



West University Historic Zone Advisory Board
Tuesday, June 10, 2025, at 6:00PM
Virtual Meeting
Meeting Minutes/Legal Action Report

1. Call to Order/Roll Call

Meeting Opened at 6:07 pm

Board Members Attending, Glock [Acting Chair], Spetnagle (joined via phone at 6:18pm), Stoner, Serra and Turner

Board Members Absent/Excused: McDonnell

Staff: Michael Taku, Desiree Aranda,

Guests: Krista Hunter, Ben McDonald, Matthew Scherer, and Erik Wiest

2. Review and Approval of Legal Action Report/Minutes of April 08, 2025.

Stoner to approve. Turner seconds. Approved by roll call vote 4-0.

3. Call to Audience

None

4. Reviews

a. SD-0425-00058/TC-RES-0425-01842, 502 E 4th Street

Construction of a new residential pool.
Full Review/Contributing Resource

Krista Hunter presenting. Installation of a pool with no changes to the exterior of the contributing structure or walls.

Discussion regarding construction equipment access.

Stoner motion to recommend approval of the project as presented.

Turner seconds.

Motion passed by roll call vote 5-0 (McDonnell absent).

b. SD-0525-00079/TC-RES-0124-06025, 317 E 1st Street

Removal of an existing porch and carport. Reconstruction of a new garage with a 2nd Story bedroom and deck addition. New addition to Guest house due collapse of a tree during storm damage.

Full Review/Contributing Resource

[Note: Serra recused for conflict of interest at 6:30 PM]

Ben McDonald presenting.

- Replace non-contributing structure damaged by monsoon winds.
- Replace existing carport and breezeway adding a new guest house above.
- Replace existing 8' wood fence with a block wall.

Discussion on the height of the new structure and implications of this board approval of the 8' wall. Noted the lack of supporting documentation showing existing 8' walls in the development zone. The applicant was advised to contact the City of Tucson Historic Preservation Office for guidance.

Stoner motion to recommend approval of the project as presented excluding the 8' wall.

Turner seconds.

Motion passed with no further discussion by roll call vote 4-0 (McDonnel and Serra absent).

c. SD-0823-00090/TC-RES-0923-07805/CE-VIO1124-04627, 717 N 7th Avenue

Main House: Replace all existing doors and windows, re-stucco exterior, replace roof.

Duplex Units: Replace all existing doors and windows, covering the brick wall with stucco

Full Review/Contributing Resource

[Note: Serra returned to review at 6:53 PM]

Review/recap provided by staff Aranda.

Historic documentation updated to remove the contributing designation for all structures other than the main residence.

Discussion of window materials, door materials – specifically fiberglass clad wood.

Turner motioned to recommend approval of the plans as presented with the following updates:

Duplex:

- Ensure Windows on the duplex are metal-clad wood
- Four doors on Duplex to be painted fiberglass

Main House:

- Replace main house front door with wood clad or wood
- Main house side door – painted fiberglass acceptable as an exception

Serra seconded.

Motion passed by roll call vote 5-0.

5. WUHZAB Design Guidelines

Staff summarized the next steps: Formatting and graphics by WUHZAB. Review for consistency with UDC provisions and HPO comments. Possible return to WUHZAB for another review on any specific sections as deemed by staff. Memo by PDS to City Manager (CM). CM recommendation to City Clerk for Mayor and Council review and approval. Staff noted that this process will be applicable to all HZABs.

6. Staff Updates

The HPO, Aranda indicated that the CHPO will review the WUHZAB Design Guidelines that were approved by the PRS.

7. Future Agenda Items

No future agenda items yet.

8. Adjournment

Meeting adjourned at 7:50 pm.

- Greg Stoner (Acting Secretary)