

OFFICIAL MINUTES  
POMONA HISTORIC PRESERVATION COMMISSION  
SEPTEMBER 5, 2018

CALL TO ORDER:

The Historic Preservation Commission meeting was called to order at 7:00 p.m. by Chair Martin.

FLAG SALUTE:

Commissioner Kercheval led the Commission in the flag salute.

ROLL CALL:

Roll was taken by Development Services Director Suarez.

COMMISSIONERS PRESENT:

Chair Martin; Vice Chair Kercheval; Commissioners Gallivan, Tomkins, Gomez, and Tabernero

COMMISSIONERS ABSENT:

Commissioner Garcia

STAFF PRESENT:

Development Services Director Suarez, Assistant Planner Eunice Im

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ITEM D:

PUBLIC COMMENT:

None

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ITEM E:

CONSENT CALENDAR:

No items

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PUBLIC HEARINGS:

ITEM F-1

PUBLIC HEARING - MAJOR CERTIFICATE OF APPROPRIATENESS (MAJCOA 9690-2018) TO ALLOW THE DEMOLITION OF AN EXISTING GARAGE, THE CONSTRUCTION OF AN ADDITION TO A CONTRIBUTING SINGLE FAMILY RESIDENCE, AND THE CONSTRUCTION OF NEW TWO CAR GARAGE ATTACHED TO NEW ACCESSORY DWELLING UNIT (ADU) LOCATED AT 522 SAN FRANCISCO AVENUE IN THE LINCOLN PARK HISTORIC DISTRICT.

**Chair Martin opened the public hearing.**

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

Chair Martin invited the applicant to come forward.

Jessica Pan, the applicant, stated she bought the home because it had a huge lot and she wanted to create an additional unit in the back for her family. She shared she also wishes to add on an additional two rooms for the future. She commented she likes the area and wants to contribute to Pomona.

Commissioner Gallivan asked if the Planning Commission was going to approve this item. He stated he doesn't want to approve a demolition without knowing this information.

Development Services Director Suarez responded this is the final review for this project. It will not go to the Planning Commission.

Commissioner Gallivan asked about the ADU (Accessory Dwelling Unit) concept. He stated that the process was implemented to make cheaper housing, so people can afford to live in California.

Development Services Director Suarez responded that this may be the need of the applicant, and suggested he ask if this is an income home or a personal home. He noted the Commission is here to review the Historic Preservation areas of the code.

Commissioner Gallivan stated the purpose of the ADU Senate Bill was to create smaller places for people to afford to live and that the addition can be no more than 50% of the original house. He noted this proposed ADU is over three (3) times as large.

Development Services Director Suarez responded there is a difference between attached and detached. He stated if it's detached from the house there is a maximum square footage of 1,200 square feet and if it is attached it can be no more than 50%. In this case, we have a 1,200 square foot detached ADU. He shared staff are in the process of drafting a text amendment to control the number of bedrooms and provide more context to ADU law to reflect the community's needs. He stated for this case staff are required to follow state law and therefore the ADU (Accessory Dwelling Unit) complies with state law.

Commissioner Gallivan commented that state law can be trumped by local law. He stated the Commission has requested an ordinance for Pomona to control this aspect and it needs to be a priority.

Development Services Director Suarez responded after staff drafts the ordinance; he will take it for the appropriate review and to City Council for adoption. He stated once that is done, the City can be more restrictive in certain areas (number of bedroom and parking). He noted he has many projects right now that have a higher priority.

Commissioner Gallivan noted the Senate Bills state that this will add work to the City, and if the City does it, they will get reimbursed. He commented that because this would bring in money it should be a higher priority, especially in a time when funding is down.

Development Services Director Suarez responded it is a higher priority, it's just that the Planning Department has many priorities at this time.

Commissioner Tomkins asked if the applicant was doing the demolition of the garage and then replacing the garage. She asked if the new garage was subject to Historic Preservation Commission review, because it is attached to the ADU.

Development Services Director Suarez responded there is still a requirement of the project for minimum parking for the existing unit so that is available for the Commission to make comment on.

Commissioner Gallivan asked for clarification on the attached and detached.

Development Services Director Suarez responded in this case there is a room addition and then a detached ADU with the two-car garage. He stated the applicant can have additional parking along the driveway and in tandem as permitted by state law. He stated the ADU meets the area and setback requirements and follows state law. He stated the proposed addition follows Development Standards (footprint and location). He responded to Commissioner Tomkins that the architecture is appropriate for comment.

Commissioner Tomkins clarified the Commission is being asked to look at Historic Preservation Standards with respect to the addition to the existing structure and the demolition and replacement of the garage.

Development Services Director Suarez responded that is correct.

Commissioner Tomkins asked about the existing trees and their relationship to the addition and the garage. She stated the City requires a permit for a Major Certificate of Appropriateness to remove mature trees.

Assistant Planner Im responded she spoke to the architect and confirmed they are not removing any trees on site.

Commissioner Tomkins commented it looked like trees were in the area of development.

Development Services Director Suarez requested to pull up the picture to show the Commission where the trees are at; he invited the applicant to speak on this.

Ms. Pan spoke about the proposed plan and the position of all the trees on the property. (three along the side and a small lemon tree). She stated none of the trees will be touched.

Chair Martin asked to see the photo of the backyard.

Commissioner Kercheval stated there is no indication on the plan where the existing trees are. He stated it would be helpful to see that information on the plan. He asked about the mature tree that looks to be in the middle of the driveway.

Development Services Director Suarez responded the distance between that tree and the fence, is approximately 12-15 feet and the driveway is minimum 8 feet.

Commissioner Kercheval suggested adding a condition that if tree needs to be cut down it comes back to the Commission for review and any tree removed be replaced, like for like.

Commissioner Gallivan stated an ADU can be attached or detached. He clarified the addition next to the side of the house is not being classified as an ADU.

Development Services Director Suarez responded that is correct.

Commissioner Gallivan asked why that addition is not coming before the Historical Preservation Commission as a non ADU item.

Commissioner Tomkins responded it is. She clarified the Commission is being asked to approve, the addition to the house, the demolition of the garage and the replacement garage. She asked if the addition complies with the historic ordinance and the Secretary of the Interior standards. She expressed concerns about the size of this addition, in relation to the size of the home. She requested to display the plans for the addition. She stated the addition runs across the entire back of the property, which is significant from a Historic Preservation perspective. She spoke about the standards, for additions, including the ability to remove without the extensive damage to the original structure and that the more points of contact with the original structure, the greater the damage. She noted size is part of the character of this original home (a bungalow).

Commissioner Kercheval confirmed the Commissioner has no purview over the ADU.

Assistant Planner Im responded that is correct.

Senior Planner Khan clarified that the ADU State Law passed last year, comes down to whether the approval is ministerial or discretionary. He stated that what the Commission is doing here tonight is a discretionary action and per state law the ADU could not undergo any kind of discretionary action. He stated the City would need to establish a checklist of design guidelines to be used at plan check to review for consistency with design and historic preservation.

Commissioner Tomkins stated her understanding of the law is that a city could also exclude areas, like historic properties and to not allow ADU's in the historic districts or only allow smaller ADU's.

Senior Planner Khan responded that is correct; there could be restrictions placed if they are not burdensome to the development of ADU's in the City.

Commissioner Gallivan added the law does say that if the City designates an ADU can go through a historical review.

Commissioner Tomkins agreed that it can go through a historic review and the City can decide, because there is language to protect historic properties.

Senior Planner Khan responded that right now Pomona doesn't have that ordinance, so this case defers to state law.

Commissioner Tomkins expressed concerns with the placement of the garage. She stated it is not in a location that is historically accurate, which is at the end of the driveway and visible. She spoke about this street not being as consistent as some of the other streets, having had more changes; however, in the District as a whole one would visually see the

garage from the sidewalk and this placement changes that viewpoint. She stated she would prefer the layout flipped around. She shared she saw several discussions on the Listserv about ADU's inside of garages and a lot of cities require the front of the Garage to still look like a garage to match the historical look.

Development Services Director Suarez asked to see a street view.

Commissioner Tomkins asked when a recent fence was installed because it changed the street view.

Ms. Pan responded in December.

Chair Martin asked if anyone at the Planning Counter explained to Ms. Pan about the tree ordinance and about completing an application for the removal of trees.

Ms. Pan responded no.

Chair Martin stated trees should be part of the application as the Commission needs to know what types of trees will be removed and the size of them.

Commission Gallivan asked if the garage was in distress and needed to be removed.

Development Services Director Suarez deferred to the applicant for information on the garage.

Ms. Pan responded the driveway slopes downwards into the garage and they were informed during the home inspection the slope was causing issues with the foundation and that there was mold along the walls. She stated her intention is to demolish, extend the driveway and create a new garage.

Commission Gallivan commented there are other options for mold removal in a garage.

Commissioner Kercheval asked if he could give some discretionary comment on the ADU.

Senior Planner Khan responded the Commission could make suggestions and that is how staff are handling it at the Planning Counter. He stated staff suggests and encourages applicants to match the siding, window proportions, etc. if considering an ADU.

Commissioner Kercheval stated he feels the Commission can proceed, knowing that ordinance and code is not up to date. He commented the applicant is coming in during a window where she has an opportunity to do what is what she wants which is totally fine.

Senior Planner Khan responded that an approved major COA tonight does not approve the ADU. The applicant would then have to go through plan check with Building and Safety and Public Works and staff would have to review the ADU for all the zoning code requirements, setbacks, etc. keeping in mind state law.

Commissioner Kercheval asked if this item has been brought before the Planning Commission.

Senior Planner Khan responded not in this case, because of the nature of the ADU right now. He stated typically an ADU would come through Building and Safety, then plan check and the Planning Department reviews in house at the Counter.

Development Services Director Suarez stated except the issue here is being reviewed by the Historic Planning Commission. He stated as it relates to the ADU the Commission can make specific comments on the architecture; the packet does include a copy of the plan. He noted the plan shows the applicant is putting siding on the ADU and if there is a concern about the site planning and the location of trees, those concerns were addressed in comments, although they aren't specifically on the site plan.

Commissioner Kercheval stated he is prepared to give input on the main building addition and discretionary input on the ADU. He stated he wishes to provide historic district compliance help to the applicant.



Development Services Director Suarez corrected that the Commissioner can provide discretion on the addition and suggestions for the ADU.

Commissioner Kercheval confirmed staff reviewed the criteria of square footage and that the ADU meets all State law requirements.

Development Services Director Suarez responded it does and it's a lesson learned, as it relates to how State Law works and how this proposal works.

Commissioner Kercheval stated he respects that the applicant wants to have her family live with her, that's a special thing and anything the Commission can do to help her do that is great; however, he also understands as a City the need to address this issue for future ADU projects. He asked about staff's recommendation to approve with two parking spots for what potentially could be seven (7) individuals living in the property.

Development Services Director Suarez responded the site plan includes a longer driveway, the minimum code requirements were met, and state law overrides the issue. He noted the way the project is designed, there is substantial parking along that driveway, including inside the garage.

Commissioner Tabernero voiced his support to help the applicant. He commented she and her family are willing to invest money in a property to make it beautiful. He stated all the codes have been met and the project complies. He noted no one has noticed that there an apartment building, right next to this house, which is not historic and not beautiful.

Ms. Pan stated she sees the way Pomona is trying to grow and change. She noted the Pomona Police have been talking about cleaning up the northeast quadrant, where she is located, and she wanted to be a part of it. She spoke about cleaning up the street weekly and walking her dog in the neighborhood. She noted she is not trying to abuse the rules and plans to use light material. She stated she is not planning on creating an additional unit that looks completely different changing the historical value of the home.

Commissioner Gallivan responded to Ms. Pan that a lot of the discussion is not about your situation, as much as about the future. He added the ADU rules do not consider parking restrictions in historical districts.

Chair Martin shared Pomona Heritage helped to create an ordinance, back in the late 1980's/early 1990's, to control the number of separate additions in the back of homes because there were a lot of rentals. She stated state law has trumped that ordinance. She spoke about keeping the integrity of the historic districts and about avoiding McMansion's which take away from the character of Pomona's beautiful neighborhoods. She stated the Commission really cares about the historic districts and community and needs to be strong about what is going in architecturally. She added the movie industry comes in for a town often because everything is so original and if there is no control this will go away.

**Dan McIntire**, 357 E. Pasadena, thanked the applicants for investing in Pomona. He echoed the sentiments Chair Martin that many hours went into drafting an ordinance to protect the historic districts; that effort is something that needs to be recognized and he hopes applicants can understand that. He noted Pomona has the second largest number of homes in the state that are under historic ordinance protection. He spoke about the ADU system being imposed statewide, increasing the density and addressing the need to provide housing, however, he feels the historic districts are a special case. He stated increasing the square footage of an existing property in a historic district, requires extra scrutiny. He spoke about Pomona not having an updated ADU ordinance and the role historic districts have played in bringing Pomona back. He offered help to the applicant help with Pomona Heritage.

**Michael Bernheim**, 300 S. Thomas, expressed concerns about a bench that was installed in June 2018 by the Downtown Pomona Owners Association (DPOA) on the North Side Facing street in between Thomas Ave. and Garey Ave. on Third Street. He shared people congregate at the bench smoking, drinking and doing drugs and there are often violent altercations. He shared he lives on the 2<sup>nd</sup> floor of the apartment building and the activity at this bench really impacts him. He requested the Commission recommend to the DPOA to remove the bench as a benefit to all the residents at the Progress Building at 300 S. Thomas.

Chair Martin referred Mr. Bernheim to staff. She asked if he has spoken to the DPOA.

Mr. Bernheim responded they declined his request after a review.

Chair Martin recommended he speak during Public Comment period of a City Council Meeting.

**Chair Martin closed public hearing, seconded by Commissioner Tabernero.**

Commissioner Kercheval provided input on the architectural aspects of the main building; he stated the door is too ornate and doesn't fit with the minimal traditional style of the home.

Assistant Planner Im responded there is a condition included that all new doors and windows match the proportion and material of the existing home.

Commissioner Kercheval stated a previous addition came before the Commission with small windows and they were informed about limitations on heat loss or heat gain from too much glass. He stated this addition has sunroofs, rear sliders, and large windows. He asked if this meets the same criteria.

Development Services Director Suarez responded that staff doesn't have that expertise to answer that question.

Commissioner Tomkins responded her understanding was that it depends on the energy efficiency of what you are putting in. She stated you can put in large windows if they have certain energy efficient upgrades.

Development Services Director Suarez responded that is correct and Condition #5 states "in the event a condition imposed by the Historic Planning Commission is inconsistent with provisions of the California Code and Regulations Title 24, also known as the California Building Code or any uniformed construction code within the jurisdiction, such conditions of the Historic Preservation Commission shall be waived in favor of such code".

Commissioner Tomkins confirmed that the City, because Condition #5 includes Title 24 (the Historic Building Code) can require that additions on historic buildings don't destroy the historic character and applicants can use the Historic Building Code rather than change the design.

Development Services Director Suarez responded yes this is something the City does.

Assistant Planner Im reassured Commissioner Kercheval that the scale of the windows will be much smaller than what is on the elevation plans, due to the condition that all windows and doors must match the existing.

Commissioner Kercheval stated when the drawings go to the builder, they don't read the fine print, so he would hope the drawings would reflect what the conditions state.

Development Services Director Suarez clarified to Commissioner Kercheval that if this item gets approved with conditions, those conditions would be imposed in building plan check. He stated the plan would have to reflect specifically what is stated in the conditions before building permits are approved.

Commissioner Kercheval suggested double hung windows in place of sliding. He stated usually a home of this vintage has French door with multiple panes, not a sliding door; however, if staff feels it consistent, he won't insist.

Assistant Planner Im responded she doesn't believe this is consistent. She stated she will reinforce all windows and doors must match existing.

Development Services Director Suarez suggested amending Item 6 to specifically include the Commissions requests (i.e. windows are required to be double hung or single hung, or hung tight, and the elimination of any sliding door to be replace with another contextual door.)

Commissioner Kercheval stated Hardy Board siding is usually installed with a raised grain. He requested the siding on the addition (Hardy Board or a different type of non-wood siding) is flipped to use the reverse side that is smooth in order to recreate the siding on the front of the house. He spoke about the siding potentially having a different width or overlap and requested the applicant pay attention to these details. He stated he noticed the drawings show closed rafters and the home has open rafters with a plumbed tail. He recommended having a condition that the addition have open tails or open rafters and these plumbed to match the front of the house. He suggested open rafters on the ADU as well. He spoke about reusing windows whenever possible due to less expense, recycling, and less energy. He suggested

replicating the corner treatment on the main building (the metal trim that creates a corner) on the front main addition, reusing the corner and shifting it to the back of the house, so that the corners look like the original.

Chair Martin agreed with the suggestion to reuse windows.

Commissioner Kercheval suggested the rafter tails on the main house addition continue onto the ADU and the reverse siding on the overlap to match what is going on out front. He spoke about sourcing the corner bead from the back of the existing garage or asking Pomona Heritage to help find it to use on the ADU. He suggested the windows facing the front of the property be double hung or a full pane of glass so the ADU looks more period appropriate.

Commissioner Tomkins clarified if ministerial review was when staff does a minor Certificate of Appropriateness.

Development Services Director Suarez responded ministerial has a little bit of leeway of discretion. He stated in this case, staff is using the term as it relates to following code requirements and state law for the ADU.

Commissioner Tomkins clarified that state law must comply with zoning. She commented that the historic ordinance is part of the zoning code, so if staff is applying the Secretary of Interior Standards for the code requirements, it seems like that would be ministerial review. She commented her impression was that the state didn't want an item to go to Commission's or for the public to say they don't want this level of density.

Development Services Director Suarez responded this item has been reviewed and as proposed meets the code requirements for the accessory structure.

Senior Planner Khan reiterated that existing code is not in compliance with state law.

Commissioner Gallivan asked if it would be appropriate for the Planning and Historical Commissions to provide input into the code update.

Development Services Director Suarez responded no. He will schedule a study session about ADU's to discuss further. He stated essentially the City can't have anything that requires any kind of judgment or that an item come before a body. It must be done at the staff level at the front counter.

Commissioner Gallivan stated he interpreted it differently; he read there could be separate architectural reviews.

Commissioner Gomez stated she is ready to vote and is in support of a future study session.

Chair Martin agreed she would like to see a study session in October or November. She requested staff provide some dates options.

Commissioner Kercheval motioned to approve the staff recommendation for the addition and the demolition of the garage as stated in the staff report. He added he doesn't see any conditions and it's too detailed to go through it.

Development Services Director Suarez responded he has a list and will take care of it during the finalization of the resolution. He confirmed the recommendation is to do exactly what was said, as modified here in and as suggested here in.

Seconded by Commissioner Gomez.

Chair Martin added that staff confirm if any oak trees would be removed and requested the City Arborist ensure the existing trees are under ten (10) inches and none are oak trees.

Development Services Director Suarez confirmed her request that the amendment includes compliance with the oak tree ordinance.

**Motion by Commissioner Kercheval, seconded by Commissioner Gomez, carried by a majority vote of the members present (5-1-1-0), to approve Major Certificate of Appropriateness (MAJCOA 9690-2018) to allow the demolition of an existing garage, the construction of an addition to a contributing single family residence, and**



**the construction of new two car garage attached to new accessory dwelling unit (ADU) located at 522 San Francisco Avenue in the Lincoln Park Historic District, as modified with conditions and suggestions here in.**

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ITEM F-2

PUBLIC HEARING – MAJOR CERTIFICATE OF APPROPRIATENESS (MAJCOA 9536-2018) TO ALLOW THE ADDITION OF A 7.5 SQUARE FOOT MUD ROOM BY ENCLOSING SIDE VERANDA, AND TO CONSTRUCT FRONT GATES WITH COLUMNS ACROSS THE DRIVEWAY ENTRANCE AT THE FRONT OF POMONA'S NATIONAL REGISTERED HOME NO. 78000698 (LA CASA ALVARADO). IN ADDITION, REVIEW MAJOR CERTIFICATE OF APPROPRIATENESS FOR THE FOLLOWING MINOR IMPROVEMENT SUCH AS REINSTATING ORIGINAL WOOD WINDOW AND INSTALLING 13.5 FOOT HIGH EL CAMINO REAL BELL AT PROPERTY LOCATED AT 1459 OLD SETTLERS LANE IN THE HACIENDA PARK HISTORIC DISTRICT.

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

**Chair Martin opened public hearing.**

William Cough, the applicant, complimented Assistant Planner Im's work. He expressed concerns for his safety and the security of the home. He spoke about several robbery attempts that were successful and people entering the property uninvited. He shared that just this morning there was a person who went around checking all the doors and he had to send a video to the Police. He stated he and his wife love being in Pomona, love the area, love the house, feel privileged to live there and enjoy the responsibility of looking after the property. He stated the front gate will be very simple but serve the purpose; of giving privacy and security. He stated the mud porch will close off an exterior passage way for security reasons and allow his wife to access the laundry and double story in the back without having to go outside. He noted this addition will not touch the existing original veranda post. He shared the new door and window will match the existing. He stated the bell is something they want to do as a community gesture. He spoke about celebrating it and the chapel as a community in the future with the local tribe chief and church. He stated the window in the back just needs to put back because it been boarded over, and they want to replicate it. He stated bit by bit they are trying to bring the property back.

Dan McIntire, 357 E. Pasadena, stated the Casa Alvarado, is the only privately-owned adobe. He noted there is still adobe incorporated into this structure and it's a true treasure remaining from 1840. He complimented the Mr. and Mrs. Cough for undertaking the task to restore. He stated he agrees with the security concerns and hopes the Commission adopts the recommendations.

**Chair Martin closed the public hearing.**

Commissioner Gallivan spoke about seeing the property progress over the years and stated the preservation work Mr. Cough is doing is wonderful. He noted the Palomares Adobe had a bell, but someone stole it and this new bell partially replaces the fact that the other one was taken. He thanked Mr. Cough for being so committed and asked if he knew anything about the alter and if there was any chance of getting it back.

Mr. Cough replied he is searching from information and he hasn't been able to track down how the alter was built. He shared he has been visiting some of the old missions to examine the alters (very simple) and feels he has an idea of how it may have been, but if the Commission has any information, he would appreciate it. He apologized that his wife was not present tonight, as she is in Australia.

Commissioner Gomez commended Mr. Cough for looking for information on the alter. She shared the alter goes along with what is north of his property at the Palomares Adobe and what that was utilized for within that area. She shared

the Historical Society has something coming soon that might be all encompassing all the Adobes. She recommended contacting Louis at the Casa Primera.

Mr. Courch stated the neighborhood has been nothing but kind to them. He shared they found some very old vines on the property and after working on them, they began to grow, and he has started making wine again.

Chair Martin shared there is a neighbor on Preciado Street, right before Park Avenue, on the south side, who makes wine too. She recommended Mr. Courch knock on his door.

Mr. Courch shared some other adobe grapes were recently studied by scientists at UC Davis and found to be genetically from the San Gabriel region. He stated he would like his grapes studied to see if they make that linkage because that would be very special and possible confirm they were used for communion wine.

Commissioner Kercheval stated he is very happy to see Mr. Courch being consistent with the historic character of his home. He corrected the style of the home in the staff report. He commented the new gate will fit with the walls, the stucco, and adobe feel. He commented he is happy to see Mr. Courch wants to celebrate the history of his home, however, he wanted to call his attention to the sad part of the history, where the Indian tribes were enslaved by the Spaniards to do their work for them. He stated it would be a great gesture to invite and honor the tribes in the area to create some healing in the community.

Commission Tomkins commented she completely supports doing these changes to make a historic property more secure and she hopes it resolves the problems they have been having.

Chair Martin stated she loves everything the applicant is doing. She suggested making the columns look more like an adobe. She noted in 1840, she doesn't think they had the caps and requested Mr. Courch do a little more research.

Mr. Courch stated she is correct, sometimes it was capped off and it was canted at the top and they can certainly cant them or copy some of the pieces around other missions. He noted the vertical edges are very rounded, no sharp edges anywhere and painted white. He agreed to look at this.

Chair Martin stated she had some information to share with Mr. Courch after the meeting about tribes getting together.

**Motion by Chair Martin, seconded by Commissioner Gallivan, carried by a unanimous vote of the members present (6-0-1-0), to allow the addition of a 7.5 square foot mud room by enclosing side veranda, and to construct front gates with columns across the driveway entrance at the front of Pomona's National Registered Home No. 78000698 (La Casa Alvarado). In addition, review Major Certificate of Appropriateness for the following minor improvement such as reinstating original wood window, and installing 13.5 foot high El Camino Real bell at property located at 1459 Old Settlers Lane in the Hacienda Park Historic District.**

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ITEM G:  
NEW BUSINESS:

None

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ITEM H:  
DISCUSSION:

None

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ITEM I:  
HISTORIC PRESERVATION COMMISSION COMMUNICATION:

Commissioner Tomkins requested an update of the bylaws.

Chair Martin requested a study session in October to work on updating the ADU ordinance.

Commissioner Gomez stated she appreciated the information that was sent in reference to the Mission Family Restaurant about how it is moving forward. She suggested when building begins that the Historical Society of Pomona Valley and Pomona Heritage be present to acknowledge it as a historical event, because it is not being completely demolished.

Commissioner Gallivan asked the legal reason why the Commission could not send a letter to the Planning Commission expressing support the Family Mission Restaurant.

Development Services Director Suarez responded if each Commission member, on their own, wants to send a letter that is fine. He stated there is no specific agenda item for the Commission to refer to because City Council has already decided it does not want to allow it. He stated he can include tonight's Commission communication in his staff report.

Commissioner Gallivan asked if a vote was required.

Development Services Director Suarez responded no, just a consensus of what you would like him to include in the staff report.

Commissioner Gallivan responded it would help to make sure the Commission is representing a vote.

Commissioner Kercheval asked what other items have been prioritized ahead of the ADU ordinance.

Development Services Director Suarez responded he has had to hire an entire new staff and the Planning Department is dealing with approximately three years' worth of backlog on other activities and projects. He shared there are a substantial number of plan checks and other administrative applications, including several discretionary actions that go before the Planning Commission, Cultural Arts Commission and the Historical Preservation Commission that have not been addressed. He stated on top of this, there are several advanced planning projects; the ADU ordinance, the Comprehensive Plan update, the Downtown Specific Plan Update and the Housing Element Update which is on a Settlement Agreement. He shared his number one priority is the Housing Element, because the Settlement Agreement has deadlines, that if not met, will halt the City's ability to issue any future building permits. He shared he has hired a consultant to help him out with the Housing Element, he is promoting staff and recruiting for a New Planning Manager. He noted the new staff is putting together a policy and has started the analysis to work on the ADU ordinance.

Commissioner Kercheval asked if the staff has reached out other cities who have already responded to the ADU state law for something Pomona could use.

Development Services Director Suarez responded staff may start off with that, if a good model is found, but it is going to be very critical to address the Pomona's needs, specifically historic preservation efforts and parking. He stated code writing takes thinking time and he has so much activity that hasn't been addressed, that has become the priority.

Chair Martin asked Development Services Director Suarez to introduce to the new staff.

Senior Planner Khan presented the new staff.

Commissioner Kercheval commented he was sad to see Emily Stadnicki leave because she had a background in historic preservation. He requested the new candidate have similar experience.

Development Services Director Suarez shared his management approach is more hands-on than the other director's. He spoke about eventually catching up, providing historic preservation training and bringing together the Commission with staff to have a dialogue about what the Commission wants to see and the importance of the town. He shared the current group of staff is very team oriented and carry a sense of understanding, urgency and collaboration.

Commissioner Gallivan mentioned an inconsistency in the rules. He reported under Section C, #12, it says Development Standards as set forth in Section 5809-12 G4, dash 12 refers to storage units, dash 13 refers to the Historical Preservation Section, but under 13 he does not see a G4.



Development Services Director Suarez responded he will look at it.

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ITEM J:

DEVELOPMENT SERVICES MANAGER COMMUNICATION:

Development Services Director Suarez spoke about the appeal process as it relates to the Commission's authority. He reported he met with the City Attorney's office and the result was that he would set a policy that would allow Commission members to make an appeal. He stated the appeal can be done by completing an application and writing on it that they appeal the project based on conformity. He shared this is based on case law. He stated the City would take that appeal without a fee and staff would move on it as they would any other appeal. He noted if a member of the public wanted to appeal there is a fee.

Chair Martin requested an update on Lincoln Elementary School's rod iron fencing.

Development Services Director Suarez responded he can send the Commissioners the latest copy of a document sent by Lincoln Elementary School which included some embellishments for them to review and that he would communicate feedback back the District. He shared the district tried to put the finials on top, but the additional cost was too much.

Commissioner Gallivan responded he spoke to a local vendor who (without knowing all the details) said it looked like a \$3,000 job as opposed to a \$21,000 job that the school was given.

Chair Martin stated she heard the district was looking at an imported source for the finials from Italy. She stated Pomona and several of the surrounding cities have beautiful rod iron businesses and suggested the district get quotes locally. She requested that staff communicated to Mr. Meza that there are other resources who can recreate the finials for a much lower price.

Commissioner Gallivan shared he had some custom work done on his gate and it didn't cost that much at all.

Chair Martin asked for Development Services Director Suarez to communicate the Commissioners feedback. She requested another sub-committee meeting.

Development Services Director Suarez shared the counter is now open 8:00 a.m. -5:00 p.m. Monday through Thursday. He reported he has been dealing with space planning and budgeting and that the department is no longer located on the right side, but now they are on the left side.

**1. Certificates of Appropriateness – August 2018**

Commissioner Tomkins asked if the trees were taken off the list.

Commissioner Gallivan shared there was a tree company that was cutting trees in his backyard and he asked them if they knew they were in a historical district and that the City was supposed to be notified. They responded they had no idea what a historical district was.

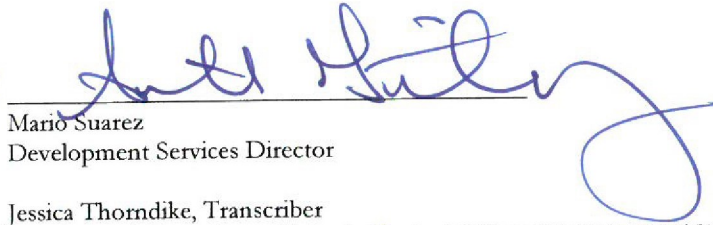
Chair Martin responded hopefully the new staff and the sub-committee can work on tree education. She stated the Commission wants to protect the historic trees and if they must remove them, they should be replaced.

Commissioner Gallivan commented 218 Monroe on the list has caused a lot of heartache. He reported the windows are back in and restored. He noted they didn't stop work when asked by the City and seven plastic windows were installed. He noted they have now added shutters which is a major Certificate of Appropriateness.

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ADJOURNMENT:

Chair Martin adjourned the meeting at 9:08 p.m. to the next regularly scheduled meeting of the Historic Preservation Commission on October 3, 2018, in the City Council Chambers.

for   
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Mario Suarez  
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.