



**CITY OF SOUTH PASADENA  
CULTURAL HERITAGE COMMISSION**

**MINUTES**  
**THURSDAY, NOVEMBER 16, 2023, AT 6:30 P.M.**

---

**CALL TO ORDER:**

The Regular Meeting of the South Pasadena Cultural Heritage Commission was called to order by Chair Gallatin on Thursday, November 16, 2023, at 6:30 p.m. The meeting was conducted in person from the Council Chambers located at 1424 Mission Street, South Pasadena, California.

**ROLL CALL**

**PRESENT**

Chair	Mark Gallatin
Commissioner	William Cross
Commissioner	Jeremy Ding
Commissioner	Kristin Morrish

**ABSENT**

Vice-Chair	Conrado Lopez
------------	---------------

**CITY STAFF PRESENT:**

Alison Becker, Deputy Community Development Director; Matt Chang, Planning Manager; Braulio Madrid, Associate Planner; Tatianna Marin, Planning Technician; Lillian Estrada, Administrative Secretary

**APPROVAL OF AGENDA**

Majority vote of the Commission to proceed with business.

There were no changes requested and the Agenda was approved as submitted.

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

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

Commissioner Cross stated that he goes by the Fremont property frequently.

**PUBLIC COMMENT**

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

None.

**PRESENTATION**

**2. 1831 Laurel Street**

Commissioner Morrish recused herself as the property is within 1,000 feet of her property.

Planning Manager Chang stated the property owner and project architect wanted to present their plans for this property.

Steve Dahl, Project Architect, and Adrian Dahl, Project Manager made the presentation about moving the home forward on the lot. Mark Ghaly, owner, was present to answer questions.

**Questions for Applicant and Staff:**

Chair Gallatin asked Planning Manager Chang if moving a home qualifies as an alteration under the code.

Planning Manager Chang stated that code says that if there is a relocation of a resource or character defining features for a historic property, it will make it subject to this body's review and approval.

Chair Gallatin asked if this project would have to return to the Commission for a Certificate of Appropriateness in order to relocate this house.

Planning Manager Chang stated that this project would require a Certificate of Appropriateness and when a project involves relocation, staff will have to evaluate a new setback requirement in order to correct any legal non-conforming setbacks.

A robust conversation ensued about the property line, history, architect of property.

**CONSENT CALENDAR ITEMS**

Commissioner Morrish rejoined the meeting.

**3. Minutes from the Regular Meeting of June 15, 2023**

**4. Minutes from the Regular Meeting of July 20, 2023**

**Commission Motion and Action:**

MOVED BY COMMISSIONER DING, to approve the minutes as submitted.

**AYES:** Cross, Ding, Gallatin, Morrish

**NOES:**

**ABSENT:** Lopez

**ABSTAINED:**

*Motion Carried: 4-0*

<b>PUBLIC HEARING</b>
-----------------------

5. **1907 Fremont Avenue, Project No. 2570/SGN:** A request for a new business sign “HARUKI LASH” located at 1907 Fremont Avenue (APN: 5319-019-002). In accordance with the California Environmental Quality Act (CEQA), this project qualifies for a Categorical Exemption under Section 15301 – Class 1 (Existing Facilities), Section 15311 – Class 11 (Accessory Structures), and Section 15331 – Class 31 (Historical Resource Restoration/Rehabilitation).

**Recommendation**

Finding the project exempt from CEQA pursuant to Sections 15301, 15311, and 15331. Approve the Certificate of Appropriateness, subject to conditions of approval.

**Staff Presentation:**

Associate Planner Madrid presented the staff report.

**Questions for Staff:**

Commissioner Cross asked staff how many holes would be drilled to have the sign installed.

Associate Planner Madrid stated that the previous unpermitted sign created two holes currently being covered by wood.

Applicant representative, Mr. Hernandez stated that the owner would install a raceway, which will reduce number of holes needed.

Commissioner Cross suggested they paint the raceway dark brown instead of black.

Chair Gallatin added that the paint should be powder coated so it will not peel in the future.

Commissioner Morrish asked for confirmation that the raceway will be affixed into the brown brick and not into the white brick.

Mr. Hernandez stated that he was going to use only existing holes.

**Public Comment:**

None.

**Commission Discussion:**

The Commission agreed that the project met the code.

**Commission Motion and Action:**

MOVED BY COMMISSIONER MORRISH AND SECONDED BY COMMISSIONER DING, to approve the project as submitted with the conditions including they paint the raceway a brown as close to the brown on the building as possible, powder coat the paint, and it is affixed within the brown brick only.

**AYES:** Gallatin, Cross, Ding, Morrish

**NOES:**

**ABSENT:** Lopez

**ABSTAINED:**

*Motion Carried: 4-0*

<b>DISCUSSION</b>
-------------------

**6. Process for Demolition of Accessory Structures**

**Recommendation**

Discuss and provide direction to staff.

**Commission Discussion:**

Chair Gallatin stated he recently received two projects for Chair Review that involved demolition of existing original garage structures on historic inventory. He added that there is no process in municipal code for making a determination if the structures have historic significance while there is a process for non-historic structures.

Planning Manager Chang suggested that staff create a checklist as they did for the Accessory Dwelling Unit (ADU) project including any historic documents on the property. He added that if the Chair did not feel comfortable approving it, they could bring it to the whole Commission to review.

Chair Gallatin stated this process did not address cultural significance of a property.

Deputy Director Becker stated that there was no quick fix. She added that fixing the ordinance could be considered in the next year's work program.

Chair Gallatin suggested putting these two projects on next month's consent calendar in the meantime.

## **ADMINISTRATION**

### **7. Comments from City Council Liaison**

None.

### **8. Comments from Commissioners**

None.

### **9. Comments from Subcommittees**

Commissioner Ding noted that the subcommittee had given their comments to the applicant for the 1716 Wayne Avenue but the applicant did not make changes.

Associate Planner Madrid stated that the applicant was going back to the drawing board to redesign the project.

### **10. Comments from Staff**

Deputy Director Becker stated that the City has relaunched the Landmark Plaque Program and have already placed two plaques. Deputy Director Becker added that the Community Development Department had been working on completing the General Plan Update and the Downtown Specific Plan, and re-zonings. She added that the City Council has chosen a firm to help the City navigate the process of selling the Caltrans properties.

## **ADJOURNMENT**

### **11. Adjourn to the regular Cultural Heritage Commission meeting scheduled for Thursday, December 21, 2023, at 6:30 p.m.**

There being no further matters, Chair Gallatin adjourned the Cultural Heritage Commission meeting at 7:46 p.m.

APPROVED,



\_\_\_\_\_  
Mark Gallatin, Chair  
Cultural Heritage Commission

2.15.24

\_\_\_\_\_  
Date

CONRAD LOPEZ