

CONVENE: Chair Lee convened the Regular Meeting of the Monrovia Historic Preservation Commission on Wednesday, May 29, 2024, at 7:30 p.m. in the City Council Chambers, 415 South Ivy Avenue, Monrovia, California. In attendance were Community Development Director Craig Jimenez, Deputy Director of Community Development Sheri Bermejo, Principal Planner John Mayer, and Assistant Planner Vincent Gillespie.

PLEDGE OF ALLEGIANCE: Commissioner Hansen led the pledge of allegiance.

ROLL CALL: In attendance were Commissioners Michael Falcone, Vicky Hansen, Jenny Ly, Brian Yamaguchi, Penny Zuk, Vice-Chair Mark Houston, and Chair Marianne Lee.

APPROVAL OF MINUTES: It was moved by Commissioner Zuk, seconded by Commissioner Houston, to approve the minutes of the April 24, 2024 regular meeting. The motion carried unanimously with a 7-0 vote.

PUBLIC INPUT: None

PUBLIC HEARINGS: None

ADMINISTRATIVE REPORTS:

**AR-1 Determination of Historic Significance; DPR2024-0004
737 East Lemon Avenue, Felipe Castillo, Applicant**

Assistant Planner Vincent Gillespie presented the staff report and provided the following answer to the Historic Preservation Commission's question:

- There is no documentation to suggest that the house has retained its original windows.

Following discussion, it was moved by Commissioner Yamaguchi, seconded by Commissioner Falcone, to approve the DPR Form with a Status Code of 6Z. The motion carried unanimously with a 7-0 vote.

COMMUNITY DEVELOPMENT DIRECTOR REPORT: Community Development Director Jimenez conducted a discussion regarding a proposed window replacement policy:

- Window Replacement Guidelines
 - The Commission agreed on the following policy provisions:
 - Replacement windows shall match as close as possible;
 - the proposed replacement material shall match the original window material type (i.e. wood for wood). However, the type of wood (pine, oak, etc.) is not required to be the same;
 - fenestration, size, and proportion shall be maintained as much as possible;
 - changes to fenestration is not recommended on primary elevations;
 - exceptions to allowing fenestration changes could include egress, weather-related conditions, and environmental needs;
 - replacement windows shall require divided lites if the original windows incorporated divided lites;
 - structural components of new windows shall be required to match the original windows;

- color is not required to match the original window;
 - glazing of clear glass is required;
 - if all other components of the new windows match the original windows, then the use of dual pane is acceptable;
 - ultra-violet film shall not be permitted;
 - modifications to window operation is acceptable if the new windows look the same as the original windows;
 - the design of window screens shall be considered when they are an element to the exterior design of the structure; and
 - interior features shall not be considered.
- Public Input:
 - Scott McCulley, Monrovia resident, questioned the need for wood windows and stated that the concern should be geared more towards the look of replacement windows. He also stated that cost effectiveness is important.

REPORTS/ANNOUNCEMENTS FROM COMMISSIONERS: None

ADJOURNMENT: Chair Lee adjourned the meeting at 8:25 p.m.

APPROVED:

ATTEST:

Marianne Lee, Chair
Monrovia Historic Preservation Commission

Craig Jimenez, AICP, Secretary
Monrovia Historic Preservation Commission