



West University Historic Zone Advisory Board
Tuesday, July 8, 2025, at 6:00PM
Virtual Meeting
Meeting Minutes/Legal Action Report

1. Call to Order/Roll Call

Meeting called to order at 6:02 pm.

Board Members in Attendance: Richard McDonnell (Chair), Jim Glock, Rachel Serra, Greg Stoner, Louis Spetnagle (joined 6:10)

Board Members Absent: Damon Turner

Staff: Desiree Aranda

Guests: Susan Mulholland, Joseph Maher, Bill Mackey, Krista Hunter

2. Review and Approval of Legal Action Report/Minutes of June 10, 2025.

Glock moved to approve. Stoner seconded. Approved by roll call vote 3-0 (McDonell abstained).

3. Call to Audience

None

4. Reviews

a. SD-0525-00081/TC-RES-0325-01580, 724 N 2ND AV

Interior renovation with exterior impact, exterior modifications including new ADA ramp and alterations to porch and windows, new garage at rear.

Full Review/Contributing Resource

Mr. Maher and Ms. Mulholland presented the case. Board discussion followed and the applicants answered questions and clarified points. The Board noted several items that need to be shown or corrected on the drawings, including:

- Roofline, which is inconsistent between drawings
- Ramp elevations should note the material, which applicant stated would be masonry and stucco
- Railing at porch will be metal/wrought iron with 42" high handrail with pickets at 4"

Motion: Glock moved to approve the project as presented with the following conditions:

1. Relocate mechanical room at the south façade eastward, to the addition
2. Retain the existing door at the south elevation, located under the vent, although the door may be non-functional
3. Aluminum sliding door proposed for the north façade be wood clad
4. Update architectural drawings to reflect what is shown in the renderings, including materials and details
5. Correct roofline drawing in the south façade elevation to be consistent with renderings
6. Include a roof plan in the design package

Serra seconded the motion. Motion passed 4-0.

b. TP-PRE-0525-00102/TC-RES-0124-06025, 502 E 4th Street

Construction of a new garage.
Courtesy/Contributing Resource

Mr. Mackey and Ms. Hunter presented a proposed new garage at the subject property, which would include demolition of an existing non-contributing shed. The new garage would be built at the lot line so the applicant would need a variance from the setback requirement.

Board members discussed the project and offered the following comments:

- Conceptually, the proposed height and placement of the garage at the lot line meet guidelines and are supported
- Show and label material for handrail
- Show, label, and dimension heights of proposed garage and main house in the official submittal
- A ROW permit for the curb cut may be needed

No action was taken as the item was a Courtesy Review.

5. WUHZAB Design Guidelines

Staff Aranda is reviewing draft guidelines and will provide an update at the next meeting.

6. Staff Updates

Staff Aranda thanked Ms. Serra for assisting with Minor Reviews and noted additional Minor Reviews will be forthcoming.

7. Future Agenda Items

Future tentative agenda items for the August 12th meeting include 701 E. University Blvd., 515 E. First St.

8. Adjournment

Meeting adjourned at 7:23 pm.