



505 South Garey Avenue  
Pomona, CA 91766

## City of Pomona Planning Commission

### Action Minutes

***Chairperson Marcos Molina***  
***Vice-Chairperson Edgar Rodriguez***  
***Commissioner Delana Martin-Marshall***  
***Commissioner Alfredo Camacho***  
***Commissioner John Ontiveros***  
***Commissioner Andrew R. Kane***  
***Commissioner Philip Chu***

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Wednesday, December 10, 2025

7:00 PM

Council Chambers

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#### **CALL TO ORDER**

Chairperson Molina called the meeting to order at 7:00 p.m.

#### **PLEDGE OF ALLEGIANCE**

Chairperson Molina led the Pledge of Allegiance.

#### **ROLL CALL**

Present: Chairperson Marcos Molina  
Vice-Chairperson Edgar Rodriguez  
Commissioner Delana Martin-Marshall  
Commissioner Alfredo Camacho  
Commissioner John Ontiveros  
Commissioner Andrew R. Kane  
Commissioner Philip Chu

Absent: None

Staff Present: Betty Donavanik, Development Services Director  
Vinny Tam, Supervising Planner  
Alina Barron, Senior Planner  
Carlos Molina, Associate Planner

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**PUBLIC COMMENT:**

None

**COMMISSIONER COMMUNICATION:**

Chairperson Molina would like to see everyone at the Christmas Parade.

**CONSENT CALENDAR:**

1. Approval of Action Minutes from the Planning Commission meeting of November 12, 2025.

**Moved by Commissioner Chu, seconded by Commissioner Ontiveros, to approve. Motion carried (7-0-0-0).**

Ayes: Molina, Rodriguez, Martin-Marshall, Camacho, Ontiveros, Kane, Chu.

Noes: None.

Abstention: None.

Absent: None.

**In Opposition:** None

**In Support:** None

DISCUSSION TIME: 1 minute (7:04 p.m. to 7:05 p.m.)

**PUBLIC HEARING:**

1. Tentative Tract Map (TRACTMAP-001798-2024) for 1061 E. Phillips Blvd.

Associate Planner Molina presented this item.

1. Proposing a 16-unit housing development, 4-stories, 0.47-acre site
2. Planning Commission purview solely on the Tentative Tract Map No. 84344
3. Provided information of the surrounding properties/parcels
4. All units will have 2 bedrooms and private open space (balconies or private yards)
5. 17 surface level vehicle parking spaces & 14 bike lockers
6. Project consist of a shared courtyard for the residents
7. Staff recommended additional shading for the units facing the street into the rear
8. The project is consisted with the General Plan and policies
9. California Environmental Quality Act (CEQA) exempt
10. One public comment received and provided to the Commission
11. Staff recommends approval of the Tentative Tract Map

Commissioner concerns/questions

1. Commissioner Ontiveros asked if parking for the units will be at the rear of the property (no garage for the units) 1-parking space per unit
2. Commissioner Chu requested the size of the units
3. Commissioner Ontiveros asked if there is parking on Phillips Blvd.
4. Chairperson Molina asked if a parking analysis was conducted for this site. He had questions about the landscape plans.
5. Commissioner Martin-Marshall asked a question about windows.

Supervising Planner Tam stated a condition in the resolution is that the project will submit for an official landscape plan check. The Commission is looking at a conceptual design. The construction drawings will be submitted with the landscape plan check.

Associate Planner Molina mentioned that the Commission is solely voting on the Tentative Tract Map.

The Commission continued to ask questions about the project. The Commission did not ask any questions or had concerns about the Tentative Tract Map.

Commissioner Camacho informed the Commission that they are just approving the Tentative Tract Map.

**Moved by Commissioner Camacho, seconded by Commissioner Rodriguez, to approve. Motion carried (5-0-0-0).**

Ayes: Molina, Rodriguez, Martin-Marshall, Camacho, Ontiveros, Chu, Kane

Noes: None.

Abstention: None.

Absent: None.

**In Opposition:** None

**In Support:** Kenneth Peng

DISCUSSION TIME: 25 minutes (7:06 p.m. to 7:31 p.m.)

**DISCUSSION ITEMS:**

1. Discussion – Overview of the Pomona Zoning & Development Code. Part 5 of 5. Administration.

Senior Planner Barron presented this item.

1. Topics discussed authority, review types, process, appeals and extensions.
2. Authority identifies the different bodies and departments responsible for carrying out the power and duties of the Zoning & Development Code. Summarizes the review and approval process.
3. Review types - there are five different application categories: legislative review, discretionary review, administrative review, subdivision review and historic preservation review. She focused on items 1-3 which will be the responsibility of the Planning Division.
4. First Step: Legislative review begins with the Planning Division staff by reviewing the application and making the recommendations.
5. Second Step: Reviewed by the Planning Commission through a public hearing. Make a recommendation for approval to the City Council. The City Council makes the final decision body for legislative review.
6. Legislative actions include the following: development agreement, zoning and development code amendment, general plan amendment, zone change and specific plan amendment. Planning Commission makes a recommendation to the City Council for final decision.
7. Discretionary review begins with the planning staff. The planning commission or development service director through a public hearing, which is a final decision. Unless the Planning Department receives an appeal.

8. A Development Plan application may be elevated to the Planning Commission for a decision (approval/denial).
9. Any new construction in the Pomona Corridors Specific Plan requires the Director's approval for projects proposing four or more units.
10. Administrative Actions: ministerial permit, alternative compliance, director's interpretation for similarities. All listed appealable to the Planning Commission for final decision.
11. An application must be deemed complete or incomplete within 30 days of submittal, determination of completeness must be done within 1-90 days, investigation and report within 60-180 days.
12. Maximum of five meetings to decide on housing projects (including community meetings).
13. Staff creates formal documents prior to public hearing.
14. Appeals: legislative actions are not appealable. Discretionary & administrative actions are appealable. Must be submitted within 20 days.
15. Within 30 days the appeal authority must decide.
16. The time extension is not by right; applicant must apply 30 days prior to expiration of approval.

Director Donavanik mentioned if a project is controversial or may have impacts on the community, we request the developer to have a community meeting.

Supervising Planner Tam stated we have 12 months for the approvals on Development Plan Review applications. The Commission may consider extending the one year for a tentative tract map due to the Subdivision Map Act, which gives applicants two years to request a time extension.

Director Donavanik stated staff does review Development Plan Review (DPR) applications according to the Zoning and Development Code.

DISCUSSION TIME: 42 minutes (7:31 p.m. to 8:13 p.m.)

**STAFF COMMUNICATION:**

None

**ADJOURNMENT:**

The meeting was adjourned at 8:14 P.M. to the meeting of December 16, 2025 at 7:00 P.M.

Respectfully submitted,

Prepared by,

Geoffrey Starns, AICP, AIA, LEED AP  
Planning Manager

Miroslava PourSanae  
Administrative Assistant