



CITY OF POMONA

HISTORIC PRESERVATION

COMMISSION

DATE: November 7, 2018

TO: Historic Preservation Commission (HPC)

FROM: Development Services Department, Planning Division

SUBJECT: DISCUSSION ITEM

Discussion Item for proposed amendment to the Historic Preservation Commission Rules of Procedures/By-Laws regarding agenda preparation.

STAFF RECOMMENDATION

Staff recommends that the Historic Preservation Commission discuss and consider proposed amendments to the Historic Preservation Commission Rules of Procedures/By-Laws and direct staff regarding agenda preparation and direct Staff on next steps.

BACKGROUND

On September 4, 2018, the Development Services Department received a request from Commissioner Ann Tomkins to include a discussion item on a future agenda pertaining to amending the Historic Preservation Commission Rules of Procedures/By-Laws ("HPC By-Laws"). The HPC By-Laws were adopted on August 7, 1996 by the HPC (See Attachment 1). Staff was not able to locate HPC minutes or a staff report on the HPC Bylaws and no further amendments were found.

REQUEST

The request from Commissioner Tomkins is for the HPC to consider bringing forth an amendment to Section C-1 of the By-Laws. The following is staff's interpretation of Commission Member Tomkins recommended changes (See Attachment 2): (Strikethrough is deletion of text and bold and underline is new text)

C-1 An agenda shall be prepared for each regular meeting containing the specific items of business to be transacted and the order thereof. Items of business may be placed on the agenda by any Commissioner, the ~~Economic~~ Development Services Director or designee, the ~~City Planner~~ Development Services Manager or designee, or the City Attorney or designee. A draft of the proposed agenda shall be distributed to all Commissioners two weeks prior to the meeting and shall be posted on the City website at least one week prior to the meeting. The Secretary shall prepare the agenda. Whenever feasible, each item on the agenda shall contain a staff report and recommendation and the specific action requested to be taken by the Commission. No matters other than those listed on the agenda shall be acted upon by the Commission unless the matter is permitted under the conditions prescribed in California Government Code section 54954.2.

APPLICABLE CODE SECTIONS

According to Pomona City Code, Article V. (Board and Commissions), Division 4. Historic Preservation Commission Section 2-619 (Rules of procedure), *“The historic preservation commission shall adopt a set of rules of procedure. Such rules of procedure shall contain the following:*

- (1) Required conduct of commission members;*
- (2) The duties of officers and city staff;*
- (3) The manner in which commission meetings and business shall be conducted;*
- (4) Agenda preparation; and*
- (5) Recordkeeping procedures.”*

ANALYSIS

The first change, deleting Economic Development Director and updating with Development Services Director, is acceptable to staff –.

The second change, changing City Planner to Development Services Manager, needs an additional modification. The Development Services Department, through the Human Resources Department, has taken to City Council a change in the title of the Development Services Manager to Planning Manager. The change in concept is acceptable with the latest update to Planning Manager instead of Development Services Manager.

The third change requires further discussion and understanding. Planning Division staff is relatively new and is currently addressing a large number of projects citywide, including but not limited to: entitlements, building plan checks, counter inquiries, telephone call inquiries, field inspections for permits, administrative approvals, and long-range planning projects such as the housing element, and comprehensive update to the Pomona Zoning Ordinance. In addition, there are a number of cultural arts projects that require attention, organization and details to move them forward. This includes compliance with legal deadlines, settlement agreements, and other deadlines the City has fallen behind in, such as with completion of the annual certification report for Historic Preservation. Furthermore, the replacement of a new Planning Manager has been completed with a new manager starting on November 26, 2018.

Staff recommends holding off on the proposed third change to the By-Laws for at least one year until planning can be adequately caught up on work necessary to establish new businesses, developments satisfactorily maintain other development services tasks.

CONCLUSION

Staff is acceptable to the first two recommended amendments, but requests the third request to be delayed a year because of the reasons mentioned above.

Respectfully submitted by:

Mario Suarez, AICP
Development Services Director

ATTACHMENTS:

- 1) HPC Rules of Procedures/By-Laws adopted by Resolution No. 96-01
- 2) Memorandum from Ann Tomkins