

MINUTES OF THE REGULAR MEETING OF THE
CULTURAL HERITAGE COMMISSION

CITY OF SOUTH PASADENA

February 16, 2023 at 6:30 P.M.

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

ROLL CALL

The meeting convened at: 6:32 pm
Commissioners Present: Mark Gallatin (Chair), Conrado Lopez (Vice-Chair), William Cross and Jeremy Ding
Commissioners Absent: Kristin Morrish
Council Liaison: Evelyn G. Zneimer, Mayor Pro Tem
Staff Present: Matt Chang (Planning Manager), Mackenzie Goldberg (Assistant Planner)

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

Chair Gallatin and Planning Manager Chang welcomed new Commissioner Jeremy Ding.

APPROVAL OF AGENDA

Approved, 3-0. Vice-Chair Lopez was absent.

DISCLOSURE OF SITE VISITS AND EX-PARTE CONTACTS

Chair Gallatin drove by the site at 1501 Oak Street and the Subcommittee for 504 El Centro Street (Chair Gallatin and Vice-Chair Lopez) met last week with the Applicant and Designer.

PUBLIC COMMENT

1. Public Comments – General (Non-Agenda Items)

None.

Vice-Chair Lopez joined the meeting.

CONSENT CALENDAR ITEMS

2. Minutes from the Regular Meeting of July 21, 2022

3. Minutes from the Regular Meeting of August 18, 2022

Commissioner Cross moved, seconded by Vice-Chair Lopez, to approve the minutes.

Commissioner Cross	Yes
Commissioner Ding	Abstain
Vice-Chair Lopez	Yes

Chair Gallatin

Yes

Approved, 3-0.

PUBLIC HEARING

- 4. 1716 Wayne Avenue, Project No. 2481-COA** – A Certificate of Appropriateness to add a 705 square-foot, first and second story additions to an existing 1,902 square-foot two-story single-family residence located at 1716 Wayne Avenue (APN: 5321-010-003). In accordance with the California Environmental Quality Act (CEQA), the project qualifies for a Categorical Exemption under Section 15301, Class 1 (Existing Facilities) and Section 15331, Class 31 (Historical Resource Restoration/Rehabilitation).

Recommendation:

Continue this item to the March 16, 2023 Cultural Heritage Commission meeting.

Presentation:

Planning Manager Chang presented the project and the Staff recommendation to continue the item to the March 16, 2023 meeting.

Decision:

Vice-Chair Lopez moved, seconded by Commissioner Cross, to continue this item to the March 16, 2023 meeting.

The Commissioners voted by voice vote.

Motion carried, 4-0.

- 5. 504 El Centro Street, Project No. 2443-COA/AUP** – A Certificate of Appropriateness to add a 732 square-foot first-story addition, a 379-square foot second-story addition, to demolish a 216 square-foot one-car garage, to construct a new 406 square-foot two-car garage and an Administrative Use Permit for a side and rear yard setback reduction at 504 El Centro Street (APN: 5313-008-003). In accordance with the California Environmental Quality Act (CEQA) the project qualifies for a Categorical Exemption under Section 15301, Class 1 (Existing Facilities) and Section 15331, Class 31 (Historical Resource Restoration/Rehabilitation).

Recommendation:

Continue this item to the March 16, 2023 Cultural Heritage Commission meeting.

Presentation:

Planning Manager Chang presented the project and the Staff recommendation to continue the item to the March 16, 2023 meeting.

Decision:

Vice-Chair Lopez moved, seconded by Commissioner Cross, to continue this item to the March 16, 2023 meeting.

The Commissioners voted by voice vote.

Motion carried, 4-0.

6. **1501 Oak Street, Project No. 2535-COA/TRP** – A Certificate of Appropriateness to add a 652 square-foot first-floor addition to the rear of an existing 1,488 square-foot single-family dwelling, and the removal of two (2) trees from a property located at 1501 Oak Street (APN: 5319-006-008). In accordance with the California Environmental Quality Act (CEQA), the project qualifies for a Categorical Exemption under Section 15301, Class 1 (Existing Facilities) and Section 15331, Class 31 (Historical Resource Restoration/ Rehabilitation).

Recommendation:

Approve the Certificate of Appropriateness, subject to the Conditions of Approval.

Staff Presentation:

Assistant Planner Goldberg presented a PowerPoint presentation.

Questions for Staff:

None.

Applicant Presentation:

Project Architect Lisa Henderson of Harvest Architecture presented a PowerPoint presentation.

Questions for Applicant:

Chair Gallatin asked for clarification of a notation about removing doors and windows and salvaging them for donation or reuse, as required. He also inquired about the wood siding on the east and west elevations of the garage, reflected in the presentation as stucco. He commended the architectural team on the presentation and the design.

Public Comments:

The homeowner, Francis Rentmeester, gave a background and history of her family and why she and her husband Andy moved to South Pasadena. She provided details about her personal experience with historic renovations and shared specifics on the proposed renovation.

Chair Gallatin noted that two (2) written public comments were received in support of the project.

Commission Discussion:

Vice-Chair Lopez expressed appreciation and excitement for the homeowners to complete this project while keeping the charm of the house. He also inquired about parking.

Commissioner Cross appreciated the restraint shown in plan development.

The Commissioners and Council Liaison Zneimer discussed tree removal and the tree replacement requirement. It was noted that Public Works Dept. had already approved the tree removal with a plan to plant six (6) replacement trees.

Chair Gallatin remarked that this is a textbook project on how to do it properly.

Decision:

Vice-Chair Lopez moved, seconded by Commissioner Cross, to approve this project as submitted, making the mandatory findings in the Staff Report.

Chair Gallatin asked Staff for a roll call vote:

Commissioner Cross	Yes
Commissioner Ding	Yes
Vice-Chair Lopez	Yes
Chair Gallatin	Yes

Motion carried, 4-0.

ADMINISTRATION

7. Comments from Council Liaison:

Council Liaison Zneimer, Commissioners and Planning Manager Chang briefly discussed the process for Landmark designation.

8. Comments from Commissioners:

None.

9. Comments from Subcommittees:

Vice-Chair Lopez asked about active Subcommittees. Planning Manager Chang shared that there are currently two (2) active Subcommittees - a Subcommittee for a Mills Act Application involving 1010 Mission Street comprised of Vice-Chair Lopez and Commissioner Cross, and another for a two-story room addition at 504 El Centro Street with Subcommittee members Chair Gallatin and Vice-Chair Lopez.

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

Chair Gallatin had a meeting last month with Dr. Tedie Hudson. She and her family owned Wynyate, a famous Victorian mansion in South Pasadena, and lived there in the early 60's and 70's. The SPPF, together with the Library, will present a wealth of memorabilia that she has accumulated at an exhibit at the Library on May 6 - very appropriate because May is Preservation Month. Dr. Hudson will attend and share stories about growing up in the house, including ghost stories.

11. Comments from Staff:

Planning Manager Chang shared that Director Frausto-Lupo and Deputy Director Becker were attending a Caltrans community meeting this evening and apologized for their absence.

He reported that at last night's joint meeting between City Council and the Planning Commission, Staff presented an update to the Housing Element Program. The update included an analysis, along with ideas and recommendations, which received favorable and supportive direction from both City Council and the Planning Commission.

Staff is currently working on the CLG – Certified Local Government Annual Report. The report is due to the State by March 31. The report requires background information from each Commissioner, *e.g.*, resumes, any seminars or trainings attended this past year (including ethics training, Brown Act training, environmental or urban planning, historical research training or workshops attended). Staff will send an email to the Commissioners to obtain their information.

Commissioner Ding asked for an update on staffing, recruitment, retention, etc. Planning Manager Chang reported the Planning Division lost two staff - a Planning Technician, and an Associate Planner late last year. A newly hired Planning Technician was introduced to the City Council last night. Currently, there are two open positions in the Department – an Associate Planner position, and a Part-Time Code Enforcement Officer to cover nights and weekends. At present, there is only one Enforcement Officer in the City.

ADJOURNMENT

The meeting adjourned at 7:30 pm to the next regular meeting of the Cultural Heritage Commission on March 16, 2023 at 6:30 pm.

APPROVED,



Mark Gallatin
Chair, Cultural Heritage Commission

9-28-23

Date