



**CONVENE:** Chair Houston convened the Regular Meeting of the Monrovia Historic Preservation Commission on Wednesday, September 25, 2024, at 7:30 p.m. in the City Council Chambers, 415 South Ivy Avenue, Monrovia, California. In attendance were Deputy Director of Community Development Sheri Bermejo, Principal Planner John Mayer, Senior Planner Jennifer Driver, Assistant Planner Vincent Gillespie, and Administrative Assistant April Kea.

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

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

**APPROVAL OF MINUTES:** It was moved by Commissioner Yamaguchi, seconded by Commissioner Falcone, to approve the minutes of the August 28, 2024 regular meeting. The motion carried unanimously with a 4-0 vote.

**PUBLIC INPUT:** None

**PUBLIC HEARINGS:**

**PH-1 Historic Landmark; HL-168 (HL2024-0003) and Mills Act Contract; MA-156 (MA2024-0002)  
271 North Encinitas Avenue, Richard Tipping, Applicant**

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

- The Monrovia Municipal Code (MMC) requires Historic Preservation Commission review and approval of proposed significant modifications to non-contributors within a designated historic district;
- The home at the rear of the lot (112 E Greystone Avenue) was constructed before the construction of the subject home proposed for designation;
- Despite there being two homes on one parcel, the subject site is a single lot; and
- The subject site is part of the original neighborhood subdivision.

Chair Houston opened and closed the public hearing, as there was no one present who wished to speak on the item.

**Following discussion, it was moved by Commissioner Yamaguchi, seconded by Commissioner Falcone, to recommend approval of HL2024-0003 and MA2024-0002 to City Council as presented. The motion carried unanimously with a 4-0 vote.**

**ADMINISTRATIVE REPORTS:**

**AR-1 Certificate of Appropriateness; COFA2024-0004  
150 North Magnolia Avenue, James Hinkley and Michelle Saykally, Owners and Applicant**

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

- The proposed windows will be reviewed under the California Energy Code (Title 24) standards during the City building plan check and permitting process;
- The Historic Preservation Commission does not have purview on neighborhood compatibility matters, such as privacy impacts. However, due to the amount of existing landscaping on the property, the proposal does not affect sightlines into neighboring properties; and
- The colors of the new windows and door will match those of the existing ones in the home.

Public Input:

1. James Hinkley, applicant, stated that the new windows would be designed to exactly match the trim and details of the original windows.

**Following discussion, it was moved by Commissioner Yamaguchi, seconded by Commissioner Hansen, to approve COFA2024-0004 as presented. The motion carried unanimously with a 4-0 vote.**

Deputy Director of Community Development Sheri Bermejo 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.

**AR-2 Determination of Historic Significance; DPR2024-0006  
348 Melrose Avenue, Rafael Nazarov, Applicant**

Principal Planner John Mayer presented the staff report and provided the following answer to the Historic Preservation Commission's question:

- There is no evidence that the home was owned by a historically significant person nor designed by a notable architect or builder.

**Following discussion, it was moved by Commissioner Houston, seconded by Commissioner Falcone, to approve DPR2024-0006 with a Status Code of 6Z. The motion carried unanimously with a 4-0 vote.**

Deputy Director of Community Development Sheri Bermejo 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:** Deputy Director Sheri Bermejo provided an update on the following:

- Window Replacement Policy
  - New provisions were added to the draft Window Replacement Policy based on feedback from the previous Commission meeting. Areas of discussion included:
    - The consideration of window screens and their designs;
    - The possibility of adding a provision for the use of screen doors; and
    - The policy should include exceptions for the use of non-original materials.
- Updates
  - Commissioners Appreciation Dinner will be held on October 14, 2024.

**REPORTS/ANNOUNCEMENTS FROM COMMISSIONERS:** None

**ADJOURNMENT:** Chair Houston adjourned the meeting at 8:13 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