



West University Historic Zone Advisory Board
Tuesday, October 06, 2026, at 6:00PM
Virtual Meeting
Legal Action Report

1. Call to Order/Roll Call

Meeting was called to order at 6:04 pm.

Board Members in Attendance: R. McDonnell, (Chair), J. Glock, G. Stoner, P. Rusk, and C. Domin

Board Members Absent/Excused: L. Spetnagle, C. Chavez and Hally Sablosky

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

Guests in Attendance: Drew Cooks and Dan Guare (145 E University Bl); Juan Romero (521 E University Bl); Bill Mackey and Hayley Kisel (525 E 1st Street).

2. Review and approval of the Legal Action Report/Minutes (LAR) for the Meeting of August 11, 2026, Action

Motion: J. Glock moved to approve the Legal Action Report/Minutes for the meeting of August 11, 2026, as submitted.

The motion was seconded by G. Stoner

The motion passed unanimously by a roll call vote of 5-0 (L. Spetnagle, C. Chavez and Hally Sablosky absent).

3. Call to Audience

None.

4. Reviews

a. SD-0725-00104/TC-COM-0325-00598/ CE-VIO0225-00786 Action
145 E University Bl (Parcel #117030910)

The applicant seeks after-the-fact approval for a new corrugated steel roof installed at the north (rear-facing) side of the building. There is an active Code Enforcement case (CE-VIO0225-00786) for this property. A corrugated steel roof was installed in 2025 without Historic approvals, replacing non-original asphalt shingles. WUHZAB may recommend approval, approval with conditions, or denial of the project, or may continue the item to a future meeting with the consent of the property owner.

Full Review/Contributing Resource/Rehabilitation Standards
Staff Contact: Michael Taku, Historic Preservation Lead Planner

Staff Taku provided background on the project. The project architect, Drew Cooks presented an overview of the project, clarified points and answered questions.

The board asked questions and discussed the project.

Action was taken.

Motion: J. Glock moves with the consent of the applicant, to continue the review for a future meeting to allow the applicant to revise the plans to show the following: (1) Proof that the roof was altered to asphalt shingles roof on the building in 1979; and (2) Proposal for alternate Spanish tile roofing material that will more closely match the historic original front tiles.

The motion was seconded by C. Domin.

The motion passed unanimously by a roll call vote of 5-0 (L. Spetnagle, C. Chavez and Hally Sablosky absent).

- b. **TP-PRE-0926-00194** **Courtesy**
521 E University Bl (Parcel #117030310)
The proposal is a Middle Housing project comprised of a detached three-story duplex at the rear of an existing contributing building. The applicant is seeking input from WUHZAB.
Courtesy Review/WUHZAB
Contributing Resource/Rehabilitation Standards
Staff Contact: Michael Taku, Historic Preservation Lead Planner

Staff Taku introduced the courtesy review and noted that it was informational only with feedback from the board. No action can/will be taken by the board. Based on the board/staff feedback, the applicant can revise the scope of the plans and resubmit with an acceptable Design Package for a full review. Formal action/recommendations will be based on that package.

Juan Romero presented an overview of the project, clarified points and answered questions.

The board discussed the project and provided feedback.

No action was taken.

- c. **TP-PRE-0926-00189** **Courtesy**
425 E 1ST St (Parcel #117020680)

The proposal is a new addition and a carport. The applicant is seeking early input.
Courtesy Review/WUHZAB
Contributing Resource/Rehabilitation Standards
Staff Contact: Michael Taku, Historic Preservation Lead Planner

Staff Taku introduced the courtesy review and noted that it was informational only with feedback from the board. No action can/will be taken by the board. Based on the board/staff feedback, the applicant can revise the scope of the plans and resubmit with an acceptable Design Package for a full review. Formal action/recommendations will be based on that package.

Bill Mackey presented an overview of the project, clarified points and answered questions.

The board discussed the project and provided feedback.

No action was taken.

5. Staff Updates/Minor Reviews

Information Only

Staff provided updates on the hiring of a new Historic Preservation Planner. That, the West University Design Guidelines have been submitted to staff. Staff Taku reported on recent and pending minor reviews.

6. Future Agenda Items

Information Only

The next meeting will be on November 3, 2026. The item will be **515 E 1st Street** for windows replacement on main house, ADU and fencing. The board mentioned an active violation on the property.

7. Adjournment

Meeting adjourned at 7:55 p.m.

