

CITYWIDE DESIGN GUIDELINES AND HISTORIC PRESERVATION REVIEW COMMITTEE MEETING AGENDA

Claremont City Hall
Citrus Room
225 Second Street
Claremont, CA 91711



Monday
May 13, 2019
7:00 p.m.

COMMITTEE MEMBERS

Councilmember Larry Schroeder

Councilmember Jennifer Stark

Member of the Public Catherine Curtis

Planning Commissioner Richard Rosenbluth

Architectural Commissioner John Neuber

Architectural Commissioner Bob Perry

Claremont Heritage Appointee Ginger Elliott

Claremont Heritage Appointee Mary Stoddard

CALL TO ORDER

ROLL CALL

CEREMONIAL MATTERS, PRESENTATION, AND ANNOUNCEMENTS

PUBLIC COMMENT

The Committee has set aside this time for persons in the audience who wish to comment on items that ARE NOT LISTED ON THIS AGENDA, but are within the jurisdiction of the Citywide Design Guidelines and Historic Preservation Review Committee. Members of the audience will later have the opportunity to address the Citywide Design Guidelines and Historic Preservation Review Committee regarding ALL OTHER ITEMS ON THE AGENDA at the time the Committee considers those items.

At this time, the Committee will take public comment for 30 minutes. Public Comment will resume later in the meeting if there are speakers who did not get an opportunity to speak because of the 30-minute time limit.

The Brown Act prohibits the Committee from taking action on oral requests relating to items that are not on the agenda. The Committee may engage in a brief discussion, refer the matter to staff, and/or schedule requests for consideration at a subsequent meeting.

The Committee requests, but does not require, speakers to identify themselves. When you come up to speak, please state your name unless you wish to remain anonymous. Each speaker will be allowed four (4) continuous minutes.

CONSENT CALENDAR

All matters listed on the consent calendar are considered to be routine and non-controversial. The committee will take action on the consent calendar at one time, without further discussion, after public comment has been received. Only committee members may pull an item for discussion. Now is the time for anyone to speak to items on the consent calendar. Each speaker will be limited to four (4)

continuous minutes of comment on the consent calendar as a whole, unless otherwise directed by the chair prior to the commencement of public comment.

1. Approval of the draft Citywide Design Guidelines and Historic Preservation Review Committee Minutes from the January 14, 2019 Meeting.

Recommendation: Staff recommends the Committee approve and file the January 14, 2019 meeting minutes.

ADMINISTRATIVE ITEMS

2. Proposed Draft Historic Preservation Ordinance

Recommendation: Staff recommends that the Committee provide any additional comments on the draft proposed Historic Preservation Ordinance.

3. Neighborhood Design Descriptive Template & Database Design Needs

Recommendation: Staff recommends that the Subcommittee on Template Design present updates to the full Committee on ARCGis research.

CONTINUED PUBLIC COMMENT

This time is reserved for those persons who were unable to speak earlier in the agenda because of the 30-minute time restriction.

ADJOURNMENT

THE NEXT REGULAR MEETING OF THE CITYWIDE DESIGN GUIDELINES AND HISTORIC PRESERVATION REVIEW COMMITTEE WILL BE HELD ON MONDAY, JUNE 10, 2019, IN THE CITRUS ROOM AT CITY HALL, LOCATED AT 207 HARVARD AVENUE, CLAREMONT, CA 91711.

MATERIALS RELATED TO AN ITEM ON THIS AGENDA, AND SUBMITTED TO THE COMMITTEE AFTER PUBLICATION OF THE AGENDA, ARE AVAILABLE TO THE PUBLIC IN THE CITY CLERK'S OFFICE AT 207 HARVARD AVENUE, CLAREMONT, MONDAY THROUGH THURSDAY, 7 AM – 6 PM. SUBJECT MATERIALS WILL BE MADE AVAILABLE ON THE CITY WEBSITE AS SOON AS POSSIBLE - www.ci.claremont.ca.us. For more information, please call the City Clerk's Office at 909-399-5461.

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990, THIS AGENDA WILL BE MADE AVAILABLE IN APPROPRIATE ALTERNATIVE FORMATS TO PERSONS WITH DISABILITIES. ANY PERSON WITH A DISABILITY WHO REQUIRES A MODIFICATION OR ACCOMMODATION IN ORDER TO PARTICIPATE IN A CITY MEETING SHOULD CONTACT THE CITY CLERK AT 909-399-5461 "VOICE" OR 1-800-735-2929 "TT/TTY" AT LEAST THREE (3) WORKING DAYS PRIOR TO THE MEETING, IF POSSIBLE.

I, NANCY KRAHN, SENIOR ADMINISTRATIVE ASSISTANT OF THE CITY OF CLAREMONT, CALIFORNIA, HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE FOREGOING AGENDA WAS POSTED AT CLAREMONT CITY HALL, 207 HARVARD AVENUE, ON MAY 9, 2019, PURSUANT TO GOVERNMENT CODE SECTION 54954.2.

Post Through: May 14, 2019

Chair Neiber stated that the concerns brought forward do not fall under the purview of the Citywide Design Guidelines and Historic Preservation Review Committee but under the purview of the Architectural Commission and Planning Commission. He referred the concerns back to staff for their consideration and to bring those items to the appropriate commissions.

Committee Member Schroeder agreed with Chair Neiber and suggested that staff contact the speakers to provide them the information they are seeking on the Colby project.

There were no other requests to speak.

CONSENT CALENDAR

Chair Neiber invited public comment on the Consent Calendar. There were no requests to speak.

1. Approval of the December 10, 2018 Committee Meeting Minutes

Committee Member Rosenbluth moved to approve the Committee Minutes of December 10, 2018, seconded by Committee Member Stoddard, and carried on the following vote:

AYES: Committee Member - Curtis, Elliott, Neiber, Perry, Rosenbluth, Schroeder, Stoddard

NOES: Committee Member - None

ABSTENTIONS: Committee Member - Stark

ADMINISTRATIVE ITEMS

2. Proposed Draft Historic Preservation Ordinance

Director Johnson stated that the Subcommittee has proposed some changes highlighted in green in the draft ordinance from the last meeting.

Chair Neiber invited public comment. There were no requests to speak.

Committee Member Elliott suggested the following changes:

- use the word “is” instead of the word “means”
- drop “preservation planning district” and replace with “historic register”
- clean up references to “cultural resources and historic resources”. Define “cultural resources” more thoroughly
- create a separate section for “demolition”
- tighten up “historic district”
- appeal process
- replace “landmark” with another word

Committee Member Perry suggested incorporating cultural value of historic landscapes into the ordinance.

Committee Member Rosenbluth suggested adding the word historic or cultural to the definition of landmark.

Planner Veirs suggested defining “cultural and historic resource” or separate them out defining “cultural resource” and “historic resource”. Once they are defined it would be referred to as a “resource”.

Committee Member Rosenbluth suggested the following changes:

- Page 19, Section 5.3.6, A. 3), he suggested the last sentence regarding the “Preservation Planning District” be changed to “Historic District”
- Adding a definition of “relocation” under the R’s in the Definition Section
- Page 6, Section 1. Purpose and Goals 1.1, add “environmental” after “architectural” in the last sentence. In the same sentence remove the word “historic”
- Section 1.1, L., remove the “; and”
- Page 7, Section 3., 3.2 Composition change “3 members” to “4 members with professional qualifications in history...” Change “four” members appointed from the community at large to “three”. In the same Section, first sentence after the word preservation remove “and” and replace with “or”
- Page 8, Section 3.4, B., add “and Environmental” after “Cultural”
- Page 8, Section 3.4, D., rework the sentence and add the word “relocation”
- Page 8, Section 3.4, I., add a comma after “amendments” and after “legislation”
- Page 8, 3.4 Staff Scope of Powers, A., change to read “update the inventory at least every five years;”
- Page 9, 3.6 Disclosure of Personal Interest change to “3.7”. In the first paragraph four lines down, it should read “Conflict of Interest Code in the City of Claremont as amended”
- Page 11, Section 4.2.4 Historic Districts, change “Historic Districts are eligible if:” to “A District is eligible if:” In the same section A. through G. are lists of properties and there should be a hard stop after G.
- Page 13, Section 4.5 Zoning Districts. Add a historic overlay zone.
- Page 14, Section 5.2, should read “Certificate of Appropriateness – Alteration, Demolition, and Relocation”
- Page 15, 5.3, B., rework the paragraph
- Page 15, 5.3.1, Demolitions of Properties 45 Year or Older – add numbers between the semicolons
- Page 17, 5.3.3, Major Project Review – in the first sentence remove “as the Commission shall require”
- Page 18, 5.3.3, C., Change to Site “of “plot plan
- Page 18, 5.3.3, G., last sentence add “and mullion” after “muntins”
- Page 18, 5.3.3, H., six lines down, add the word “of” before “supplied” and change “supplied” to “supplying” and remove “from”
- Page 18, 5.3.4 Timing of Review – third line down remove the words “of Planning” after the word “Director”
- Page 19, 5.3.5 – add language to “notice interested groups”
- Page 21, 5.3.7 Certificate of Appropriateness Conditions – change first sentence to “The Commission may require as a condition of its approval any combination of the following:”
- Page 22, 5.3.8 .B. Project-Specific Findings – in the first sentence Committee Member Rosenbluth inquired on how it was determined that it would be “three” of the Project Specific Findings
- Page 23, 5.3.11. Appeal of a Certificate of Appropriateness – A. change “fifteen (15) calendar days” to “eight (8) calendar days”
- Page 23, 5.3.11. B. change “a” to “A.” Also change “two members” change to “one member”
- Page 2, Section 7, 1. Change “thereto” to “therefore”

Committee Member Stark requested that “communities of interest” be notified. It was also suggested it be placed under 4.3 Designation Procedures and then added under the Definitions Section.

Committee Member Stoddard requested less capitalization.

3. Neighborhood Design Descriptive Template & Database Design Needs

Chair Neiuber invited public comment. There were no requests to speak.

Committee Member Curtis reported that she and Warren will be meeting in the near future. She also reported that she met with a GIS colleague who pointed her to a bunch of resources that were very helpful. The colleague reassured her that the tools that we are looking at do what we need them to do. She stated there is a mobile app called Survey 123 that runs on everything from a laptop, to a desktop, to a mobile phone, to a pad. It’s a tool that is an add-on for our GIS that allows you to fill out one of these forms that have pick lists and it can be done from your device. It feeds into a database storing information in a more robust database behind the scenes that can be either visual, photographs and maps, or text content. She stated having concerns about the server and licensing.

Committee Item

None.

ADJOURNMENT

Chair Neiuber adjourned the meeting at 8:55 p.m.

Chair

ATTEST:

Senior Administrative Assistant