



505 South Garey Avenue
Pomona, CA 91766

City of Pomona Historic Preservation Commission

Action Minutes

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

Wednesday, October 1, 2025

6:30 PM

Council Chambers

CALL TO ORDER

Chairperson Keller called the meeting to order at 6:32 p.m.

PLEDGE OF ALLEGIANCE

Chairperson Keller led the Pledge of Allegiance.

ROLL CALL

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

Absent: None

Staff Present: Betty Donavanik, Development Services Director
Geoffrey Starns, Planning Manager
Rosalia Butler, City Clerk
Irene Moure, Assistant Planner

PUBLIC COMMENT:

Donny Horn asked about the criteria that deems historical properties.

The Commission has agreed to move Staff Communication to the front of the agenda. City Clerk Butler attended this meeting.

1. City Clerk Butler informed the Commission that it is a requirement to submit a 700 Form and to complete the AB1234 Ethics Training.
2. Asked the Commission if anyone is interested in attending a Brown Act Training
3. Fair Political Practice Commission extended the 700-form deadline to June (usually it is due on April 1st).
4. Fair Political Practice Commission could perform an audit of the forms.
5. AB1234 Ethics Training must be done every 2 years.
6. Retention Schedule is updated yearly.

The Commission asked questions pertaining to the AB1234 Ethics Training and 700-form. Commissioner B. Gallivan asked a question about the retention schedule.

COMMISSIONER COMMUNICATION:

Commissioner Swodeck coordinates the volunteers for the Christmas Parade, which will take place on December 13, 2025. She asked the Commission if anyone would like to participate in the parade. She mentioned that the Pomona 5K is scheduled for October 18, 2025.

Commissioner J. Gallivan stated that he drives his own car in the parade.

Chair Keller stated that the Education Outreach Adhoc Committee met before this meeting and discussed the historic context and surveys.

CONSENT CALENDAR:

1. Approval of Action Minutes from the Historic Preservation Commission meeting of September 3, 2025.

Moved by Chairperson Keller, seconded by Commissioner Anten, to approve w/amendments to previous action minutes. Motion carried (7-0-0-0)

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

Noes: None

Abstention: None

Absent: None

In Opposition: none

In Support: none

Discussion Time: 3 minutes (7:31 p.m.to 7:34 p.m.)

PUBLIC HEARING:

None

DISCUSSION ITEMS:

1. Determination of Historic Significance (DHS-000541-2025) for 362 E. 4th Street
Assistant Planner Moure presented the item.
 1. Provided an extensive history of the site to the Commission to determine the historical significance of the property.
 2. Staff determined that the property is not historic.

Moved by Commissioner Swodeck, seconded by Commissioner Alvarez, to determine not historic. Motion carried (7-0-0-0)

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

In Opposition: none

In Support: none

Discussion Time: 8 minutes (7:35 p.m. to 7:43 p.m.)

STAFF COMMUNICATION:

Planning Manager Starns informed the Commission that we received a Major COA application for a skate park at 350 S. Garey Avenue – The Union. Staff has placed a hold on the application until The Union addresses the Code Compliance issues related to signs with no permits.

ADJOURNMENT:

The meeting was adjourned at 7:45 P.M. to the meeting of November 5, 2025 at 6:30 P.M.

Respectfully submitted,

Prepared by,

Geoffrey Starns, AICP, AIA, LEED AP
Planning Manager

Miroslava PourSanae
Administrative Assistant