

OFFICIAL MINUTES  
POMONA HISTORIC PRESERVATION COMMISSION  
APRIL 3, 2019

A. CALL TO ORDER: The Historic Preservation Commission meeting was called to order at 7:00 p.m. by Chair Debra Martin

B. PLEDGE OF ALLEGIANCE: Commissioner James Kercheval led the pledge of allegiance.

D. ROLL CALL: Roll was taken by Development Services Director Anita Gutierrez

COMMISSIONERS PRESENT: Chair Debra Martin; Vice-Chair James Kercheval, Commissioners Jim Gallivan, Ann Tomkins, Jennifer Williams, Tamara Gonzalez, Alice R. Gomez.

COMMISSIONERS ABSENT: None

STAFF PRESENT: Acting Development Services Director Gutierrez, Assistant Planner Lynda Lara, Assistant Planner Eunice Im, Parks and Facilities Manager Michael Sledd

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ITEM D:  
PUBLIC COMMENT:

**Councilwoman Jennifer Stark, City of Claremont;** spoke about Claremont's love of trees. She reported on Arbor Day Claremont was recognized for its 35<sup>th</sup> year of being a tree city. She stated Claremont recognizes trees as being a valuable public resource and spoke about the benefits of trees being well known, increasing property values, enhancing the economy, beauty, and health and safety. She spoke about carbon filtration and stated urban forests help everyone. She shared Claremont has a non-profit called Sustainable Claremont which partners with the city to obtain grants from CalFire. She reported the last planting was on Arbor Day and they planted 100 trees on Baseline with about 50 volunteers. She noted this was the sixth planting event of the year. She shared Claremont has a comprehensive tree policy that requires a certain amount of political will, because it values the tree over the concrete infrastructure. She stated a 40-year-old tree is worth the investment of redoing a sidewalk every decade or so because of the amount of carbon it can bring out from pollution. She stated she was here to support Pomona it crafts its tree policy because urban forestation connects everyone.

Commissioner Tomkins asked if there was a size of tree the City of Claremont requires to be planted.

Councilwoman Stark replied 15 gallons with the Cal Fire grant and the trees come with little green bags that need to get filled every week initially and then every month. She noted it requires community buy in and so Sustainable Claremont does a lot alongside the City. She noted the policy is very clear that dropping limbs or pinecones is not a viable reason to remove a 50-year-old tree, because that tree is something that enhances the value of that property for the next generation.

Chair Martin asked if Claremont recently held a forestry committee meeting.

Councilwoman Stark replied they are hosting a series of Urban Forum meetings and just had the second of three. She noted they are intended to cultivate local leadership and get community buy to protect trees as a valuable resource. She spoke about seeing trees not as a personal problem but as a resource that contributes to the town, neighbors, region, and environment.

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ITEM E:  
CONSENT CALENDAR:

1. Approval of draft Historic Preservation Commission Minutes for May 2, 2018 and February 6, 2019.

**This item was reviewed at the end of the meeting at the request of Commissioner Tomkins.**

Commissioner Tomkins asked if the minutes had been changed, because there were things she read when the agenda was first sent that she can't find now.

Development Services Director Gutierrez replied to her knowledge staff did not upload anything different.

Commissioner Gallivan asked about the two additions he sent and stated they need to approve those minutes.

Development Services Director Gutierrez replied that is understood. She stated those documents were not included as part of the minutes because staff needs to pull those minutes and do some research.

Commissioner Gallivan confirmed that was in 2018.

Chair Martin replied yes end of 2018.

Commissioner Tomkins confirmed the items Commissioner Gallivan submitted were discussed in the minutes and were supposed to be attached.

Development Services Director Gutierrez replied that is what Commissioner Gallivan is indicating, so staff needs to look at the transcripts and if appropriate bring those minutes back for approval.

**Motion by Chair Martin, seconded by Commissioner Gonzalez, carried by a unanimous vote of the members present (7-0-0-0), to continue the approval of the minutes until the next meeting, June 5, 2019.**

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PUBLIC HEARINGS:

ITEM F-1

PUBLIC HEARING – MAJOR CERTIFICATE OF APPROPRIATENESS (MAJCOA 11207-2019) TO ALLOW FOR THE DEMOLITION OF A PRE-1945 SINGLE FAMILY RESIDENCE ON A PROPERTY LOCATED AT 1150 BUENA VISTA AVENUE.

**This item was continued from March 6, 2019.**

Staff requested this item be continued from April 3, 2019 to June 5, 2019 in order to obtain additional interior photographs.

**Motion by Chair Martin, seconded by Commissioner Kercheval, carried by a unanimous vote of the members present (7-0-0-0), to continue this item to a date specified, June 5, 2019.**

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ITEM F-2

PUBLIC HEARING – MAJOR CERTIFICATE OF APPROPRIATENESS (MAJCOA 011397-2019) TO ALLOW FOR THE DEMOLITION OF FOUR PRE-1945 SINGLE FAMILY RESIDENCES ON A PROPERTY LOCATED AT 961 EAST PHILLIPS BOULEVARD.

Eunice Im, Assistant Planner, provided a presentation on this item.

**Chair Martin invited the applicant to come forward and opened the public hearing.**

Mr. Victor stated he works with the applicant, Harry Shang, as the designer.

Chair Martin invited her fellow Commissioners to ask questions about this project.

Commissioner Tomkins asked who specifically was noticed.

Assistant Planner Im replied the adjacent neighboring residents, the Commissioners and the Historic Society members.

Commissioner Tomkins stated the reason she is asking is because she noticed the resolution states “all neighbors directly adjacent to the site were notified”, but the code reads directly adjacent or across. She confirmed staff noticed those across because it wasn’t stated in the resolution.

Development Services Director Gutierrez replied staff can adjust the resolution to accurately reflect.

**Chair Martin opened public comment.**

Commissioner Gonzalez asked why staff chose to use the 24<sup>th</sup> and 28<sup>th</sup> Annual Pomona Heritage home tour booklets to research.

Assistant Planner Im replied those are the only booklets the City of Pomona has.

Development Services Director Gutierrez confirmed those are the only books the Planning Department has on file right now.

Commissioner Gonzalez asked why these were used and if staff were looking to see if these homes were on a home tour.

Assistant Planner Im replied yes.

Commissioner Gonzalez stated the Pomona Historical Society could probably provide copies for staff for the 34-year duration of the home tour.

Development Services Director Gutierrez replied yes, and she was going to report on that during the Manager’s report. She stated staff had a meeting with the Historical Society and that is a resource they would like to expand upon.

Commissioner Gonzalez commented they are housed at the Ebell.

Commissioner Kercheval asked staff about the salvage paragraph in Section 3 of the resolution. He stated the language seems very open ended and not directive.

Development Services Director Gutierrez replied the language hasn’t been changed.

Chair Martin stated the Commission would like to change some language. She recommended making an amendment when they vote for demolition. She expressed concern that staff could not find the original permits because up until ten years ago the City had every permit for every single house and building in the City of Pomona in the basement. She asked if these items had been moved to a different area. She stated the Commission can’t identify if there was an important person who lived there if staff can’t find the permits. She spoke about helping with the Diane Marsh survey and stated the 949 E. Phillips porch, eaves and windows are all original.

Assistant Planner Im stated according to the McAllister Book a craftsman bungalow home is characterized by tapered columns and this particular property lacks the tapered columns that support the porch which is why she is assuming that Diane Marsh was able to say that this property did not fit the archetype of a craftsman bungalow.

Chair Martin continued stating the interior has not been altered very much and she is disappointed that the survey description states “not contributing”, because with her expertise she feels it’s more contributing than not.

Assistant Planner Im stated 953 and 955 were not identified as part of the historic resources survey.

Chair Martin asked if it was lost like the permits.

Assistant Planner Im replied she is not sure if it is lost, it is just not within the City’s binder of all the historic properties that were identified.

Chair Martin commented 953 E. Phillips is totally original including the kitchen and it has a batchelder fireplace.

Development Services Director Gutierrez confirmed there is an image on the fireplace.

Commissioner Gonzalez thought it might be a covered wagon.

Commissioner Williams stated 953 was moved and asked if staff had the address that it originally occupied on Monte Vista.

Assistant Planner Im replied no, unfortunately the building permit only states Monte Vista.

Commissioner Gallivan requested to see the picture of the front of the house with the porch of the craftsman bungalow. He commented one reason it may not have the columns is because its been moved and typically people have trouble with the porches and don't move them correctly.

Assistant Planner Im clarified 953 E. Phillips was the property that was relocated, she doesn't believe 949 was relocated.

Commissioner Gallivan stated the columns do not feel original and stated it could have been a rock porch that was taken down.

Commissioner Kercheval asked Chair Martin for her thoughts. He stated he understands the home is very original and a great example, but that doesn't change the fact that it doesn't meet any of the Department of Interior Standards which is what the Commission is held to judge these by.

Commissioner Tomkins interrupted stating the Commission still needs to discuss and she has some questions.

Development Services Director Gutierrez added there is also public comment.

Commissioner Kercheval stated he was trying to clarify if the Commission can say to the applicant that this house is too original, so we are not going to let you demolish it.

Chair Martin replied she is not sure and that's not a question to ask right now.

Commissioner Tomkins replied those are the findings the Commission must make.

Chair Martin commented if the Commissioners are not at the dais making these determinations then why are they here.

Commissioner Kercheval replied it's a beautiful home, but what staff is recommending is based on Interior Standards and it's not in a historic district or registered so he doesn't understand.

Commissioner Tomkins replied her understanding is staff recommendations is that the historic ordinance protects or doesn't protect and then there are specific findings that the Commission must make. She clarified staff can make a recommendation, but the Commission must make the findings. She stated the question of the character of these homes and how original they are, is relevant to those findings and suggested talking more about that during discussion.

Commissioner Kercheval apologized for being out of order.

Commissioner Tomkins asked staff to inform the Commission what each of the letters mean on the survey: C, CM, N, NA, R. She stated there is probably a page that lists those definitions.

Development Services Director Gutierrez asked for a moment to pull that up.

Commissioner Tomkins shared when she attended a recent Certified Local Government seminar where they suggested survey be done every five years. She commented relying on something this old is very difficult.

Assistant Planner Im replied she located the legend;

- C - Building which contributes to the historic streetscape of the city because it is over 50 years old and still possesses its architectural integrity and character.
- CM - Building which contributes to the historic streetscape despite its alterations.
- N - Building which does not possess architectural character.
- NA - Building that does not contribute to the historic streetscape because it has been altered too much.
- R - Altered building that could become a contributing building if the alterations were reversed.

**Chair Martin opened the public hearing.**

**Mr. and Mrs. Rudy Ramirez**, 953 E. Phillips; shared they signed a rental contract on February 13, 2019 and were not told about this matter beforehand. He stated he has three kids (two autistic) and it's not easy to move from place to place. He shared there have been items that have needed repair, but he is thankful to have a home. He stated after they moved in people came in taking pictures and he feels it was the owner's responsibility to let them know what was going on. He stated they wouldn't have given the first and last month's rent and would have saved that money to go someplace else. Mrs. Ramirez asked if the owner could give them time to find a new home because they need to stay in Pomona for the kids. Mr. Ramirez added they moved to Pomona because the Regional Center comes into the schools and defends and fights for their kids. He noted they don't have family here. He stated they only found out because Assistant Planner Im put up a piece of paper.

Commissioner Tomkins confirmed they didn't get anything in the mail.

Mr. Ramirez replied no call or text, nothing.

Chair Martin replied the notifications are only go out to the property owner.

**Ms. Amelia Gomez**, requested a translator; resident of 961 E. Phillips Blvd for 17 years. She spoke about being told they were going to fix the home but was never told they were going to demolish it. She shared during her time in the house the owner has only fixed two windows, and she has had to buy paint to fix up the inside and make a porch in the back because water was coming in. She stated the owner hasn't repaid any of her improvements from the rent. She asked for an advance notice because she has four kids, one with special needs.

**Mr. Salvador Sanchez**, resident of 955 E. Phillips Blvd since July 2015. He spoke about the house being in poor condition, but at the time he needed a house, so the previous owner agreed to cheap rent if he fixed it up. He stated he was paying \$1,100 until there was a transfer of ownership in December and now, he pays \$1,750. He reported he wasn't informed about the sale and that one day they were told to pay rent to a new person. He stated they were not told the homes were going to be demolished and only found out because a piece of paper suddenly appeared on the street. He spoke about it taking longer than two months to find a different place to live and stated he doesn't think it's fair the way they have been treated.

**Guillermo Lopez**, requested a translator, resident of 949 E. Phillips for almost three years. He shared when he asked about why people came to take pictures of the house, he was told they didn't know anything. He spoke about finding the restrooms a mess when he moved in and so he fixed it up and the new owner says it doesn't matter because that's the way he bought it and won't fix anything. He stated they would have liked the owner to tell him in advance, because he is a parent of many kids and it's not easy to just move out, because they have responsibilities and it is not easy to find a new place.

**Mr. Dan McIntire**, 357 E. Pasadena; stated renters disputes and owners dispute aren't usually part of what this Commission does, but it is nice to hear from people who are impacted by demolitions when an owner comes into Pomona and buys a property with the intent of demolishing. He stated the Historic Preservation Commission is concerned that some of these properties don't fall within a historic survey, district or single designation. He clarified there were four surveys completed in Pomona, the first one was a city-wide survey by Diane Marsh in 1987. He reported the first survey was initiated by the City of Pomona before there was an ordinance or historic districts and the City was proactive to find out what they had of historic significance. He commented Diane Marsh did an amazing job going through the entire City herself, but the survey was imperfect. He noted this first historic inventory of the City of Pomona was a landmark proposition and out of that survey came the historic ordinance. He shared then a historic survey happened for each of the districts (Lincoln Park, Wilton Heights, Hacienda Park) completed by volunteers from Pomona Heritage, Historic Society and other citizens. He noted as the surveys progressed, they became more comprehensive and more useful. He stated some of surveys need to be updated and offered to help in that task.

**Chair Martin invited the applicant forward for a rebuttal.**

Mr. Harry Shang responds to the tenant's comments. He stated the first tenants, Mr. and Mrs. Rudy Ramirez, signed a month by month lease and he told them he would help them to find another house in Pomona because he has some other properties. He reported he fixed all the complaints and has receipts and text messages to prove. He stated they don't intend to throw the tenants out into the street. He stated by law if a person lives at a property for more than 1 year, he must give them 60 days notice to move and if they live at the property less than 1 year, he only needs to give a 30-day notice. He stated he is trying to demolish four units but is planning to build 12 more brand new condos to provide more housing and invest in the City of Pomona.

Commissioner Tomkins asked if the applicant had gotten approval for the twelve units or was just starting the process.

Mr. Harry Shang replied he is just starting. He stated Mr. Victor is his designer and if approved tonight they are at least six months to a year away from building.

Commissioner Tomkins stated in the past when the Historic Preservation Commission has put a condition of approval that a structure won't be demolished until there is approval to move forward with a replacement project. She stated the Commission doesn't want to have a vacant lot site for years as an applicant goes through the process. She asked Mr. Shang if he would you be amendable to not demolish the buildings until he has approval to move forward with the replacement units.

Mr. Victor replied it's his understanding that after this is approved to be demolished the next step is to request a conditional use permit. He commented he works with a company that has done a lot of projects in Pomona and they don't sit around.

Commissioner Tomkins replied it might take months to get through the conditional use permit process and asked again if the applicant would be amendable to waiting before demolishing.

Mr. Victor replied he can't make that decision. He commented they like to move fast for everybody's benefit.

Commissioner Gallivan asked about the possibility of some of these buildings being moved. He noted there is often a requirement that the building be moved to another place if possible and there are other vacant lots that this house might look beautiful on.

Mr. Victor replied he doesn't know. He stated the houses are very old and in poor condition.

**Chair Martin closed the public hearing.**

Commissioner Tomkins asked if staff provided notices to all residents and property owner across the street.

Commissioner Gallivan recommended including statement notifying the public that the structure is available to be moved.

Chair Martin replied that can be added if they vote to demolish.

Commissioner Kercheval commented the description on the major Certification of Appropriateness states that there is a categorical exemption with CEQA. He asked why it is exempt. He noted sometimes the applicant must deal with it and other times they don't.

Assistant Planner Im replied in CEQA law there are certain categories that allow staff to provide an exemption from going through the CEQA process. She stated the Class 1 allows any demolitions for less than six units to be exempt from this CEQA analysis.

Development Services Director Gutierrez stated that's correct unless there are exceptions to that exemption, for instance if there is a historical resource for that facility. She stated through the findings here staff have said that there are no significant historical resources in these homes and therefore as a demolition it can be qualified as Class 1 exemption,

however, should the Historic Preservation Commission feel that there are indeed resources here then that would not apply.

Commissioner Kercheval asked if this project was in a historic district would it fall under a CEQA.

Development Services Director Gutierrez replied yes it would.

Commissioner Kercheval confirmed because it's not in a historic district it falls under the six or more unit's exemption.

Development Services Director Gutierrez replied it could possibly.

Commissioner Tomkins replied it depends on if this Commission finds these structures to be historically significant or not. She stated it's only exempt if it's not historically significant and that's a finding that the Historic Preservation Commission must make. She stated under the City's ordinance staff decide by applying the Secretary of the Interior Standards for minor Certificates of Appropriateness but for a major Certificate of Appropriateness this body must make those findings. She shared in the past some staff reports have shown findings for and findings against, so it was presented as an option, however, in recent years it hasn't been presented that way. She noted the list of findings is provided. She commented the first one is particularly broad with a lot of judgement in it, "the structure does not exemplify or reflect special elements of the City of Pomona's cultural social, economic, political, aesthetic, engineering, architectural or natural history."

Chair Martin added this is a typical house we would find throughout our City.

Commissioner Tomkins asked how the Historic Preservation Commission interprets that something "exemplifies or reflects special elements of the City of Pomona's cultural or aesthetic". She commented they didn't have a view of the whole area and this seems to be a pocket of four older homes with more modern development around it. She stated this is significant evidence of the history of this area that will be lost if all the old buildings are demolished. She stated the City has not been doing surveys of other areas and has not been keeping up to date. She commented that just because the two properties on the back aren't on a survey does not mean they are not historic, it means nobody has closely looked at whether they are historical. She stated staff has done a good job attempting to look at them now, however, part of CEQA and the reason it is coming to the Commission is to make sure something historically significant is not demolished. She commented she is a little uncomfortable because she feels they are not considering everything they should be and wondering if there is a way to ask for additional research on the properties when there hasn't been any historic survey of them.

Commissioner Kercheval asked Commissioner Tomkins if she was saying there is enough latitude for the Historic Preservation Commission to say a home is historically significant and not allow demolition.

Commissioner Tomkins replied yes that is what their job is but unfortunately they don't have a lot of information.

Development Services Director Gutierrez agreed the Commission could potentially make that finding.

Commissioner Kercheval asked if they save just one home on the property if the applicant is then forced to build around it or could they move it over.

Development Services Director Gutierrez replied those are both reasonable choices within the Commission's discretion.

Chair Martin stated she thinks 949 is also very original.

Commissioner Tomkins stated 949 could become contributing to the streetscape if it was restored.

Commissioner Gomez asked if there is an aerial map that shows the positioning of each home.

Development Services Director Gutierrez displayed the location on a Google maps for the Commission.

Assistant Planner Im reported 949 (the Craftsman) and 961 (California Bungalow) are side by side. She stated 953 (the Tudor) is behind 949 and 955 is located behind 961.

Commissioner Kercheval commented because it's R2 at some point in the past these other homes were put into the lot but there is no real public street to the houses in the back.

Assistant Planner Im replied it's not public street it's an alley or driveway.

Commissioner Gonzalez asked what "effective year built" means on the report from the L.A. County assessor. She noted it says that 949 was built in 1910 but effective year was 1924.

Development Services Director Gutierrez replied it is when the building permits were final or recorded.

Commissioner Gonzalez commented she is confused that 949 is the oldest building but all the residents were from 961 Phillips.

Commissioner Tomkins replied it raises the question when they got addresses on them. She stated it was once just one large lot and people used to add additional houses for their family and not have them separately numbered. She stated this might be why staff couldn't pull them up in the directories. She spoke about Finding G "the structure does not embody elements of architectural design detailed materials or craftsmanship that represent a significant structural architectural achievement or innovation" She commented if the Commission finds the fireplace to be important, it will be hard to make that finding.

Commissioner Gonzalez agreed with Commissioner Tomkins. She noted the Commission all disagrees with saying it doesn't possess significant architecture character.

Commissioner Gallivan added the home has a lot of original fixtures as well.

Chair Martin suggested reviewing the list of findings for 949.

Commissioner Gonzalez asked for the picture of 949 E. Phillips Blvd.

Commissioner Tomkins commented the Commission can't make a determination if the structure is the work of a notable of a builder, designer, landscape designer or architect because they don't know who built them. She asked if there was a way to get that information or continue the item to do that research. She continued reading Finding A "the structure does not exemplify or reflect special elements of the City of Pomona's cultural, social, economic, political, aesthetic, engineering, architectural or natural history."

Chair Martin replied she disagrees with that finding and asked for comments on this subject.

Development Services Director Gutierrez clarified these comments would pertain to 949 and that the Commission is bifurcating each of these houses.

Chair Martin replied yes; they must.

Commissioner Tomkins stated the staff report identified 949 as a Craftsman Bungalow home that has been altered but with potential to be a contributing structure if the alterations are reversed.

Commissioner Gonzalez commented the alterations would be the front porch and potentially the addition.

Chair Martin stated Finding A is a yes.

Commissioner Tomkins stated the next finding is that "the structure is not identified with persons or events significant in local, state or national history."

Chair Martin replied they are not sure; they don't have enough evidence.



Commissioner Tomkins replied the third finding is that the structure “does not embody distinctive characteristics of a style type period or method of construction, nor is it a valuable example of the use of indigenous materials or craftsman”.

Chair Martin stated she disagrees and says yes to this finding.

Development Services Director Gutierrez requested she be specific.

Chair Martin replied the eaves, the design of the symmetrical front windows and the clap board is all very typical.

Commissioner Kercheval replied the finding is not saying typical, the it states, “distinctive characteristics”. He stated there must be something about this craftsman that is distinctive.

Commissioner Tomkins replied they can distinctively identify it as an architectural type.

Commissioner Gallivan commented the front roof goes up at an angle at the flares out at the very end which is interesting, and he hasn’t seen before.

Commissioner Gonzalez replied that would potentially be consider a transitional craftsman.

Commissioner Kercheval as a devil’s advocate asked if there is anything distinctive in this home that one would not see in a home in Lincoln Park to support the need to save an aspect as a representation.

Commissioner Gonzalez replied its 109 years old with original windows, isn’t that distinctive enough.

Commissioner Kercheval replied there are probably about twenty others like that throughout the city.

Commissioner Tomkins clarified that is not what the findings mean by distinctive, its asking is there anything that makes the home look distinctively like a style of architecture. She asked if there was anything to make a finding that it doesn’t look like a craftsman.

Commissioner Kercheval agreed he may be defining it wrongly. He commented he finds the interior cove ceiling distinctive and something he has never seen in a craftsman and would be worth keeping. He noted he could make a better argument for the fireplace in the the Tudor because the fireplace is very distinctive.

Commissioner Gonzalez replied even if you have twenty other houses with that cove ceiling this house has original molding and is a craftsman bungalow, not a true or traditional craftsman, so each home will have different things.

Chair Martin replied the front facia boards that angle out and the window to the attic are very distinctive too.

Commissioner Kercheval commented about the precedence this would be setting and being ready to make an argument for every house that comes before the Commission.

Development Services Director Gutierrez recommended continuing this item if the Commission wishes to bifurcate all the homes so that staff can prepare findings at the direction of the Commission for each home. She stated there seems to be a consensus to recommend denial on certain homes and to recommended approval on others. She stated staff can elaborate on what they have heard today and present findings for review.

Commissioner Tomkins replied she would appreciate that.

Chair Martin agreed there are a lot of questions about all the houses.

Development Services Director Gutierrez recommended the Commission direct staff which specific houses they would like to change a recommendation for.

Chair Martin stated then they will continue with what they were doing.

Development Services Director Gutierrez replied they don't need to go through each individual findings. She stated staff can prepare draft findings for the Commission's review at the next meeting, but she needs to know which homes there is interest in denial of.

Commissioner Gallivan asked staff to go through all the pictures again quickly to refresh his memory.

Assistant Planner Im displayed, 949 E. Phillips Blvd. 953 E. Phillips Blvd. and 955 E. Philips Blvd.

Chair Martin commented you can't see the front of 955 E. Phillips because shades are down.

Commissioner Gallivan replied it looks heavily modified.

Chair Martin asked if 955 was the home the porch was added by the tenant because of flooding.

Commissioner Gonzalez replied that was 961.

Chair Martin commented 955 E. Phillips looks like an old Hacienda front porch

Assistant Planner Im replied the picture is of the rear elevation. She continued with slides displaying 961 E. Philips Blvd.

Chair Martin asked her fellow Commissioners if they wanted to continue this item or had comments.

Development Services Director Gutierrez recommended the motion include three things; 1) direct staff to separate the findings for each of the four residences, 2) direct staff to prepare denial findings for 949 and any other property the Commissions is interested in 3) add a condition that no demolition permit may be issued until such time as entitlements have been approved to build a new project for those homes recommended for approval.

Commissioner Gallivan added that if demolition is approved that there is also something to notify people that the house was available to be moved.

Commissioner Gomez asked about neighborhood pictures where they could see what was across the street.

Assistant Planner Im replied there is a church to east, multifamily residential homes to south and a single-family residence to the west of the subject site.

Chair Martin recommended to continue to next month with a request for staff to bring back denial findings for 949 E. Phillips Blvd. and 953 E. Phillips Blvd.

Commissioner Gonzalez asked Development Services Director Gutierrez to clarified denial of findings.

Development Services Director Gutierrez replied what's before the Commission is a recommendation to approve the major Certificate of Appropriateness to demolish four homes. A denial finding would be to deny the demolition of specific homes. She noted staff would have to speak with legal to craft that sentence because it's currently one permit for four homes.

Commissioner Gonzalez asked her fellow Commissioners if they feel every home has something significant, distinctive or important and if they should make a motion to deny the major Certificate of Appropriateness.

Chair Martin replied they have a lot of questions this evening that need to be continued onto next month and suggested tabling the whole item for more discussion. She requested separate permits for each home because she feels the Commission needs to go through each home individually. She noted they usually don't see four houses that are historically significant on one lot, which is making it very difficult to make findings.

Development Services Director Gutierrez recommended continuing this item to the June 5, 2019 hearing. She noted the May 1, 2019 meeting is cancelled due to a conflict with the joint City Council and Planning Commission meeting.

Commissioner Gonzalez asked if they are going to answer the Secretary of Interior standards for each address.

Development Services Director Gutierrez replied yes. She stated she thinks they must.

Chair Martin suggested someone from the Historical Society and Pomona Heritage sit down with staff and members of the Commission to identify if any of these houses are significant.

Development Services Director Gutierrez replied since this was a public hearing item and the Commission has identified their opinions here staff can start crafting additional language.

Chair Martin invited the Historical Society and Pomona Heritage past and present Presidents to be a wealth of knowledge.

Commissioner Williams clarified the Commission is requesting denial language written for all four homes; 949, 953, 955 and 961.

Chair Martin replied yes or findings.

Commissioner Tomkins replied in the past staff have presented both approval and denial findings.

Development Services Director Gutierrez replied it's difficult to do that because it contradicts itself. She stated staff would be building a case to say it's not historical and provide all the reasons why it is historical.

Commissioner Tomkins commented because there are ten separate findings and the Commission only has to identify one to preclude from an approval for demolition.

Development Services Director Gutierrez agreed and stated the Commission has expressed those opinions enough for staff to be able to prepare those findings. She clarified if the Commission wants staff to do that for all four home or just some of the four.

Chair Martin replied all four homes.

**Motion by Chair Martin, seconded by Commissioner Gomez, carried by a unanimous vote of the members present (7-0-0-0), to continue this item to a date certain, June 5, 2019 with direction for staff to prepare report for each address on the parcel about each homes potential historical significance.**

Commissioner Gallivan asked if the City of Pomona has any record of homes that have been moved.

Chair Martin replied yes, but a lot of these permits have been misplaced.

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**ITEM F-3**

PUBLIC HEARING – MAJOR CERTIFICATE OF APPROPRIATENESS (MAJCOA 5222-2016) TO DEMOLISH AN UNPERMITTED 186 SQUARE-FOOT ADDITION AND ALLOW THE CONSTRUCTION OF A 111 SQUARE-FOOT ADDITION ON A PROPERTY LOCATED AT 443 CHESTER PLACE IN THE WILTON HEIGHTS HISTORIC DISTRICT.

Lynda Lara, Assistant Planner, provided a presentation on the item.

**Chair Martin invited the applicants forward.**

Carolina and Jose Ibarria, the applicants came forward.

Commissioner Tomkins asked when the unpermitted addition was built.

Mr. Ibarria replied they don't know, it was there when they moved in.

Commissioner Tomkins asked when they moved in.

Mrs. Ibarria replied October 2011. Mr. Ibarria replied the neighbors say the addition has been there for quite a while.

Assistant Planner Lara replied they didn't know the addition was illegally built until a code case was opened.

Commissioner Tomkins asked if the code case was brought when it was built or did the code determine when the unpermitted addition was built.

Assistant Planner Lara replied no they didn't determine exactly when it was and just opened the case.

Development Services Director Gutierrez asked when the code case was issued.

Assistant Planner Lara replied in 2011 after the fact.

Chair Martin informed Mr. and Mrs. Ibarria this is a hardship because of code enforcement they must do it.

Assistant Planner Lara replied they must reach compliance so it's either a demolition of what's unpermitted or permit what's illegally constructed.

Chair Martin recommended the applicants talk to a title insurance agent about being reimbursed because they bought something that was unpermitted and are now being forced to take it down.

Commissioner Kercheval asked how much the applicants had to pay for the major Certificate of Appropriateness to bring this before the Historic Preservation Commission.

Assistant Planner Lara replied about \$1,000.

Commissioner Tomkins confirmed they do not know when this was built.

Assistant Planner Lara replied they don't have building permit records to confirm that addition, only for the rest of the portions of the home.

Commissioner Tomkins asked how code enforcement determined it was illegally built.

Assistant Planner Lara replied this came in as a complaint about the vinyl windows and that opened the code enforcement case.

Development Services Director Gutierrez replied there are building permits for the portions that were legally built, so a comparison was done to figure out what was not legally built.

Commissioner Tomkins confirmed code enforcement concluded it was illegal because they couldn't find the permit or anything about the construction that was dated. She commented the Commission just heard about other properties that didn't have any original construction permits and asked how staff can jump to that conclusion when we don't know that the permits aren't just lost. She commented if the addition was added 50 years ago, then it might be historic, and the Commission couldn't approve the demolition of something historic. She stated she understands the vinyl windows weren't historic, but they don't know how old the structure is.

Chair Martin requested to go back to the photo of the addition. She commented it looks post mid-century (1960's or 1970's).

Commissioner Tomkins expressed concerns that the addition was likely there before the historic district was formed and the ordinance only requires a Certificate of Appropriateness for work done after the historic district was formed. She stated she understands it might need a building permit if it was built without a building permit but doesn't believe it requires a Certification of Appropriateness.

Development Services Director Gutierrez replied staff can't issue building permit for it now. She confirmed the Commission wouldn't have an issue with issuing a building permit for the addition today without a major Certification of Appropriateness.

Commissioner Tomkins replied right because she doesn't think it requires one under the City's ordinance.

Commissioner Gallivan suggested looking at pictures of that side at the time the ordinance was there.

Commissioner Tomkins replied they don't have photos because it's on in the back. She noted Google had historic photos, but she couldn't tell from the staff report exactly what piece was the addition. She noted this could be the demolition of something historical.

Chair Martin asked if the applicants changed out the windows.

Mr. and Mrs. Ibarria replied no they bought the house the way it is.

Chair Martin asked if they came to the City for something and then were red flagged.

Mr. and Mrs. Ibarria replied no; they received a letter asking what was going on.

Development Services Director Gutierrez replied it came in as a complaint.

Commissioner Tomkins commented if the applicants want to do this, they can just approve it.

Chair Martin requested to go back a setup and commented she loves the idea of putting double hung windows to make the house more original. She noted it is an over the counter approval for windows.

Assistant Planner Lara replied correct and they received their minor Certificate of Appropriateness.

Commissioner Kercheval commented the architectural drawings of the new addition show closed rafter tails, while the original house has open rafter tails. He suggested the architect redraw that to match the original home. He commented he really appreciates that they are doing the windows.

**Chair Martin opened the public hearing.**

**Dan McIntire**, 357 E. Pasadena, complimented the applicant on being willing to make the changes to bring the home up to code. He stated the wood windows and addition done properly will add value to the property. He mentioned Pomona Heritage's grant program and encouraged Mr. and Mrs. Ibarria to apply. He stated the grant may pay for a couple of windows. He stated he agrees with the rafter tail distinction to make the home look more original.

Commissioner Gallivan asked Mr. McIntire what it might take to get this house back to being contributing.

Dan McIntire replied he thinks the windows.

Commissioner Williams confirmed the home is in the Wilton Heights district, but is not a contributing structure.

Assistant Planner Lara replied it is.

Chair Martin clarified it was contributing until the windows were changed out, which were changed after the survey happened.

Assistant Planner Lara agreed and reported the survey identifies original wood windows with case.

Commissioner Tomkins commented the survey referred to the front windows and she doesn't think it referred to any of the side windows.

Commissioner Williams stated the crux of the issue here is whether these alterations were done before or after the area became a historic district. She commented the City shouldn't penalize people for things that were done to their homes

before there were these regulations in place. She stated looking at the pictures that were provided by the homeowners one can see the illegal addition poking out by the chimney and when she looks at the 2005 picture from the Parks and Recreation resources survey, she does not see that addition jutting out.

Commissioner Gonzalez replied it's taken at a different angle. Discussion ensued about the angle of the photo.

Commissioner Williams asked what the code violation was for.

Development Services Director Gutierrez replied the code violation was for the illegal addition.

Chair Martin clarified that nobody was able to confirm when it was built or that it was illegal.

Development Services Director Gutierrez replied part of the reason its deemed illegal is that the homeowner cannot provide it was legally built.

Commissioner Tomkins shared when her house was in escrow, she went to City Hall and asked for the file on that home to go through the permits. She stated she was permitted walk away and could have taken out anything she wanted and given it back. She stated she didn't think that was the only set but is beginning to wonder because not being able to locate permits is becoming a repetitive issue. She asked if there was anything in the code enforcement file reporting they spoke to the neighbors.

Development Services Director Gutierrez replied no. She commented in any land use situation it's part of the homeowner's due diligence when they purchase a home to ensure the home they are purchasing has appropriate permits and to keep track of those permits to be able to provide proof.

Mrs. Ibarria replied she didn't do that; they were just happy to be buying their first home.

Commissioner Tomkins stated she has bought plenty of homes and didn't make a copy of every permit in the file when she bought the home.

Commissioner Kercheval commented on the cinderblock railing that was added. He stated a minimal traditional home would have something made of out wood. He encouraged the applicants to look around the neighborhood to see what other minimal traditional homes have.

Commissioner Gallivan commented that if the pictures that were taken at the time that the district became historical show the addition, then in his mind it should be considered an existing structure and be allowed to stay if it's up to code.

Chair Martin agreed that is fair.

Commissioner Tomkins stated that is her view as well. She commented the Commission should not be requiring modifications to structures that were approved as contributing unless the applicants want to change something.

Commissioner Gallivan asked the applicants if want to do the new addition anyways.

Mrs. Ibarria replied they want it.

Chair Martin motion to approve everything as is but taking away the requirement to demolish the addition. She informed the applicant if they change their mind about the addition, they would not be forced to rebuild that addition.

Commissioner Tomkins commented the findings are confusing because the report talks about approving a demolition and approving an addition, and the findings are all related to the addition but there is nothing in there about approving a demolition.

Assistant Planner Lara replied correct, it's just to make sure that the demolition will not impair the existing integrity of the home. She stated they are reviewing the addition to make sure its compatible with the home, but the demolition is part of the scope of the work, so it is included in the staff report.

Commissioner Tomkins confirmed the applicants are reducing the size of the addition that was there before.

Assistant Planner Lara replied yes, it used to be 186 square feet but is now 111 square feet.

Chair Martin asked for final comments from the applicants and confirmed they are excited for the new addition.

Mr. Ibarria replied they are because the existing addition has termites and partially rotten. He shared he was able to stick a broomstick through, so it will be nice to refresh.

Chair Martin reminded the applicants of the title insurance.

**Motion by Chair Martin, seconded by Commissioner Williams, carried by a unanimous vote of the members present (7-0-0-0), to approve Major Certificate of Appropriateness (MAJCOA 5222-2016) to demolish an unpermitted 186 square-foot addition and allow the construction of a 111 square-foot addition on a property located at 443 Chester Place in the Wilton Heights Historic District with a recommendation that the eaves of the addition match the existing home.**

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ITEM G:  
DISCUSSION:

**1. Discussion and consideration of the disposition of Pomona City Stables building, located at 636 West Monterey Avenue (continued from March 6, 2019).**

Commissioner Williams reported she has been recusing herself from all discussion of the City Stables since she is a Historical society employee. She asked staff if she should recuse herself from the report being given by City Stables Ad Hoc Committee.

Commissioner Gallivan suggested the Discussion and Ad-Hoc report be done at the same time.

Development Services Director Gutierrez advised Commissioner Williams to recuse herself, because the Ad-Hoc committee will be informing staff of their decision and having a discussion of the City Stables. She agreed the Commission can do both item G-1 and G-4 together.

**Commissioner Williams recused herself from any discussion of the City Stables because she is a Historical Society employee.**

Development Services Director Gutierrez requested a two-minute break to get Acting Public Works Director Rene Guerrero from Public Works on the phone.

**The meeting resumed at 9:13 p.m. with Acting Public Works Director Rene Guerrero from Public Works on the phone.**

The Commissioners requested to moved up Item G-4

Chair Martin read the letters from the Historic Society of Pomona Valley and Pomona Heritage into the record.

**Letter from The Historical Society of Pomona Valley, dated April 2, 2019, addressed to Debra Martin.**

The Historical Society of the Pomona Valley is devoted to preserving the rich and colorful historic heritage of Pomona. As such we believe that the City Stables should be restored to its original condition. It is unacceptable that over the years the City of Pomona has chosen to demolish this unique building by neglect. While the Historical Society had the Stables placed on the National Register of Historic Places in 2004 in an effort to spur the development plan to save it and the grant money to do so, it has yet to materialize.

We are deeply aware of the cost and the effort that this restoration would entail. If such a restoration cannot be done, we request that the historical pieces that can be saved, including the brick, windows,

doors and wrought iron, be use for building by residents in the city, thereby creating a legacy for the stables through future construction.

The above statement reflects the views of the Board of the Historical Society of Pomona Valley and is part of our minutes for 2-7-19.

Signed Deborah A. Clifford, President Historical Society of Pomona Valley.

**Letter from Pomona Heritage, dated March 20, 2019, addressed to the City of Pomona Historic Preservation Commission Pomona Stables Ad-Hoc Committee.**

Pomona Heritage is writing to the Historic Preservation Commission Ad Hoc Committee to recommend that the Pomona City Stables be re-built and put to the beneficial use. The Historic Preservation Commission work to put the stables on the National Register of Historic Places; therefore, it and the City of Pomona must continue to work to advocate for the repair of the building.

As an organization that works to protect historic residences, buildings and neighborhoods in Pomona, we believe that the Pomona Stables which are one of the last remaining municipal stables in California must be conserved. The City of Pomona has been ignoring the condition of the Ferdinand Davis designed Pomona City Stables for close to fifty years. It is time for the city to accept responsibility for its inaction and work to re-build this National Historic Building.

Pomona Heritage members will be happy to work with the City and the Historic Preservation Commission to help find funding for this important work. If you have questions, please let us know by contacting us at (information provided in the letter).

Signed Megan Gearhart, President Pomona Heritage.

**Chair Martin opened the public hearing.**

**Dan McIntire**, corrected the letter from Pomona Heritage stating it mentions the Historic Preservation Commission worked to put the stables on the National Register; however, it was the Historical Society under the guidance of Mickey Gallivan.

**Chair Martin closed the public hearing. She requested the report from the Ad-Hoc Committee for the City Stables, Item G-4.**

Commissioner Kercheval reported the Ad-Hoc Committee met and became aware of a consensus from the historic community through the letters provided to the Historic Preservation Commission. He shared the Ad-Hoc Committee investigated all the different options presented by staff and feel they need an additional month to review their findings more closely. He stated they will be able to present their findings and give a recommendation at the June 5, 2019 meeting.

Commissioner Tomkins asked if the May meeting would be rescheduled.

Development Services Director Gutierrez replied they would have to call a special meeting in May.

Chair Martin requested to look at the May calendar and chose a special meeting date, because they can't keep continuing this item.

Development Services Director Gutierrez agreed and stated she thought the direction was to provide a finding at this meeting.

Commissioner Gonzalez replied the Ad-Hoc Committee had some issues with the findings and needs additional time to come fully prepared with their recommendation. She agreed it is not in their best interest to postpone but it really needs to be done.



Commissioner Gallivan commented it has gone so many years already an extra month isn't going to make a difference.

Chair Martin asked for a couple dates in May.

Development Services Director Gutierrez replied in the only Wednesday in May available is May 15, 2019.

Chair Martin replied she's good. Commissioner Gonzalez replied that is good for her. Commissioner Kercheval stated it works.

Commissioner Tomkins asked for the time of conflicting City Council meeting on May 1, 2019.

Development Services Director Gutierrez replied 5:00 p.m.

Commissioner Kercheval asked why City Council just cancelled the Historic Preservation Commission meeting.

Development Services Director Gutierrez replied there is a lot of work happening in the City but limited staff. She stated she manages all three of these Commissions and there are multiple meetings each month with three Commissions and one Committee. She stated City Council felt that cannabis and the Fairplex were the priority and May 1, 2019 was the day that worked for them.

Commissioner Tomkins reported she was at the City Council meeting when this item was discussed and there was no public comment that the Historic Preservation Commission meeting was on that date.

Development Services Director Gutierrez replied when the City Manager communicated that information to the City Council, so they were informed.

Commissioner Kercheval commented he carves out time to come on the first Wednesday on the month and now he is having to schedule time on May 15, 2019. He stated he is available but asked why it couldn't have been on a Planning Commission meeting.

Development Services Director Gutierrez replied that's the priority of the City Council and she can't be in two places at one time.

Commissioner Gallivan stated he was available May 15, 2019.

Chair Martin summarized that makes it unanimous for May 15, 2019.

Development Services Director Gutierrez asked what time.

Commissioner Gomez suggested 6:00 p.m. she asked if there would be anything else on the agenda.

Development Services Director Gutierrez replied no, as of right now it's just the City Stables.

Chair Martin asked if the Commissioners wanted to request any other City staff be at the meeting.

Commissioner Gonzalez suggested Chris Millard, Pomona's Risk Manager.

Commissioner Tomkins agreed Chris Millard might be helpful with the insurance piece.

Acting Public Works Director Rene Guerrero agreed via phone.

Development Services Director Gutierrez confirmed she will ask Risk Management.

Chair Martin requested Darren Poulsen from Water Department.

Commissioner Gonzalez agreed because the Ad-Hoc Committee has some more questions.

Commissioner Kercheval also agreed because it deals with Water Department property.

Development Services Director Gutierrez replied she will put the request in with Darren Poulsen.

**Motion by Chair Martin, seconded by Commissioner Kercheval, carried by a unanimous vote of the members present (7-0-0-0), to move this item to a date specified, May 15, 2019 at 6:00 p.m.**

## **2. Historic District tree palette and planting matrix.**

Commissioner Williams returned to the meeting at 7:31 p.m.

Development Services Director Gutierrez informed Commissioner Williams that no action was taken, and the item was continued to a Special Meeting of the Historic Preservation Commission on May 15, 2019 at 6:00 p.m.

Michael Sled, Parks and Facilities Manager and City Arborist, provided a presentation.

- In the Street Tree Plan the first thing he worked on was the Street Tree Palette.
- He displayed a picture of the old Tree Palette.
- He clarified the misperception that the palette is a list of what will be planted or mandated, but that it provides planting options and information to help guide decisions.
  - Not every type of tree is best for Pomona and of the ones that are good, they may not be good everywhere in Pomona.
  - Some trees listed on the palette may not have existing locations anywhere in the City; however, they are still a good option to consider.
  - Some may be planted all over in places they should never have been from a tree health perspective relative to the infrastructure that was present at the time.
- The palette should be readily usable and understandable by most people and provide enough information to make a collaborative decision between groups not just of staff.
- He shared he reviewed the 2017 for accuracy as for self-education because he was not from California and noticed issues immediately.
  - Parkways are a specific type of planting location, they are not a size in an of themselves, so it's best if a solution is simple and he can foresee people arguing if the palette only relates to parkways and not medians or parks or areas where the city trees are on the side of the sidewalk.
  - Species code was specific to our current contractor, West Coast Arborists and their maintenance system. Pomona shouldn't be using their species code in the City's plan.
  - Zone numbers are important when discussing what trees to use. The Sunset Western Garden Book for the Western United States refers to the 24 climate zones and the USDA has a separate set of hardiness zones for the entire country.
    - Pomona falls into Sunset Western zones 18-19 depending on where you are in the City.
    - He noted California is so ecological diverse that it has 10 of the 24 zones.
    - More important than who classifies the zones is the criteria behind them. The sunset zones are based on a few different ecological climate factors and relatively useful for choosing plants. The USDA is simple based on annual minimum winter temperature and works within 10-degree ranges between zones and not particularly useful in our case.
    - He noted Oakland, San Jose, El Centro are in the same USDA Hardy zone as Pomona.
- He spoke about his mindset when remaking the Tree Palette and provided handouts showing a draft of the current public Historic Tree Palette.
  - Contains information on every tree variety we are currently aware of in the City of Pomona's historic districts and other historic city locations (Phillips Mansion and Palomares Adobe).

- The overall City Tree Palette he is working on drafting is larger than this. It will be dwindled down over time and chose what is going to go into the matrix. We don't need to have 300 trees, as we are doing it, we want to keep all the options on the as we eliminate them down.

Chair Martin asked if items in yellow denoted specialty pricing.

Parks and Facilities Manager Sledd replied yes, that's shown on the larger overall palette. He shared the Tree Palette prints out on larger paper and is readily available in digital format but doesn't transfer well to PowerPoint. He reviewed the changes and other item he felt should be included for a quick reference Tree palette.

- **Common/Useful botanical synonyms column.** Scientific botanical names for plants change relatively often particularly as modern genetic analysis continues to rewrite the understanding of the relationships between different plants not only at the species level but at the genus and family levels. Having quick access to some of the common ones can help clear up confusion particularly when trying to determine nursery availability.
- **Family column.** A standard best practice for tree inventory management is to strive for and plan for meeting a 30/20/10 goal for diversity; a forest has no more than 30% of any one family, 20% of any one genus or 10 % of any one species. The purpose of this isn't just aesthetic but has important tree health perspective by granting greater resilience to disease and pests. A city with only a few species of trees is ripe to have its forest completely devastated because by one big pest.
  - The City's number one species totals about 13,000 out of over 50,000 locations with 3,600 removals conducted since 2010 and very limited replanting funds, of the remaining 37,000 trees the most common single species are crepe myrtles. They are about 10.3% of trees and the only species over 10%, so Pomona is not doing terrible with regards be being over in any genus or family. A lot of the trees included are going to be trees in Ganesha or Westmont Hills area, so crepe myrtles are a significantly higher portion of street trees.
  - To maintain ideas numbers one has to plan property and while genus and species are included in botanical names even most professional tree people won't be able to correctly to tell you the family for every tree on the current palette without looking a few up, so doing this on the front end and placing it in an easily read table can greatly improve downstream efficiency.
- **Native Status column.** Native plants tend to be better adapted to the region; however, given California's ecological diversity, this isn't always true. The simple addition of Pomona's zone information makes this column much more useful than it was before. It allows one to know whether the tree is appropriate for Pomona or not. It also adds some further selection criteria to consider when deciding suitability, but even plants that are suited for our climate zones aren't suited for every location or condition and have other requirements.
- **WUCOLS – Water Use Classification of Landscape Series column.** A state approve resource on rating water use at a local level. It's created by firsthand input from landscaping experts on different plants and how they do in the area. Plants are rated as very low, low, moderate, high, inappropriate and unknown (not enough information to determine if appropriate for a location).

Commissioner Kercheval asked if the actual tree is not important and if the presentation was just making a point on the different columns.

Parks and Facilities Manager Sledd replied these are the same trees crossing over from onto each slide. He stated the whole table wouldn't fit on the PowerPoint at once.

Commissioner Tomkins asked what the "inappropriate" classification for water means.

Parks and Facilities Manager Sledd replied it probably means very high-water use, but he doesn't know exactly how they decide to call a tree inappropriate or not.

Commissioner Tomkins asked who came up with these categories.

Parks and Facilities Manager Sledd replied its State and forest. He elaborated that landscape architects must submit calculations to the Planning Department showing areas they are installing meet certain numbers, so each category (low, moderate, etc.) has specific numbers ratios attached so those calculations to determine whether an overall project is going to meet water efficiency.

Commissioner Tomkins confirmed this is the State model water categories.

Parks and Facilities Manager Sledd replied yes, this is what they use for the State.

Commissioner Tomkins asked if the State can ban certain trees if they are inappropriate.

Parks and Facilities Manager Sledd replied he doesn't know if "inappropriate" category trees are banned or just have an excessively high number attached to them. He noted a person can offset high water use plants by doing a certain square footage of drought tolerant or other types of plants. He stated these are just the recommendations and as far he knows there is nothing that says someone can't plant because it's classified as "inappropriate" from a water standpoint. Commissioner Tomkins asked which tree was "inappropriate". He shared that example plant was Plume Albizia, which may be only one tree in the entire City and is not a species he has seen in a lot of categories. He noted he picked specific examples to show certain things and these are not in order on the table.

Chair Martin asked if there are any photos of the trees. She commented she recognizes a lot of the basic names, but not scientific.

Parks and Facilities Manager Sledd replied he will get there.

Parks and Facilities Manager Sledd continued with his presentation.

- **Height Spread column.**
- **Type column.** Some of the trees listed as deciduous maybe known as being semi-deciduous but in his experience in this City of Pomona most of the trees called semi-deciduous end up being deciduous here because of how dry it is, and the trees drop their leaves in the summer.
- **Hyperlink column.** He felt the digital version should have easy access to more details, so he added a column containing a hyperlink to go to a webpage with more information on each species listed. For most of the hyperlinks he used Cal Poly San Louis Obispo Urban Forest's Ecosystem Institutes select tree webpage. This provides pictures, more details and discussions of other considerations (root damage, leaf litter).
- **Basic Usage Notes column.** Contains a variety of information relating to each species that needs to be considered by anybody creating a planting matrix and/or plan for the City of Pomona. This includes the following:
  - If included in The Downtown Specific Plan, because the plan has tree guidelines for certain areas.
  - Notes on similar three varieties; pricing, historic location, common nursery availability, deciduous versus evergreen.
  - Whenever any tree was unknown or inappropriate WULCOS rated for the region.
  - Utility friendly; must be under 30 feet height to plant directly under utilities and that does not include cable utilities. He shared he gets a lot of exemption requests for removals relating to the trees getting in the wires, which doesn't necessitate removal in most trees that can be trimmed.
  - Limited invasive; some trees are categorized as being invasive either limited or to watch for potential invasive. He doesn't think anything has been included in the palette that is known to be anything more than moderately invasive. There is a hyperlink there as well to go to the Cal Invasive Plant Council webpage where they categorize all these plants and have volunteers out looking at them in the field seeing if they a colonizing area.
  - If included in The Corridor Specific Plan, because the plan contains specific tree guidelines for certain areas.
  - Maintenance Cost considerations; certain types of trees cost significantly more to maintain. For example, Chinese Elms cost significantly more than most trees to maintain to keep the appearance. They get scheduled for trimming every two years as opposed to 4.5 years for most other trees in the City.

Parks and Facilities Manager Sledd continued with details about the changed he made to the Planting Matrix. He noted the document is 100 pages and will share the electronic version later.

- He went through a sample line highlighting a difference between the old Matrix and the new Matrix; unit, "from" and "to", "even and odd", Street, Parkway (width of the parkway), The primary botanical and the primary common.

- He reported there were not numbers in the Old Matrix estimating how many trees were in any of these ranges, so the most labor-intensive part of going through the old matrix has been working out the blocks and calculating how many trees are along specific stretch. He noted there are spots within the system that have never been shown to have trees but are places trees could be planted.
- He reported the old Matrix had recommendations but if it gave two recommendations there is not guidance on how you chose which one of those recommendations. He is suggesting implementing something to explain why the City is recommending a species #1 species and then create a process for selecting the species #2 species and getting approval above just a single arbitrary person on whether it's appropriate for the area from a character standpoint.
- Displayed a couple options to include with the new Matrix.
  - The first sheet will be required to do the planning for the second sheet.
    - One must have information of what is at every location, if you really want to decide to that detail.
    - The easier option would be recommended to replace with what was there and disregard any kind of other planting parameters and whether it's a good thing for that location. He stated he would not recommend this.
  - The second sheet provide numbers at for actual locations and recommended botanical and recommended common were left blank, because he is still working on deciding.

Commissioner Tomkins asked about the original street view plan created by a tree committee designating specific trees to be planted by street. She asked what percentage of the City was designated. She spoke about there being an entire code section where residents could petition to change their street tree that still exists, and she is curious how this all correlates with that.

Parks and Facilities Manager Sledd replied he doesn't have any recommended species in there at all, so staff would have to go back through the documents. He stated he has all the ones he could find available online and there are 40 different resolutions dating from 1961 to 1977. He noted it reads this street equals this tree.

Commissioner Tomkins asked what percentage of the City was done.

Parks and Facilities Manager Sledd replied it was done in the 1970's, so he is guessing its relatively centralized and there is not going to be anything in Phillips Ranch or other more recent developments. He stated he hasn't had a chance to go through he will do before continuing discussions about species. He reported there have been 3,600 removals just since 2010 and minimal records for anything before then.

Commissioner Tomkins shared there is a lot of neighborhood discussion and frustration because the code exists that state when a tree is removed it be replaced but that seems to have been ignored for decades. She commented what is the point of having any rules if they are just ignored. She noted it affects the value of the property and there has been tremendous loss of trees and or removals in the parks and on the streets. She shared she has seen pictures of Lincoln Park just ten years ago, which shows dramatic change in the canopy.

Parks and Facilities Manager Sledd replied there have been approximately 58 plantings since 2010 compared to 3,600 removals. He noted these plantings were donated by City Councilmembers discretionary funds or replaced through vehicle accident insurance. He stated the biggest issue is budget. He reported right now the City of Pomona has 1,500 trees that are recommended for removal based on being potentially hazardous. He shared removal cost is based on DBH (diameter-based height) at approx. \$27.80 per inch. He spoke about the City needing to decide on whether it's going to remove those trees, leave the hazard and if they are going replant every tree that is removed. He shared the City has submitted for a CalFire grant jointly with West Coast Arborists that will pay for removals with an agreement that the City replant two trees for every one removed. He reported the potential is to get up to 230 removals and 560 re-plantings. He stated to replant two trees is a little bit over \$500 so they City would save money on the removal of the larger trees. She shared he is also exploring another grant that generates wood products that the City can use.

Commissioner Tomkins asked if they are hold residents responsible at all for trees dying for lack of water.

Parks and Facilities Manager Sledd replied that a code compliance issue. He stated his staff reports sites when it appears a tree seems to be suffering from water. He shared he reported the larger oak tree that feel over north of City Hall to code compliance but doesn't know if any was done. He stated he suspects its death had something to do with how close asphalt was poured when that parking lot was done.

Commissioner Gallivan added someone had cut down into the root structure near the tree and weakened the tree by doing that.

Parks and Facilities Manager Sledd replied an exemption submitted for that one and was denied because it was deciduous not dead and has all its leaves back now. He noted those trees are specifically called out in the Historic Tree resolution, designated as being at “old City Hall” and the 200 block of west Mission with four Coast Live oaks and one deciduous oak.

Commissioner Kercheval was wondering if the Matrix and/or Tree Palette included environmental benefits (heat islands, urban forest, etc.).

Parks and Facilities Manager Sledd replied they can look to add something quantifiable. He shared there are tools, like i-Tree, that do various calculations relating to greenhouse gas emission reductions. He suggested using this information as a tie breaker in deciding between two trees.

Commissioner Kercheval asked what he would do to advocate for removing or limiting palms from a palette because of its greenhouse non-contributing, use of water, etc.

Parks and Facilities Manager Sledd replied he’d have to convince the others sitting with him at the dais.

Commissioner Tomkins replied they would have to look at it from a historic perspective.

Commissioner Kercheval stated he is just wondering how this would be done city-wide. He commented he knows other cities have started to eliminating palms from their palette because it doesn’t contribute at all.

Parks and Facilities Manager Sledd replied he must get approval from Planning Commission, Parks and Recreation. He noted there will be some minimization of palms outside of areas that have specific plans. He stated there are a lot of other things besides just the historic considerations that dictate if the City will plant palms and some of those plans were approved by City Council, so getting rid of palms is not something he can say, it would require City Council to amend.

Commissioner Tomkins commented the City would have to amend the Corridor Specific plan to change the trees, which is not built in flexibility.

Parks and Facilities Manager Sledd replied it’s not impossible to eliminate palms, but it would be very difficult.

Chair Martin asked for a verbal consensus about palms.

Commissioner Tomkins stated she is only concerned with protecting what has been designated historic. She shared in Lincoln Park the community has voiced they want something similar in size and look as a replacement. She commented old photos of parts of the City are dramatic because there were matching trees on both side of the street. She stated she realizes there is a need to have different trees because of disease and suggested doing the same tree for a few blocks and then changing the tree, because matching is part of the historic appearance and history of the City of Pomona.

Parks and Facilities Manager Sledd spoke about getting this information to this point to where it was usable with filters in Excel. He shared he looked at historic districts and thought would be nice to set a different species at that historic boundary so there is a visible difference after the historic district sign.

Commissioner Tomkins commented she did notice a lot of inaccuracies in the old versions. She suggested making the information more publicly available, so that the people who live in in specific area can report if the tree listed there isn’t the trees that are on that street.

Parks and Facilities Manager Sledd replied he has the file for historic trees that is almost 80 pages and another separate file that’s contains all 50,000 locations.

Commissioner Tomkins reported she has people emailing her for the latest draft because they are eager to plant trees but don’t know what is approved.

Parks and Facilities Manager Sledd agree the old version was very hard to understand and when he finds inaccuracies in Arbor Access, he edits the information.

Commissioner Tomkins replied it would be a lot easier to have the public tell you what's wrong with every street.

Development Services Director Gutierrez stated this has been a great conversation, discussion, and presentation. She asked what the next action steps are for the Historic Preservation Commission.

Parks and Facilities Manager Sledd replied he can work on a couple different proposals and bring them forward. He asked if the Historic Preservation Commission if they had an idea based on what he has told them about the version they would like to see. He noted it's a lot of work do to each one.

Chair Martin suggested he meet with the Tree subcommittee and then bring it back at a future meeting for the rest of the Commissioners. She asked if the Tree subcommittee had some recommendations.

Commissioner Tomkins stated the only revision they made was to review the old trees throughout the City that are over a certain age and get protection for those.

Chair Martin commented if they are dead, they need to be replaced. She spoke about needing a replacement program and destroying the City because of financial issues.

Commissioner Tomkins replied it's not focused so much on the public trees. She elaborated that their recommendation was for a historic tree program that applies to private property and make permitting easier for residents while at the same time requiring every tree to be replaced. She stated the purpose was so that people don't have that incentive anymore to kill their trees because of the exemptions. She noted the exemptions were giving people an incentive to let their tree die because they wouldn't have to replace it. She asked Mr. Sledd is he would prefer staff work on this, so it doesn't have to come before the Commission.

Parks and Facilities Manager Sledd replied most of his experience with something like this came from the City of Austin. He shared they have a more complicated tree organization where the Parks Department and Public Works each have their own forestry programs, plus there is a separate City Arborist office staffed out of Planning. He stated the City Arborist office enforced the City's Heritage Tree ordinance, which was based on diameter size and certain species. He noted there were a couple different class size (protected, 19" in diameter or heritage trees at 23" diameter or larger) and other things on basic development that protected the removal of any tree that was 8" or larger in diameter on private property. He reported public trees had a separate protection for anything tree over 3" or over 2" in a park and tree was defined in the code. He stated there is a lot of things that could be done different, but noted Austin is a very well-funded City, because they have their own energy company.

Commissioner Tomkins added if a person couldn't replant on their own property one could plant in the parkways or parks nearby. She asked if Mr. Sledd has seen the City of Claremont's policy.

Parks and Facilities Manager Sledd replied the City of Austin did that also. He replied he has seen Claremont's policy for public trees, and it looks like a person can request a tree to be removed with staff will authorize only if it's a hazard. He noted this policy also includes a way for an individual to protest that decision through certain process.

Development Services Director Gutierrez clarified the direction was to move this item the tree subcommittee.

Chair Martin suggested selecting a subcommittee meeting date tonight because this is important and requested to pick a night for Parks and Facilities Manager Sledd comes back that doesn't have a heavy agenda.

Commissioner Gonzalez suggested May 15, 2019 special meeting.

Parks and Facilities Manager Sledd replied he will be in Austin Texas on the May 15, 2019. He suggested a separate special meeting.

Chair Martin agrees with that idea and suggested inviting the other Commissions. She asked if he has done a full presentation to the Park and Recreation Commission yet.

Parks and Facilities Manager Sledd replied he gave a brief to them back in November.

Chair Martin suggested looking at a special meeting.

Development Services Director Gutierrez recommended the tree subcommittee meet first.

Chair Martin asked the Tree subcommittee if they feel like we should wait because its 10:30 p.m. and they are not done with the agenda.

Commissioner Tomkins, Chair of the Tree subcommittee, replied she included a memo in the agenda package so people could read through and get feedback if anyone feels strongly on any of the issues they are looking at.

Development Services Director Gutierrez stated those were the Tree Notes, provided under item G-3.

Commissioner Tomkins asked if anyone had questions comments. She stated the general direction is focused on replacement. She stated Commissioner Gallivan prepared another two-page document he asked to be included with all comments the subcommittee has heard from the community. She stated she thinks it might be useful for the Commission to get a copy of that.

Commissioner Gallivan stated there were two separate things he wanted to be included be with the minutes.

Development Services Director Gutierrez replied those items are attached under G-3, but those minutes weren't ready to be approved because staff must go back and do some research.

Commissioner Tomkins clarified she sent a subsequent email the same day asking that for this item to included as well.

Development Services Director Gutierrez replied maybe she misunderstood.

Commissioner Tomkins stated it's just a two-page document with comments.

Commissioner Gallivan added the document contains citizen concerns and represents a lot of individual thoughts.

Development Services Director Gutierrez confirmed there are two documents the Tree subcommittee wanted included as part of their report. She stated she included one item and will include the other on a subsequent agenda.

Commissioner Gallivan commented the original Tree Palette/Matrix took quite a bit of time and money and that Claremont did a much bigger program than Pomona and the people who put Pomona's report together said they never even looked at the Claremont program.

Parks and Facilities Manager Sledd replied he has looked at it as much as he could.

Commissioner Kercheval asked Parks and Facilities Manager Sledd for his email.

Development Services Director Gutierrez replied she will distribute it.

Chair Martin stated Commissioner Tomkins is the Chair.

Commissioner Gallivan clarified when its \$27 per inch is it inch diameter.

Parks and Facilities Manager Sledd replied yes, DBH.

Chair Martin thanked Parks and Facilities Manager Sledd and asked him to suggest some dates to meet with the Tree subcommittee. Discussion ensued and Monday, April 8, 2019 at 8:30 AM at City Hall was decided.

Development Services Director Gutierrez confirmed the subcommittee consists of Commissioner Tomkins, Commissioner Martin and Commissioner Gallivan tree committee.



**3. Report from Tree subcommittee.**

This item was combined with Item G-2.

**4. Report from Ad-Hoc Committee on City Stables.**

This item was presented during Item G-1.

**5. Discussion of potential changes to the regulations pertaining to the demolition of structures legally constructed prior to 1945.**

Chair Martin commented the Commissioners were very fortunate to go a conference at USC and be educated on how important it is to be updated to fifty years and older. She stated to be aligned with what's going on today in the City of Pomona preservationists need to step forward and work to preserve the mid-century architecture. She mentioned they could have Wilton Beckett structure up for demolition because it's not pre-1945.

Commissioner Tomkins commented from a CEQA perspective they really need to adjust the date. She stated having the policy read pre-1945 the City runs the risk of not identifying significant resources and structures getting demolished without any review.

Development Services Director Gutierrez asked for the recommendation.

Chair Martin replied it should say 50 years and older.

Commissioner Gonzalez stated it would be moving target and asked if they want to stick with fifty years because they could select a building for designation that is 1980's or 1990's architecture.

Development Services Director Gutierrez confirmed the Commission is recommending an ordinance change. She suggested the Historic Preservation Commission write a memo to City Council to encourage them to consider that change. She noted it would entail significant staff time and resources in order to allocate that.

Commissioner Williams suggested creating a subcommittee to work with city staff and to draft that memo.

Development Services Director Gutierrez replied they certainly could or a single Commissioner can just write it.

Chair Martin asked if Commissioner Williams if she would be apart the subcommittee and if anyone would join. She noted staff would have to finalize the document with the proper terminology because it's a legal document.

Development Services Director Gutierrez replied it's not an ordinance change just a recommendation to City Council to get their support and for them to direction is this an ordinance amendment they want staff to pursue. She noted in order to do an amendment this significant, it might require some additional CEQA work, as well as, staff would have to do a survey to see how many properties this would affect in the City.

Commissioner Tomkins asked about the process staff are using currently for demolition permits on homes that are not pre-1945. She asked if they are analyzing for historic significance at all.

Development Services Director Gutierrez replied no, if it's not a discretionary permit CEQA wouldn't apply unless it's a known historic resource.

Commissioner Tomkins stated so they are not protecting our historic resources.

Chair Martin commented this is urgent.

Development Services Director Gutierrez replied Pomona's regulations say pre-1945 and that's our cut off. She stated if it was a known resource, regardless of what the exact regulation said, staff could still say its applicable under CEQA and it's a project.

Chair Martin commented she feels staff time is really limited and so unless it's a requirement or a well-known resource it won't get done.

Commissioner Tomkins asked if the Diane Marsh only identifies pre-1945 structures.

Chair Martin replied yes its only pre-1945.

Commissioner Tomkins replied the fundamental issue is the City doesn't have a survey and that probably needs to be done before updating the ordinance because it would provide scope of the work.

Development Services Director Gutierrez agreed.

Chair Martin spoke about updating the survey and stated back in 1987 it cost the City \$8,000.

Commissioner Gonzalez asked how long it took Diane Marsh to complete the survey.

Development Services Director Gutierrez estimated it was finished in 1992-1993.

Chair Martin replied 4-5 years bringing in volunteers from Pomona Heritage and the Historical Society for drive arounds.

Commissioner Tomkins added the State office for Certified Local Governments is saying that they want to make grant funds available for regular surveys and they have some recommendations for doing those in connection with updating various parts of a City's General Plan, so that it is done a regular consistent basis. She stated otherwise it is too daunting to survey a whole city. She agreed it takes a long time and a lot of money, but they need to start figuring how to incorporate surveys into our process.

Chair Martin commented Mr. McIntire mentioned the need to update the City's surveys.

Commissioner Tomkins reported she was the only one who attended the Certified Local Government seminar. She shared it was very much focused on surveys and she was informed that in some cities the Commissions themselves are doing the surveys, working together with groups like Pomona Heritage and the Historic Society.

Chair Martin suggested the subcommittee investigate how to do an updated survey for the City of Pomona and asked the City to investigate grant funding because this needs to be done within a year.

Commissioner Williams commented she thinks they could do both concurrently. She stated altering the ordinance is something that will take time and consideration, but a survey is something they can do more quickly.

Chair Martin and Commissioner Tomkins agreed.

Commissioner Tomkins suggested looking at how many demolition permits come into the City to get an idea of the scope, because if it's not a huge number than changing the ordinance might not be a big deal.

Chair Martin asked staff to report how many demolitions permits are issued in an average a year at the next meeting.

Commissioner Williams added she would also like to know the year of construction for each building, so the Commission can see if the City is losing a bunch of 1950's or 1960's buildings.

Development Services Director Gutierrez confirmed the Commission is requesting demo permits on average per year and asked for further clarification of what else they wanted.

Commissioner Williams stated she is looking to see the number of demolitions permits and asked if staff could provide a spreadsheet the years those homes were built.

Development Services Director Gutierrez replied yes staff can do that.

Chair Martin asked if there was anyone besides Commissioner Williams interested in being on the subcommittee.

Commissioner Gonzalez offered to be on the Ad-Hoc Committee for demolition.

Chair Martin stated it's more about structured being more the fifty years old, not just demolition. She stated Development Services Director Gutierrez needs a title for the Ad-Hoc committee.

Discussion ensued regarding the name of the committee. It was settled upon Demolition/Survey Ad-Hoc Committee.

Commissioner Kercheval stated he thought the description on this item (G-5) was talking about tidying up the language on salvage and demolition but it wasn't.

Chair Martin requested Commissioner Kercheval be on this new Ad-Hoc Committee.

Commissioner Kercheval declined and stated he send the subcommittee an email with suggested language.

Chair Martin commented it's important if demolition is approved for the City of Pomona to look and see if there is anything to recover.

Development Services Director Gutierrez replied staff has had conversations with legal about that and that's probably the best we are going to get, but she is open to suggestions and running it by legal again.

**6. Amend by-laws effective May 1, 2019 to change the regular meeting time of the Commission.**

Development Services Director Gutierrez reported the Historic Preservation Commission on January 16, 2019 requested to amend the bylaws to allow for a beginning time of 6:30 p.m. She stated this item is bringing that motion back to amend the by-laws. She reported staff have provided a resolution to amend the start time from 7:00 p.m. to 6:30 p.m. beginning May 1, 2019.

**Motion by Chair Martin, seconded by Commissioner Kercheval, carried by a unanimous vote of the members present (7-0-0-0), to amend the start time of the Historic Preservations Commissioner meetings to 6:30 p.m. beginning at the first meeting in May 2019.**

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**ITEM H:**  
**HISTORIC PRESERVATION COMMISSION COMMUNICATION:**

Commissioner Gomez shared a flyer for the second annual car show hosted by Historical Society of Pomona Valley on June 8, 2019 at 10:00 a.m. on the corner of Holt Ave. and East End Ave. at Village Academy.

Commissioner Kercheval asked staff if the Commission were to approve the demolition of two of the houses on the four-house configuration, if the owner could move them around on the property and still build something. He asked if the two saved homes would then be protected.

Development Services Director Gutierrez replied any changes would require a Certificate of Appropriateness.

Commissioner Kercheval replied but it wouldn't because he's not in a historic district.

Development Services Director Gutierrez replied the findings for a historic resource are the same findings for historic designation; a single historic designation.

Commissioner Tomkins asked about a created a small historic district. She commented one of the responses she heard when talking about designating the Civic Center was that it was multiple buildings and so it had to be a district rather than just the site.

Chair Martin replied that's what Mickey Gallivan said.

Commissioner Gallivan replied there are a lot of individual properties that must be combined to coordinate.

Commissioner Tomkins asked if it's because they were different parcels.

Commissioner Gallivan replied they cannot find the deeds and the City can't provide the deeds.

Development Services Director Gutierrez replied she doesn't want to get too much into that specific case because they have closed that hearing. She stated she can get back to the Commission at the next meeting (or before) about the general consequences of denying a demolition if it's non-contributing and outside of a historic district.

Commissioner Gallivan stated it depends on if the owner wants it designated.

Commissioner Tomkins mentioned residents on social media have been mentioning that the historic ordinance states the Historic Preservation Commission will establish a program to recognize historic properties with special plaques, signage etc. but we haven't been doing that.

Commissioner Gallivan requested an update on an email he sent two months ago about people who had cut down trees that were never replaced.

Chair Martin thanked staff for the conference they all attended.

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**ITEM I:**  
**PLANNING MANAGER COMMUNICATION:**

Development Services Director Gutierrez pointed out the flyer for a Call for Artists. She reported the City has a Call for Artists out until May 16, 2019. She encouraged the Commissioners to invite artists and noted its open to anybody Los Angeles, San Bernardino, Riverside and Orange counties. She stated the process will establish a short list of artists that the Pomona can pull from to do public art within with the City using the 1% of the Art funds. She reported City Council approved the Girl Scout mural represented by dA Center for the Arts on Monday evening, so that will be going on the wall facing Mission Ave. She noted there was a provision in the revocable license agreement that states if the painting interferes with any historical designation that the mural shall be removed. She reminded the Commission of the special meeting joint meeting with the Planning Commission on April 17, 2019 at Ganesha Park at 6:00 p.m. She stated staff has a draft ordinance they hope to release to the Commission by the end of this week for review prior to the meeting. She stated staff will review ADU's in general and then walk both Commissions through the draft asking for input.

Chair Martin asked if there will be examples of other cities ADU ordinances.

Development Services Director Gutierrez replied not as a comparison, however, staff we be bringing up other ordinances during certain topics.

Commissioner Gallivan suggested having an ADU Ad-Hoc Committee meeting before.

Chair Martin asked who's on that. The group replied they don't have one.

Development Services Director Gutierrez reported at the last meeting the Commission mentioned interest in signage for historical locations and suggested an amendment to allow for wayfinding signage. She reported staff took that request to Planning Commission and it was approved. She explained it was written was to allow for historic sites, however, that language was left it broader because the Planning Commission also liked the idea of being able to have signage for parks with walking distances listed. She stated this item will go to City Council on April 15, 2019.

Commissioner Tomkins asked how far in advance the proposed ordinance be posted.

Development Services Director Gutierrez replied this week, April 4, 2019.

Chair Martin asked Development Services Director Gutierrez if she took ideas from other cities for the ADU ordinance.

Development Services Director Gutierrez replied staff has done research and taken into consideration other ordinances, as well as, individual Commissioner considerations. She stated the purpose of having this study session before a formal draft for adoption if finalized is to work out those details and get recommendations.

**1. Minor Certificates of Appropriateness for March 2019.**

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ADJOURNMENT:

Chair Martin adjourned the meeting at 11:07 p.m. to the next regularly scheduled meeting of the Historic Preservation Commission on May 1, 2019 at 7:00 p.m. in the City Council Chambers.

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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.