



Fort Lowell Historic Zone Advisory
Board Monday, February 24, 2025, at
5:30 PM San Pedro Chapel, Turner
Building Hybrid Meeting (In-person and
Zoom)

Meeting Minutes/Legal Action Report

1. Call to Order/Roll Call

Members present:

Mary Lou Fragomeni, Co-Chair (Virtual)

Dan Hill

Margo Sackheim

City Staff present: Daniel Bursuck (PDSD).

Guests present: Elaine Hill.

Meeting called to order at 5:30 PM by Co-Chair Mary Lou Fragomeni. Roll call completed and quorum confirmed.

2. Review and Approval of January 27, 2025, Draft Legal Action Report and Meeting Minutes

Action Taken:

Motion to approve the minutes as presented was made and seconded. Motion passed unanimously.

3. Nomination of Elaine Hill to Fort Lowell Historic Zone Advisory Board

Action Taken:

Elaine Hill was nominated and approved unanimously for reappointment to the FLHZAB. Elaine Hill to submit a formal application to the City Clerk's Office.

4. Discussion: Building Code Issues and Role of the FLHZAB

Summary:

Staff provided updates on code violations and enforcement efforts at multiple properties within the district, including:

- 5301 E. Fort Lowell: Non-compliant windows, exposed original adobe, and unauthorized perimeter wall work.

- 5259 E. Fort Lowell: Tree removal beyond approved limits, oversized window openings, and issues with fencing and dumping.
- 5445 E. Fort Lowell (Post Trader Store): Construction of a new wall without review.

The board discussed communication gaps in code enforcement, lack of historic zoning inspections, and need for clearer zoning conditions and enforcement processes. Staff committed to process improvements and better communication, including potentially adding a standing “Code Violations” item on future agendas. A neighborhood welcome packet and newsletter outreach were also discussed.

5. Discussion: Landscaping Practices Within the FLHZAB

Summary:

Discussion focused on concerns related to tree removal, landscape plan enforcement, and lack of review for single-family home landscaping. Staff explained current limitations under city code and noted future opportunities to integrate Low Impact Development (LID) standards. Item to be continued at a future meeting when absent members can contribute.

6. Call to the Audience

No public comments submitted or made during the meeting.

7. Staff Updates and Future Agenda Items

- March 8, 2025: Fort Lowell Day and Mass at San Pedro Chapel.
- March 27, 2025: Tentative date for Design Guidelines review with the Tucson Planning & Review Subcommittee (PRS); board member participation requested.
- Future Agenda Items to include:
 - Standing item: Code Violations
 - Landscaping practices
 - Update on “Welcome Letter”/resident education materials

8. Adjournment

Meeting adjourned at approximately 6:15 PM.