



**MINUTES OF THE REGULAR MEETING OF THE  
MONROVIA HISTORIC PRESERVATION COMMISSION  
HELD WEDNESDAY, OCTOBER 25, 2017, 7:30 P.M.**

**CONVENE:** Chair Marianne Lee convened the Regular Meeting of the Monrovia Historic Preservation Commission of Wednesday, October 25, 2017, at 7:30 p.m. in the City Council Chambers. In attendance were Community Development Director Craig Jimenez, Planning Division Manager Sheri Bermejo, and Assistant Planner Teresa Santilena.

The Pledge of Allegiance was recited.

Before the roll call, Commissioner Hendrix announced his immediate resignation from the Commission.

**ROLL CALL:** In attendance were Commissioners Hansen, Houston, Jimenez, Ryan, Zuk, and Chair Lee.

**APPROVAL OF MINUTES:** Commissioner Jimenez noted that the minutes from the September 27, 2017 should be amended to note that he visited the property at 239 North Alta Vista Avenue on his own, without the applicant present. Commissioner Jimenez moved to approve the minutes of the September 27, 2017, Regular Meeting with the amendment, seconded by Commissioner Ryan. The motion carried on a voice vote.

**PUBLIC INPUT:** Jim Wigton spoke with two concerns. He stated that he has contacted eight neighbors on North Alta Vista Avenue and none were aware that a home in their neighborhood was approved for demolition. He suggested that a notification be mailed to the neighborhood before an application for Determination of Historic Significance is presented to the Commission. He also encouraged the Commission to gain a greater understanding of demolition by neglect and cited 256 North Encinitas Avenue as a home that had been assigned a CHRS status code of 6L at one Historic Preservation Commission meeting, but was changed to a 5D2 upon adoption of the North Encinitas Historic District.

**PUBLIC HEARINGS:**

**PH-1 Historic Landmark HL-125/Mills Act MA-134; 101 East Greystone Avenue, Joshua Tasoff, Applicant**

Teresa Santilena gave the staff report. Commissioner Ryan asked if photo documentation of all four elevations is needed for the application. The applicant spoke in favor of the project. Nobody else spoke in favor or with concerns. The Commission discussed the item. Chair Lee commended the applicant on the well written application. Commissioner Zuk suggested that the Mills Act Conditions be amended to include maintenance of the existing "tombstone" river rock in the front yard. Commissioner Jimenez stated that he was concerned about the Chinese Elm tree arching over the house. The homeowner stated that he had recently had all trees trimmed.

Commissioner Jimenez moved to approve a Mills Act Contract with the added conditions that photo documentation of all four elevations is provided within one year and that the "tombstone" river rock in the front yard be maintained, seconded by Commissioner Ryan. The motion carried on the following vote:

AYES: Hansen, Houston, Jimenez, Lee, Ryan, Zuk  
NOES: None  
ABSTAIN: None  
ABSENT: None

**ADMINISTRATIVE REPORTS**

**AR-1 Certificate of Appropriateness CA2017-08; HL-107/MA-101; 311 East Lemon Avenue, Matthew and Cheng Nan Newman, Applicants**

Sheri Bermejo gave the staff report. Commissioner Lee asked if homeowners who complete work without permits are required to obtain permits during the correction process. Sheri stated that permits are required. Commissioner Lee then asked the subcommittee why the transom windows on the rear elevation would remain. Commissioner Houston explained that the applicant expressed the desire for more light. Sheri Bermejo stated that since the enclosed back porch is not original to the home, allowing the transom windows to remain would help delineate the original home from the newer addition. Commissioner Houston asked if any changes to the elevations that arise due to structural requirements during the building plan check process could come back to the Commission for review. Commissioner Houston also suggested that the plans be amended to make the collar around the base of the post less visible so that the "8X8 Post Base Connection" resemble the original exterior appearance to the maximum extent possible. Commissioner Ryan asked if the air conditioner in the rear had been permitted. He stated that the process for restoring this home has been long but good.

Robert McClellan, the architect, spoke on behalf of the property owner. He stated that it has been a year of work but he appreciated the efforts of the subcommittee and staff and he is confident that the home will be successfully restored. Matthew Newman, the property owner thanked staff and the subcommittee. Commissioner Jimenez complimented the subcommittee, staff and the applicant on their teamwork. Commissioner Houston requested that the original head jam and trim be made of 1x to match the existing instead of 2x as shown on the plans.

Commissioner Houston moved to approve the Certificate of Appropriateness with the added conditions that the trim match the original, the front porch column not have an exposed collar, that the window on the west elevation be noted in the plans as "new," and that the subcommittee be retained to provide advisory review and guidance during plan check and construction process, seconded by Commissioner Ryan. The motion carried on the following vote:

AYES: Hansen, Houston, Jimenez, Lee, Ryan, Zuk  
NOES: None  
ABSTAIN: None  
ABSENT: None

**AR-2 Certificate of Appropriateness CA2017-09; HL-129/MA-122; 505 North Alta Vista Avenue, Laura and Eric Laun, Applicants**

Teresa Santilena gave the staff report. Commissioner Ryan asked if there is more documentation of the arched detail above the window on the west elevation. Commissioner Houston asked if there was photo documentation of the original windows. Commissioner Houston commented that the staff report incorrectly identified muntins as mullions and stated that 1 3/8" size is too deep for the Spanish Colonial Revival architecture. He suggested muntins that are 7/8" – 1" deep would be appropriate. Commissioner Zuk asked if the existing second story windows could be used for reference. The property owner, Laura Laun, responded that there are no original windows; all were replaced in the 1980s.

Commissioner Houston moved to approve the Certificate of Appropriateness with the added conditions that the muntins be between 7/8" and 1" deep in size and that staff review and consider the arch detail of the window in the final plan check process, seconded by Commissioner Ryan. The motion carried unanimously on a voice vote.

**REPORTS FROM STAFF**

**Discussion of the Aztec Hotel's approved Certificate of Appropriateness CA2017-05**

Community Development Director Jimenez answered questions from the Commission regarding the Aztec Hotel's approved Certificate of Appropriateness CA2017-05

**REPORTS/ANNOUNCEMENTS FROM COMMISSIONERS**

Commissioner Jimenez asked about replacing Commissioner Hendrix. Commissioner Ryan stated that the Commission and the City Council should look into the issue of demolition by neglect. Council Member

Crudgington stated that if the Commission would like to schedule additional Historic Preservation education for the City Council, she will have it agendaized. Commissioner Jimenez asked to agendaize discussion of notifying neighbors before the Commission reviews Determination of Historic Significance applications. Commissioner Zuk clarified that the home at 256 North Encinitas Avenue was not a situation of demolition by neglect. Commissioner Lee stated that the Craftsman home at 515 East Colorado Boulevard has been listed for sale and expressed her desire that that home be restored.

**ADJOURNMENT:** 8:47 p.m.