



**CONVENE:** Chair Lee convened the Special Meeting of the Monrovia Historic Preservation Commission on Wednesday, January 31, 2024, at 6:01 p.m. in the City Council Chambers, 415 South Ivy Avenue, Monrovia, California. In attendance were Community Development Director Craig Jimenez, Planning Division Manager Sheri Bermejo, Senior Planner John Mayer, and Administrative Assistant April Kea.

**PLEDGE OF ALLEGIANCE:** Commissioner Zuk led the pledge of allegiance.

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

**ADMINISTRATIVE REPORTS:**

**AR-1 Time Extension; MAEX2024-0001  
742 East Lime Avenue, Edie Ramirez, Applicant**

Senior Planner John Mayer presented the staff report and answered questions of the Historic Preservation Commission regarding the original Mills Act Contract deadline, the proposed extended deadline, and the reason for the extension.

Public Input:

1. Edie Ramirez, applicant, stated that her comments applied to AR-1 and AR-2 and spoke about the improvements that she has made to her home under her Mills Act Contract that are in addition to the window replacements. She stated that she is taking full advantage of the tax reductions under her Mills Act Contract to improve her home.

The Historic Preservation Commission discussed various aspects of the application and asked additional questions of staff regarding the timing of the extension request given that the current contract's deadline is in 2025, whether the state of California is required to approve Mills Act Contract extensions, and whether the extension would require an amendment to the contract.

**Following discussion, it was moved by Commissioner Zuk, seconded by Commissioner Yamaguchi, to approve MAE2024-0001 as presented. The motion carried unanimously with a 6-0 vote.**

**AR-2 Certificate of Appropriateness; COFA2024-0001  
742 East Lime Avenue, Edie Ramirez, Applicant**

Senior Planner John Mayer presented the staff report and answered questions of the Historic Preservation Commission as it pertains to the difference between conditionally approving temporary fiberglass window frames for this historic home and approving permanent fiberglass window frames on historical homes in general, whether the portion of the home wherein the fiberglass window frames exist is original to the home, whether the fiberglass window frames have divided lites, and the characteristics of the windows in the front of the house.

The Historic Preservation Commission discussed various aspects of the application, including the applicant's general compliance with her Mills Act Contract given that she has completed other required improvements to her home.

**Following discussion, it was moved by Commissioner Hansen, seconded by Commissioner Houston, to approve COFA2024-0001. The motion carried unanimously with a 6-0 vote.**

Community Development Director Jimenez stated for the record that the actions of the Historic Preservation Commission may be appealed to the City Council if filed in writing within ten days.

**COMMUNITY DEVELOPMENT DIRECTOR REPORT:** Community Development Director Jimenez provided the Commissioners with the National Park Service's "Replacement Windows that Meet the Standards" handout to review in preparation for future discussion on the City's window standards for historical structures.

**REPORTS/ANNOUNCEMENTS FROM COMMISSIONERS:** Commissioner Hansen announced that there is a collaboration between herself, Commissioner Houston, the Monrovia Historic Preservation Group (MOHPG), Bowden Development, Inc., and others to create the "Monrovia's History Through Architecture" historic home exhibit at the Monrovia Historical Museum. She stated that they are currently collecting donations from those who would like to sponsor the exhibit.

**ADJOURNMENT:** Chair Lee adjourned the meeting at 6:31 p.m.

APPROVED:

ATTEST:

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Marianne Lee, Chair  
Monrovia Historic Preservation Commission

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Craig Jimenez, AICP, Secretary  
Monrovia Historic Preservation Commission