



Town of Paradise Valley

6401 E Lincoln Dr
Paradise Valley, AZ 85253

Minutes – FINAL

Hillside Building Committee

Wednesday, October 15, 2025

8:00 AM

Town Hall Boardroom

Committee Members

1. CALL TO ORDER

Chair Jarson called the meeting to order at 8:00 AM.

Present 5 – Chair Scott Jarson
Member Sue-Meng Lau
Member Blair Portigal
Member James Rose
Member Robert Brown

STAFF MEMBERS PRESENT

Town Attorney Michael Goodman
Community Development Director Chad Weaver
Town Engineer Shar Johnson
Hillside Associate Engineer Juan Gonzalez
Hillside Planner II Jose Mendez
Lead Management Specialist Cherise Fullbright

2. EXECUTIVE SESSION

3. APPLICATION REVIEW

A. 25-224 Concept Review for a New Single-Family Residence 6519 E Hummingbird Lane (APN 174-52-002G & 174-52-002H)

Mr. Mendez described the property's location on Mummy Mountain and explained that the proposal involves constructing a new single-family residence with an attached garage and a detached casita. He noted the lot size, access points, floor-area ratio compliance, slope and disturbance allowances, setback compliance, and height limits. He showed renderings and elevations, stated that materials and landscape details would come later in the review process, and invited the architect to speak.

Meredith Thompson, an architect representing the applicant, emphasized that the design minimized excavation by utilizing the lot's natural bench. She stated that using both driveways allowed the garages to be placed on separate sides and kept the home lower in height. She explained that the home's placement reduced disturbance near neighbors, allowed better drainage solutions, and enabled the casita to be positioned efficiently. She added that the materials would blend naturally with the landscape.

Chair Jarson stated that he appreciated the placement and approach of the home and commented positively on the material palette and roof design. He recommended that flat surfaces be ballasted or sand-coated and encouraged the use of native plantings and dark-sky compliant lighting.

Ms. Thompson responded that they would be working with a landscape architect and expected a natural, terraced design to fit the surroundings.

Member Lau emphasized the importance of sensitive lighting design, particularly along the driveway to avoid a runway effect. She also encouraged varied landscaping that harmonized with the hillside and urged careful attention to retaining walls to enhance the project's appearance.

Ms. Thompson agreed and expressed appreciation for the feedback.

Chair Jarson asked about grading and drainage concerns.

Nick Prodanov with Land Development Group stated that previous work on the site informed the current design and that the new plans better addressed off-site storm flows. He described routing water around the house, cleaning and improving existing channels, adding culverts and rock outlets, and installing new retention basins landscaped to blend into the environment.

Chair Jarson invited public comment.

Jesse Robbins, a resident, stated that he had lived downhill from the site for 50 years and supported the overall design. He explained that after the previous wall and pool were removed, runoff from heavy rains began carrying dirt onto his property. He asked that temporary and permanent drainage controls be implemented earlier in construction to prevent further impact. Mr. Robbins added the history of access and development on the lot, but reiterated that he was pleased with the current plan.

Chair Jarson acknowledged his concern and related to similar issues on his own property. He asked staff about stabilization requirements during construction.

Ms. Thompson replied that the Storm Water Pollution Prevention Plan (SWPPP) would include silt fencing and the updated grading and retention measures would improve drainage and reduce sediment reaching neighboring properties.

Chair Jarson thanked everyone for their comments. He noted that no action would be taken during concept stage and encouraged continued communication with staff. He concluded by recalling past proposals on the site and expressed that this version was a strong improvement.

Presentaton and Discussion. No Reportable Action.

B. 25-223 Combined Review for an Addition to an Existing Single Family Residence 5913 N La Colina Drive (APN 169-05-067)

Mr. Gonzalez explained that the project involved modifying 378 square feet of an enclosed patio to extend the kitchen area. He clarified that the change was minor, shifting doors and windows outward, and did not trigger major grading or drainage upgrades. He noted the applicant added stormwater mitigation measures regardless, and provided the required survey and plan documents. He concluded and invited the applicant to speak.

Brian Fracasse, representing the applicant, stated that the owners wanted to convert the

covered outdoor area into livable space and install a 30-foot sliding stack door to improve indoor-outdoor flow. He added that a trellis would be included to provide shade and architecturally match the home, describing the scope as minimal but impactful.

Chair Jarson complimented the straightforward design and asked about the finish of the canopy, confirming it would be black metal. He stated that he had no further concerns and asked for questions from the committee or community, noting there were none present.

Mr. Fracasse mentioned receiving one phone call from a resident who liked the design but was confused about the notice.

Chair Jarson commented that he appreciated community engagement and asked if there were any remaining concerns.

Mr. Gonzalez requested a paint sample for the trellis finish to keep on record.

Mr. Fracasse agreed to send the specification by email and confirmed it was already part of the approved construction documents.

A motion was made by Chair Jarson, seconded by Member Brown, to approve item 25-223 with three stipulations as follows: 1. All improvements shall be in compliance with the enclosed standard approval information, 2. Applicant to provide paint sample and specification to ensure compliance, subject to approval by staff and chair, & 3. Applicant to provide elevations with height to ensure compliance, subject to approval by staff and chair. The motion carried with the following vote:

Aye: 5 – Member Jarson, Member Portugal, Member Lau, Member Brown, Member Rose

4. STAFF REPORTS

Mr. Gonzalez stated that they were still waiting on the Quartz Mountain project due to legal issues involving the HOA. He noted that the November agenda might be light and that a meeting might not be needed, depending on applications received.

Chair Jarson acknowledged the update and invited Vice Mayor Andeen to speak, thanking her for her support. He suggested organizing a future work study session with Hillside Committee members and any interested Planning Commissioners to review processes, code, and committee responsibilities. He proposed early 2026 as a target timeframe.

Mr. Goodman supported the idea and recommended including a refresher on public and open meeting laws during the session.

Chair Jarson agreed and confirmed the plan to coordinate dates.

Mr. Mendez announced that a builders' meeting would take place on November 6 at 1:00 PM. to address common questions from builders, developers, and contractors, noting that hillside staff would be present.

Member Lau asked whether the meeting was primarily for builders rather than homeowners.

Mr. Mendez confirmed that it was open to the public but geared toward development professionals and would include a Q&A portion.

5. COMMITTEE REPORTS

6. NEXT MEETING DATE

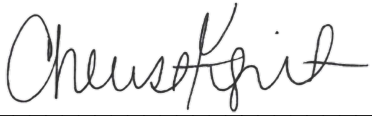
The next Hillside Building Committee meeting dates are tentatively scheduled for Wednesday, November 12, 2025, at 8:00 AM and Wednesday, December 10, 2025, at 8:00 AM.

7. ADJOURNMENT

A motion was made by Chair Jaron, seconded by Member Rose, to adjourn the meeting at 8:43 AM. The motion carried with the following vote:

Aye: 5 – Member Jarson, Member Portigal, Member Lau, Member Brown, Member Rose

Paradise Valley Hillside Building Committee

By: 
Cherise Fullbright, Secretary