

**CONVENE:** Chair Houston convened the Regular Meeting of the Monrovia Historic Preservation Commission on Wednesday, August 28, 2024, at 7:31 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, Senior Planner Jennifer Driver, and Assistant Planner Austin Arnold.

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

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

**APPROVAL OF MINUTES:** It was moved by Commissioner Yamaguchi, seconded by Commissioner Lee, to approve the minutes of the June 26, 2024 regular meeting. The motion carried unanimously with a 4-0 vote.

**PUBLIC INPUT:** None

**PUBLIC HEARINGS:** None

**ADMINISTRATIVE REPORTS:** None

**AR-1 Determination of Historic Significance; DPR2024-0005  
311-313 West Walnut Avenue, Brad Palfrey, Applicant**

Assistant Planner Austin Arnold presented the staff report to the Historic Preservation Commission.

Public Input:

1. Brad Palfrey, applicant, stated that the rear unit at 313 West Walnut Avenue had experienced flooding, causing significant mold issues. He also stated that the unit is currently vacant, that he hopes to preserve it, but that he may need to consider alternative options.

**Following discussion, it was moved by Commissioner Yamaguchi, seconded by Commissioner Houston, to approve DPR2024-0005 with a Status Code of 6Z. The motion carried unanimously with a 4-0 vote.**

**AR-2 Special Review; SR2024-0001  
417 South Myrtle Avenue, Ricardo Jurado (Merengue Bakery and Café), Applicant**

Senior Planner Jennifer Driver presented the staff report and provided the following answers to the Historic Preservation Commission's questions:

- Staff believes that the second floor was originally accessed through the interior of the first floor; and
- The two horizontal details located near the top of the front façade are existing features that will likely be reduced in size.

**Public Input:**

1. Ricardo Jurado, applicant, stated that the two horizontal details located near the top of the front façade were installed as brick supports. He also stated that a major impetus for the façade remodel is the roof needing new structural supports to reinforce the building and his desire to make improvements to the structure all at once.

The Historic Preservation Commission discussed various aspects of the application and recommended that the applicant consider exploring smaller structural anchors on the front façade, given that they are not original to the structure. Staff also provided the following answer to the Commission's question:

- A structural engineer has been involved in the project.

**Following discussion, the Commission unanimously agreed that the applicant's proposed design was appropriate for the building and the Historic Commercial Downtown. The Commission did not recommend any design modifications.**

**COMMUNITY DEVELOPMENT DIRECTOR REPORT:** Community Development Director Jimenez provided an update on the following:

- Window Replacement Policy
  - The Window Replacement Policy would apply to landmarked properties and contributors within designated historic districts;
  - Staff made modifications to original guidelines regarding fenestration on primary elevations and secondary elevations; and
  - Staff incorporated the City's "Findings for a Certificate of Appropriateness" that was added to the "Review Criteria" section.
- Care Solace
  - The City of Monrovia has partnered with Care Solace, a service designed to assist residents and community members in finding local mental health-related programs, substance use treatment providers, and counseling services.
- Updates
  - Historic Preservation Commissioner Jenny Ly gave birth to a baby girl on July 8, 2024;
  - Commissioners Appreciation Dinner will be held on October 14, 2024; and
  - Community Development Director Craig Jimenez will be retiring. His last day in the office will be October 31, 2024.

**REPORTS/ANNOUNCEMENTS FROM COMMISSIONERS:** None

**ADJOURNMENT:** Chair Houston adjourned the meeting at 8:16 p.m.

APPROVED:

ATTEST:

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Mark Houston, Chair  
Monrovia Historic Preservation Commission

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Craig Jimenez, AICP, Secretary  
Monrovia Historic Preservation Commission