



505 S. Garey Ave
Pomona, CA 91766

City of Pomona

Zoning Administrator

Draft Action Minutes

Zoning Administrator Betty Donovanik

Wednesday, July 16, 2025

3:30 PM

Council Chambers

CALL TO ORDER

Zoning Administrator Donovanik called the meeting to order at 3:32 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 2, 2025.

A motion by Zoning Administrator Donovanik to approve the Action Minutes from the ZA meeting of July 2, 2025.

PUBLIC HEARING ITEMS

1. Development Plan Review (DPR-022671-2023) – 1423 S. Gibbs Street

Associate Planner Molina presented the item.

1. 8-unit housing development project on 0.49 acres (four separate, two-story buildings)
 2. Inclusionary housing and SB330 applicable
 3. Project consist of a shorter distance of the fire lane allowing for better access to all amenities.
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4. Project has sufficient pedestrian circulation that separates from vehicle and fire access lanes.
5. All the walkways fully connect to the entire of the lot.
6. CEQA Exemption, Class 32
7. Staff received two public comments, one letter opposing the project

Zoning Administrator Donovanik questions/concerns

1. What is the square footage of each unit
2. Existing structures on site older than 50 years where they approved by HPC
3. Are any of the parking spaces ADA required or assigned to units
4. She asked how they will manage the parking spaces
5. Is it necessary to have two trash enclosures to possibly provide an extra parking space
6. Does the project consist of moderate/low-income housing
7. Are the maintenance requirements included in the resolution as conditions

A motion by Zoning Administrator Donovanik to approve Development Plan Review (DPR-022671-2023) with condition (1) to explore the feasibility of eliminating the second trash enclosure adjacent to the parking stalls, and relocate the bicycle parking, to add two additional parking spaces.

OPPOSITION: None

IN SUPPORT: Ziyi Yang, Architect

DISCUSSION TIME: 22 minutes (3:34 p.m. to 3:56 p.m.)

2. Development Plan Review (DPR-000941-2024) – 1377 N. Garey Avenue

Zoning Administrator Donovanik stated that staff has received three public comment letters pertaining to this project.

This item has been continued until July 29, 2025 at 7pm.

DISCUSSION TIME: 1 minute (3:57 p.m. to 3:58 p.m.)

ADJOURNMENT

The Zoning Administrator meeting was adjourned by Zoning Administrator Donovanik at 3:58 p.m. to a date, time, and location to be determined.

Respectfully submitted,

Prepared by,

Geoffrey Starns
Planning Manager

Miroslava PourSanae
Administrative Assistant