



West University Historic Zone Advisory Board
Wednesday, December 09, 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, G. Stoner, and R. Serra.

Board Members Absent/Excused: None

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

Guests in Attendance: Alex Enoch (Designer) and Ford Burkhart (Prospective Board Member)

2. Review and approval of the Legal Action Report/Minutes (LAR) for the Meetings of November 12, 2025, Action

Motion: J Glock moved to approve the Legal Action Report/Minutes for the meeting of November 12, 2025, as submitted with a note that 102 E Speedway is a vacant lot/non-contributing resource, not a contributing resource as on the agenda.

The motion was seconded by G. Stoner.

The motion passed unanimously by a vote of 5-0.

3. Call to Audience

None.

4. Reviews

a. SD-0825-00128/TC-MDP-0625-00377 [Continued] Action
102 E Speedway Boulevard (Parcel 117021180).

Construction of a new Duplex model on a vacant lot. This item was continued from November 12, 2025, WUHZAB meeting. WUHZAB may recommend approval, approval with conditions, or denial of the application to the Planning and Development Services (PDSD) Director.

Full Review/Vacant lot, Non-Contributing Resource

Staff Contact: Michael Taku, Historic Preservation Lead Planner

Project designer, Alex Enoch, presented an overview of the project, clarified points and answered questions. He addressed the concerns of the board from last review. He expressed doubts about access to the property from an 18' alley. Staff Taku stated that on consultation with zoning reviewer, this proposal of alley access will be acceptable.

The board noted that the designer incorporated all comments in the revised plans from the previous review.

Action was taken.

Motion: J. Glock motions to recommend approval as presented with the following: (1) that the board accepts the 6-foot wall on the west side of the property with wrought iron on top of a 16-inch solid stuccoed CMU wall and (2) Parking access will be from the 18-foot alley to the south of the property

The motion was seconded by R. Serra.

No discussion.

The motion passed unanimously by a vote of 5-0.

5. Staff Updates

Information Only

- a. Staff Taku informs the board that member Rachel Serra cannot continue to serve on the board beyond the end of this year, December 31, 2025. A one-year break is required by The Boards and Commissions regulations.
- b. Some discussion about seeking another architecture professional from within the neighborhood or from the U of A graduate school. Members Glock and McDonnell to follow up.
- c. Chair McDonnell reviewed city comments on the proposed Revised Design Guidelines with the board. A few areas required some discussion. Chair McDonnell will incorporate the board's feedback and update the document for final review.

6. Future Agenda Items

Information Only

Staff Taku noted 605 E 4th Ave -Windows/staircase/stucco/fence-Zoning Violation (Code Enforcement) needs revised plans for the Code Violation to be submitted for review. The other case is at 710 N 2nd Avenue for an ADU. This is single parcel with two addresses. The zoning violation must be abated prior to any review on this parcel.

The next regularly scheduled date is January 13, 2026.

7. Adjournment

Meeting adjourned at 7:16 p.m.

-Rick McDonnell (Acting Secretary)