



West University Historic Zone Advisory Board  
Tuesday, September 09, 2025, at 6:00PM  
Virtual Meeting  
**Meeting Minutes/Legal Action Report**

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

Meeting Opened 6:12 pm

Board Members Attending: McDonnell, Spetnagle, Glock, Stoner, and Serra.

Board Members Absent/Excused: Turner

Guests: Michael Taku [PDSD], Bob Lanning [Architect], Steve Curti Architect], Jim Sauer [Architect] and Jayden Fenske.

**2. Review and approval of the Legal Action Report/Minutes (LAR) for the Meetings of July 8th, 2025**

**Motion:** Glock moves to approve the Legal Action Report/Minutes for the meeting of July 8, 2025, as submitted.

The motion was seconded by Serra.

The motion passed unanimously with a roll call vote of 5-0 (Turner absent).

**3. Call to Audience**

None

**4. Reviews**

**a. SD-0725-00109/TC-RES-0625-02920, 437 E 1<sup>st</sup>**

Convert an existing detached garage to an ADU

Staff Taku presented background on the project.

Bob Lanning and Steve Curti, architects from Lanning Architecture, provided an overview of the project, clarified points, and answered questions during the presentation.

Discussion was held. Clarification on windows as aluminum clad wood windows. Action was taken.

**Motion:** Glock moved to recommend approval of the project as presented with a side street setback waiver from 10' to 4'8" as shown on the plans.

The motion was seconded by Stoner.

The motion passed unanimously with a roll call vote of 5-0 (Turner absent).

**b. SD-0725-00107/TC-RES-0725-03447, 528 E 4<sup>th</sup> St.**

Convert an existing detached garage to an ADU

Staff Taku presented background on the project.

Jim Sauer, architect, provided an overview of the project, clarified points, and answered questions during the presentation.

Discussion focused on plan needs to be updated to reflect demolition of the non-contributing shed. Replacement of garage door with a French door. Glass has been added to allow air flow. Door schedule needs to be amended to reflect a wood door, not fiberglass. Discussion of features that differentiate the new home from the existing contributing structure. New home to have stucco finish vs brick of contributing. Action was taken.

**Motion:** Serra motions to recommend approval with following modifications to the material to be presented to TPCHC PRS: (1) reference to fiberglass as candidate material for windows and doors needs to be removed; (2) window and door material to be metal clad wood; (3) revised drawing indicating which structures in the development zone are contributing and non-contributing and, (4) the board does not need to see the revised material before it is taken to PRS.

The motion was seconded by Glock.

The motion passed unanimously with a roll call vote of 5-0 (Turner absent).

## **5. Staff Updates**

Staff Taku informs the board that a new planner has been added to the HPO staff. Acknowledged that a backlog has built up over the summer and staff are working to get caught up very soon. Also, acknowledged issues with the permitting portal , Energov. The HPO is undergoing process improvements for the HPZ to become more customer friendly. Staff will welcome any new ideas from the board. Discussion with board about improvements made to the minor review process that allows for approval by WUHZAB

and PRS without the need for a scheduled meeting if the material made available sufficiently addresses the concerns of those review bodies.

## **6. Future Agenda Items**

Staff Taku informed the board that 2 to 3 items are in the pipeline to be on next month's agenda. Also, the revised Design Guidelines is in a staff review process and it is likely that some comments will come back to the board. McDonnell asked if a short meeting/telecom be arranged next with himself and Desiree to just get an in-process update.

There was concern expressed by the board over the apparent lack of progress in the rehabilitation of the 5 bungalows that were moved from Speedway and Euclid into the neighborhood. Little evidence that work is being accomplished to meet the requirements requested by the board and codified by the city. Staff advised that Capstone has submitted a review application for those structures at the new sites.

## **7. Adjournment**

**Meeting adjourned at 7:00**

**-Rick McDonnell (Acting Secretary)**