



West University Historic Zone Advisory Board  
Tuesday, March 11, 2025, at 6:00PM  
Virtual Meeting  
**Meeting Minutes/Legal Action Report**

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

Meeting Opened at 6:04 pm

Board Members Attending: McDonnell, Spetnagle, Glock, Serra, Stoner, and Turner

Board Members Absent/Excused: None

Guests: Michael Taku, Steven Curti, Benjamin Siewert, Lindsey Deering, Travis Sokser, Bob Lanning, Tiffany Russell, and Shawn Burke.

**2. Review and Approval of Legal Action Report/Minutes of February 11, 2025.**

Glock motions to approve. Turner seconds. Approved by roll call vote 6-0.

**3. Call to Audience**

There was no call to the audience.

**4. Reviews**

**a. SD-0125-00011/TC-RES-1024-06237, 941 N 6th Avenue.**

Lindsey Deering presenting. The applicant is replacing deteriorating asbestos shingles and removing previous shake shingles. Repairing underlayment as required. No changes to roofline or penetrations. Three options were presented. 1) Decra metal tile that resembles clay tile 2) Decra metal shingles that resembles asphalt shingles and 3) Asphalt shingles.

Serra motions for accepting the project as proposed with either options 2 or 3. Spetnagle seconds. Motion passes 6-0.

**SD-0225-00026/TC-COM-1224-02393, 202 E University**

Travis Sosker presenting. Project is the replacement of the roofing material on 2 buildings that make up the Rincon Apartments.

202 E University. This is a contributing property. Replace existing roofing material with Grand Sequoia asphalt shingles. Remove underlying shake shingles and lathe. New decking. Same roofline and penetrations.

Glock motions to accept project as presented as a minor review with color choice left to the discretion of the applicant. Serra seconds. Motion passes 6-0

**SD-0225-00028/TC-COM-0225-00301 720 N 6th Avenue**

**SD-0225-00027/TC-RES-0225-00811, 720 N 6<sup>th</sup> Avenue**

Travis Sosker presenting. Project is the replacement of the roofing material on 2 buildings that make up the Rincon Apartments. This is a non-contributing property. Replace existing roofing material with Grand Sequoia asphalt shingles. Repair/replace decking as required. Same roofline and penetrations. Color to match 202 E University.

Glock motions to accept project as presented as a minor review. Turner seconds. Motion passes 6-0

**b. SD-0125-00017/TC-RES-0125-00271/CE-VIO0824-03393, 907 N 5th Ave**

Benjamin Siewert presenting. Project includes demolition of dilapidated shed, building of new carport, and a fence on the south side of the property.

Glock motions to approve project as presented with the additional requirement that the alley facing side of the project be stuccoed to the gate of the adjacent property to the north. Turner seconds. Motion approved 6-0.

**c. SD-0225-00032/TC-RES-0923-07805, 921 N 2<sup>nd</sup> Avenue**

Bob Lanning presenting. Demolition of existing shed and construction of a new ADU. Extensive discussion on material selection description for doors and windows.

Turner motions to approve plans as presented with the addition of the following notes to the drawings:

- 1) Finish, material and heights of 3 new walls on the north of the parking, the low west wall, and the porch wall be specified
- 2) That the material and design of the 2 new gates be called out
- 3) That the existing shed be specifically called out for demolition
- 4) That the setbacks are approved as presented

Glock seconds. Board approves 6-0

## **5. WUHZAB Design Guidelines**

Discussion deferred to next meeting due to time constraints.

## **6. Staff Updates**

Staff Taku let the board know that the new historic preservation officer, Desiree Aranda will begin work on March 24<sup>th</sup>, 2025.

## **7. Future Agenda Items**

Discussion around the process for scheduling a courtesy review. There is currently an applicant who wants to do a pre-application with WUHZAB. The board requested clarity on how to submit for a courtesy review with historic review. Staff Taku advised that in order for WUHZAB or the Plans Review Subcommittee to review the project applicant will need to submit it as a Pre-App on [TDC Online](#). Once applicant get to the TDC Online page, applicant will need to register on the site. When it asks for the type of permit, the applicant will want to scroll down until you find Pre-Application meeting. The applicant will be able to upload documents (photos, site plan, etc.) into the system. There is no charge for a courtesy review with Historic. Historic Team members are available to help with additional questions.

Historic Staff Taku mentioned that the following cases will be on the agenda: 628 E 5<sup>th</sup> Street-ADU; 407 E 2<sup>nd</sup> Street-Demo/New 2<sup>nd</sup> Two Story Residence and 717 N 7<sup>th</sup> Avenue-Pending Zoning Violation.

Additionally, some pending minor reviews will be scheduled. Staff will contact Chair McDonnell for a date and time. PRS already has a volunteer.

## **8. Adjournment**

Meeting adjourned at 8:40 pm.

-Rick McDonnell (Acting Secretary)