

In compliance with the Americans with Disabilities Act, if special assistance is needed to participate in the 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 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](http://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](mailto: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, JANUARY 16, 2025  
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: G. Higginbotham, M. Higginbotham, Kartsonis, Schwartz, Weideman, and Chair Trivelli

**2. FLAG SALUTE:** Commissioner M. Higginbotham

**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 9, 2025.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**

**5. ORAL COMMUNICATIONS #1 (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: November 21, 2024**

**7. ADMINISTRATIVE MATTERS**

**7A. Community Development – Review Draft of the Historic Preservation Commission 2024 Annual Report for Accept and File**

Recommendation of the Community Development Director that the Historic Preservation Commission:

1. Review and finalize the draft of the 2024 Historic Preservation Commission Annual Report; and
2. Accept and file the 2024 Historic Preservation Commission Annual Report and forward to City Council for accept and file.

**8. HEARINGS - NONE**

**9. COMMISSION ORAL COMMUNICATIONS**

**10. ADJOURNMENT**

- 10A.** Adjournment of Historic Preservation Commission Meeting to Thursday, March 20, 2025, at 6:30 p.m. in the West Annex Commission Meeting Room City Hall.



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

**1. CALL MEETING TO ORDER**

The Torrance Historic Preservation Commission convened in a regular meeting at 6:31 p.m. on Thursday, November 21, 2024, in the West Annex Commission Meeting Room.

**ROLL CALL**

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

Absent: Chair Trivelli.

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

**MOTION:** Commissioner Weideman moved to excuse the absence of Chair Trivelli. Commissioner Kartsonis seconded the motion; a roll call vote reflected 5-0 approval (Chair Trivelli absent).

**2. FLAG SALUTE**

Commissioner G. Higginbotham led the Pledge of Allegiance.

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

Planning Manager Martinez reported that the agenda was posted on the Public Notice Board at 3031 Torrance Boulevard and on the City's Website on Thursday, November 14, 2024.

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

None.

**5. ORAL COMMUNICATIONS**

None.

**6. CONSENT CALENDAR**

**6A. APPROVAL OF MINUTES: SEPTEMBER 19, 2024**

**MOTION:** Commissioner Weideman moved to approve the September 19, 2024, minutes. Commissioner Schwartz seconded the motion; a roll call vote reflected 5-0 approval (Chair Trivelli absent).

**7. ADMINISTRATIVE MATTERS**

**7A. COMMUNITY DEVELOPMENT – DISCUSS AND PROVIDE DIRECTION ON HISTORIC PRESERVATION COMMISSION’S ANNUAL REPORT**

Recommendation of the Community Development Director that the Historic Preservation Commission discuss and provide direction for the creation of a Historic Preservation Commission Annual Report to the City Council.

Planning Associate Perez presented Item 7A, requesting the Commission’s direction to either create or not create annual reports to City Council.

Members of the Commission spoke in favor of providing an annual report to City Council, highlighting the Commission’s outreach efforts, attended events, areas of interest, and aspirations.

A member of the public spoke.

**MOTION:** Commissioner Weideman moved to move forward with the Item. Commissioner Schwartz seconded the motion; a roll call vote reflected 5-0 approval (Chair Trivelli absent).

**8. PUBLIC HEARINGS**

None.

**9. COMMISSION AND STAFF ORAL COMMUNICATIONS**

Commissioner Weideman, Schwartz, and G. Higginbotham volunteered to man the Commission’s Turkey Trot booth.

Planning Manager Martinez announced that staff will host outreach efforts at the Farmers Market on Saturday, January 18, 2025 and Saturday, January 25, 2025, and stated that a booth can be available for Commissioners. Commissioner Schwartz stated that he will submit the required documents for a Historic Preservation Commission booth.

Commissioner Kartsonis requested that postcards regarding historic homes be sent more than once a year to keep the community engaged and informed.

Planning Manager Martinez stated that staff can investigate a Landmark plaque ceremony per the suggestion of Commissioner Kartsonis.

Planning Associate Joe announced that staff received a Mill’s Act application, and that staff will bring an Item before the Commission for consideration.

Planning Associate Perez announced that an Item pertaining to an altered contributing structure will go before the Planning Commission Wednesday, January 15, 2025.

Planning Associate Perez stated that staff will conduct Land Use and Safety Element updates and will provide surveys at various Torrance events.

10. **ADJOURNMENT**

**MOTION:** At 7:14 p.m., Commissioner Weideman moved to adjourn the meeting to Thursday, January 16, 2025, at 6:30 p.m. in the West Annex Meeting Room. Commissioner Schwartz seconded the motion; a roll call vote reflected 5-0 approval (Chair Trivelli absent).

###

Subject to Approval



**DATE:** January 16, 2025

**TO:** Members of the Historic Preservation Commission

**FROM:** Oscar Martinez, Planning Manager / [OMartinez@TorranceCA.gov](mailto:OMartinez@TorranceCA.gov)

**BY:** Brice Kennedy, Planning Assistant / [BKennedy@TorranceCA.gov](mailto:BKennedy@TorranceCA.gov)

**SUBJECT:** Draft Historic Preservation Commission 2024 Annual Report

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## RECOMMENDATION

Recommendation of the Community Development Director that the Historic Preservation Commission:

1. Review and finalize the draft of the 2024 Historic Preservation Commission Annual Report; and
2. Accept and file the 2024 Historic Preservation Commission Annual Report and forward to City Council for accept and file.

## DISCUSSION

A draft of the Historic Preservation Commission 2024 Annual Report, for the period of January 2024 through December 2024, has been prepared by Planning Division staff and attached for your information and review. At the last Commission Meeting, staff provided examples of past annual reports from the Planning Commission, Torrance Environmental Quality and Energy Conservation Commission (TEQECC), Civil Service Commission, Airport Commission, and the Commission on Aging and Community Services. The Historic Preservation Commission has reviewed these examples and provided direction regarding content.

As per the request of the Historic Preservation Commission, the draft 2024 Annual Report includes information relating to the duties of the commission, membership of the commission, date of the meetings, summary of annual activities including administrative matters and hearings, community outreach engagements and efforts, and future aspirations and areas of interest.

Staff recommends the Historic Preservation Commission review and finalize the draft of the 2024 Annual Report for accept and file by the Commission and forward to the City Council for accept and file.

## ATTACHMENT

1. Draft of the Historic Preservation Commission 2024 Annual Report

**ITEM 7A**  
**ATTACHMENT 1**

**DRAFT 2024 HISTORIC PRESERVATION COMMISSION ANNUAL  
REPORT**



# DRAFT City of Torrance Historic Preservation Commission Annual Report January 2024 to December 2024

## Powers and Duties of the Commission

The Historic Preservation Commission makes decisions and provides input regarding matters concerning properties that are requesting designation or have been designated historic resources.

## Commission Members

The Historic Preservation Commission is comprised of seven members, residents of the community, appointed by the City Council to serve a four-year term and no more than two consecutive terms.

The following Commission members served on the Historic Preservation Commission between January 2024 and December 2024. Commission members are appointed by the City Council for a term of four years. Chairperson Trivelli and Vice Chairperson Mia Higginbotham were appointed on July 18, 2024. On May 18, 2024, Commissioner Maureen O'Donnell passed away leaving a seat of the Commission vacant. On July 2, 2024, the City Council reappointed Marifrances Trivelli to another term and did not fill the vacant seat.

Commissioner	First Appointed	Current Term
Gene Higginbotham	6/11/2019	7/1/2022 - 6/30/2026
Mia Higginbotham (Vice Chair)	7/1/2021	7/1/2023 - 6/30/2027
Mia Kartsonis	8/9/2022	8/9/2022 - 6/30/2026
Adam Schwartz	7/1/2023	7/1/2023 - 6/30/2025
Marifrances Trivelli (Chair)	9/10/2019	7/1/2024 - 6/30/2028
Kurt Weideman	12/1/2020	7/1/2023 - 6/30/2027
Vacant		Term Expires 6/30/2025

## Meetings

The Historic Preservation Commission is regularly scheduled to meet on the third Thursday of each month at 6:30 p.m. The meetings for January 2024 to December 2024 were held in the West Annex Commission Room within the West Annex of Torrance City Hall.

The Historic Preservation Commission met on the following dates:

January 18, 2024

March 21, 2024

May 16, 2024

June 20, 2024

August 15, 2024

September 19, 2024

November 21, 2024

## Summary of Annual Activities

In 2024, the Historic Preservation Commission held 7 meetings, during which a total of 11 agenda items were reviewed including 2 public hearings.

### Administrative Matters

The Commission considered the following under Administrative Matters:

- 2023 Year End Summary of the Historic Preservation Commission
- 2024 Meeting Calendar for the Historic Preservation Commission
- Mills Act and Landmark designation refresher presentation
- Mills Act Overview
- Conducted a Public Outreach Discussion
- Reviewed the Historic Preservation Month Proclamation from City Council
- Reviewed a Summary of Outreach Efforts with a recommendation of the Community Development Director to receive and file the report and discuss future events with the Torrance Historical Society
- Appointed Chairperson Trivelli and Vice Chairperson M. Higginbotham
- Discussed and provided direction for the creation of a Historic Preservation Commission Annual Report to the City Council.

### Hearings

The Commission considered the following under Public Hearings:

#### **Approval** of HPC24-00002: RANDELL S. KLINENBERG

The Historic Preservation Commission conducted 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 Categorical 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)

#### **Approval** of HPC24- 00003: ROBERT & ELYSE IMAMURA

The Historic Preservation Commission conducted a public hearing to consider approval of a Historic Landmark Designation for an existing single-family residence on property located in the R-1 Zone, Torrance Tract Overlay at 917 Acacia Avenue. This project is Categorical Exempt from CEQA per Guidelines Sections 15308 – Actions by Regulatory Agencies for Protection of the Environment and 15331 – Historical Resource Restoration/Rehabilitation. (Res. No. 24-002)

## Community Engagement Attendance Activities and Outreach

Per the request of the Historic Preservation Commission, staff has conducted outreach to raise awareness about the Historic Preservation program. For the 2024 Historic Preservation Month of May, staff and members of the Historic Preservation Commission worked with the Community Engagement Team to post a photo and one historical fact per day on the City's Instagram, X (formerly known as Twitter) and Facebook accounts. In addition, 760 Historic Preservation Program flyers were mailed to property owners of contributing or altered contributing homes.

Members of the Historic Preservation Commission and City Staff have attended City sponsored events in the past year with the goal of promoting the Historic Preservation Program. On Thursday, November 28, 2024, members of the Commission hosted a table at the 44<sup>th</sup> Annual Harry Sutter Memorial Turkey Trot Fun Run and distributed free merchandise related to the Program to attendees. On Wednesday, December 4, 2024, Community Development staff hosted a table at the Annual Holiday Stroll in Downtown Torrance and distributed flyers to promote the Program and share information with property owners related to the Mills Act. Several property owners were interested in the landmark designation process and requested Staff to follow up with them. Free merchandise related to the Program, including the 'I Love Torrance Historic Preservation' stickers, were distributed to attendees of the Annual Holiday Stroll and the Torrance Historical Society's Original Fall Tour of Old Torrance Historic Homes on October 13 and 14, 2024.

### Historic Preservation Program Flyer

At several of the Commission meetings, Commissioners discussed reaching out to property owners in the Torrance Tract area. During these meetings, the Commission discussed the possibility of sending out a flyer promoting the Historic Preservation Program, which includes the Landmark Designation and Mills Act property tax rebate programs. Staff sent out 760 mailers to property owners of contributing and altered-contributing homes. Approximately 20 homeowners have reached out to the City inquiring about the program since the flyers were mailed out, including two properties that were designated a Historic Landmark. Many of which are interested in Landmarking their homes and taking advantage of the property tax rebate program.

### Historic Preservation Month Designation

The Month of May 2024 was designated as Historic Preservation Month by the Torrance City Council at their regular meeting on May 7<sup>th</sup>, 2024. Commissioner Adam Schwartz accepted the Proclamation on behalf of the Historic Preservation Commission from the City Council.

### Historic Preservation Month Social Media Outreach

Historic Preservation Commissioners, Kartsonis, Schwartz and Weideman, with the help of Tom Brewer and the Historical Society, curated this year's pictures and captions for the social media outreach efforts. Staff worked with the Community Engagement Team to post on Facebook, Instagram, and X. A photo (or photos) and a historical fact about the City of Torrance was posted daily in the month of May. Overall, the campaign resulted in an over 300% increase in page views for the Historic Preservation Program. For comparison, last year there was a 112% increase in visits.

## Future Aspirations and Areas of Interest of the Commission

In 2025, The Historic Preservation Commissioners and Staff will continue to work together to promote the Historic Preservation Program with the goal of increasing the number of applications for landmark designation of historic property within the Torrance Tract. This will be accomplished through continued successful community engagement and outreach utilizing community events and online spaces to build awareness and support.

This upcoming year, Commission members will attend and host a table at the City Yard Open House to promote the Program to Torrance residents and answer any questions regarding the Commission.

As directed by the City Council, staff is in the process of exploring the possibility of expanding the current Historic Preservation Program to include commercial property within the Torrance Tract. This would allow the Program to further include historic property within the City and encourage additional property owners to take advantage of the opportunity to apply for landmark designation status. It is the desire of the Historic Preservation Commission to expand the program citywide in the future.