



505 South Garey Avenue
Pomona, CA 91766

City of Pomona Historic Preservation Commission

Action Minutes

***Chairperson Angela H. Keller
Vice-Chairperson Walter Martinez
Commissioner Brittany C. Gallivan
Commissioner Carol Anten
Commissioner James Gallivan
Commissioner Ruth B. Alvarez
Commissioner Chara Swodeck***

Wednesday, November 5, 2025

6:30 PM

Council Chambers

CALL TO ORDER

Vice-Chairperson Martinez called the meeting to order at 6:34 p.m.

PLEDGE OF ALLEGIANCE

Vice-Chairperson Martinez led the Pledge of Allegiance.

ROLL CALL

Present: Commissioner Brittany C. Gallivan
Vice-Chairperson Walter Martinez
Commissioner Carol Anten
Commissioner James Gallivan
Commissioner Ruth B. Alvarez
Commissioner Chara Swodeck (arrived at 6:35 p.m.)

Absent: Chairperson Angela H. Keller

Staff Present: Betty Donavanik, Development Services Director
Geoffrey Starns, Planning Manager
Alan Fortune, Associate Planner
Irene Moure, Assistant Planner

PUBLIC COMMENT:

None

COMMISSIONER COMMUNICATION:

Commissioner Swodeck mentioned that we were the only in-person voting center at the Alliance Community Cultural Center on Oct 25 through November 4. She mentioned that Mr. Bo of the Sinai Church was one of 46 black residents in Pomona.

Commissioner Alvarez informed the Commission that the Christmas Parade is next month, and she was asked to participate.

CONSENT CALENDAR:

1. Approval of Action Minutes from the Historic Preservation Commission meeting of October 1, 2025.

Moved by Commissioner Gallivan, seconded by Commissioner Anten, to approve. Motion carried (6-0-0-1)

Ayes:	B. Gallivan, Anten, J. Gallivan, Alvarez, Swodeck, Martinez
Noes:	None
Abstention:	None
Absent:	Keller

In Opposition: none

In Support: none

Discussion Time: 3 minutes (6:33 p.m.to 6:36 p.m.)

Planning Manager Starns stated that every December we set parameters for the next year. All the Mills Act Applications meet the parameters. Staff is recommending approval of the mills act applications.

2. A request for a Mills Act Contract for a property located at 410 E. Alvarado Street within the Lincoln Park Historic District.

Moved by Commissioner Gallivan, seconded by Commissioner Anten, to approve. Motion carried (6-0-0-1)

Ayes:	B. Gallivan, Anten, J. Gallivan, Alvarez, Swodeck, Martinez
Noes:	None
Abstention:	None
Absent:	Keller

In Opposition: none

In Support: none

Discussion Time: 3 minutes (6:33 p.m.to 6:36 p.m.)

3. A request for a Mills Act Contract for a property located at 330 Garfield Avenue within the Lincoln Park Historic District.

Moved by Commissioner Gallivan , seconded by Commissioner Anten, to approve. Motion carried (6-0-0-1)

Ayes: B. Gallivan, Anten, J. Gallivan, Alvarez, Swodeck, Martinez
Noes: None
Abstention: None
Absent: Keller

In Opposition: none

In Support: none

Discussion Time: 3 minutes (6:33 p.m.to 6:36 p.m.)

4. A request for a Mills Act Contract for a property located at 1515 Ganesha Place in the Hacienda Park Historic District.

Moved by Commissioner Gallivan, seconded by Commissioner Anten, to approve. Motion carried (6-0-0-1)

Ayes: B. Gallivan, Anten, J. Gallivan, Alvarez, Swodeck, Martinez
Noes: None
Abstention: None
Absent: Keller

In Opposition: none

In Support: none

Discussion Time: 3 minutes (6:33 p.m.to 6:36 p.m.)

5. A request for a Mills Act Contract for the property located at 242 Lincoln Avenue in the Lincoln Park Historic District.

Moved by Commissioner Gallivan, seconded by Commissioner Anten, to approve. Motion carried (6-0-0-1)

Ayes: B. Gallivan, Anten, J. Gallivan, Alvarez, Swodeck, Martinez,
Noes: None
Abstention: None
Absent: Keller

In Opposition: none

In Support: none

Discussion Time: 3 minutes (6:33 p.m.to 6:36 p.m.)

6. A request for a Mills Act Contract for a property located at 112 E. Kingsley in the Lincoln Park Historic District.

Moved by Commissioner Gallivan, seconded by Commissioner Anten, to approve. Motion carried (6-0-0-1)

Ayes: B. Gallivan, Anten, J. Gallivan, Alvarez, Swodeck, Martinez
Noes: None
Abstention: None

Absent: Keller

In Opposition: none

In Support: none

Discussion Time: 3 minutes (6:33 p.m.to 6:36 p.m.)

7. A request for a Mills Act Contract for a property located at 1574 N. Orange Grove Avenue within the Lincoln Park Historic District.

Moved by Commissioner Gallivan, seconded by Commissioner Anten, to approve. Motion carried (6-0-0-1)

Ayes: B. Gallivan, Anten, J. Gallivan, Alvarez, Swodeck, Martinez

Noes: None

Abstention: None

Absent: Keller

In Opposition: none

In Support: none

Discussion Time: 3 minutes (6:33 p.m.to 6:36 p.m.)

8. A request for a Mills Act Contract for a property located at 335 San Francisco Avenue within the Lincoln Park Historic District.

Moved by Commissioner Gallivan, seconded by Commissioner Anten, to approve. Motion carried (6-0-0-1)

Ayes: B. Gallivan, Anten, J. Gallivan, Alvarez, Swodeck, Martinez

Noes: None

Abstention: None

Absent: Keller

In Opposition: none

In Support: none

Discussion Time: 3 minutes (6:33 p.m.to 6:36 p.m.)

9. A request for a Mills Act Contract for a property located at 160 E. Columbia Avenue within the Lincoln Park Historic District.

Moved by Commissioner Gallivan, seconded by Commissioner Anten, to approve. Motion carried (6-0-0-1)

Ayes: B. Gallivan, Anten, J. Gallivan, Alvarez, Swodeck, Martinez

Noes: None

Abstention: None

Absent: Keller

In Opposition: none

In Support: none

Discussion Time: 3 minutes (6:33 p.m.to 6:36 p.m.)

10. A request for a Mills Act Contract for a property located at 165 E. Garfield Avenue within the Lincoln Park Historic District.

Moved by Commissioner Gallivan, seconded by Commissioner Anten, to approve. Motion carried (6-0-0-1)

Ayes: B. Gallivan, Anten, J. Gallivan, Alvarez, Swodeck, Martinez
Noes: None
Abstention: None
Absent: Keller

In Opposition: none

In Support: none

Discussion Time: 3 minutes (6:33 p.m.to 6:36 p.m.)

11. A request for a Mills Act Contract for a property located at 366 E. Lincoln Avenue within the Lincoln Park Historic District.

Moved by Commissioner Gallivan, seconded by Commissioner Anten, to approve. Motion carried (6-0-0-1)

Ayes: B. Gallivan, Anten, J. Gallivan, Alvarez, Swodeck, Martinez
Noes: None
Abstention: None
Absent: Keller

In Opposition: none

In Support: none

Discussion Time: 3 minutes (6:33 p.m.to 6:36 p.m.)

12. A request for a Mills Act Contract for a property located at 241 E. Jefferson Avenue within the Lincoln Park Historic District.

Moved by Commissioner Gallivan, seconded by Commissioner Anten, to approve. Motion carried (6-0-0-1)

Ayes: B. Gallivan, Anten, J. Gallivan, Alvarez, Swodeck, Martinez
Noes: None
Abstention: None
Absent: Keller

In Opposition: none

In Support: none

Discussion Time: 3 minutes (6:33 p.m.to 6:36 p.m.)

PUBLIC HEARING:

1. Major Certificate of Appropriateness (MAJCOA-000528-2025) for 540 E. McKinley Avenue

Assistant Planner Moure presented this item.

1. Proposing a detached 1,200 sf Accessory Dwelling Unit
2. ADU will be in the rear of the property, will not be visible from the public right away
3. The proposed ADU meets the development standards
4. CEQA Exempt
5. Staff is recommending approval of the Accessory Dwelling Unit (ADU)

Commissioner questions/concerns

Commissioner Gallivan stated that his questions were addressed during staff's presentation.

Commissioner Swodeck requested clarification on the river rock foundation.

Commissioner Anten asked if river rock is earthquake proof.

Moved by Commissioner B. Gallivan, seconded by Commissioner Anten, to approve. Motion carried (6-0-0-1)

Ayes: B. Gallivan, Anten, J. Gallivan, Alvarez, Swodeck, Martinez

Noes: None

Abstention: None

Absent: Keller

In Opposition: none

In Support: Architect

Discussion Time: 10 minutes (6:37 p.m. to 6:47 p.m.)

2. Major Certificate of Appropriateness (MAJCOA-000453-2025) for 566 E. Jefferson Avenue

Associate Planner Fortune presented this item.

1. Proposing a new detached 998 square foot Accessory Dwelling Unit with an attached 88 square foot porch located at the rear of the property
2. Identify as a contributing resource to both local and national Lincoln Park Historic Districts
3. No significant alterations or modifications have been conducted in the primary site
4. Existing tree will remain in the rear of the property
5. CEQA Exempt
6. ADU will be visible from the street (minimal)
7. Staff is recommending approval of the Accessory Dwelling Unit
- 8.

Commissioner questions/concerns

1. Commissioner Alvarez requested the height of the single-family home and of the proposed ADU
2. Commissioner J. Gallivan asked when the garage was demolished
3. Commissioner Swodeck asked about exterior light fixtures and placement
4. Commissioner Swodeck asked if the ADU will have river rock

Moved by Commissioner Swodeck, seconded by Commissioner Gallivan, to approve w/exterior light fixtures must match the style of the architecture of the Accessory Dwelling Unit (ADU). Motion carried (6-0-0-1)

Ayes: B. Gallivan, Anten, J. Gallivan, Alvarez, Swodeck, Martinez

Noes: None

Abstention: None

Absent: Keller

In Opposition: none

In Support: Steven, designer for the project

Discussion Time: 30 minutes (6:48 p.m. to 7:18 p.m.)

DISCUSSION ITEMS:

None

STAFF COMMUNICATION:

Planning Manager Starns

1. 2026 Calendar – we do not anticipate canceling any meetings due to holidays
2. The next couple of meetings we will be very busy
 - a. A lot of Determination of Historic Significance applications
3. We will have five community meetings to address issues such as streetlights. The meetings will start in the middle of January and continue until February.

Commissioner J. Gallivan requested an update on the Firehouse located at 100 E. Alvarado Street.

Planning Manager Starns mentioned the owner is working on plans to restore the Firehouse for a cosmetology school.

Vice-Chairperson Martinez requested an update on the YMCA building located on Garey Avenue.

Planning Manager Starns said that staff is working with the owner on the sign permits.

Commissioner Swodeck asked the Commissioners if anyone is interested in participating in the Christmas Parade scheduled for December 13 at 6pm.

ADJOURNMENT:

The meeting was adjourned at 7:30 P.M. to the meeting of December 3, 2025 at 6:30 P.M.

Respectfully submitted,

Prepared by,

Geoffrey Starns, AICP, AIA, LEED AP
Planning Manager

Miroslava PourSanae
Administrative Assistant