



West University Historic Zone Advisory Board  
Tuesday, February 10, 2026, at 6:00PM  
Virtual Meeting  
**Meeting Minutes/Legal Action Report**

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

Meeting was called to order at 6:01 pm.

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

**Board Members Absent/Excused:** None

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

**Guests in Attendance:** Alex Enoch, Rachel Serra, Shawn Burke, Russ Jones, Sara Fox, Ross Valenzuela and Rusk Paul (Prospective Board Member)

**2. Review and approval of the Legal Action Report/Minutes (LAR) for the Meetings of December 09, 2025. Action**

**Motion:** G. Stoner moved to approve the Legal Action Report/Minutes for the meeting of December 09, 2025, as submitted.

The motion was seconded by J. Glock.

The motion passed unanimously by a roll call vote of 4-0.

**3. Call to Audience**

None.

**4. Reviews**

**a. SD-0723-00076/TC-RES-0825-04240 Action  
925 N Jacobus Avenue (formerly 818 E Speedway)**

This is a request to revise a previously approved design package. Revised plans would include replacing existing damaged wood siding at north, south, and west facades with stucco to match that of the existing house. The wood siding is not salvageable due to severe water damage. Stucco joints would be utilized and placed to define areas where new stucco meets new. Windows along the north (secondary) façade would be replaced and non-original window openings would be modified. A revision to the plan for the east façade is also proposed. Instead of removing the original

second entry door as previously approved, the applicant proposes to retain the original entry and repair/restore it.

*Full Review/Contributing Resource*

*Staff Contact: Michael Taku, Historic Preservation Lead Planner*

Staff Aranda introduced the project and summarized the actionable items before the board for action. Ross Valenzuela from Core Construction presented an overview of the project, clarified points and answered questions. Discussion was held on the proposed revisions to previously approved design package.

Action was taken.

**Motion 1:** J. Glock motions to recommend approval of the proposed roof shingles and color as presented.

The motion was seconded by L. Spetnagle.

No discussion.

The motion passed unanimously by a roll call vote of 4-0.

Further discuss on the replacement and potential removal of windows, the restoration or not of a sleeping porch, and the debate on whether the north door on the east side is original or not, the board decided the best course of action was for a site visit. Terms of reference: meet in person at 925 N Jacobus to review and discuss the plans for the north and west elevation windows, the west elevation stucco, and the east elevation door. Members need to see the property in its current state in person before any final recommendations can be made.

**Motion 2:** R. McDonnell motions to continue the review to provide an opportunity for the board to do an on-site review.

The motion was seconded by L. Spetnagle.

No discussion.

The motion passed unanimously by a roll call vote of 4-0.

**b. SD-0725-00102/TC-RES-0325-01651/CE-VIO0325-010145 Action  
605 E 4<sup>th</sup> Street/710 N 2<sup>nd</sup> Avenue (Parcel #117033640)**

The review is to comply with a pending Code Violation for repairs to the duplexes (Unit 1, 605 E 4th Street and Unit 2, 710 N 2nd Avenue). The applicant replaced all windows with vinyl sliding windows and altered the window opening sizes, staircase on the back patio, and wood fencing without prior historic review and approval. Stucco repair and exterior painting were also carried out and are part of this review.

The applicant is also proposing to demolish an existing garage and construct a new one-story 787 SF Accessory Dwelling Unit (ADU) at the rear of the property. The proposed ADU will require setback waivers on the east and north property boundaries.

*Full Review/Contributing Resource*

*Staff Contact: Michael Taku, Historic Preservation Lead Planner*

Staff Taku introduced the project and summarized the actionable items before the board for action. First, Zoning violation on Unit #2 (710 N 2<sup>nd</sup> Avenue): window opening sizes altered and vinyl sliders installed. Second, proposed rehabilitation on Unit#1 (605 E 4<sup>th</sup> Street): stucco repair, stair repair/replacement, and fence repair. Third, proposed ADU. Finally, demolition of a metal garage.

Project designer, Alex Enoch and Russ Jones (Carasta Construction, LLC) presented an overview of the project, clarified points and answered questions.

Discussion was held.

Action was taken.

**Motion 1:** J. Glock motions to continue the zoning violation and proposed rehabilitation reviews to provide an opportunity for the applicant to return with proposal for compliant windows. Clad hung windows are acceptable per guidelines. All other exterior changes should be proposed as well to include stairs, stucco, and fence.

The motion was seconded by L. Spetnagle.

No discussion.

The motion passed unanimously by a roll call vote of 4-0.

Discussion moved to the ADU. Given that the violation has not been resolved, this ADU discussion was just a courtesy review allowing board members to comment.

No motions regarding the ADU.

**Motion 2:** McDonnell moves to recommend approval of the demolition of the non-contributing metal garage. Applicant submits minor architectural documentation of the demolished garage.

The motion was seconded by L. Spetnagle.

No discussion.

The motion passed unanimously by a roll call vote of 4-0.

c. TP-PRE-0226-00031

Courtesy

**614 N 3<sup>rd</sup> Avenue (Parcel # 117071200)**

This is an informational presentation for feedback on a proposed rehabilitation of an existing 595 SF contributing main house and a proposed 859 SF addition. The applicant also proposes demolition of an existing rear porch and construction of a breezeway between the new addition and the main house along the east property line.

*Courtesy Review/Contributing Resource*

*Staff Contact: Michael Taku, Historic Preservation Lead Planner*

Staff Taku introduced the project and summarized the expectations of board for courtesy reviews.

Project architect, Rachel Serra, presented an overview of the project, clarified points and answered questions.

The Board asked questions and offered the following comments:

- There were discussion and support for the breezeway concept.
- Question about how to connect breezeway to the main house to clearly distinguish between new and old. No sense of false history to be avoided.
- Concerns about windows looking like sliders.
- Recommend all openings to be restored.
- Concerns the new addition may hamper the existing tree.
- Board supports the porch demo as a health and safety concern.
- Discussion on good preservation being repair, repair, repair before replacement and/or demolition.
- Discussion on roofline integration into the new addition.
- Need to show the relationship between the buildings.

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

**5. Staff Updates**

**Information Only**

- Staff Taku informs the board that he will be on vacation and will not facilitate the March and April 2026 review meetings.
- Staff Taku summarizes minor reviews conducted. Informed the board that the roof violation at 145 E University is to be abated by removing the corrugated roof material and replacement with appropriate roof material according to Design Guidelines. A request from the board to add minor reviews as an agenda item.
- J. Glock announced that WUNA allocated money for WUHZAB. That will assist in the graphic design of the Guidelines.
- Chair McDonnell announced potential new WUHZAB members-Cece Chavez, Christopher Domin, Hailey Sablosky and Paul Rusk.

**6. Future Agenda Items**

**Information Only**

Staff Taku noted continued cases will be on the agenda if properly submitted by deadlines. The next regularly scheduled date is March 10, 2026.

**7. Adjournment**

Meeting adjourned at 8:53 p.m.

-Rick McDonnell (Acting Secretary)