



Fort Lowell Historic Zone Advisory Board
Tuesday, April 22, 2024, at 5:30PM
Hybrid Meeting

Meeting Minutes/Legal Action Report

1. Call to Order/Roll Call

Members present: David Pietz (Co-Chair) (arrived at 5:33 p.m.), Briggs Clinco, and Margo Sackheim.

City Staff present: Wyatt Berger (PDSD), Daniel Bursuck (PDSD), and Koren Manning (PDSD).

Guests present: Demion Clinco, Dan Hill, and Elaine Hill.

A quorum was established, and the meeting was called to order at 5:37 PM.

2. Design Guidelines and Technical Standards Manual Update Discussion

Deputy Director Manning summarized the purpose of the Unified Development Code (UDC), the Technical Standards Manual (TSM), and the applicable HPZ-specific design guidelines. The TSM is more technical than the UDC and is updated administratively through the City Manager. The Fort Lowell Historic Zone Advisory Board (FLHZAB) is responsible for drafting any changes to the TSM and associated HPZ design guidelines. Any proposed changes to the TSM and HPZ design guidelines shall also be made available to the public for review. Deputy Director Manning clarified that the public may be informed of the proposed changes with a mailing and public notification process.

The FLHZAB shall forward a recommendation for the proposed changes to the Plans Review Subcommittee. Additionally, both recommendations are forwarded to the City Development Review Committee and Planning and Development Services Department Director for review. All recommendations are ultimately forwarded to the City Manager, who may approve, deny, or remand the proposed changes to the TSM and HPZ design guidelines. The City Manager may also defer the decision to approve, deny, and remand the proposed changes to the Mayor and Council.

Deputy Director Manning recommended the FLHZAB host a meeting to discuss each specific policy proposed for edits. Board members mentioned perimeter wall and fence height, building height, and structure or site status as salient updates to the TSM. Board

members also discussed whether edits to the TSM should be updated incrementally or holistically.

Furthermore, board members suggested creating working groups to complete research and draft updates to the TSM. There were concerns that these working groups may violate Open Meeting Laws; however, staff recommended forming working groups consisting of only one or two board members. Deputy Director Manning concluded the update discussion by stating changes to Development Zones require Mayor and Council approval as it is a UDC-specific definition.

3. Call to the Audience

Demion Clinco led a training to determine how the FLHZAB shall evaluate future proposals. Clinco recommended the FLHZAB begin reviewing future proposals in an iterative manner by using the historic review checklist as a framework. Deputy Director Manning was receptive to creating a fillable checklist allowing board members to write notes on the checklist form.

4. Future Agenda Items – Information Only

None.

5. Adjournment

The meeting was adjourned at 7:27 PM.