

In compliance with the Americans with Disabilities Act, if special assistance is needed to participate in this meeting, please contact the City Clerk's office at (310) 618-2780. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28CFR35.102-35.104 ADA Title II]

Direct questions or concerns to the Commission Liaison at (310) 618-5990, or individual department head prior to submission to the Commission. Parties will be notified if the complaint will be included on a subsequent agenda.

The Historic Preservation Commission is an advisory body to the City Council that meets on the third Thursday of each month at 6:30 p.m. All meetings are open to the public. Agendas, staff reports, and minutes are available for review on the City webpage at www.TorranceCA.gov/Historic-Preservation-Commission-Agendas-Minutes.

Members of the public may prepare written comments to the Commission. Comments may be submitted via email to HistoricPreservationCommission@TorranceCA.Gov and write "Public Comment" in the subject line. In the body of the email include the item number and/or title of the item. All comments submitted by 5:30 p.m. the day prior to the meeting will be included as a "Supplemental" and made available on the City webpage. Comments received after 5:30 p.m. will be made available the following day on the City webpage.

**TORRANCE HISTORIC PRESERVATION COMMISSION AGENDA
WEST ANNEX COMMISSION MEETING ROOM CITY HALL
3031 TORRANCE BOULEVARD
6:30 P.M. JANUARY 18, 2024
REGULAR MEETING**

**HISTORIC PRESERVATION COMMISSION MAY TAKE ACTION ON ANY ITEM
LISTED ON THE AGENDA**

1. CALL MEETING TO ORDER

ROLL CALL: Commission Members: M. Higginbotham, Kartsonis, O'Donnell, Schwartz, Trivelli, Weideman, and Chair G. Higginbotham

2. FLAG SALUTE

3. REPORT OF THE STAFF ON THE POSTING OF THE AGENDA

The agenda was posted on the Public Notice Board at 3031 Torrance Bl. and on the City's Website on Thursday, January 11, 2024.

4. ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

5. ORAL COMMUNICATIONS (Limited up to a 15-minute period)

*This portion of the meeting is reserved for comment on items on the Consent Calendar or not on the agenda. Under the Ralph M. Brown Act, the Commission cannot act on items raised during public comment, but may respond briefly to statements made or questions posed; request clarification; or refer the item to staff. **No longer than 1 minute per speaker.** If presenting handout material to Commission, please provide 10 copies to staff before speaking.*

6. CONSENT CALENDAR

Matters listed under the Consent Calendar are considered routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, that item will be removed by a Commissioner from the Consent Calendar and considered separately.

6A. Approve Commission Minutes: November 16, 2023.

7. ADMINISTRATIVE MATTERS

7A. Year End Summary of the Historic Preservation Commission for 2023.

7B. Introduction of the 2024 Agenda calendar for the Historic Preservation Commission.

7C. Overview of Historic Landmark and District designation processes.

8. PUBLIC HEARINGS

9. COMMISSION ORAL COMMUNICATIONS

10. ADJOURNMENT

10A. Adjournment of Historic Preservation Commission Meeting to Thursday, March 21, 2024, at 6:30 p.m. in the West Annex Commission Meeting Room.



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

1. CALL MEETING TO ORDER

The Torrance Historic Preservation Commission convened in a regular session at 6:30 p.m. on Thursday, November 16, 2023, in the West Annex Meeting Room.

ROLL CALL

Present: Commissioners M. Higginbotham, Kartsonis, O'Donnell, Schwartz, Trivelli, Weideman, and Chair G. Higginbotham.

Absent: None.

Also Present: Senior Planning Associate Carolyn Chun, Long Range Planning Manager Kevin Joe, and Community Development Assistant Riley Symons.

2. FLAG SALUTE

Commissioner M. Higginbotham led the Pledge of Allegiance.

3. REPORT OF THE STAFF ON THE POSTING OF THE AGENDA

Senior Planning Associate Chun reported that the agenda was posted on the Public Notice Board at 3031 Torrance Boulevard and on the City's Website on Thursday, November 9, 2023.

4. ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND / OR SUPPLEMENTAL ITEMS

None.

5. ORAL COMMUNICATIONS

None.

6. CONSENT CALENDAR

6A. APPROVAL OF MINUTES: SEPTEMBER 21, 2023

MOTION: Commissioner Weideman moved to approve the September 21, 2023, minutes. Commissioner O'Donnell seconded the motion; a roll call vote reflected unanimous approval.

7. ADMINISTRATIVE MATTERS

7A. PRESENTATION BY THE DAUGHTERS OF THE AMERICAN REVOLUTION

Ms. Patricia Mendez, Point Vicente Chapter Historic Preservation Committee Chair with the Daughters of the American Revolution (DAR), spoke.

- The DAR was founded in 1890 and headquartered in D.C., it is a non-profit, non-political, volunteer womens service organization dedicated to promoting patriotism and preserving American history.
- DAR members volunteer in local communities by supporting active-duty military personnel, assisting veteran patients, awarding scholarships and financial aid annually, and supporting underserved schools with annual donations.
- Any woman with lineal descent from a patriot of the American Revolution is eligible for membership.
- The DAR's Historic Preservation Committee participate in restoring and maintaining historical sites, locating / restoring / marking Revolutionary War patriot gravesites and headstones, organizing major restorations / commemorations / memorials, replacing monuments around the world to memorialize people and events in American history, and preserving records / artifacts / historical documents.
- Historic Preservation Grants, Historic Preservation Medals, Historic Preservation Recognition Awards, and Excellence in Historic Preservation Medals are awarded to deserving individuals annually.

Commissioner O'Donnell inquired if there was a DAR Chapter in Ireland. Ms. Mendez stated that she can research and provide information.

Members of the Commission spoke.

7B. HOUSING CORRIDOR OVERLAY INFORMATIONAL ITEM.

Long Range Planning Manager Joe presented Item 7B.

- To be compliant with the State Housing Element Law, the city must demonstrate that there are adequate number of sites to accommodate RHNA (Regional Housing Needs Allocation).
- The purpose of the Housing Corridor Study is to provide opportunities for the creation of housing to accommodate the city's RHNA numbers, grow economic development for areas experiencing stagnation, and promote the initiatives of the Downtown Revitalization Connectivity Plan.
- The Housing Corridor Overlay was established for (3) sub-areas and will allow for single-family, two-family, multi-family, senior housing, and mixed-use development with density ranges.
- The Housing Corridor Overlay accounts for (1,677) units of the (6,467) total units identified in the Housing Element Sites Inventory; the Housing Corridor Overlay is voluntary, owner initiated, and will not be subject to a discretionary review processes if standards are being satisfied.

- The Historic Resources Survey has identified (3) contributing structures within sub-area two; if the contributing structures are designated a Landmark or if a portion of the sub-area is designated as a Historic District, the Historic Preservation Commission would review alterations affecting the structures / properties.

Commissioner O'Donnell requested addresses and pictures of the (3) contributing structures. Long Range Planning Manager Joe acknowledged the request.

Commissioner M. Higginbotham requested that the (3) contributing properties be reached out to. Community Development Assistant Riley Symons stated that the properties have been reached out to regarding the developing Housing Corridor Overlay previously and a follow up flyer will be sent out.

Commissioner M. Higginbotham requested an education resource outreach for the (3) contributing properties. Community Development Assistant Symons stated that staff will coordinate with the Community Development Director to see if this can be done.

8. PUBLIC HEARINGS

None.

9. COMMISSION AND STAFF ORAL COMMUNICATIONS

Commissioner Schwartz requested concurrence on an agendaized discussion regarding the Commission's presence in Downtown Torrance events. All members of the Commission concurred.

Commissioner M. Higginbotham requested concurrence on researching various case studies and pictures to support individuals interested in designating their home as a Landmark or designating an area as a Historic District. All members of the Commission concurred.

Commissioner Weideman inquired if there was a Historic Preservation Commission Annual Report. Senior Planning Associate Chun stated that staff can investigate.

Commissioner Kartsonis inquired on status of mailers / postcards that could be sent to contributing homes in the Tract. Senior Planning Associate Chun stated that staff would have to research this request as this could be costly.

10. ADJOURNMENT

MOTION: At 7:41 p.m., Commissioner Weideman moved to adjourn the meeting to Thursday, January 18, 2024, at 6:30 p.m. in the West Annex Meeting Room. Commissioner O'Donnell seconded the motion; a roll call vote reflected unanimous approval.

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AGENDA ITEM NO. 7A

TO: Members of the Historic Preservation Commission

FROM: Planning Division

SUBJECT: Year End Summary of the Historic Preservation Commission for 2023

Staff has prepared a Year End Summary of the Historic Preservation Commission for 2023 (see below). In 2023, there were a total of 9 Historic Preservation Commission meetings, during which a total of 15 agenda items were reviewed. The Historic Preservation Commission and Staff have conducted outreach throughout the year including attending the City Yard Open House and Rock Around the Block, as well as social media outreach. During the year the Historic Preservation Commission heard presentations by Staff, other Commissions, and Historical advocacy groups. Commissioners and Staff will continue to work together to conduct outreach, discuss processes, refine procedures, and pave the way for future landmark applications. Staff is present to answer any questions the Commission may have.

Prepared by,


Riley Symons
Planning Assistant

Respectfully submitted,


Oscar Martinez
Planning Manager

Historic Preservation Commission Year in Review 2023

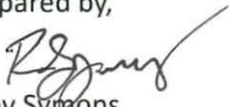
January 19	<ul style="list-style-type: none"> • Discussion regarding Landmark Plaque Design • Discussion regarding Naming Guidelines for Local Torrance Landmark Properties
February 16	<ul style="list-style-type: none"> • Continued Discussion of Landmark Plaque Design & Naming Guidelines • Discussion regarding Joint Meeting with City Council
March 16	<ul style="list-style-type: none"> • Presentation by Transit Department on the Los Angeles County Metropolitan Transportation Authority C-Line Extension • Discussion on Historic Preservation Month Proclamation
April 20	<ul style="list-style-type: none"> • Discussion of Social Media Outreach Campaign for Historic Preservation Month
May 18	<ul style="list-style-type: none"> • Discussion of the City Yard Open House, Historic Preservation Outreach
June 15	<ul style="list-style-type: none"> • Presentation - City of Torrance Emergency Operations Center Presentation by Eunique Day, Emergency Services Coordinator, Office of Emergency Services • Appoint Commission Chairperson and Vice Chairperson
July 20	<p>--- No Meeting Scheduled</p> <ul style="list-style-type: none"> • Commissioners and Staff attended the Rock Around the Block event in Downtown Torrance to conduct public outreach and spread awareness about the Historic Preservation Program.
August 17	<ul style="list-style-type: none"> • Outreach efforts/City Yard Open House/Rock around the Block debrief
September 21	<ul style="list-style-type: none"> • Presentation on the Climate Smart Awards Program by the Environmental Quality and Energy Conservation Commission • Old Torrance Informational item
October 19	<p>--- No Meeting Scheduled</p>
November 16	<ul style="list-style-type: none"> • Presentation by the Daughters of the American Revolution • Housing Corridor Overlay Informational Item
December 21	<p>--- No Meeting Scheduled</p>

AGENDA ITEM NO. 7B

TO: Members of the Historic Preservation Commission
FROM: Planning Division
SUBJECT: Introduction of the 2024 Agenda calendar for the Historic Preservation Commission

Staff has prepared a Historic Preservation Commission Agenda calendar for 2024 (see below). After the January 18, 2024 meeting, the Historic Preservation Commission will meet every other month unless urgent matters or applications requiring Commission review are received. The calendar contains anticipated subject matter and is subject to change. Staff may update the calendar throughout the year as necessary. Staff are here to answer any questions the Commission may have.

January 18 <ul style="list-style-type: none">• Year End Summary of the Historic Preservation Commission for 2023• Introduction of the 2024 Agenda calendar for the Historic Preservation Commission• Overview of Historic Landmark and District designation processes
February 15 --- No Meeting Scheduled
March 21 <ul style="list-style-type: none">• Discussion on Public outreach• Overview of the Mills Act• Discussion on Historic Preservation Month
April 18 --- No Meeting Scheduled
May 16 <ul style="list-style-type: none">• Case Study: additions to Historic structures• Cont. Discussion on Historic Preservation Month
June 20 --- No Meeting Scheduled
July 18 <ul style="list-style-type: none">• Election of Historic Preservation Commission Chair
August 15 --- No Meeting Scheduled
September 19 <ul style="list-style-type: none">• TBD
October 17 --- No Meeting Scheduled
November 21 <ul style="list-style-type: none">• TBD
December 19 --- No Meeting Scheduled

Prepared by,

Riley Symons
Planning Assistant

Respectfully submitted,

Oscar Martinez
Planning Manager

AGENDA ITEM NO. 7C

TO: Members of the Historic Preservation Commission

FROM: Planning Division

SUBJECT: Overview Historic Landmark and Designation Processes

One of the responsibilities of the Historic Preservation 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 is 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.

In order to initiate the Landmark or District designation process, the homeowner will complete and submit a Development Application, Designation Supplemental Application,

application fee, and any documentation supporting the aforementioned significance criteria. In July 2023, the application fees for Landmark Designation and District Designation were reduced from \$1,424 to \$928 and from \$1,595 to \$981, respectively, to encourage homeowners to apply. 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 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.

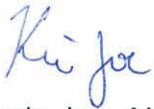
If at the preliminary hearing the Commission determines that the request has merit (findings that all applicable requirements for designation are met), the Community Development Department will mail ballots for owner consent voting. If 100% of the owner's written consent is received, a designation hearing 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, AICP
Planning Associate

Respectfully submitted,



Oscar Martinez
Planning Manager

Attachments:

1. Landmark Designation Process
2. Historic District Designation Process



City of Torrance, Community Development Department Michelle G. Ramirez, Director
3031 Torrance Blvd., Torrance, CA 90503, Phone (310) 618-5990 Fax (310) 618-5829

Historic Preservation Landmark Process Overview

The following steps will guide you through the Historic Preservation Landmark process. For more details, please refer to Article 21, Chapter 3, Division 1 of the T.M.C.

Historic Preservation Landmark Designation

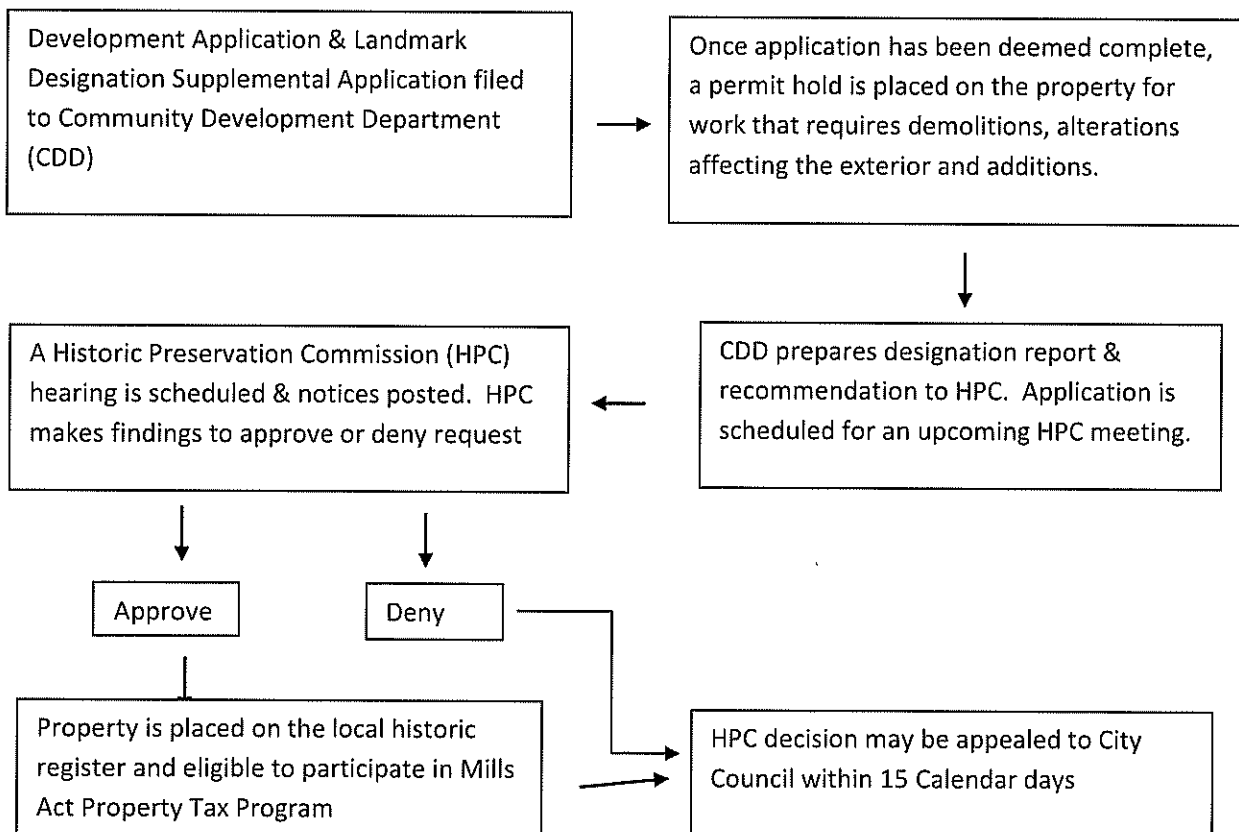
Any person or group, including the City, may initiate the designation of an individual property, building or structure as a Historic Landmark, by submitting a **Development Application** and a **Landmark Designation Supplemental Application**. The application must have the property owner's written consent. All applications must be filed with the Community Development Department for review by the Historic Preservation Commission (HPC).

To be designated a Historic Landmark, a property must have both historic significance and historic integrity.

- Significance can be in association with a significant historic event(s) or an important person who made a significant contribution to the history, development or culture or it can display the distinctive characteristics of a type, period, style or method of construction. It can also be representative of the work of a master or possess high aesthetic values. It can be among the last, best remaining examples of an architectural or historical type or specimen.
- Historic integrity can be shown through location, design, materials, workmanship, feeling and association of a property or area during a certain time period.

To see how you can create a Historic Landmark, please review the "Historic Landmark Designation Process Flow Chart" below.

Landmark Designation Process Flowchart





City of Torrance, Community Development Department Michelle G. Ramirez, Director
3031 Torrance Blvd., Torrance, CA 90503, Phone (310) 618-5990 Fax (310) 618-5829

Historic Preservation District Process Overview

The following steps will guide you through the Historic Preservation District process. For more details, please refer to Article 21, Chapter 3, Division 1 of the T.M.C.

HISTORIC PRESERVATION DISTRICT PROCESS

Any person or group, including the City, may initiate the designation of a geographic area or grouping of resources as a Historic District by submitting a Development Application and Historic District Designation Supplemental Application to the Community Development Department for review by the Historic Preservation Commission (HPC). The application must include 100% of the property owner's written consent within the proposed Historic District. The goal of a Historic District Designation is to manage change and maintain the character within the district by reviewing projects which impact the exterior of the buildings.

In order to be designated a historic district, a group of residents must come to together to show that their buildings have both historic significance and historic integrity.

- Significance can be in association with a significant historic event(s) or an important person who made a significant contribution to the history, development or culture or it can display the distinctive characteristics of a type, period, style or method of construction. It can also be representative of the work of a master or possess high aesthetic values. It can be among the last, best remaining examples of an architectural or historical type or specimen.
- Historic integrity can be shown through location, design, materials or workmanship of a property or area during a certain time period. A district can convey a sense of architectural cohesiveness through design, setting, materials and workmanship or be related thematically as a grouping tied together aesthetically or historically.

There are two kinds of Historic Districts: Geographic or Thematic

- A **Geographic District** must have sufficient historic integrity and at least 66% of the properties in the proposed designated district must be a contributing resources, as defined in an approved survey.
- A **Thematic District** is a group of properties that can be spread throughout an area, but must share a common attribute and must all be contributors. It can be a compilation of sites, buildings, structures, or objects associated with a historic person or event, similar architectural building style or designed by the same architect.

No Building Permits Issued Pending Hearing:

No building permits (except those needed for safety) are allowed to be issued within a proposed historic district between the time that an application has been submitted and the time that a final decision is made. This regulation is intended to assure that, if a designation is made, new construction in the district will conform to the special regulations set out for it.

Demolition, Alterations and New Construction:

After a district has been designated, any new buildings or exterior alterations (except minor alteration, ordinary maintenance or repairs and those not considered to be visible from the public right-of-way) are required to be approved by the Historic Preservation Commission. The Commission reviews the project to determine that it is in keeping with the architectural style and character of the existing building and the historical character of the district.

To see how you can create a Historic District, please review the "Historic District Designation Process Flow Chart".



Historic Preservation District Process Overview

Historic District Designation Process Flow Chart

