



Fort Lowell Historic Zone Advisory Board
Monday, October 27, 2025, at 5:30 PM
San Pedro Chapel, Turner Building
Hybrid Meeting (In-person and Zoom)

Legal Action Report/Meeting Minutes

1. Call to Order/Roll Call

Meeting called to order at **5:34 p.m.** by Co-Chair Mary Lou Fragomeni. Roll call completed and quorum confirmed.

Members present:

Mary Lou Fragomeni, Co-Chair

David Pietz, Co-Chair

Margo Sackheim

Dan Hill arrived at 6:00pm

Members absent: Briggs Clinco

City Staff present: Desiree Aranda and Jason Lilienthal (PDSD)

Guest(s) present: Elaine Hill

2. Review and approval of 9/29/2025 Draft Legal Action Report (LAR)/Meeting Minutes Action

David Pietz motioned to accept the LAR/Meeting Minutes as presented. Margo Sackheim seconded.

No discussion.

Motion passed 3-0 (Clinco absent).

3. Call to the Audience

None.

4. Nominees for FLHZAB

Discussion

Board members discussed possible nominees for the FLHZAB and stated that they would be reaching out to one or two individuals to gauge interest in joining.

5. HZAB Training for 2026

Discussion

HPO Aranda mentioned possible training for the advisory boards to occur in January or February 2026. Will check with other HPZ Advisory Boards for possible dates and times of days.

6. Minor Reviews

Discussion

- a. Minor review representative(s) for FLHZAB
 - The board discussed who would be the primary contact(s) for minor reviews. Member Sackheim can do minor reviews beginning in November. Chair Fragomeni is still available for minor reviews.
 - Two board members can attend minor reviews but additional members may result in a quorum, which should be avoided for minor reviews.
- b. Scheduling of minor reviews
 - i. The board discussed communication methods and timelines for scheduling minor reviews.
- c. Minor review follow-up: meeting updates and Property Research Online (PRO)
 - Staff discussed ways to provide updates to FLHZAB on recent minor reviews, recommending a standing item on the agenda for minor reviews
 - PRO is website tool where the public can view the Notice of Decision letter and approved plans (design package)
- d. Recent Minor Review Cases
 - Staff provided updates on recent minor reviews related to 5440 E Presidio Rd and 5479 E Fort Lowell Rd

7. Staff Updates and Future Agenda Items

Information Only

- a. Aranda provided staffing updates at PDSO, including the appointment of Koren Manning as PDSO Director and Elisa Hamblin as Deputy Director.

8. Fort Lowell HZAB Design Review Guidelines Photograph Exhibits

Discussion

- HPO Aranda noted that she has reviewed the design guidelines and that they are now with Planning Administrator Dan Bursuck and the City Attorney's Office. She agreed to request an expedited review.
- Elaine Hill has photographs to be an appendix to the design guidelines. The board discussed possible photos to be added.

9. Adjournment at 7:15pm