



West University Historic Zone Advisory Board
Tuesday, June 09, 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, G. Stoner, P. Rusk, Cecelia Chavez [6:18 pm], and Hally Sablosky

Board Members Absent/Excused: C. Domin

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

Guests in Attendance: David Killick, 1042 N 5th Avenue; Rachel Serra, Shawn Burke, property owner (614 N 3rd Avenue); Ricky Chao and Raul De Los Angeles (48 E 1st Street).

2. Review and approval of the Legal Action Report/Minutes (LAR) for the Meeting of May 12, 2026, Action

Motion: J. Glock moved to approve the Legal Action Report/Minutes for the meeting of May 12, 2026, with a clarification for the record on item 4b- SD-0226-00019/TC-RES-0126-00227, 945 N 5th Avenue: that the board in recommending approval in entirety with addition was aware of the non-compliance provision in the West University Historic Preservation Zone Design Guidelines: *"Garages should not to be attached to primary buildings and should conform to the norm of the Development Zone, pp26"*.

The motion was seconded by L. Spetnagle

The motion passed unanimously by a roll call vote of 6-0 (C. Domin and Chavez absent).

2. Call to Audience

None.

3. Reviews

a. SD-0526-00083/TC-DMO-0126-00017 Action
1042 N 5th Avenue (Parcel #117020790)

The proposal is to demolish a detached garage at the rear of the property, along Herbert Avenue. The garage is not a contributing building to the HPZ, but the main residence on the lot is a contributing building. The garage is constructed of stacked and

unreinforced flue blocks covered with plaster. WUHZAB may recommend approval, approval with conditions, or denial of the application; or the item may be continued to a future meeting if the applicant consents.

Full Review/Non-Contributing Resource/Rehabilitation Standards

Staff Contact: Michael Taku, Historic Preservation Lead Planner

Note: C. Chavez attends the meeting at 6:18pm.

Staff Taku introduced the project and summarized the actionable item before the board for action.

David Killick, property owner, presented an overview of the project, clarified points and answered questions.

Discussion was held.

Action was taken.

Motion: J. Glock motions to recommend approval of the demolition of the non-contributing detached garage as presented. Applicant submits minor architectural documentation of the demolished garage.

The motion was seconded by G. Stoner.

The board intended to add construction of a fence as part of its motion. Staff advised that fencing was not on project scope nor part of the request on the agenda. Thus, the board cannot take any action on fencing.

Staff also noted that applicants will need to submit minor historic architectural documentation of the proposed detached garage to be demolished.

The motion passed unanimously by a roll call vote of 7-0 (C. Domin absent).

**b. SD-0526-00082/TC-RES-0526-02740
614 N 3rd Avenue (Parcel #117040330)**

Action

The proposed project includes demolition of an enclosed rear porch at the existing historic residence and a new 1,113 SF addition. A small breezeway would connect the existing home to the new construction. The existing enclosed rear porch covered three original openings, which would be restored as part of the project. Other work proposed for the main historic building includes: (1) repairing and repointing any stone and brick work along the two existing chimneys and the foundation; (2) stucco repairs, patching and painting to match the existing textures, particularly along the east façade where the porch is to be removed; (3) door and window replacements; and (4) a new concrete stair along the southern edge of the front porch to match the adjacent front concrete stairs. WUHZAB may recommend approval, approval with conditions, or denial of the application; or the item may be continued to a future meeting if the applicant consents

Full Review/Contributing Resource/Rehabilitation Standards

Staff Contact: Michael Taku, Historic Preservation Lead Planner

Staff Taku introduced the project and summarized the actionable items before the board for action.

Project architect, Rachel Serra (RAS Architecture LLC) presented an overview of the project, clarified points and answered questions.

Discussion was held.

Action was taken.

Motion: J. Glock moves to recommend approval of the project as presented with the following: (1) That the proposed roofline of the addition is compatible with the roofline of the existing building in terms of height and pitch; (2) That the new additions are appropriate in size, shape, materials, and detail that are compatible with, but do not mimic, the existing building; (3) That the demolition of the existing porch addition and the non-contributing structures on the southeast corner of the property are acceptable; and (4) That the setbacks as noted on the plans with zero setback to the south property line and as drawn to the east property line such that the existing trees to the east of the property are not impacted are acceptable to be waived.

The motion was seconded by L. Spetnagle.

Staff noted that minor historic architectural documentation will be required for the porch addition and any structure 50 plus years to be demolished.

The motion passed unanimously by a roll call vote of 7-0 (C. Domin absent).

Note: Hally Sablosky leaves the meeting at 7:26pm.

c. **TP-PRE-0426-00085**

Courtesy

48 E Street (Parcel #117021950)

This is an informational presentation for feedback on a proposed basement remodel. The basement would be transformed into a music and entertainment room with a bar and bedroom. The project scope includes enlarging two existing windows and providing a window well to meet code required emergency egress and removal of one existing non-functioning chimney. Construction of a new detached single car garage is also proposed. The new garage would be minimum of 6" from the existing contributing building. WUHZAB may provide comments on the project, but no action is required from the board at this time.

Courtesy Review/Contributing Resource/Rehabilitation Standards

Staff Contact: Michael Taku, Historic Preservation Lead Planner

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

Ricky Chao, General Contractor, presented an overview of the project, clarified points and answered questions.

The Board asked questions and offered the following comments:

- Maintain the dimensions of the chimney.
- Per Design Guidelines, maintain existing chimneys. If repairs are necessary, match the original materials, colors, shape, and bricks pattern as closely as possible.
- Basement windows to be metal wood clad or solid wood
- Provide a window schedule
- Fire egress issues with the windows.
- Garage plan view to show roof connections to be submitted.
- Attaching structures to main building is not in compliance with Design Guidelines.
- Ensure a clear gap or demarcation between new and old buildings.
- Provide evidence of prevailing setbacks within the development zone so the board may waive setbacks.
- Curb cut may be requested as part of the package.
- HVAC can be removed from the roof and shown on plans.
- Building is brick, stucco will differentiate from existing.

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

4. Staff Updates

Information Only

- a. Staff Taku reminded the board that in effective July 2026, all WUHZAB review meetings will be on the first Tuesday of each month. Consequently, the next meeting will be on July 7, 2026. Chair McDonnell will need to submit a signed Public Notice Statement Form-2026 to Boards and Commission (BCC) concurring this change.
- b. Staff discussed the minor review at 924 N 6th Avenue for a new fence.
- c. Staff Taku informed the board that Jason Lilienthal, Historic Preservation Lead Planner, is no longer with the city. A new Historic Preservation Lead Planner position is being advertised, and the announcement will be out this week.
- d. Staff are waiting for final revisions to the draft of the WUHPZ Design Guidelines to be submitted by the board.
- e. The proposed redlines (UDC Updates, CODE TUCSON '26) can be found here:
https://www.tucsonaz.gov/files/sharedassets/public/v/1/pdsd/documents/code-tucson-26/code-tucson-udc-edits_draft05282026.pdf
- f. The general webpage for the effort with more info (information packet, survey, previous presentations, etc.) can be found at this link:
<https://www.tucsonaz.gov/Departments/Planning-Development-Services/Planning-Initiatives/CODE-Tucson-26>

5. Future Agenda Items

Information Only

Staff Taku noted that 243 E University Boulevard- Two pergolas/ramadas on the side and rear yards will be on the agenda if properly submitted by deadlines.

The next regularly scheduled date is July 7, 2026.

Chair McDonnell will be out of the country. Jim Glock will be Acting Chair.

6. Adjournment

Meeting adjourned at 8:09 p.m.

-Rick McDonnell (Acting Secretary)