

In compliance with the Americans with Disabilities Act, if you need special assistance 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, Planning Manager Gregg Lodan 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. Agendas and Minutes are posted on the City of Torrance Home Page [www.TorranceCA.Gov](http://www.TorranceCA.Gov).

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. No new items will be discussed after 11:00 p.m. If there are items remaining, they will be heard at the next regular meeting.

Security procedures: Members of the public will be directed to enter City Hall on the East side of the building through the sliding door. All other entrances will remain locked for entry. Oversized bags or backpacks will not be allowed in the Council Chamber or Commission meeting room. All bags are subject to search.

Any correspondence received after 2:00 p.m. on Thursday on any item on the agenda will be provided to the Commission electronically and available for public inspection in the City Clerk's Office. A copy of the correspondence will be available for public inspection at the meeting.

**TORRANCE HISTORIC PRESERVATION COMMISSION AGENDA  
NOVEMBER 18, 2021  
ADJOURNED / REGULAR MEETING  
7:00 P.M. IN WEST ANNEX COMMISSION MEETING ROOM  
AT 3031 TORRANCE BOULEVARD**

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

**1. CALL MEETING TO ORDER**

**ROLL CALL:** Commission members: DeBlock, G. Higginbotham, M. Higginbotham, O'Donnell, Riggs, Trivelli, and Chairman Weideman

**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 Wednesday, November 10, 2021

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**

**5. ORAL COMMUNICATIONS #1 (Limited to a 30 minute period)**

*This portion of the meeting is reserved for comment on items not on the agenda. Under the Ralph M. Brown Act, City Council 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 Orals are limited to either Oral Communications #1 or Oral Communication #2 and no longer than 3 minutes per speaker.** Speakers please turn off or leave your cellular phone when you come to the podium to speak. If presenting handout material to Council, please provide 10 copies to the City Clerk 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 Councilmember from the Consent Calendar and considered separately.*

**6A. Approve Commission Minutes: October 21, 2021**

**7. ADMINISTRATIVE MATTERS**

**7A. Discussion of Excused Absences**

**7B. Discussion of Change of Start Time for the Historic Preservation Commission Meetings.**

**7C. Review of Secretary of Interior Standards**

**7D. Discussion of Preservation Incentives and Recognition Programs**

**8. PUBLIC HEARINGS - NONE**

**9. COMMISSION ORAL COMMUNICATIONS**

**10. ADJOURNMENT**

**10A.** Adjournment of Historic Preservation Commission Meeting to Thursday, December 15, 2021, at 7:00 p.m. in the West Annex Commission Meeting Room.

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

**1. CALL TO ORDER**

The Torrance Historic Preservation Commission convened in a regular session at 7:07 p.m. on Thursday, October 21, 2021, in the West Annex Commission meeting room at Torrance City Hall.

**ROLL CALL**

Present: Commissioners M. Higginbotham, O'Donnell, Riggs, and Trivelli.

Absent: Commissioners DeBlock, G. Higginbotham, and Chairperson Weideman.

Also Present: Planning Manager Lodan, Senior Planning Associate Chun, Planning Associate Joe, and Community Development Director Ramirez.

**MOTION:** Commissioner O'Donnell moved to grant Commissioners DeBlock, G. Higginbotham, and Chairperson Weideman an excused absence for this meeting. The motion was seconded by Commissioner M. Higginbotham and passed by a 4-0 roll call vote, with Commissioners DeBlock, G. Higginbotham and Chairperson Weideman absent.

**2. SALUTE TO THE FLAG**

The Pledge of Allegiance was led by Commissioner O'Donnell.

**3. POSTING OF THE AGENDA**

Planning Manager Lodan reported that the agenda was posted on the Public Notice Board at 3031 Torrance Boulevard and on the City's website on October 12, 2021.

**4. WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS – None.**

**5. ORAL COMMUNICATIONS – None.**

**6. CONSENT CALENDAR**

**6A. APPROVAL OF MINUTES – February 20, 2020, and September 16, 2021.**

**MOTION:** Commissioner O'Donnell moved to approve the Historic Preservation Commission meeting minutes as amended. Commissioner M. Higginbotham seconded the motion; a roll call vote reflected 4-0 approval.

**7. ADMINISTRATIVE MATTERS**

**7A. REVIEW OF ARCHITECTURAL DESIGN GUIDELINES**

Senior Planning Associate Chun introduced the reminder presentation from January 16, 2020, to refresh the Commission of the predominant architectural styles found in Torrance. The styles included Colonial Revival, Craftsman/Bungalow, French Eclectic, Monterey, Prairie, Ranch, Spanish Colonial/Mission Revival, Tudor Revival/English Cottage, and Victorian.

Craftsman/Bungalow and Spanish Colonial/Mission Revival were identified as the most common styles in the original Torrance Tract. She reviewed the guidelines, which would help with planning and construction for homeowners, architects, and designers. Copies of the presentation were distributed.

Commissioner Trivelli appreciated the staff's effort to refresh the Commission of the presentation.

**7B. REVIEW OF HISTORIC LANDMARK/DISTRICT DESIGNATION PROCESS**

Planning Associate Joe introduced the reminder presentation from November 21, 2019, to refresh the Commission of the Historic Landmark and Historic District designation process. Two flowchart attachments of the process for designating a historic landmark as well as the process for designating a historic district were provided as attachments in the Staff Report. Copies of the presentation, which included the flowcharts, were also distributed.

Commissioners M. Higginbotham and O'Donnell commended the staff for their hard work and diligence. Commissioner Riggs thanked staff for educating the Commission about such processes.

**8. HEARINGS** – None.

**9. COMMISSION ORAL COMMUNICATIONS**

Commissioner O'Donnell felt that landscaping is an important factor that would increase the value of the City. Planning Manager Lodan believed the Commission would be content after disclosing that the City Manager held similar beliefs and is working with the City Street Scape team to feasibly improve and beautify Torrance.

Commissioner Riggs apologized for being absent at the last meeting. He requested an excused absence for the last meeting.

Planning Manager Lodan explained that staff could create an item to address making motions from the last meeting valid.

**10. ADJOURNMENT**

**MOTION:** At 8:10 p.m., Commissioner O'Donnell moved to adjourn this meeting to November 18, 2021, at 7:00 p.m. The motion was seconded by Commissioner M. Higginbotham with a unanimous roll call vote, with Commissioners DeBlock, G. Higginbotham and Chairperson Weideman absent.

**Agenda Item No. 7A**

**To:** Members of the Historic Preservation Commission  
**From:** Community Development Department  
**Date:** November 18, 2021  
**Subject:** Discussion of Excused Absences

At the October 21, 2021 Historic Preservation Commission meeting, the Commission requested that an item be agenzized to discuss Commissioner absences.

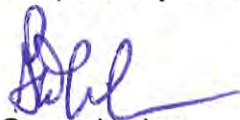
This discussion is coming forward as on September 16, 2021, the Historic Preservation Commission began meeting for the first time as a group since the placement of restrictions on gatherings went into effect due to the Covid-19 Pandemic. A message from a commissioner requesting an absence came to the attention of staff prior to the meeting. A second commissioner reported leaving a message for staff, however due to technical or other issues, staff did not receive the message.

In the past, staff had understood the practice for excused absences was to recommend for an excused absence when a commissioner requested one due to illness, or other conflict. In discussions with the liaison to other Commissions and with the City Clerk it has come to staff's attention that an excused absence can be granted without contact from an absent commissioner.

Therefore it would be within the discretion of the Historic Preservation Commission to grant all commissioners absent from the Sept. 16 meeting an excused absence and staff can update the attendance record to reflect this.

Staff recommends the Historic Preservation Commission provide direction on excused absences for the September 16 meeting.

Respectfully submitted,



Gregg Lodan  
Planning Manager

**Agenda Item No. 7B**

**To:** Members of the Historic Preservation Commission  
**From:** Community Development Department  
**Date:** November 18, 2021  
**Subject:** Discussion of Change of Start Time for the Historic Preservation Commission Meetings

Earlier in the year, City Council provided the opportunity for Commissions to start at an earlier start time. Several Commission have taken advantage of this option. This change would need to reflect a time that is convenient for Commissioners and the public and would be consistent with the recent change in the City Council meeting start time of 6:30 p.m..

The change of start time has occurred in other Commissions, such as the:

- Civil Service Commission (start time of 6:00 p.m.)
- Library Commission (start time of 6:00 p.m.)
- Social Services Commission (start time of 6:00 p.m.)
- Water Commission (start time of 6:30 p.m.)

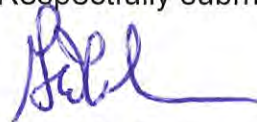
Staff recommends the Historic Preservation Commission discuss the possibility of changing the Historic Preservation Commission meeting start time and provide direction to staff. If an earlier meeting start time is recommended, staff will prepare an administrative matters item to request permission from City Council.

Prepared by,



Carolyn Chun  
Senior Planning Associate

Respectfully submitted,



Gregg Lodan  
Planning Manager

## Agenda Item No. 7C

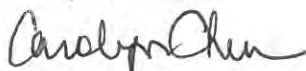
**To:** Members of the Historic Preservation Commission  
**From:** Community Development Department  
**Date:** November 18, 2021  
**Subject:** Discussion of the Secretary of Interior's Standards for Rehabilitation of Historic Buildings

The Secretary of Interior's Standards for Rehabilitation of Historic Buildings can be used in conjunction with the Architectural Design Guidelines booklet that provides techniques and a list of resources to assist homeowners, architects and designers in planning alterations, additions, remodeling, rehabilitation and new construction. The Secretary of the Interior is responsible for establishing standards for all programs under Departmental authority and for advising Federal agencies on the preservation of historic properties listed in or eligible for listing in the National Register of Historic Places.

The Standards defines Rehabilitation as "the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values". The Standards for Rehabilitation have been widely used over the years. In addition, these Standards guide Federal agencies in carrying out their historic preservation responsibilities for properties in Federal ownership or control; and State and local officials in reviewing both Federal and nonfederal rehabilitation proposals. They have also been adopted by historic district and planning commissions across the country. The City of Torrance has included a list of the guidelines in the City's Architectural Design guidelines and a copy of the Standards are attached.

The intent of the Standards is to assist the long-term preservation of a property's significance through the preservation of historic materials and features. The Standards pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards are applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility. The City's Historic Preservation program mainly pertain to the exterior of a residential structure. The standards also encompass related landscape features and the building's site and environment, as well as attached, adjacent, or related new construction.

Prepared by,



Carolyn Chun  
Senior Planning Associate

Respectfully submitted,



Gregg Lodan  
Planning Manager

Attachment:

A. Secretary of interior's standards for Rehabilitation of Historic Buildings.

## SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION OF HISTORIC BUILDINGS

1. A property shall be used for its historic purposes or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of the property shall be retained and preserved. The removal of distinctive materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, shall not be undertaken.
4. Most properties change over times; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterized a property shall be preserved.
6. Deteriorated historic feature shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing feature shall be substantiated by documentary, physical evidence, pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

## **Agenda Item No. 7D**

**To:** Members of the Historic Preservation Commission  
**From:** Community Development Department  
**Date:** November 18, 2021  
**Subject:** Discussion of Preservation Incentives and Recognition Programs

On February 20, 2020, staff reviewed the preservation incentive and recognition programs. Due to the Covid-19 Pandemic, the Historic Preservation Commission meetings were suspended until recently. The following information is a refresher on the incentive and recognition programs.

Establishing an incentive program and a recognition program can further encourage and enhance preservation efforts. Incentives can be financial, such as Federal income tax credit or reduced property tax rate, or regulatory relief from adopted construction standards.

### **Incentive Programs**

Under State and Federal laws, in order to participate in an incentive program or benefit from preservation regulations, the property must be listed on a Local, State or National historic register. For the Local (City of Torrance) register, the property would need to be designated a Historic Landmark and/or be a contributing structure in a Historic District.

The California Historical Building Code (CHBC) is one of the tools that allows the restoration, rehabilitation and repair of historic structures in a manner that is economical and preserves its integrity (the character defining features which give its significance). Restoration projects would not be feasible and cost prohibited under the more rigid building code. For example, if a homeowner wanted to repair a window in their historic residence, the current building code would require the window to be replaced with one that complies with energy efficiency, light, ventilation and emergency egress standards. The CHBC provides alternative regulations that would maintain the architectural integrity by allowing the original window to be preserved or restored.

The Mills Act Tax Abatement program provides a homeowner to enter into a contract with the City to provide property tax relief in exchange for the continued preservation of a historic property. A homeowner can realize a significant property tax reduction, the savings varies depending on how recently the property was purchased and improved. Due to the programs complexity and contract components, staff will be bringing forward a separate informational item on the Mills Act at an upcoming Commission meeting.

Under the Federal Historic Preservation Tax Incentive program, 20% tax credit is available for the rehabilitation of historic, income-producing buildings (commercial buildings or rental housing). Eligible properties must be certified historic structures by the National Park Service in order to participate. This program is administered by the State Historic Preservation Office and the National Park Service and provides a 20% tax credit for qualifying hard (capital expenses) and soft (design fees) rehabilitation costs.

A Preservation, Conservation or Facade Easement is a voluntary legal agreement (deed restriction) that permanently protects a historic structure. The easement places restrictions on development and changes that can be made to the property, the easement transfers the restrictions to a preservation organization and in return the property owner may be eligible for tax benefits. Eligible properties must be listed on the National Register of Historic Places or located in a registered historic district and certified by the National Park Service as contributing to the historical significance of the district. This program would not require City action or involvement once the historic district is established.

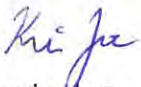
### **Recognition Programs**

Historic Landmarks and Historic Districts are often identified with a plaque or special signage. Specially designed plaques or signs can provide distinction from other properties or areas of the City. In 2005, the City Council approved the design and installation of Old Torrance Founded 1912 signs around the perimeter of the Torrance Tract as a way to recognize the original boundaries of the City when it was founded. Examples of identification plaques and signage from other communities have been included in Attachment 1. The City is currently performing a study to create a distinct branding scheme for the City. The branding study will include a comprehensive sign program that addresses the design of entry monument signs, street identification signs, and directional/wayfinding signs. With the Commission's direction, staff can explore the cost, feasibility and present options for a plaque and sign program for your consideration at a future meeting.

The Commission could establish a program that annually awards certificates to property owners who have rehabilitated and restored their properties similar to the Environmental Quality and Energy Conservation Commission beautification awards. Properties recognized under this program do not necessarily have to be designated a Landmark or be located within a Historic District, but have demonstrated that the owner has rehabilitated or restored their property in a manner that preserves the integrity and heritage of the community. Nominations for preservation award could come from staff or members of the Commission and the certificate can be presented to the property owner at a Commission meeting. Certificates can be awarded in different categories (residential, commercial, rehabilitation/restoration, remodel/additions).

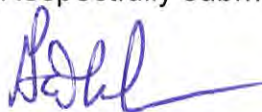
In addition, the City's historic landmarks and districts and past and present preservation award recipients will be recognized on the City's historic preservation website.

Prepared by,



Kevin Joe  
Planning Associate

Respectfully submitted,



Gregg Lodan  
Planning Manager

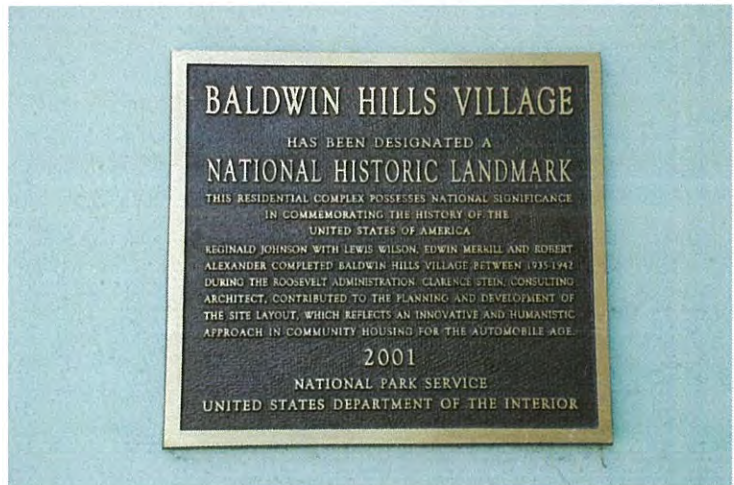
Attachment:

1. Plaque & Signage Examples

## Attachment 1 Plaque and Signage Examples



Old Torrance Founded 1912 street sign



National Historic Landmark Plaque



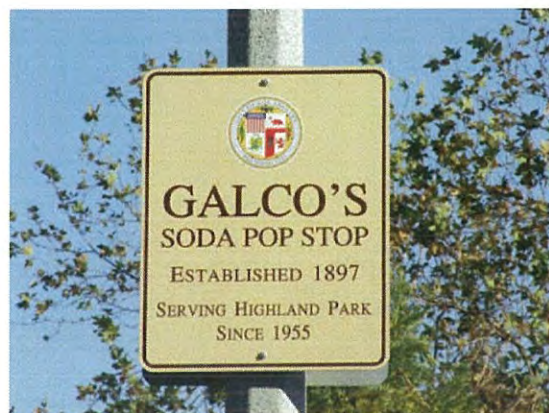
California Historic Landmark monument sign



California Historic Landmark street sign



Whittier Historic Landmark sign



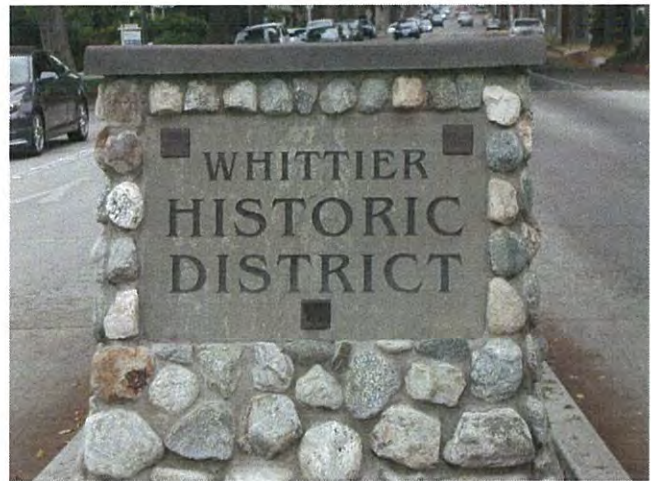
City of Los Angeles recognition sign



Long Beach California Heights Historic District (L) & Carroll Park Historic District (R) street signs



Mississippi street sign blade attachment



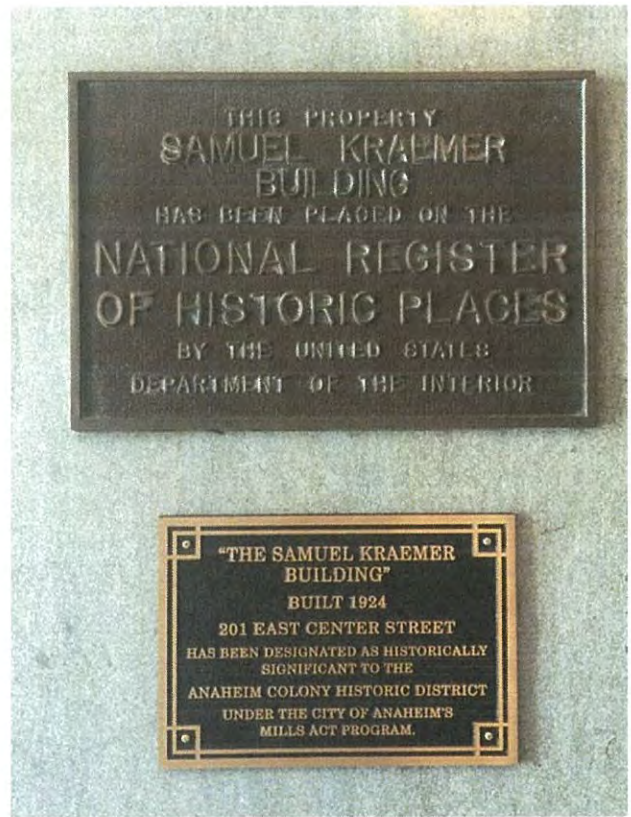
Whittier Historic District monument sign



Pasadena Bungalow Heaven Landmark District street sign



Anaheim Colony District monument sign (L)



National Register of Historic Places plaque (top) and Anaheim Colony Historic District/Mills Act Program plaque (bottom) (R)