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Direct questions or concerns to the Commission Liaison Oscar Martinez at (310) 618-5990, or individual department head prior to submission to the Commission.

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 10:00 a.m. on the date of the meeting will be included as a "Supplemental" and made available on the City webpage. Comments received after 10:00 a.m. will be filed with the public record.

**TORRANCE HISTORIC PRESERVATION COMMISSION AGENDA
WEST ANNEX COMMISSION MEETING ROOM CITY HALL
3031 TORRANCE BOULEVARD
TORRANCE CA 90503
THURSDAY, AUGUST 15, 2024
REGULAR MEETING
6:30 PM**

**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, Schwartz, Trivelli, Weideman, and Chairman 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, August 8, 2024.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

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

This portion of the meeting is reserved for comment on items not on the agenda or on topics of interest to the general public. Under the Ralph M. Brown Act, Commissioners 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. Speakers under this Public Comment period will have no longer than 1 minute per speaker.

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. Approval of Minutes: June 20, 2024

7. ADMINISTRATIVE MATTERS

7A. Appoint Commission Chairperson and Vice Chairperson

8. HEARINGS - NONE

9. COMMISSION ORAL COMMUNICATION

10. ADJOURNMENT

- 10A.** Adjournment of Historic Preservation Commission Meeting to Thursday, September 19, 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, June 20, 2024, in the West Annex Meeting Room.

ROLL CALL

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

Absent: None.

Also Present: Senior Planning Associate Carolyn Chun, Planning Associate Kevin Joe, and Planning Manager Oscar Martinez.

2. FLAG SALUTE

Commissioner M. Higginbotham led the Pledge of Allegiance.

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

Planning Associate Joe reported that the agenda was posted on the Public Notice Board at 3031 Torrance Boulevard and on the City's Website on Thursday, June 13, 2024.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND / OR SUPPLEMENTAL ITEMS

None.

5. ORAL COMMUNICATIONS

None.

6. CONSENT CALENDAR

6A. APPROVAL OF MINUTES: MAY 16, 2024

MOTION: Commissioner Weideman moved to approve the May 16, 2024, minutes. Commissioner Schwartz seconded the motion; a roll call vote reflected 6-0 approval.

7. ADMINISTRATIVE MATTERS

7A. COMMUNITY DEVELOPMENT – SUMMARY OF OUTREACH EFFORTS

Recommendation of the Community Development Director that Historic Preservation Commission receive and file a report of the City's outreach efforts and discuss a potential event with the Torrance Historical Society.

Senior Planning Associate Carolyn Chun presented Item 7A:

- The Commission and staff explored ways of outreach regarding the Historic Preservation Program. During the month of May [Historic Preservation Month] several Commissioners put together a list of historic properties and facts to be featured on the City's social media platforms and website, resulting in a 300% increase in page views.
- Staff sent out (760) Historic Preservation Program mailers to all contributing and altered-contributing properties, resulting in (20) property owners reaching out to staff inquiring about the program and the Landmark Designation process.
- Due to Rock Around the Block event being cancelled, Commissioner Trivelli was approached by the Vice President of the Torrance Historical Society, Ms. Janet Payne, to discuss a potential community event.

Ms. Janet Payne, Vice President of the Torrance Historical Society spoke on her idea of working with the City on a free community event that assists community members on historical research. Ms. Payne noted that the Torrance Historical Society has all original documentation on the historic resources survey. Ms. Payne requested that the free community event take place on a weekend in the afternoon before the end of summer 2024.

Senior Planning Associate Chun requested clarification from Ms. Payne on what the focus of the event would be. Ms. Payne replied that the focus would be on the Historic Preservation Project and getting historical information on one's home.

Commissioners spoke.

Commissioner Kartsonis stated that she would like to learn how to research, expressing interest in extending research knowledge to the Commission to potentially teach the community how to research.

Planning Manager Martinez stated that Commissioners are welcome to learn how to research but cautioned against assisting future applicants with research processes to avoid conflicts of interest.

Senior Planning Associate Chun provided the Proclamation to the Commission.

Chair G. Higginbotham provided the original Proclamation to the Torrance Historical Society, asking Ms. Payne to accept the Proclamation on the Torrance Historical Society's behalf. Ms. Payne agreed, accepting the Proclamation.

No members of the public spoke.

MOTION: Commissioner Weideman moved to receive Item 7A. Commissioner M. Higginbotham seconded the motion; a roll call vote reflected 6-0 approval.

8. **PUBLIC HEARINGS**

8A. **COMMUNITY DEVELOPMENT – CONDUCT A PUBLIC HEARING TO CONSIDER APPROVAL OF HPC24- 00002: RANDALL S. KLINENBERG**

Recommendation of the Community Development Director that Historic Preservation Commission conduct a public hearing to consider approval of a Historic Landmark Designation for an existing single-family residence on property located in the R-2 Zone, Torrance Tract Overlay at 2268 Sonoma Street. This project is Categorically Exempt from CEQA per Guidelines Sections 15308 – Actions by Regulatory Agencies for Protection of the Environment and 15331 – Historical Resource Restoration / Rehabilitation. (Res. No. 24-001)

Mr. Randall Klinenberg provided documents to the Commission and spoke about his home. He stated that he intends to keep the integrity of the home and has no desire to make changes.

Commissioner Trivelli inquired if any work was performed on the home at the time of Mr. Klinenberg's purchase. Mr. Klinenberg stated that the heating, refrigerator and stove were replaced, and repair of doors and windows were performed.

Commissioner Schwartz referenced the application and inquired on the box checked regarding the property being associated with historic events. Mr. Klinenberg stated that the home was part of a tour and that a sign is still present in the back room of the property.

Commissioner Weideman stated that the home is qualified for Landmark Designation.

Chair G. Higginbotham inquired if Mr. Klinenberg understood the requirements of being designated a Landmark home. Mr. Klinenberg replied that he understood that no changes were to be made to the exterior of the home which he agrees with. Chair G. Higginbotham clarified that the inside of the home can be modified.

All Commissioners disclosed that they either walked by the home or searched the home via Google Maps and that all decisions will be based on evidence provided.

Lauren Koch voiced support of the project.

MOTION: Commissioner Weideman moved to close public hearing. Commissioner M. Higginbotham seconded the motion; a roll call vote reflected 6-0 approval.

RESOLUTION: Planning Associate Joe read the title of Resolution Number 24-001, a Resolution of the Historic Preservation Commission of the City of Torrance, California, approving a Historic Landmark Designation request as provided for in Division 9, Chapter 1, Article 50 of the Torrance Municipal Code for property located in the R-2 Zone, Torrance Tract Overlay at 2268 Sonoma Street.

MOTION: Commissioner Weideman moved to adopt Resolution Number 24-001. Commissioner Schwartz seconded the motion; a roll call vote reflected 6-0 approval.

Senior Planning Associate Chun stated that a certificate will be prepared for Mr. Klinenberg and a plaque will be discussed.

9. **COMMISSION AND STAFF ORAL COMMUNICATIONS**

A member of the commission spoke.

Members of the Commission reflected on the life of Commissioner O'Donnell.

Planning Manager Martinez stated that Commission elections will be held during the August 15, 2024, meeting.

10. **ADJOURNMENT**

MOTION: At 7:56 p.m., Commissioner G. Higginbotham moved to adjourn the meeting to Thursday, August 15, 2024, at 6:30 p.m. in the West Annex Meeting Room in honor of Commissioner O'Donnell. Commissioner Weideman seconded the motion; a roll call vote reflected 6-0 approval.

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Subject to Approval

AGENDA ITEM NO. 7A

TO: Members of the Historic Preservation Commission

FROM: Community Development Department

DATE: August 15, 2024

SUBJECT: Appoint Commission Chairperson and Vice Chairperson

Section 13.21.060 of the Torrance Municipal Code provides that, "At the first meeting of the Commission and at the first meeting of the Commission in every fiscal year thereafter, the members shall appoint one (1) of their number as Chairperson who shall hold office for one (1) year and until the successor is appointed."

Additionally, the Historic Preservation Commission Rules of Order was adopted on October 17, 2019. Article 10, Section 10.1 of the Rules of Order provides that, "The Chairperson and Vice Chairperson shall be selected by a majority vote." Section 10.2 provides that, "At the first meeting of the Commission and at the first meeting of the Commission in every fiscal year, thereafter, the members shall select a Chairperson and Vice Chairperson who shall hold office for one year until a successor is selected."

It is the practice of several other City Commissions that the Vice Chairperson of the previous term is selected to be the Chairperson for the subsequent term; however, there are no rules that require this practice.

The Commission meeting of July 18, 2024 was cancelled and would have been the first meeting of the 2023 - 2024 Fiscal Year. As such, staff has placed an item in this agenda for selection of a Chairperson and Vice Chairperson. The electees appointments will take effect at the following meeting, August 15th, as it will be the first meeting of the fiscal year.

On June 15, 2023, the Historic Preservation Commission appointed Gene Higginbotham as Chairperson and Marifrances Trivelli as Vice Chairperson. Staff respectfully recommends that a Chairperson and Vice Chairperson are appointed at this time.

STAFF CONTACT

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