

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

CITY OF SOUTH PASADENA

**Monday, April 21, 2022 at 6:30 P.M.**

AMEDEE O. "DICK" RICHARDS, JR. CITY COUNCIL CHAMBERS  
1424 MISSION STREET  
AND  
VIA ZOOM TELECONFERENCE

## ROLL CALL

The meeting convened at: 6:30 pm  
Commissioners Present: Mark Gallatin (Vice-Chair), Conrado Lopez and Kristin Morrish  
Commissioners Absent: Rebecca Thompson (Chair) and William Cross  
Staff Present: Angelica Frausto-Lupo (Community Development Director), Matt Chang (Planning Manager), Susana Martinez (Associate Planner) and Juliet Arroyo (Contract Planner)  
City Council Liaison: Evelyn G. Zneimer

*Please Note: These Minutes are a summary of the meetings and are not a fully transcribed record.*

## APPROVAL OF AGENDA

Approved 3-0.

## DISCLOSURE OF SITE VISITS AND EX-PARTE CONTACTS

Vice-Chair Gallatin and City staff visited 1709 Meridian and met with the property owner.

## PUBLIC COMMENTS AND SUGGESTIONS

1. None.

## CONSENT CALENDAR

2. **1709 Meridian Avenue (APN: 5310-031-003), Project No. 2478-COA – To allow replacement of 13 windows.**

**Recommendation:**

Review the proposed project and determine appropriateness.

**Staff Presentation:**

Planning Manager Matt Chang reported that typically this type of window replacement project does not require a Commission review. However, Vice-Chair Gallatin reviewed the project as a Chair review, met with the property owner and City staff on March 21, and determined that the item requires further evaluation by the entire Commission. Staff has included the item on tonight's Consent Calendar pursuant to the process outlined in the Municipal Code. The homeowner was present in the Chamber to answer any questions.

**Questions for Staff:**

None.

**Applicant Presentation:**

The Applicant, Ms. Lee, introduced herself and Mr. Villalobos, the window representative from Andersen Windows, to the Commission.

An in-depth, robust discussion of windows, including consideration of size, type, location, egress, functionality, materials, age, method of opening and closing, casement windows, double hung windows, style and other window features ensued.

**Public Comments:**

None.

**Commissioner Discussion:**

Vice-Chair Gallatin reported that he recently visited the site with staff and explained his concern that, in every case, the type of window being proposed is different than what is existing, raising concerns regarding the ability to comply with both the City's Design Guidelines for historic homes and the Secretary of Interior's Standards. Because the Preservation Ordinance does not state all the windows have to be consistent, he recommended that the project be brought to the full Commission. The home is identified on the Cultural Resources Inventory as an example of the Colonial Revival Style. Since the early December Chair review assessment, the Applicant has not provided any compelling evidence to demonstrate that the windows in question cannot be repaired and must be replaced. It should be noted that the Applicant has indicated that the windows have already been purchased (before the City was contacted about the approval process) and are awaiting delivery and installation.

The Commissioners entered into a discussion, including Commissioner Lopez commenting that he would like the windows that are visible from the street to remain as close to possible as those existing, including having the divided lite sashes emblematic of the Colonial Revival Style per the City's Design Guidelines. He noted that a lot of times it costs more to fix something than to purchase them new.

The Applicant, Ms. Lee, completely agreed and confirmed that she had completely changed the front windows to have those grids.

Commissioner Morrish remarked that the new windows were going to change the look of the house in the back to be much more modern than the existing divided lite windows, but the front is staying the same and the Applicant has already purchased the windows.

Vice-Chair Gallatin agreed with Commissioner Lopez about replacement of the windows versus repair, but he had asked the question in honor of Chair Thompson, because that was a real high priority of hers. There are benefits besides aesthetics that are often gained from window replacement on older homes - the obvious one being energy efficiency. He also commented that precedent was being established here, whereby what you do for one, you must also do for all in the same situation.

Vice-Chair Gallatin appreciated the Applicant's patience and explained that the Commission's decisions are not based on personal opinions. The Commission has a set of findings of fact that have to be made based on the evidence before it. The findings create a level playing field for all cases. Everyone has to meet the same findings.

Planning Manager Chang confirmed that the Commissioners are required to make mandatory findings and at least three project specific findings.

Vice-Chair Gallatin reviewed each of the available findings to be considered. After considerable discussion, including questions to the Applicant and the Andersen window representative, the Commission determined that the mandatory findings and the project specific findings could be made.

**Decision:**

Commissioner Morrish motioned, seconded by Commissioner Lopez, to approve this project as submitted, making the mandatory findings and project specific findings numbers 2, 7 and 8.

Vice-Chair Gallatin asked staff for a roll call vote:

Commissioner Morrish – Yes

Commissioner Lopez - Yes

Vice-Chair Gallatin – Yes

**Motion carried, 3-0.**

Vice-Chair Gallatin congratulated the Applicant and advised anyone else in the audience, if they are planning any alterations to their home, even if you think it may be something that doesn't require a permit, please check with the staff at City Hall first to find out if it does.

**PUBLIC HEARING**

**3. 832 Garfield Avenue (APN: 5324-024-029), Project No. 2448-VAR/COA – A Variance and Certificate of Appropriateness:**

To deviate the required side yard setback of seven feet six inches (7'6") to five feet (5'-0") along the northerly property line and a Certificate of Appropriateness (COA) for a proposed 933 square foot addition to the first and second floor of an existing two-story, 1,289 square-foot single-family dwelling and an attached 382 square-foot tandem two-car garage.

**Recommendation:**

Form a subcommittee to work with the applicant to refine the proposed design. Upon the project's redesign that meets the City's architectural design guidelines, staff recommends that the Cultural Heritage Commission recommend approval of the revised design to the Planning Commission, subject to the conditions of approval.

**Presentation:**

Associate Planner Susana Martinez and Contract Planner Juliet Arroyo presented the PowerPoint presentation.

**Questions for Staff:**

Commissioner Morrish and Associate Planner Martinez discussed and confirmed that a subcommittee’s redesign which met the Guidelines would return to the Commission for review and approval prior to going to the Planning Commission.

Commissioner Lopez complimented the presentation and inquired about the two-car garage requirement.

Vice-Chair Gallatin and Contract Planner Arroyo discussed the analysis in the staff report regarding the unpermitted addition negatively impacting the integrity of the home.

Vice-Chair Gallatin and Associate Planner Martinez discussed the garage specifications and dimensions.

**Applicant’s Presentation:**

The Applicant, Mr. Hoagland, introduced himself via Zoom, thanked the Commission, presented a brief statement and then introduced his wife (and Co-Applicant), and architect who were in attendance in the Chamber.

He offered background beyond what was prepared in the project narrative, including that the home was purchased last summer and they had conducted both in-person and phone call meetings with prior departed staff as soon as August and September. They submitted their original fully complete application over seven months ago. They are working to add on to the home and to rectify the unpermitted work done by previous owners.

Architect Barry Adnams of Villa Park, California, expressed concern regarding some of the content in the staff report and disappointment at the recommendation to form a subcommittee after seven months of review that is not consistent with the Secretary of Interior’s Standards by not taking into consideration the economic and feasibility of the specific site. Mr. Adnams highlighted the attributes of the proposal offered on behalf of the homeowners, and remarked that the Secretary of the Interior’s Standards are advisory and not mandatory, explaining specific disagreements with the staff report as presented.

**Questions for Applicant:**

Vice-Chair Gallatin requested support of the Architect’s remarks regarding the Secretary of the Interior’s Standards consideration of the economic feasibility of the project, requesting the reference citation to that remark and also the source regarding the statement that the Secretary’s Standards are advisory. Vice-Chair Gallatin acknowledged that the statement comes directly from the Department of the Interior. However, he pointed out that in the context of the Preservation Ordinance, it is mandatory that the Commission find that the projects before them comply with the Secretary of the Interior’s Standards. He cannot in good conscience consider that the Standards are just advisory and can be ignored at will. The Commission must adhere to the Municipal Code and the Preservation Ordinance which mandates adherence to the Secretary of the Interior’s Standards.

The Commissioners, Contract Planner Arroyo and the Applicant had a robust discussion regarding several terms, including “massive,” “mass,” and “volume.”

Vice-Chair and Architect Adnams discussed the City’s Design Guidelines for historic structures and its application to the proposed attached garage. They also discussed other examples in the same vicinity of

historic homes that had attached garages as opposed to the traditional detached. Architect Adnams referred to an Assessor Parcel Map with addresses and parcels in the vicinity that had attached garages and forward-facing garages which had been submitted as an exhibit, but was inadvertently not included in the materials to the Commissioners.

**Public Comments:**

None.

**Applicant's Rebuttal:**

Applicant Mr. Hoagland remarked that unless he is misunderstanding the process, there would not be a Commission if there were not a process within the City to respectfully alter a historic home. Additionally, some of the characterizations made in the staff report they found to be subjective, including subjective terms, which had been highlighted by his architect.

**Commissioner Discussion:**

The Commissioners officially welcomed Mr. and Mrs. Hoagland and their family to the City of South Pasadena. They remarked that they were so glad that they have joined the community and hope that they are here for many, many years. Each Commissioner also offered an apology for the process they have endured, including having to deal with multiple staffing changes – but assured them that the intention is to be as efficient as possible moving forward and remarked that they are not that far apart. Each Commissioner agreed that a subcommittee is appropriate but not to totally redesign the project. Vice-Chair Gallatin recommended that the subcommittee, if formed, meet as soon as possible, and that this project return to the next Commission meeting.

Commissioner Moorish and Commissioner Lopez discussed the composition of the subcommittee and Commissioner Lopez and Vice-Chair Gallatin agreed to serve on it.

Commissioner Lopez pointed out that the package they received tonight regarding this project was incomplete and there were some drawings that would need to be added.

Planning Manager Chang, Vice-Chair Gallatin and Commissioner Morrish discussed the mechanics of the continuation of this item, including the timing and noticing requirements.

**Decision:**

Commissioner Morrish motioned, seconded by Commissioner Lopez, to form a subcommittee to review this project and continue it to the Commission's May 19 meeting. The subcommittee would be comprised of Commissioner Lopez and Vice-Chair Gallatin.

Vice-Chair Gallatin asked staff for a roll call vote:

Commissioner Morrish – Yes

Commissioner Lopez - Yes

Vice-Chair Gallatin – Yes

**Motion carried, 3-0.**

Vice-Chair Gallatin thanked the Applicant, his architect and staff again for their time.

## INFORMATION

### 4. Staff-level Historic Resources Evaluation (S-HRE) Update:

#### Recommendation:

Receive and file the staff report.

#### Staff Presentation:

Planning Manager Chang provided an update on the staff-level historical resources evaluation process with respect to the ADU ordinance. Staff brought the updated ADU ordinance to this Commission as well as to the Planning Commission and ultimately got approval by the City Council to update the Accessory Dwelling Unit Ordinance (ADU Ordinance) to include design guidelines for historical properties. As part of the ADU update, the Ordinance now includes a more streamlined process for evaluation of the demolition of a detached accessory building – most likely, the detached garage. For that process, they established a staff-level HRE process which eliminates a lot of the time and costs for the applicant. Staff has been working with historical research professional Juliet Arroyo to establish a staff-level HRE template. The purpose of this item is to provide a draft template to the Commission to provide feedback – and also as an item to receive and file the staff report. Staff would like to show the Commission the progress staff made not only to streamline the ADU process, but encourage ADU production to meet Housing Element goals and objectives. Staff and Contract Planner Arroyo are available for any questions.

#### Questions for Staff:

None.

#### Comments:

Vice-Chair Gallatin commended the staff. He remarked that processes have to be made as least complicated as possible and this is a step in the right direction as it relates to ADU applications. He requested clarification that this process of a staff-level HRE would be used in the case where an ADU is involved and a demolition is proposed, if the structures are 45 years or older.

Planning Manager Chang confirmed that when adopted, the template would only be used in conjunction with a demolition of an accessory building with the construction of an ADU. He stated that for regular demolitions, whether it be homes or a detached building not associated with ADU construction, the application process would most likely require the possible consultant to hire an outside consultant to prepare a full HRE report.

#### Public Comments:

None.

## ADMINISTRATION

### 5. Comments from City Council Liaison:

Councilmember Zneimer thanked the staff and Community Development Director Angelica Frausto-Lupo, who was ready to take the helm from the get-go and, despite the departure of key employees, has held the department together. She expressed the appreciation of the City Council for the Director's efforts and for the whole staff and their efforts - especially Planning Manager Chang who seemed available almost 24/7.

**6. Comments from Commissioners:**

None.

**7. Comments from Subcommittees:**

Commissioner Morrish inquired about the Pasadena Showcase and Mosaic.

Vice-Chair Gallatin commented that a letter was sent to the Mosaic and they were given a deadline of April 25<sup>th</sup> to submit additional requested information. Director Frausto-Lupo confirmed the extension. She thanked Commissioner Moorish and Vice-Chair Gallatin for their time on the subcommittee. As of right now, there was no update.

**8. Comments from South Pasadena Preservation Foundation (SPPF) Liaison:**

Vice-Chair Gallatin reported that the Pasadena Showcase House of Design is going to be in South Pasadena for the first time since 1980 and a beautiful huge English Tudor home on Oaklawn was chosen. The Showcase outreach program for volunteers contacted him as President of the Preservation Foundation looking for volunteers to help out with the event. It will be a great showcase for the house itself, but it will also introduce people to the Oaklawn neighborhood, which is on the National Register and has an incredible collection of homes by prominent architects. The Showcase House opens on the 24th of April and runs through May 22<sup>nd</sup>. If anyone is interested in being a volunteer, contact Vice-Chair Gallatin through the staff.

Director Frausto-Lupo invited Associate Planner Susana Martinez to provide more information about the preparations for the Showcase.

Associate Planner Martinez explained that the Showcase House went through a Chair review with Chair Thompson, who is not here tonight. Her review included exterior modifications, as well as the addition of new, larger windows – which she reviewed within a very tight timeframe. Permits were obtained for all other modifications. The majority of the work consisted of updating the electrical and the plumbing. The goal was to keep the historic integrity of the building and bring it back to its glory days. The decision letter has been issued already. Staff will keep monitoring the event throughout the month to make sure there aren't any issues or additional modifications needed.

Vice-Chair Gallatin commended and thanked staff for being on top of this project from the beginning. He acknowledged being one of the first people to notify the staff of potential concerns and he helped to draft one of the conditions on the permit, but staff has really carried the ball on this and done an outstanding job.

Next, he reported that if anyone had not been able to attend the SPPF hybrid event back in November on the Irving J. Gill's Miltimore House. Stephen Lawrence, a Board member, whose team did an incredible job on this production are working to get it on the SPPF website soon. For an initial period, there will be no charge. But, the idea was to have a pay portal whereby for a modest fee anyone could view the program. The video is about 90 minutes long.

**9. Comments from Staff:**

Director Frausto-Lupo thanked the Commission. She expressed appreciation to be inside the Chamber and kind of back to normal. She has been here now six months and it has absolutely flown by. The Community Development Department is working very hard to get through the case log – very aware of and sensitive to

the frustration of the applicants. The staff is working very diligently to work through that list. They have gone through it, sorted it and contacted applicants. There is still a lot to do.


Secondly, today the second public draft of the Housing Element was released. It is online and the community is encouraged to look at it. The document can be found and accessed under South Pasadena Housing Element on the website. It will be submitted to HCD the first week of May and will then be under a 60-day review. Hopefully, there will be very minor comments or conditional certification will be given and we can then proceed with adoption hearings. HCD direction and information provided have changed over the month and this has made it difficult.

Next, Planning staff will attend the Chamber's Economic Development Committee meeting next Thursday, entertaining a discussion about the Downtown Specific Plan. The Chamber of Commerce has already sent a notice out to Chamber members about this event. That meeting starts at 8:30 am. The General Plan and the Downtown Specific Plan are major planning documents that, in addition to the case log, are keeping the department very busy.

And finally, Deputy Community Development Director Margaret Lin has left the City – which was a huge loss to the City and the department. They are in the process of recruiting for that position and the first panel interviews will be held next week.

**ADJOURNMENT**

- 10. The meeting adjourned at 8:58 p.m. to the next regular Cultural Heritage Commission meeting scheduled for May 19, 2022 at 6:30 p.m.

APPROVED, 	1-30-23
_____ Mark Gallatin Chair, Cultural Heritage Commission	_____ Date