



West University Historic Zone Advisory Board  
Wednesday, November 12, 2025, at 6:00PM  
Virtual Meeting  
**Meeting Minutes/Legal Action Report**

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

Meeting was called to order at 6:00 pm.

**Board Members in Attendance:** R. McDonnell, J. Glock, L. Spetnagle, G. Stoner, and R. Serra.

**Board Members Absent/Excused: None**

**Staff in Attendance:** M. Taku (Planning and Development Services Department [PDSD])

**Guests in Attendance:** Alex Enoch (designer), and Mark Ajouz (representing property owner).

**2. Review and approval of the Legal Action Report/Minutes (LAR) for the Meetings of October 14th, 2025**

**Motion:** J Glock moved to approve the Legal Action Report/Minutes for the meeting of October 14<sup>th</sup>, 2025, as submitted.

The motion was seconded by R. Serra.

The motion passed unanimously by a vote of 5-0.

**3. Call to Audience**

None.

**4. Discussion of Current Members Term limits and Appointment/Recruitment of potential new members to the West University Historic Zone Advisory Board.**

Serra's term expires at the end of June 2026. All other board members expire at the end of December 2027. Staff Taku will inquire from the City Clerk's Office to determine which board members cannot renew and whether an exception can be made for Serra because of her unique background as an architect. Staff Taku will email the board with the answers to those questions. Some discussion on recruiting additional architects to the board.

## 5. Reviews

- a. **SD-0825-00128/TC-MDP-0625-00377, 102 E 4<sup>th</sup> Speedway Blvd** **Action**

Construction of a new Duplex.  
Full Review/Contributing Resource

Project designer, Alex Enoch, presented an overview of the project, clarified points and answered questions.

The board had a lengthy discussion, the board proposed and the applicant accepted an offer for continuance of the project review. Based on the design, the front faces 7<sup>th</sup> Avenue and parking is not permitted in front of the buildings per Wes University Design Guidelines. Plan material needs updating and/or incorrect on the drawings.

Action was taken.

**Motion:** With agreement of applicant, J. Glock motions for project to come back with the following modifications: (1) Windows be modified to either single hung or double hung wood clad. (2) Awning windows for bathrooms also be wood clad. (3) Door designs to be explicitly called out. (4) Panel doors on front with or without lights. (5) Client to consider whether security screens are required and explicitly call out design if so. (6) Driveway and parking to be moved to the south of the building to not interfere with the view from 7<sup>th</sup>. (7) CMU fence to be per guidelines from front corners of the building along the north and south sides and along the back. (7) 50% transparent fence such as wrought iron for the front of the property, and (8) All elevations to be properly renamed.

The motion was seconded by L. Spetnagle.

No discussion.

The motion passed unanimously by a vote of 5-0.

- b. **SD-1224-00130/TC-RES-1024-06170, 833 N 4<sup>th</sup> Avenue** **Action**

Remodel of Unit #2. Code compliance [Zoning Violation] for new windows; doors and stucco.  
Full Review/Contributing Resource

Property owner represented by Mark Ajouz, provided an overview of the project, clarified points, and answered questions.

**Motion:** J Glock moved to recommend approval of the project as presented

The motion was seconded by L. Spetnagle.

No discussion.

The motion passed unanimously by a vote of 5-0,

**5. Staff Updates**

**Information Only**

**a. Update on Plan Tucson**

Staff Taku announced that voters have approved Proposition 417, ratifying Plan Tucson 2025 as the City's updated General Plan. Plan Tucson 2025 updates the City's 2013 General Plan, reflecting current community priorities. Staff Taku informed that the Historic Preservation Office now has 4 staff members. New members are Jason and Jonathan.

**West University HPZ Design Guidelines**

Chair, McDonnell has looked at the comments from the city on the Design Guidelines. He noted that city's comments were made to an older version of the edited guidelines, so some additional work is needed to reconcile the comments to the latest version. Chair McDonnell will summarize the results at the December Board Meeting.

**6. Future Agenda Items**

**Information Only**

Staff Taku noted that in addition to the continuation of 102 E Speedway, 605 E 4<sup>th</sup> Ave/710 N 2<sup>nd</sup> Avenue-Windows/staircase/stucco/fence-Zoning Violation (Code Enforcement) will be scheduled for December's meeting.

**7. Adjournment**

Meeting adjourned at 7:16 p.m.

-Rick McDonnell (Acting Secretary)

