



**CITY OF POMONA**  
**HISTORIC PRESERVATION COMMISSION AGENDA**  
**POMONA, CALIFORNIA – CITY COUNCIL CHAMBERS**  
**505 South Garey Avenue, Pomona, CA 91766**  
**REGULAR MEETING**  
**WEDNESDAY, October 5, 2016 at 6:30 PM**

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- A. **CALL TO ORDER:** Chairperson, Mitch Elias
- B. **FLAG SALUTE:** Chairperson, Mitch Elias
- C. **ROLL CALL:** Development Services Manager, Brad Johnson

**Chair Mitch Elias, Vice-Chair Rubio Gonzalez, Commissioner Larry Taylor, Commissioner Jim R. Gallivan, Commissioner Alice Gomez, Commissioner Jerry Tessier, and Commissioner Melissa Ayala.**

D. **PUBLIC/CITIZEN PARTICIPATION (*Three (3) minute Limit on Non-Agenda Items Only*):**

1. At this time, the general public is invited to address the Historic Preservation Commission concerning **any items that are not listed on this agenda**, which are not public hearings, or other items under the jurisdiction of the Historic Preservation Commission. Discussion of any non-agenda items will be limited to three (3) minutes in accordance with City policy.
2. Anyone wishing to speak on **any item that is listed on tonight's agenda** (e.g., public hearings and/or work study items) is requested to adhere to the following protocol procedures/guidelines:
  - a) *Prior to the meeting or during the meeting prior to a matter being reached, persons wishing to address the Commission may fill out a speaker card and submit it to the Planning Manager. Speaker cards are available in the foyer of the City Council Chambers and from the Minutes Clerk.*
  - b) *When called upon, the person should come to the podium, state his/her name and address for the record and, if speaking for an organization or other group, identify the organization or group represented. Whenever any group of persons wishes to address the Commission on the same subject matter, the Chair may request that a spokesperson be chosen by the group.*
  - c) *All remarks should be addressed to the Commission as a whole, not to individual Commissioners. Questions, if any, should be directed to the presiding Chair who will determine whether, or in what manner, an answer will be provided.*
  - d) *Every person addressing the Historic Preservation Commission will be limited to three (3) minutes or such reasonable time as is granted by the majority of the Commission.*

**E. CONSENT CALENDAR:**

**Note:** All items listed on the Consent Calendar may be enacted by a single motion without separate discussion. If a discussion or a separate vote on any item is desired by a Historic Preservation Commissioner, that item may be removed from the Consent Calendar and considered separately. All remaining items not removed from the Consent Calendar by a Historic Preservation Commissioner shall be voted on prior to discussion of the item(s) requested to be pulled.

**1. APPROVAL OF MINUTES:**

August 3, 2016

**F. PUBLIC HEARINGS:**

**1. MAJOR CERTIFICATE OF APPROPRIATENESS (MAJCOA 4839-2016)**

**PROJECT ADDRESS:** 1535 S. Reservoir Street  
**PROJECT APPLICANT:** Antonio Millan  
**PROJECT PLANNER:** Leonard Bechet, Associate Planner  
**PROJECT DESCRIPTION:**

Major Certificate of Appropriateness to demolish one single-family residence. Pursuant to the Guidelines for Implementation of the California Environmental Quality Act (CEQA), Under Article 19, Section 15301 (L.1, Class 1), the proposed project meets the criteria for a Categorical Exemption. Therefore, no further environmental evaluation is required.

**Recommended Action:**

The Planning Division recommends that the Historic Preservation Commission adopt the HPC Resolution approving Major Certificate of Appropriateness (MAJCOA 4839-2016), subject to conditions.

**2. MAJOR CERTIFICATE OF APPROPRIATENESS (MAJCOA 1898-2015)**

**PROJECT ADDRESS:** 984 N. Eleanor Street  
**PROJECT APPLICANT:** Hugo Ramirez  
**PROJECT PLANNER:** Dustin Williamson, Technical Specialist  
**PROJECT DESCRIPTION:**

Major Certificate of Appropriateness to legalize the installation of fourteen (14) vinyl windows in a non-contributing Single Family Residence in the Lincoln Park Historic District. Pursuant to the Guidelines for Implementation of the California Environmental Quality Act (CEQA), this project is categorically exempt per Section 15303.

**Recommended Action:**

The Planning Division recommends that the Historic Preservation Commission adopt the HPC Resolution approving Major Certificate of Appropriateness (MAJCOA 2907-2015), subject to conditions.

**3. MAJOR CERTIFICATE OF APPROPRIATENESS (MAJCOA 2780-2015)**

**PROJECT ADDRESS:** 1106 Wisconsin Street  
**PROJECT APPLICANT:** Claudia Arroyo  
**PROJECT PLANNER:** Dustin Williamson, Technical Specialist  
**PROJECT DESCRIPTION:**

Major Certificate of Appropriateness to allow the removal of one (1) Liquidambar tree from a contributing Multi-Family property in the Wilton Heights Historic District. Pursuant to the Guidelines for Implementation of the California Environmental Quality Act (CEQA), this project is categorically exempt per Section 15303.

**Recommended Action:**

The Planning Division recommends that the Historic Preservation Commission adopt the HPC Resolution approving Major Certificate of Appropriateness (MAJCOA 2780-2015), subject to conditions.

**G. NEW BUSINESS:**

**H. HISTORIC PRESERVATION COMMISSION COMMUNICATIONS:**

**I. DEVELOPMENT SERVICES MANAGER COMMUNICATIONS:**

1. Minor Certificates of Appropriateness approved August 2016 through September 2016.

**J. ADJOURNMENT:**

The City of Pomona Historic Preservation Commission is hereby adjourned to the next regular meeting of November 2, 2016 at 6:30 p. m. in the City Council Chambers.

**\*\*\* CERTIFICATION OF POSTING AGENDA \*\*\***

I, Brad Johnson, Development Services Manager for the City of Pomona, hereby certify that the agenda for the October 5, 2016 Historic Preservation Commission meeting was posted on September 29, 2016.



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Brad Johnson  
Development Services Manager

UNOFFICIAL MINUTES  
POMONA HISTORIC PRESERVATION COMMISSION  
AUGUST 3, 2016

CALL TO ORDER: The Historic Preservation Commission meeting was called to order at 6:30 p.m. by Chair Elias.

FLAG SALUTE: Chair Elias led the Commission in the flag salute.

ROLL CALL: Roll was taken by Development Services Manager Johnson

COMMISSIONERS PRESENT: Chair Elias and Vice Chair Gonzalez; Commissioners Gallivan, Gomez, and Taylor

COMMISSIONERS ABSENT: Commissioners Ayala and Tessier

STAFF PRESENT: Development Services Manager Johnson, Technical Specialist Williamson, and Minutes Clerk Casey

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ITEM D:

CITIZEN PARTICIPATION:

Mr. Dan McIntire, President of Pomona Heritage, requested status on the revisions of the demolition by neglect ordinance, provided the Commission with the American Bungalow Magazine which featured Pomona Heritage and two historic homes in Pomona, and mentioned the upcoming 19<sup>th</sup> annual Pomona Heritage Restoration Workshop being held on August 13 which is free to the public.

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ITEM E:

CONSENT CALENDAR

1. APPROVAL OF MINUTES:

-June 1, 2016

Commissioner Gomez stated a correction needed on Page 3. She stated the minutes should read speaker Ms. Mickey Gallivan is with the Historical Society of Pomona Valley.

Motion by Commissioner Gallivan, seconded by Vice Chair Gonzalez, carried by a unanimous vote of the members present (5-0-0-2), Commissioners Ayala and Tessier absent, adopting the amended Historic Preservation Commission meeting minutes of June 1, 2016.

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PUBLIC HEARINGS:

ITEM F-1

PUBLIC HEARING – MAJOR CERTIFICATE OF APPROPRIATENESS (MAJCOA 2907-2015) TO LEGALIZE AN UNPERMITTED REAR ADDITION TO A SINGLE STORY, SINGLE FAMILY HOME AND TO ALLOW THE CONSTRUCTION OF A NEW TWO CAR DETACHED GARAGE LOCATED AT 460 E. KINGSLEY AVENUE.

Technical Specialist Williamson presented a staff report regarding a request to legalize an unpermitted rear addition and allow the construction of a new two car detached garage. Chair Elias stated a concern with the lack of windows on the addition. Commissioner Gallivan stated a concern with the request to remove the Palm Tree. Chair Elias opened the public hearing. The applicant, Mr. Pedro Ortiz, stated he purchased the property in May 2015. He felt the Palm Tree was not aesthetically pleasing and raised safety concerns due to the extremely sharp palms which fall on his walkway. He stated he would attempt to sell or donate the Palm Tree. He stated the lack of windows on the addition were due to the fact that the large bathroom comprises most of the addition and the bathroom does not allow for many windows. He stated the property was currently under litigation due to a fraudulent letter he received from the seller, which the seller stated he received from the City of Pomona, stating there was not any violations on the home. He stated he is attempting to correct all violations and work with the City. He asked the Commission to approve. Chair Elias inquired whether a decision regarding the application should be postponed while the property was under litigation. Mr. Pedro Ortiz stated there was not a guarantee he would win the lawsuit, the home was still his home, and he would like to bring the home to code. Chair Elias invited the public for comments. Mr. Dan McIntire stated the applicant was the type of owner he would like to welcome to the City and the historic district. He stated an issue with the removal of the Palm Tree and encouraged the owner and the Commission to consider retaining the tree. He informed the applicant the window brackets on the original windows could be duplicated if required for the new windows and he felt a window should be installed on the rear addition. He stated his support for the application. Mr. Pedro Ortiz stated he would be willing to install a small window or a circular or octagon stain glass window on the addition. Chair Elias closed the public hearing.

The Commission discussed and agreed to retain the Palm Tree and to suggest, not require, a window be installed on the addition.

Motion by Vice Chair Gonzalez, seconded by Commissioner Gallivan, carried by a majority vote of the members present (4-0-1-2), Commissioner Gomez abstained and Commissioners Ayala and Tessier absent, adopting Resolution No. 16-010, approving Major Certificate of Appropriateness (MAJCOA 2907-2015).

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ITEM G:  
NEW BUSINESS:

1. Selection of New Chair and Vice-Chair

Motion by Vice Chair Gonzalez, seconded by Commissioner Gomez, carried by a unanimous vote of the members present (5-0-0-2), Commissioners Ayala and Tessier absent, approving Commissioner Elias as Chair and Commissioner Gonzalez as Vice Chair of the Historic Preservation Commission.

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ITEM H:

HISTORIC PRESERVATION COMMISSION COMMUNICATIONS:

Chair Elias requested status on the revised ordinance regarding demolition by neglect. Development Services Manager Johnson stated staff was behind schedule but will be moving forward with the Commission's recommendations regarding the ordinance.

Discussion ensued regarding the fire house. Development Services Manager Johnson stated he would provide status at the next Historic Preservation Commission meeting as staff would be visiting the site.

Chair Elias encouraged proper training for staff members behind the counter regarding the issuance of permits and information regarding Minor versus Major Certificates. He mentioned many modifications completed on a home located on Eleanor. Development Services Manager Johnson stated the house on Eleanor had been cited for violations and the issues are being addressed. Discussion ensued regarding flyers being placed in water bills regarding permits required throughout the City and in Historic Districts.

Discussion ensued regarding concerns of the many trees which had been removed in the City, the desire to slow down the tree removal process or remove and replace the trees in phases so the landscaping did not look drastically altered, the desire to have permitted tree removals advertised on properties where the tree is being removed, and the desire for the Historic Commission's input when the tree ordinance is revised.

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ITEM I:

DEVELOPMENT SERVICES MANAGER COMMUNICATIONS:

1. Minor Certificates of Appropriateness approved May 2016 through July 2016.

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ITEM J:

ADJOURNMENT:

Chair Elias adjourned the meeting at 8:52 pm to the next regularly scheduled meeting of the Historic Preservation Commission on September 7, 2016, in the City Council Chambers.

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Brad Johnson  
Development Services Manager

Maureen Casey, Transcriber  
The minutes of this meeting are filed in the Planning Division of City Hall, located 505 South Garey Avenue, Pomona, CA, 91766.



# MEMORANDUM

**TO: HISTORIC PRESERVATION COMMISSION**

**FROM: BRAD JOHNSON, DEVELOPMENT SERVICES MANAGER**

**SUBJECT: CERTIFICATE OF APPROPRIATENESS APPROVALS FOR MINOR ALTERATIONS**

SITE ADDRESS	APPLICANT NAME	DESCRIPTION OF PROJECT	DATE APPROVED
1297 N. Towne Avenue	Pat Newton	Trim three Pine trees, one Jacaranda tree, and trim tree branch that is leaning on neighbor's roof.	8/29/16
446 E. Jefferson Avenue	Gwenn Crawford	Trim Deodar tree on west side of driveway in front.	8/31/16
250 E. Pasadena Street	Derek Davies	Re-roof same color and materials (comp shingle)	9/6/16
1552 Hacienda Place	Robert Martinez	Re-roof comp shingles like for like	9/8/16
785 N. Gordon	Alfredo Roons	Trim four trees along the rear property line adjacent to City alley.	9/15/16
515 Lincoln Avenue	Paige Bruyne	Tree trimming of six trees: Fernpine Podocarpus, Eucalyptus, Common Mulberry, Date Palm, and two Myoporum.	9/19/16