

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

CITY OF SOUTH PASADENA

**June 15, 2023 at 6:30 P.M.**

AMEDEE O. "DICK" RICHARDS, JR. COUNCIL CHAMBERS  
1424 MISSION STREET  
SOUTH PASADENA, CA 91030

**ROLL CALL**

The meeting convened at: 6:31 pm

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

Commissioners Absent: Jeremy Ding

Staff Present: Matt Chang (Planning Manager), Braulio Madrid (Associate Planner) and Mackenzie Goldberg (Assistant Planner)

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

**APPROVAL OF AGENDA**

**Approved, 4-0.**

**DISCLOSURE OF SITE VISITS AND EX-PARTE CONTACTS**

Commissioner Cross, Commissioner Morrish and Vice-Chair Lopez disclosed site visits to the properties on the agenda.

**PUBLIC COMMENT**

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

None.

**CONSENT CALENDAR ITEM**

**2. Minutes from the Regular Meeting of November 17, 2022**

**Approved, 4-0.**

**CONTINUED ITEM**

- 3. 1716 Wayne Avenue, Project No. 2481-COA** – A Certificate of Appropriateness to add a 702.5 square-foot, two-story addition 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).

This item was continued from the regularly scheduled May 18, 2023 Cultural Heritage Commission meeting.

**Recommendation:**

Continue this item to the July 20, 2023 Cultural Heritage Commission meeting.

**Decision:**

Chair Gallatin moved, seconded by Vice-Chair Lopez, to continue this item to the July 20, 2023 Cultural Heritage Commission meeting.

**Motion carried, 4-0.**

**PUBLIC HEARING**

- 4. 250 Saint Albans Avenue, Project No. 2538-NID/DRX** – A request for a Notice of Intent to Demolish a 1,605 square-foot single-family dwelling and a two-car garage located at 250 Saint Albans Avenue (APN: 5311-010-042). Projects submitted to the Planning Division that include the demolition of buildings constructed at least 45 years prior to date of the application are required to be evaluated by the Cultural Heritage Commission to determine if the property could potentially meet national, state, or local criteria for historic designation. In accordance with the California Environmental Quality Act (CEQA), the project qualifies for the Categorical Exemption under Section 15061(b)(3) - Common Sense Exemption; Class 3, Section 15303 (New Reconstruction or Conversion of Small Structures).

**Recommendation:**

Find the project exempt from CEQA pursuant to Sections 15061(b)(3) and 15303. Determine that the structure located at 250 Saint Albans Avenue does not meet the national, state or local criteria for historic designation and the project may proceed through the City's development application process.

**Presentation:**

Associate Planner Madrid presented a PowerPoint presentation.

**Questions for Staff:**

None.

**Applicant Presentation:**

None. However, the Applicant is available for any questions.

**Questions for Applicant:**

The Commissioners asked about a part of the report that appeared incomplete. City Consultant Debi Howell-Ardila acknowledged the omission and said she would provide a corrected updated report.

**Public Comment:**

None.

**Commission Discussion:**

The Commissioners expressed concerns regarding the narrowness of the streets for construction purposes in consideration of the neighbors and wanted those concerns to be appropriately addressed in the Conditions of Approval.

The Commissioners commended the City Consultant for achieving a thorough job of researching and presenting information about the project.

**Decision:**

Commissioner Morrish moved, seconded by Vice-Chair Lopez, to find that the project at 250 Saint Albans Avenue meets the CEQA exemptions pursuant to Sections 15061(b)(3) and 15303, does not meet any of the required criteria for national, state, or local historic designation, and should be approved as submitted.

Chair Gallatin asked Staff for a Roll Call vote:

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

**Motion carried, 4-0.**

- 5. **1121 Milan Avenue, Project No. 2546-COA** – A request for a Certificate of Appropriateness to add a 369 square-foot first floor addition and a 334 square-foot second floor addition to an existing two-story, 2,352 square-foot single-family residence for the property located at 1121 Milan Avenue (APN: 5318-018-044). 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:**

Find the project exempt from CEQA pursuant to Sections 15301 and 15331. Approve the Certificate of Appropriateness and Tree Removal Permit, subject to the Conditions of Approval.

Chair Gallatin recused himself from this item and left the Chambers as the subject property is within 1,000 feet of his residence.

Vice-Chair Lopez chaired this item.

**Staff Presentation:**

Assistant Planner Goldberg presented a PowerPoint presentation.

**Questions for Staff:**

Commissioner Morrish inquired about several Public Works Conditions of Approval.

Associate Planner Goldberg noted the Commissioner’s comments.

**Applicant Presentation:**

None. However, the Applicant was present to address any questions or concerns.

**Questions for Applicant:**

Commissioner Morrish inquired if any of the existing windows were going to be reused. The Applicant stated that the windows could not be reused because the sizes are incompatible, and they do not meet egress for the new proposed living space.

**Public Comment:**

None.

**Applicant Rebuttal:**

None.

**Commission Discussion:**

Commissioner Cross commented that the project was not going to change the streetscape and was in character with the neighborhood.

Commissioner Morrish remarked that she was very familiar with the site having known the previous owners, and thought it was an appropriate remodel and addition of square footage to the site.

Vice-Chair Lopez thanked Staff for the very thorough presentation. He especially appreciated the three-dimensional (3D) renderings. He thought the design had the proper scale, was in the right location, and the volumes and the roof were done well.

**Decision:**

Vice-Chair Lopez moved, seconded by Commissioner Morrish, to approve the project as submitted. It follows all the guidelines. The Commission can make the Mandatory Findings and Specific Finding 2 – the project is appropriate for the size of the neighborhood; Specific Finding 3 – there is a distinction between the new and the historic elements of the house; and Specific Finding 5 - it adds substantial living space.

Vice-Chair Lopez asked Staff for a Roll Call vote:

Commissioner Cross	Yes
Commissioner Morrish	Yes
Vice-Chair Lopez	Yes

**Motion carried, 3-0.**

Chair Gallatin returned to the meeting.

**ADMINISTRATION**

**6. Comments from Council Liaison:**

Mayor Pro Tem Zneimer was notified by a resident about unauthorized repairs taking place on historic properties located at 708-710 Fremont.

Chair Gallatin appreciated the South Pasadena Tenants Union bringing this item to the Commission's attention. City Staff also received the information and issued a stop work order right away.

**7. Comments from Commissioners:**

Chair Gallatin extended a formal invitation to everyone to the South Pasadena Preservation Foundation Annual Meeting on Sunday, June 25<sup>th</sup> at 5:30 pm to be held at the Republic of Lucha, 1020 Mission Street, to honor El Adobe Flores, the oldest home in South Pasadena (dating from 1838).

**8. Comments from Subcommittees:**

Vice-Chair Lopez reported on behalf of the Subcommittee regarding 1716 Wayne Avenue. Not a lot of progress was made during its last meeting. He suggested that on projects that are two (2) or three (3) stories – the Commission should insist on 3D models – either digital or built models – recognizing that it is an additional burden to the owners and to the designer.

Chair Gallatin expressed appreciation for the efforts of the Subcommittee. It appeared successful in clarifying the issues for the Applicant so that they clearly understood the Commission's initial concerns. The Subcommittee had also made a valuable suggestion on how submittals could be improved by recommending the inclusion of 3D modeling – either digital or physical. The Commission only has what is submitted by the applicant(s) to work with, and sometimes two (2) dimensions do not tell the whole story.

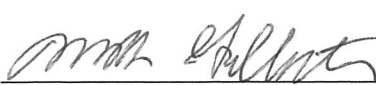
**9. Comments from Staff:**

Planning Manager Chang reported that the upcoming months will be very busy with the General Plan update, the new Downtown Specific Plan, and rezoning to meet many Housing Element programs. He also invited everyone to join the Staff for the General Plan Community Meeting this Saturday from 9:00 am – 12:00 pm at the War Memorial Building.

In addition, he reminded everyone about the Commissioners Congress to be held on the 28<sup>th</sup> to celebrate all the achievements from last year, the Work Plan for next year, and to have dinner with Councilmembers, Staff, and other Commissioners as well.

**ADJOURNMENT**

The meeting adjourned at 8:00 pm to the next regular meeting of the Cultural Heritage Commission on July 20, 2023, at 6:30 pm.

APPROVED,	
	11-16-23
_____ Mark Gallatin Chair, Cultural Heritage Commission	_____ Date