



**STANDARDS AND CONDITIONS**  
**337 Highland Place**  
**Mills Act Contract MA-61**

During the term of this agreement, the Historic property shall be subject to the following conditions:

1. The Secretary of the Interior's Standards for Historic Preservation shall be applied to the property with the exception that standard condition #9 shall allow for additions, exterior alterations or related new construction to match the original house upon approval of a Certificate of Appropriateness (Attachment A).
2. The view corridor enabling the general public to see the house from the public right-of-way shall not be further obscured.
3. The owner(s) shall place an Historic Preservation Commission approved historic plaque on the site within two (2) years of the City Council designation of the historic landmark.
4. An electrical safety inspection shall be required within two years of the date of City Council approval by a licensed electrical contractor. This condition shall be waived if the building records confirm the upgrading of the service or an electrical inspection within the last two (2) years. A letter shall be submitted to the City verifying the inspection.
5. If the house has not been seismically retrofitted, it shall be retrofitted within ten (10) years of the date of the City Council approval. Seismic retrofit shall be at minimum the bolting of the house to an approved foundation.
6. Exterior Improvements:
  - a) The house shall be kept in excellent condition including exterior walls, windows and roofing.
  - b) A Certificate of Appropriateness shall be required for all exterior alterations and/or additions to the house.
  - c) Repair damaged wood siding/window trim/windows within two years.
  - d) The siding material used over the foundation of the house on all sides should be repaired to match the rest of the house within two years and a Certificate of Appropriateness shall be required.
  - e) Paint the exterior within two years.
  - f) Repair garage doors within two years.
  - g) Restore exterior lights within 10 years. Any new lighting added should match style of original.
  - h) Replace roof within 10 years.
  - i) Repair/Replace front steps within 10 years.
  - j) The stove fan venting on north side of garage shall be removed from exterior wall within ten years.
7. The two oak trees are considered as contributing to the historic character of the property and its preservation is required. If the tree becomes diseased, structurally unstable or presents a threat to the house, it may be removed based on a certified arborist's report and approval of a Certificate of Appropriateness.
8. The property owner(s) shall submit to the Planning Division a progress report every two (2) years from the date of City Council approval addressing the progress on the conditions of approval.

December 29, 2014  
Historic Preservation Commission  
Ili Lobaco  
Associate Planner  
City of Monrovia  
415 S. Ivy Avenue  
Monrovia, CA 91016

Re: Mills Act Contract MA-61  
Extension Request

Dear Historic Preservation Commission,

Please allow us an additional year to complete the seismic retrofit at our home. We do not currently have all the funds for this project, and we are now faced with repair costs to our pool and yard from the mud slides, which we need to take care of right away. Your consideration is greatly appreciated.

Sincerely yours,

A handwritten signature in black ink, appearing to read "John Gutierrez", with a long horizontal flourish extending to the right.

John Gutierrez

337 Highland Place

626.841.2909