

**MINUTES OF THE REGULAR MEETING OF THE
CULTURAL HERITAGE COMMISSION**

CITY OF SOUTH PASADENA

CONVENED THIS 15TH DAY OF MARCH, 2018

AMEDEE O. "DICK" RICHARDS, JR. CITY COUNCIL CHAMBERS
1424 MISSION STREET

ROLL CALL

The meeting convened at: 6:45 pm

Commissioners Present: Mark Gallatin (Chair), Steve Friedman (Vice-Chair), Rebecca Thompson, Victor Holz

Commissioners Absent: 1 Vacancy

Council Liaison: Michael A. Cacciotti, Councilmember (absent)

Staff Liaison Present: Edwar Sissi, Assistant Planner; Knarik Vizcarra, Interim Senior Planner

Please Note: These Minutes are a summary of the meetings and are not a fully transcribed record. An audio recording of the meeting can be made available upon request with the City Clerk's Office.

NON-AGENDA PUBLIC COMMENT PERIOD

1. No public comment. Commissioner Gallatin noted the recent resignation of former Commissioner and Vice-Chair John Lesak and his appointment to serve on the Planning Commission. Commissioner Gallatin publicly expressed gratitude to Mr. Lesak and his service to the Cultural Heritage Commission.

CONSENT CALENDAR

2. **2060 Meridian Avenue (Notice of Intent to Demolish)**
Applicant: Ni Kongfu, Property Owner
Project No: 2079-DRX
Year Built: 1924

Project Description:

The Cultural Heritage Commission will consider a request for a CHC consent approval for a proposal to demolish the existing 252 sq. ft. detached garage that was built in 1924. The existing house is a 1,413 sq. ft. house on a 8,638 sq. ft. lot. The existing structures are not listed on the Inventory of Historic Resource; however, the structures are older than 45 years.

Note: Item was continued from last month's meeting.

Presentation:

No presentation was requested.

Public Comment:

No public comment.

Commission Questions & Discussions:

Commissioner Gallatin: Noted that this project is a Consent Calendar item and it is for a proposed demolition of a structure over 45 years of age. Mr. Gallatin inquired with Staff if a Motion needs to be made to pull the Item for discussion. Staff replied that a motion should be made.

Commissioner Gallatin: Made a motion to pull the Item for discussion.

Commissioner Friedman: Seconded the motion.

Commissioner Gallatin: Inquired with Staff if the project was properly noticed, and if the project involved a proposed replacement development as both stipulations are outlined in the Ordinance.

Mr. Sissi: Noted that the demolition was noticed and confirmed with the owners that they have provided a replacement project that is still undergoing Planning review.

Commissioner Gallatin: Noted that the replacement project was not included in the packet, and he along with the rest of the Commission were curious to see the proposed replacement development project before proceeding with the Historic clearance necessary for demolition.

Decision:

Commissioner Gallatin: Made a Motion to CONTINUE the Item in order for Staff to include the proposed replacement development in the Agenda Packet.

Commissioner Thompson: Seconded the Motion.

CONTINUED

(Ayes: 4; No: 0), 1 Vacancy.

CONTINUED ITEMS

3. No Continued Items

NEW ITEMS

4. 2044 Milan Avenue

Applicant: Tom Nott, Architect

Project No: 2092-COA

Year Built: 1910

Architectural Style: Craftsman

Historic Status Code: 5D1

*****Note: Commissioner Gallatin is in a 500 foot geographical conflict with the project and recused himself from the review and exited the Council Chambers prior to and for the duration of this Item's hearing.***

Project Description:

The Cultural Heritage Commission will consider a request for a Certificate of Appropriateness for a proposal to demolish an existing 483 sq. ft. detached tandem garage and build 600 sq. ft. detached garage with a 200 sq. ft. attached workshop. The detached garage will be located towards the rear of the property. The materials for the detached garage would consist of wood shake shingles for the siding, wood windows, asphalt roof shingles.

Applicant Presentation:

Jeff Nott (owner): Presented the project to the Commission.

Public Comments:

No Public Comments.

Commission Questions:

No Commissioner questions.

Commission Discussion:

Commissioner Thompson: noted that the carriage doors proposed do not look like carriage doors and that other models are available that are more Craftsman compatible rather than the industrial one being specified and suggested vertical panels instead of horizontal.

Decision:

Commissioner Thompson: Made a Motion to APPROVE the project with a CONDITION to revise the specification of the three-panel garage door as discussed, subject to a Chair Review. The project meets the mandatory Findings and specific Findings of: 1, 2, and 4.

Commissioner Holz: Seconded the Motion.

APPROVED WITH CONDITIONS.

(Ayes: 3; No: 0), 1 Recusal, 1 Vacancy.

Project is Categorically Exempt under Class 31.

5. 1701 Rollin Street

Applicant: Ben Ahorn, Owner

Project No: 2099-COA

Year Built: 1907

Architectural Style: Craftsman

Historic Status Code: 5D1

Project Description:

The Cultural Heritage Commission will consider approval for a Certificate of Appropriateness to legalize an unpermitted 828 sq. ft. attic conversion. The addition will consist of a 828 sq. ft. second story addition, converting the existing attic into livable area. There are no proposed changes to the existing second story. The exterior changes to the structure will consist of removing a few windows and doors on the first floor. New wood windows and doors are also proposed. A new 496 sq. ft. ground level wood deck is proposed on the rear elevation. A new exterior chimney is proposed on the new deck. The exterior materials for the second floor consist of wood shakes, wood windows, and composition shingles on the roof. These materials are all currently existing.

Applicant Presentation:

Mr. Ahorn (Owner): Presented the project and noted that he was available to answer any questions from the Commission.

Public Comments:

No public comment.

Commission Questions and Discussion:

Commissioner Thompson: Inquired why the applicant installed a steel door at the back and how it fits in with the Craftsman house. She added that the permit records provided noted that they did not mention what the permits were for.

Mr. Ahorn: In response, believes that the door in question fits in with the style of the house and that it is on the rear so it will not be readily visible. He then added that he purchased the house in October from the second owner and that they cannot prove either way if the attic conversion was permitted or not, but notes that the attic is fully finished and habitable.

Commissioner Thompson: Continued in stating, that the metal door, given its scale and style was not in keeping with the house, and that the owner wants to sandblast the exterior wood siding and return it to the original state. She mentioned that sandblasting is not a good solution; it is a last resort as it is very destructive to surfaces. She mentioned that the Secretary of the Interior recommends stripping begin with the gentlest method first, and sandblasting is not a gentle process.

Mr. Ahorn: Responded by stating that the wood siding was in rather good condition and sandblasting may not even be necessary.

Commissioner Gallatin: Noted on the existing floor plan, the existing patio is to remain. But on a later sheet, it notes the patio is to be demolished. He also inquired about the steel railing detail and if it occurs on the interior or exterior.

Mr. Ahorn: Notes that the proposed patio demolition is a phased project that will be done as funding permits. The patio is non-functional as it is but will be proposed to be demolished at a later date. He added that the railing detail was most likely a mistake because he is not proposing any new second story patio that will require a new railing.

Commissioner Gallatin: In addressing more inconsistencies in the plans, he mentioned that the the plans call for the replacement of one window and the installation of three new windows, but that the plans only show two new windows. He also added that the designer or drafts person showed the windows on the plans much lower than they are actually located in the photographs. The windows shown in the photographs go up to the belt course, but the windows drawn in the elevations show the windows much lower than the belt course. The window trim is also shown as a straight linear trim, but the photographs indicate a more elaborate trim design. He later inquired if the existing wooden corbels on the house will remain. He also noticed that there is an existing air conditioner unit in one of the windows and asked if that was coming out.

Mr. Ahorn: In response to Commissioner Gallatin, noted the concerns about the windows in the drawings is due to a drafting error and possibly due to a revision in the interior work for the addition of upper cabinetry in the kitchen. He added the wooden corbels will remain in place, and will actually be repaired due to some rot. The window air conditioner unit will be coming out.

Commissioner Thompson: Noted that the drawings were difficult to read because there was no demolition plan. She also asked what the differences were between the two sections that were provided.

Commissioner Gallatin: In response to Commissioner Thompson's inquiry, noted that the two sections consisted of one existing and one proposed.

Commissioner Thompson: Inquired with the applicant why the cut sheets provided indicate a vinyl French door, while the drawings indicate they are to be fiberglass all while the house has existing wood windows. She also noticed that the detail drawings indicate wood window details, which are not being proposed, and she questioned the availability of fiberglass patio doors.

Mr. Ahorn: Noted that all the existing windows will be maintained on the front and sides, but the rear windows are currently a mismatch of aluminum and other materials.

Commissioner Thompson: Stated that she would like to see details of the proposed fiberglass windows and suggested the applicant look at fiberglass-clad windows. She wanted to ensure that the sight lines match, the sash operation matches, the sills match, and the break-up of the glass matches. She added the proposed doors will be quite large and that some of the windows on the elevations are not aligned, however she thanked the applicant for following the plate heights.

Mr. Ahorn: Responded by stating that the rear doors are north facing and he wants to capture as much light as possible.

Commissioner Thompson: Mentioned that she would like to see this project again because she is still confused given the drawing errors.

Commissioner Gallatin: Noted that in concept the project was fine, but the drawings and the completeness of the plans including its errors needed to be corrected before a decision can be made.

Mr. Ahorn: Inquired if the Commission can approve the project with conditions as they would like to get moving on the plan check and permitting process.

Commissioner Gallatin: In confirming with Staff, he mentioned to the applicant that he can submit to Building and Safety prior to CHC approval and sign a waiver of hold harmless to begin the process of Plan Check. He also suggested that the applicant come in for a Chair review to go through the plans prior to the next hearing.

Decision:

Commissioner Friedman: Made a Motion to CONTINUE the project to the next meeting.

Commissioner Thompson: Seconded the Motion.

CONTINUED:

(Ayes: 4; No: 0), 1 Vacancy.

Project is Categorically Exempt under Class 31.

6. 1505 Milan Avenue

Applicant: Steve Dahl, Architect

Project No: 2105-COA

Year Built: 1923

Architectural Style: Dutch Colonial Revival

Historic Status Code: 4D2

Project Description:

The Cultural Heritage Commission will consider a request for a Certificate of Appropriateness for a proposal for a 255 sq. ft. single story addition to a 2,550 sq. ft. two story Dutch Colonial Revival house on a 10,619 sq. ft. lot. The proposed addition will expand the existing kitchen. New wood windows and doors are proposed. A new 205 sq. ft. ground level wood deck with a trellis is proposed on the rear elevation. The exterior materials for the addition will match the existing.

Applicant Presentation:

Steve Dahl: Presented the project and noted that the owners are planning to expand their family and that explains the reasoning for the small addition. The existing trellis and deck will be reused for economy of scale. He noted that the existing rear addition is pretty bad, and that with this proposal, it will be demolished and rebuilt as proposed in a better way that is historically compatible. The proposed addition will be obvious, but it can be removed and the home can still be restored to its original condition

Public Comments:

No Public Comments.

Commission Questions & Discussion:

Commissioner Holz: Inquired when the existing rear addition was made

Mr. Dahl: Noted that the addition was built in 1987 and that the current spatial programming does not work on the interior. The new addition will allow for a more open floor and flow of internal space programming.

Commissioner Gallatin: asked Staff if the deck at 6 feet away from the garage will be an issue for clearance purposes.

Mr. Sissi: Noted the deck is not applicable to the 10 foot structure separation rule.

Commissioner Gallatin: Asked if the profiles on the existing muntins of the windows will match the new windows.

Mr. Dahl: Responded by stating they will be made to match.

Commissioner Holz: Asked if the railings will be wood.

Mr. Dahl: Answered, yes, the railings will be wood, and made to current code for height and 4 inch spacing.

Commissioner Thompson: Asked what the existing siding consists of.

Mr. Dahl: Responded, noting the photos detail the wood siding, and that the wood siding exposure of the new addition will match the original, however the addition will be offset from the original framing for differentiation purposes.

Commissioner Thompson: Expressed that she wanted to be convinced that she would know this was an addition in 15 years after some weathering has taken place

Mr. Dahl: Noted that on Sheet A6, on the south elevation, you can see the original rear porch concrete deck which exists where the new and original meet.

Commissioner Gallatin: Noticed that the lattice work on the bottom of the deck in the photographs is a square pattern, but in the drawings it is indicated as a diamond pattern.

Mr. Dahl: Noted that the lattice will be new, but the drawing is in error, and they are actually proposing to maintain the diagonal pattern.

Commissioner Thompson: inquired about the note regarding the owners are to choose the windows.

Mr. Dahl: Answered saying that the door and window type is specified in the submittal, but during construction, some changes are sometimes required. This note is for the contractor to ensure that the owners or representative obtain approval from the City prior to any window changes.

Commissioner Gallatin: Inquired how the curvature of the roof will be finished, and if it will be with flashing.

Mr. Dahl: Answered that the roof will be finished in flashing that will be painted to match the house.

Commissioner Thompson: Requested that the applicant do a curb detail of the curved roof instead of flashing.

Mr. Dahl: Responded that this can be done, and it is actually a more preferable detail.

Decision:

Commissioner Gallatin: Made a Motion to APPROVE with a Condition to modify the roof plan for the curb detail, subject to a Chair Review.

Commissioner Holz: Seconded the Motion.

APPROVED WITH CONDITION FOR CHAIR REVIEW.

(Ayes: 4; No: 0). 1 Vacancy.

Project is Categorically Exempt under Class 31.

DISCUSSION ITEMS

7. 1019-1023 Fair Oaks Avenue (Rialto Theatre/MOSAIC Church)

Applicant: Laurence Fudge, Pastor of MOSAIC Church

Year Built: 1923

Architectural Style:

Historic Status Code: 1S

*****Note: Commissioner Thompson is in a 500 foot geographical conflict with the project and recused herself from the review and exited the Council Chambers prior to and for the duration of this Item's hearing.***

Project Description:

The Commission will review the submitted Historic Structures Report and determine whether the document is sufficient to be used as the basis for all proposed renovations/rehabilitation/improvements for the Rialto Theater. Additionally the Commission shall consider adoption of the proposed work plan for the following 18 months and determine the appropriate level of review for each item indicated on the work plan.

Presentation:

Commissioner Gallatin: Discussed a brief overview of the project and noted that staff will make a more detailed presentation. He noted that the CHC will not be required to approve the HSR, but it does provide a road map for the restoration of the historic Rialto Theatre.

Ms. Vizcarra: presented the item with a PowerPoint. She mentioned that the original CUP conditions, C-P3, requires the applicant to provide a work plan to the CHC within 6 months of the December 2017 CUP approval for the operation of MOSAIC Church. Condition C-p4 notes that the applicant shall pull permits to rehabilitate the second floor restrooms by December 2018. C-p5, the applicant shall pull permits to repair the stucco, windows, and paint by Summer of 2019. Phase 1 Scope of work per the HSR, requires a minimum level of work for occupancy of the first floor and basic repairs. Ms. Vizcarra

presented a color-coded floor plan provided by the applicant that breaks down the spaces of significance for rehabilitation. The CHC is to receive and file, not adopt, the HSR and determine the level of CHC review required for each item of the work plan provided.

Public Comment:

No public comment.

Commission Questions:

No Commissioner Questions.

Commission Discussion:

Commissioner Gallatin: Noted that he was very impressed by the depth and the breadth of the report and appreciated the meticulous detail of the report and the background of the building and a prescriptive treatment for restoration.

Commissioner Freidman: Noted that the report details very clearly what needs to be done, and that the report is promising for the restoration of the building.

Commissioner Gallatin: Noted that he and former CHC Commissioner John Lesak volunteered to be on the sub-committee, and that even though Mr. Lesak recently left the Commission, he will still be a part of the sub-committee.

Commissioner Friedman: Noted that he was comfortable with the second floor restroom restorations not requiring full CHC oversight. He added that the subcommittee can have oversight on the approval of the restrooms and the tile work in those spaces.

Commissioner Gallatin: Agreed.

Ms. Vizcarra: Noted that if upon review of the proposal for improvements, the Chair or subcommittee can always decide to defer to the Commission for a decision.

Commissioner Gallatin: Mentioned that he would like more detail on the audio visual equipment proposed and to ensure that it will not have permanent impacts to the exterior or key features on the interior.

Pastor Fudge: Replied, stating that the church is choosing an audiovisual plan that allows for stackable, less intrusive impacts.

The Commission: Unanimously requested that all exterior restorations be submitted to the full CHC for review.

Decision on Review Authority for Provided Work Plan:

- 2nd Floor Restroom Remodel: Subcommittee
- New First Floor Restrooms: Subcommittee
- Production Equipment: Chair
- Exterior: Full CHC

8. **904 Monterey Road (CONCEPTUAL REVIEW)**

Applicant: Anne & Eric Schermerhorn, owners

Year Built: 1885

Architectural Style: Queen Anne

Historic Status Code: 5S3

Description:

A request for a conceptual review in regards to the proposed demolition of the existing single vehicle garage with attached carport on a 6,953 sq. ft. lot. The existing house is a 1,367 sq. ft. Queen Anne Cottage built in 1885

Presentation:

Ms. Schermerhorn: Presented the project and noted that the existing garage was constructed in 1955 as indicated by a permit record provided by the applicant.

Commission Discussion/Comments & Applicant Response:

Commissioner Gallatin: Noted that the door and window schedule is not consistent with the plans as the door types in the schedule are not keyed to the illustrations or the plans.

Ms. Schermerhorn: Noted that the original Victorian door was discovered underneath the house and will be reused. The door was restored, and it was in excellent preserved condition.

Commissioner Thompson: Asked that all the plans have north arrows. She also noted that the contextual drawing needs to be corrected to reflect the larger scaled elevations.

Commissioner Gallatin: Asked Staff if the back out space onto the alleyway of 22 feet with a 15 foot alley and 7 foot setback will be sufficient.

Mr. Sissi: Noted that the 24 foot back out space has never been applied to garages opening out to alleyways and that 22 feet is sufficient for this situation.

Commissioner Holz: Inquired if the large window on the garage is correct as proposed.

Thompson: Noted that this somewhat is a post-modern move with having a large window on a small building and that she likes the idea.

9. **Commission Reorganization**

Election of a new Vice-Chair

*****Note: This Item was reordered on the Agenda by the Commission to Item 11.***

Description:

Due to the resignation of John Lesak, Vice-Chair, the Commission will elect a new Vice-Chair to serve for the remainder of 2018

Commission Questions & Discussion:

Commissioner Gallatin: Noted that a new vacancy has been made for the position of Vice-Chair chair with the recent resignation of John Lesak.

Commissioner Thompson: Volunteered Commissioner Freidman for the position.

Commissioner Freidman: accepted the nomination

Reorganization Results:

Commissioner Friedman: Voted new Vice-Chair (4-0)

Commissioner Gallatin: Chair (unchanged)

10. Election of Subcommittee Members

Description:

The Commission will elect a member to serve on the two sub-committees whose seat has been vacated by the recent resignation of John Lesak. The subcommittees needing to be filled are for the following:

- The Rialto Subcommittee
- The Subcommittee pertaining to developing policy and guidelines for the administration of review for the proposed demolition of accessory/appurtenant structures over 45 years old.

Commission Questions & Discussion:

The Commission voted on whom to fill the recent vacancies of the above subcommittees due to John Lesak's resignation.

Commissioner Friedman: Volunteered to be on the Rialto Subcommittee

Commissioner Thompson: Volunteered to be on the Demolition Subcommittee

Reorganization Results:

Rialto Subcommittee: Commissioner Gallatin (unchanged), and Commissioner Friedman (Ayes, 4-0).

Demolition Subcommittee: Commissioner Holz (unchanged), and Commissioner Thompson (Ayes, 4-0).

11. Formation of a Subcommittee RE: Rollin Street Craftsman Cluster

***Note: This Item was reordered on the Agenda by the Commission to Item 9.*

Description:

The Commission will elect two members to serve on the Sub-Committee to review the proposed designation of the Rollin Street Craftsman Cluster into a Historic District in accordance to the designation procedures set forth in the City's Historic Preservation Ordinance.

Presentation:

Mr. Odom Stamps: Presented the project and presented residents of the historic neighborhood and their interest in establishing as an Official Historic District. Mr. Stamps noted that he came upon the eligible District as a uniquely distinctive cluster of small Craftsman style homes.

Commission Questions and Discussion:

Commissioner Fieldman: Noted that there was a property that was stricken on the application (1501 Rollin) and inquired why.

Mr. Stamps: noted that the last permit in the file was 1947, but it is not the original permit application and some permit records are missing and in fact no original building permit for any of the houses is on record with the City. 1501 Rollin is a question mark that will need further evaluation.

Commissioner Thompson: Asked Mr. Stamps if he had looked at the Sanborn Maps.

Mr. Stamps: Mentioned that he had not.

Commissioner Gallatin opened up the vote to form a subcommittee.

Commissioners Friedman and Thompson: voted to volunteer.

Decision:

Rollin Street Craftsman Cluster Historic District Subcommittee: Commissioner Friedman and Commissioner Thompson
(Ayes, 4-0).

COMMUNICATIONS

12. COMMENTS FROM COUNCIL LIASON:

No comments.

13. COMMENTS FROM COMMISSION:

The Commission discussed some potential volunteers to serve on the Commission to fill the current vacancy.

Commission Thompson: Noted that the open position should be posted on the City webpage for advertisement.

Commissioner Gallatin: Noted that some members of the public had contacted him to designate the Moreton Bay Fig Tree as a City Landmark. He noted the fig tree is in good shape and the first step for landmark designation is to form a subcommittee and if there were any volunteers.

Thompson: volunteered and asked how information can be obtained on it.

Commissioner Gallatin: Noted that the Librarian discovered that the tree was planted in the 1930s and is about 75 years old.

Commissioner Holz: Inquired what is involved with a subcommittee for designation of Landmarks.

Commissioner Gallatin: Explained the process as outlined in the Code.

Commissioner Holz: Noted that he is willing to volunteer for the subcommittee role for the fig tree Landmark.

Commissioner Gallatin: Also noted that the Julia Child family home is for sale and it is located on Pasadena Avenue in Pasadena which is in the Pasadena Avenue Historic District which also includes a few houses in South Pasadena on Columbia Street. The SPPF would like to work with the City of Pasadena, Pasadena Heritage, the City of South Pasadena, and maybe Caltrans, to work on a collaborative effort to nominate the district for National Register status. He asked staff to coordinate a meeting with him and SPPF and the City Manager to begin discussion on this.

Commissioner Holz: Inquired about drafting the report for the Library Landmark tree and if any examples exist.

Commissioner Thompson: Requested Staff to provide any example to herself and Commissioner Gallatin too.

Commissioner Friedman: Expressed concern over the proposed Rollin Craftsman Cluster District and that there was not enough information to make a determination. He inquired why the District only includes 5 houses and not the entire block. He expressed restraint over requesting an Architectural Assessment, and if Staff can source any additional information from the original writer of the DPR form it may be of help.

14. COMMENTS FROM SOUTH PASADENA PRESERVATION FOUNDATION (SPPF)

Commissioner Gallatin: Noted that there are a few vacancies on the SPPF Board, and that there are a few candidates that the Board is interested in. He added that the Museum has a new toilet and that the SPPF will be applying for a Rotary grant to help fund the replacement of the awnings at the Museum. He and other members of the SPPF Board spoke to the City Council at closed session to hire qualified legal counsel to challenge the ESIR of Caltrans and 710 alternatives. The next step is the 4F evaluation under the Federal Highway Administration.

Commissioner Thompson: Mentioned that she sent money to join the SPPF, but never heard back and, she knows someone else that had a similar situation.

Commissioner Gallatin: Noted that this is not unusual, and the current Board is trying to improve upon their record and book keeping and that he will bring up Thompson’s concern on Monday and to ensure that she will get recognition for her contribution.

Commissioner Holz: Asked where the SPPF meetings were held.

Commissioner Gallatin: Answered that the meetings are held at volunteers houses.

15. COMMENTS FROM STAFF:


No comments.

APPROVAL OF MINUTES

16. No minutes to review.

ADJOURNMENT

17. The meeting adjourned at 8:40 pm to the next regularly scheduled meeting on April 19, 2018.

APPROVED,	
	<u>9.13.18</u>
Mark Gallatin Chair, Cultural Heritage Commission	Date