



# City of Pomona

## Zoning Administrator

### Draft Action Minutes

*Zoning Administrator Betty Donovanik*

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Wednesday, November 19, 2025

3:00 PM

Council Chambers

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#### **CALL TO ORDER**

Zoning Administrator Donovanik called the meeting to order at 3:00 p.m. in the Council Chambers.

#### **PLEDGE OF ALLEGIANCE**

Zoning Administrator Donovanik led the Pledge of Allegiance.

#### **ROLL CALL**

Betty Donovanik, Zoning Administrator

#### **CONSENT CALENDAR**

1. Approval of Action Minutes from the Zoning Administrator meeting of July 29, 2025.

A motion by Zoning Administrator Donovanik to approve the Action Minutes from the ZA meeting of July 29, 2025 w/corrections: On page 2 of the minutes, removal of the word signage in condition #4 and to add condition #5 placement of the approve public art on site.

Time: 1 minute (3:02 p.m. to 3:03 p.m.)

#### **PUBLIC HEARING ITEMS**

1. Development Plan Review (DPR-000238-2024) for 416 N. Garey Avenue

Associate Planner Diaz presented the item.

1. Development of two vacant parcels to five stories mixed used on 0.64 acres, two ground
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- floor commercial spaces, 61 residential units with on-site amenities and 68 parking spaces. Senate Bill 330 applicable.
2. State density bonus applicable for Waivers and Concessions. Breakdown of waivers are as follows:
    - a. Proposing no setback to building along Garey Avenue.
    - b. Proposing height along the eastern property line of project does not meet the 45 slope.
    - c. Proposing common amenity space provided: view deck, dog run, BBQ area, gym, balcony seating area.
    - d. Proposing Courtyard dimension is 12'9" along north south axis near stairs and elevators on the second floor.
    - e. Proposing 5 trees planted elsewhere on site.
  3. Deviations requested: Section 2.4.3. Front Yard Setback & Section 2.4.4 Side Yard Setback.
  4. Project located within a one-half mile radius of Pomona Transit Center.
  5. Staff received a letter from CAL HDF in support of the project.
  6. Condition of approval shall be contingent upon the approval of a Major Oak Tree permit by the Planning Commission and effective of upon a termination of the appeal period for a Major Oak Tree permit
  7. Staff recommends approval of Development Plan Review

#### Zoning Administrator Donovanik questions/concerns

1. Asked the applicant if he is willing to work with staff on choosing a different color for the exterior facades
2. Asked the applicant to monitor the use of pickle ball due to noise
3. Asked the applicant to explain the difference between the two driveway entrances into the parking stalls
4. Asked the applicant about the six spaces designated on the left side of the street for the commercial spaces (tandem spaces for retail)
5. Asked staff to add a condition to submit a parking management plan
6. Asked the applicant if the motorcycle parking has a building code requirement
7. Asked the applicant to move the ADA parking stall (adjacent to the stairs) to the elevator side
8. Asked the applicant if both lobby areas are for residents
9. Asked staff to work with the applicant on a trash management plan
10. Asked staff to add a condition to assign one parking space for each unit
11. Photometric plans – Condition: lights on the eastern side of the property are bright, install cutoff shields at the property line
12. Asked who are the two storage areas for, any bike parking for residents/retail
13. Are those new trees along center street
14. How will the tenants be disposing of their trash

Supervising Planner Tam stated that condition #15 of the resolution reads as follows: that prior to building issuance the applicant shall work with staff to the satisfaction of the Zoning Administrator to approve all outdoor amenities.

Assistant City Attorney Henry Castillo asked the applicant if he accepts all the conditions mentioned during the meeting. The applicant stated yes.

A motion by Zoning Administrator Donovanik to approve Development Plan Review (DPR-

000238-2024) w/conditions: (1) contingent upon the approval of a Major Oak Tree permit by the Planning Commission and effective of upon a termination of the appeal period for the Major Oak Tree permit (2) applicant to work with staff and to the satisfaction of development services director to prepare a parking management plan (3) shielding for any exterior light fixtures to ensure that there is no spillover to the neighboring property (4) applicant shall work with staff to incorporate trash chutes for the residents (5) shall provide a minimum of one parking stall dedicated to each residential unit (6) the applicant shall work with staff on choosing a different color for exterior facades

OPPOSITION: None

IN SUPPORT: Harold Azalte, applicant  
Peter, Representative for building 4

DISCUSSION TIME: 39 minutes (3:04 p.m. to 3:43 p.m.)

**ADJOURNMENT**

The Zoning Administrator meeting was adjourned by Zoning Administrator Donavanik at 3:44 p.m. to a date, time, and location to be determined.

Respectfully submitted,

Prepared by,

Geoffrey Starns  
Planning Manager

Miroslava PourSanae  
Administrative Assistant