



HISTORIC PRESERVATION COMMISSION STAFF REPORT

APPLICATION: Resolution No. 2017-01

AGENDA ITEM: AR-7

PREPARED BY: Sheri Bermejo
Planning Division Manager

MEETING DATE: January 25, 2017

SUBJECT: Historic Preservation Commission Resolution No. 2017-01

REQUEST: Adopt a resolution to establish the regular meeting dates of the Historic Preservation Commission.

ENVIRONMENTAL DETERMINATION: CEQA Exemption Section 15061(b)(3)

DISCUSSION: The Historic Preservation Commission was created by the City Council with the adoption of the Historic Preservation Ordinance (Ord. No. 95-01). Monrovia Municipal Code Chapter 2, Section 2.54.060, establishes procedures for setting the Commission meeting schedule. The frequency, date and time is scheduled by the adoption of a resolution of the Commission.

In 2004, the Commission formally established the Wednesday following the fourth Tuesday of each month as its regular meeting time. In April 2015, the Commission passed Resolution No. 2015-01 to increase the number of regular meetings of the Historic Preservation Commission from quarterly to bimonthly due to the Neighborhood Compatibility Study and increased in staffing. Since April 2015, the Commission has had its regular meetings in the months of January, March, May, July, September and November each year.

Given the recent City Council adoption of both the Neighborhood Compatibility Ordinance and the Demolition Review Ordinance, staff has seen an increase in project applications. In order to continue to provide good customer service and avoid scheduling last minute special meetings, staff recommends scheduling additional regular meetings, thereby establishing the Commission meeting on a monthly basis. However, the additional regular meetings scheduled in February, April, June, August, October, and December would be used on an "as needed" basis between the current regular meetings to accommodate any request that requires more expedient review. Furthermore, should any Wednesday following the fourth Tuesday in the month of February fall in the month of March, as it does this year, the Historic Preservation Commission shall proceed to hold the "February meeting" in March, in addition to the regular March meeting.

The proposed meeting schedule for 2017 is as follows:

HISTORIC PRESERVATION MEETING SCHEDULE

January 25, 2017

July 26, 2017

March 1, 2017**

August 23, 2017

March 29, 2017

September 27, 2017

April 26, 2017

October 25, 2017

May 24, 2017

November 29, 2017

June 28, 2017

December 27, 2017

* Meeting dates shown in bold text are proposed as Additional Regular Meetings.

** The Wednesday following the fourth Tuesday in the month of February occurs on March 1, 2017. Therefore, two Commission meetings are proposed in the month of March.

RECOMMENDATION: Staff recommends approval of Resolution 2017-01. If the Historic Preservation Commission concurs with Staff's recommendation, then the following motion is appropriate:

Adopt Historic Preservation Commission Resolution No. 2017-01

RESOLUTION NO. 2017-01

A RESOLUTION OF THE HISTORIC PRESERVATION COMMISSION OF THE CITY OF MONROVIA, CALIFORNIA, ESTABLISHING THE REGULAR MEETING DATES OF THE HISTORIC PRESERVATION COMMISSION.

RECITALS

(i) The Historic Preservation Commission was created by the City Council by Ordinance No. 95-01 to lead in the application, enforcement, and education of the historic preservation regulations set forth in Title 17 of the Monrovia Municipal Code.

(ii) The Historic Preservation Commission is required to establish by resolution, the time, and place of its regular meetings.

(iii) The Monrovia Historic Preservation Commission currently holds regular bimonthly meetings occurring on the Wednesday after the fourth Tuesday of the months of January, March, May, July, September, and November at the hour of 7:30 p.m. in the City Council Chambers at Monrovia City Hall, 415 South Ivy Avenue, Monrovia California 91016.

(iv) City Staff has proposed to amend the Historic Preservation Commission meeting schedule to add additional regular meetings, resulting in the Historic Preservation Commission meeting on a monthly basis, given the recent increase in project application submittals related to the Neighborhood Compatibility Ordinance (Ordinance 2016-08) and the Discretionary Demolition Review Ordinance (Ordinance 2016-10).

(v) City Staff has proposed that these additional meetings be scheduled on an “as needed basis” and occur on the Wednesday after the fourth Tuesday of the months of February, May, July, September, and November at the hour of 7:30 p.m. in the City Council Chambers at Monrovia City Hall, 415 South Ivy Avenue, Monrovia California 91016.

(vi) City Staff has proposed that should any Wednesday following the fourth Tuesday in the month of February fall in the month of March, the Historic Preservation Commission shall proceed to hold the meeting in March, in addition to the regular March meeting.

(vii) On January 25, 2017, the Historic Preservation Commission of the City of Monrovia received and considered the staff report and all the information, evidence, and testimony presented in connection with this request. At the close of the public comment portion of the meeting, the Historic Preservation Commission adopted a resolution establishing monthly meetings to begin in January 2017.

(viii) Environmental Review

(a) Pursuant to the California Environmental Quality Act ("CEQA"), the State CEQA Guidelines, and the City's local CEQA Guidelines, City Staff has determined that Resolution No 2017-01 is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. City Staff has determined that the adoption of this Resolution will not have a significant environmental effect and therefore, adoption of this Resolution is exempt from CEQA pursuant to Section 15061(b)(3) of the State CEQA Guidelines (14 CCR § 15061(b)(3)).

(v) The custodian of records for all materials that constitute the record of proceeding upon which this decision is based is the Planning Division Manager. Those documents are available for public review in the Planning Division Office located at 415 South Ivy Avenue, Monrovia, California 91016.

(vi) All legal prerequisites to the adoption of this Resolution have occurred. **NOW, THEREFORE**, the Historic Preservation Commission of the City of Monrovia hereby finds, determines and resolves as follows:

1. The Historic Preservation Commission finds that all of the facts set forth in the Recitals of this Resolution are true and correct.

2. Pursuant to the California Environmental Quality Act ("CEQA") and the City's local CEQA Guidelines, this application is Categorically Exempt from the requirements of CEQA pursuant to CEQA Guidelines Section 15061(b)(3).

3. The Historic Preservation Commission does hereby modify the Historic Preservation Commission meetings to be held monthly beginning January 2017.

4. The Historic Preservation Commission Secretary shall certify to the adoption of this Resolution.

BY:

ATTEST:

Penny Zuk, Chair
Monrovia Historic Preservation Commission

Craig Jimenez, AICP, Secretary
Monrovia Historic Preservation Commission

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) §
CITY OF MONROVIA)

I, CRAIG JIMENEZ, Secretary of the Historic Preservation Commission of the City of Monrovia, California, do hereby certify that the foregoing is a full, true and correct copy of Historic Preservation Commission Resolution No. 2017-01, and that it was duly adopted and passed at a regular meeting of the Monrovia Planning Commission on the 25th day of January 2017, by the following vote:

AYES:
NOES:
ABSTAIN:
EXCUSED:

ATTEST:

Craig Jimenez, AICP, Secretary
Monrovia Historic Preservation Commission