



**Historic
Preservation
Commission**

The Historic Preservation Commission is an advisory body to the City Council that meets on the third Thursday of each month at 7:00 p.m. in the West Annex Commission Meeting Room. All meetings are open to the public except for those portions that under law may be considered in closed session. Those who wish to speak on any matter on the agenda are asked to complete a "Speaker Information" card (available at the meeting) and relay it to the staff before leaving the meeting.

Staff reports are available for review at the Community Development Department, Civic Center Main Library and the City Clerk's Office. Direct any other questions or concerns to the Historic Preservation Commission liaison, Planning Manager Gregg Lodan at 310.618.5880. Agendas and Minutes are posted on the City of Torrance Home Page www.TorranceCA.Gov

In compliance with the Americans with Disabilities Act, if special assistance is needed to participate in this meeting, please call 310.618.5990. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28CFR 35.102-104 ADA Title II]

HOURS OF OPERATION
Monday through Friday from
7:30 a.m. to 5:30 p.m.

Offices are closed alternate Fridays.
City Hall will be closed
Friday, November 22, 2019
Thursday, November 28, 2019 (Thanksgiving)
Friday, November 29, 2019

**CITY OF TORRANCE
HISTORIC PRESERVATION
COMMISSION**

**WEST ANNEX COMMISSION MEETING ROOM
CITY HALL
3031 TORRANCE BOULEVARD
TORRANCE, CALIFORNIA 90503**

**THURSDAY, NOVEMBER 21, 2019
7:00 P.M.**

A G E N D A

- 1. CALL TO ORDER**
- 2. FLAG SALUTE**
- 3. ROLL CALL / MOTIONS FOR EXCUSED ABSENCE**
- 4. REPORT FROM STAFF ON POSTING OF AGENDA**
The agenda was posted on the Public Notice Board at 3031 Torrance Boulevard on November 15, 2019.
- 5. APPROVAL OF MINUTES: OCTOBER 17, 2019**
- 6. ORAL COMMUNICATIONS #1 (Limited to a 30 minute period)**
Comments on this portion of the agenda are limited to items not on the agenda and to no longer than three (3) minutes per speaker. Under the provisions of the Brown Act, the Commission is prohibited from taking action or engaging in discussion on any item not appearing on the posted agenda.
- 7. PRESENTATION BY THE CITY ATTORNEY ON THE BROWN ACT / ETHICS / CONFLICT OF INTEREST**
- 8. PRESENTATION ON THE HISTORIC LANDMARK/DISTRICT DESIGNATION PROCESS**
- 9. DISCUSSION ON HISTORIC PRESERVATION COMMISSIONER TERMS OF SERVICE**
- 10. ORAL COMMUNICATIONS #2**
- 11. ADJORNMENT TO DECEMBER 19, 2019**

**MINUTES OF A REGULAR MEETING OF
THE HISTORIC PRESERVATION COMMISSION**

1. CALL TO ORDER

The Historic Preservation Commission convened in a regular session at 7:02 p.m. on Thursday, October 17, 2019 in the West Annex meeting room, Torrance City Hall.

2. FLAG SALUTE

Commissioner Gibson led the Pledge of Allegiance.

3. ROLL CALL / MOTION FOR EXCUSED ABSENCE:

Present: Commissioners DeBlock, Gibson, Higginbotham, O'Donnell, Trivelli, and Weideman.

Absent: Commissioner Riggs.

Also Present: Planning Manager Lodan, Senior Planning Associate Chun, and Planning Associate Joe.

MOTION: Commissioner Gibson moved to grant the excused absence of Commissioner Riggs from the Commission meeting of October 17, 2019. Commissioner DeBlock seconded the motion; a voice vote reflected 6-0 approval (absent Commissioner Riggs).

4. POSTING OF THE AGENDA

Planning Manager Lodan reported the agenda for this meeting was properly posted on the Public Notice Board on October 9.

5. ORAL COMMUNICATIONS #1

None.

6. APPOINT COMMISSION CHAIRPERSON, VICE-CHAIRPERSON

Commissioner O'Donnell nominated Commissioner Higginbotham for Chairperson; Commissioner Higginbotham declined the nomination. Commissioner DeBlock, seconded by Commissioner Trivelli, nominated Commissioner Weideman, and Commissioner Gibson nominated Commissioner Riggs for Chairperson.

Commissioner Weideman was elected Chairperson of the Historic Preservation Commission on a 6-0 roll call vote (absent Commissioner Riggs).

Commissioner O'Donnell nominated Commissioner Higginbotham, and Commissioner Gibson nominated Commissioner Riggs for Vice-Chairperson.

Commissioner Higginbotham was elected Vice-Chairperson of the Historic Preservation Commission on a 5-1 roll call vote (absent Commissioner Riggs).

Planning Manager Lodan informed each of the Commissioners when their terms expire.

7. APPROVE AND ADOPT COMMISSION RULES OF ORDER

Planning Manager Lodan presented a draft Historic Preservation Commission Rules of Order in Attachment 1 and recommended the Commission adopt them. He noted these Rules of Order closely resemble City Council's Rules of Order and establish procedures in conducting public meetings, making motions, voting, allowing for debate and public comment, and other procedures related to carrying out the Commission's business.

MOTION: Commissioner O'Donnell moved to approve the Historic Preservation Commission Rules of Order as presented. Commissioner Gibson seconded the motion; a roll call vote reflected 6-0 approval (absent Commissioner Riggs).

8. BACKGROUND OF HISTORIC PRESERVATION IN TORRANCE

Planning Manager Lodan introduced Senior Planning Associate Chun and Planning Associate Joe. He provided a PowerPoint presentation regarding the history of the Torrance Tract and historic preservation efforts by the City. He stated the Torrance Tract was developed by Jared Sidney Torrance in the early 1900's and laid out by the Olmsted Brothers. He noted the Olmsted Brothers' plan divided the approximately one square mile area into three districts— industrial, commercial, and residential. He described neighborhood characteristics, and one and two story houses with styles that include Craftsman, Mission Revival, Spanish Colonial Revival, Tudor Revival, and Modern/International.

He stated interest in historic preservation began several decades ago, beginning in 1979 when the City inventoried over 100 structures throughout Torrance; of those, 84 are in the Torrance Tract. In 1987 the City created the Small Lot, Low Medium Overlay Zone, requiring the Planning Commission to review any development to ensure the work would preserve neighborhood characteristics. He stated in 2005 the Torrance Tract was recognized by the City as "Old Torrance Founded 1912," in 2007 Architectural Design Guidelines were created to help property owners, in 2008 the Strategic Plan Priority goal of preserving the heritage of historical sites was identified, and in 2009 the General Plan Conservation Element included a discussion on Historic Preservation.

Planning Manager Lodan stated the Commission would be responsible for reviewing applications to designate properties and districts as historic resources and to review development applications for historic properties. He reviewed recent efforts to restore the Pacific Electric Railway—El Prado Bridge as well as City Council's adoption of an historic preservation ordinance to formally recognize and protect historic buildings and districts and approval of an ordinance to implement a historic preservation program in the City.

He noted in 2011-2013 Torrance Historical Society volunteers conducted a survey of all residential, commercial, and industrial structures in the original Torrance Tract. He stated the Historical Society retained Gordon Olschlager of Nakada & Associates to prepare the framework in which the survey was completed. He described a map showing the original boundaries of the Torrance Tract and the 109 blocks surveyed. He noted Mr. Olschlager prepared a Historic Context Statement that established the period of historic significance from 1912 to 1939. He showed a sample of a Survey Property Page that was completed for each structure, noting structures were categorized as contributor, altered-contributor, and non-contributor based on when they were built and their condition. He stated this survey document would serve as a valuable tool for the Commission in making decisions and recommendations for properties in the Torrance Tract.

In response to an inquiry from Chairperson Weideman, Planning Manager Lodan explained in 1979 the survey concentrated on the Torrance Tract but also included properties in North Torrance, Walteria, El Nido, and Riviera areas. He noted the Commission's scope is only the Torrance Tract but in the future there could be an opportunity to expand into other areas in the City.

Commissioner O'Donnell recalled the rural nature of the City when she was growing up and stated the Commission should be cognizant of these other areas. She expressed concern that Old Torrance is being spoiled by an oversaturation of alley conversions and granny flats.

Commissioner Higginbotham voiced his appreciation to Janet Payne for being instrumental in the naming of Old Torrance and to Planning Manager Lodan for an informative presentation.

Commissioner Trivelli requested that staff provide Architectural Design Guidelines.

9. ACCEPT AND FILE PROPOSED SIX-MONTH WORK PLAN FOR THE COMMISSION

Planning Manager Lodan presented and reviewed a proposed six-month Work Plan for the Commission through March 2020 with goals to: 1) educate the Commission about the Historic Preservation Program offered by the City; and 2) begin the process of establishing standards for project reviews and for the Mills Act Programs. He stated staff tried to lay out the different topics the Commission needs to cover, adding that the Work Plan is not set in stone.

Chairperson Weideman suggested including a review of the specifics of the Historic Preservation Ordinance as well as a summary of the parameters and scope of this Commission, and where this Commission is in relation to the Planning Commission and appeals to the City Council.

Commissioner O'Donnell recommended focusing on Old Torrance first before looking at other areas, and stressed the importance of respecting all types of architecture and beautification in general.

Commissioner Higginbotham pointed out that much of the community did not support historic preservation efforts and it is important to build more of a coalition through education.

MOTION: Commissioner DeBlock moved to accept and file the proposed six-month Work Plan for the Commission. Commissioner Gibson seconded the motion; a roll call vote reflected 6-0 approval (absent Commissioner Riggs).

10. DISCUSSION OF AGENDA PACKET DELIVERY

Planning Manager Lodan polled Commissioners on their preference for receiving agenda packets and, following discussion, it was decided to physically deliver and e-mail materials.

11. ORAL COMMUNICATIONS #2

Commissioner Higginbotham stated he is friends with Gordon Olschlager and will inform him about this Commission.

12. **ADJOURNMENT TO NOVEMBER 21, 2019**

MOTION: At 8:00 p.m., Commissioner O'Donnell moved to adjourn the meeting to November 21, 2019 at 7:00 p.m. in the West Annex meeting room, Torrance City Hall. Commissioner Gibson seconded the motion; a voice vote reflected 6-0 approval (absent Commissioner Riggs).

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Subject to Approval

Agenda Item No. 7

To: Members of the Historic Preservation Commission
From: Community Development Department
Date: November 21, 2019
Subject: City Attorney Presentation on the Brown Act / Conflict of Interest / Ethics.

The City Attorney will be providing a presentation covering items such as The Brown Act, Conflicts of Interest and Ethics for Members of the Historic Preservation Commission.

Respectfully submitted,



Gregg Lodan
Planning Manager

Agenda Item No. 8

To: Members of the Historic Preservation Commission

From: Community Development Department

Date: November 21, 2019

Subject: Historic Landmark/District Designation Process

One of the responsibilities of the Historic Preservation Commission (Commission) is reviewing and making determinations on applications for Historic Landmark and Historic District designation. Any interested party may request designating a property as a historic landmark or designating a group of properties as a historic district. Property owner consent is required to apply for Landmark designation, and in the case of District designation, a petition of interest from all property owners within the proposed boundaries shall be required.

Landmark Designation

In order to be designated a Historic Landmark, a property shall meet one or more of the following requirements:

1. Listed in the California Register or National Register, if the property has not undergone substantial exterior alteration since its designation and retains integrity;
2. Identified as eligible in a resource survey adopted by the City Council;
3. Determined by a qualified historic preservation professional through a historic assessment to meet at least one or more of the significance criteria listed below.

In accordance with the Municipal Code, significance for landmark designation may be demonstrated if one or more criteria is satisfied:

1. Property is associated with events that have made a significant contribution to the broad patterns of local, regional, state or national history, or the cultural heritage of the City, California or the United States.
2. Property is associated with an important person or persons who made a significant contribution to the history, development, and/or culture of the City, region, state, or nation.
3. Property embodies the distinctive characteristics of a type, period, style or method of construction.
4. Property is representative of the work of a master.
5. Property possesses high artistic or aesthetic values.
6. Property has yielded or has the potential to yield information important to the prehistory of the City, region, state or nation.
7. Property is among the last, best remaining examples of an architectural or historical type or specimen.

In addition to satisfy the significance criteria, a proposed landmark must possess integrity. Integrity is defined by seven aspects: location, design, setting, materials, workmanship, feeling and association. A property need not possess all seven aspects, but must retain enough integrity to convey the reason for its significance.

Once an application is submitted, the Community Development Department staff will prepare a report and recommendation for the Commission's consideration. Public hearing notices will be mailed to property owners within 500 feet of property or boundaries of the proposed district, posted on the property, and published in the newspaper.

The Commission shall make findings of fact and adopts a resolution to approve in whole or in part or deny the application. The Commission's findings shall contain the following information:

1. Explanation of property under consideration meet or does not meet significance criteria;
2. Explanation of the integrity or lack of integrity of property under consideration;
3. Identification of the character-defining exterior architectural, site or landscaping features of the property under consideration.

Historic District Designation

A Historic District is a grouping or concentration of buildings, structures, sites, objects, landscapes, natural features, street patterns or other resources that have a historic, cultural, architectural, community or aesthetic value.

A proposed district must meet the one or more landmark designation significance criteria or one of the criteria listed below in order to be designated a Historic District.

1. Reflects significant growth patterns, including those associated with different areas of settlement and growth, transportation modes or distinctive examples of park or community planning.
2. Conveys a sense of architectural cohesiveness through its design, setting, materials, workmanship, or association.
3. Related thematically as a grouping unified aesthetically or historically.

The integrity of proposed Historic District shall also be demonstrated. A Historic District must possess a significant concentration, linkage or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development from a time period. There are two types of Historic District: 1) Geographic District where at least 66% of the properties in the district shall be a Contributing Resource 2) Thematic District comprise all properties in the district will be Contributing Resource and each will have sufficient integrity as defined above. An example of a Thematic District could be Irving Gill worker housing located in the Torrance Tract.

After an application is submitted, the Community Development Department will prepare a report and recommendation; public hearing notices will be mailed, posted and published; and preliminary hearing is scheduled. The designation report shall include a boundary map of the proposed district, a list of contributing and noncontributing resources, and the following findings required for designation

- 1. How the district meets the significance criteria and integrity thresholds for designation;
- 2. Percent of contributing resources;
- 3. Percent of owner signatures on the petition;
- 4. The proposed district's character-defining features, including architectural, site and landscape features and patterns, such as street layout, setbacks, building massing and scale, architectural styles, natural features and other distinct physical features and spatial relationships, shall be listed.

If at the preliminary hearing the Commission determines that the request has merit (findings that all applicable requirements for designation are met), the Community Development Department will mail ballots for owner consent voting. If 100% of the owner's written consent is received, a designation hearing is scheduled and the Commission adopts a resolution with findings to approve or conditionally approve in full or in part the area as a Historic District. If 100% of owners consent is not received, the Commission shall adopt a resolution with findings to deny the request.

Work Moratorium & Appeal

When a complete application for Landmark Designation or Historic District has been received, a work moratorium is put in place on the property/properties for any work that would require the approval a Certificate of Appropriateness or Certificate of Demolition from the Commission. This is to ensure that the condition of the integrity of the property/properties is maintained and not altered during the designation application process.

Decisions of the Commission may be appealed to the City Council by the applicant or a member of the public within 15 days of the decision by filing an appeal form and fee to the City Clerk.

Prepared by,


Kevin Joe
Planning Associate

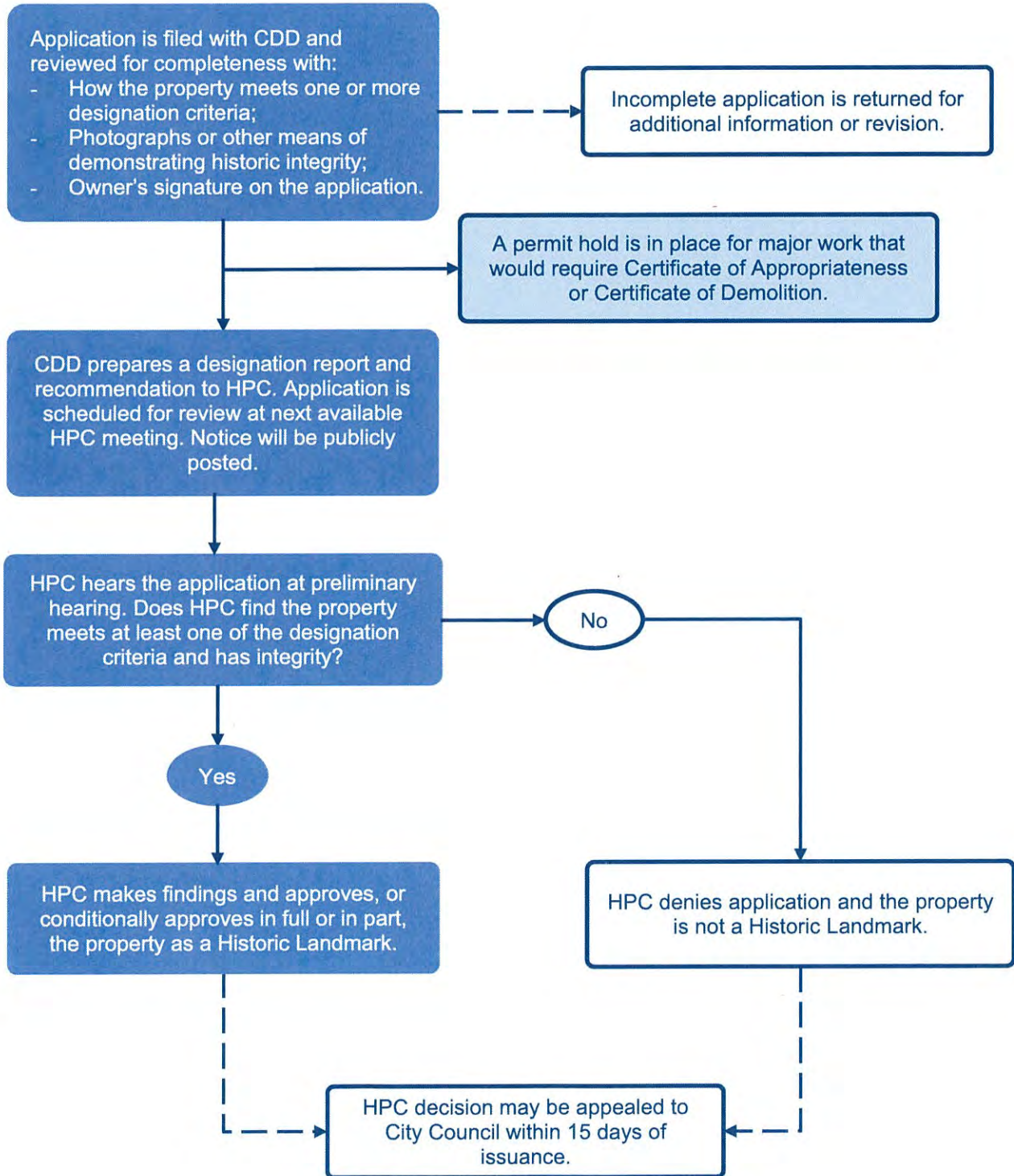
Respectfully submitted,


Gregg Lodan
Planning Manager

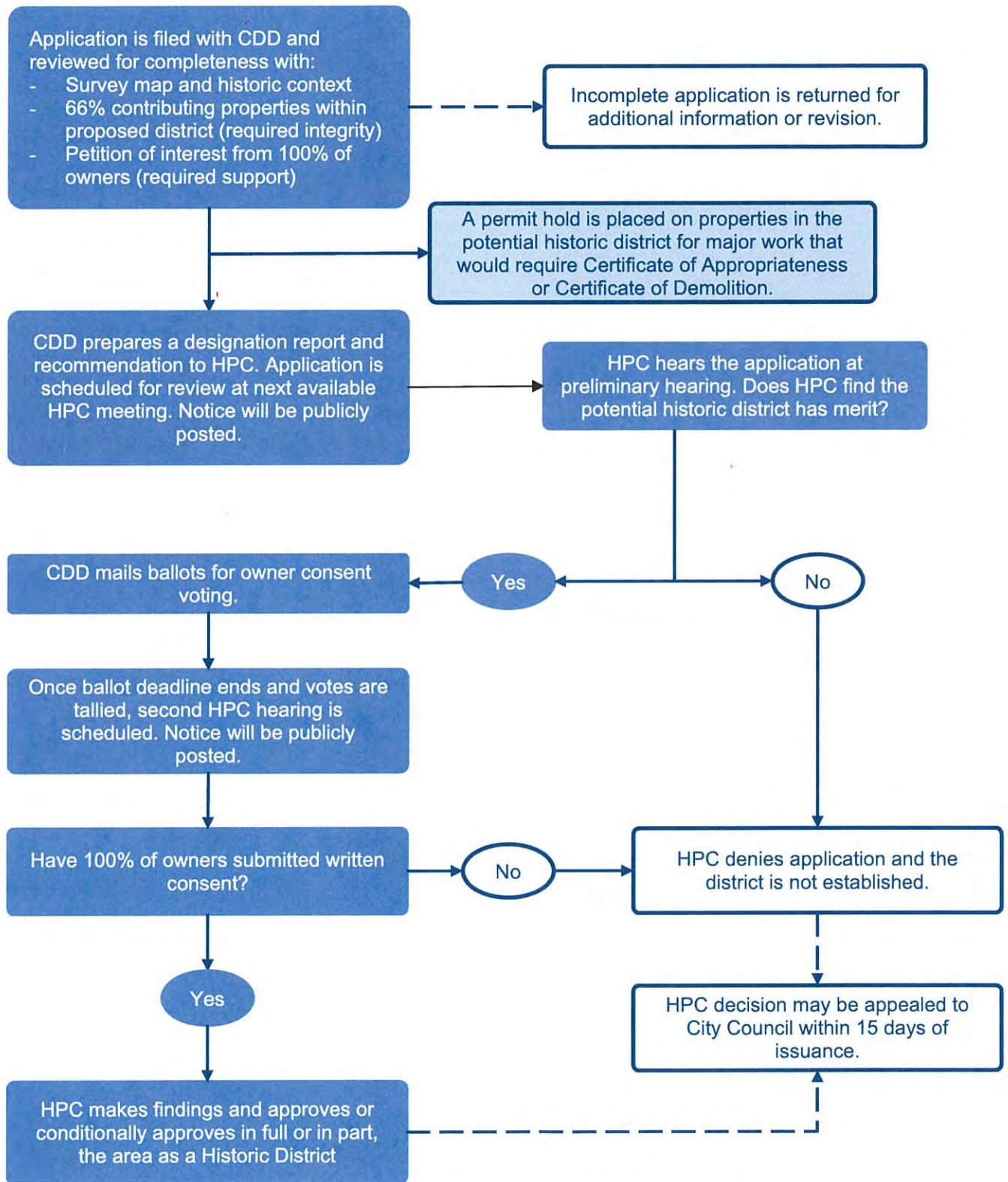
Attachments:

- 1. Landmark Designation Flowchart
- 2. Historic District Designation Flowchart

PROCESS FOR DESIGNATING A HISTORIC LANDMARK



PROCESS FOR DESIGNATING A HISTORIC DISTRICT



Agenda Item No. 9

To: Members of the Historic Preservation Commission
From: Community Development Department
Date: November 21, 2019
Subject: Historic Preservation Commissioner Terms of Service

At the last Historic Preservation Commission Meeting, staff was asked to confirm the Historic Preservation Commissioners Terms of Service expiration dates. The following expiration dates have been confirmed with the City Clerk's Office and can be viewed below.

<u>Office</u>	<u>Name</u>	<u>Term Begins</u>	<u>Term Expires</u>
Chair	Kurt Weideman	7-01-2019	6-30-2023
Vice Chair	Gene Higginbotham	9-10-2019	6-30-2022
Member	Andrew DeBlock	7-01-2019	6-30-2022
Member	Judith C. Gibson	7-01-2019	6-30-2023
Member	Maureen O'Donnell	9-10-2019	6-30-2021
Member	Ron Riggs	7-01-2019	6-30-2021
Member	Marifrances Trivelli	9-10-2019	6-30-2020

Prepared by,



Carolyn Chun
Senior Planning Associate

Respectfully submitted,



Gregg Lodan
Planning Manager