



City of Pomona

Zoning Administrator

Draft Action Minutes

Zoning Administrator Betty Donovanik

Wednesday, February 11, 2026

3:00 PM

Council Chambers

CALL TO ORDER

Zoning Administrator Donovanik called the meeting to order at 3:00 p.m. in the Council Chambers.

PLEDGE OF ALLEGIANCE

Zoning Administrator Donovanik led the Pledge of Allegiance.

ROLL CALL

Betty Donovanik, Zoning Administrator

CONSENT CALENDAR

None

PUBLIC HEARING ITEMS

1. Development Plan Review (DPR-000236-2024) for 1463 W. Mission Blvd.

Assistant Planner Molina presented the item.

1. 18 residential units, 0.43 acres, 23 parking spaces
 2. No density bonus, No SB 330 pre-application
 3. Open space: private balconies for units between 63sf – 133sf and pocket park playground 1800sf
 4. The proposed project is eligible to receive one incentive/concession. The applicant will not be utilizing the available incentive/concession.
 5. Applicant is requesting the following three waivers:
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- a. Proposed project: Due to the area of the subject site and the scale of buildings located on adjacent properties, this requirement would physically prevent the housing development project from meeting its permitted density as the standard would eliminate a significant amount of air space that the proposed design is using to provide residential units and their required amenities. Based on the impact of the development, the Applicant has requested to waive this requirement.
 - b. The proposed public open space is located to the rear of the site and is accessed from a pedestrian walkway that connects the right-of-way to the pocket park. Given the location of the walkway between a property line wall and the proposed building, and required landscaping for the site, the visibility of the public open space is hindered.
 - c. The development proposes a total of 23 parking spaces. The reduction in parking spaces is proposed to provide sufficient maneuvering space for the two parking spaces located to the rearmost portion of the on-site parking lot. With the proposed parking count, the development will be able to provide a minimum of one (1) parking space per unit and three (3) parking spaces for guest spaces or otherwise.
6. CEQA exempt
 7. Staff received a public comment from CAL HDF
 8. Staff recommends approval of Development Plan Review (DPR)

Zoning Administrator Donavanik questions/concerns

1. Asked staff if the waiver is due to the 45-degree slope
2. Is open space open to the public? Will the walkways lead to the open space area? Is the parking area gated?
3. Will the existing block wall adjacent to the mobile home remain open?
4. Asked the applicant if he had any objections to adding trash chutes? The applicant stated he can provide a trash valet.
5. Asked staff to change condition no. 18 of resolution to reflect "to low income"

Director Donavanik requested the following conditions:

1. Placement of two street trees for Public Works to choose species
2. To maintain the property before applicant starts construction
3. Gates shall be installed behind the building frontage to the satisfaction of the Director

Assistant City Attorney Henry Castillo asked the applicant if he accepts all the conditions mentioned during the meeting. The applicant stated yes.

A motion by Zoning Administrator Donavanik to approve Development Plan Review (DPR-000238-2024) w/conditions: (1) replacement of two street trees for Public Works to choose the species (2) applicant shall provide a trash valet, if it becomes a nuisance (3) applicant shall maintain the property clean from debris and trash before construction starts (4) gates shall be installed behind the building frontage to the satisfaction of the Director (5) change condition #18 of resolution to reflect "to low income".

OPPOSITION: None

IN SUPPORT: Mike A., Integrity Property Group

DISCUSSION TIME: 22 minutes (3:01 p.m. to 3:23 p.m.)

2. Development Plan Review (DPR-001018-2024) for 1490 W. Mission Blvd.

Assistant Alan Fortune presented the item.

1. Housing Development project consisting of two, four-story, rental residential apartment buildings of 28 and 18 dwelling units for a total of 46 dwelling units with associated on-site and off-site improvements including 52 parking spaces on 1.25 acres
2. 13% of the units are dedicated to inclusionary housing for a total of five units
3. 11% of the base units are dedicated to very low income (35% Density Bonus, 4 units)
4. 12 units are bonus units beyond density allowing for a total of 46 dwelling units
5. Qualifies for two concessions/incentives with unlimited waivers. Requesting 1 concession and 7 waivers. The concession that is being requested is for the provision of public open space.
6. Applicant is requesting the following waivers:
 - a. Proposed Project: The six one-bedroom units are 575 SF, less than the required 600 SF. Due to the unique shape of the lot having a very narrow frontage of less than 90' with a dept of more than 611', this standard would physically prevent the housing development project from meeting its proposed density.
 - b. Proposed project: Though Building 1 meets this requirement and is facing the street, building 2 is facing a common courtyard, rather than public open space. Due to the unique shape of the lot, with a very narrow width of less than 90' and a depth of 611', only one building was able to meet this requirement. Meeting this requirement would inhibit the development from meeting their proposed density.
 - c. Proposed Project: Though a Common Lobby Entry is proposed for building 2, it fronts a common open space courtyard rather than directly fronting the street, as defined by the PCSP. Meeting this standards would now allow separate buildings to be constructed deeper into the lot which would limit the development potential and inhibit the developer from meeting their proposed density.
 - d. Proposed Project: The width of the lot is only 89', and accommodating required side yard setbacks and fire apparatus access lanes did not allow for the proposed development to meet the required 70% frontage coverage. The maximum the development could meet is approximately 55%, which this development meets. It is not feasible for any development on this lot to meet this standard.
 - e. Proposed Project: Due to the narrow width of the lot, compliance with other standards, such as the provision of parking and a fire apparatus access lane, does not feasibly allow for a perimeter landscape buffer on the west property line that meets the "moderate" screening definition. A 1' landscape buffer is being provided but is not wide enough to accommodate trees to qualify as moderate screening.
 - f. Proposed Project: The proposed project provides a total of 52 parking spaces, which is greater than the number of units, guaranteeing that at least each unit have a dedicated parking space, as conditioned. Providing

landscaping, common open space, and other amenities limits the area that can be feasibly dedicated to parking spaces. Meeting the standard of 66 parking spaces would limit the development from meeting the density proposed.

- g. Proposed Project: The development is proposing a total of 5,958 SF of vegetated landscaping, 4,892 SF less than the 20% required. Without the requested concession to allow for a fourth floor, the development standard would limit the developer’s ability to provide the total number of units proposed.

- 7. Staff received a public comment in support of the project
- 8. Staff recommends approval of the project

Zoning Administrator Donovanik questions/concerns

- 1. Asked if the courtyard in the middle of the project open to the public. Does this count as public open space?
- 2. Will the accessway to the alley be gated?
- 3. Does building number two have a laundry room?
- 4. Asked staff to change condition #21 of resolution to reflect “very low income”.

A motion by Zoning Administrator Donovanik to approve Development Plan Review (DPR-001018-2024) w/condition: (1) applicant shall provide a trash valet, if it becomes a nuisance (2) replacement of two street trees for Public Works to choose the species (3) change condition #21 to reflect “very low income”.

OPPOSITION: None

IN SUPPORT: Mike A., Integrity Property Group

DISCUSSION TIME: 21 minutes (3:24 p.m. to 3:55 p.m.)

ADJOURNMENT

The Zoning Administrator meeting was adjourned by Zoning Administrator Donovanik at 3:56 p.m. to a date, time, and location to be determined.

Respectfully submitted,

Prepared by,

Geoffrey Starns
Planning Manager

Miroslava PourSanae
Administrative Assistant