



Fort Lowell Historic Zone Advisory Board  
Monday, September 23, 2024, at 5:30 PM  
Hybrid Meeting

**Meeting Minutes/Legal Action Report**

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

Members present: Mary Lou Fragomeni (Co-Chair), David Pietz (Co-Chair) (virtual), Briggs Clinco, and Margo Sackheim (virtual).

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

Guests present: Dan Hill and Elaine Hill.

A quorum was established, and the meeting was called to order at 5:30 PM.

**2. Approval of Minutes/LAR – August 26, 2024**

Two corrections were requested to the August 26, 2024, minutes and legal action report. The first correction was to clarify that a commercial kitchen will not be proposed within the Commissary Building. The second correction was to clarify that the proposed bricks should be of an older style without contemporary spacers.

A motion to approve the corrected August 26, 2024, minutes was made by Clinco and seconded by Co-Chair Sackheim. The motion passed with a vote of 4-0.

**3. FLHZAB Design Guidelines and Technical Standards Manual Update Discussion**

Elaine Hill summarized the FLHZAB's process updating the design guidelines and Technical Standards Manual requirements. Clarification was provided by the board that the properties individually listed in the National Register are commonly associated with the original fort development.

Within the "Purpose" section of the updated design guidelines, Bursuck recommended revising "should" to "is encouraged to" in relation to consultation with the FLHZAB prior to submission of a proposal. Clinco clarified that applicants should always refer to the Secretary of the Interior's Standards for Rehabilitation when preparing a proposal.

Elaine Hill indicated that many outdated references to codes and requirements were deleted from the “Applicability” section of the updated design guidelines. Further, several definitions were added to the updated design guidelines. It was also mentioned by board members that applicants should discuss demolition requests with PDSD staff.

Fragomeni-Nuttall requested clarification about the “courtesy review” process. Bursuck stated that courtesy reviews must be requested by the applicant and only require the submittal of preliminary plans. There is no fee associated with courtesy reviews. Additionally, a building permit is not required to be submitted and reviewed to begin the courtesy review process with an advisory board. Dan Hill noted that the updated design guidelines should specify what is required to be submitted to the PDSD to schedule a courtesy review with the FLHZAB.

Clinco mentioned that pools should be reviewed by the FLHZAB through the Full HPZ Review process based on the definition of “Structure” in the Unified Development Code (UDC). Bursuck clarified that a previous Zoning Administrator determined pools are not considered “Structures” because they are not attached to another physical element. As such, at this time, the FLHZAB cannot request a review of pools.

A major discussion point was the conflict between the organic development within the Fort Lowell Historic Preservation Zone and the definition of “Development Zone” in the UDC. Bursuck said that a formal determination issued by the Zoning Administration can be used to determine whether private streets such as those within the Fort Lowell Historic Preservation Zone may define a Development Zone. Clinco also stated that the supplemental graphics provided for the definition of “Development Zone” in the UDC do not apply to the context of the Fort Lowell Historic Preservation Zone. Further clarification will be needed about what a “watercourse” is as provided in the definition of “Block” within the UDC.

Elaine Hill discussed another conflict relating to curbs and sidewalks. The City of Tucson typically requires curbs and sidewalks along streets; however, the Old Fort Lowell Neighborhood Plan prohibits curbs and sidewalks from being installed along Fort Lowell Road. Bursuck indicated that Neighborhood Plans are commonly referenced for rezonings, annexations, and Flexible Lot Developments. Further, the UDC does not always require street improvements for new construction or development. Additional research should be completed by PDSD staff to determine when street improvements are required for new construction or development.

Bursuck summarized the new ADU bill as it relates to Historic Preservation Zones. Historic review will be required for ADUs within the Fort Lowell Historic Preservation Zone; however, any new ADU should not mirror the design of the existing dwelling. Additionally, the height of contributing principal buildings and structures can be used to

determine the maximum permitted height of an ADU within its Development Zone. Bursuck also discussed the maximum number of ADUs permitted on a lot.

Elaine Hill noted that a determination issued by the Zoning Administrator is also needed about “typical height within the development zone.” Bursuck clarified that other Historic Preservation Zones do not exclude specific or exceptional contributing resources from Development Zone height requirements. Clinco elaborated that the Post Trader’s Store is only atypical within the district in relation to building height and should still be referenced in relation to massing, proportion, and details.

Another important discussion point was the design of windows within the Fort Lowell Historic Preservation Zone. Clinco argued that “aluminum” is a broad term and that the FLHZAB should be cautious of including aluminum as an acceptable window treatment. Clinco also noted that the list of native plants should be provided as an appendix to the updated design guidelines.

Dan Hill emphasized that the applicability section of the updated design guidelines should indicate when historic review is required for landscaping improvements. Bursuck noted that the UDC does not explicitly state that historic review is required for landscaping changes and improvements, but that further clarification is needed from other PDSD staff.

Lastly, there was discussion about field and chain link fences. Clinco asked other FLHZAB members whether new chain link fences should be distressed or galvanized. It was discussed by board members that new fences also should not include motifs such as quails or other similar imagery. Supplemental photographs of existing walls and fences within the Fort Lowell Historic Preservation Zone should be added to the updated design guidelines.

Bursuck indicated that PDSD staff can provide additional comments on the second draft of the updated design guidelines. There was final discussion about future anticipated reviews, about nominating Elaine Hill to the Fort Lowell Historic Zone Advisory Board, and about requesting architectural drawings that are easier to print and review.

Co-Chair Fragomeni inquired whether an Executive Session could be held to discuss the updated design guidelines. Interim Director Manning clarified that Executive Sessions are primarily used to discuss legal or financial matters. Board members articulated that the purpose of an Executive Session would be to better collaborate and discuss the proposed changes. Any further discussion of the updated Design Guidelines and Technical Standards Manual will be held at the next scheduled meeting.

**4. Call to the Audience**

None.

**5. Future Agenda Items – Information Only**

None.

**6. Adjournment**

The meeting was adjourned at 7:15 PM.