

**CITY OF SAN GABRIEL
HISTORIC PRESERVATION AND CULTURAL RESOURCE COMMISSION
SPECIAL MEETING**

WEDNESDAY, OCTOBER 21, 2020 – 6:30 P.M.

**City Hall Council Chamber
425 South Mission Drive,
San Gabriel, California 91776**

**Due to Executive Order N-25-20 Members of the Commission may
Teleconference into the meeting.**

Senya Lubisich
Chair

Beatriz Mojarro
Vice-Chair

Angela Acosta
Commissioner

Kyle DeVriendt
Commissioner

Eric Weeks
Commissioner



Arminé Chaparyan
Assistant City Manager /
Community Development
Director

Samantha Tewart
Planning Manager

Lloyd Pilchen
City Attorney

Pursuant to State and County Directives, San Gabriel City Hall is **closed to the public** and physical access to the meeting has been suspended. To provide members of the public access to the meeting and an opportunity to comment on items on and off the Agenda, the following opportunities have been established:

Public Comments

Please email all public comments to HPCRC-PublicComment@sgch.org and include the following on the subject line of your email: the section (Public Comment, Consent Calendar, Public Hearing) and Item Number you are commenting on. Staff will read public comments into the record for up to the three-minute limit. Words that would disrupt the meeting, including profanity, obscenity, and discriminatory language, will not be read.

Example: PUBLIC COMMENT: Public Hearing Item A

Watch the Meeting Online

Live broadcast of this meeting is available using the following link:

[Meeting Video – https://www.youtube.com/CityofSanGabriel](https://www.youtube.com/CityofSanGabriel)

Spectrum cable: Live streaming on Channel 3, Public Access Channel.

**HISTORIC PRESERVATION AND CULTURAL RESOURCE COMMISSION (HPCRC)
SPECIAL MEETING**

AGENDA – OCTOBER 21, 2020

- **CALL TO ORDER**
- **PLEDGE OF ALLEGIANCE**
- **ROLL CALL – COMMISSION**

1. PUBLIC COMMENT

This is the time set aside for members of the public to address the HPCRC on items of interest that are not on the agenda, but are within the subject matter jurisdiction of the HPCRC. Pursuant to the Brown Act, the HPCRC cannot answer any questions or take any action until such time as the matter may appear as an item on a future agenda.

2. APPROVAL OF MINUTES

Minutes from the September 9, 2020 HPCRC meeting.

3. HISTORIC DISTRICT AND CONSERVATION OVERLAY ZONE

This item is to provide information to the Commission regarding San Gabriel Municipal Code (SGMC) designation procedures for historic district and conservation overlay zone.

4. INTRODUCTION OF HISTORIC CONTEXT STATEMENT CONSULTANT

This item is to introduce the Historic Context Statement consultant, Architectural Resources Group (ARG).

5. LAND ACKNOWLEDGEMENT STATEMENT

The Commission expressed interest in establishing a Land Acknowledgment Statement and appointing a sub-committee member, and requested the matter to be agendaized for discussion and to provide direction to staff.

6. STAFF ITEMS

Staff may address the Commission on matters of general information and/or concern.

7. COMMISSIONER COMMENTS AND CONFERENCE/MEETING REPORTS

Each Commissioner may address the HPCRC on matters of general information and/or concern. This is also the time for Commissioners to report on conferences and/or meetings they have attended.

8. ADJOURN HISTORIC PRESERVATION AND CULTURAL RESOURCE COMMISSION MEETING

TO THE NEXT MEETING OF THE HISTORIC PRESERVATION AND CULTURAL RESOURCE COMMISSION ON DECEMBER 9TH, 2020 AT CITY HALL, 425 SOUTH MISSION DRIVE, 2ND FLOOR, COUNCIL CHAMBERS.

Materials Available for Inspection. You may view agenda items online at www.sangabrielcity.com. Materials related to an item on this Agenda, submitted to the Historic Preservation and Cultural Resource Commission after distribution of the Agenda packet, will be posted on the City website.

Persons with Disabilities. Upon request, this Agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990.

Questions about this Agenda? Should any person have a question concerning any of the above Agenda items prior to the meeting, please contact the Community Development Department at commdevinfo@sgch.org during regular office hours.

Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such a request to the Community Development Department by emailing commdevinfo@sgch.org at least 48 hours before the meeting, if possible.

CITY OF SAN GABRIEL
MINUTES OF THE HISTORIC PRESERVATION AND CULTURAL RESOURCE
COMMISSION
WEDNESDAY, SEPTEMBER 9, 2020

- **CALL TO ORDER**

The Historic Preservation and Cultural Resource Commission meeting was called to at 6:32 p.m. on September 9, 2020 in the Council Chamber at City Hall, 425 South Mission Drive, San Gabriel, California 91776.

- **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Commissioner Weeks.

- **ROLL CALL**

Present: Chair Lubisich, Commissioner Acosta, Commissioner DeVriendt, Commissioner Mojarro, and Commissioner Weeks.

Staff in attendance included Planning Manager Tewasart, Senior Planner Chang, Management Specialist Gallatin, and Executive Assistant Wong.

1. **PUBLIC COMMENT**

Chuck Myers, John Ramirez, and Marcia Aguirre. They would like for the Commission to undertake the creation of a conservation overlay zone.

2. **APPROVAL OF MINUTES**

Minutes from the June 17, 2020 HPCRC meeting

Chair Lubisich made a change on page 4, Item 8, to have it read “Chair Lubisich would like to find out the possibility of reaching out to the San Gabriel Historical Association and creating a liaison to the Commission.”

Commissioner Acosta made a motion to approve the minutes from the June 17, 2020 HPC meeting as amended. Commissioner DeVriendt seconded the motion. Motion passed with 5 ayes, 0 noes and 0 abstentions.

3. **WELCOME COMMISSIONER DEVRIENDT**

Planning Manager Tewasart and the Commission welcomed Commissioner DeVriendt.

4. SELECTION OF VICE-CHAIR

Commissioner Acosta nominated Commissioner Mojarro. Commissioner Mojarro accepted the nomination as Vice-Chair.

Motion passed with 5 ayes, 0 noes and 0 abstentions.

5. HISTORIC CONTEXT STATEMENT REQUEST FOR PROPOSAL (RFP) UPDATE

This item was presented by Management Specialist Gallatin.

Management Specialist Gallatin stated all the proposals were scored and narrowed down to top 3 firms. The top 3 firms were GPA Consulting, Architectural Resources Group (ARG), and ASM Affiliates. The top score was awarded to Architectural Resources Group of Pasadena. A staff report and a draft professional services agreement has been prepared for the City Council for consideration.

Commissioner Acosta asked if they are able to see the RFPs ahead of the City Council meeting.

Management Specialist Gallatin stated yes, they have requested each firm give a digital copy of their proposals and 3 hard copies.

Chair Lubisich asked what were the adjustments for trying to engage the community given our current circumstances.

Management Specialist Gallatin stated virtually all the firms and their proposals talked about doing outreach to the community through virtual platforms. He also suggested that the Commission notify Planning Manager Tewasart or Senior Planner Chang about groups or stakeholders who should be a part of this process.

6. SAN GABRIEL GREAT STREETS PROJECT UPDATE

On June 17, 2020, the Commission reviewed and approved Planning Case Number: HIST20-001, a request to evaluate the report on archaeological and Native American resources discovered in a public alley during construction of the San Gabriel Great Streets Project. This item is to provide a project update.

This item was presented by Management Specialist Gallatin.

Management Specialist Gallatin stated SWCA Environmental Consultants made a determination that the features and artifacts should be considered significant. Mitigations were presented to the Commission for project and staff obtained proposals from SWCA for implementing the 4 conditions to fulfill mitigation

measures numbers 1, 2, and 4. The City currently does not have the funding available to implement all the mitigation measures. SWCA will be working with City's Public Works Department to come up with a plan for temporary protective measures.

Commissioner Acosta questioned if there was future funding or earmarking funds to be able to address this in the future.

Management Specialist Gallatin stated the City in future budgets should think about allocating or setting aside funding for this sort of thing because there is a likelihood of encountering prehistoric or historic features.

Commissioner DeVriendt questioned if the archeologist weighed in on the average depth that the items would be at.

Management Specialist Gallatin stated based on the reports they were going down a minimum of 18 inches at that level they were encountering building foundations.

Chair Lubisich questioned if there was any discussion with SWCA about phasing the project a bit more than what was proposed.

Management Specialist Gallatin stated he was not aware that there was and that Public Works took the lead on negotiations with SWCA.

7. PRESENTATION FROM PACIFIC SQUARE (700-800 S. SAN GABRIEL BOULEVARD)

The Pacific Square project is a mixed-use development with 243 residential units and approximately 80,000 square feet of commercial space. The project is still in the entitlement review process. The project applicant would like to provide an informational presentation to the Commission.

This item was presented by Senior Planner Chang.

Project applicant, Ken Lee and Rick Abe, made a presentation to the Commission.

Commissioner Acosta questioned the retail mixed and how the market shift has affected what was initially attended after COVID. She also wanted to confirm that they were planning for a pedestrian treatment facing San Gabriel Blvd.

Mr. Lee stated he was in negotiations with LA Fitness and Aldi markets when the pandemic hit, discussions have slowed down. He also stated the front doors for the shops and restaurants are on San Gabriel Blvd.

Commissioner Mojarro stated she is glad to hear they are considering the open space on the San Gabriel Blvd side. She also suggested placing a plaque that states the history of the parcel of land.

Commissioner Weeks questioned if they have made any accommodations for traffic flow on Gladys Avenue. He also questioned if the traffic study has been initiated.

Mr. Lee stated the traffic is an important part of the review process and a traffic impact analysis is being prepared.

Senya Lubisich thanked the applicant for presenting to the Commission. She stated there are creative ways to share the history of the family.

8. STAFF ITEMS

The Commission welcomed Planning Manager Tewart.

Planning Manager Tewart gave updates to the Commission.

1. The Mission Playhouse façade painting project, the artist continues to work on the design which will be brought back to the Commission for review when available and the City is looking for available funding opportunities for the project.
2. The Mission Church fire, the church is working with the insurance company and engineering firm to assess the damages and necessary repairs for the building. They are looking to submit plans to the City within 2 months.
3. Certified Local Government (CLG) application which has been submitted to the state office late last year, due to the staffing challenges the application is still in their review as of August 28th.

Chair Lubisich questioned the scaffolding that is up now.

Planning Manager Tewart stated that staff will follow up with Building and Safety Division to provide an update to the Commission.

Chair Lubisich questioned the name of the engineering firm working with the Mission Church.

Management Specialist Gallatin stated they are working with structural engineer Melvin Green who has been involved with restoration activities for three decades.

Senior Planner Chang responded to the public comment regarding the conservation overlay zone. He stated staff can provide a report of both historic district as well as conservation overlay zone at the next meeting.

9. COMMISSIONER COMMENTS AND CONFERENCE/MEETING REPORTS

Chair Lubisich brought up the question from the last meeting as far as having a liaison on the Commission from the Historical Association and asked if it can be brought back to the next meeting.

Chair Lubisich also stated she attended a conference at UC Riverside called “Toppling Mission Monuments and Mythologies”. She questioned if a subcommittee can be formed and begin a dialogue for a land acknowledgment statement.

Vice-Chair Mojarro stated she would love to be a part of the subcommittee with Chair Lubisich.

10. ADJOURN HISTORIC PRESERVATION AND CULTURAL RESOURCE COMMISSION MEETING

To the regular meeting on December 9th, 2020 at City Hall, 425 South Mission Drive, 2nd Floor, Council Chambers.

ERIKA ORTIZ, SECRETARY
HISTORIC PRESERVATION AND CULTURAL RESOURCE COMMISSION

SENYA LUBISICH, CHAIR
HISTORIC PRESERVATION AND CULTURAL RESOURCE COMMISSION



City of San Gabriel

STAFF REPORT

DATE: October 21, 2020

TO: Historic Preservation and Cultural Resource Commission

FROM: Samantha Tewasart, Planning Manager
Matt Chang, Senior Planner

SUBJECT: **Historic District and Conservation Overlay Zone**

SUMMARY

This report is intended to provide information to the Historic Preservation and Cultural Resource Commission regarding San Gabriel Municipal Code (SGMC) designation procedures for historic district and conservation overlay zone.

Staff recommends that the Historic Preservation and Cultural Resource Commission **NOTE AND FILE** the staff report.

BACKGROUND

The Historic and Preservation and Cultural Resource Commission has expressed interest in establishing a historic district or conservation overlay zone in the City. The purpose of this report is to provide background information as well as a summary of procedures to designate historic districts or conservation overlay zones.

On August 15, 2017, the City Council adopted Ordinance No. 636 to amend provisions of the San Gabriel Municipal Code (SGMC) Chapter 153 (Zoning Code) relating to historic preservation and cultural resources. Adoption of the Ordinance capped a multi-year effort to modernize and strengthen the SGMC to protect historic resources in the city, preserve San Gabriel's heritage for future generations, promote public education, participation, and appreciation of historic preservation, and preserve diverse and significant architectural styles in the city.

Currently, the City does not have historic districts or conservation overlay zones. These terms and procedures for establishing district/overlay zone designations were introduced as part of the 2017 code updates. In order to be designated as historic districts or conservation overlay zones, the process would need to follow specific procedures in the SGMC. A summarized procedural process is provided below. The full text of these code sections is provided as Attachment A.

HISTORIC DISTRICT DESIGNATION PROCEDURES (SGMC SECTION 153.610)

1. Application for historic district may be initiated by any person, the Commission or any city agency. The application needs to include:
 - Draft boundary of the potential district.
 - Preliminary statement of how the potential district satisfies the historic district criteria.

- Photographs of the potential district.
 - A petition signed by at least 51% of the property owners within the potential district stating their support.
2. The Community Development Director shall make a preliminary determination of eligibility with the assistance of a qualified architectural historian. The Commission shall conduct a public hearing on whether to consider the application request. Notice of hearing shall be sent to all owners and occupants/tenants within the potential district.
 3. If the Commission decides to proceed with the designation, an intensive-level historic resource survey shall be prepared by a qualified architectural historian. The survey needs to include all properties within the potential district.
 4. The Commission shall hold at least one public workshop.
 5. Following completion of the survey and public workshop(s), the Commission shall conduct public hearing review the application. The Commission shall adopt a resolution recommending to the City Council the approval, conditional approval, or denial of the application.
 6. City Council shall conduct public hearing review the application.

CONSERVATION OVERLAY ZONE PROCEDURES (SGMC SECTION 153.611)

1. A qualified architectural historian or historian to conduct a historic resource survey.
2. Following the survey, the Commission may recommend that the City Council approves the creation of an overlay zone if the zone meets the following criteria:
 - It represents a grouping of properties and features with a cohesive and identifiable setting, architectural style, scale, or character, and/or development history of association that makes it an integral part of the city's identity; or
 - It represents a recognized neighborhood identity with a definable physical character whose retention would contribute to the historic character and setting of the city.
3. City Council reviews the proposed conservation overlay zone. If City Council approves the zone, a design guideline with reference to the Secretary of the Interior's Standards shall be adopted to guide constructions within the boundaries of the conservation overlay zone.

HISTORIC CONTEXT STATEMENT

City staff is implementing the Ordinance as outlined in the SGMC Section 153.605(c), which states "Prior to commencement of a historic resource survey, the city shall commission the preparation of a citywide historic context statement, in order to identify significant themes and patterns of development and to develop a consistent framework for survey work and evaluations."

The preparation for the Historic Context Statement has started and the City consultant will be working with City staff, the Historic Preservation and Cultural Resource Commission, City Council, and members of the community to complete this project over the next year.

RECOMMENDATION

Staff recommends that the Commission **NOTE AND FILE** the staff report.

ATTACHMENT

Attachment A: SGMC Sections 153.610 and 153.611

ATTACHMENT A

§ 153.610 DESIGNATION PROCEDURES—HISTORIC DISTRICTS.

(A) *Initiation of request for designation of a historic district.* Applications for historic districts may be initiated by any property owner, resident, or tenant in the potential historic district, the Commission, or any city agency. The request must include the draft boundaries for the historic district and be accompanied by a preliminary statement of how the potential district satisfies the historic district criteria for designation, a map, and representative photographs of the district. The request must also include a petition signed by at least 51% of the property owners within the proposed boundaries of the potential district, stating their support of pursuing historic district designation.

(B) *Preliminary determination of eligibility and public hearing to take historic district under consideration.* Upon receipt of a request for historic district consideration, the Director shall make a preliminary determination of eligibility, with the assistance of a qualified architectural historian or historian as defined in this subchapter. The Commission shall conduct a public hearing on the preliminary determination to decide whether to take the proposed district under consideration. Notice of the meeting shall be sent to all property owners and all addresses within the boundaries of the district. Following the public hearing, written notice of the decision of the Commission to proceed or not proceed with the district designation shall be sent to all property owners and all addresses within the boundaries of the district.

(C) *Historic resource survey.* If the Commission decides to proceed with the designation, an intensive-level historic resource survey of the district shall be prepared by a qualified architectural historian or historian as defined in this subchapter. The survey report shall include a clear description of the district boundaries; an itemization of all contributing and non-contributing resources and features within those boundaries; a statement of the historic context of the district and how the district satisfies the designation criteria; California Department of Parks and Recreation Inventory forms (series 523) for the district and all properties within the district boundaries; and recommendations for a preservation plan and design guidelines for the district.

(D) *Public workshop.* During or after completion of the historic resource survey, the Commission shall hold one or more public workshops to discuss the formation of the historic district. The workshop(s) shall be noticed as specified in § 153.610(B) of this subchapter.

(E) *Commission review and recommendation.* Following completion of the historic resource survey and public workshop(s), the Commission shall review and conduct a public hearing on the survey and district application. The public hearing will be noticed as specified in § 153.610(B) of this subchapter. After the close of the hearing, the Commission shall adopt a resolution recommending to the City Council the approval, conditional approval, or denial of the application. Written notice of the recommendation of the Commission shall be sent to all property owners and addresses within the boundaries of the district.

(F) *City Council determination.* After receiving the Commission's recommendation, the City Council shall conduct a public hearing on the district application. The public hearing will be noticed as specified in § 153.610(B) of this subchapter. The City Council shall adopt a resolution approving, conditionally approving, or denying the application. If the City Council has not taken action on the application within 180 days of the Commission's recommendation, then the application shall be deemed denied. Written notice of the City Council action shall be sent to all property owners and addresses within the boundaries of the district.

(1) Whenever the City Council designates a historic district, it shall also adopt: (1) a written description and clear depiction of the district boundaries; and (2) a detailed report that identifies and describes the contributing resources and elements of the district, as well as those resources and elements that are not contributing resources.

(2) Subsequent demolition of non-contributors, new construction, alterations, or additions to properties within the designated historic district shall be subject to the initial review process for historic appropriateness as described in this subchapter.

(3) The Director or Commission shall, in a timely manner, also prepare or commission the preparation of a preservation plan and design guidelines for designated historic districts. Design guidelines shall establish standards and recommended/not recommended approaches for new construction, alterations, and additions within the boundaries of the historic district. In addition to (or in the absence of) design guidelines, the Secretary's Standards shall be used in the completion of the initial review process for historic appropriateness for new construction, alterations, and additions.

(4) The city shall not establish the district if 51% of the property owners file an objection in writing prior to the City Council public hearing. The percentage is to be determined based on the number of Assessor's parcels within the district.

(G) *Designation.* Upon designation by the City Council, the Director or his or her designee shall forward a copy of the resolution approving the designation of a historic district to any department or agency that the Director deems appropriate and the resolution of designation shall be recorded with the County Recorder's office pursuant to Cal. Pub. Res. Code § 5029, as it may be amended from time to time.

(Ord. 636-C.S., passed 8-15-17)

§ 153.611 CONSERVATION OVERLAY ZONES—CRITERIA AND PROCEDURES.

(A) *Purpose.* The Cultural Resources Chapter of the General Plan includes a number of goals and targets intended to identify, conserve, and protect the historic character of the city's neighborhoods. Allowing for the identification and adoption of conservation overlay zones forwards General Plan goals and targets.

(B) *Intent.* This section establishes the criteria and process for identifying and adopting conservation overlay zones.

(C) *Definition.* **CONSERVATION OVERLAY ZONES** are cohesive groupings of related properties that convey an era or type of construction in the city's history but do not qualify for designation as historic districts. This subchapter provides for the identification and management of such **CONSERVATION OVERLAY ZONES**. Alterations to properties and features found to be contributing elements of **CONSERVATION OVERLAY ZONES** shall be subject to design guidelines and standards as adopted by the Commission. For purposes of CEQA, **CONSERVATION OVERLAY ZONES** are not historical resources.

(D) *Procedures.* As verified by a qualified architectural historian or historian through a historic resource survey or evaluation, the Commission may recommend that the City Council approve the creation of a conservation overlay zone if the proposed zone meets one of the following criteria:

(1) It represents a grouping of properties and features with a cohesive and identifiable setting, architectural style, scale, or character, and/or development history or association that makes it an integral part of the city's identity; or

(2) It represents a recognized neighborhood identity with a definable physical character whose retention would contribute to the historic character and setting of the city.

(E) *Design guidelines.* The adoption of a conservation overlay zone shall be accompanied, within a timely manner, by the adoption of design guidelines to guide new construction/in-fill, major alterations, and additions within the boundaries of the conservation overlay zone. The design guidelines shall reference the Secretary of the Interior's Standards, particularly with reference to the mass and scale of new construction/infill, major alterations, and additions, interpreted with the flexibility appropriate to a conservation overlay zone.

(Ord. 636-C.S., passed 8-15-17)