

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

CITY OF SOUTH PASADENA

**Thursday, September 17, 2020 at 6:30 P.M.**

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

## ROLL CALL

The meeting convened at: 6:33 pm

Commissioners Present: Mark Gallatin (Chair), Rebecca Thompson (Vice-Chair), Kristin Morrish, and William Cross

Commissioners Absent: Steven Friedman

Staff Present: Kanika Kith, Planning Manager  
Malinda Lim, Associate Planner  
Aneli Gonzalez, Planning Management Intern

City Council Liaison: Richard Schneider, M.D.

*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.*

## APPROVAL OF AGENDA

APPROVED 4-0

## DISCLOSURE OF SITE VISITS AND EX-PARTE CONTACTS

Chair Gallatin – Drove by address for Item No. 7 and spoke with the neighbors.

## PUBLIC COMMENTS AND SUGGESTIONS

A written public comment was received from "Yes on Measure U".

## PRESENTATIONS

1. NONE

## PUBLIC HEARING

2. 23 Short Way/Project No. 2309-NID/DRX/HDP/PMR – Notice of Intent to Demolish a 830 square-foot single-family home and attached two-car garage, Design Review of a new single-family home and an accessory dwelling unit over the garage, Hillside Development Permit to allow construction on a site with an average slope of 20% or greater, and Parcel Merger to combine two existing lots.

**Recommendation:**

Make a determination that the property does not meet the national, state, or local criteria for historic designation and the project may proceed through the city’s application process without any further restrictions under the Cultural Heritage Ordinance.

**Presentation:**

Planning Consultant, Candida O’Neal, provides a presentation for this project.

**Questions for Staff:**

Commissioner Cross states that this property does not meet the Historic Designation and should be allowed to be demolished.

**Public Comments:**

None.

**Questions for Applicant:**

Applicant did not provide a presentation.

The Commission did not have any questions for the applicant.

Chair Gallatin comments that the Historic Resources Evaluation (HRE) report was very well prepared and thorough and has no questions for commission discussion and proposes a motion.

**Decision:**

Commissioner Cross moves to make the determination that the property does not meet the criteria of a historic designation or purview of the Commission.

Chair Gallatin seconds.

**Motion carried 4-0.**

**3. Mills Act Contract for 1506 Rollin Street/Project No. 2305-MIL, which is a contributor to the Rollin Cluster Craftsman District**

**Recommendation:**

Commission to direct the Applicant to re-evaluate their financial analysis and work plan.

**Presentation:**

Planning Management Intern Aneli Gonzales provides a presentation for this project. Planning Management Intern Gonzales updates the Commission that a revised work plan and financial analysis was provided to the Commission as an additional document and that Staff’s new recommendation is for the Commission to recommend approval to the City Council.

**Questions for Staff:**

None.

**Public Comments:**

None.

**Questions for Applicant:**

Applicant presentation was not provided.

The Commission does not have any questions or discussion points regarding the project.

**Decision:**

Commissioner Morrish moves to RECOMMEND APPROVAL of the Mills Act Contract to the City Council.

Vice-Chair Thompson seconds.

**Decision Re-Motioned:**

Commissioner Morrish moves to RECOMMEND APPROVAL to the City Council with the following condition added:

- All means and methods of implementing the work plan shall be reviewed by the CHC Chair or their designee prior to commencement of any work.

Chair Gallatin seconds.

**Motion carried 4-0.**

**4. Mills Act Contract for 1545 Ramona Avenue/Project No. 2306-MIL, which is a contributor to the Ramona Craftsman District**

**Recommendation:**

Recommend approval to the City Council.

**Presentation:**

Intern Planner Aneli Gonzales provides a presentation for this project.

**Questions for Staff:**

None.

**Public Comments:**

One public comment was received in support of the Mills Act Contract.

**Questions for Applicant:**

Applicant did not provide a presentation.

**Commission Discussion:**

Vice-Chair Thompson questions if review is needed to be done for the scope of work for cracked concrete steps of the property.

Chair Gallatin clarifies if the work could be reviewed by the Commission or would it be done by staff.

Planning Manager Kith answers that if the work does not require building permits, they can include a review and approval process. However, it is not needed when fixing one step.

Council Liaison Schneider questions if the Commission is responsible for checking in on the work being done on all Mills Act properties.

Chair Gallatin confirms that the applicants must report annually in their progress. The report would include photos and work to date.

Commissioner Morrish notes that the applicant is certifying that the changes are following the Secretary of Interior Standards, but concurs with Vice-Chair Thompson regarding the follow through.

Planning Manager Kith comments that Commission can request detailed work plans to be submitted for staff/chair review to ensure all future applicants follow through.

**Decision:**

Commissioner Morrish moves to RECOMMEND APPROVAL to the City Council with the following condition/recommendation:

- All means and methods of implementing the work plan shall be reviewed by the CHC Chair or their designee prior to commencement of any work.

Vice-Chair Thompson seconds.

**Motion carried 4-0.**

**5. Mills Act Contract for City Landmark No. 47, Burwood House at 335 Monterey Road/Project No. 2348-MIL**

**Recommendation:**

Commission to direct the Applicant to re-evaluate their financial analysis and work plan.

**Presentation:**

Planning Intern Gonzales provides a presentation for this project. Planning Intern Gonzales updates the Commission that a revised work plan and financial analysis was provided to the Commission as an additional document and that Staff's new recommendation is for the Commission to recommend approval to the City Council.

**Questions for Staff:**

Commissioner Morrish inquires as to what was changed with the revised plans.

Planning Manager Kith comments that Contracted Preservation Planner Debi Howell can confirm the changes.

**Public Comments:**

None.

**Questions for Applicant:**

Preservation Planner Howell discusses the applicant's interests regarding the plan changes and tax savings to bring into alignment.

Vice-Chair Thompson notes a discrepancy in the price. Preservation Planner Howell comments that they are including the optional item.

Commissioner Morrish questions if by including it, they could chose to do it at a future date. Preservation Planner Howell confirms that items included as a capitalized expense must be done.

Vice-Chair Thompson states that the geotechnical and the light stabilization issues are important for repairs and questions as to why they were set for a later date.

Preservation Planner Howell notes that the leaking roof, inoperable windows, and salvaging woods from the deteriorating porch are priority for the property owner, and notes that the issues will be addressed as the property is facing issues due to COVID-19.

**Decision:**

Vice-Chair Thompson moves to recommend approval to the City Council with the following condition/recommendation:

- All means and methods of implementing the work plan shall be reviewed by the CHC Chair or their designee prior to commencement of any work.

Commissioner Morrish seconds.

**Motion carried 4-0.**

**6. Mills Act Contract for 704 Meridian Avenue/Project No. 2346-MIL, which is a contributor to the North of Mission Historic District.**

**Recommendation:**

Recommend approval to the City Council.

**Presentation:**

Planning Intern Gonzales provides the presentation for this project.

**Questions for Staff:**

None.

**Public Comments:**

None.

**Questions for Applicant:**

No presentation from the applicant was provided.

The Commission did not have any questions or comments for the applicant.

**Decision:**

Commissioner Morrish moves to recommend approval to the City Council with the following condition/recommendation:

- All means and methods of implementing the work plan shall be reviewed by the CHC Chair or their designee prior to commencement of any work.

Chair Gallatin seconds.

**Motion carried 4-0.**

**7. 1534 Ramona Avenue/Project No. 2349-COA – Certificate of Appropriate for Front Yard Landscape Design at 1534 Ramona Avenue.**

**Recommendation:**

Receive an update from the subcommittee and take one of the following actions:

1. Approve the project and adopt the findings provided in the Historic Assessment report or modify as appropriate; or
2. Provide design recommendations to support approval of a Certificate of Appropriateness; or
3. Direct staff to get a second opinion.

**Presentation:**

Planning Manager Kith provides the presentation along with additional documents provided that includes a 32 page comment letter from an attorney representing the neighbors of the project site, along with authorization from the property owner for the property changes.

Staff recommends continuance of this item to another date, to allow time for the applicant to respond to public comments and the 32 page letter provided to staff from the attorney.

**Questions for Staff:**

Commissioner Morrish inquiries as to who the letter from the lawyer is addressed to.

Planning Manager Kith confirms that it is addressed to the Commission and was submitted as a public comment.

Commissioner Cross questions if the water fountains that were submitted had addresses as they do not fit the time period of the house.

Planning Manager Kith confirms that no address were provide for those sample fountain images. However, the Commission can request that the applicant provide the information.

**Public Comments:**

Residents verbal comments express opposition regarding the landscape plans noting that the plans are not meaningfully addressed, not in suit with the Craftsman home design,

**Questions for Applicant:**

Applicant Grimes provided a presentation for this project and was available to answer questions.

Vice-Chair Thompson expresses concerns regarding the original walkway and its removal with the property.

Applicant Grimes states that character defining features contribute to the property but notes that the plain concrete walk-way, original or not, is not character defining.

Vice-Chair Thompson notes that the flatwork is typical with the other Craftsman bungalow properties as well noted in the report.

Applicant Grimes argues that a primary record detail is not the same as a character defining feature.

Vice-Chair Thompson inquires if the applicant believes that would disqualify the Ramona District from historic designation. Applicant Grimes does not believe it would be disqualified.

Vice-Chair Thompson notes that the design is different from the neighboring yards and questions if they think it will stand out.

Applicant Grimes does not believe it will and follows the City's ordinances for water conservation. She believe this project follows the Secretary of Interior Standards based off her process and research from the City's ordinance.

Vice-Chair Thompson provides her comment regarding the preservation that original features are meant to be kept, even with ADA compliance. She expresses that although the design is okay, it may be so fitting with the historic nature of the district.

Commissioner Cross would like to know the inspiration for the fountain with the surrounding plants as the current plan/activity is similar to Mediterranean characteristics. In addition to this, Commissioner Cross adds on that the fountains were not fitting with the neighborhood and the proposed items were not appropriate for the historic design.

Chair Gallatin questions how the texture and color of the proposed new walkway will mimic the old one.

Applicant Grimes notes that the point of reference will be based off the porch concrete as previous photos indicate it as the similar.

Chair Gallatin inquiries from staff if the concrete ramp being suggested needs to be approved through the City.

Planning Manager Kith notes that it would need to be done through a building permit.

Chair Gallatin comments for the record, that the Golden Arrow Awards provided by South Pasadena Beautiful are given under a different set of criteria than what the Commission uses and notes that the awarded projects do not meet the City's Standards and the Secretary of Interior Standards.

Applicant Grimes does not provide a rebuttal regarding comments, however notes that she wishes the item can be approved or continued.

**Commission Discussion:**

Vice-Chair Thompson notes this item can be continued and hopes the applicant can address how the design fits into the community, as it does not in her opinion.

Commissioner Morrish concurs that the item should be continued.

Commissioner Cross notes the proposal is inappropriate and would like the item to be continued.

Chair Gallatin comments that the item should be continued and provides direction to see landscape plans encompass complete property as opposed to the west front yard, and side south yard. Chair Gallatin notes that this project should be a collaborative item with the neighbors as the result could be stunning.

**Decision:**

Commissioner Morrish moves to CONTINUE the item to the next scheduled meeting noting that the applicant should collaborate with staff and the sub-committee prior to returning to the Commission. Vice-Chair Thompson seconds.

**Motion carried 4-0.**

**DISCUSSION ITEMS**

8. NONE

**CONSENT ITEMS**

9. NONE

**ADMINISTRATION**

**10. COMMENTS FROM COUNCIL LIASON:**

Council Liaison comments on the resignation of former City Manager DeWolfe and the work being done to hire a new City Manager.

**11. COMMENTS FROM COMMISSION:**

Commissioner Morrish comments if there could be wording added for CHC Chair review of work list in the work plan for future Mills Act applications.

Chair Gallatin expresses his gratitude to staff for their assistance and work being done.

**12. COMMENTS FROM SUB-COMMITTEES**

Chair Gallatin updates the Commission regarding the Rialto Theatre meetings for conceptual plans and notes the approval, with conditions, for the architect to start on the construction drawings. He also noted that the owner wanted to start construction prior to the end of the year.

**13. COMMENTS FROM SOUTH PASADENA PRESERVATION FOUNDATION (SPPF)**

NONE.



**14. COMMENTS FROM STAFF:**

Planning Manager Kith adds on subcommittee update regarding the paint color change of the marquee sign from yellow to red.

Additionally, the development of the ad-hoc committee to appeal the RHNA request and encourages the Commission to participate in the housing element workshop for September 23, 2020 and for September 26, 2020.

Vice-Chair Thompson inquires if as a resident, how she would be able to comment on the changes in paint color or the color study.

Planning Manager Kith answers that it should be addressed to the Planning Director, Chair Gallatin, and herself.

**ADJOURNMENT**

**15.** The meeting adjourned at 8:39pm to the next regularly scheduled meeting on October 15, 2020.

APPROVED, 	March 18, 2021
_____ Mark Gallatin Chair, Cultural Heritage Commission	_____ Date