda.

6. Staff Updates

Gayosso updated the board on the discussions between the city and the applicant/owner of 717 N 7th Ave. The applicant has chosen to come back before the board and PRS requesting that the conditions regarding the duplex be revisited. Plans that were reviewed in a previous meeting no longer reflect current conditions.

7. Future Agenda Items

Future items planned for next month. Several minor reviews are in the pipeline.

8. Adjournment

Meeting adjourned at 7:26 pm.

Rick McDonnell (Acting secretary)