

Certified Local Government Program -- 2019-2020 Annual Report

(Reporting period is from October 1, 2019 through September 30, 2020)

INSTRUCTIONS: This a Word form with expanding text fields and check boxes. It will probably open as Read-Only. Save it to your computer before you begin entering data. This form can be saved and reopened.

Because this is a WORD form, it will behave generally like a regular Word document except that the font, size, and color are set by the text field.

- Start typing where indicated to provide the requested information.
- Click on the check box to mark either yes or no.
- To enter more than one item in a particular text box, just insert an extra line (Enter) between the items.

Save completed form and email as an attachment to Lucinda.Woodward@parks.ca.gov. You can also convert it to a PDF and send as an email attachment. Use the Acrobat tab in WORD and select Create and Attach to Email. You can then attach the required documents to that email. If the attachments are too large (greater than 10mb total), you will need to send them in a second or third email.

Name of CLG

City of Pomona

Report Prepared by: Pomona Planning Division

Date of commission/board review: April 07, 2021

MINIMUM REQUIREMENTS FOR CERTIFICATION

I. Enforce Appropriate State or Local Legislation for the Designation and Protection of Historic Properties.

A. Preservation Laws

1. What amendments or revisions, if any, are you considering to the certified ordinance? Please forward drafts or proposals.

REMINDER: Pursuant to the CLG Agreement, OHP must have the opportunity to review and comment on ordinance changes prior to adoption. Changes that do not meet the CLG requirements could affect certification status.

A draft amendment of the Historic Sites Tree Protection and Preservation Program was submitted in the 2018-2019 CLG Report. Attached (attachment C) is Resolution No. 2020-55 approving of the amended Historic Sites Tree Protection and Preservation Program.

2. Provide an electronic link to your ordinance or appropriate section(s) of the municipal/zoning code. The following link will direct to section Sec. .5809-13 Historic Preservation Ordinance of the Pomona Zoning Code:

https://library.municode.com/ca/pomona/codes/zoning?nodeId=APXIZOOR_PTIII_S.5809-13HIPR

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B. New Local Landmark Designations (Comprehensive list of properties/districts designated under local ordinance, HPOZ, etc.)

1. During the reporting period, October 1, 2019 – September 30, 2020, what properties/districts have been locally designated?

Property Name/Address	Date Designated	If a district, number of contributors	Date Recorded by County Recorder
333 San Francisco	10/2/2019	N/A	12/19/2019

REMINDER: Pursuant to California Government Code § 27288.2, “the county recorder shall record a certified resolution establishing an historical resources designation issued by the State Historical Resources Commission or a local agency, or unit thereof.”

2. What properties/districts have been de-designated this past year? For districts, include the total number of resource contributors?

Property Name/Address	Date Removed	Reason
N/A	N/A	N/A

C. Historic Preservation Element/Plan

1. Do you address historic preservation in your general plan?
 - No
 - Yes, in a separate historic preservation element.
 - Yes, it is included in another element.

Provide an electronic link to the historic preservation section(s) of the General Plan or to the separate historic preservation element. *The City of Pomona General Plan (adopted March 2014) includes historic preservation within the Community Design Element. Information on historic preservation can be found on pages 150-156. The following link will direct to Pomona’s General Plan:* https://www.dropbox.com/s/0rs472h8pq6rks7/General_Plan.pdf?dl=0

D. Review Responsibilities

1. Who takes responsibility for design review or Certificates of Appropriateness?

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All projects subject to design review go the commission.

Some projects are reviewed at the staff level without commission review. What is the threshold between staff-only review and full-commission review?

The City of Pomona has two levels of review for historic preservation projects: (1) Minor Certificates of Appropriateness and (2) Major Certificates of Appropriateness. Minor Certificates of Appropriateness are reviewed by Planning Division staff and approved if they meet the criteria in the historic preservation ordinance and historic preservation design guidelines. Minor projects include replacement of an element of a structure with similar elements or the addition of elements which are part of a site but not an integral part of an historic landmark structure and shall also include minor repair or replacement work on public buildings, public structures, public sidewalks and public streetscape. A single element of a structure could include replacing windows, replacing exterior doors, replacing a decayed fascia board, replacing a garage door, etc. Adding an element to the site could include a perimeter fence, tiling a patio, placing a new walkway, etc. This category shall also include demolition and/or replacement of accessory structures. (2) Major Certificates of Appropriateness are reviewed and approved/denied or approved with conditions by the Historic Preservation Commission. Major projects include changes which significantly alter the following: height, proportions, the relationship of the building mass and space, roof shape, scale or distinctive facades of the structure. Examples of major projects shall include, but not be limited to room additions, adding dormers, expanding a garage, adding a porch, removing distinctive shutters or part or all of a structure. This category also includes demolition and/or replacement of primary use buildings or structures, and construction/installation of new buildings, structures, new public sidewalks, new public streetscape improvements, new street lamps, new public buildings and structures, and development of new public spaces within an historic district.

2. California Environmental Quality Act

- What is the role of the staff and commission in *providing input* to CEQA documents prepared for or by the local government?

All proposed projects requiring Major Certificates of Appropriateness (COAs) are reviewed by the Planning staff for consistency with the CEQA guidelines and requirements. Requests for demolition of pre-1945 structures may involve preparation of historic resource assessments by Planning staff or outside historic preservation experts who meet the CLG professional qualifications requirements and who have proven expertise in the field of historic preservation. The Historic Preservation Commission adopts the CEQA determination and includes it in the resolution approving the project. Planning staff also prepares CEQA documents for other entitlement projects such as conditional use permits, variances, tract maps, zone changes and general plan amendments. All projects are reviewed for their impacts on

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historic resources, with the exception of projects that are statutorily exempt under CEQA: If a historic resource has the potential to be impacted by a project, Planning staff or an outside consultant will prepare an Initial Study/Negative Declaration in house. If an EIR is deemed necessary, the City will engage an outside consultant to prepare the document. If historic resources have the potential to be impacted, in most cases an outside consultant with an expertise in the historic preservation area will be used to prepare a historical resources report. It is Planning staff's responsibility to review all historic resources reports prepared by outside consultants to ensure that they are consistent with the City's historic preservation ordinance.

What is the role of the staff and commission in *reviewing* CEQA documents for projects that are proposed within the jurisdiction of the local government? See answer above.

3. Section 106 of the National Historic Preservation Act

- What is the role of the staff and commission in *providing input* to Section 106 documents prepared for or by; the local government?

During the year, Housing Division and/or Public Works Department staff submit requests from Planning for review of their projects' impacts to historic resources. Planning Division staff meeting SOI professional qualifications prepare the 523 forms containing a written assessment of the project impacts, which are sent to the OHP for review. The determinations are included in the NEPA environments assessments for the projects. The historic preservation Commission would only be involved if a federally funded project required a Major Certificate of Appropriateness.

- What is the role of the staff and commission in *reviewing* Section 106 documents for projects that are proposed within the jurisdiction of the local government?

City projects that use federal funds that are subject to the Section 106 process are reviewed for historic significance and potential project impacts to historic resources by a Planning Division staff member who meets the CLG professional qualifications requirements. Most City of Pomona projects involving Federal funds are either housing related such as: Rehabilitation, Lead Paint Remediation, Housing Improvement Grants, Façade Improvement Grant programs or public infrastructure and public facility improvements such as alley improvements.

II. Establish an Adequate and Qualified Historic Preservation Review Commission by State or Local Legislation.

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A. Commission Membership

Name	Professional Discipline	Date Appointed	Date Term Ends	Email Address
Ann Tomkins	Law	12/2020	12/2022	atomkins@earthlink.net
Debra Martin	Photography	12/2018	12/2020	photobydebra@aol.com
Tamara Gonzalez	Interior Design	12/2020	12/2022	tamara@pomohpc@gmail.com
Jennifer Williams	Psychology	12/2020	12/2022	Jrwilliams1916@gmail.com
Alice R. Gomez	Education	12/2020	12/2022	argomez@earthlink.net
Jim Gallivan	Engineering	12/2020	12/2022	ogallivan@verizon.net
James Kercheval	Mechanical Engineering	12/2020	12/2022	Jim.kercheval@gmail.com
Type here.	Type here.	Type here.	Type here.	Type here.
Type here.	Type here.	Type here.	Type here.	Type here.

Attach resumes and Statement of Qualifications forms for all members.

1. If you do not have two qualified professionals on your commission, explain why the professional qualifications not been met and how professional expertise is otherwise being provided.

Although some commissioners are not professionals in the field of historic preservation, all commissioners have been involved in a variety of local historic preservation initiatives such as founding members of designated historic districts, board members of local historic preservation non-profits, etc.

2. If all positions are not currently filled, why is there a vacancy, and when will the position will be filled?
There are currently no vacant seats on the Historic Preservation Commission.

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B. Staff to the Commission/CLG staff

1. Is the staff to your commission the same as your CLG coordinator? Yes No If not, who serves as staff? [Click or tap here to enter text.](#)
2. If the position(s) is not currently filled, why is there a vacancy? N/A

Attach resumes and Statement of Qualifications forms for staff.

Name/Title	Discipline	Dept. Affiliation	Email Address
Gustavo Gonzalez, Planning Manager	Urban and Regional Planning	Planning Division	N/A

C. Attendance Record

Please complete attendance chart for each commissioner and staff member. Commissions are required to meet four times a year, at a minimum. If you haven't met at least four times, explain why not.

Commissioner/Staff	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Ann Tomkins	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
Tamara Gonzalez	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Jennifer Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Alice R. Gomez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
Jim Gallivan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
James Kercheval	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Debra Martin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gustavo Gonzalez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
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D. Training Received

Indicate what training each commissioner and staff member has received. Remember it is a CLG requirement is that all commissioners and staff to the commission attend at least one training program relevant to your commission each year. It is up to the CLG to determine the relevancy of the training.

Commissioner/Staff Name	Training Title & Description (including method presentation, e.g., webinar, workshop)	Duration of Training	Training Provider	Date
Ann Tomkins, Commissioner	Forum 2020: Preservation Coast to Coast. Webinars attended: "underrepresented communities roundtable", "Revising Ordinances, Seeking Effectiveness with Expanded Goals", "The Alley Answer: Addressing the Needs of an Expanding Municipality in Historic Districts"	7-day Event	National Alliance of Preservation Commissions	8/3/2020 – 8/9/2020
Tamara Gonzalez, Commissioner	No trainings attended	Type here.	Type here.	Type here.
Jennifer Williams, Commissioner	AASLH Annual Meeting. Zoom conference; topics: community outreach, bias and representation in preservation, disaster planning, grant writing, enforcement and violations, climate change and cultural heritage.	7-day event	National Alliance of Preservation Commissions	8/3/2020-8/9/2020
Alice R. Gomez, Commissioner	No trainings attended	N/A	N/A	N/A

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James Gallivan, Commissioner	Local Japanese Internments Perspectives. Lecture; topics include: Pomona Fairgrounds role in WWII internment camps, local record keeping of WWII era by the Pomona Public Library's personal letter archives.	1-hour Lecture	Historical Society of Pomona Valley	February 2020
Jim Kercheval, Commissioner	N/A	Type here.	Type here.	Type here.
Debra Martin, Commissioner	N/A	Type here.	Type here.	Type here.
Type here.	Type here.	Type here.	Type here.	Type here.

III. Maintain a System for the Survey and Inventory of Properties that Furthers the Purposes of the National Historic Preservation Act

A. Historical Contexts: initiated, researched, or developed in the reporting year (excluding those funded by OHP)

NOTE: California CLG procedures require CLGs to submit survey results, including historic contexts, to OHP. (If you have not done so, submit an electronic copy or link if available online with this report.)

Context Name	Description	How it is Being Used	Date Submitted to OHP
N/A	N/A	N/A	N/A

B. New Surveys or Survey Updates (excluding those funded by OHP)

NOTE: The evaluation of a single property is not a survey. Also, material changes to a property that is included in a survey, is not a change to the survey and should not be reported here.

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Survey Area	Context Based-yes/no	Level: Reconnaissance or Intensive	Acreage	# of Properties Surveyed	Date Completed	Date Submitted to OHP
N/A	N/A	N/A	N/A	N/A	N/A	N/A

How are you using the survey data?

When initiated, survey data is used as part of the research process for Section 106 reviews, CEQA documents, and historic resources reports. Planning staff also uses survey information as part of reviewing proposed projects requiring Major and Minor Certificates of Appropriateness.

IV. Provide for Adequate Public Participation in the Local Historic Preservation Program

A. Public Education

What public outreach, training, or publications programs has the CLG undertaken? How were the commissioners and staff involved? Please provide an electronic link to all publications or other products not previously provided to OHP.

Item or Event	Description	Date
N/A	N/A	N/A

ADDITIONAL INFORMATION FOR NATIONAL PARK SERVICE ANNUAL PRODUCTS REPORTS FOR CLGS

NOTE: OHP will forward this information to NPS on your behalf. Please read “Guidance for completing the Annual Products Report for CLGs” located at http://www.nps.gov/clg/2015CLG_GPRA/FY2013_BaselineQuestionnaireGuidance-May2015.docx.

A. CLG Inventory Program

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During the reporting period (October 1, 2019-September 30, 2020) how many historic properties did your local government **add** to the CLG inventory? This is the total number of historic properties and contributors to districts (or your best estimate of the number) added to your inventory **from all programs**, local, state, and Federal, during the reporting year. These might include National Register, California Register, California Historic Landmarks, locally funded surveys, CLG surveys, and local designations.

Program area	Number of Properties added
Single Historic Landmark	1 (333 San Francisco Ave)

B. Local Register (i.e., Local Landmarks and Historic Districts) Program

1. During the reporting period (October 1, 2019-September 30, 2020) did you have a local register program to create local landmarks and/or local districts (or a similar list of designations) created by local law? Yes No
2. If the answer is yes, then how many properties have been added to your register or designated from October 1, 2018 to September 30, 2019? 1 (333 San Francisco Ave)

C. Local Tax Incentives Program

1. During the reporting period (October 1, 2019-September 30, 2020) did you have a Local Tax Incentives Program, such as the Mills Act? Yes No
2. If the answer is yes, how many properties have been added to this program from October 1, 2018 to September 30, 2019? 5 properties added to the Mills Act Program.

Name of Program	Number of Properties Added During 2019-2020	Total Number of Properties Benefiting From Program
Mills Act	5	24 as of 12/2020 (date of recordation with County)

D. Local “bricks and mortar” grants/loan program

1. During the reporting period (October 1, 2019-September 30, 2020) did you have a local government historic preservation grant and/or loan program for rehabilitating/restoring historic properties? Yes No

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2. If the answer is yes, then how many properties have been assisted under the program(s) from October 1, 2019 to September 30, 2020? N/A

Name of Program	Number of Properties that have Benefited
N/A	N/A

E. Design Review/Local Regulatory Program

1. During the reporting period (October 1, 2019-September 30, 2020) did your local government have a historic preservation regulatory law(s) (e.g., an ordinance) authorizing Commission and/or staff review of local government projects or impacts on historic properties? Yes No
2. If the answer is yes, how many historic properties did your local government review for compliance with your local government's historic preservation regulatory law(s) from October 1, 2019 to September 30, 2020?
126 properties were reviewed for compliance with the City of Pomona Historic Preservation Ordinance.

F. Local Property Acquisition Program

1. During the reporting period (October 1, 2019-September 30, 2020) did you have a local program to acquire (or help to acquire) historic properties in whole or in part through purchase, donation, or other means? Yes No
2. If the answer is yes, then how many properties have been assisted under the program(s) from October 1, 2019 to September 30, 2020? N/A

Name of Program	Number of Properties that have Benefited
N/A	N/A

IN ADDITION TO THE MINIMUM CLG REQUIREMENTS, OHP IS INTERESTED IN A SUMMARY OF LOCAL PRESERVATION PROGRAMS

- A. What are your most critical preservation planning issues? **There are four critical preservation-planning issues in Pomona. First, updating the City's 1999 Design Guidelines for the treatment of historic properties. Second,**

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updating the policy related to pre-1945 demolitions to be inclusive of eligible properties 50 years or older. Third, expanding the eligible properties for Mills Act participation. Fourth, increasing education and outreach with respect to historic preservation compliance among property owners on historic sites or in historic districts.

- B. What is the single accomplishment of your local government this year that has done the most to further preservation in your community? **The City successfully protected the historic City stables building at the Water Resources yard and will relocate, rebuild, and reuse this existing Nationally Registered Historic Structure. In addition, several properties took advantage of Mills Act participation, ensuring improvement of historic district properties over the next ten years.**
- C. What recognition are you providing for successful preservation projects or programs? **Four (4) Fountains designed by Millard Sheets, located within the historic Pomona Second Street Mall, a locally designated landmark, were restored with Arts in Public Places Funds and each fountain will have plaques commemorating their historic significance installed. Additionally, the City Stables will have a plaque commemorating it's historical significance as well.**
- D. What are your local historic preservation goals for 2020-2021? **The City's Historic Preservation Goals for 2020-2021 include continuing engagement with the Historic Preservation Commissions ad-hoc committees on Historic Tree Protection, City Stables, Ordinance Review (specifically demolition of structures 50 years or older), and Education & Outreach; facilitating ongoing conversations related to SB 330 and ADUs and their impact on design and appearance in historic districts; continuing to provide education and outreach with respect to Mills Act participation and like-for-like change outs on historic homes; and kicking-off an update to Design Guidelines.**
- E. So that we may better serve you in the future, are there specific areas and/or issues with which you could use technical assistance from OHP? **Technical assistance related to the development of Design Guidelines, best practices with respect to historic review of structures 50 years or older, and best practices with respect to cost-benefit tax revenue analysis with respect to the quantity of Mills Act properties that can be review annually, would all be beneficial.**
- F. In what subject areas would you like to see training provided by the OHP? How you like would to see the training delivered (workshops, online, technical assistance bulletins, etc.)?

Training Needed or Desired	Desired Delivery Format
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Online workshops related to Secretary of Interior technical bulletins or other best practices related to additions on historic properties, and general education on understanding the historical significance of original windows and doors and other features, would be beneficial to staff.	Online Workshops
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G. Would you be willing to host a training working workshop in cooperation with OHP? Yes No

H. Is there anything else you would like to share with OHP? N/A

XII Attachments (electronic)

- Resumes and Statement of Qualifications forms for **all** commission members/alternatives and staff
- Minutes from commission meetings
- Drafts of proposed changes to the ordinance
- Drafts of proposed changes to the General Plan
- Public outreach publications

Email to Lucinda.Woodward@parks.ca.gov

CLG Report Continued:

Below is the continuation of sections in which the template did not allow for additional cells/information to be added.

B. Staff to the Commission/CLG staff

Note: Planning Manager Gustavo Gonzalez was the CLG Coordinator/lead staff member to the Historic Preservation Commission during the 2019-2020 report year. At the time of report (03/2021) preparation, Gustavo Gonzalez is no longer with the City of Pomona.

Name/Title	Discipline	Dept. Affiliation	Email Address
Anita Gutierrez / Development Services Director	Urban and Regional Planning	Development Services	Anita_Gutierrez@ci.pomona.ca.us
Gustavo Gonzalez/ Planning Manager	Urban and Regional Planning	Development Services	N/A
Ata Khan/ Supervising Planner	Urban and Regional Planning	Development Services	Ata_Khan@ci.pomona.ca.us
Vincent Tam/ Senior Planner	Urban and Regional Planning	Development Services	Vinny_Tam@ci.pomona.ca.us
Alex Jimenez/ Assistant Planner	Urban and Regional Planning	Development Services	Alex_Jimenez@ci.pomona.ca.us
Eunice Im/ Assistant Planner	Urban and Regional Planning	Development Services	Eunice_Im@ci.pomona.ca.us
Alina Barron/ Assistant Planner	Urban and Regional Planning	Development Services	Alina_Barron@ci.pomona.ca.us
Lynda Lara/ Assistant Planner	Urban and Regional Planner	Development Services	Lynda_Lara@ci.pomona.ca.us
Alan Fortune/ Planning Technician	Urban and Regional Planning	Development Services	Alan_Fortune@ci.pomona.ca.us
Carlos Molina/ Planning Technician	Urban and Regional Planning	Development Services	Carlos_Molina@ci.pomona.ca.us

CLG Report Continued:

Below is the continuation of sections in which the template did not allow for additional cells/information to be added.

C. Attendance Record

Note: Below are the cancellation notices for the months that do not reflect any attendance data.

April 2020 Cancellation Notice	June 2020 Cancellation Notice
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D. Training Received

Note: At the time the report was written (March 2021), the CLG coordinator/lead staff to the Historic Preservation Commission during the 2019-2020 report year is no longer with the City of Pomona; staff was subsequently unable to obtain training information.

Staff Name	Training Title & Description (including method of presentation, e.g. webinar, workshop)	Duration of Training	Training Provider	Date
Anita Gutierrez, Director	A Deep Dive into the Secretary of Interior Standards. Webinar; topics include: Accessory Dwelling Units, SOI Standards in a commercial context, how to: application of SOI Standards to HDs, etc.	1-day event	California Preservation Foundation	2/20/2020
Gustavo Gonzalez, Planning Manager	N/A			
Ata Khan, Supervising Planner	No trainings attended			
Vinny Tam, Senior Planner	A Deep Dive into the Secretary of Interior Standards. Webinar; topics include: Accessory Dwelling Units, SOI Standards in a commercial context, how to: application of SOI Standards to HDs, etc.	1-day event	California Preservation Foundation	2/20/2020
Alex Jimenez, Assistant Planner	A Deep Dive into the Secretary of Interior Standards. Webinar; topics include: Accessory Dwelling Units, SOI Standards in a commercial context, how to:	1-day event	California Preservation Foundation	2/20/2020

CLG Report Continued:

Below is the continuation of sections in which the template did not allow for additional cells/information to be added.

	application of SOI Standards to HDs, etc.			
Eunice Im, Assistant Planner	A Deep Dive into the Secretary of Interior Standards. Webinar; topics include: Accessory Dwelling Units, SOI Standards in a commercial context, how to: application of SOI Standards to HDs, etc.	1-day event	California Preservation Foundation	2/20/2020
Lynda Lara, Assistant Planner	A Deep Dive into the Secretary of Interior Standards. Webinar; topics include: Accessory Dwelling Units, SOI Standards in a commercial context, how to: application of SOI Standards to HDs, etc.	1-day event	California Preservation Foundation	2/20/2020
Alina Barron, Assistant Planner	A Deep Dive into the Secretary of Interior Standards. Webinar; topics include: Accessory Dwelling Units, SOI Standards in a commercial context, how to: application of SOI Standards to HDs, etc.	1-day event	California Preservation Foundation	2/20/2020
Alan Fortune, Planning Technician	No trainings attended			
Carlos Molina, Planning Technician	No trainings attended			

ATTACHMENT A Resumes & SOQs

**Statement of Qualifications for
Certified Local Governments Commissioners and Staff**

Local Government: City of Pomona

Name: Alice R. Gomez

Commissioner Staff

Date of Appointment: June 25, 2015 Date Term Expires: December 2022

Certified Local Government procedures require local commissions to meet specific professional requirements. The commission shall include a minimum membership of five individuals with all members having demonstrated interest, competence, or knowledge in historic preservation. At least two Commission members are encouraged to be appointed from among professionals in the disciplines of history, architecture, architectural history, planning, pre-historic and historic archeology, folklore, cultural anthropology, curation, conservation, and landscape architecture or related disciplines, such as urban planning, American Studies, American civilization, or cultural geography, to the extent that such professionals are available in the community. Commission membership may also include lay members who have demonstrated special interests, competence, experience, or knowledge in historic preservation.

Are you a professional in one of the disciplines associated with historic preservation?

 No

 Yes

If you are, summarize your qualifying education, professional experience, and any appropriate licenses or certificates. Attach a resume.

Relevant professional experience include serving as a Board member for the Historical Society of Pomona Valley and taking part in community improvement efforts within the City of Pomona such as Save our Pomona Public Library (SOPPL).



ALICE R. GOMEZ

HISTORIC PRESERVATION
COMMISSIONER

OBJECTIVE

To protect, appreciate, and preserve the cultural and historic resources of Pomona.

VITALS

Pomona, CA

T (909) 621-7723

E argomez@earthlink.net

EDUCATION

GAREY HIGH SCHOOL
CLASS OF 1966

HS DIPLOMA
POMONA, CA

EXPERIENCE

HISTORIC PRESERVATION COMMISSION
2015-PRESENT

COMMISSIONER
POMONA, CA

HISTORICAL SOCIETY OF POMONA
2005-PRESENT

BOARD MEMBER
POMONA, CA

CALIFORNIA SCHOOL EMPLOYEES ASSN.
1989-2000

STATE BOARD MEMBER
SAN JOSE, CA

BONITA UNIFIED SCHOOL DISTRICT
1980-2004

CLERICAL SECRETARY
SAN DIMAS, CA

POMONA UNIFIED SCHOOL DISTRICT
1970-1980

HEALTH CLERK
POMONA, CA

**Statement of Qualifications for
Certified Local Governments Commissioners and Staff**

Local Government: City of Pomona

Name: Ann Tomkins

Commissioner Staff

Date of Appointment: 12/14/2016 Date Term Expires: 12/2022

Certified Local Government procedures require local commissions to meet specific professional requirements. The commission shall include a minimum membership of five individuals with all members having demonstrated interest, competence, or knowledge in historic preservation. At least two Commission members are encouraged to be appointed from among professionals in the disciplines of history, architecture, architectural history, planning, pre-historic and historic archeology, folklore, cultural anthropology, curation, conservation, and landscape architecture or related disciplines, such as urban planning, American Studies, American civilization, or cultural geography, to the extent that such professionals are available in the community. Commission membership may also include lay members who have demonstrated special interests, competence, experience, or knowledge in historic preservation.

Are you a professional in one of the disciplines associated with historic preservation?

X No

 Yes

If you are, summarize your qualifying education, professional experience, and any appropriate licenses or certificates. Attach a resume.

I am an attorney and real estate investor.



ANN TOMKINS

HISTORIC PRESERVATION
COMMISSIONER

OBJECTIVE

To protect, appreciate, and
preserve the cultural and
historic resources of
Pomona.

SKILLS & ABILITIES

N/A

VITALS

Pomona, CA

T (310) 924-0636

E atomkins@earthlink.net

EDUCATION

UCLA

CLASS OF 1987

J.D.
LOS ANGELES, CA

SEATTLE UNIVERSITY

CLASS OF 1984

B.S.
SEATTLE, WA

EXPERIENCE

HISTORIC PRESERVATION COMMISSION

2015-PRESENT

COMMISSIONER

POMONA, CA

POMONA HERITAGE

2005-PRESENT

MEMBER

POMONA, CA

**Statement of Qualifications for
Certified Local Governments Commissioners and Staff**

Local Government: City of Pomona

Name: Debra Martin

Commissioner Staff

Date of Appointment: 12/2016 Date Term Expires: 12/2020

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Are you a professional in one of the disciplines associated with historic preservation?

X No

 Yes

If you are, summarize your qualifying education, professional experience, and any appropriate licenses or certificates. Attach a resume.

Relevant experience includes involvement in several preservation/improvement projects, having served as a Pomona city council member, Cultural Arts Commissioner, and within several ad hoc committees for the City of Pomona.



DEBRA MARTIN

HISTORIC PRESERVATION
COMMISSIONER

OBJECTIVE

To protect, appreciate, and
preserve the cultural and
historic resources of
Pomona.

VITALS

Pomona, CA

T (909) 996 -7535

E photobydebra@aol.com

EDUCATION

CSU FULLERTON
CLASS OF 1981

B.A.
POMONA, CA

EXPERIENCE

HISTORIC PRESERVATION COMMISSION
2015-PRESENT

COMMISSIONER
POMONA, CA

CITY COUNCIL
2012-2016

COUNCIL MEMBER
POMONA, CA

HISTORIC SOCIETY OF POMONA
PRESENT

MEMBER
POMONA, CA

POMONA HERITAGE
1987-PRESENT

FOUNDING MEMBER
POMONA, CA

CULTURAL ARTS COMMISSION
1998-2008

COMMISSIONER
POMONA, CA

**Statement of Qualifications for
Certified Local Governments Commissioners and Staff**

Local Government: City of Pomona

Name: Jennifer Williams

Commissioner Staff

Date of Appointment: 12/18/2018 Date Term Expires: 12/18/2022

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Are you a professional in one of the disciplines associated with historic preservation?

 No

 X Yes

If you are, summarize your qualifying education, professional experience, and any appropriate licenses or certificates. Attach a resume.

I began volunteering for the Historical Society of the Pomona Valley in 2013. Since 2015, I have been a Board Member. I have been the Vice President of the Board since 2017.

After years of dedicated volunteering, I was also hired to work for the Historical Society. I began working there in 2017 and continue to work there now.

I began working at California Citrus State Historic Park in November of 2019.

I have completed courses on collections management, collections care, and archiving through the American Association for State and Local History.

In 2020 I attended multiple online trainings including Dismantling Preservation, the National Alliance of Preservation Commissions' Annual Forum, and the American Association for State and Local History's Annual Meeting.

Jennifer R. Williams

Address:

225 N. Rebecca St
Pomona, CA 91768

Contact Information:

Phone: (859) 307-6996
Email: jrwilliams1916@gmail.com

Experience

Nov 2019 – Relevancy & History Project Specialist

Present *California Citrus State Historic Park & University of California, Riverside, Riverside, CA*

- Developed and led school and public tours of museum and park grounds to interpret local history and natural resources (Jan 2020 – May 2020)
- Assisting in research and development of special programming, community outreach, and interpretive exhibits under the Relevancy and History project
- Using editing software to clean audio files of oral history interviews
- Curating photos and audio clips for use in park installations

Jan 2019 – Historic Preservation Commissioner

Present *City of Pomona Historic Preservation Commission, Pomona, CA*

- Advocating for historic sites and resources in the City of Pomona
- Reviewing proposed changes to historic homes and sites to ensure compliance with preservation standards and Pomona's Historic Preservation Ordinance
- Assisting community members interested in designating homes and landmarks
- Educating community members about historic designation and preservation
- Assessing strengths and weakness of Pomona's Historic Preservation Ordinance to develop and propose revisions

Feb 2017 – Vice President, Board of Directors

Present *Historical Society of Pomona Valley (HSPV), Pomona, CA*

- Assessing and setting Society mission, direction, and priorities
- Advocating for and developing more diverse special events, programming, exhibits, and outreach
- Planning and managing special events at multiple sites representing different periods of history
- Serving as a docent for public programming and school tours at the Casa Primera (third grade students), Palomares Adobe (fourth grade students), and the Phillips Mansion (adults).
- Advocating for HSPV sites and initiatives to local news outlets, agencies, and government officials

- Conducting outreach and collaborating with other local museums and historical societies
- Revising the HSPV Collections Management Policy and restructuring the acquisition and accession processes
- Assisting with site maintenance and upkeep

Jan 2017 - Present **Administrative Assistant**

Historical Society of Pomona Valley, Pomona, CA

- Scheduling and coordinating tours and events across multiple historic sites
- Directing and training volunteers
- Conducting research for site tours, special events, exhibits, and HSPV partners and patrons
- Serving as a docent for tours of the Pomona Ebell Museum of History
- Accepting and processing monetary and historical item donations
- Managing social media accounts and website
- Assisting with financial transactions and record-keeping
- Publicizing local events
- Managing facilities during private events in historic buildings
- Cleaning and maintaining the Pomona Ebell Museum of History

Feb 2013 – Feb 2017 **Volunteer & Board Member**

Historical Society of Pomona Valley, Pomona, CA

- Served as a tour docent
- Conducted genealogical and historical research for museum exhibits, social media, and for Pomona families and residents
- Created museum exhibits
- Assisted with planning and managing special events and programs
- Invited to serve on the Board of Directors after several years of dedicated volunteer work, from 2015 to 2017, when elected as Vice President

Education

- Dec 2019** **MA, Co-Concentration in Applied Social Psychology & Evaluation**
Claremont Graduate University, Claremont, CA
- May 2011** **BS, Psychology**
Northern Kentucky University, Highland Heights, KY

Certificates

- Mar 2019** Basics of Archiving - American Association for State and Local History (AASLH)
- Jun 2019** Caring for Museum Collections - AASLH
- Sep 2019** Collections Management - AASLH

**Statement of Qualifications for
Certified Local Governments Commissioners and Staff**

Local Government: City of Pomona

Name: Tamara Gonzalez

Commissioner Staff

Date of Appointment: 12/2018 Date Term Expires: 12/2022

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Are you a professional in one of the disciplines associated with historic preservation?

 No

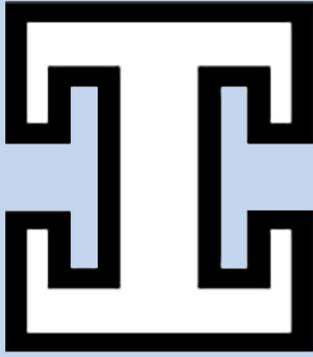
X Yes

If you are, summarize your qualifying education, professional experience, and any appropriate licenses or certificates. Attach a resume.

Education

B.A. Interior Design, Allied Member ASID July 2019

Masters of Interior Architecture with a focus on Historic Preservation, Policy and Education December 2020



TAMARA
GONZALEZ

CONTACT:

TGONZ@VERIZON.NET
CELL: 213.840.7556

ABOUT:

I AM PASSIONATE ABOUT INTERIOR DESIGN, HISTORIC ARCHITECTURE AND POLICY. AS A RECENT GRADUATE STUDENT, I FOCUSED MY ATTENTION ON HISTORIC ORDINANCES, POLICY, COMMUNITY OUTREACH AND EDUCATION. THESE NEW SKILL SETS ALLOW ME TO ENGAGE IN ALL ASPECTS OF THE INTERIOR DESIGN, POLICY AND ARCHITECTURE.

REFERENCES:

AVAILABLE UPON REQUEST

EDUCATION:

BACHELOR OF ARTS INTERIOR DESIGN
INTERIOR DESIGNERS INSTITUTE
JULY 2019
MASTERS OF INTERIOR ARCHITECTURE -
FOCUS IN HISTORIC PRESERVATION, POLICY
AND EDUCATION
DECEMBER 2020

SKILLS:

CAD
RENDERING
ADOBE SUITE
FF & E
PROJECT MANAGEMENT
SKETCHUP
V-RAY
MS OFFICE
SPACE PLANNING

ACCOMPLISHMENTS:

PRESIDENT STUDENT CHAPTER ASID & IIDA
2018 - 2019
COMMISSIONER - HISTORIC PRESERVATION
CITY OF POMONA 2019 - 2024
DESIGN SELECTION WINNER -
RESIDENTIAL DESIGN
ENVIRONMENTAL DESIGN
IIDA ICONS OF ROCK FASHION SHOW -
2018 STUDENT DESIGN WINNER
STUDENT DESIGN CHALLENGE WINNER -
TOWNE PARK BREWERY

EXPERIENCE:

2020 - PRESENT INTERIOR DESIGNER AT KP INTERIORS
SPECIALIZING IN HISTORIC PROPERTIES, ARCHITECTURE
AND DESIGN.
2019 - INTERNSHIP AT HAUS OF DESIGN
2018 - INTERIOR DESIGN CONSULTANT
FOR HIGH-END RESIDENTIAL DESIGNER
SPECIALIZING IN CAD, SPACE PLANS AND
RENDERING
2011 - 2016 MEDICAL PRACTICE MANAGEMENT
PROJECT MANAGEMENT
TRAINING & DEVELOPMENT
CUSTOMER SERVICE
1992 - 2010 RETAIL BUSINESS MANAGEMENT
NEW STORE OPENINGS
MULTI-UNIT MANAGEMENT
FORECASTING & PLANNING

**Statement of Qualifications for
Certified Local Governments Commissioners and Staff**

Local Government: City of Pomona

Name: Jim Kercheval

Commissioner Staff

Date of Appointment: 12/14/2016 Date Term Expires: 12/2022

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Are you a professional in one of the disciplines associated with historic preservation?

 No

 X Yes

If you are, summarize your qualifying education, professional experience, and any appropriate licenses or certificates. Attach a resume.

Education and professional experience in mechanical engineering. Relevant experience include 10+ years of involvement in historic preservation such as aiding in the establishment of Hacienda Park as a historic district in the City of Pomona.



JAMES KERCHEVAL
HISTORIC PRESERVATION
COMMISSIONER

OBJECTIVE

To protect, appreciate, and preserve the cultural and historic resources of Pomona.

VITALS

Pomona, CA

E jim.kercheval@gmail.com

EDUCATION

UNIVERSITY OF ARIZONA
CLASS OF 1983

B.S.
TUCSON, AZ

EXPERIENCE

HISTORIC PRESERVATION COMMISSION
2016-PRESENT

COMMISSIONER
POMONA, CA

HISTORICAL SOCIETY OF POMONA
2005-PRESENT

BOARD MEMBER
POMONA, CA

Statement of Qualifications for

Certified Local Governments Commissioners and Staff

Local Government: City of Pomona

Name: James Gallivan

Commissioner Staff

Date of Appointment: 9/22/2015 Date Term Expires: 12/2022

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Are you a professional in one of the disciplines associated with historic preservation?

 No

 X Yes

If you are, summarize your qualifying education, professional experience, and any appropriate licenses or certificates. Attach a resume.

Educational and professional background in Engineering amongst other science-related fields. Relevant historic preservation experience include 19 years as a board member for the Historical Society of Pomona Valley, leading the grant program for Pomona Heritage for 10 years and assisting neighboring cities with historic preservation grant programs. Please see following page for additional experience.

Statement of Qualifications cont.

- I served on the Board of Directors for the Historical Society of Pomona valley for 20 years and am continuing. This regional society and museum maintains seven historical sites in the City of Pomona. It operates 3 home museums, a historical museum, an early school and a cemetery. It also maintains records and works towards historical designations of buildings and districts. I have assisted in the historical designation of several buildings and districts. I was a coauthor of an updated version of a book on early Pomona's history.
- For 17 years I have been in charge of the historically designated Spadra cemetery.
- I worked with Cal State Polytechnic University, Pomona on an architecturally correct energy saving home when a part of my work in the Research Department of Raytheon. I look for innovative solution to problems and have over 20 issued patents.
- I was in charge of photography for the national designation of the Lincoln Park Historic district.
- I have been a member of the home and district preservation group Pomona Heritage for approximately 25 years. The organization started this Historic Preservation Commission.
- About ten years ago I was in charge of the Pomona Heritage Restoration Workshop where Pomona and neighboring communities meet for all day lectures on Restoration topics.
- Have master's degree in Engineering and Physics with emphasis in photonics and energy. Course work importantly included energy conservation.
- Have lived in, restored and maintained a 1923 vintage Home in a historic district since 1972.
- For 10 years I was in charge of the multi thousand dollar restoration grant program where I evaluated and had other evaluate home restoration quality work.
- Seven times I have served as a historical preservation evaluation judge for other communities.
- I was in charge of all aspects of the 1852 Palomares Adobe for three years.
- Currently am working with a high school students on an environmental waste improvements project.



JAMES GALLIVAN

HISTORIC PRESERVATION
COMMISSIONER

OBJECTIVE

To protect, appreciate, and
preserve the cultural and
historic resources of
Pomona.

VITALS

Pomona, CA

T: (909) 802-9505

E: ogallivan@verizon.net

EDUCATION

CAL POLY POMONA
CLASS OF XXXX

M.S. MECHANICAL ENGINEERING
POMONA, CA

EXPERIENCE

HISTORIC PRESERVATION COMMISSION
2015-PRESENT

COMMISSIONER
POMONA, CA

HISTORICAL SOCIETY OF POMONA VALLEY
1998-PRESENT

BOARD MEMBER
POMONA, CA

POMONA HERITAGE
1992-PRESENT

MEMBER
POMONA, CA

**Statement of Qualifications for
Certified Local Governments Commissioners and Staff**

Local Government: City of Pomona

Name: Anita Gutierrez

Commissioner Staff

Date of Appointment: N/A Date Term Expires: N/A

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Are you a professional in one of the disciplines associated with historic preservation?

 No

 X Yes

If you are, summarize your qualifying education, professional experience, and any appropriate licenses or certificates. Attach a resume.

Please see attached resume.

ANITA D. GUTIERREZ, MPL, AICP

EXPERIENCE | DIRECTOR CITY OF POMONA, DEVELOPMENT SERVICES DEPARTMENT 2018 – PRESENT

Supervise and manage the Development Services Department, which includes the Planning, Building and Safety and Code Compliance Divisions as well as the Planning Commission, Historic Preservation Commission, Cultural Arts Commission and the Cultural Arts Commission Citizen Advisory Committee.

PLANNING MANAGER CITY OF POMONA, DEVELOPMENT SERVICES DEPARTMENT 2018 – 2018

Managed and supervised the Planning Division, including all current and long range planning efforts. Managed the Planning Commission, Historic Preservation Commission, Cultural Arts Commission and the Cultural Arts Commission Citizen Advisory Committee.

SUPERVISING REGIONAL PLANNER LOS ANGELES COUNTY DEPARTMENT OF REGIONAL PLANNING 2015 – 2018

Supervised and managed the preparation, creation and adoption of long range planning efforts, including: countywide ordinances, coastal program amendments, community plans, specific plans, transit oriented district development plans, and specialized planning studies. Motivated and supervised a team of regional planners, consultants and sub-contractors on a variety of projects and project related tasks. Prepared and managed budgets, grant funding and reporting and pursued new grant funding opportunities.

PRINCIPAL REGIONAL PLANNER LOS ANGELES COUNTY DEPARTMENT OF REGIONAL PLANNING 2013 – 2015

Managed complex urban planning projects from concept to hearing phase, including consultant's agreements. Responsibilities included making presentations to the Regional Planning Commission, State Coastal Commission and State Legislature, complying with public notice requirements, conducting field checks, coordinating with public agencies, preparing staff reports. Special assignments included: completion of the Marina del Rey Local Coastal Program Map and Text Amendment Project and implementation of related development projects and response to a State Audit.

REGIONAL PLANNER LOS ANGELES COUNTY DEPARTMENT OF REGIONAL PLANNING 2007 – 2013

Performed professional urban planning work through the research, writing, public discussion, and adoption of the General Plan, major elements thereof, area, coastal, community, and neighborhood plans, and other more specialized plans and studies; responds to inquiries from the public on General Plan policy and subdivision and zoning regulations, both written and oral; processes applications for, zone changes, variances, and conditional use permits.

LEGISLATIVE DEPUTY LOS ANGELES COUNTY BOARD OF SUPERVISORS, FIRST

SUPERVISORIAL DISTRICT

2004 – 2007

Responsible for developing and analyzing complex planning related policies and actions, on topics including: housing, zoning, land development, redevelopment projects, economic development projects. Project management for major capital projects and oversight over budgets and recommendations on allocation of district specific CDBG dollars.

EDUCATION | UNIVERSITY OF SOUTHERN CALIFORNIA, LOS ANGELES

MASTER OF PLANNING

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
BACHELOR OF ARTS IN POLITICAL SCIENCE WITH A MINOR IN COMMUNICATION STUDIES

LEADERSHIP |

City of Glendora Ad Hoc Committee on Glendora Revenues, Committee Member
American Institute of Certified Planners, Member
American Planning Association, California Chapter, Member

Statement of Qualifications
for Certified Local Governments Commissioners and Staff

Local Government: City of Pomona

Name: Gustavo N. Gonzalez

Commissioner Staff

Date of Appointment: N/A

Date Term Expires: N/A

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Are you a professional in one of the disciplines associated with historic preservation?

No

Yes

If you are, summarize your qualifying education, professional experience, and any appropriate licenses or certificates. Attach a resume.

GUSTAVO N. GONZALEZ, AICP

Riverside, CA | 510.414.2820 | gusdotgonzalez@gmail.com | www.linkedin.com/in/gustavo-gonzalez-baa56515

Summary

Dedicated public servant with over 15 years of experience in local government planning, community and economic development. Experienced manager in long range planning, land use entitlements, customer service, historic preservation, economic development and counter operations.

Professional Experience

2019 – Present **Planning Manager, City of Pomona | Pomona, CA**

- Manage and oversee the Planning Division's long range planning, land use entitlements, customer service, historic preservation, economic development and counter operations.
- Manage a 10-person staff, including hiring, professional growth and evaluation.
- Manage Planning Commission, Historic Preservation Commission, and Cultural Arts Commission hearings, including agendas, reports, and presentations.
- Implement Council policy direction.
- Prepare and monitor division budgets.

2014 - 2019 **Senior Planner, City of Anaheim | Anaheim, CA**

- Plan, prioritize, assign, supervise, review, and participate in the work of professional and administrative staff responsible for planning activities in the Advanced Planning, Current Planning, Planning Information, and Historic Preservation Sections of the Planning Services Division.
- Manage and oversee the Beach Boulevard Specific Plan and Program EIR project.
- Manage budgets and reporting process for State grants.
- Develop, implement and oversee the Code Streamlining and Improvement Program, Affordable Housing Action Plan and Anaheim Urban Design Studio.
- Developed and manage the Planning and Building Department's internship program.
- Implement Council policy direction related to regulation economic development and affordable housing.
- Served on the Mayor's West Anaheim Neighborhood Revitalization Task Force.
- Prepare staff reports of recommendations, conducted oral presentations and provided professional staff support to the Planning Commission and City Council.
- Develop and conduct training sessions for planning staff.
- Serve as the City's Local Floodplains Administrator and representative on regional planning committees.

2006 - 2014 **Associate Planner, City of Riverside | Riverside, CA**

- Managed and oversaw the University Avenue and California Baptist University Specific Plans projects.
- Developed and conducted training sessions for planning staff.
- Reviewed and processed rezoning, conditional use permits, design review, subdivision proposals, cultural resources applications, landscape plans, building plans and other similar planning related applications.
- Prepared staff reports of recommendations, conducted oral presentations and provided professional staff support to the Cultural Heritage Board, Planning Commission and City Council.
- Managed the implementation of various projects at the Riverside Homeless Multi-Service Campus, including the opening of the Riverside Access Center.
- Coordinated the implementation and on-going development of a homelessness prevention program.
- Prepared Administrative Civil Penalties reports for vacant and neglected properties.

2004 - 2006 **Planner I, City of Fremont | Fremont, CA**

- Responded to over-the-counter inquiries relating to zoning procedures and ordinances.
- Processed applications for modifications in land use, setbacks and other planning requirements.

Education

2004 **Master of City Planning, University of California | Berkeley, CA**

- Professional Report (master's thesis): *Transportation Options for Island Cities*, Client: City of Alameda
- Concentrations: Urban Design; Transportation Planning; Geographic Information Systems

- Double Major: Sociology/Administrative Studies

Professional Affiliations

- Inland Empire Section - American Planning Association (IES-APA), Executive Board Member
- American Planning Association (APA), Member
- American Institute of Certified Planners (AICP), Member

Career Highlights

Recognitions/Awards

- Implementation Award, "Code Streamlining and Improvement Program", Orange Section, American Planning Association, 2018 (Team)
- Turning Red Tape Into Red Carpet, Business Retention and Expansion, "Code Streamlining and Improvement Program", Orange County Business Council, 2017 (Team)
- Professional Planner Award, "Planning Advocate", Inland Empire Section, American Planning Association, 2016 (Individual)
- Comprehensive Plan, Large Jurisdiction Award, "Anaheim Canyon Specific Plan", Orange Section, American Planning Association, 2016 (Team)

Publications

- "Second Annual Orange County Historical Symposium", Latinos and Planning, American Planning Association, Spring 2018
- "Inland Empire Symposium Explores Comprehensive Plans", California Planner, American Planning Association, Spring 2014

Select Speaking Engagements

- Planning Officials Annual Forum, "Redux the American Dream: Where Did We Come From? Where Do We Go?", Planning Directors Association of Orange County (PDAOC), Fall 2018
- APA California State Conference, "Planning with the Next Generation" California Chapter, American Planning Association, Fall 2018
- Planning Officials Annual Forum, "The Epic Battle Between Parking & Density", Planning Directors Association of Orange County (PDAOC), Fall 2017
- Urban Infill Committee, "Anaheim's Code Streamlining and Improvement Program", Building Industry Association (BIA), Orange County Chapter, Fall 2017
- APA California State Conference, "Leadership Skills for the Tough Situations" California Chapter, American Planning Association, Fall 2014

Traits/Skills



TECHNICAL SKILLS

Microsoft: Excel, PowerPoint, Access, Word, FrontPage

Design: InDesign, Illustrator, Photoshop, Sketch-up, Arc GIS

Research: Demographics analysis and projections

LANGUAGES

English: Speak, Read, Write

Spanish: Speak, Read, Write

**Statement of Qualifications for
Certified Local Governments Commissioners and Staff**

Local Government: City of Pomona

Name: Ata Khan

Commissioner Staff

Date of Appointment: 7/2017 Date Term Expires: Presently Employed

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Are you a professional in one of the disciplines associated with historic preservation?

 No

 x Yes

If you are, summarize your qualifying education, professional experience, and any appropriate licenses or certificates. Attach a resume.

Master's of Urban and Regional Planning w/ 12 years of urban planning experience, including Historic Preservation.

Bachelor of Arts in Enironment, Economics and Politics, including environmental geography, natural resource economics, and sustainability.

PROFESSIONAL EXPERIENCE

12 years of leadership and increasingly responsible experience in urban and regional planning across government, private, and non-profit sectors.

Senior Planner (May 2018 to Present)

City of Pomona

Manage various long-range plans and special projects, including the Downtown Pomona Specific Plan update, Art in Public Places Call for Artists, and Commercial Cannabis Permit Program. Provide technical supervision and leadership to Assistant Planners and Planning Technicians on current and long-range assignments.

Adjunct Faculty, Urban & Regional Planning (Jan 2020 to Present)

Cal Poly Pomona

Lecturer in Urban Design Lab & Studio.

Associate Planner (Jul 2017 to May 2018)

City of Pomona

Managed various complex entitlements, including multi-family and commercial development, historic landmark expansions, industrial warehousing, and County land annexation. Provided technical guidance and leadership to other Planners.

Planning Assistant (Oct 2016 to June 2017)

City of Los Angeles

Managed the Community Plan Update (Land Use Element) for Reseda-West Van Nuys.

Program Manager (Jan 2013 to Oct 2016)

Harbor Community Benefit Foundation

Supervised staff on a comprehensive land use and noise study of Port of Los Angeles impacts on the neighborhoods of Wilmington and San Pedro. Oversaw the disbursement of \$1.2M annually in grants across 50 non-profits.

Assistant Planner (July 2010 to December 2012)

Placeworks

Managed data analytics/forecasting for Long Beach Unified School District's Facilities Master Plan, including 90+ schools.

Planning Intern (December 2008 to June 2010)

Placeworks

EDUCATION

Advanced education in urban and regional planning and theory; undergraduate education in environmental economics, sustainability, and government policy-making.

Master's of Urban & Regional Planning (Sep 2008 to Jun 2010)

University of California, Irvine

Bachelor of Arts, Environment, Economics, Politics (Aug 2004 to May 2008)

Claremont McKenna College

**Statement of Qualifications for
Certified Local Governments Commissioners and Staff**

Local Government: City of Pomona

Name: Vinny Tam

Commissioner Staff

Date of Appointment: N/A Date Term Expires: N/A

Certified Local Government procedures require local commissions to meet specific professional requirements. The commission shall include a minimum membership of five individuals with all members having demonstrated interest, competence, or knowledge in historic preservation. At least two Commission members are encouraged to be appointed from among professionals in the disciplines of history, architecture, architectural history, planning, pre-historic and historic archeology, folklore, cultural anthropology, curation, conservation, and landscape architecture or related disciplines, such as urban planning, American Studies, American civilization, or cultural geography, to the extent that such professionals are available in the community. Commission membership may also include lay members who have demonstrated special interests, competence, experience, or knowledge in historic preservation.

Are you a professional in one of the disciplines associated with historic preservation?

 No

 X Yes

If you are, summarize your qualifying education, professional experience, and any appropriate licenses or certificates. Attach a resume.

I hold a masters degree in urban and regional planning from CalPoly Pomona which is fully accredited by the American Planning Association. I've held an AICP certification from the American Planning Association since January 26, 2016. As a Senior Planner I regularly review projects for compliance with the City of Pomona's Historic Preservation Ordinance.

Vincent Tam, MURP, AICP

117 West Commercial Street, San Dimas, CA 91773
Phone: 626-347-7135 E-Mail: mr.vincent.tam@gmail.com

Experience

City of Pomona, Senior Planner (FT) 7/2017 to Present

- Manage all aspects of entitlements from submittal to approval or denial. Present cases before the Planning Commission and Historic Preservation Commission. Lead in preparing accessory dwelling unit ordinance. Assist with the comprehensive zoning code update. Interview, select and manage interns. Regularly manage challenging customers at the counter.

City of Santa Clarita, Assistant Planner II (FT) 7/2016 to 6/2017

- Manage all aspects of entitlements from submittal to approval or denial. Coordinates with other departments and outside agencies. Assists the public at the counter and over the phone. Provides information and assistance to developers, property owners and the public regarding laws, regulations, standards, etc. Investigates planning related issues while considering legal and public relations aspects.

Greenberg Farrow, Site Development Coordinator (FT) 1/2015 to 7/2016

- Reports directly to Senior Associate / Department Manager. Lead contact for ALDI Food Market. Responsible for managing a \$35 million portfolio of commercial projects from inception through construction. Identify solutions to challenges to ensure projects meet real estate, permitting, and construction deadlines. Confirm all aspects of project design meet applicable development and design regulations. Prepare all entitlement applications including environmental information forms, findings, project summaries, and exhibits. Conduct due diligence research to determine project feasibility. Manage consultants, such as surveyors, geotechnical engineers, and traffic engineers for completion of due diligence items. Develop budget and project entitlement, permit, and construction timelines. Represent client at public meetings and make presentations to City Council, Planning Commission, etc.

Greenberg Farrow, Due Diligence Coordinator (FT) 6/2013 to 12/2014

- Reports directly to Senior Associate / Senior Civil Manager. Coordinate the entitlement and permitting phases of commercial construction projects for clients. Coordinate consultants for completion of due diligence items including geotechnical, environmental, traffic and civil engineers. Assist in preparation of findings and exhibits for entitlement applications for review by jurisdictional agencies. Prepare site investigation reports, conduct governmental research, develop budget and permitting timeline. Manage multiple projects within budget and contract terms. Develop, maintain, and track project tasks and schedules.

Architects Orange, Senior Job Captain (PT) 12/2012 to 6/2013

- Reports directly to Principal. Manage entitlement phase for new Starbucks Coffee Company stores. Prepare findings and exhibits for entitlement applications for review by jurisdictional agencies. Coordinate consultants as necessary for completion of supporting application exhibits. Conduct on-site surveys of existing stores for remodels and preparation of construction drawings.

Urban Concepts, Planning Associate (FT/PT) 6/2011 to 11/2012

- Reports directly to Principal. Prepare zoning reports and feasibility studies for various commercial properties, including mixed-use, hospitality, industrial, retail, general and medical office. Complete comprehensive analysis of all pertinent jurisdictional regulations for city, county, state, and federal agencies nationwide as they apply to subject properties/uses within limited timeframes. Prepare findings and exhibits for entitlement applications for review by jurisdictional agencies. Prepare radius maps with the use of ArcGIS software.

City of Pasadena Economic Development Division, Intern (PT) 6/2010 to 12/2010

- Reports directly to Project Manager. Prepare RFPs and review responses for due diligence work related to City owned property. Analysis of marketing studies for use in retailer recruitment. Design marketing flyers for use in promoting vacant retail opportunities.

City of Pico Rivera Planning Division, Planning Intern (PT) 12/2009 to 12/2010

- Reports directly to Senior Planner. Research and compile data for General Plan update, special studies and field surveys. Attend various agency meetings as a representative for the City of Pico Rivera. Interpret and explain zoning code and general plan policies to the general public. Review applications and related drawings for compliance with city regulations. Prepare maps and exhibits for use by Community Development staff.

Greenberg Farrow, Due Diligence Coordinator (FT/PT) 7/2007 to 2/2010

- Reports directly to Senior Site Development Coordinator. Coordinate the entitlement and permitting phases of commercial construction projects for clients including Home Depot and In-N-Out. Coordinate consultants for completion of due diligence items including geotechnical, environmental, traffic and civil engineers. Assist in preparation of findings and exhibits for entitlement applications for review by jurisdictional agencies. Prepare site investigation reports, conduct governmental research, develop budget and permitting timeline. Manage multiple projects within budget and contract terms. Develop, maintain, and track project tasks and schedules.

Education

Polytechnic University of California, Pomona 6/2012

Master of Urban and Regional Planning

California Institute of the Arts 6/2004

Bachelor of Fine Arts in Photography

Skills

- AICP Certification obtained 1/26/16.
- Proficient in researching and interpreting local, state, and federal regulations.
- Provides superior customer service through attentiveness and understanding of customer/client needs.
- Well-versed using Microsoft Word, Excel, Power Point, and Project as well as Adobe Photoshop and Illustrator.

**Statement of Qualifications for
Certified Local Governments Commissioners and Staff**

Local Government: City of Pomona

Name: Alex Jimenez

Commissioner Staff

Date of Appointment: _____ Date Term Expires: N/A

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Are you a professional in one of the disciplines associated with historic preservation?

 No

 X Yes

If you are, summarize your qualifying education, professional experience, and any appropriate licenses or certificates. Attach a resume.

Alex Jimenez

Education

GANESHA HIGH SCHOOL | SEPTEMBER 2008 - MAY 2012

- High School Diploma
- Related Coursework: Web Design, HTML, and Adobe Creative Suite courses.

UNIVERSITY OF CALIFORNIA, BERKELEY | SEPTEMBER 2012 - AUGUST 2016

- Bachelor of Arts: Urban Studies Minor: Ethnic Studies
- Related coursework: City Planning, Urban and Environmental Design, and Architecture courses. City Managerial coursework under previous Oakland City Manager, Dan Lindheim.
- Senior Capstone Project: “Feeding West Oakland: A Closer Look at West Oakland’s Food Desert”

Skills & Abilities

- Microsoft Office and Adobe Proficient
- Training and Development
- Service/Inventory Background
- HTML and Web Developing
- AutoCAD/Rhino Proficient
- Trilingual (Spanish/Portuguese)

Experience

COURTESY CLERK | STATER BROS. | SEPTEMBER 2009 – JULY 2012

- Handled opening operational duties, provided onsite training to new employees, and maintained floor stock.

OFFICE MANAGER ASSISTANT | HAAS SCHOOL OF BUSINESS | SEPTEMBER 2013–JUNE 2015

- Oversaw the distribution and inventory of the buildings office supplies, and managed day-to-day development issues. Also, input data and created organizational devices for various materials and equipment in the office.

COPY CENTER ASSISTANT | HAAS SCHOOL OF BUSINESS | JANUARY 2014 – DECEMBER 2014

- Processed and tailored copy orders, with multiple computer programs, on strict deadlines for professors. Additionally, managed the index and reordering of paper levels, toners, and service requests for print rooms.

LEAD HOST | TACOS SINALOA FAMILY RESTAURANT | JANUARY 2016 – MAY 2016

- Performed daily opening and closing tasks to ensure high quality restaurant standards and oversaw a cooking team. As well as, trained new cashiers on procedures, customer service, and sales techniques.

PLANNING INTERN | CITY OF POMONA | MAY 2017 – MAY 2018

- Prepared and processed Administrative Permits, including but not limited to; Temporary Use Permits, Fence and Wall Permits, Sign Permits, Minor Deviations, Minor Certificates of Appropriateness, and Zoning/Rebuild Letters.
- Conducted detailed plan and architectural review of projects for compliance with zoning standards as part of the plan check process. As well as, conducted field visits and final inspections on different projects to ensure compliance with approved plans, development standards and conditions of approval.

ASSISTANT PLANNER | CITY OF POMONA | MAY 2018 – CURRENTLY

- Processed a variety of entitlements and presented them at the commissions public hearing meetings, along with conducting their respective CEQA review.
- Created and reviewed ordinances and resolutions for both city-wide code amendments and specific commission related goals and tasks. Including guidelines for implementation of such ordinances and resolutions.
- Contributed to long range planning initiatives in new specific area plans.

Notable Projects

- Created a new web-based platform to showcase current Planning Projects to the public on the City of Pomona’s Website. No previous platform for this, therefore it was entirely organized and built through research.
- Designed and upkept the new website for the Pomona Zoning Ordinance Update as well as created all documents related to the update for public viewing and managed outreach tools associate with the update.

*Professional References provided upon request.

**Statement of Qualifications for
Certified Local Governments Commissioners and Staff**

Local Government: City of Pomona

Name: Eunice Im

Commissioner Staff

Date of Appointment: N/A Date Term Expires: N/A

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Are you a professional in one of the disciplines associated with historic preservation?

 No

 x Yes

If you are, summarize your qualifying education, professional experience, and any appropriate licenses or certificates. Attach a resume.

See attached resume.

EUNICE IM, AICP

4533 Trevino Way
Buena Park, CA 90621
(714) 357-3880
im.eunice.soo@gmail.com

EXPERIENCE

City of Pomona, Assistant Planner, August 2018 - Present

Pomona, CA

- Cover counter on weekly and as-needed basis.
- Complete plan checks on weekly basis.
- Complete discretionary review projects for Historic Preservation Commission ranging from Mills Act Application, Historic Landmark Designation, demolitions and Major Certificate of Appropriateness for projects within the historic district.
- Complete discretionary review projects for Planning Commission ranging from single and multifamily residential, subdivisions, alcohol, office, warehouse, and hospitals.
- Complete Development Plan Review projects for the Community Development Director ranging from façade renovation to new construction.
- Completed the Annual Progress Report for 2018 and 2019.
- Research and present on various issues: Inclusionary Housing Policy, Density Bonus, SB 330, and Prop 64 AUMA.
- Attend various training and workshops such as the UCLA Land Use Conference, and APA Planning Conferences and workshops.

City of San Clemente, Assistant Planner, July 2017-June 2018

San Clemente, CA

- Completed plan checks on weekly basis.
- Addressed various planning inquiries over the phone, email, and counter regarding site research, planning, zoning, applications, business license and home occupation.
- Completed discretionary review projects for Planning Commission and Zoning Administrator.
- Managed 9 projects, 25 Short Term Lodging Units (STLU) applications, and 14 STLU extension applications.
- Updated the 2017-2021 Housing Element with consultant and City Planner.
- Submitted Annual Progress Report to CA Housing and Community Development for 2014, 2015, 2016, and 2017.
- Provided annual housing data for Center for Demographic Research and CA Department of Finance.
- Implemented and managed 17 Housing Programs from Housing Element such as: tracking lot consolidation, analyzing Affordable Housing Overlay Zone, conducting public survey on housing needs, and improving existing inclusionary-housing in-lieu fee.
- Facilitated bi-monthly Human Affairs Committee Meetings: created bi-monthly meeting minutes and agenda, followed up with Committee Members regarding various projects throughout the year such as coordinating social service site visits, organized San Clemente High School Student Award, updated Community Resource Booklet, and presented annual report to City Council.
- Managed grants for 15 social service organizations throughout the year.

City of Buena Park, Planning Intern, Jan. 2017- Jun. 2017

Buena Park, CA

- Addressed various planning inquiries over the phone and over the counter regarding plan reviews, zoning inquiries, applications, business license and home occupations.
- Researched prior entitlements for various sites and created zoning verification letters.
- Processed applications, reviewed plans, wrote staff reports and resolutions for conditional use permit, site plan review, interdepartmental reviews, signs, and entertainment permits.
- Presented cases before Zoning Administrator and Planning Commission.
- Interpreted zoning codes and educated public regarding city's ordinance and application process.
- Researched current state housing laws for local implementation.
- Researched and created report, agenda, and powerpoint presentation for city council on Inclusionary Housing policy.

EDUCATION

UCLA Extension, Construction Management Certificate, *October 2016*

USC Ross Minority Program in Real Estate, *Jun 2012*

University of Southern California, *May 2011*, Master in Planning, *Economic Development Concentration*

University of California, Los Angeles, *Dec. 2008*, Bachelor of Arts, *Political Science, Minor: East Asian Language and Culture, Urban and Regional Studies*

ADDITIONAL INFORMATION

License: Real Estate License: # 02026241, AICP certified #29706

Professional Group: American Planning Association Member

Skills: Microsoft Office, CityGIS, Viewpoint, Permit Plus, Laserfiche, Energov, Granicus, Trak-IT and fluency in Korean

**Statement of Qualifications for
Certified Local Governments Commissioners and Staff**

Local Government: City of Pomona

Name: Lynda Lara

Commissioner Staff

Date of Appointment: _____ Date Term Expires: _____

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Are you a professional in one of the disciplines associated with historic preservation?

 No

 X Yes

If you are, summarize your qualifying education, professional experience, and any appropriate licenses or certificates. Attach a resume.

I received a B.A. in Urban and Regional Planning. Attached you will find my resume.

Lynda Lara
775 Birch Avenue
Upland, CA 91786
(626) 367-5316

Email: lynda_lara@ci.pomona.ca.us

EDUCATION:

California Polytechnic University (June 2014 graduation)
Bachelor's of Science, Urban & Regional Planning
3801 West Temple Avenue Pomona, California 91768

Rio Hondo Community College (May 2011 graduation)
Associate's of Arts, Emphasis in Social Sciences
3600 Workman Mill Road, Whittier, CA 90601

WORK EXPERIENCE:

August 2018 – Present: Assistant Planner
City of Pomona

- Present at public hearings for the Planning and Historic Preservation Commissions and City Council.
- Process and review Pre-applications for Development Plan Reviews, Parcel Maps, Tentative Tract Maps, Conditional Use Permits, and Variances.
- Perform tenant improvement and other routine plan checks.
- Process administrative applications such as minor deviation variances, Temporary Use Permits and Wireless.
- Assisted in the development of the Cannabis Permit Program Overlay Zone.
- Processed and reviewed a Specific Plan Amendment to allow ground and monument signs in the Downtown Core Segment of the Pomona Corridor's Specific Plan.
- Processed and reviewed a Change of Zone application to change the zone of a single family property from M-1 (Light Industrial) to R-1-6,000 (Single Family Residential).

January 2016 - July 2018: Planning Technician
City of Corona

- Respond to inquiries and answering routine questions concerning zoning, land use, the general plan and current projects over the counter, email or by telephone.
- Process and approve over the counter permit applications.
- Provide preliminary plan review and process planning applications.
- Review business license applications for compliance with zoning ordinances and performs necessary follow-up.
- Perform tenant improvement and other routine plan checks.
- Review applications and writes staff reports to be reviewed by the Zoning Administrator and/or Community Development Director.
- Prepare zoning compliance letters.
- Perform field activities to ascertain compliance with zoning and related ordinances, policies, guidelines, and criteria.
- Maintain and update zoning, specific plan and general plan maps.
- Review building plans for conformance to zoning and related ordinances, policies, guidelines, and criteria.

- Compile, research and evaluate information to report on planning related matters as requested by co-workers, supervisor/manager, the public, and other agencies.
- Investigate complaints of zoning violations and recommend corrective action as necessary to resolve complaints concerning the City's planning function.
- Provide technical assistance to professional and clerical planning staff.

August 2014- January 2016: Planning Volunteer

March 2014- August 2014: Planning Intern

City of Covina

- Prepared zoning verification letters.
- Conducted inspections for verification of zoning for business licenses.
- Reviewed and approved applications such as: sign permits, in-home business licenses, business license clearance.
- Reviewed and approved minor site plan reviews and building permits over the counter such as: patio covers, tenant improvements, room additions, mechanical, fencing/walls.
- Responded to Planning and zoning inquiries from the public either over the counter, telephone or emails.
- Prepared staff reports for conditional use permits to establish uses in existing buildings.
- Assisted the City Planner in coordinating the distribution of development applications and plans to other city departments and outside agencies.
- Conducted research of parking requirements for auto body repair facilities, mobile food vendors, and offices in commercial buildings as directed by the Community Development Director.

SKILLS:

- Fluent in Spanish/ English (written and spoken)
- Proficient in Adobe Suite & Microsoft Office
- Interpersonal & communication skills
- Program and policy implementation
- Knowledge of permit tracking and database systems

AWARDS:

APA Inland Chapter Award
Cal Poly Pomona Community Studio
Chino Airport Master Plan

REFERENCES:

Sandra Yang
Senior Planner
City of Corona
(951)279-3553

Laura Lara
Engineering Associate
City of Pomona
(909) 620-2275

Terri Manuel, AICP
Planning Manager
City of Corona
(951)736-2299

Alan Cater
City Planner
City of Covina
(626) 384-5455

Brian Lee, AICP

Community Development Director
City of Covina
(626) 384-5458

**Statement of Qualifications for
Certified Local Governments Commissioners and Staff**

Local Government: City of Pomona

Name: Alina M Barron, Assistant Planner

Commissioner Staff

Date of Appointment: n/a Date Term Expires: n/a

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Are you a professional in one of the disciplines associated with historic preservation?

 No

 x Yes

If you are, summarize your qualifying education, professional experience, and any appropriate licenses or certificates. Attach a resume.

Please see attached resume for qualifying professional experience regarding historic preservation.

Alina Barron

1260 W. Badillo St.
Covina, California 91722



(626) 825 – 6614
alina.marie.barron@gmail.com

SUMMARY Dedicated, patient, resilient, detail-oriented, clear communication, reliable, excellent time management.

EDUCATION **B.A. Environmental Geography** 6/16
Post-Grad Geographic Information Systems Certificate 6/16
California State University Los Angeles

RELATED **Assistant Planner** 9/18 – Present
EXPERIENCE City of Pomona
505 S. Garey Avenue
Pomona, CA 91769
Planning Intern 5/17 – 9/18
City of Rosemead
8838 E. Valley Blvd.
Rosemead, CA 91770

OTHER **Full-time Instructional Assistant** 5/15 - 5/17
EXPERIENCE Los Angeles Unified School District

SPECIAL Bilingual: English/Spanish
SKILLS ArcGIS 10.3.1, ArcGIS Online, GovClarity, MS Office, Adobe Photoshop CS6, HdL, Energov, EPICLA

**Statement of Qualifications for
Certified Local Governments Commissioners and Staff**

Local Government: City of Pomona

Name: Carlos Molina

Commissioner Staff

Date of Appointment: _____ Date Term Expires: _____

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Are you a professional in one of the disciplines associated with historic preservation?

 No

 X Yes

If you are, summarize your qualifying education, professional experience, and any appropriate licenses or certificates. Attach a resume.

I received a B.A. in a field similar to American Studies and have been working in the field of Planning since May of 2017. Attached you will find my resume.

Carlos Molina

683 Loranne Ave. • Pomona, CA 91767 • 909-263-9585 • cmolina.ilk@gmail.com

Education

Bachelor of Arts in Critical Race, Gender, Sexuality Studies. Emphasis: Ethnic Studies.

Humboldt State University, Arcata, CA. 3.85 Major GPA. Graduation Date: December 2016.

Related Experience

Planning Technician

July 2018 - present

City of Pomona

Pomona, CA

Check plans submitted by developers and the public; interpret planning and zoning regulations to the public at the counter, by telephone, and by letter; review and issue administrative permits such as Temporary Use Permits, Minor Deviation Variances, and Minor Certificates of Appropriateness; conduct smaller project plan checks including but not limited to accessory structures, fence/wall permits, and telecommunication tower proposals; present planning and zoning matters to the Cultural Arts Commission, Historic Preservation Commission, and citizen committees.

Planning Intern

March 2018 - July 2018

City of Pomona

Pomona, CA

Assist Director of Development Services and staff to Cultural Arts & Historic Preservation Commission, attend Cultural Arts sub-committee meetings, assist in planning Watercolor Art Contest, issue administrative permits, research state and local codes and regulations, conduct research for public hearing staff reports, act as lead contributor to the Certified Local Governments 2016-2017 Annual Report.

Supplemental Experience

Associate Editor

Jan. 2015 - Oct. 2016

ES 107: "Courageous Cuentos: A Collection of Personal Counter-narratives"

Arcata, CA

Teaching Assistant

Aug. 2014 - Jan. 2016

ES 107: Chicana/Latina Lives

Arcata, CA

Co-Chair

Jan. 2014 - Dec. 2015

M.E.Ch.A. de Humboldt State

Arcata, CA

Latino Community Building Coordinator

Sept. 2012 - May 2013

Multicultural Center - Humboldt State

Arcata, CA

Special Skills

Computer - Adobe Photoshop, Illustrator, Indesign, HTML5

Languages - Spanish, English

Academic Recognition

Outstanding Student of the Year Awards

Humboldt State

Academic Excellence in the College of Arts, Humanities and Social Sciences - Nominated

Outstanding Contribution to an Associated Students Program - Nominated

May 2015

Arcata, CA

Honor Roll Student

Humboldt State Educational Opportunity Program

May 2012 - May 2015

Arcata, CA

**Statement of Qualifications for
Certified Local Governments Commissioners and Staff**

Local Government: City of Pomona

Name: Alan Fortune

Commissioner Staff - X

Date of Appointment: August 6, 2018 Date Term Expires: N/A

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Are you a professional in one of the disciplines associated with historic preservation?

No

Yes

If you are, summarize your qualifying education, professional experience, and any appropriate licenses or certificates. Attach a resume.

I, Alan Fortune, am a Planning Technician with the City of Pomona Planning Division. I have held this title for nearly two years. I have a Bachelor's Degree in Urban and Public Affairs. My experience and responsibilities at the City of Pomona Planning Division include processing administrative permits for minor alterations to historic properties or structures in the City of Pomona. This requires me to have a level of familiarity with the compatibility of any proposed changes with historical elements.

Alan William Fortune

18520 E. Stonegate Lane, Rowland Heights CA 91748

alanfortune0124@gmail.com (562) 217-2880

Portfolio: afortu4.carbonmade.com

Education

University of Illinois at Chicago (UIC)

Graduated Dec 2016

Bachelor of Arts with Cum Laude honors in Urban and Public Affairs

Minor in Geography with a Concentration in Geographic Information Systems

Dean's List in Spring/Fall 2014, Fall 2015, Spring 2016

Cumulative GPA: 3.72 / 4.00

Work Experience

Planning Division, City of Pomona CA

Aug 2018–present

Planning Technician

- Interact with and assist public over counter, phone, and email; receive and process entitlement applications; review and issue administrative permits; prepare public notices; review zoning clearance; prepare staff reports and present on behalf of staff at public hearing

Public Works Department, City of Colton CA

Aug 2017–Aug 2018

Engineering Intern

- Duties included managing records division of department, issuing permits, assisting engineers in project management, reviewing plans, preparing contracts, and writing staff reports

Planning Department, City of Whittier CA

Jun 2017–April 2018

Planning Intern

- Duties included assisting at the planning counter in processing plans and applications, aiding planners in conducting checks of plans and creating reports and environmental reviews

Office of Sustainability, UIC

Jan 2016–May 2016

Student Intern

- Managed the expansion of university recycling program to collect batteries; including writing and securing grants, the purchase and placement of bins, and an awareness campaign

Greater Englewood Community Development Corporation; Chicago IL

Feb 2016–May 2016

Assistant to Program Director

- Created engaging visual presentations for the firm's small business accelerator workshops and organized and managed the corporation's ever-growing contact database

Universal Studios Hollywood; Universal City CA

May 2014–Aug 2016 (seasonal)

Lead, Ride Operator

- Supervised and led a group of twenty–thirty team members to safely and efficiently operate theme park attractions and venues, ensure safety, and provide quality guest service

Skills

- Proficiency in Adobe Creative Suite; including Illustrator, InDesign, and Photoshop
- Proficiency in Microsoft Office; including Excel, Word, PowerPoint, Access, and Outlook
- Basic skills in Esri ArcGIS, Sketch Up 3D Modeling, and AutoCAD
- Proficient *Spanish*; Basic *German* and *Russian*
- Experienced writing, presenting, analytical, correspondence, and guest service skills
- Average typing speed of over 72 words per minute

Additional Experience

- Second grade reading tutor to English language learners with Chicago Cares at McCormick Elementary School, Chicago IL (Sep 2015–May 2016)
- Service Volunteer at Tempelhof Feld Refugee Camp in Berlin, Germany (Fall 2016)
- Organized and managed a community service project planting over twenty trees in Schabarum Regional Park, Rowland Heights CA (Summer 2012)
- Active Boy Scout; earned rank of Eagle Scout (Dec 2012) Troop 985, Whittier CA

ATTACHMENT B

Historic Preservation
Commission Minutes

OFFICIAL MINUTES
POMONA HISTORIC PRESERVATION COMMISSION
OCTOBER 2, 2019

- A. CALL TO ORDER: The Historic Preservation Commission meeting was called to order at 6:30 p.m. by Chair Alice Gomez.
- B. PLEDGE OF ALLEGIANCE: Commissioner Williams led the pledge of allegiance.
- D. ROLL CALL: Roll was taken by Planning Manager Gustavo Gonzalez.
- COMMISSIONERS PRESENT: Chair Alice R. Gomez; Vice-Chair Ann Tomkins; Commissioners Debra Martin, Tamara Gonzalez, Jennifer Williams, Jim Gallivan, James Kercheval
- COMMISSIONERS ABSENT: None
- STAFF PRESENT: Planning Manager Gustavo Gonzalez, Senior Planner Ata Khan, Assistant Planner Alex Jimenez, Assistant Planner Eunice Im

ITEM D:
PUBLIC COMMENT:

None

ITEM E:
CONSENT CALENDAR:

1. Approval of draft Historic Preservation Commission Minutes meeting of September 4, 2019.

Chair Gomez requested her fellow commissioners provides edits to the minute by page.

- Page 9 – Chair Gomez reported the third paragraph should say “these”, it is missing the letter T. Commissioner Tomkins reported on the middle of the page after her name should say “asked if the location being...”
- Page 12 – Chair Gomez reported first paragraph, fifth line, should be “that” rather than “the”. Commissioner Gallivan reported third line from the bottom should room “roof” instead of “room”.
- Page 18 – Chair Gomez reported Item 1, fourth line, the word “the” should be eliminated. Commissioner Kercheval reported the spelling of Los Angeles was incorrect with an “e” there.
- Page 19 – the first line doesn’t read right and should be “out”.

Commissioner Williams asked if a Commissioner can vote on meeting minutes, they were not present for.

Planning Manager Gonzalez recommended not to vote if she was not present at the meeting.

Motion by Commissioner Kercheval, seconded by Commissioner Gallivan, carried by a unanimous vote of the members present (6-0-1-0), Commissioner Williams abstained, to approve draft Historic Preservation Commission Minutes meeting of September 4, 2019.

Roll Call Vote: Commissioner Tomkins – aye, Commissioner Martin – aye, Commissioner Gonzalez – aye, Commissioner Williams – abstained, Chair Gomez – aye, Commissioner Gallivan – aye, Commissioner Kercheval – aye.

HEARING ITEMS:

ITEM F-1

PUBLIC HEARING – MILLS ACT PROGRAM CERTIFICATE OF APPROPRIATENESS (MILLS 12044-2019) FOR A RESTORATION, REHABILITATION, AND PRESERVATION PLAN THAT INCLUDES A SCHEDULE OF PROJECTS TO BE COMPLETED DURING THE FIRST TEN YEARS FOLLOWING EXECUTION OF A MILLS ACT CONTRACT ON A DWELLING LOCATED AT 333 SAN FRANCISCO AVENUE.

Eunice Im, Assistant Planner, provided a presentation on this item (see Staff Report, Item F-1).

Commissioner Gallivan asked if the sink could be ceramic, because the metal seems to give a modern flare.

Assistant Planner Im replied staff has proposed a ceramic sink to the applicant however for practical reasons she feels a stainless steel is more practical. She noted the steel sink is not covered by the tax relief.

Commissioner Martin asked why the applicant wasn't in favor of changing out the aluminum window on the backside of the house to make it a double hung window that matches the rest of the house.

Planning Manager Gonzalez suggested Commissioner Martin ask the applicant. She stated the applicant provided a list of items she wanted to include and if that exceeds the amount for the contract it meets the requirements of the Mills Act.

Motion by Commissioner Martin to open the public hearing, seconded by Commissioner Gonzalez.

Planning Manager Gonzalez reported he did not receive any speaker cards.

Christina Garza, project applicant/owner of 333 San Francisco Ave, shared she has a matching old cast iron sink right now and has gone through an entire set of glasses, so she is hesitant to getting another. She responded she hadn't thought about the back window, because that section of the house wasn't original and is fairly new (circa 1970s). She commented she is not sure if the window would be worthwhile as there is other work that needs to be done. She shared she bought the house in March and has put approximately \$40K into the home already, so putting another \$45K into it is going to be an undertaking over the next ten years.

Chair Gomez closed the public hearing.

Motion by Commissioner Gonzalez, seconded by Commissioner Williams, carried by a majority vote of the members present (6-1-0-0), to approve the Mills Act Program Certificate of Appropriateness (MILLS 12044-2019) for a Restoration, Rehabilitation, and Preservation Plan that includes a schedule of projects to be completed during the first ten years following execution of a Mills Act contract on a dwelling located at 333 San Francisco Avenue.

Roll Call Vote: Commissioner Tomkins – aye, Commissioner Martin – no, Commissioner Gonzalez – yes, Commissioner Williams – yes, Gomez – yes, Commissioner Gallivan – yes, Commissioner Kercheval – yes.

ITEM F-2

PUBLIC HEARING – MAJOR CERTIFICATE OF APPROPRIATENESS (MAJCOA 11783-2019) TO ALLOW NEW PROPOSED ADDITIONS, THE DEMOLITION OF NON-ORIGINAL ADDITIONS, AND RESTORATION OF A HISTORIC STRUCTURE FOR THE PROPERTY LOCATED AT 100 AND 130 E. ALVARADO STREET IN DOWNTOWN GATEWAY SEGMENT OF THE POMONA CORRIDORS SPECIFIC PLAN AND THE LINCOLN PARK HISTORIC DISTRICT.

Item continued from September 4, 2019.

Planning Manager Gonzalez reminded the Planning Commissioner they will not be opening the public hearing because it was closed at the last meeting and they did not advertise this hearing. He clarified tonight is a continuance of the last discussion and a deliberation on the changes.

Commissioner Gallivan asked if the Commission could have asked to have it reopened.

Planning Manager Gonzalez replied it could have been left open from the last meeting.

Alex Jimenez, Assistant Planner, provided a presentation on this item (see Staff Report, Item F-2)

Planning Manager Gonzalez provided the Commission with updated colored elevations provided by the applicant.

Commissioner Gallivan commented the elevations look a lot closer to what the Commission would like to have.

Commissioner Kercheval asked what the proposed material of the windows on the second story addition on south elevation.

Assistant Planner Jimenez replied all the proposed windows are wood with framing to match the original cement framing of the firehouse.

Commissioner Kercheval asked if it would be possible for the rafter tails to be more Spanish revival or Spanish colonial in style as opposed to just simply squared off and cut at a 90-degree angle.

Assistant Planner Jimenez reported the color elevation was a last-minute addition because one of the architects working on this project experienced a tragic event.

Commissioner Gallivan asked if the stucco section with the two windows on it, might be painted more a darker color to match the bricks.

Assistant Planner Jimenez replied yes. She reviewed the recommended changes:

- The tower is removed
- Restoration of the front planter.
- Extension of the firetruck entrance all the way down.
- Restoration of the light fixture above the entrance.
- Replacement of the distinctive rain gutters on the original structure.
- On the addition, a similar parapet mission wall with the flame vases to match that original structure.
- On the addition, a smooth stucco exterior matched in color.
- On the addition, contiguous archways.

Commissioner Gonzalez asked her peers if they felt the secondary and tertiary parapet wall and the torches were too exacting to the original, so that they could create confusion for the addition.

Commissioner Gallivan replied he feels they are following the theme, which is allowed. He shared when he went to Orange there were whole sections added on that looked just like the original. He clarified that the Standard of Interior (SOI) design guidelines state that some sections can be identified or differentiated from others with a plaque if they are close in appearance.

Commissioner Williams responded it looks like they have tried to make it very similar, but the tiers are proportioned a little bit differently.

Planning Manager Gonzalez stated because Commissioner Williams was not here at the last meeting, she must recuse herself on this item.

Commissioner Williams recused herself and asked if she could stay in the audience.

Planning Manager Gonzalez replied yes, she just isn't permitted to vote or weigh in on the item.

Commissioner Tomkins responded to Commissioner Gonzalez that because this similarity is part of this addition that is clearly differentiated with the stucco, she doesn't have a problem with parts of it being nearly identical. She shared she attended a seminar with Commissioner Gallivan where they were asked to identify which buildings were new from several pictures and it took the room filled with people who are very good at architecture awhile to differentiate, so she feels comfortable with this.

Commissioner Martin complimented the applicant's efforts and stated it is important to make this property a shining star for the entirety of Lincoln Park.

Commissioner Kercheval agreed and stated he really appreciates the work that has gone into this and the sensitivity to the existing historical building. He suggested the rafter tails be Spanish Colonial/Revival style. He asked if the arch was a segmented arch. He recommended adding one more arch on the west elevation, where there are segmented arches with the roll up doors so that the spacing would allow for true arches instead of segmented.

Jonathan Zane, architect, spoke, sharing he was in Spain for the last meeting so the project architect Pete Galboreto was in attendance. He shared that, unfortunately, there was an accident the previous Sunday and Mr. Galboreto's son was killed, so he took the whole week off and they couldn't provide colored renderings without his talents. He stated he appreciates the process and commented this building is way nicer than what they originally proposed. He reported he inherited the original design from another architect. He shared he enjoys historical restoration and has been involved with the Colton Area Museum Association for 15 years and the Carnegie Library and Museum. He reported he changed those arches slightly to give them an actual true arch by lowering the corners a little bit. He pointed out one of the finials on the original structure is missing and they are going to have to replicate it. He requested to eliminate the finials to help differentiate. He mentioned other differentiations include that the original building has a brick arch and they restored the red light but could have regular lights or eliminate the other ones.

Commissioner Gallivan replied the finials are the symbol of the fire department, looking like flames that are coming out. He stated they have a lot of significance.

Jonathan Zane replied they will replace the one that is missing and requested not to put on the others.

Commissioner Kercheval agreed with the architect about the finials.

Commissioner Gallivan commented the expense would be in setting up the mold for the first one, and it would be moderately inexpensive to make three more.

Jonathan Zane replied they would have to do seven of them.

Commissioner Gonzalez responded it make more sense to leave it as is.

Jonathan Zane responded the finials will stay.

Commissioner Gallivan asked about the hose drying towers.

Assistant Planner Jimenez replied the drying tower came off after all the revisions were made and the agenda was posted, therefore staff could not forward that over.

Chair Gomez stated the Commission can't discuss this item because that was not agendized.

Planning Manager Gonzalez replied if it's related to one of the seven points that were identified the Commission can discuss, but it needs to be context to what they discussed at the last meeting.

Commissioner Gallivan stated it has to do with the hose tower being removed.

Assistant Planner Jimenez replied the hose tower being removed was a part of the last meeting, however, additional information regarding new styles of hose towers should not be discussed because it wasn't addressed at the prior hearing.

Commissioner Gallivan replied at the last meeting they discussed the possibility of it being rebuilt.

Commissioner Tomkins replied she didn't know the Commission decided to remove it at the last meeting and not have anything replicated there.

Commissioner Gonzalez agreed and stated she doesn't recall making that decision.

Assistant Planner Jimenez replied the specific comment was if the tower was to be restored, it was restored as a hose tower or it was to be removed completely. She reported it would not be restored as a water tank because that was not accurate to the original structure.

Planning Manager Gonzalez clarified direction was given to look at the water tower and see if it could be replicated, so the Commission can discuss, but can't ask for anything additional. He stated the idea is to keep the project within the scope of what was given at the last meeting, so the applicant doesn't have to redesign again. If Commissioner Gallivan wants to bring up his thoughts, then the Commission can decide if it's within what was discussed last time.

Commissioner Gallivan responded he feels a small version of the original tower could be put on top of the building to, so it has an element of looking like the original fire station without having to build a whole new tower.

Planning Manager Gonzalez responded the applicant determined that the tower was cost prohibitive after looking at restoring it to the original tower. He reported the direction from the Commission at the last meeting was to replicate what it was before or don't include it, but don't go with the one that exists today, because that tower was not original to the structure.

Commissioner Kercheval commented on the rafter tails again, stating it may be less expensive to just make them a little tighter against the building and match the existing.

Jonathan Zane replied you can't see the rafter tails in the front because there is a rain gutter along there. He stated anyplace else they have exposed rafters they can do a cash register cut to be more within that style.

Commissioner Martin moved discussion back to the water tower, suggesting it be moved to the corner of the parking lot and anchored in place as an iconic image for the location.

Jonathan Zane shared the original tower was brick and they are not going to do that. He noted when they looked at the tower that is there now, which was added 50 years ago for the previous restaurant. He shared when he first got involved, they explored putting a barrel up there to make it look like a water tower, but the structural engineers said the wood beams were not adequate for earthquake standards and would collapse, so they recommended taking it down. He stated his client may entertain the idea of putting it in the corner of the parking lot but can't speak for him.

Commissioner Kercheval requested to remove the raised foam framing on the second floor of the west elevation windows. He commented this is modern framing and he would rather have it look somewhat historic and be flat with the window inset. He recommended the glass on the windows where the firetruck used to go in and out on the north elevation be translucent (like a bathroom window) because that is currently where the kitchen is located.

Jonathan Zane replied that glass will be tinted.

Commissioner Kercheval responded he feels a translucent glass would be better than something dark or reflective.

Jonathan Zane replied all the other doors that roll up on the other side have a tint to them, but you can see through them both from the outside and the inside and these panels will be the same.

Commissioner Kercheval replied he is not worried about the newer portion of the building, just the historic side. He stated it would look best if it was sandblasted or glass that has been treated so you can't see through it into the kitchen, plus it would provide nice light for the people working.

Commissioner Gonzalez agreed with Commissioner Kercheval's point. She requested to discuss the balconies, stating she doesn't understand the purpose of such a large balcony and has concerns about what's going to happen on that balcony. She stated she is concerned that it is obstructing the eaves that they wanted to see from the building.

Jonathan Zane replied the old addition has a flat roof and its ugly, but the handrail makes it look like a nice big balcony. He shared they are not planning on having parties up there, rather the area is for the employees to be able to go outside and smoke a cigarette.

Commissioner Kercheval asked if a compromise would be to reduce the balcony to half the square footage so the fence comes back exposing the eaves and gables of the building.

Jonathan Zane asked if they could still have the tile floor.

Commissioner Kercheval replied yes, the fence would stop about halfway so the gables could be seen.

Senior Planner Khan shared that building and safety would not permit an open deck without railings.

Commissioner Gonzalez clarified that Commissioner Kercheval is recommending pushing the deck back to where the roofline changes. She commented she is pleased with what the applicant has done with the recommendations from last meeting, however, is concerned that the deck is going to become something that has not been discussed here and so she wants to make sure her point heard. She stated she doesn't want that area to be a secondary patio area or a place where employees smoke because she doesn't want to see that when she drives by.

Commissioner Kercheval replied he doesn't think that is going to happen. He suggested making a similar porch to what's on the west elevation on the French window.

Commissioner Gonzalez replied she would be fine with something like that Juliet balcony.

Commissioner Kercheval asked how his fellow Commissioner feel about removing the entire fence and making it a flat tile roof.

Senior Planner Khan pointed out how the deck gets used is a land use consideration and ventures outside the purview of the Certificate of Appropriateness.

Commissioner Kercheval replied they think it would look better if there was a balcony like the one on the west elevation on that same door.

Senior Planner Khan asked Commissioner Gonzalez to walk staff through what that would look like.

Commissioner Gonzalez replied there are two recommendations; 1) to pull the balcony back so it's smaller in scale and with a flat roof or 2) mimic the Juliet balcony that is on this other side to allow for a full unobstructed view of the gables and roofline.

Commissioner Kercheval commented he prefers the Juliet balcony.

Chair Gomez stated the purpose of the balcony was for employees to have access to the outdoors. She asked where the entry to that area was located.

Commissioner Gonzalez replied it's an interior stairwell and Assistant Planner Jimenez pointed it out on a drawing.

Al Naji, owner, stated they added the balcony with the iron fence on the second floor because having just a flat roof is ugly, and it is meant to be a break room for staff to eat in. He stated he would hate to see it gone.

Commissioner Tomkins agreed with the applicant that the flat roof is ugly, and it would look better with a railing.

Jonathan Zane respond they could go back to a tile roof. He commented a wrought iron fence would not obscure anything but will keep people from falling.

Chair Gomez summarized the dais seems amendable to keeping that.

Commissioner Kercheval replied he is ambivalent and willing to go with the rest of the dais. He agreed that the wrought iron fence is see-through, stating the drawing doesn't do it justice.

Senior Planner Khan summarized staff heard two potential conditions of approval; 1) to reduce the overhang on the north elevation or use a cash register cut 2) to replicate the original windows on the west elevation.

Assistant Planner Jimenez responded there is a note on the plans that the windows will be recessed a minimum of 3 inches to match.

Senior Planner Khan confirmed there was a third potential condition that the fire truck windows be glazed or frosted. He requested any motion made capture those conditions.

Commissioner Gallivan requested there be hidden lighting on the original structure.

Assistant Planner Jimenez replied staff will address that during the full landscape plan check.

Commissioner Gallivan commented that the south side elevation bothers him because this is a main corridor. He stated it would be nice if it architecturally looked better.

Commissioner Martin replied she thinks he is getting thrown off by the fact that there aren't any windows on the bottom floor.

Commissioner Gonzalez replied it's just the doors.

Assistant Planner Jimenez replied that is correct. She referenced the floor plan, sharing that area include restrooms, storage and freezer space, which doesn't necessitate windows. She reiterated that the Commission needs to stick to the points from the previous meeting.

Motion by Commissioner Martin, seconded by Commissioner Gallivan, carried by a unanimous vote of the members present (6-0-0-1), to approve Major Certificate of Appropriateness (MAJCOA 11783-2019) to allow new proposed additions, the demolition of non-original additions, and restoration of a historic structure for the property located at 100 and 130 E. Alvarado Street in Downtown Gateway Segment of the Pomona Corridors Specific Plan and the Lincoln Park Historic District, with the recommendations made by Commissioner Kercheval as follows: 1) to reduce the overhang on the north elevation or use a cash register cut, 2) to replicate the original windows on the west elevation and 3) the fire truck windows should be glazed or frosted.

Roll Call Vote: Commissioner Tomkins – yes, Commissioner Martin – yes, Commissioner Gonzalez – yes, Gomez – yes, Commissioner Gallivan – yes, Commissioner Kercheval – yes.

Commissioner Gonzalez current there are fence poles and strings, but not fencing around the property which is allowing the homeless to congregate there again. She asked if there was anything the Planning Department could do to encourage the owner to put fencing around that property. She reported Commissioner Tomkins brought this same issue up about three months ago with Development Services Director Gutierrez.

Planning Manager Gonzalez replied as soon as the applicant is in plan check staff can allow him to put construction fencing up.

Commissioner Tomkins responded because of the City forced the sale of this property, construction fencing was required when it was put in receivership because there was a huge problem with the homeless. She shared her understanding is that the contract expired, and the previous fencing was taken out. She stated the current fencing (twine and posts) doesn't comply with any of the fencing codes. She shared the City went through a lot of effort to get the previous fencing up with residents holding a protest at this property, so it is a significant issue to the community. She asked if there was any way to get construction fencing up without having to wait until the applicant submits something.

Planning Manager Gonzalez replied staff can investigate. He reported the code currently states a property must be under construction to have the fencing up and staff have interpreted that to include having something submitted for plan check.

Commissioner Tomkins responded there is another section of the code that says a vacant property must be fenced off, so they may have two conflicting code sections, because that was the code section enforced when they put up the last fence.

Senior Planner Khan replied there is a requirement for vacant parcels, but this is a developed property, so it is different. He clarified that the City does not allow chain link fence and so the only opportunity would be during the construction phase. He agreed that twine is also not approved, so that is something that staff can enforce and investigate.

Commissioner Tomkins shared the community wanted wrought iron but were told that wasn't a type of temporary fencing. She expressed concern about how long the process would take to get building permits.

Planning Manager Gonzalez replied staff will do their best to try to get through the process.

Chair Gomez stated because two Commissioners have brought it up as an area of concern, she wants to impress upon staff the need to watch it.

Planning Manager Gonzalez replied staff will look to see what they can do within their purview and power.

Commissioner Gonzalez asked staff what would have been a better procedure for the Commission to follow so that they could have had a full discussion tonight including Commissioner Gallivan comments.

Planning Manager Gonzalez replied the Commission would have had to leave the public hearing open. He noted staff still would have stressed that discussion be narrowed to a certain number of points so the applicant wouldn't have to redesign again.

Commissioner Gallivan responded he felt like his comments applied because they were on a change that was new and different to the Commission and a consequence of one of those seven items staff brought forward.

Commissioner Tomkins spoke about the Corridor Specific Plan having an overlay with at historic properties. She stated they don't have that many historically designated properties on Pomona's major corridors and she thinks historical preservation standards should take precedent over the Corridor Specific Plan.

Senior Planner Khan replied that the first thing staff looked at with the Firehouse project was applicability of codes. Staff's interpretation was that historic did prevail. He noted typically a façade change of this nature in that location would require a development plan review, which is a hearing at the Director of Development Services level, but instead staff pursued this as a Major Certificate of Appropriateness so that it was in the wheelhouse of historic preservation, but it was still analyzed to meet the code requirements of the Corridor Specific Plan whenever possible. He reported the Corridor façade treatments wouldn't meet historic guidelines, so staff didn't enforce those, however, building out the corner and parking requirements could apply, resulting in a hybrid approach.

Commissioner Tomkins asked Senior Planner Khan to clarify how the parking standards differ.

Senior Planner Khan replied the applicants are proposing a change of use (restaurant) and are adding patio space. He reported the Corridor has more permissive parking standards than the rest of the City, so staff reviewed square footage to make sure parking is adequate.

Commissioner Tomkins spoke about parking being a significant issue with historic properties because they don't traditionally have as much parking as more modern codes. She stated she wants to want to be able to adaptively reuse the City's historic buildings and balance parking requirements with impacts to the community.

Assistant Planner Jimenez replied parking for this project meets the current Pomona Corridor Specific Plan parking standards which are significantly reduced compared to the rest of the City. She stated standard parking sizes and the number of handicap parking stalls were analyzed and the site does meet the minimum.

ITEM G:
DISCUSSION:

None

ITEM H:
HISTORIC PRESERVATION COMMISSION COMMUNICATION:

1. Report from Ordinance Review Ad Hoc Committee.

Commissioner Williams reported the Ad Hoc Committee attended a CPF workshop on ordinances and received a lot of useful information. She shared San Gabriel recently updated their ordinance and won awards. She shared the Committee is hoping to meet with them. She asked who she should be working with now that the Development Service Director Gutierrez is now on Maternity leave.

Planning Manager Gonzalez responded the Ad Hoc Committee can communicate directly with him.

2. Report from Stable Ad Hoc Committee.

Commissioner Gonzalez stated there was nothing to report.

3. Report from Tree Ad Hoc Committee.

Commissioner Tomkins reported they had a meeting with Development Services Director Gutierrez (phone), Senior Planner Khan, Planning Manager Gonzalez and Parks and Facilities Manager Michael Sledd. She shared they walked through the history of what they have been looking at for the past couple years and talked about whether there should be an ordinance change or an update to the historic tree program. She reported there wasn't a conclusion at the meeting and staff were going to review. She asked if staff had an update.

Planning Manager Gonzalez replied staff needed to push this response back to November, due to other priorities and to complete the research. He reported the plan is to bring back a presentation and discussion item with recommendations about how to proceed, and then use the direction from the Commission to come back in December for approval take the action to the City Council for approval in January.

Commissioner Tomkins requested staff sit down with the Tree Ad Hoc Committee members first to go over the recommendation before that comes before the entire Commission.

Planning Manager Gonzalez agreed and offered to setup another meeting.

Commissioner Tomkins voiced that one of her primary concerns is the replacement trees and figuring out if they set a diameter for a mature significant tree or incorporate a higher standard for trees of a certain age, because there could be a significant old tree that isn't large. She said the goal is to find the right flexibility in how to draft the ordinance so that it will be easy for applicants, sufficiently protective of what's historic and encourage people to get permits. She mentioned introducing a penalty for removing a tree without a permit and shared other ordinances state if a person removes a tree, they must replace it with two, but if they don't get a permit, they must replace it with four.

Commissioner Martin reported she spoke to Planning Manager Gonzalez about a resident that was having an issue with the online application for a tree trimming permit, because it required a notary signature. She stated she asked staff to investigate and eliminate that requirement unless it was the removal of a healthy tree.

Planning Manager Gonzalez replied there is a clause on that form that says if it's a Minor Certificate of Appropriateness to remove a tree, then notarization is not required. He reported it is setup to be notarized to get a signature of the owner. He shared staff are looking at redoing the form and working with legal.

Commissioner Martin asked if the City Council agenda for November will include the pre-1945 change to 50 years and older for demolition.

Planning Manager Gonzalez asked to leave that response for the communication at the end, after the Ad Hoc Tree report.

Commissioner Tomkins reported there are problems with the Canary Island Date Palms on Lincoln near Kathy Tessier's House, which are being tested for a fatal disease. She shared this is significant because if they have the disease the City wouldn't be able to replace with another Canary Island Date Palm and it may be something the Historic Preservation Commission would want to talk about because they are many in the area and are very distinctive trees. She stated they may want to come up with something that looks similar because it will have a significant impact on the appearance.

Planning Manager Gonzalez replied that is something staff will fold into the discussion about the amendment of the tree resolution.

Historic Preservation Commissioner General Comments

Commissioner Gonzalez addressed Commissioner Martin's question about the pre-1945 ordinance change. She reported that is the Ordinance Ad-Hoc Review Committees' responsibility and they are at a temporary standstill with Development Services Director Gutierrez stepping away but will continue work with Planning Manager Gonzalez. She reported they learned about updating and changing ordinances at a seminar the Committee attended a week ago and would like to use that information. She reported this item won't be on the November City Council agenda, but maybe December.

Commissioner Williams clarified there were City Council members who had reservations about switching to a fifty-year rule and so City Council asked the Ad Hoc Committee to return with multiple options and that is going to take a little longer than November with staff's current workload.

Commissioner Gonzalez added the Ordinance Ad Hoc Committee has not had enough meetings to generate different suggestions or resolutions to present to City Council. She stated the Committee would prefer to present something that they are comfortable, confident and knowledgeable about, so it gets passed and they don't have to go back to City Council for a third time.

Senior Planner Khan noted that whatever gets brought forward must go through the whole ordinance process, which includes going to the Planning Commission and to City Council a first and second reading.

Commissioner Kercheval requested to add standing Commission Communication item on the agenda, so there is a place to bring up general feedback and comments.

Planning Manager Gonzalez replied general comment technically falls under Item H Historic Preservation Commission Communication with the Ad Hoc Committee reports. He stated he can put another bullet for other discussion.

Commissioner Kercheval requested to hear about staff's research and work that has been done on earthquake retrofitting. He reported he heard Monrovia requires bolting before they approved Mills Act.

Planning Manager Gonzalez replied staff can research and provide the Historic Preservation Commission with examples what other cities do. He noted earthquake retrofitting is not something required as part of the Mills Act but he knows it's an important point. He requested Commissioner Kercheval email him specific questions he'd like to see answered.

Commissioner Tomkins commented the primary reason Pomona created a historic preservation ordinance was to be able access funds to earthquake retrofit some of the City's older masonry buildings. She stated if they are not retrofitting the Mills Act buildings and then there is a major earthquake and they are lost; she would feel like the Historic Preservation Commission is not protecting these properties.

Planning Manager Gonzalez responded it is something applicants can use the Mills Act to do it, but it's not required.

Commissioner Tomkins replied her understanding is the Historic Preservation Commission can approve or deny, as well as, set priorities for the Mills Act projects (i.e. exterior windows.). She stated if the City is taking a different track with the program now, they may need an Ad Hoc Committee to rewrite.

Planning Manager Gonzalez requested to let staff research to provide a good model of another City.

Commissioner Martin suggested adding an agenda item for a Mills Act discussion in January.

Planning Manager Gonzalez replied staff are happy to keep a wish list of requests and allocate staff as time becomes available. He reported staff are focusing on the tree ordinance and the cannabis right now.

Commissioner Kercheval expressed frustration about the salvage process associated with demolitions. He shared he pursued a salvage opportunity using the Pomona Heritage and the Historical Society presidents to approach the applicant and the applicant flat out refused. He commented it seems to be a gentleman's contract and there is nothing in place to guarantee access to items.

Commissioner Martin replied she thought there was a requirement to allow items to be salvaged through the Historical Society and Pomona Heritage.

Commissioner Gallivan stated the Historical Society does not have insurance and so there is a liability issue.

Commissioner Gonzalez responded that Debra Clifford has insurance.

Commissioner Kercheval suggested asking applicants who verbally agrees to provide a salvage opportunity to place items at the curb to be picked up, so insurance is not an issue.

Senior Planner Khan replied all Major Certificates of Appropriateness for demolition include a condition that says requests a reasonable opportunity for salvage, however, it does not mandate it. He reported the challenge is the legal enforceability. He reported in the past the City had applicants' mail salvage opportunities to the historic groups and neighboring properties, opening the property on specific date but there was legal enforceability issue with that from a liability insurance standpoint. He stated staff can look at other options for salvage, such as leaving items on the curb.

Commissioner Martin suggested a minimum to be notified if the applicant plans to sell items so the community can have an opportunity to purchase.

Commissioner Tomkins confirmed the applicants are saying they don't want the liability or if the City was the one raising that issue.

Senior Planner Khan replied it's both.

Commissioner Tomkins replied she is confused about the liability issue, because people must open their property for City Staff to go in to inspect a property.

Senior Planner Khan replied he wouldn't be able to speak to that but would be happy to research.

Commissioner Tomkins added the City requires people on the Mills Act to make their home available for Pomona Heritage tours. She confirmed Pomona Heritage provides that insurance. She recommended the city look at the cost of securing similar insurance.

Commissioner Kercheval replied Pomona Heritage has insurance and has offered to go in and salvage whatever was needed, but the applicant refused. He requested staff research and come back so that the Commission is knowledgeable and can explain to applicant what they are saying yes to.

Chair Gomez suggested sharing with applicants when they agree to salvage, that several others have refused.

Commissioner Tomkins asked if they needed to make an amendment to the ordinance.

Planning Manager Gonzalez replied staff will investigate and look at models from another Cities who have been successful.

Commissioner Tomkins stated it probably has to do with the fact that we can't legally hold up an approval of an application based on someone donating property.

Senior Planner Khan added the code requires a thirty-day advance relocation opportunity notice to be published in the Daily Bulletin, providing an opportunity for anybody to call up the property owner and make a bid, however, that does not address interior salvage.

Commissioner Tomkins responded the City might be able to revise that section to pick up something less than moving the whole building.

Commissioner Martin spoke about the Historical Society salvaging items from Second Street demolitions and it being a requirement for the Historical Society to obtain doors, fixtures and sculptures. She recommended working together with the Historical Society and Pomona Heritage to negotiate the removal and storage of items at Phillips Mansion.

Commissioner Kercheval commented its costs money to demolish a house and it doesn't cost that much more to extract pieces or hold off on sending an item to the dump. He stated he wanted the Commission to be aware of what happened for the next demolition request. He stated he prefers asking applicants to set items at the curb versus dealing with the liability issue.

Commissioner Tomkins recommended putting the question out on the Certified Local Governments list serve.

Commissioner Kercheval asked if staff did research on the water bill communication.

Planning Manager Gonzalez replied staff did not get a chance to look at that. He shared the City is are moving forward with the website, but that is going to take time. He shared there may be ways to put communication on their current website by creating a historic preservation page. He stated he will investigate this and report back in November.

Commissioner Kercheval commented the reason this is a priority for him is because there have already been several unpermitted front door changes in the neighborhood and there are currently a lot of misconceptions about being in a historic district. He stated he wants to put historic districts in a positive posture in the community as opposed to being seen as restrictive.

Commissioner Martin replied she'd like to see a postcard.

Commissioner William asked if there was a single consolidated register of all the locally designated properties in the City of Pomona.

Senior Planner Khan replied there is, and staff reference it constantly. He stated he would be happy to provide a copy. He noted the districts are on the public map.

Commissioner Tomkins reported the GIS map is not consistent across the districts, with Lincoln Park properties being shown as contributing or non-contributing and Wilton Heights has nothing.

Senior Planner Khan replied staff will investigate and make sure it's corrected.

Commissioner Williams asked if a Commissioner were to sponsor an individual designation would that preclude that Commissioner from being able to vote when the item came before the Historic Preservation Commission.

Senior Planner Khan replied if there was an application for an individual landmark and one of the Commissioners was actively involved in presenting evidence for why it should be landmarked, then it would make sense for that Commissioner to recuse themselves. He noted they have applications where the local Historic Society would contribute information and that's appropriate, but he recommended being cautious about submitting applications with a Commissioner's name on it and using discretion with the level of involvement.

Commissioner Tomkins responded the ordinance states that the Historic Preservation Commission will aid residents by making themselves available to answer questions from the community. She stated the ordinance also allows the Historic Preservation Commission itself to recommend properties for designation.

Planning Manager Gonzalez replied that may be accurate, but an attorney would recommend the conservative approach to eliminate any issues. He stated they can give information, support, and sponsor but then politely recuse themselves.

Commissioner Tomkins replied there wouldn't be a requirement to recuse because there isn't any financial interest.

Chair Gomez asked staff provide a clear definition on this matter.

Commissioner Tomkins agree because the issue is that the ordinance is asking one thing and the she is being told by staff that they shouldn't be doing it.

Planning Manager Gonzalez replied he will address this question with the legal team.

Commissioner Gonzalez shared at the training she attended she saw a creative solution for historic demolitions. She shared that in Highland Park on a corner property, of sizable square footage with three original structures, that instead of tearing down the structures, the property owner turned them into ADUs and on three separate parcels of land keeping the historic feel of the neighborhood. She reported the original home had a small ADU within the home, then behind that there was another home and a garage that were turned into ADUs and then on the third part of the land they built a separate structure. She noted the project provided substantial income for the property owner who was able to sell or rent off whatever parts they wanted while keeping the aesthetic value of the historic structures and the integrity of the neighborhood. She stated there are two demolitions that have recently come across the dais that the Commission hasn't seen come back and she thought this might be a great alternate solution. She asked staff how the City could encourage property owners that want to do mid-modern developments to do something like this.

Assistant Planner Jimenez replied she recalled that specific example in Highland Park, however, there were some very distinct differences. She reported it was a corner lot which made subdivision possible, while still meeting minimum lot sizes. She pointed out in Pomona's previous cases the lot configurations were very different and it is not always a possibility to subdivide. She stated staff can present this option and noted she always asks applicants if they considered a redesign to incorporate the existing buildings.

Senior Planner Khan shared 737 Lewis is a good example of project that never came before the Commission. He reported the applicant wanted to build a 12-unit condo development and they ended up building 11 units and retaining the original Victorian home and building around it. He stated the applicant a tract map and there is a cul-de-sac. He reported this project is in plan check, soon to be constructed.

Assistant Planner Jimenez stated she will email that out.

Commissioner Gallivan he stated he requested that 682 Illinois to be put on the agenda and it wasn't.

Planning Manager Gonzalez replied he communicated via email that staff do not bring items to the Commission that are exempt or approved at staff level, so that the Commission is not discussing specifics on the dais. He stated they may talk about general topics that apply to those properties. He responded that staff are happy to talk to Commission Gallivan individually.

Commissioner Gallivan asked when the COA was issued.

Planning Manager Gonzalez replied Assistant Planner Jimenez provided an email update.

Commissioner Gallivan reported an email was sent asking if he wanted more information and he replied yes, but never received anything back.

Planning Manager Gonzalez replied there wasn't a COA issued, there was an exemption found because the changes to the house weren't significant enough. He reported it was an addition to the back of a house that isn't a contributor to the district.

Assistant Planner Jimenez replied for any non-contributing structure within a designated historic district .580913 applies and states that staff are to assess the scope of work and if the changes do not significantly alter the character or the aesthetic value of the district those plans can continue as a building permit and would not go through any Minor or Major Certificate of Appropriateness process.

Commissioner Gallivan asked when he could issue an appeal.

Assistant Planner Jimenez replied there is no appeal for building permits.

Commissioner Gallivan commented the communication been bad on this item. He asked what code allows the applicants to remove the original windows and frames and replace with plastic ones.

Assistant Planner Jimenez replied if a non-contributing home in a historic district doesn't have any original windows to begin with and the request for a building permit comes to change the windows (aluminum or vinyl) and they are being replaced with a like material, that change will not have an impact on the district because when the district was formed this home was recorded as having those distinctive differences which deemed it as non-contributing. She stated this is how any non-contributing property will be analyzed.

Commissioner Gallivan responded the Commission has a responsibility to maintain the historical significance of non-contributing per the Historic Preservation Charter.

Assistant Planner Jimenez replied she understands that and, in a scenario, where a property is changing vinyl windows to similar vinyl windows staff are not taking away from that standing.

Commissioner Gallivan confirmed the windows were already vinyl.

Assistant Planner Jimenez replied they were, but staff want to avoid directly referencing any specific property.

Commissioner Gonzalez asked what the process would be if an owner wanted to change a non-contributing building with some wood windows to vinyl windows.

Assistant Planner Jimenez replied staff would assess to see if the change would have such a significant impact on the district (integrity and distinctive features) and then decide if the project should bring it forward to the Commission.

Commissioner Tomkins replied this is like the vinyl fencing issue in the districts. She recommended trying to address this in the design guidelines by identifying types of materials or changes that the Historic Preservation Commission believes has an impact on the district.

Commissioner Gallivan replied the fencing guidelines state if other houses around do not have fences that the City should try to keep from adding additional fences.

Senior Planner Khan stated the core concern here seems to be the difference of administrative review on determining whether something is detracting from the district or not, so maybe a discussion would help make the commission feel that it is less arbitrary or supported.

Commissioner Gallivan replied the Commissioners do feel that they have a responsibility.

Commissioner Tomkins asked staff if they encourage applicants to consider putting in wood windows in a historic district.

Assistant Planner Jimenez replied yes, staff lay out all the options that would be appropriate for the style of the home or a contributing home. She noted that historically that has worked out well.

Commissioner Martin added that when an "opted out" contributing structures in a historic district is sold it goes straight into the district.

Assistant Planner Jimenez replied the City has a running list of all the exempt properties in all three districts. She noted there is a difference between contributing in a district, non-contributing in a district and exempt. She stated exempt does not have to abide by section .580913, however, if the original homeowner that was listed during the exemption process when the historic district was established, sells their home that home is automatically now contributing. She reported staff knows about that as soon as work comes in because there are red flags that pop up for any building permit within the historic district boundaries. She stated if the owner is not the same owner anymore, staff make them aware that now own a contributing home in that historic district and must go through a Minor Certificate of Appropriateness.

Commissioner Martin responded they only know if they come in for a permit.

Chair Gomez asked if it would be permissible for this group to have the list of those exempt homes in historic districts.

Commissioner Gonzalez noted it doesn't have to be a sale, just a change title.

Assistant Planner Jimenez agreed. She stated the list of exempt properties is part of the resolution (a public document).

Commissioner Gallivan reported the last time he read through the ADU ordinance it did not mention that houses couldn't be seen from the front. He noted Pasadena states that additions cannot be seen from the front and he feels the ordinance needs something similar. He reported he has heard comments from the community about how the Planning staff are making arbitrary decisions.

Commissioner Gonzalez replied a good example of Commission Gallivan's comment are the Mills Acts that came to the Commission. She noted they were all represented by different planners and each had very different levels of involvement, for example one presentation highlighted a lot of paint work and then the one tonight was very granular going down to the light fixtures and sinks.

Senior Planner Khan replied any planner at the Planning Division right now will offer you the same service for historic districts because they are trained the same way. He stated there isn't a resident historic expert. He stated the Mills Act applications were purposefully given to four different planners to work together. He reported the planners all shared notes on practices and did site visits together to provide a level in uniformity for applicants. He stated tonight's item may have been more detailed because it had the more interior improvements, whereas one of the last three included a bathroom remodel. He stated the analysis was conducted in a group setting they worked off a template staff report.

Planning Manager Gonzalez added the Planning Department strives for consistency and looks for ways to improve. He noted the Pomona's code is objectively written but also allows for some interpretation because nothing fits nicely into a box. He reported when a judgment call is needed, the planners typically confer with Development Services Director Gutierrez or himself and they decide together. He stated the goal is always to be consistent and provide the best information to residents. He stated the residents that feel like they weren't treated the same often don't have the full information and there was actually a different set of circumstances that applied.

Senior Planner Khan shared that recently the Planning Department recognized on previous Mills Acts that staff were requiring life and safety improvements, however, that was not specified anywhere. He spoke about cleaning up old processes.

Commissioner Tomkins asked for further clarification on the Mills Act change.

Assistant Planner Jimenez replied prior to taking on the four most recent Mills Acts, the planners did research on how the Mills Acts were handled before. She reported when the program was re-established an extensive list of approved projects was created. She noted the old Mills Contracts (11 to date) have a section called Life & Safety improvements, which is arbitrary and lacking consistency. She stated there were certain projects that staff may have required as part of the scope of work that was not outlined in the Mills Act guidelines and that is no longer the case. Staff have now developed a consistent template and way of analyzing all Mills Acts applications going forward.

Commissioner Tomkins replied the Commission should be weighing in on changes in process. She stated the code pertaining to this Commission states they are responsible for the oversight of the application processing and priorities. She stated she is seeing staff making a lot of changes and decisions but there hasn't been a conversation with the Commission. She commented it is difficult to work collaboratively when the rules keep changing.

Senior Planner Khan replied the rules aren't changing. He stated there is a difference between rules changing and interpretations made and a previous staff making a judgement call on what to ask an applicant to do versus what the code says.

Commissioner Tomkins responded she thinks some direction from the Commission has been lost in those decisions.

Chair Gomez suggested they have a workshop on the items that Commissioners feel there has been discrepancies.

Commissioner Tomkins replied it sounds like staff went through a process of looking a Life and Safety and she feels it would have been useful for them to advise the Commission that they were making this change, because the Commissioners are advising residents.

Commissioner Gonzalez commented she agrees that if they have the same information it would make it easier for all. She shared resident Jeff Sladick had to change light switches, plugs and smoke detectors before he could do anything else and these items were not a part of his original plan. She noted Mr. Sladick does community workshops on Mills Acts and is the reason they received the four most recent applications. She stated it's important for the Commissioners to know this information because they are the voice for the community, especially on Mills Act because it's within the historic districts.

Commissioner Tomkins clarified she doesn't have an objection to the changes, she just wants everyone to be on the same page. She reported she noticed a change in the online version of the 1999 design guidelines with an updated fence section. She noted the new fence section doesn't have a date telling when it was updated.

Senior Planner Khan replied the Pomona zoning ordinance was updated in 2009 to add a fence, wall and hedges section. He stated that included design guidelines for historic districts, so the section she saw is referencing that code section.

Planning Manager Gonzalez responded he understand needs to be more communication about the changes that are happening.

Commissioner Tomkins reported the historic preservation ordinance has timelines from when an application is complete to when it must come before the Commission. She asked how staff are implementing this because she hasn't seen anything in the documentation reporting when an application was received or deemed completed. She stated in the past that hasn't been followed closely. She commented they all need to be paying attention because if they don't follow the deadline the Historic Preservation Commission will lose its ability to review.

Senior Planner Khan replied the timelines are being followed. He reported in the last 24 months the timelines have been cleaned up quite a bit. He stated in 2017 major COAs were submitted and because of lack of staff it was virtually impossible to meet those timelines but now that the Planning Division is caught up those timelines are being met. He stated staff are obligated to follow the Permit Streamlining Act. He stated staff can include those date in future reports.

Commissioner Gallivan commented the design guidelines read "to preserve the historic appearance and value of Pomona's designated historic landmarks and structures. Within preservation districts, property owners must obtain a Certificate of Appropriateness before undertaking any minor alternation project that requires a building permit."

Commissioner Tomkins responded that doesn't exclude non-contributing properties so maybe that needs to be updated.

Senior Planner Khan responded Assistant Planner Jimenez was referencing the code section on non-contributing. He stated if there is an inconsistency staff can correct that.

Commissioner Tomkins reported the previous staff compared all applications with the location of Commissioner residences and would notify a Commissioner if something was coming forward that was within 500 feet. She stated this allowed time to get an FPPC interpretation about recusal. She stated it hasn't been as much of an issue lately, because there has been good attendance, but in the past a recusal would mean they didn't have a quorum. She requested staff arrange the schedule to be sensitive to those issues.

ITEM I:

DEVELOPMENT SERVICES DIRECTOR/PLANNING MANAGER COMMUNICATION:

1. Minor Certificates of Appropriateness for September 2019 (attached).

Commissioner Gallivan asked about 516 Lincoln.

Planning Manager Gonzalez responded somebody added some wrought iron railing to the windows and the City doesn't have any record of it. He stated staff are going to investigate further.

Commissioner Tomkins reported the format of Minor Certificates of Appropriateness report doesn't line up right.

Commissioner Gallivan asked about the roof line.

Planning Manager Gonzalez replied that was a like for like.

Planning Manager Gonzalez invited the Historic Preservation Commissioners to the annual historic symposium put on by the Orange County American Planning Association (APA) on Friday, November 15, 2019 from 11:00 a.m. to 3:00 p.m. He stated it includes lunch, speakers and a walking tour of downtown. He shared he is the historian for the Orange County American Planning Association (APA) and would be happy to have them as his guest.

ADJOURNMENT:

Chair Gomez adjourned the meeting at 9:33 p.m. to the next regularly scheduled meeting of the Historic Preservation Commission on November 6, 2019 at 6:30 p.m. in the City Council Chambers.

Anita Gutierrez, AICP
Development Services Director

Jessica Thorndike, Transcriber

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

City of Pomona

505 S. Garey Ave.
Pomona, CA 91766



Regular Meeting Agenda

Wednesday, December 4, 2019

6:30 PM

City Council Chambers

Historic Preservation Commission

Chairperson Alice R. Gomez
Vice-Chairperson Ann Tomkins
Commissioner Debra Martin
Commissioner Tamara Gonzalez
Commissioner Jennifer Williams
Commissioner James Gallivan
Commissioner Jim Kercheval

PLEASE NOTE:

Members of the Historic Preservation Commission and the public are reminded that they must preserve order and decorum throughout the Meeting. In that regard, Members of the Historic Preservation Commission and the public are advised that any delay or disruption in the proceedings or a refusal to obey the orders of the Historic Preservation Commission or the presiding officer constitutes a violation of these rules.

- The conduct of Historic Preservation Commission meetings is governed by the portion of the California Government Code commonly known as the "Brown Act" and by the Pomona Historic Preservation Commission Rules of Procedure.
- The Historic Preservation Commission meeting is for conducting the City 's business, and members of the audience must obey the rules of decorum set forth by law. This means that each speaker will be permitted to speak for three (3) minutes to address items that are listed on the Historic Preservation Commission agenda or topics which are within the jurisdictional authority of the City.
- No profanity, personal attacks, booing, cheering, applauding or other conduct disruptive to the meeting will be permitted. Any person not adhering to the Rules of Procedure or conduct authorized by the Brown Act may be asked to leave the Council Chambers.
- All comments directed to the Historic Preservation Commission or to any member of the Historic Preservation Commission must be directed to the Chairperson (or Vice Chairperson if the Chairperson is absent). We ask that you please respect the business nature of this meeting and the order required for the proceedings conducted in the Council Chambers.

A. CALL TO ORDER:

Chairperson Alice R. Gomez

B. PLEDGE OF ALLEGIANCE:

Chairperson Alice R. Gomez

C. ROLL CALL:

Chairperson Alice R. Gomez, Vice-Chairperson Ann Tomkins, Commissioner Debra Martin, Commissioner Tamara Gonzalez, Commissioner Jennifer Williams, Commissioner James Gallivan and Commissioner Jim Kercheval.

D. PUBLIC COMMENT:

1. At this time, the general public is invited to address the Historic Preservation Commission concerning any items that are not listed on the agenda, which are not public hearings, or other items under the jurisdiction of the Historic Preservation Commission. Comments from the public of any non-agenda items will be limited to three (3) minutes in accordance with City policy.
2. Any applicant or member of the public wishing to speak on any item that is listed on the agenda is requested to adhere to the following protocol procedures/guidelines:
 - a) Prior to the meeting, or during the meeting prior to an agenda item being discussed, any person wishing to address the Historic Preservation Commission shall complete a speaker card and submit it to the Development Service Director. Speaker cards are available in the foyer of the City Council Chambers and from the Minutes Clerk.
 - b) When called upon, the person shall 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 Historic Preservation Commission on the same subject matter, the Chairperson may, at his/her discretion, request that the group choose a spokesperson to address the Commission.
 - c) All remarks should be addressed to the Historic Preservation Commission as a whole, and not to individual Commissioners. Questions, if any, should be directed to the presiding Chairperson who will determine whether, or in what manner an answer will be provided.

E. CONSENT CALENDAR:

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.

F. HEARING ITEMS:1. Major Certificate of Appropriateness (MAJCOA 12513-2019)

Project Address: 251 Lincoln Avenue

Project Applicant: Allison McCurdy, Kerry Dowling

Project Planner: Carlos Molina, Planning Technician

Council District: CC District No. 4

Major Certificate of Appropriateness (MAJCOA 12513-2019) to permit the removal of one (1) Coast Live Oak Tree on an existing single-family property located at 251 Lincoln Avenue within the Lincoln Park Historic District. Pursuant to the provisions of the California Environmental Quality Act (CEQA Public Resources Code, Section 21084 et. seq.), this project meets the requirements for a Categorical Exemption in compliance with Article 19, Section 15301, (Class 4 - Minor Alterations to Land).

Recommendation:

The Planning Division recommends the Historic Preservation Commission adopt the attached draft Resolution recommending approval of Major Certificate of Appropriateness (MAJCOA 12513-2019), subject to conditions.

Attachments: [Staff Report](#)

[Attachment 1 - Draft HPC Resolution](#)

[Attachment 2 – Location Map & Aerial Photo](#)

[Attachment 3 - Site Photographs](#)

[Attachment 4 – Historic Resources Information Form, 1993](#)

[Attachment 5 – Arborist Report](#)

[Attachment 6 – Structural Engineer Report](#)

[Attachment 7 – Mitigation Documentation](#)

[Attachment 8 – Public Hearing Notice](#)

[Attachment 9 – Site Plan](#)

2. Major Certificate of Appropriateness (MAJCOA 12895-2019)

Project Address: 320 Lincoln Avenue

Project Applicant: Walter Faustlin

Project Planner: Lynda Lara, Assistant Planner

Council District: CC District No. 4

A request for a Major Certificate of Appropriateness (MAJCOA12895-2019) to construct a 612 square-foot addition, a 175 square-foot remodel and 200 square-foot wood deck a property located at 320 Lincoln Avenue in the Lincoln Park Historic District. Pursuant to

the provisions of the California Environmental Quality Act (CEQA Public Resources Code, Section 21084 et. seq.), this project meets the criteria for a Class 1 Categorical Exemption (Existing Facilities).

Recommendation:

The Planning Division recommends the Historic Preservation Commission adopt the attached draft Resolution recommending approval of Major Certificate of Appropriateness (MAJCOA 12895-2019), subject to conditions.

Attachments:

[Staff Report](#)

[Attachment 1 - HPC Resolution](#)

[Attachment 2 - Location Map & Aerial Photograph](#)

[Attachment 3 - Site Photographs](#)

[Attachment 4 - Lincoln Park Historic Survey](#)

[Attachment 5 - Proposed Plans](#)

[Attachment 6 - Public Hearing Notice and Map](#)

3. Major Certificate of Appropriateness (MAJCOA 12888-2019)

Project Address: 501 E. Kingsley Avenue

Project Applicant: Denise Lansberry

Project Planner: Eunice Im, AICP, Assistant Planner

Council District: CC District No. 4

Major Certificate of Appropriateness (MAJCOA 12888-2019) to allow a 418 square-foot addition to a contributing single-family residence located at 501 E. Kingsley Avenue in the Lincoln Park Historic District. Pursuant to the provisions of the California Environmental Quality Act (CEQA Public Resources Code, Section 21084 et. seq.), this project meets the requirements for a Categorical Exemption in compliance with Article 19, Section 15301 (Class 1 - Existing Facilities).

Recommendation:

The Planning Division recommends the Historic Preservation Commission adopt the attached draft Resolution recommending approval of Major Certificate of Appropriateness (MAJCOA 12888-2019), subject to conditions

Attachments:

[Staff Report](#)

[Attachment 1 - Draft HPC Resolution](#)

[Attachment 2 - Location Map and Aerial Photo](#)

[Attachment 3 - Photographs of proposed site](#)

[Attachment 4 - Historic Resource Inventory Form](#)

[Attachment 5 - Proposed Plans](#)

[Attachment 6 - Public Hearing Notices](#)

4. Major Certificate of Appropriateness (MAJCOA 12883-2019)

Project Address: 877 W. Grand Avenue

Project Applicant: Gilbert Jow

Project Planner: Alina Barron, Assistant Planner
Council District: CC District No. 2
Major Certificate of Appropriateness (MAJCOA 12883-2019) to allow the demolition of one single-family residence, garage, and poultry house with estimated construction dates between 1927-1937 located at 877 W. Grand Avenue. Pursuant to the provisions of the California Environmental Quality Act (CEQA Public Resources Code, Section 21084 et. seq.), this project meets the requirements for a Categorical Exemption in compliance with Article 19, Section 15301 (L.1, Class 1).

Recommendation:

The Planning Division recommends the Historic Preservation Commission adopt the attached draft Resolution recommending approval of Major Certificate of Appropriateness (MAJCOA 12883-2019) to allow the demolition of a pre-1945 single-family dwelling and garage, with the exception of the poultry house, subject to conditions.

Attachments: [Staff Report](#)
 [Attachment 1 - Draft HPC Resolution](#)
 [Attachment 2 - Project Plans](#)
 [Attachment 3 – Location Map & Aerial Photograph](#)
 [Attachment 4 - Historic Resources Inventory Form](#)
 [Attachment 5 - Site Photographs, Single-Family Dwelling](#)
 [Attachment 6 - Site Photographs, Poultry House](#)
 [Attachment 7 - Works Cited](#)
 [Attachment 8 - Public Hearing Notice](#)

G. DISCUSSION:

1. HPC Priorities.

Attachments: [HPC Priorities 12.4.19](#)

2. Historic Preservation Commission Rules of Procedures/By-Laws.

Attachments: [November 7, 2018 Staff Report with Attachments](#)

H. HISTORIC PRESERVATION COMMISSION COMMUNICATION:

1. Report from Ordinance Review AdHoc Committee.
2. Report from Stable AdHoc Committee.
3. Report from Tree AdHoc Committee.

I. DEVELOPMENT SERVICES DIRECTOR/PLANNING MANAGER COMMUNICATION:

1. Minor Certificates of Appropriateness for November 2019 (attached).

Attachments: [Certificates of Appropriateness November 2019](#)

2. 2020 Calendar

ADJOURNMENT:

The City of Pomona Historic Preservation Commission is hereby adjourned to the next regular meeting of January 15, 2020 at 6:30 p.m. in the City Council Chambers.

CERTIFICATION OF POSTING AGENDA:

I, Anita D. Gutierrez, AICP, Development Services Director for the City of Pomona, hereby certify that the agenda for the December 4, 2019 meeting of the Historic Preservation Commission was posted in City Hall, near the door of the City Council Chambers, and on the City's website www.ci.pomona.ca.us on November 26, 2019. I declare under the penalty of perjury that the foregoing is true and correct.

/s/Anita D. Gutierrez, AICP, Development Services Director



City of Pomona

Historic Preservation Commission

Action Minutes

*Chairperson Ann Tomkins
Vice-Chairperson Tamara Gonzalez
Commissioner Debra Martin
Commissioner Jennifer Williams
Commissioner Alice R. Gomez
Commissioner James Gallivan
Commissioner Jim Kercheval*

Wednesday, December 2, 2020

6:30 PM

Via Video Conference

CALL TO ORDER

Chairperson Tomkins called the Historic Preservation Commission meeting to order at 6:35 p.m. Via Video Conference.

PLEDGE OF ALLEGIANCE

Commissioner Martin led the Pledge of Allegiance.

ROLL CALL

Present: Chairperson Ann Tomkins
Vice-Chairperson Tamara Gonzalez
Commissioner Debra Martin
Commissioner Jennifer Williams
Commissioner Alice R. Gomez
Commissioner James Gallivan
Commissioner Jim Kercheval

Absent: None

Staff Present: Anita D. Gutierrez, Development Services Director
Ata Khan, Supervising Planner
Eunice Im, Assistant Planner
Carlos Molina, Planning Technician

PUBLIC COMMENT

None

CONSENT CALENDAR

1. Approval of Draft Historic Preservation Commission Action Minutes meeting of November 4, 2020.

A motion was made by Commissioner Gallivan, seconded by Commissioner Martin, carried by a unanimous vote of the members present (7-0-0-0) to approve the Action Minutes of November 4, 2020 as amended.

Chairperson Ann Tomkins – yes; Vice-Chairperson Tamara Gonzalez – yes; Commissioner Martin – yes; Commissioner Williams – yes; Commissioner Gomez – yes; Commissioner Gallivan – yes; Commissioner Kercheval – yes.

OPPOSITION: None

IN SUPPORT: None

DISCUSSION TIME: 4 minutes (6:38 p.m. to 6:42 p.m.)

2. Appeal of Decision Letter – 219 Garfield Avenue (MINCOA 014419-2020)

A motion was made by Commissioner Kercheval, seconded by Commissioner Tomkins, carried by a 3 “yes” votes, 1 “no” vote and 3 “recused” votes (3-1-0-3) to approve option 2 of the presentation as proposed by staff; to approve the appeal and find that new walkway, low-lying wall and fountain would not have a significant impact on the Historic District.

Chairperson Ann Tomkins – yes; Vice-Chairperson Tamara Gonzalez – recused*; Commissioner Martin – recused*; Commissioner Williams – no; Commissioner Gomez – yes; Commissioner Gallivan – recused*; Commissioner Kercheval – yes.

*Based on FPPC regulations Vice-Chairperson Gonzalez, Commissioner Martin and Commissioner Gallivan recused themselves due to proximity of residence to property and left the meeting.

OPPOSITION: None

IN SUPPORT: Britney Gallivan spoke in support of this item.
William Crisafi spoke in support of this item.

DISCUSSION TIME: 1 hour 34 minutes (6:43 p.m. to 8:17 p.m.)

Britney Gallivan spoke and stated she submitted a minor certificate of appropriateness for the electrical for the fountain and decorative wall; subsequently, for the walkway, low lying

wall and fountain with concrete wall. She stated the attachments she provided included wall, fountain and garden images from the neighborhood and online. She expressed that the proposed project is in compliance with the zoning ordinance and complementary to the neighborhood. She mentioned that she spend a significant amount of time researching and designing the garden that fits with the character of the home. She said that the guidelines for the Pomona historic properties say that the repair extension or installation of new driveways or walkways do not require a certificate of appropriateness. She said that it also states the installation of raise masonry work patios, patio covers, decks, porches, cart ports and awning do not require a certificate of appropriateness. She stated that the city code does not mention a certificate of appropriateness is require for a fountain.

William Grisafi spoke and stated that Commissioner Kercheval understood that there is a hedge that is going to be planted behind the wall that grows up above the wall. He stated neither of those are going to be so high that if someone really wanted to could not step over them. He mentioned the intent is that our home does not have a path through to our front door it has a ribbon driveway, which is for cars, and there is no way if it is fill with cars to get to the front door through a path, which is a very common element in the community. He expressed the intent is for the wall to be interrupted by a walkway through it, so there is a way to get through the walkway and it adds interest to the front yard. He said that there is a lot of intent and careful planning and design that went into our plan. We did quite of bit of research looking at homes not just in the community that are similar in design also in other cities and countries. He expressed the home that is around the corner of the block is the same style; it is an english revival style and is very similar. He said their wall is a little higher and our wall is a decorative garden wall and not meant from stopping people through our yard. He stated that he thinks the wall of the corner is 36 inches high and ours is only about 16 inches. He mentioned the code that is being applied is related to fences, and you cannot have a fence where there was not a fence, and if you want a wall where there was not a wall, you will need to apply for a minor certificate of appropriateness.

Chair Kercheval asked to reconsider the item.

A motion was made by Commissioner Kercheval, seconded by Commissioner Gomez, carried by a 4 “yes” votes, 0 “no” vote and 3 “recused” votes (4-0-0-3) to reconsider the item for further discussion of the column height.

Chairperson Ann Tomkins – yes; Vice-Chairperson Tamara Gonzalez – recused*;
Commissioner Martin – recused*; Commissioner Williams – yes; Commissioner Gomez – yes; Commissioner Gallivan – recused*; Commissioner Kercheval – yes.

*Based on FPPC regulations Vice-Chairperson Gonzalez, Commissioner Martin and Commissioner Gallivan recused themselves due to proximity of residence to property and left the meeting.

DISCUSSION TIME: 3 minutes (8:18 p.m. to 8:21 p.m.)

Chair Kercheval asked for an alternative motion.

A motion was made by Commissioner Kercheval, seconded by Commissioner Tomkins, carried by a 2 “yes” votes, 2 “no” votes and 3 “recused” votes (2-2-0-3) to

upheld the appeal and approve the minor certificate of appropriateness and limit the wall to 16 inches and the columns to no more than 24 inches (failed motion).

Chairperson Ann Tomkins – yes; Vice-Chairperson Tamara Gonzalez – recused*; Commissioner Martin – recused*; Commissioner Williams – no; Commissioner Gomez – no; Commissioner Gallivan – recused*; Commissioner Kercheval – yes.

*Based on FPPC regulations Vice-Chairperson Gonzalez, Commissioner Martin and Commissioner Gallivan recused themselves due to proximity of residence to property and left the meeting.

DISCUSSION TIME: 3 minutes (8:22 p.m. to 8:25 p.m.)

Chair Kercheval asked for an alternative motion.

A motion was made by Commissioner Kercheval, seconded by Commissioner Williams, carried by a 3 “yes” votes, 1 “no” vote and 3 “recused” votes (3-1-0-3) to approve option 2; approve the fountain and walkway, no low-lying wall.

Chairperson Ann Tomkins – no; Vice-Chairperson Tamara Gonzalez – recused*; Commissioner Martin – recused*; Commissioner Williams – yes; Commissioner Gomez – yes; Commissioner Gallivan – recused*; Commissioner Kercheval – yes.

*Based on FPPC regulations Vice-Chairperson Gonzalez, Commissioner Martin and Commissioner Gallivan recused themselves due to proximity of residence to property and left the meeting.

DISCUSSION TIME: 6 minutes (8:26 p.m. to 8:32 p.m.)

PUBLIC HEARING ITEMS

1. Major Certificate of Appropriateness (MAJCOA 13258-2020) (Continued from November 4, 2020 and Request to continue to January 6, 2021).

Location: 420 E. Alvarado Street

Request: A request for a Major Certificate of Appropriateness to demolish and existing deck area to accommodate an interior remodel and the construction of a 590 s.f. addition consisting of a new family room, laundry room, two bathrooms and a second story balcony at a property located in the R-1-6,000 (Single Family Residential) Zone and Lincoln Park Historic District.

Environmental Determination: Pursuant to the provisions of the California Environmental Quality Act, this project meets the requirements for a Class 1 (Existing Facilities) Categorical Exemption in that the project will not result in an increase of more than 50 percent of the floor area of the structures before the addition, or 2,500 square feet.

A motion was made by Commissioner Kercheval, seconded by Commissioner Martin, carried by a 7 “yes” votes and 0 “no” vote (7-0-0-0) to continue the item to the next scheduled meeting of January 6, 2021.

Chairperson Ann Tomkins – yes; Vice-Chairperson Tamara Gonzalez - yes; Commissioner Martin – yes; Commissioner Williams – yes; Commissioner Gomez – yes; Commissioner Gallivan – yes; Commissioner Kercheval – yes.

OPPOSITION: None

IN SUPPORT: None

DISCUSSION: 3 minutes (8:33 p.m. to 8:36 p.m.)

2. Major Certificate of Appropriateness (MAJCOA 14807-2020) (Request to continue to January 6, 2021)

Location: 861 W. Orange Grove Ave.

Request: A Major Certificate of Appropriateness (MAJCOA 14807-2020) to allow for the demolition of pre-1945 structures on a property located at 861 W. Orange Grove Ave.

Environmental Determination: Pursuant to the provisions of the California Environmental Quality Act, this project meets the requirements for a Class 1 Categorical Exemption, pursuant to Section 15301 (Existing Facilities) of CEQA.

A motion was made by Commissioner Martin, seconded by Commissioner Kercheval, carried by a 7 “yes” votes and 0 “no” vote (7-0-0-0) to continue the item to the next scheduled meeting of January 6, 2021.

Chairperson Ann Tomkins – yes; Vice-Chairperson Tamara Gonzalez - yes; Commissioner Martin – yes; Commissioner Williams – yes; Commissioner Gomez – yes; Commissioner Gallivan – yes; Commissioner Kercheval – yes.

OPPOSITION: None

IN SUPPORT: None

DISCUSSION: 1 minute (8:37 p.m. to 8:38 p.m.)

3. Major Certificate of Appropriateness (MAJCOA 14450-2020)

Location: 269 E. Alvarado Street

Request: A Major Certificate of Appropriateness (MAJCOA 14450-2020) request to allow for a small workshop addition (335 sq. ft.) to detached garage on single-family residential lot located in the Lincoln Park Historic District.

Environmental Determination: Pursuant to the provisions of the California Environmental Quality Act, this project meets the requirements for a Class 3 (New Construction or Conversion of Small Structures) Article 19, Section 15303.

A motion was made by Commissioner Kercheval, seconded by Vice-Chair Gonzalez, carried by a 7 “yes” votes and 0 “no” vote (7-0-0-0) to continue the item to the meeting of February 3, 2021.

Chairperson Ann Tomkins – yes; Vice-Chairperson Tamara Gonzalez - yes; Commissioner Martin – yes; Commissioner Williams – yes; Commissioner Gomez – yes; Commissioner Gallivan – yes; Commissioner Kercheval – yes.

OPPOSITION: None

IN SUPPORT: The applicant spoke in support of this project.

DISCUSSION: 36 minutes (8:39 p.m. to 9:15 p.m.)

Augusto Dolce, applicant, spoke and answered questions from the commission. Commissioner Kercheval asked, “If the applicant had a man door for the shop or is it all barn door? He mentioned that this was the first time seeing the drawings because of covid he has not had time to see his architect one-on-one. He mentioned that there should have been a door to the east side of the building. He expressed that the barn door to the north side and the roll up door is to have access if he needed to bring something through the backyard from the alley. He mentioned that the plans should have included a door and it should have been included in the plans presented to the commission. He stated the man door would be facing east of the ADU and there will be a doorway on that wall; however, this was not added to the plans. He expressed the roofline is different from what he expected to see and he might have to re-submit his plans.

4. Major Certificate of Appropriateness (MAJCOA 14615-2020)

Location: 1324 E. Kingsley Avenue

Request: A Major Certificate of Appropriateness (MAJCOA 14615-2020) request to allow for the demolition of single family residence built prior to 1945 on a lot located at 1324 E. Kingsley Ave. in the Lincoln Park Historic District.

Environmental Determination: Pursuant to the provisions of the California Environmental Quality Act, this project meets the requirements for a Class 1 (Existing Facilities) Article 19, Section 15301.

Resolution No. 20-017

A motion was made by Commissioner Kercheval, seconded by Vice-Chair Gonzalez, carried by a 7 “yes” votes and 0 “no” vote (7-0-0-0) to approve Major Certificate of Appropriateness (MAJCOA 14615-2020) as proposed by staff.

Chairperson Ann Tomkins – yes; Vice-Chairperson Tamara Gonzalez - yes; Commissioner Martin – yes; Commissioner Williams – yes; Commissioner Gomez – yes; Commissioner Gallivan – yes; Commissioner Kercheval – yes.

OPPOSITION: None

IN SUPPORT: The applicant spoke in support of the project.

DISCUSSION: 12 minutes (9:16 p.m. to 9:28 p.m.)

Yuhui Li, applicant, spoke and answered questions from the commission.

DISCUSSION

None

Adjournment

The Historic Preservation Commission meeting was adjourned by Commissioner Martin at 10:13 p.m. to the next regularly scheduled meeting of January 6, 2021.

Respectfully submitted,

Prepared by,

Anita D. Gutierrez, AICP
Development Services Director

Miroslava PourSanae
Administrative Assistant



City of Pomona

Historic Preservation Commission

Action Minutes

Chairperson Alice R. Gomez
Vice-Chairperson Ann Tomkins
Commissioner Debra Martin
Commissioner Tamara Gonzalez
Commissioner Jennifer Williams
Commissioner James Gallivan
Commissioner Jim Kercheval

Wednesday, January 15, 2020

6:30 PM

Council Chambers

CALL TO ORDER

Chairperson Gomez called the Historic Preservation Commission meeting to order at 6:31 p.m. in the Council Chambers.

PLEDGE OF ALLEGIANCE

Commissioner Martin led the Pledge of Allegiance.

ROLL CALL

Present: Chairperson Alice R. Gomez
Vice-Chairperson Ann Tomkins
Commissioner Debra Martin
Commissioner Tamara Gonzalez
Commissioner Jennifer Williams (arrived at 6:32 p.m.)
Commissioner James Gallivan
Commissioner Jim Kercheval

Absent: None

Staff Present: Development Services Director, Anita D. Gutierrez
Planning Manager, Gustavo Gonzalez
Alina Barron, Assistant Planner
Eunice Im, Assistant Planner
Chris Diggs, Water Resources Manager

A motion was made by Commissioner Martin, seconded by Commissioner Tomkins, carried by a unanimous vote of the members present (7-0-0-0) to move item I-2 to the first item on the agenda.

PUBLIC COMMENT:

None

CONSENT CALENDAR

1. Approval of Draft Historic Preservation Commission Action Minutes meeting of November 6, 2019.

A motion was made by Vice-Chairperson Tomkins, seconded by Commissioner Gonzalez, carried by a unanimous vote of the members present (7-0-0-0) to approve draft Historic Preservation Commission Action Minutes of November 6, 2019 with changes recommended.

Chairperson Alice R. Gomez – yes; Vice-Chairperson Ann Tomkins – yes; Commissioner Martin – yes; Commissioner Gonzalez – yes; Commissioner Williams – yes; Commissioner Gallivan – yes; Commissioner Kercheval – yes.

OPPOSITION: None

IN SUPPORT: None

DISCUSSION TIME: 3 minutes (6:55 p.m. to 6:58 p.m.)

Public Hearing Items:

1. Major Certificate of Appropriateness (MAJCOA 12883-2019).

Location: 877 W. Grand Avenue

Request: The applicant requests to demolish a single-family dwelling, detached garage, and poultry house within the Medium Density Multiple-Family Residential Zone (R-3), east of South White Avenue and South of 11th Street.

Environmental Determination: Pursuant to the provisions of the California Environmental Quality Act (CEQA Public Resources Code, Section 21084 et. seq.), this project meets the requirements for a Categorical Exemption in compliance with Article 19, Section 15301 (L.1, Class 1).

Resolution No. 20-001

A motion was made by Commissioner Martin, seconded by Commissioner Gonzalez, carried by a unanimous vote of the members present (6-1-0-0), to denied the

MAJCAO to allow the demolition of the structures on the property and to preserve all three structures: single-family dwelling, garage and poultry house.

Chairperson Alice R. Gomez – yes; Vice-Chairperson Ann Tomkins – no; Commissioner Martin - yes; Commissioner Gonzalez - yes, Commissioner Williams - yes; Commissioner Gallivan - yes; Commissioner Kercheval - yes.

OPPOSITION: None

IN SUPPORT: None

DISCUSSION TIME: 32 Minutes and 9 Seconds (6:25 p.m. to 6:57 p.m.)

2. Major Certificate of Appropriateness (MAJCOA 11397-2019)

Location: 961 E. Phillips Boulevard

Request: The applicant requests to demolish four (4) pre-1945 single-family residences within the R-2 Low Density Multiple Family Zone with an S-overlay.

Environmental Determination: Pursuant to the provisions of the California Environmental Quality Act (CEQA Public Resources Code, Section 21084 et. seq.), this project meets the requirements for a Categorical Exemption in compliance with Article 19, Section 15301 (Class 1 – Existing Facilities)

Resolution No. 20-002

A motion was made by Commissioner Martin, seconded by Commissioner Gallivan, carried by a unanimous vote of the members present (7-0-0-0), to denied the MAJCOA to demolish all four houses, would allow the moving of existing homes on site, to allow additional density/units on the property.

Chairperson Alice R. Gomez – yes; Vice-Chairperson Ann Tomkins - yes; Commissioner Martin - yes; Commissioner Gonzalez - yes; Commissioner Williams - yes; Commissioner Gallivan - yes; Commissioner Kercheval - yes.

OPPOSITION: None

IN SUPPORT: William Bresee, on behalf of the applicant, spoke in support of the project.
Carrie Chasteen, on behalf of the applicant, spoke in support of the project.

DISCUSSION TIME: 55 Minutes (6:58 p.m. to 7:53 p.m.)

3. Major Certificate of Appropriateness (MAJCOA 12537-2019)

Location: 650 W. Grand Avenue

Request: The applicant requests to demolish a single-family residence with an estimated construction date of 1910, per Los Angeles County Assessor data, within the R-2-PD Low Density Multiple Family and Planned Development (PD) Overlay Zones.

Environmental Determination: Pursuant to the provisions of the California Environmental Quality Act (CEQA Public Resources Code, Section 21084 et. seq.) this project meets the requirements for a Categorical Exemption in compliance with Article 19, Section 15301 (Class 1 – Existing Facilities)

Resolution No. 20-003

A motion was by Commissioner Gonzalez, seconded by Commissioner Martin, carried by a unanimous vote of the members present (7-0-0-0), approve partial demolition, allow demolition to the non-original portion of structure only and allow the structure to be moved, if necessary, to the side or front of the property but not the back with recommendation to keep original features.

Chairperson Alice R. Gomez - yes; Vice-Chairperson Ann Tomkins - yes; Commissioner Martin - yes; Commissioner Gonzalez - yes; Commissioner Williams - yes; Commissioner Gallivan - yes; Commissioner Kercheval – yes.

OPPOSITION: None

IN SUPPORT: None

DISCUSSION TIME: 56 Minutes (7:54 p.m. to 8:50 p.m.)

Adjournment

The Historic Preservation meeting was motion to adjourn by Chairperson Gomez at 10:33 p.m. to the next regularly scheduled meeting of February 5, 2020 at 6:30 p.m. in the City Council Chambers.

Respectfully submitted,

Prepared by:

Anita D. Gutierrez, AICP
Development Services Director

Miroslava PourSanae
Administrative Assistant



505 S. Garey Ave
Pomona, CA 91766

City of Pomona

Historic Preservation Commission

Action Minutes

Chairperson Alice R. Gomez
Vice-Chairperson Ann Tomkins
Commissioner Debra Martin
Commissioner Tamara Gonzalez
Commissioner Jennifer Williams
Commissioner James Gallivan
Commissioner Jim Kercheval

Wednesday, February 5, 2020

6:30 PM

Council Chambers

CALL TO ORDER

Chairperson Gomez called the Historic Preservation Commission meeting to order at 6:33 p.m. in the Council Chambers.

PLEDGE OF ALLEGIANCE

Vice-Chairperson Ann Tomkins led the Pledge of Allegiance.

ROLL CALL

Present: Chairperson Alice R. Gomez
Vice-Chairperson Ann Tomkins
Commissioner Jennifer Williams
Commissioner James Gallivan

Absent: Commissioner Debra Martin
Commissioner Tamara Gonzalez
Commissioner Jim Kercheval

Staff Present: Anita D. Gutierrez, Development Services Director
Gustavo N. Gonzalez, Planning Manager
Lynda Lara, Assistant Planner

PUBLIC COMMENT

None

CONSENT CALENDAR

None

PUBLIC HEARING ITEMS

1. Major Certificate of Appropriateness (MAJCOA 12931-2019)

Location: 464 W. Eight Street

Request: To allow for the demolition of a pre-1945 single-family residence on a property located at 464 W. Eight Street.

Environmental Determination: Environmental Determination: Per the California Environmental Quality Act (CEQA), this project meets the criteria for a Class 1, Section 15301 Categorical Exemption in that the project involves the demolition and removal of one single-family residence.

Resolution No. 20-004

A motion was made by Vice-Chairperson Tomkins, seconded by Commissioner Gallivan, carried by 4 “yes” votes and 0 “no” vote (4-0-0-3) to approve the Major Certificate of Appropriateness to allow for the demolition of one structure with two conditions (1) the applicant shall document the structure photographically and present a copy of the record to the Special Collections Division of the Pomona Public Library and to the Pomona Historical Society (2) to preserve the character of the surrounding area, it is strongly recommended that any future development on the site be carefully considered and be architecturally compatible.

Chairperson Alice R. Gomez - yes; Vice-Chairperson Ann Tomkins - yes; Commissioner Jennifer Williams – yes; Commissioner James Gallivan – yes.

OPPOSITION: None

IN SUPPORT: None

Adjournment

The Historic Preservation Commission meeting was adjourned by Chairperson Alice R. Gomez to the next regularly scheduled meeting of April 1, 2020 at 6:30 p.m.

Respectfully submitted,

Prepared by,

Anita D. Gutierrez, AICP
Development Services Director

Miroslava PourSanae
Administrative Assistant



City of Pomona

Historic Preservation Commission

Action Minutes

Chairperson Alice R. Gomez
Vice-Chairperson Ann Tomkins
Commissioner Debra Martin
Commissioner Tamara Gonzalez
Commissioner Jennifer Williams
Commissioner James Gallivan
Commissioner Jim Kercheval

Wednesday, March 4, 2020

6:30 PM

Council Chambers

CALL TO ORDER

Chairperson Gomez called the Historic Preservation Commission meeting to order at 6:31 p.m. in the Council Chambers.

PLEDGE OF ALLEGIANCE

Commissioner Kercheval led the Pledge of Allegiance.

ROLL CALL

Present: Chairperson Alice R. Gomez
Vice-Chairperson Ann Tomkins
Commissioner Debra Martin
Commissioner James Gallivan
Commissioner Jim Kercheval

Absent: Commissioner Tamara Gonzalez
Commissioner Jennifer Williams

Staff Present: Anita D. Gutierrez, Development Services Director
Gustavo N. Gonzalez, Planning Manager
Jeff Hamilton, Contract Planner
Micahel Sledd, Parks and Facilities Manager and City Arborist

PUBLIC COMMENT

Mitch Elias, 204 E. Jefferson Avenue, said that he is concern about a recent property located at 107 E. Kingsley in the Lincoln Park Historic District. He said it is one of the structures that is completely non-conforming to the historic district. He said it is a pre-fab home, which was probably install over the long weekend. He said it was odd and disappointing that something like this would be put in. He stated he does not know if they pulled permits for this property. He said there is currently a chain link fence that was added. He stated that all these things really take away from the historic district. We had other instances where other properties were develop specifically on East Pasadena, 358, 366, 374, 386 and 390 these new homes were built in 2007 but they conform to the historic district. He stated that he is hoping that city staff would provide some input and guidance to rectify this.

Adan Rodarte, a resident of the City of Pomona, spoke and agreed with Mitch Elias statement.

CONSENT CALENDAR

None

PUBLIC HEARING ITEMS**1. Major Certificate of Appropriateness (MAJCOA 10977-2018)**

Location: 1490 W. Mission Boulevard

Request: A request to allow for the demolition of a pre-1945 single-family residence.

Environmental Determination: Per the California Environmental Quality Act (CEQA), an Initial Study was prepared consistent with CEQA Section 15070 to assess the potential effects of this project on the environment. The study determined that all potential environmental effects could be reduced to less than significant levels with appropriate mitigation measure.

Resolution No. 20-005

A motion was made by Commissioner Gallivan, seconded by Commissioner Tomkins, carried by 4 “yes” votes, 0 “no” vote and 1 “abstain” vote (4-0-1-0) to approve Major Certificate of Appropriateness (MAJCOA 10977-2018) as recommended by staff.

Chairperson Alice R. Gomez - yes; Vice-Chairperson Ann Tomkins - yes; Commissioner Debra Martin - abstain, Commissioner James Gallivan - yes; Commissioner Jim Kercheval - yes.

OPPOSITION: None

IN SUPPORT: None

DISCUSSION TIME: 31 minutes (7:16 p.m. to 7:47 p.m.)

Adjournment

The Historic Preservation Commission meeting was adjourned by Chairperson Alice R. Gomez at 10:15 p.m. to the next regularly scheduled meeting of April 1, 2020 at 6:30 p.m.

Respectfully submitted,

Prepared by,

Anita D. Gutierrez, AICP
Development Services Director

Miroslava PourSanae
Administrative Assistant



505 S. Garey Ave
Pomona, CA 91766

City of Pomona

Meeting Cancellation Notice

Historic Preservation Commission

Transmitted: 3/16/2020

The Regular Meeting of the Historic Preservation Commission scheduled for Wednesday, April 1, 2020 at 6:30 p.m. has been cancelled in the interest of preserving the health and safety of our employees and the public during the COVID-19 (Coronavirus) outbreak.

CERTIFICATION OF POSTING

I, Anita D. Gutierrez, AICP, Development Services Director, hereby certify that the cancellation notice for the April 1, 2020 meeting of the Historic Preservation Commission was posted in City Hall, near the door of the City Council chambers, and on the City's website.

/s/Anita D. Gutierrez, AICP, Development Services Director



City of Pomona

Historic Preservation Commission

Action Minutes

*Chairperson Alice R. Gomez
Vice-Chairperson Ann Tomkins
Commissioner Debra Martin
Commissioner Tamara Gonzalez
Commissioner Jennifer Williams
Commissioner James Gallivan
Commissioner Jim Kercheval*

Wednesday, May 6, 2020

6:30 PM

Via Video Conference

CALL TO ORDER

Chairperson Gomez called the Historic Preservation Commission meeting to order at 6:34 p.m. Via Video Conference.

PLEDGE OF ALLEGIANCE

Commissioner Gomez led the Pledge of Allegiance.

ROLL CALL

Present: Chairperson Alice R. Gomez
Vice-Chairperson Ann Tomkins
Commissioner Debra Martin
Commissioner Tamara Gonzalez
Commissioner James Gallivan
Commissioner Jim Kercheval

Absent: Commissioner Jennifer Williams

Staff Present: Anita D. Gutierrez, Development Services Director
Gustavo N. Gonzalez, Planning Manager
Alina Barron, Assistant Planner

SELECTION OF NEW CHAIRPERSON & VICE-CHAIRPERSON

1. Selection of New Chairperson and Vice-Chairperson

A motion was made by Commissioner Martin, seconded by Commissioner Gallivan, carried by a unanimous vote of the members present (6-0-0-1), to elect Commissioner Ann Tomkins as Chairperson of the Historic Preservation Commission.

Chairperson Alice R. Gomez – yes; Vice-Chairperson Ann Tomkins – yes; Commissioner Martin – yes; Commissioner Gonzalez – yes; Commissioner Gallivan – yes; Commissioner Kercheval – yes.

A motion was made by Commissioner Kercheval, seconded by Commissioner Gomez, carried by a unanimous vote of the members present (6-0-0-1), to elect Commissioner Tamara Gonzalez as Vice-Chairperson of the Historic Preservation Commission.

Chairperson Alice R. Gomez – yes; Vice-Chairperson Ann Tomkins – yes; Commissioner Martin – yes; Commissioner Gonzalez – yes; Commissioner Gallivan – yes; Commissioner Kercheval – yes.

OPPOSITION: None

IN SUPPORT: None

DISCUSSION TIME: 4 minutes (6:38 p.m. to 6:42 p.m.)

PUBLIC COMMENT

None

CONSENT CALENDAR

None

PUBLIC HEARING ITEMS

None

DISCUSSION

1. Final Restoration Plan for the Millard Sheets Fountains.

A motion was made by Commissioner Martin, seconded by Commissioner Kercheval, carried by a 6 “yes”, 0 “no” vote (6-0-0-1) to approve the Final Restoration Plan including a stopper but will hold on with the design of the stopper until next month.

Chairperson Alice R. Gomez – yes; Vice-Chairperson Ann Tomkins – yes; Commissioner Martin – yes; Commissioner Gonzalez – yes; Commissioner Gallivan – yes; Commissioner Kercheval – yes.

OPPOSITION: None

IN SUPPORT: Ruben Lobarte spoke in support of this project.

DISCUSSION TIME: 33 minutes (6:47 p.m. to 7:20 p.m.)

Adjournment

The Historic Preservation Commission meeting was adjourned by Chairperson Alice R. Gomez at 7:47 p.m. to the next regularly scheduled meeting of April 1, 2020 at 6:30 p.m.

Respectfully submitted,

Prepared by,

Anita D. Gutierrez, AICP
Development Services Director

Miroslava PourSanae
Administrative Assistant



505 S. Garey Ave
Pomona, CA 91766

City of Pomona

Meeting Cancellation Notice

Historic Preservation Commission

Transmitted: 5/28/2020

The Regular Meeting of the Historic Preservation Commission scheduled for Wednesday, June 3, 2020 at 6:30 p.m. has been cancelled due to lack of business. The next scheduled meeting of the Historic Preservation Commission will be Wednesday, July 1, 2020 at 6:30 p.m.

CERTIFICATION OF POSTING

I, Anita D. Gutierrez, AICP, Development Services Director, hereby certify that the cancellation notice for the May 6, 2020 meeting of the Historic Preservation Commission was posted in City Hall, near the door of the City Council chambers, and on the City's website.

/s/Anita D. Gutierrez, AICP, Development Services Director



City of Pomona

Historic Preservation Commission

Action Minutes

*Chairperson Ann Tomkins
Vice-Chairperson Tamara Gonzalez
Commissioner Debra Martin
Commissioner Jennifer Williams
Commissioner Alice R. Gomez
Commissioner James Gallivan
Commissioner Jim Kercheval*

Wednesday, July 1, 2020

6:30 PM

Via Video Conference

CALL TO ORDER

Chairperson Tomkins called the Historic Preservation Commission meeting to order at 6:33 p.m. Via Video Conference.

PLEDGE OF ALLEGIANCE

Commissioner Martin led the Pledge of Allegiance.

ROLL CALL

Present: Chairperson Ann Tomkins
Commissioner Debra Martin
Commissioner Jennifer Williams
Commissioner Alice R. Gomez
Commissioner James Gallivan
Commissioner Jim Kercheval

Absent: Vice-Chairperson Tamara Gonzalez

Staff Present: Anita D. Gutierrez, Development Services Director
Gustavo N. Gonzalez, Planning Manager
Alina Barron, Assistant Planner
Michael Sledd, City Arborist

PUBLIC COMMENT

Kent Bolsa, a member of the public, spoke about the unfortunate recent loss of the Mission family restaurant formerly known as the hull house. He stated that he thinks it is regrettable that the current Historic Ordinance has a fixed date of 1945. He would like to ask that the Historic Commission consider putting pressure on the City and City Council to modify this so that it is a sliding date such as buildings over 50 years could be consider for historic preservation.

Chris Nichols, a member of the public, spoke about the Mission family (888 W. Mission Blvd.). He said that he is a long time preservationist and has been involved specifically in this type of mid-century googie architecture for a long time. He stated the project that was approved had mitigation that called for a googie style building to be built. He said he does not see why the same mitigation should not include a replica of this particular portion of the project. He said that the commission should fight for that because it is such a rare building and it is so important.

CONSENT CALENDAR

None

PUBLIC HEARING ITEMS

None

DISCUSSION**1. Millard Sheets Fountains Update.**

A motion was made by Commissioner Kercheval, seconded by Commissioner Gomez, carried by a 5 “yes” votes and 1 “no” vote (5-1-0-1) to accept Brian Worley proposal of either c or d or something similar to that along with staying in the grout lines, if possible.

Chairperson Ann Tomkins – yes; Commissioner Martin – yes; Commissioner Williams – yes; Commissioner Gomez – yes; Commissioner Gallivan – no; Commissioner Kercheval – yes.

OPPOSITION: None

IN SUPPORT: Brian Worley spoke in support of the project.

DISCUSSION: 36 minutes (6:43 p.m. to 7:19 p.m.)

2. Historic District Street Tree Palette and Planting Matrix.

Adjournment

The Historic Preservation Commission meeting was adjourned by Chairperson Ann Tomkins at 9:02 p.m. to the next regularly scheduled meeting of August 5, 2020 at 6:30 p.m.

Respectfully submitted,

Prepared by,

Anita D. Gutierrez, AICP
Development Services Director

Miroslava PourSanae
Administrative Assistant



City of Pomona

Historic Preservation Commission

Action Minutes

*Chairperson Ann Tomkins
Vice-Chairperson Tamara Gonzalez
Commissioner Debra Martin
Commissioner Jennifer Williams
Commissioner Alice R. Gomez
Commissioner James Gallivan
Commissioner Jim Kercheval*

Wednesday, August 5, 2020

6:30 PM

Via Video Conference

CALL TO ORDER

Chairperson Tomkins called the Historic Preservation Commission meeting to order at 6:34 p.m. Via Video Conference.

PLEDGE OF ALLEGIANCE

Commissioner Kercheval led the Pledge of Allegiance.

ROLL CALL

Present: Chairperson Ann Tomkins
Vice-Chairperson Tamara Gonzalez
Commissioner Debra Martin
Commissioner Jennifer Williams
Commissioner Alice R. Gomez
Commissioner James Gallivan
Commissioner Jim Kercheval

Absent: None

Staff Present: Anita D. Gutierrez, Development Services Director
Gustavo N. Gonzalez, Planning Manager
Lynda Lara, Assistant Planner
Michael Sledd, Parks and Facilities Manager & City Arborist
Chris Diggs, Water Resources Director

PUBLIC COMMENT

Javier Jesus Lopez submitted an email asking that the Historical Commission denounce Council Member Rubio Gonzalez.

CONSENT CALENDAR

A motion was made by Commissioner Martin, seconded by Commissioner Gomez to move the consent calendar to the end of the agenda.

Chairperson Ann Tomkins – yes; Vice-Chairperson Tamara Gonzalez – yes; Commissioner Martin – yes; Commissioner Williams – yes; Commissioner Gomez – yes; Commissioner Gallivan – yes; Commissioner Kercheval – yes.

OPPOSITION: None

IN SUPPORT: None

Discussion Time: 2 minutes (6:40 pm. to 6:42 p.m.)

1. Approval of Draft Historic Preservation Commission Action Minutes meeting of January 15, 2020, February 5, 2020, March 4, 2020, May 6, 2020 and July 1, 2020.

A motion was made by Vice-Chairperson Tomkins, seconded by Commissioner Kercheval, carried by a unanimous vote of the members present (7-0-0-0) to approve the item on the Consent Calendar in one motion with changes recommended to the minutes.

Chairperson Ann Tomkins – yes; Vice-Chairperson Tamara Gonzalez – yes; Commissioner Martin – yes; Commissioner Williams – yes; Commissioner Gomez – yes; Commissioner Gallivan – yes; Commissioner Kercheval – yes.

OPPOSITION: None

IN SUPPORT: None

DISCUSSION TIME: 16 minutes (9:36 p.m. to 9:52 p.m.)

PUBLIC HEARING ITEMS

1. Major Certificate of Appropriateness (MAJCOA 13899-2020).

Location: 458 Randolph Street

Request: A Major Certificate of Appropriateness (MAJCOA 13899-2020) to allow the reconstruction of a two-car garage on an existing non-contributing single-family residence in the Wilton Heights Historic District.

Environmental Determination: Pursuant to the provisions of the California Environmental Quality Act, this projects meets the requirements for a Class 1 Categorical Exemption (Existing Facilities) pursuant to Section 15301 (e)(1) in that the project will not result in an increase of more than 50 percent of the floor area of the structures before the addition.

Resolution No. 20-007

A motion was made by Commissioner Kercheval, seconded by Commissioner Gallivan, carried by a 6 “yes” votes, 0 “no” vote and 1 “abstain” vote (6-0-1-0) to approve Major Certificate of Appropriateness as proposed by staff with additional recommendations (1) balance the eaves (2) open rafters (3) non-functioning vent on the front to match the main house, if possible (4) smoother stucco that reflects the 1920s (5) consult with staff to pick a garage door that has more of a craftsman shaker style.

Chairperson Ann Tomkins – yes; Vice-Chair Tamara Gonzalez - yes; Commissioner Martin – abstain; Commissioner Williams – yes; Commissioner Gomez – yes; Commissioner Gallivan – yes; Commissioner Kercheval – yes.

OPPOSITION: None

IN SUPPORT: The applicant spoke in support of the project.
Felipe, a member of the public, spoke in support of the project.

DISCUSSION: 31 minutes (6:43 p.m. to 7:14 p.m.)

DISCUSSION

1. Update on Pomona Stables project.

Chris Diggs, Director of Water Resources, provided an update on the Pomona Stables project.

A motion was made by Commissioner Kercheval, seconded by Commissioner Gomez, carried by a 7 “yes” votes and 0 “no” vote (7-0-0-0) to continue the AdHoc Committee, made of Commissioner Gonzalez and Commissioner Gallivan, with its new mission to facilitate the stables being completed and maintaining designation, if at all possible.

Chairperson Ann Tomkins – yes; Vice-Chairperson Tamara Gonzalez - yes; Commissioner Martin – yes; Commissioner Williams – yes; Commissioner Gomez – yes; Commissioner Gallivan – yes; Commissioner Kercheval – yes.

OPPOSITION: None

IN SUPPORT: None

DISCUSSION: 36 minutes (7:15 p.m. to 7:51 p.m.)

A motion was made by Commissioner Gomez, seconded by Commissioner Martin, carried by a 7 “yes” votes and 0 “no” vote (7-0-0-0) to move item G-3.

Chairperson Ann Tomkins – yes; Vice-Chairperson Tamara Gonzalez - yes; Commissioner Martin – yes; Commissioner Williams – yes; Commissioner Gomez – yes; Commissioner Gallivan – yes; Commissioner Kercheval – yes.

OPPOSITION: None

IN SUPPORT: None

DISCUSSION: 1 minute (7:52 p.m. to 7:53 p.m.)

3. Window Alterations and Replacements in Historic Districts.

Gustavo Gonzalez, Planning Manager, open up a discussion on this item and took input from the commission. Several members of the public also provided comments on this topic. No action was taken by the commission.

Ben Woods, a resident of Pomona, spoke and expressed his concerns about the cost of replacing the windows.

Natalie Brizuela, a resident of Pomona, spoke and expressed her concerns about the cost of replacing the windows.

Natalie Wassall, a resident of Pomona, spoke and expressed her concerns about the cost of replacing the windows.

Edgar Del Cid, a resident of Pomona, spoke and expressed his concerns about the cost of replacing the windows.

DISCUSSION TIME: 1 hr. 15 minutes (7:54 p.m. to 9:09 p.m.)

2. Historic District Street Tree Palette and Planting Matrix.

Michael Sledd, Parks and Facilities Manager & City Arborist, open up a discussion on this item.

A motion was made by Chairperson Ann Tomkins, seconded by Vice-Chairperson Tamara Gonzalez, carried by a 7 “yes” votes and 0 “no” vote (7-0-0-0) to appoint Commissioner Williams, Commissioner Gomez and Commissioner Gallivan to the Street Tree Replanting AdHoc Committee to work with Michael Sledd on replanting of street trees in the Historic District & Historic Properties.

Chairperson Ann Tomkins – yes; Vice-Chairperson Tamara Gonzalez - yes; Commissioner Martin – yes; Commissioner Williams – yes; Commissioner Gomez – yes; Commissioner Gallivan – yes; Commissioner Kercheval – yes.

DISCUSSION: 25 minutes (9:10 p.m. to 9:35 p.m.)

Adjournment

The Historic Preservation Commission meeting was adjourned by Commissioner Gallivan at 9:59 p.m. to the next regularly scheduled meeting of September 2, 2020 at 6:30 p.m.

Respectfully submitted,

Prepared by,

Anita D. Gutierrez, AICP
Development Services Director

Miroslava PourSanae
Administrative Assistant



City of Pomona

Historic Preservation Commission

Action Minutes

*Chairperson Ann Tomkins
Vice-Chairperson Tamara Gonzalez
Commissioner Debra Martin
Commissioner Jennifer Williams
Commissioner Alice R. Gomez
Commissioner James Gallivan
Commissioner Jim Kercheval*

Wednesday, September 2, 2020

6:30 PM

Via Video Conference

CALL TO ORDER

Chairperson Tomkins called the Historic Preservation Commission meeting to order at 6:32p.m. Via Video Conference.

PLEDGE OF ALLEGIANCE

Commissioner Gallivan led the Pledge of Allegiance.

ROLL CALL

Present: Chairperson Ann Tomkins
Vice-Chairperson Tamara Gonzalez
Commissioner Jennifer Williams
Commissioner Alice R. Gomez
Commissioner James Gallivan
Commissioner Jim Kercheval

Absent: Commissioner Debra Martin

Staff Present: Anita D. Gutierrez, Development Services Director
Gustavo N. Gonzalez, Planning Manager
Alex Jimenez, Assistant Planner
Eunice Im, Assistant Planner
Michael Sledd, Parks and Facilities Manager & City Arborist

PUBLIC COMMENT

Pomona Heritage submitted a letter opposing any changes to the ordinance pertaining to windows in the Historic District, which was an item discussed on the agenda on August 5, 2020.

Alberto Alvarez a residence of Pomona purchased a home in the Historic District about three years ago. He stated that the previous owner changed the windows of the property without obtaining a permit. He mentioned that he received a letter from the city asking him to change his windows to original wood, but he does not have the money to make the changes.

Deborah Clifford, President of the Historical Society of Pomona Valley, submitted a letter opposing changes to the window portion of the Historic ordinance.

CONSENT CALENDAR**1. Approval of Draft Historic Preservation Commission Action Minutes meeting of August 5, 2020.**

A motion was made by Commissioner Gallivan, seconded by Commissioner Williams, carried by a unanimous vote of the members present (6-0-0-1) to approve the Action Minutes in one motion as amended.

Chairperson Ann Tomkins – yes; Vice-Chairperson Tamara Gonzalez – yes; Commissioner Williams – yes; Commissioner Gomez – yes; Commissioner Gallivan – yes; Commissioner Kercheval – yes.

OPPOSITION: None

IN SUPPORT: None

DISCUSSION TIME: 4 minutes (6:41 p.m. to 6:45 p.m.)

PUBLIC HEARING ITEMS**1. Major Certificate of Appropriateness (MAJCOA 13895-2020).**

Location: 512 E. McKinley Avenue

Request: A Major Certificate of Appropriateness (MAJCOA 13895-2020) to allow the construction of a new accessory structure (two-car garage) at the rear of a property located in the Lincoln Park Historic District.

Environmental Determination: Pursuant to the provisions of the California Environmental Quality Act, this project meets the requirements for a Class 3 (New Construction of Small Structures) pursuant to Article 19, Section 15303.

Resolution No. 20-008

A motion was made by Commissioner Gomez, seconded by Commissioner Kercheval, carried by a 5 “yes” votes, 0 “no” vote and 1 “recused” vote (5-0-0-2) to approve Major Certificate of Appropriateness (MAJCOA 13895-2020) with a condition that all windows shall be double-hung wood windows to match the existing home.

Chairperson Ann Tomkins – recused*; Vice-Chair Tamara Gonzalez - yes; Commissioner Williams – yes; Commissioner Gomez – yes; Commissioner Gallivan – yes; Commissioner Kercheval – yes.

*Based on FPPC regulations Chairperson Tomkins recused herself due to proximity of residence to property and left the meeting.

OPPOSITION: None

IN SUPPORT: The applicant stated via comment box support of the project.
Mr. Ramos, architect, spoke in support of the project.
Dan McIntire spoke in support of the project.
Steve Goya stated via comment box support of the project

DISCUSSION: 12 minutes (6:46 p.m. to 6:58 p.m.)

Dan McIntire stated that the architect has done a great job and he supports the project. He asked a question, “Is the window on the west side a wood double hung window”. The response was “yes”.

Mr. Ramos the architect thank Alex for her help and he was there to answer any questions.

2. Major Certificate of Appropriateness (MAJCOA 14011-2020).

Location: 960 N. Eleanor Street

Request: A Major Certificate of Appropriateness (MAJCOA 14011-2020) to allow the reconstruction of a partially fire-damaged residential structure located in the Lincoln Park Historic District.

Environmental Determination: Pursuant to the provisions of the California Environmental Quality Act, this project meets the requirements for a Class 31 (Historic Resource Restoration/Rehabilitation) pursuant to Article 19, Section 15331.

Resolution No. 20-009

A motion was made by Vice-Chairperson Gonzalez, seconded by Commissioner Williams, carried by a 6 “yes” votes and 0 “no” vote (6-0-0-1) to approve Major Certificate of Appropriateness (MAJCOA 14011-2020) as presented by staff with the recommendation to use a low-profile roof vent to match with the roofline and the condition that the first floor eave return to its original design, intend and style.

Chairperson Ann Tomkins – yes; Vice-Chair Tamara Gonzalez - yes; Commissioner Williams – yes; Commissioner Gomez – yes; Commissioner Gallivan – yes; Commissioner Kercheval –

yes.

OPPOSITION: None

IN SUPPORT: The applicant spoke in support of the project.
Raymond Ameri, architect, spoke in support of the project.
Dan McIntire spoke in support of the project.

DISCUSSION: 38 minutes (6:59 p.m. to 7:37 p.m.)

Raymond Ameri, architect, stated that the plan is to bring everything back to its original condition and he will not make any changes. He mentioned that the rafters on the backside of the house were all similar to the front of the house and he will make them all the same.

The applicant mentioned that the shingles located in the front of the house would be removed and replaced to its original condition.

Dan McIntire spoke and said it looks like a great project and applauded them for all their efforts.

3. Single Historic Landmark Designation (SHISTORIC 12980-2019).

Location: 270 Heritage Court

Request: A Single Historic Landmark Designation (SHISTORIC 12980-2019) request for the property located at 270 Heritage Court in the R-1-PD, Low Density Single Family Planned Development Zone.

Environmental Determination: Pursuant to CEQA Guidelines, this action is not a project. Section 15060 of the Guidelines exempts actions from CEQA that would not result in either and indirect or direct impact on the environment and that do not meet the Section 15378(a) definition of a project.

Resolution No. 20-010

A motion was made by Commissioner Williams, seconded by Commissioner Gomez, carried by a 6 “yes” votes and 0 “no” vote (6-0-0-1) to approve resolution recommending City Council approval for the Single Historic Landmark Designation (SHISTORIC 12980-2019).

Chairperson Ann Tomkins – yes; Vice-Chair Tamara Gonzalez - yes; Commissioner Williams – yes; Commissioner Gomez – yes; Commissioner Gallivan – yes; Commissioner Kercheval – yes.

OPPOSITION: None

IN SUPPORT: The applicant spoke in favor of the single historic landmark designation.
Dan McIntire spoke in favor of the single historic landmark designation.
Debra Clifford, President of the Historical Society, spoke in favor of the single

historic landmark designation.
Megan Gearhart, President of Pomona Heritage, submitted a letter in favor of the single historic landmark designation.

DISCUSSION: 21 minutes (7:38 p.m. to 7:59 p.m.)

Eli Lozano, applicant, thank Alex for all her work.

Dan McIntire spoke and recommended the designation of this house. He stated that this house is a wonderful example of transitional craftsman and victorian style and thank the Lozano family for all of their efforts.

Debra Clifford, of the Historical Society, recommended approval of this property and mentioned that the inside of the house is magnificent.

4. Mills Act Program Certificate of Appropriateness (MILLS 13788-2020).

Location: 219 Garfield Avenue

Request: A Mills Act Program Certificate of Appropriateness for a Restoration, Rehabilitation, and Preservation Plan that includes a schedule of projects to be completed during the first ten years following execution of a Mills Act contract.

Environmental Determination: Pursuant to the provisions of the California Environmental Quality Act, this project is categorically exempt per Section 15331.

Resolution No. 20-011

A motion was made by Commissioner Kercheval, seconded by Chairperson Tomkins, carried by a 4 “yes” votes, 0 “no” vote and 2 “recused” votes (4-0-0-3) to approve Mills Act Program Certificate of Appropriateness (MILLS 13788-2020) as proposed by staff and recommend City Council approval of the Mills Act contract.

Chairperson Ann Tomkins – yes; Vice-Chair Tamara Gonzalez – recused*; Commissioner Williams – yes; Commissioner Gomez – yes; Commissioner Gallivan – recused*; Commissioner Kercheval – yes.

*Based on FPPC regulations Vice-Chairperson Gonzalez and Commissioner Gallivan recused themselves due to proximity of residence to property and left the meeting.

OPPOSITION: None

IN SUPPORT: The applicant spoke in support of the project.
Debra Clifford, President of the Historical Society, stated via comment box support of the project.
Dan McIntire spoke in support of the project.

DISCUSSION: 17 minutes (8:00 p.m. to 8:17 p.m.)

William Crisafi, applicant, stated that the reason he is not replacing his river rock foundation with a new one is that it is completely invisible either below the grade or cover by stucco. He also mentioned the gutters are to help keep water off the perimeter of the house to help it drain away from the house because that is another reason of the deterioration of the existing foundation and windows. He stated he would get more estimates for this project as he moves forward and the reason for the high cost is that it is a replacement.

Dan McIntire recommended the Mills Act for this project.

5. Mills Act Program Certificate of Appropriateness (MILLS 13824-2020).

Location: 164 E. Columbia Avenue

Request: A Mills Act Program Certificate of Appropriateness for a Restoration, Rehabilitation, and Preservation Plan that includes a schedule of projects to be completed during the first ten years following execution of a Mills Act contract.

Environmental Determination: Pursuant to the provisions of the California Environmental Quality Act, this project is categorically exempt per Section 15331.

Resolution No. 20-012

A motion was made by Commissioner Gallivan, seconded by Vice-Chair Gonzalez, carried by a 6 “yes” votes and 0 “no” vote (6-0-0-1) to approve Mills Act Program Certificate of Appropriateness (MILLS 13824-220) as presented by staff with the recommendation to use a low-profile roof vent away from the street and recommend City Council approval of the Mills Act Contract.

Chairperson Ann Tomkins – yes; Vice-Chair Tamara Gonzalez - yes; Commissioner Williams – yes; Commissioner Gomez – yes; Commissioner Gallivan – yes; Commissioner Kercheval – yes.

OPPOSITION: None

IN SUPPORT: The applicant spoke in support of the project.

Debra Clifford, President of the Historical Society, commented via text box support of the project.

DISCUSSION: 14 minutes (8:18 p.m. to 8:32 p.m.)

The applicant stated that he purchased the home about a year ago, and he is excited to be in this neighborhood. He mentioned that the projects that he outline would be beneficial to the longevity of this home.

DISCUSSION

1. Historic District Street Tree Palette and Planting Matrix.

Michael Sledd opened up a discussion on this item.

OPPOSITION: Jeff Sladick submitted an email in opposition of this item.
Cathy Tessier submitted an email in opposition of this item.
Shelley Cottage submitted an email in opposition of this item.

IN SUPPORT: William Crisafi spoke in support of this item.

DISCUSSION: 53 minutes (8:33 p.m. to 9:26 p.m.)

William Crisafi stated that he appreciates the effort of selecting appropriate trees in the historic district. He mentioned that a few of his neighbors have lost sycamore london trees. He expressed his tree and his neighbor's tree are starting to die due to bark beetle. He mentioned he has increased the watering on his tree.

2. California Environmental Quality Act (CEQA) Fees.

Gustavo Gonzalez opened up a discussion on this item.

OPPOSITION: Britney Gallivan spoke in opposition of this item.
William Crisafi spoke in opposition of this item.
Colin Beck spoke in opposition of this item.
Diana Mayes made a statement in opposition of this item (via comment box).
Jeff Sladick submitted an email in opposition of this item.
Dan McIntire spoke in opposition of this item.

IN SUPPORT: None

DISCUSSION: 34 minutes (9:27 p.m. to 10:01 p.m.)

Britney Gallivan stated that the CEQA fee is not mentioned in the city's Mills Act Program documents. She expressed in the past applicants did not pay a CEQA fee. She said other cities do not charge a CEQA fee for participating in the Mills Act Program. She mentioned that the mills act work complies with the rules and regulation of the State Office of Historic Preservation of the Department of Parks and Recreation, U.S. Secretary Interior Standards Rehabilitation and the State Historic Building Code. She expressed that the Mills Act Program is intended to promote the rehabilitation and maintenance of historic properties. She said the application should not be included, as part of the project and it does not require discretionary approval by multiple government agencies. She mentioned that there is no reason that an application participate in a tax mitigation program should be classified as a Major Certificate of Appropriateness and require any CEQA fees because it is not affecting the environment. She expressed that the city does not understand the CEQA fee or how it should be applied.

William Crisafi stated that they both have done a lot of research and communicated with the agencies Britney mentioned and confirmed it is an inappropriate application of CEQA law. He expressed there are no discretionary actions involved in a mills act application and it is purely ministerial and it only becomes discretionary when it goes to city council or any other government agency. He said the CEQA fee is not disclosed in any documentation and part way through the process there is a non-refundable fee. He mentioned that the city should have talked to its legal department prior to adopting the CEQA fee. He expressed that the city should

refund the fee.

Colin Beck mentioned that he has submitted a mills act application this year. He stated that he wrote to the state office and the response from the state was that it should be exempt from CEQA because the work will have less than a significant impact on the historical resources. He said he does not have a problem with the city charging a fee; however, the CEQA fee should have been included in the application form.

Dan McIntire said that when the preservation community was lobbying for the mills act to be adopted in the City of Pomona it never came up at the time. He expressed he cannot think of one project that has ever been approved by a minor and major that has had any adverse impact on the environment. He believes it is a deterrent to people when applying for a COA and the Mills Act.

Adjournment

The Historic Preservation Commission meeting was adjourned by Commissioner Gonzalez at 10:16 p.m. to the next regularly scheduled meeting of October 7, 2020 at 6:30 p.m.

Respectfully submitted,

Prepared by,

Anita D. Gutierrez, AICP
Development Services Director

Miroslava PourSanae
Administrative Assistant

ATTACHMENT C

Resolution No. 2020-55:
Historic Sites Tree Protection
and Preservation Program

RESOLUTION NO. 2020-55

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POMONA,
CALIFORNIA, AMENDING THE HISTORIC SITES TREE
PROTECTION AND PRESERVATION PROGRAM**

THE CITY COUNCIL OF THE CITY OF POMONA DOES RESOLVE AS FOLLOWS:

WHEREAS, the City Council believes that mature trees represent a resource in our community and on historic sites that is worth preserving;

WHEREAS, City Council Resolution 73-68 protects specimen, or heritage, trees by prohibiting removal of specimen trees, unless the tree becomes infected or infested beyond control, detrimental or hazardous to the public health, safety or welfare;

WHEREAS, on May 1, 2000, the City Council adopted Resolution No. 2000-72 adopting the Historic Sites Tree Protection and Preservation Program, thereby providing a mechanism for preserving mature trees within the City's Historic Districts;

WHEREAS, the Historic Preservation Commission raised several concerns with the loss of mature trees with the City's Historic Districts;

WHEREAS, the Historic Preservation Commission recommended the formation of the Tree Ad Hoc Committee comprised of Historic Preservation Commissioners Debra Martin, James Gallivan, and Ann Tomkins to review the Historic Sites Tree Protection and Preservation Program and make recommendations to improve the program to further protect and preserve the City's urban forestry within Historic Districts;

WHEREAS, staff worked with the Tree Ad Hoc Committee over the course of several years to review the Historic Sites Tree Protection and Preservation Program, and formulate and refine a set of recommended amendments to the Historic Sites Tree Protection and Preservation Program;

WHEREAS, on January 15, 2020 and February 5, 2020, staff presented the Historic Preservation Commission a set of recommended amendments to the Historic Sites Tree Protection and Preservation Program and the Commission made further amendments;

WHEREAS, on February 20, 2020, staff presented the Parks and Recreation Commission a set of recommended amendments to the Historic Sites Tree Protection Program and the Parks and Recreation Commission voted unanimously to recommend City Council approval of the recommended amendments;

WHEREAS, the goal is to improve the Historic Sites Tree Protection and Preservation Program to further protect and preserve the City's urban forestry within Historic Districts in a manner that disincentivizes the removal of mature trees and does not endanger lives, or create hazards that could threaten critical infrastructure; and

WHEREAS, on March 4, 2020, the Historic Preservation Commission adopted Resolution No. 20-006 recommending that the City Council amend the Historic Sites Tree Protection and Preservation Program.

NOW THEREFORE, BE IT HEREBY RESOLVED:

SECTION 1: The City Council hereby amend the Tree Protection and Preservation Program outlined below.

1) Definitions.

- a) "ANSI A300 Pruning Standards." Industry-developed, national consensus standards for the practice of tree care such as reasons to prune a tree may include, but are not limited to, reducing risk, managing tree health and structure, improve aesthetics, or achieving other specific objectives. Intended for use by federal, state, municipal, private entities including arborists, property owners, property managers, and utilities.
- b) "Character-Defining Landscaping." Character-defining landscaping shall include all the trees currently designated on the City's "Protected Species List" and located in the historic districts and historic sites throughout the City. This definition also includes trees not on the "Protected Species List" and located outside historic districts but on historic sites.
- c) "Circumference measured at breast height." The measurement around the tree trunk that is measured at four and one-half (4½) feet above ground level. Trees that split into multi-trunks below four and one-half (4½) feet shall use the sum of each individual trunk measured at four and one-half (4½) feet above ground level to determine the circumferences.
- d) "Diameter at breast height (dbh)." A form of measurement of an existing tree trunk. Diameter is measured at four and one-half (4½) feet above ground level. Trees that split into multi trunks below four and one-half (4½) feet shall use the sum of each individual trunk measured four and one-half (4½) feet above the natural grade to determine the diameter.
- e) "Drip line." A line which may be drawn on the ground around a tree directly under its outermost branch tips and which identifies that location where rainwater tends to drip from the tree.
- f) "Hazard or hazardous condition." Any condition in a tree that poses a significant and imminent threat of serious injury or harm to the public or catastrophic damage to real property.
- g) "Historic Sites." Historic sites shall include historic landmarks and contributing and non-contributing structures within historic districts and historic sites outside historic districts throughout the City. Structures legally exempted from the historic district shall not be

subject to the private property restrictions of this program. Landscaping within the public right-of-way adjacent to an exempted structure shall be subject to this program.

- h) "ISA." The International Society of Arboriculture ("ISA") which is a professional association of arborists and tree workers that is recognized internally as one of the leading agencies in the research and establishment of high standards for all aspects of tree care.
- i) "Landmark tree." A tree designated as a landmark of historic or cultural significance and of importance to the community due to any of the following factors: It is one of the largest or oldest trees of the species located in the city; it has historical significance due to an association with a historic building, site, street, person or event; or it is a defining landmark or significant outstanding feature of a neighborhood.
- j) "Landmark-eligible tree." A tree which meets the criteria for designation as a landmark tree, as determined by the review authority.
- k) "Maintain or maintenance." The act of routinely pruning, trimming, spraying, fertilizing, watering, treating for disease or injury or any other similar act which promotes growth, health, beauty, and life of trees.
- l) "Multi-trunk." Any tree with multiple trunks attributed to a single tree. Each trunk shall be measured at a height of four and one-half (4½) feet above ground level, and the combined circumference of the trunks shall be used to determine the tree's size for purposes of this chapter.
- m) "Protected Species List." The City's comprehensive list of all protected trees, including specimen (heritage) trees as defined by City Council Resolutions No. 62-65 and No. 73-68, and trees located on public and private property within historic districts and historic sites throughout the City. The list includes Pomona-area native species and other species based on the diameter at breast height (dbh) and overall height.
- n) "Pruning." Pruning, trimming, or thinning means to reduce the size of a tree using industry accepted standards, as established by the International Society of Arboriculture and/or the American National Standards Institute (ANSI) A300 Standards-Pruning, to control the height and spread of the tree, preserve its health and natural appearance, produce fuller branching and shaping, or make adjustments which will increase its longevity in an urban environment.
- o) "Removal/remove." Removal or remove means the uprooting, cutting or severing of the main trunk, or major branches of a tree or any act which causes, or maybe reasonably expected to cause a tree to die, including but not limited to the following; inflicting damage upon the root system of a tree by machinery, storage of materials, or soil compaction; substantially changing the grade above the root system or trunk of the tree and excessively or severely pruning or root pruning.

- p) "Serious harm." With regard to any tree, any act or activity that causes damage to a tree thereby leaving the tree in a physical state that, in the judgment of the City Arborist or any other Certified Arborist retained by the city, (i) makes the death of the tree reasonably eminent; (ii) significantly shortens the normal life expectancy of the tree; or (iii) makes it impossible or reasonably unlikely that the tree can be fully restored to a condition of good health and/or normal appearance within thirty (30) calendar days of such harm having been inflicted.
 - q) "Severely prune" means pruning the tree that deviates from industry standards by "topping," "lion's tailing," removal of more than twenty-five (25) percent of the foliage or leaving stubs.
 - r) "Street Trees." Any tree planted by the city on a city easement, parkway and or dedicated land. Trees or landscaping planted in the public right-of-way by adjacent property owners are not considered street trees, unless such tree is required as a condition of approval from the Historic Preservation Commission, Planning Commission or City Council.
 - s) "Topping," also known as "heading back," "stubbing," and or "pollarding" means a severe type of trimming which results in the indiscriminate cutting back of large diameter branches to stubs. Such severe practices disfigures the tree and is generally hazardous to the overall health and stability of a tree.
- 2) Coordination with Southern California Edison on Line Clearing Activities.**
- a) *Annual Line Clearing Schedule Notification.* Annually, Southern California Edison shall submit to the Public Works Department a schedule of anticipated tree trimming in all City historic districts and historic sites. The schedule shall identify contractors and locations.
 - b) *Palm Tree Identification.* Annual notification shall include identification of all palm trees in City historic districts and historic sites that have the potential to encroach on power lines.
 - c) *Line Clearing Standards.* All line clearance work on mature significant trees, specimen (heritage) trees, or city street trees shall be in compliance with the utility pruning standards established by the International Society of Arboriculture and the Utility Arborists Association, A summary of the standards is presented in Exhibit A.
 - d) *Historic Preservation Commission Notification.* All notifications provided to the Public Works Department shall be sent to the Historic Preservation Commission within ten (10) days of a scheduled tree trimming within all City historic districts and historic sites.
- 3) Removal of Character-Defining Landscaping.**
- a) *Application Process.* All requests to remove Character-Defining Landscaping shall be accepted and processed by the Planning Division through a Minor Certificate of Appropriateness application.
 - b) *Permitted Removals.* Removal of Character-Defining Landscaping shall be permitted if one of the following criteria is met, subject to approval of a Minor Certificate of Appropriateness.
 - i. *Danger to Public Welfare.* A Minor Certificate of Appropriateness shall be obtained prior to removal of any and all character-defining landscaping within historic districts

and historic sites throughout the City that is clearly a danger to the public welfare, including trees that are in danger of toppling, blocking traffic visibility and cannot be trimmed to allow a clear line of sight, damaging structures that threaten lives, and/or damaging infrastructure that provide essential services such as electrical power or communications that could threaten lives or the provision of essential services such as electrical power or communications. The City Building Official, City Engineer, and/or City Arborist shall assess all potential dangers to the public welfare, determine the severity of the situation and provide a recommendation to the Planning Manager. This does not include damage to sewer and water lines that disrupt service to private property unless a danger to the public welfare is present. A Minor Certificate of Appropriateness may be approved after removal of any character-defining landscaping in situations where there is a verified imminent danger to the public welfare so as not to delay removal of the imminent danger.

- ii. *Dead or Diseased Trees.* A Minor Certificate of Appropriateness shall be obtained prior to removal of any dead or diseased trees within historic districts and historic sites throughout the City that are not likely to recover and/or have the potential to infect other nearby trees. The City Arborist shall assess all dead or diseased trees and provide a recommendation to the Planning Manager.
 - c) *Unpermitted Removal.* A retroactive Minor Certificate of Appropriateness shall be obtained for all unpermitted removal of any and all character-defining landscaping within historic districts and historic sites throughout the City.
- 4) **Pruning and Trimming.** All trees, with the exception of oak trees, located within historic districts and historic sites throughout the City pruned or trimmed in conformance with the most current guidelines of International Society of Arboriculture and the American National Standards Institute (ANSI) A300-Pruning Standards shall not require a permit. Pruning or trimming of any tree that deviates from these guidelines, and pruning or trimming of any oak tree shall require a Minor Certificate of Appropriateness.
- 5) **Replacement.** The removals of any and all character-defining landscaping within historic districts and historic sites throughout the City shall be subject to replacement as defined below.
 - a) *Permitted Removals.* Permitted removal of any and all character-defining landscaping subject to a Minor Certificate of Appropriateness shall be replaced based on a ratio that replaces the benefit loss of the removed tree(s) using an objective methodology acceptable to the City Arborist. The replacement trees shall be planted with suitable species selected from the City's recommended tree palette and with the approval from the City Arborist. If any trees cannot be planted on the subject property, or the immediate public right-of-way, an in-lieu fee may be paid into the City's tree mitigation and planting fund, which shall be used to plant trees within the historic district where the tree(s) were removed. The tree replacement requirements must be satisfied within one year of the granting of a Minor Certificate of Appropriateness for tree removals.
 - b) *Unpermitted Removals.* Unpermitted removal of any and all character-defining landscaping subject to a retroactive Minor Certificate of Appropriateness shall be replaced based on a ratio that replaces the benefit loss of the removed tree(s) multiplied by two (2) using an objective methodology acceptable to the City Arborist. The replacement trees

shall be planted with suitable species selected from the City's recommended tree palette and with the approval from the City Arborist. If any trees cannot be planted on the subject property, or the immediate public right-of-way, an in-lieu fee may be paid into the City's tree mitigation and planting fund, which shall be used to plant trees within the historic district where the tree(s) were removed. The tree replacement requirements must be satisfied within one year of the granting of a Minor Certificate of Appropriateness for tree removals. This section shall not apply to the removal of character-defining landscaping that is an imminent danger to the public welfare.

- c) *Unpermitted removals during Construction Activities.* If a tree removal occurs in the course of any construction activities authorized pursuant to a conditional use permit, variance, design review, tentative map or other discretionary land use approval or any city-issued grading permit, building permit, excavation permit or temporary certificate of occupancy, the City, in addition to all other remedies available to it under this chapter, may issue a stop-work order suspending and prohibiting further activity on the property until a mitigation plan has been filed with and approved by the Planning Manager, agreed to in writing by the property owner(s) and either implemented or guaranteed by the posting of adequate security. The mitigation plan shall include measures for the protection of any remaining Protected Trees.
- 6) **Appeals.** In accordance with the following provisions, any applicant or other interested person dissatisfied with any decision on the application for a Minor Certificate of Appropriateness may appeal such decision.
- a) Decisions of the Planning Manager or designee may be appealed to the Historic Preservation Commission. Decisions of the Historic Preservation Commission may be appealed to the City Council.
 - b) All appeals shall be made in writing stating the reason(s) for appeal. Such appeals shall be filed with the Planning Division within twenty (20) days of the decision on the application for a Certificate of Appropriateness. The receipt of a written appeal shall stay all actions, or put in abeyance all permits or other discretionary approvals which may have been granted, pending the effective date of the decision on the appeal.
 - c) Appeals shall be scheduled for the earliest regular meeting of the hearing body, not less than fifteen (15) days or more than forty-five (45) days after the date of filing an appeal, consistent with the agenda preparation procedures and scheduling of the Historic Preservation Commission and City Council meetings as the case may be.

EXHIBIT A

DRAFT PROTECTED SPECIES LIST			
Pomona-area Native Protected			
Genus	Species	Common Name	Protection Size (DBH)
<i>Acer</i>	<i>macrophyllum</i>	Bigleaf maple	8"
<i>Aesculus</i>	<i>californica</i>	California buckeye	8"
<i>Alnus</i>	<i>rhombifolia</i>	White alder	8"
<i>Arctostaphylos</i>	<i>glauca</i>	Bigberry manzanita	8"
<i>Cercocarpus</i>	<i>betuloides</i>	Mountain ironwood	8"
<i>Frangula</i>	<i>californica</i>	Coffeeberry	8"
<i>Fraxinus</i>	<i>velutina</i>	Velvet ash	8"
<i>Heteromeles</i>	<i>arbutifolia</i>	Toyon	8"
<i>Juglans</i>	<i>californica</i>	Southern California black walnut	8"
<i>Juglans</i>	<i>hindsii</i>	Northern California black walnut	8"
<i>Juniperus</i>	<i>californica</i>	California juniper	8"
<i>Malosma</i>	<i>laurina</i>	Laurel sumac	8"
<i>Platanus</i>	<i>racemosa</i>	California sycamore	8"
<i>Populus</i>	<i>fremontii</i>	Fremont cottonwood	8"
<i>Populus</i>	<i>trichocarpa</i>	Black cottonwood	8"
<i>Prosopis</i>	<i>glandulosa</i>	Honey mesquite	8"
<i>Prunus</i>	<i>ilicifolia</i>	Hollyleaf cherry	8"
<i>Pseudotsuga</i>	<i>macrocarpa</i>	Bigcone Douglas fir	8"
<i>Quercus</i>	<i>agrifolia</i>	Coast live oak	8"
<i>Quercus</i>	<i>berberidifolia</i>	Scrub oak	8"
<i>Quercus</i>	<i>chrysolepis</i>	Canyon live oak	8"
<i>Quercus</i>	<i>durata</i>	Leather oak	8"
<i>Quercus</i>	<i>engelmannii</i>	Engelmann oak	8"
<i>Quercus</i>	<i>lobata</i>	Valley oak	8"

<i>Quercus wislizeni</i>	Interior live oak	8"
<i>Rhamnus ilicifolia</i>	Hollyleaf redberry	8"
<i>Rhus integrifolia</i>	Lemonade berry	8"
<i>Rhus ovata</i>	Sugar bush	8"
<i>Salix exigua</i>	Sandbar willow	8"
<i>Salix goodingii</i>	Gooding's willow	8"
<i>Salix laevigata</i>	Red willow	8"
<i>Salix lasandra</i>	Pacific willow	8"
<i>Salix lasiolepis</i>	Arroyo willow	8"
<i>Sambucus nigra</i>	Blue elderberry	8"
<i>Umbellularia californica</i>	California laurel	8"
Other DBH Protected		
Genus	Common Name	Protection Size (DBH)
<i>Acer buergerianum</i>	Trident maple	10"
<i>Acer palmatum</i>	Japanese maple	10"
<i>Acer saccharinum</i>	Silver Maple	16"
<i>Aesculus x carnea</i>	Red horsechestnut	10"
<i>Aesculus hippocastanum</i>	Common horsechestnut	10"
<i>Afrocarpus falcatus</i>	African fern pine	16"
<i>Agonis flexuosa</i>	Peppermint tree	10"
<i>Allanthus altissima</i>	Tree Of heaven	16"
<i>Albizia julibrissin</i>	Silk tree	16"
<i>Angophora costata</i>	Rose gum	18"
<i>Araucaria araucana</i>	Monkey puzzle tree	12"
<i>Araucaria columnaris</i>	Cook pine	16"
<i>Araucaria heterophylla</i>	Norfolk Island pine	12"
<i>Arbutus menziesii</i>	Madrone	10"
<i>Arbutus unedo</i>	Strawberry madrone	10"

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<i>Bauhinia</i>	<i>variegata</i>	Purple orchid tree	14"
<i>Bauhinia</i>	<i>x blakeana</i>	Hong Kong orchid tree	12"
<i>Brachychiton</i>	<i>acerifolius</i>	Flame tree	18"
<i>Brachychiton</i>	<i>discolor</i>	Queensland lacebark	18"
<i>Brachychiton</i>	<i>populneus</i>	Kurrajong	18"
<i>Callistemon</i>	<i>citrinus</i>	Lemon bottlebrush	16"
<i>Calocedrus</i>	<i>decurrens</i>	Incense cedar	10"
<i>Calodendrum</i>	<i>capense</i>	Cape chestnut	10"
<i>Camellia</i>	<i>sp.</i>	Camellia	10"
<i>Carya</i>	<i>illinoensis</i>	Pecan	16"
<i>Casimiroa</i>	<i>edulis</i>	White sapote	10"
<i>Casuarina</i>	<i>cunninghamiana</i>	River she-oak	18"
<i>Cassia</i>	<i>fistula</i>	Golden shower	10"
<i>Castanospermum</i>	<i>australe</i>	Moreton Bay chestnut	16"
<i>Catalpa</i>	<i>speciosa</i>	Northern catalpa	12"
<i>Cedrus</i>	<i>atlantica</i>	Atlas cedar	16"
<i>Cedrus</i>	<i>deodora</i>	Deodar cedar	16"
<i>Celba</i>	<i>insignis</i>	White floss silk tree	18"
<i>Celba</i>	<i>speciosa</i>	Floss silk tree	18"
<i>Ceratonia</i>	<i>siliqua</i>	Carob tree	10"
<i>Cercis</i>	<i>canadensis</i>	Eastern redbud	10"
<i>Cercis</i>	<i>occidentalis</i>	Western redbud	10"
<i>Chilopsis</i>	<i>linearis</i>	Desert willow	10"
<i>Chionanthus</i>	<i>retusus</i>	Chinese fringe tree	10"
<i>x Chitalpa</i>	<i>tashkentensis</i>	Chitalpa	10"
<i>Cinnamomum</i>	<i>camphora</i>	Camphor tree	14"
<i>Citrus</i>	<i>Any</i>	Citrus tree	10"
<i>Corymbia</i>	<i>citriodora</i>	Lemon-scented gum	18"

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<i>Corymbia</i>	<i>ficifolia</i>	Red flowering gum	18"
<i>Cupaniopsis</i>	<i>anacardioides</i>	Carrot Wood	10"
<i>Cupressus</i>	<i>sempervirens</i>	Italian cypress	10"
<i>Diospyros</i>	<i>kaki</i>	Japanese persimmon	10"
<i>Dombeya</i>	<i>wallichii</i>	Pink-ball	16"
<i>Dracaena</i>	<i>draco</i>	Dragon tree	10"
<i>Eriobotrya</i>	<i>deflexa</i>	Bronze loquat	10"
<i>Eriobotrya</i>	<i>japonica</i>	Japanese loquat	10"
<i>Erythrina</i>	<i>x bidwillii</i>	Shrub coral tree	10"
<i>Erythrina</i>	<i>caffra</i>	South African coral tree	14"
<i>Erythrina</i>	<i>coralloides</i>	Naked coral tree	14"
<i>Erythrina</i>	<i>crista-galli</i>	Cockspur coral tree	10"
<i>Eucalyptus</i>	<i>cladocalyx</i>	Sugar gum	18"
<i>Eucalyptus</i>	<i>deglupta</i>	Rainbow eucalyptus	16"
<i>Eucalyptus</i>	<i>leucoxydon</i>	White ironbark	18"
<i>Eucalyptus</i>	<i>nicholii</i>	Nichol's willow-leaved peppermint	16"
<i>Eucalyptus</i>	<i>parvula</i>	Small-leaved gum	18"
<i>Eucalyptus</i>	<i>polyanthemus</i>	Silver dollar gum	16"
<i>Eucalyptus</i>	<i>sideroxylon</i>	Red ironbark	16"
<i>Ficus</i>	<i>benjamina</i>	Weeping fig	18"
<i>Ficus</i>	<i>carica</i>	Edible fig	10"
<i>Ficus</i>	<i>macrophylla</i>	Moreton Bay fig	18"
<i>Ficus</i>	<i>microcarpa 'Nitida'</i>	Indian laurel fig	18"
<i>Fraxinus</i>	<i>angustifolia 'Raywood'</i>	Raywood ash	18"
<i>Fraxinus</i>	<i>uhdei</i>	Evergreen ash	18"
<i>Fremontodendron</i>	<i>californicum</i>	Common flannel bush	10"
<i>Geijera</i>	<i>parviflora</i>	Australian willow	10"
<i>Ginkgo</i>	<i>biloba</i>	Maldenhair tree	14"

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<i>Grevillea</i>	<i>robusta</i>	Silk oak tree	16"
<i>Grevillea</i>	<i>striata</i>	Beefwood	18"
<i>Handroanthus</i>	<i>chrysotrichus</i>	Golden trumpet tree	10"
<i>Handroanthus</i>	<i>heptaphyllus</i>	Pink trumpet tree	10"
<i>Ilex</i>	<i>aquifolium</i>	English holly	10"
<i>Jacaranda</i>	<i>mimosifolia</i>	Jacaranda	10"
<i>Juglans</i>	<i>nigra</i>	Black walnut	18"
<i>Juglans</i>	<i>regia</i>	English walnut	18"
<i>Koelreuteria</i>	<i>bipinnata</i>	Chinese flame tree	12"
<i>Lagerstroemia</i>	<i>indica</i>	Crape myrtle	10"
<i>Laurus</i>	<i>nobilis</i>	Sweet bay	10"
<i>Leptospermum</i>	<i>laevigatum</i>	Australian tea tree	10"
<i>Leucaena</i>	<i>leucocephala</i>	White popinac	10"
<i>Ligustrum</i>	<i>japonica</i>	Japanese privet	10"
<i>Ligustrum</i>	<i>lucidum</i>	Glossy privet	10"
<i>Liquidambar</i>	<i>styraciflua</i>	American sweet gum	16"
<i>Liriodendron</i>	<i>tulipifera</i>	Tulip tree	12"
<i>Lophostemon</i>	<i>confertus</i>	Brisbane box	16"
<i>Macadamia</i>	<i>integrifolia</i>	Smooth-shell macadamia	10"
<i>Magnolia</i>	<i>grandiflora</i>	Southern magnolia	16"
<i>Malus</i>	<i>any</i>	Apple tree	10"
<i>Melaleuca</i>	<i>linariifolia</i>	Flaxleaf paperbark	18"
<i>Melaleuca</i>	<i>quinquenervia</i>	Cajeput tree	18"
<i>Melia</i>	<i>azedarach</i>	Chinaberry	14"
<i>Metrosideros</i>	<i>excelsa</i>	New Zealand Christmas tree	10"
<i>Michelia</i>	<i>doltsopa</i>	Sweet michelia	10"
<i>Morus</i>	<i>alba</i>	White mulberry	10"
<i>Olea</i>	<i>europaea</i>	Olive	12"

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<i>Paraserianthes</i>	<i>lopantha</i>	Plume albizia	10"
<i>Parkinsonia</i>	<i>florida</i>	Blue Palo Verde	12"
<i>Parkinsonia</i>	<i>microphylla</i>	Little leaf palo verde	10"
<i>Persea</i>	<i>americana</i>	Mexican avocado	10"
<i>Pinus</i>	<i>canariensis</i>	Canary Island pine	18"
<i>Pinus</i>	<i>culteri</i>	Coulter pine	16"
<i>Pinus</i>	<i>eldarica</i>	Mondell Pine	16"
<i>Pinus</i>	<i>halepensis</i>	Aleppo pine	16"
<i>Pinus</i>	<i>pinea</i>	Italian stone pine	18"
<i>Pinus</i>	<i>ponderosa</i>	Ponderosa pine	18"
<i>Pinus</i>	<i>radiata</i>	Monterey pine	16"
<i>Pinus</i>	<i>torreyana</i>	Torrey pine	18"
<i>Pittosporum</i>	<i>rhombifolium</i>	Queensland pittosporum	12"
<i>Pittosporum</i>	<i>tobira</i>	Japanese cheesewood	12"
<i>Pittosporum</i>	<i>undulatum</i>	Victorian box	12"
<i>Platanus</i>	<i>x hispanica</i>	London plane tree	12"
<i>Platanus</i>	<i>occidentalis</i>	American sycamore	12"
<i>Prunus</i>	<i>avium</i>	Sweet cherry	10"
<i>Prunus</i>	<i>cerasifera</i>	Purple-leaf plum	10"
<i>Prunus</i>	<i>dulcis</i>	Almond	10"
<i>Prunus</i>	<i>persica</i>	Peach	10"
<i>Pseudotsuga</i>	<i>menziesii</i>	Douglas fir	18"
<i>Punica</i>	<i>granatum</i>	Pomegranate	10"
<i>Pyrus</i>	<i>calleryana</i>	Ornamental pear	10"
<i>Quercus</i>	<i>douglasii</i>	Blue oak	10"
<i>Quercus</i>	<i>ilex</i>	Holly oak	10"
<i>Quercus</i>	<i>kelloggii</i>	California black oak	10"
<i>Quercus</i>	<i>macrocarpa</i>	Bur oak	10"

<i>Quercus</i>	<i>robur</i>	English oak	10"
<i>Quercus</i>	<i>rubra</i>	Red oak	10"
<i>Quercus</i>	<i>suber</i>	Cork oak	10"
<i>Quercus</i>	<i>virginiana</i>	Southern live oak	10"
<i>Robinia</i>	<i>pseudacacia</i>	Black locust	10"
<i>Sambucus</i>	<i>canadensis</i>	American elderberry	12"
<i>Schinus</i>	<i>molle</i>	Peruvian pepper tree	18"
<i>Schinus</i>	<i>terebinthifolius</i>	Brazilian pepper tree	18"
<i>Sequoia</i>	<i>sempervirens</i>	Coast redwood	18"
<i>Stenocarpus</i>	<i>sinuatus</i>	Firewheel tree	10"
<i>Syzygium</i>	<i>australe</i>	Brush cherry	10"
<i>Syzygium</i>	<i>paniculatum</i>	Australian bush cherry	10"
<i>Tipuana</i>	<i>tipu</i>	Tipu tree	10"
<i>Ulmus</i>	<i>americana</i>	American elm	16"
<i>Ulmus</i>	<i>parvifolia</i>	Chinese elm	16"
<i>Ulmus</i>	<i>pumila</i>	Siberian elm	16"
<i>Xylosma</i>	<i>congestum</i>	Shiny xylosma	10"
<i>Zelkova</i>	<i>serrata</i>	Sawleaf zelkova	12"
Other Height Protected			
Genus	Species	Common Name	Protection Size (Height)
<i>Archontophoenix</i>	<i>cunningghamiana</i>	King palm	12'
<i>Brahea</i>	<i>armata</i>	Mexican blue palm	8'
<i>Brahea</i>	<i>edulis</i>	Guadalupe palm	8'
<i>Butia</i>	<i>capitata</i>	Pindo palm	8'
<i>Chamaerops</i>	<i>humilis</i>	Mediterranean fan palm	8'
<i>Livistona</i>	<i>australis</i>	Australian cabbage palm	10'
<i>Livistona</i>	<i>chinensis</i>	Chinese fountain palm	10'
<i>Phoenix</i>	<i>canariensis</i>	Canary Island date palm	12'

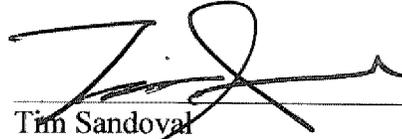
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<i>Phoenix</i>	<i>dactylifera</i>	Date palm	12'
<i>Phoenix</i>	<i>reclinata</i>	Senegal date palm	10'
<i>Phoenix</i>	<i>roebelenii</i>	Pygmy date palm	8'
<i>Strelitzia</i>	<i>nicolai</i>	Giant bird of paradise	10'
<i>Syagrus</i>	<i>romanzoffianum</i>	Queen palm	10'
<i>Trachycarpus</i>	<i>fortunei</i>	Windmill palm	10'
<i>Washingtonia</i>	<i>filifera</i>	California fan palm	35'
<i>Washingtonia</i>	<i>robusta</i>	Mexican fan palm	35'
<i>Yucca</i>	<i>gloriosa</i>	Spanish dagger yucca	8'

SECTION 2. The City Clerk shall certify to the passage and adoption of this Resolution, and it shall thereupon be in full force and effect.

PASSED, APPROVED AND ADOPTED this 18th day of May, 2020.

CITY OF POMONA:



Tim Sandoval
Mayor

APPROVED AS TO FORM:



Sonia Carvalho
City Attorney

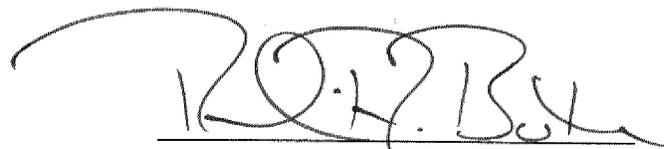
ATTEST:



Rosalia A. Butler, MMC
City Clerk

I, HEREBY CERTIFY that the foregoing resolution was duly adopted by the City Council of the City of Pomona at a regular meeting thereof held on May 18, 2020 by the following vote of the Council:

AYES: Garcia, Gonzalez, Lustro, Ontiveros-Cole, Preciado
NOES: Torres
ABSTAIN: Sandoval
ABSENT: None



Rosalia A. Butler, MMC
City Clerk