



**CITY OF SOUTH PASADENA CULTURAL
HERITAGE COMMISSION
REVISED REGULAR MEETING AGENDA**

Thursday, January 21, 2021 at 6:30 p.m.

South Pasadena Cultural Heritage Commission Statement of Civility

As your appointed governing board we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made tonight will be for the benefit of the South Pasadena community and not for personal gain.

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the meeting of the Cultural Heritage Commission will be conducted remotely and held by video conference. The Meeting will be broadcast live on the City's Cultural Heritage Commission website ([Cultural Heritage Commission Meeting](#)).

Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, the Council Chambers will not be open for the meeting. Commission Members will be participating remotely and will not be physically present in the Council Chambers.

The Cultural Heritage Commission welcomes public input. If you would like to comment on an agenda item, members of the public may submit their comments in writing for the Cultural Heritage Commission consideration, by emailing comments or questions to PlanningComments@southpasadenaca.gov or by calling (626) 403-7720 and leaving a **3-minute** voicemail message to be played during the meeting. Public comments must be received by **12:00 p.m. on Thursday, January 21, 2021** to ensure adequate time to compile and post. Please provide: 1) your name; and 2) agenda item for the comments/questions. All comments/questions received will be distributed to the Commission for consideration and will also be posted on the City's website prior to the meeting.

CALL TO ORDER: Chair Mark Gallatin

ROLL CALL: Steven Friedman, Kristin Morrish, William Cross, Rebecca Thompson, Vice-Chair, and Mark Gallatin, Chair

COUNCIL LIAISON: To Be Determined

STAFF PRESENT: Kanika Kith, Planning Manager
Malinda Lim, Associate Planner

APPROVAL OF AGENDA

Majority vote of the Commission to proceed with Commission business.

DISCLOSURE OF SITE VISITS AND EX-PARTE CONTACTS

Disclosure by Commissioners of site visits and ex-parte contact for items on the agenda.

PUBLIC COMMENTS AND SUGGESTIONS

If you wish to address the Cultural Heritage Commission on items not on the agenda and within the subject-matter jurisdiction of the Cultural Heritage Commission, members of the public may submit their comments in writing to PlanningComments@southpasadenaca.gov or by calling (626) 403-7720 and leaving a **3-minute** voicemail message to be played during the meeting. Public comments must be received by **12:00 p.m. on Thursday, January 21, 2021** to ensure adequate time to compile and post. Please make sure to indicate: 1) your name; and 2) stating it is for general public comments/suggestions.

Pursuant to state law, the Cultural Heritage Commission may not discuss or take action on issues not on the meeting agenda, except that members of the Cultural Heritage Commission or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.

BUSINESS/DISCUSSION ITEMS

1. Cultural Heritage Commission Reorganization (Revised)

Recommendation

Select a Chair and Vice-Chair.

2. 2020 Annual Report and 2021 Work Plan (Continued)

Recommendation

Discuss and approve the 2021 Work Plan.

3. Change in Meeting Time for Cultural Heritage Commission regular meetings in 2021

Recommendation

Discuss and approve meeting start time for regular Commission meetings in 2021.

PUBLIC HEARING

4. 925 Palm Avenue/Project No. 2339-COA - Certificate of Appropriateness for an 866 square-foot single-story addition and alterations to an existing single-family home.

Recommendation

Continuation to the March 18, 2021 meeting.

CONSENT ITEMS

None

PRESENTATIONS

None

ADMINISTRATION

5. **Comments from City Council Liaison**
6. **Comments from Cultural Heritage Commissioners**
7. **Comments from Subcommittees**
8. **Comments from South Pasadena Preservation Foundation (SPPF) Liaison**
9. **Comments from Staff**

ADJOURNMENT

10. **Adjourn to the regular Cultural Heritage Commission meeting scheduled for February 18, 2021 at 6:30 PM.**

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS

Cultural Heritage Commission meeting agenda packets are available online at the City website: <https://www.southpasadenaca.gov/government/boards-commissions/cultural-heritage-commission/cultural-heritage-commission-agendas>

Agenda related documents provided to the Cultural Heritage Commission are available for public review on the City's website. Additional documents, when presented to Cultural Heritage Commission, will also be uploaded and available on the City's website. The meeting will be broadcast live on the City's website via Zoom, and a recording of the meeting will be available on the website within 48 hours of adjournment.

AGENDA NOTIFICATION SUBSCRIPTION

Individuals can be placed on an email notification list to receive forthcoming agendas by emailing CityClerk@southpasadenaca.gov or calling the City Clerk’s Division at (626) 403-7230.

ACCOMMODATIONS



The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

I declare under penalty of perjury that I posted this notice of agenda on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City’s website as required by law.

1/14/21	
Date	Elaine Serrano, Administrative Secretary



Cultural Heritage Commission Agenda Report

ITEM NO. 1

DATE: January 21, 2021

TO: Cultural Heritage Commission

FROM: Kanika Kith, Planning Manager

PREPARED BY: Malinda Lim, Associate Planner

SUBJECT: Cultural Heritage Commission Reorganization

Recommendation

Appoint a Chair and Vice Chair to serve the Cultural Heritage Commission meetings in 2021.

Discussion

The Cultural Heritage Commission appoints two commissioners to serve as the Chair and Vice-Chair annually. Per Article 4 Boards and Commission – General Provisions Section 2.31 Organization of the South Pasadena Municipal Code, the Chair and Vice-Chair may serve no more than two consecutive one-year terms. Chair Mark Gallatin and Vice-Chair Rebecca Thompson have served in their positions for the 2019 and 2020 years and may not resume their positions for the 2021 calendar year. These appointments are effective immediately after the motions are approved and through the 2021 calendar year.



Cultural Heritage Commission Agenda Report

ITEM NO. <u> 2 </u>

DATE: January 21, 2021

TO: Cultural Heritage Commission

FROM: Kanika Kith, Planning Manager

PREPARED BY: Malinda Lim, Associate Planner

SUBJECT: 2020 Annual Report and Work Plan for 2021 (**Continued**)

Recommendation

It is recommended that the Cultural Heritage Commission discuss and approve the Work Plan for 2021.

Discussion

Both the 2020 Annual Report and 2021 Work Plan were presented to the Cultural Heritage Commission at the meeting of December 17, 2020. At the meeting, the Commission approved the 2020 Annual Report with a request to include the formation of a subcommittee for the landmark designation at 807 Bank Street. In addition, Staff has updated the number of project approvals from 13 to 15. The updated report is included as **Attachment 1**.

The Work Plan for 2021 was included in the December meeting so that outgoing Commissioners may participate in the work plan for this year. At that meeting, the Commissioners did not request any changes to the work plan but it was continued to allow the incoming Commissioner an opportunity to provide feedback and changes to the document. The Work Plan will be forwarded to the City Council with the 2020 Annual Report.

Attachments

1. Updated 2020 Annual Report for CHC
2. 2021 Work Plan for CHC

ATTACHMENT 1
Updated 2020
Annual Report

ANNUAL REPORT 2020

Cultural Heritage Commission

City of South Pasadena



A Message from the Commission Chair

To be added by the Chair

Sincerely,

Mark Gallatin
Cultural Heritage Commission, Chair

PURPOSE STATEMENT

The Cultural Heritage Commission provides support to the City Council by preserving, maintaining, and safeguarding the City's historic character, scale, and small town atmosphere in all future construction. The Cultural Heritage Commission serves to encourage the maintenance and preservation of areas that are associated with a historic event, activity, or persons that contributes to the historic character of districts, neighborhoods, landmarks, historic structures, and artifacts.

Cultural Heritage Commission

Mark Gallatin	Commission Chair
Rebecca Thompson	Commission Vice-Chair
William Cross	Commissioner
Kristin Morrish	Commissioner
Steven Friedman	Commissioner
Richard D Schneider, M.D	City Council Liaison
Kanika Kith Planning Manager	Staff Liaison

Cultural Heritage Commission meetings are held every 3rd Thursday of the month at 6:30 p.m. Meetings were held at: City Council Chambers (1424 Mission Street, South Pasadena, CA 91030) prior to COVID-19 pandemic. During the pandemic, meeting are conducted remotely by video conference and broadcast live on the City's website.

The Cultural Heritage Commission reviewed and approved 15 Certificates of Appropriateness for residential projects. The Commission also reviewed and approved six (6) demolition applications for structures that are 45 years or older. The Commission reviewed and approved several significant and/or challenging projects. A couple of these projects are listed below:

- 1. Improvements to The Rialto Theater included exterior and interior work. Required a substantial amount of coordination between staff, owners, tenants, and subcommittee.**
- 2. Approved 1030 Brent Avenue to convert an unpermitted patio into habitable space of approximately 329 square feet.**
- 3. Reviewed front yard landscaping improvement at 1534 Ramona Avenue, which required substantial amount of coordination between staff, applicant, neighbors, and subcommittee to ensure design proposal was appropriate for the subject property and the district.**

The Cultural Heritage Commission reviewed and recommended designation of the Rollin Craftsman Cluster historic district to the City Council.

In reviewing this designation, a subcommittee was created to evaluate the significant of the district which included 5 contributing properties.

The Cultural Heritage Commission formed a landmark subcommittee to consider the designation of 807 Bank Street as a landmark property.

The Cultural Heritage Commission reviewed and recommended approval of four (4) Mills Act Contracts providing incentives to homeowners of historic properties to maintain and preserve historic resource.

No projects have been denied by the Cultural Heritage Commission for the past three years because the Commission worked with all applicants to redesign the projects for approval. This was generally done by the formation of Subcommittees to work with the applicant's architect to bring an approved design to the Commission for approval.

The Chair of the Commission was available in-person and remotely to provide feedback and assist property owners with their projects. Approximately 170 hours were spent on Chair and Subcommittee reviews and approximately 74 Chair reviews were approved.

The Cultural Heritage Commission continued qualification for CLG certification allowed the City to be awarded a \$40,000 grant from the State Office of Historic Preservation. The awarded grant will support the development of objective design standards that specifies how ADUs can be accommodated in historic neighborhoods without sacrificing character and quality of life in the City.

The Cultural Heritage Commission held several meetings to discuss preservation matters:

- **Draft Mills Act Brochure**
- **Mills Act Work Plan Cost Estimates Process**
- **Certified Local Government (CLG) Program 2018-2019 Annual Report**
- **State Route 110/Arroyo Seco Parkway Safety and Operational Enhancement Project**
- **Accessory Dwelling Units (ADUs) Ordinance Update**
- **Zoning Code Amendment to streamline project review**

ATTACHMENT 2
Draft 2021 Work Plan

CULTURAL HERITAGE COMMISSION

2021 Work Plan



Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
Election of Chair and Vice Chair	<ul style="list-style-type: none"> – Nominations – Elections 	Kanika Kith	Quarter 1	Select a Chair and Vice-Chair
Work Plan	<ul style="list-style-type: none"> – Adoption of the 2021 Work Plan 	Kanika Kith	Quarter 1	Adoption of the 2021 Work Plan
Brown Act & Ethics Training	<ul style="list-style-type: none"> – Training on the Brown Act and ethics 	Kanika Kith	Quarter 1	Ensure all commissioners have a thorough understanding of the Brown Act and Ethics.
Mills Act Brochure	<ul style="list-style-type: none"> – Finalize the draft informational brochure about the Mills Act 	Kanika Kith	Quarter 1	Provide an informational about what the Mills Act is and where to get information.
CLG Grant Application	<ul style="list-style-type: none"> – Apply for the CLG Grant 	Kanika Kith	Quarter 1	Be awarded to fund the a Historic Preservation Program
Update Accessory Dwelling Unit (ADU) Ordinance	Establish design standards for ADUs in a collaborated effort Planning Commission and Design Review Board	Kanika Kith	Quarters 1, 2, 3, & 4	Establish objective design standards and procedure while ensuring compliance with state law

Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
Mills Act Contracts	<ul style="list-style-type: none"> – Provide information on City website for Mills Act 	Kanika Kith	Quarter 2	Encourage submission of Mills Act Contract applications.
Historic Resource Evaluation (HRE) Template and Process	<ul style="list-style-type: none"> – Develop a template and process for HRE reports. 	Kanika Kith	Quarter 2	Provide applicants and staff clear direction for HRE reports.
Historic Inventory List Update	<ul style="list-style-type: none"> – Update the City’s list of historic resources. 	Kanika Kith	Quarter 3/4	Identify all historically significant structures and landmarks within the city.
Potential Historic Districts	<ul style="list-style-type: none"> – Review of potential historic districts. 	Kanika Kith	Quarter 3/4	Determine which of the potential districts should proceed with the procedure to become an established historic district.
Revisit Residential and Commercial Design Guidelines for Historic Structures and Landmarks	<ul style="list-style-type: none"> – Review for consistency with the General Plan – Clarify standards versus guidelines 	Kanika Kith	Quarter 4	Consistency with the goals and policies of the General Plan, and to make clear design standards versus guidelines
Review Certificate of Appropriateness applications	<ul style="list-style-type: none"> – Review development projects and entitlements 	Kanika Kith	Ongoing	Ensure high-quality developments

Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
Educational updates on State laws relating to Historic Preservation	– Receive updates from staff	Kanika Kith	Ongoing	Keep Commission up-to-date on ongoing changes relating to historic preservation
Project's Site Visits	– Field trips to visit completed project sites.	Kanika Kith	Ongoing	Physically see the finished project approved by the Commission.
Monthly Subcommittee Updates	– Provide updates to the Commission on the status and outcomes of the subcommittees formed.	Kanika Kith	Ongoing	Commission informed on the status of the subcommittees formed.
Monthly Project Status Report	– Receive updates	Kanika Kith	Ongoing	Understanding of new and on-going projects



Cultural Heritage Commission Agenda Report

ITEM NO. <u>3</u>

DATE: January 21, 2021

TO: Chair and Members of the Cultural Heritage Commission

FROM: Kanika Kith, Planning Manager

PREPARED BY: Kanika Kith, Planning Manager

SUBJECT: **Start Time for the Regular Meetings of the Cultural Heritage Commission in 2021**

Recommendation

It is recommended that the Cultural Heritage Commission discuss and approve meeting start time for the Regular Meetings of the Commission in 2021.

Discussion

During the Cultural Heritage Commission meeting on November 19, 2020, the Commission expressed an interest in changing the start time for the regular meetings from 6:30 p.m. to an earlier time in the afternoon. Staff confirmed with the City Attorney that there is nothing in the South Pasadena Municipal Code that restricts the Commission to meet earlier than 6:30 p.m. Therefore, if the Commission wishes to change the start time for the regular meetings, the Commission may vote to change the meeting time and keeping the meeting date as the third Thursday of each month.

Staff will update the necessary information on the Commission's webpage to inform the public.



Cultural Heritage Commission Agenda Report

ITEM NO. <u>4</u>

DATE: January 21, 2021

TO: Chair and Members of the Cultural Heritage Commission

FROM: Kanika Kith, Planning Manager

PREPARED BY: Malinda Lim, Associate Planner

SUBJECT: **Project No. 2339-COA (Continued) – Certificate of Appropriateness** for an 866 square-foot single-story addition and alterations to an existing single-family home located at 925 Palm Avenue (Assessor’s Parcel Number: 5313-008-021).

Recommendation

Staff recommends that the Cultural Heritage Commission **continue** this project to the March 18, 2021 Cultural Heritage Commission meeting.

Discussion

This project went before the Cultural Heritage Commission (CHC) at the November 19, 2020 meeting and was continued to this meeting. Staff is requesting continuation of this project to the next CHC meeting to provide time for staff and the applicant to finalize project plans and the staff report for consideration by the CHC.