



West University Historic Zone Advisory Board
Tuesday, October 14, 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, and R. Serra.

Board Members Absent/Excused: G. Stoner, D. Turner

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

Guests in Attendance: Bill Mackey (architect), Krista Hunter, Bob Lanning and Steve Curti (architects), Angie Moline, Tamara Prime, and Maddison Rice.

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

Motion: Glock moved to approve the Legal Action Report/Minutes for the meeting of September 9, 2025, as submitted.

The motion was seconded by Serra.

The motion passed unanimously by a vote of 4-0 (Stoner and Turner absent).

3. Call to Audience

None.

4. Reviews

a. SD-0825-00129/TC-RES-0725-03490, 502 E 4th Street

Action

Construction of a new garage.
Full Review/Contributing Resource

Project architect, Bill Makey, presented an overview of the project noting there was a prior courtesy review for this project. The homeowner, Krista Hunter, was in attendance. Mr. Makey clarified points and answered questions.

Action was taken.

Motion: Glock moved to approve the project as presented.

The motion was seconded by Serra.

No discussion.

The motion passed unanimously by a vote of 4-0 (Stoner and Turner absent).

b. *SD-0825-00137/TC-RES-0825-03988, 1047 N 2nd Avenue **Action**

Proposing an attached 190 sf screened porch to an existing 906 sf single family residence. Demolition of an existing shed built circa 2023 and 2024. New 6' tall, plastered masonry wall and a new 16' wide sliding steel gate.
Full Review/Contributing Resource

Project architect, Bob Lanning, provided an overview of the project, clarified points, and answered questions. The homeowner, Angie Moline, was present.

Motion: Glock moved to approve the project as presented with the position that the fence can be either wrought iron or solid block with stucco, noting concerns that the wall is solid and not 50% transparent but are willing to approve the solid block given the extenuating circumstances.

The motion was seconded by Spetnagel.

No discussion.

The motion passed unanimously by a vote of 4-0 (Stoner and Turner absent).

c. SD-0825-00136/TC-RES-0725-03718, 1023 N 1st Avenue **Action**

Proposing to construct a new Accessory Dwelling Unit (ADU) with porch at the rear yard of an existing single-family residence. Proposing to demolish an existing 338 sf shed built in 1999, which is not a contributing structure. Requesting setback waivers for the side street along Jacobus Avenue to the west, from 10'-0" to 5'-0". Installation of a new 6' tall rusted corrugated steel fence and gate. Proposing a partial demolition of an existing steel and masonry fence.
Full Review/Contributing Resource

Project architect, Bob Lanning, provided an overview of the project, clarified points, and answered questions.

Motion: Glock moved to approve the project as presented with a 5-foot setback along Jacobus Avenue.

The motion was seconded by Spetnagel.

Discussion: Serra likes to see compatible but differentiated design. Glock noted that it was a good project. They discussed the need to waive the required setback along Jacobus. The motion was amended.

The motion passed unanimously by a vote of 4-0 (Stoner and Turner absent).

5. Staff Updates

Information Only

a. Update on Capstone Rehabilitation of Relocated Homes

Staff Aranda shared that PDSD has been working closely with Capstone and the Ward 6 Office to ensure that the project is moving forward. Capstone has submitted permit applications for the five residences to be rehabilitated. Our office is currently reviewing the permit applications to ensure that they match what was approved as part of the development package. We will keep you all updated.

b. West University HPZ Design Guidelines

Staff Aranda shared that she has completed the review of the revised design guidelines and had some suggestions for clarification. Chair McDonnell noted that he would review the comments and work with staff to determine next steps.

6. Future Agenda Items

Information Only

Staff Taku noted that a Historic Landmark Sign at Time Market will be returning to WUHZAB. Chair McDonnell stated that if the board already approved it previously, perhaps small changes could be reviewed as a Minor Review. Staff Taku said he will compare what was previously approved and what is being proposed now.

7. Adjournment

Meeting adjourned at 7:14 p.m.