

2025

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

LEGAL ACTION REPORT/Minutes

Thursday, February 27, 2025

This was a hybrid meeting. The meeting was accessible at the link provided 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 1:02 P.M., and per roll call, a quorum was established.

Commissioners Present (all virtual): Teresita Majewski (Chair), Andrew Christopher, Savannah McDonald, and Joel Ireland.

Commissioners Absent: Jan Mulder.

Applicants/Public Present (all virtual): Richard McDonnel and Jim Glock (West University Historic Zone Advisory Board [WUHZAB]), Chuck Meyer (CM Architect, LLC), Sherry Downer (Property Owner), Brent L. Davis (Consultant) and Elaine Hill (Fort Lowell Historic Zone Advisory Board [FLHZAB]).

Staff Present: Michael Taku (City of Tucson, Planning and Development Services Department [PDSD])

2. Review and approval of 02/13/2025 Legal Action Report (LAR) and Meeting /Minutes

Motion: Commissioner Ireland moved to approve the Legal Action Report/Minutes for the meeting of 02/13/2025, as submitted.

The motion was seconded by Commissioner Christopher.

The motion passed unanimously by a roll call vote of 4-0 (Commissioner Mulder 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. West University Historic Preservation Zone Design Guidelines [WUHPZDG]
Discussion**

Staff Taku presented background on the proposed revisions to the 2015 Design Guidelines. The initial presentation to PRS was on December 10, 2024. For today's meeting, two members of WUHZAB were present, Jim Glock and Rick McDonnell. Today's presentation was on the last 10 pages beginning from "Plantings & Water Harvesting." Presenters noted that comments from PRS were already incorporated into the master document and that those from today would be added.

Discussion with clarification and suggestions was held. PRS members' comments and grammar corrections for incorporation were noted. PRS commended presenters for a thorough presentation. Action was taken.

Motion: Commissioner Christopher moved to recommend approval of the amended [revised] West University Historic Preservation Zone Design Guidelines as presented, inclusive of the edits made in this meeting and previous meeting.

The motion was seconded by Commissioner Ireland.

The motion passed unanimously by a roll call vote of 4-0 (Commissioner Mulder absent)

PRS requested that the final document be shared with PRS once final edits are made and the document is reformatted.

- 3b. SD-0125-00003/TC-COM-1224-02280/DP22-0071, 58 W Cushing Street Rehabilitation and New Additions : new parapet, new fence, roof shingles, patch/new stucco, Doors, windows, fireplace, scuppers, and sidelights. Full Review/Barrio Historico Historic Preservation Zone. Contributing Resource/Rehabilitation Standards**

Staff Taku presented background on the project as a zoning violation and read into the record the action taken by the Barrio Historico Historic Zone Advisory Board (BHHZAB) from the meeting of January 28, 2025. BHHZAB voted unanimously 6-0 to recommend approval as presented, subject to the following conditions: (1) that the window to the south is redesigned with a more vertical proportion overall, (2) the reduction of the width of the side lights to become compatible with the reference image, (3) add transom on the door to the south, (4) the scuppers should be dark metal to match the color and material as the other elements in the building, and (5) the window framing should be wood not black fiberglass.

Architect Chuck Meyer (CM Architect, LLC) along with property owner, Sherry Downer and Brent L. Davis provided an overview of the site, scope of work, and clarified and answered questions during the presentation.

Discussion was held. Action was taken.

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

- The side lights to reduce in width and add transom above new south door per revised elevations as presented
- The scuppers should be dark metal or raw copper, to match other trim on the facade
- All new windows and doors to be wood
- Offset stucco cap instead of metal coping at parapets
- Control joint at new addition wall
- New stucco as light sand finish to match the existing finish
- Single-hung windows to be divided light, 6 over 6
- Southeast door off the patio can remain as shown or be removed and wall infilled

The motion was seconded by Commissioner Christopher.

The motion passed unanimously by a roll call vote of 4-0. (Commissioner Mulder absent)

3c. SD-0524-00049/TC-RES-0424-02101, 901 N 3rd Ave
Bathroom addition, conversion of existing storage to an Accessory Dwelling Unit (ADU).

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

Applicant(s) not present. Review to be scheduled for a future date.

4. Task Force on Inclusivity Report Recommendations

4a. Discussion on Best Practices for Naming of City- and County-Owned Physical Assets

No update.

5. Current Issues for Information/Discussion

5a. Minor Reviews

Staff Taku summarized the solar and roof projects reviewed in the West University on 02/14/2025: 945 N. 5th Avenue; 941 N. 6th Avenue; 833 N. 4th Avenue; 1001 N. 3rd Avenue; and 623 N. 3rd Avenue. Commissioner Christopher volunteered and assisted with these reviews.

Pending reviews in the Barrio - 641 S. Meyer-roof; 326 W. 18th - roof; 510 W. 17th St. - solar and 479 S. Convent - roof.

Commissioner Christopher volunteered to assist with these reviews.

5b. Appeals

Staff Taku noted no pending appeal(s).

5c. 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, specifically, 350 S. Covent [BHHPZ] for a door replacement was recently reviewed, 717 N 7th Avenue [WUHZAB] for noncompliance with approval conditions will be returned for review by WUHZAB and PRS. Staff informed that property owner at 5301 E. Fort Lowell [FLHZAB] is in the process of taking action to comply with approval conditions.

5d. Review Process Issues

None

6. Summary of Public Comments (Information Only)

No public comments were received by the posted deadline.

7. Future Agenda Items for Upcoming Meetings

The next meeting scheduled is March 13, 2025. Staff Taku indicated that the following cases are scheduled for the agenda: Benedictine Monastery: Chapel and Restaurant 800 N. Country Club [HL]; 901 N. 3rd Avenue (West University Historic Preservation Zone); 360 E. 8th Street [IID]

The quorum for 3/13/2025 will include Commissioners Majewski, Christopher, McDonald, and Ireland. [Commissioner Mulder will be off the TPCHC on 3/5/2025.]

8. Adjournment

The meeting was adjourned at 2:51 P.M.