



505 S. Garey Ave  
Pomona, CA 91766

## City of Pomona

### Historic Preservation Commission

### Action Minutes

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

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Wednesday, July 6, 2022

6:32 PM

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#### **CALL TO ORDER**

Chairperson Williams called the Historic Preservation Commission meeting to order at 6:32 p.m.

#### **PLEDGE OF ALLEGIANCE**

Chairperson Williams led the Pledge of Allegiance.

#### **ROLL CALL**

Present: Chairperson Jennifer Williams  
Vice-Chairperson Chara Swodeck  
Commissioner Tamara Gonzalez  
Commissioner Alice Gomez  
Commissioner Jim Kercheval  
Commissioner Ann Tomkins

Absent: Commissioner James Gallivan

Staff Present: Anita Gutierrez, Development Services Director  
Geoffrey Starns, Historic Preservation Supervisor  
Alina Barron, Associate Planner  
Lynda Ramos, Associate Planner

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**PUBLIC COMMENT**

None

**COMMISSIONER COMMUNICATION**

**Moved by Commissioner Gonzalez, Seconded by Vice-Chair Swodeck to move Commissioner Communications to the end of the meeting and carried by unanimous vote of the members present (5-0-0-2).**

**CONSENT CALENDAR**

None

**PUBLIC HEARING ITEMS**

1. Major Certificate of Appropriateness (MAJCOA 18434-2022)

Project Address: 911 S. Locust Street Project

A request for a Major Certificate of Appropriateness (MAJCOA 18434-2022) to consider a retroactive approval of a demolition of a Craftsman Bungalow built in 1910.

Associate Planner Ramos presented the item. Commissioner Tomkins asked if staff had been aware of a fire in the building. Associate Planner Ramos responded that yes, based on a newspaper article. Commissioner Kercheval asked if any fines were levied. Director Gutierrez responded no.

Public Comment was opened.

The property owner, Roy Kwan spoke in support of the item and discussed a fire that occurred on the property. Commissioner Tomkins asked some clarifying questions regarding the fire.

There was no other comments from the public. Public comment was closed.

Vice-Chair Swodeck asked about the teeth in the ordinance since the building is already demolished. Director Gutierrez responded that the ordinance needs to be rewritten and Commission still needs to determine if this property has any significance. Commissioner Tomkins asked about the unlawful demolition fine and our policy regarding the fine. The Commission discussed the issue.

Commissioner Gomez arrived at 6:45pm

**A motion by Chairperson Williams, seconded by Commissioner Gonzalez, to approve the item with the added condition that the project pay a three dollar (\$3) per square foot fine or the maximum allow by law , if it is less than the three dollar (\$3) per square foot fine.**

An alternative motion was then proposed and seconded. (By rule the alternative motion is voted on first)

**A motion by Commissioner Kercheval, seconded by Commissioner Vice-Chair Swodeck, to approve the item. The motion carried by a majority vote of the members present (5-1-0-1)**

Chairperson Tamara Gonzalez - no; Vice-Chairperson Jennifer Williams - yes; Commissioner Swodeck – yes; Commissioner Gomez – yes; Commissioner Gallivan - absent; Commissioner Kercheval– yes; Commissioner Tomkins – yes.

**OPPOSITION:** None

**IN SUPPORT:** Roy Kwan

**DISCUSSION TIME:** 21 minutes (6:34 p.m. to 6:55 p.m.)

2. Major Certificate of Appropriateness (MAJCOA 17622-2022)

Project Address: 475 W Orange Grove Avenue

A Major Certificate of Appropriateness (MAJCOA 17622-2022) to construct an addition to a garage for use as an Accessory Dwelling Unit, at 475 W Orange Grove Avenue in the Hacienda Park Historic District.

Associate Planner Barron presented the item. Commissioner Kercheval asked about the open eaves being noted. Planner Barron and Supervisor Starns responded that it is not in the plans that the rafters will be exposed to match the existing house and that it is also a condition of approval. Commissioner Kercheval also asked if we could condition the new addition and garage as a smooth plaster finish to match what would have been done in the 1940s. He also asked about no windows on the east and west elevations and that he was concerned about a lack of light and wanted to add a new window in the living room and a new window in the bedroom facing the interior of the lot. He also asked what material the windows would be made of. Associate Planner Barron responded that they would be made out of wood and that they'd have a sill to match the existing windows. He also asked about the condenser unit being placed next to the exterior door rather than along the side facing 7-11.

Commissioner Swodeck inquired about trees shown in the photos on the site. Planner Barron responded that the trees had been removed, but this older photograph was the best view of the project.

Commissioner Tomkins asked about the Commission's purview related to garages and can the Commission make projects keep garages looking like garages. Director Gutierrez stated that it was within the Commission's ability to regulate, but that it's not currently in our ordinance. Commissioner Tomkins stated that it might be something we want to look into. Commissioner Kercheval concurred with Commissioner Tomkin's suggestion.

Commissioner Gonzalez wanted clarification regarding the window location in the bedroom facing the rear yard.

Public Comment was opened. The applicant, Esteban Santillan spoke in favor of the project. There was no other comments from the public. Public comment was closed.

Commissioner Gonzalez asked how Commissioner wanted to treat garage doors. Commissioner Tomkins suggested that the garage doors remain looking like garage doors from the street. She is concerned that if there a great many of these conversions that it will change the look of the district. Commissioner suggested that a single door could be acceptable, but that the door would be a faux door, with an insulated wall behind the door. Commissioner Gonzalez stated that this plan would require substantial changes to meet that requirement and may not be appropriate for this project but that she generally agreed with Commissioners Kercheval and Tomkins regarding keeping the garage look. Vice Chair Swodeck concurred.

**A motion by Vice-Chair Swodeck, seconded by Commissioner Gonzalez, to approve the project adding conditions regarding moving the air condition unit to the west side of the ADU, the addition of 2 smaller windows or one larger window on the east elevation in the east bedroom, and that the stucco be a smooth plaster finish, carried by a unanimous vote of the members present (6-0-0-1).**

Chairperson Tamara Gonzalez - yes; Vice-Chairperson Jennifer Williams - yes; Commissioner Swodeck – yes; Commissioner Gomez – yes; Commissioner Gallivan - absent; Commissioner Kercheval– yes; Commissioner Tomkins – yes.

**OPPOSITION:** None

**IN SUPPORT:** Esteban Santillan

**DISCUSSION TIME:** 42 minutes (6:55 p.m. to 7:37 p.m.)

### 3. Historic Preservation Ordinance Amendment (CODE-18684-2022)

Citywide A request for an amendment to the City's Historic Preservation Ordinance (CODE-18684-2022) to review of properties 50 years old or older to determine if they are historic prior to demolition, and to provide regulations for the demolition of historic properties citywide.

Supervisor Starns presented the item. Commissioner Gonzalez asked about a fee for request for review. Supervisor Starns stated that there is no fee currently and that is something that staff will have to figure out and include in the next fee update.

Vice-Chair Swodeck stated that she wanted to put language regarding the maximum amount for illegal demolition.

Commissioner Tomkins stated that she wanted to update the illegal demolition fee. She also asked about the difference between the deconstruction and a Certificate of Appropriateness. Supervisor Starns explained that any removal where something else is proposed (i.e. window replacement or demolishing a wall for an addition) would be processed through a Certificate of Appropriateness, but any removal when nothing is proposed to replace it, would be considered demolition and go through this new Certificate of Deconstruction process.

Commissioner Gonzalez asked the Chair if they had discussed the five dollar (\$5) fee in the ad-hoc committee and creating a more enforceable fee. Supervisor Starns stated that they had discussed creating a mitigation fee for demolitions. Commissioner Gonzalez asked where staff was with the fee. Supervisor Starns stated he was about 90 percent there and the City Attorney needed to review it. Chairperson Williams was concerned getting bogged down in the fee and wants to move this item. Commissioner Gonzalez agreed but wanted to be sure the fee part was also being worked on.

Commissioner Tomkins mentioned that the unlawful demolition fee should be looked at every five (5) years, it's been nearly 25 years, and that we should look at it.

Commissioner Kercheval asked that at the next time an unlawful demolition comes before the Commission that staff make a recommendation regarding the fee and that the applicant be notified ahead of time.

Commissioner Gomez agrees with Commissioner Gonzalez regarding the mitigation fee, and agrees with Commissioner Kercheval that people should know about this fee when they are looking at a possible demolition in Pomona.

Vice-Chair Swodeck asked about updating the five dollar (\$5) fee and Commissioner Gonzalez clarified the process. Commissioner Tomkins asked about how that is coming back to the Commission and how it was done in Ontario. Supervisor Starns went through how Ontario's fee worked. Director Gutierrez stated that staff will bring back the Commission some options.

**A motion by Commissioner Gonzalez, seconded by Vice-Chair Swodeck, to approve the proposed Code amendment, carried by a unanimous vote of the members present (6-0-0-1).**

Chairperson Tamara Gonzalez - yes; Vice-Chairperson Jennifer Williams - yes; Commissioner Swodeck – yes; Commissioner Gomez – yes; Commissioner Gallivan - absent; Commissioner Kercheval– yes; Commissioner Tomkins – yes.

**OPPOSITION:** None

**IN SUPPORT:** None

**DISCUSSION TIME:** 22 minutes (7:37 p.m. to 7:59 p.m.)

## **DISCUSSION ITEMS**

### **1. Historic Context Statement Update.**

**A motion by Commissioner Tomkins, seconded by Commissioner Gonzalez, to continue the item to the August 3, 2022 Historic Preservation Commission meeting, carried by a unanimous vote of the members present (6-0-0-1).**

**DISCUSSION TIME:** 1 minute (7:59 p.m. to 8:00 p.m.)

### **2. Update on the City Stables.**

Supervisor Starns presented item. Commissioners asked questions regarding the demolition and reconstruction.

**Discussion only, no action taken.**

**DISCUSSION TIME:** 46 minutes (8:00 p.m. to 8:21 p.m.)

## **STAFF COMMUNICATION**

Supervisor Starns updated the Commission on future agenda items. He also congratulated Commissioner Gomez on being named volunteer of the Year for the Pomona Valley Historical Society. Commissioner Gonzalez asked if the upcoming demolition was retroactive, which Supervisor Starns stated no. Commissioner Tomkins asked if any appeals had been submitted and Supervisor Starns stated there was an appeal coming in August

regarding windows. Commissioner Gonzalez asked about the fences meeting and if any commissioners attended. Supervisor Starns stated that would be coming back to the Commission next month. Director Gutierrez raised issues regarding social media citywide and a community outreach strategy.

**COMMISSIONER COMMUNICATIONS (Continued from the beginning of the meeting)**

1. Report from Educational/Outreach Ad-Hoc Committee - Commissioner Kercheval & Commissioner Swodeck.

The Ad-Hoc has been meeting and has been making forward movement. The Ad-Hoc also would like to transition to a standing committee. The ad-Hoc has also reserved “Preserve Pomona” on both Facebook and Instagram. The ad-Hoc is also looking at what we have done to create content.

2. Report from Tree Ad-Hoc Committee – Commissioner Tomkins and Commissioner Gallivan.

Commissioner Tomkins reported that the Ad-hoc met with the City Arborist. Made some progress related to recommend replacement trees. She also added that the Ad-Hoc discussed the current street tree codes with the City Arborists and tree trimming issues.

3. Individual Commissioner Communications

Commissioner Kercheval ask if prior to the next ADU that comes before the Commission that the commission will be looking for the elevation with the garage door looks like a garage door. Director Gutierrez responded that we also need some clarification from the Commission. A discussion item can be scheduled for a future meeting.

Commissioner Gomez stated that she enjoyed the California Preservation Conference and that most of the classes related to Pomona.

Commissioner Tomkins mentioned that the July 4<sup>th</sup> festivities at Lincoln Park that many of her neighbors did not know about the proposed statue, but that it was a great event.

Commissioner Gonzalez asked about the street trees at 150 Lincoln Avenue that are not the correct street trees. Supervisor Starns stated that for the time being the City Arborist would rather have the wrong tree than no tree at all, but that eventually, before they get too big, they will be removed and the correct species will be planted.

Vice-Chair Swodeck stated that the California Preservation Foundation was doing a CEQA workshop July 7<sup>th</sup>. She also liked the conference and though how could we do something on a smaller scale. Supervisor Starns stated that it is something that he is working on with the City of Ontario and the State Office of Historic Preservation.

Chairperson Williams announced that this would be her last meeting. She stated that she learned a lot from everyone on the Commission, that it was a wonderful experience and she thank everyone.

**DISCUSSION TIME:** 34 minutes (8:21 p.m. to 8:55 p.m.)

### **ADJOURNMENT**

The Historic Preservation Commission meeting was adjourned by Chairperson Williams at 8:55 p.m. to the next regularly scheduled meeting of August 3, 2022 at 6:30 p.m.

Respectfully submitted and prepared by,

Geoffrey Starns  
Historic Preservation Supervisor