



Fort Lowell Historic Zone Advisory Board
Monday, August 25, 2025, at 5:30 PM
San Pedro Chapel, Turner Building
Hybrid Meeting (In-person and Zoom)

DRAFT Meeting Minutes/Legal Action Report

1. Call to Order/Roll Call

Members present:

Mary Lou Fragomeni, Co-Chair
David Pietz, Co-Chair (virtual)
Dan Hill
Margo Sackheim (virtual)

Members absent:

Briggs Clinco

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

Guest(s) present: Elaine Hill

Meeting called to order at 5:40 PM by Co-Chair Mary Lou Fragomeni. Roll call completed and quorum confirmed.

2. Review and Approval of July 28, 2025 Draft Legal Action Report and Meeting Minutes

Action Taken: Member Hill moved to approve with the following revisions to be made:

- Correct spelling of Margo Sackheim's last name
- Confirm members who made the motion for 5259 E Fort Lowell Road
- Add that FLHZAB requested that the proposed treatment of the walls at the Commissary Building and Donaldson House come back for a follow up historic minor review.

Member Sackheim seconded the motion.

Motion passed unanimously (4-0).

3. Enhancing community engagement with historic preservation

Member Hill brought up several topics related to how the FLHZAB conducts reviews, offering suggestions for improvement such as adopting a meeting rubric and meeting preparation requirements. He suggested these items be adopted as a Rules of Procedure per UDC 2.2.8.

Members discussed the quality of recent presentations and how applicants need to be better prepared for their presentations. They also discussed the importance of adequate time to review applications.

Staff provided updates on ongoing process improvements related to meeting preparation. Staff stated they would learn more about Rules of Procedure and consult with City Attorney's Office on the proposal to adopt the items presented.

4. Call to the Audience

There was no public comment.

5. Staff Updates and Future Agenda Items – Information Only

Staff had no updates to share.

6. Adjournment

Meeting adjourned at approximately 7:00 PM.