



**CITY OF SOUTH PASADENA
CULTURAL HERITAGE COMMISSION**

**AGENDA
REGULAR MEETING
THURSDAY, FEBRUARY 15, 2024 AT 6:30 P.M.**

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

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

The South Pasadena Cultural Heritage Commission Meeting will be conducted in-person from the Amedee O. "Dick" Richards, Jr. Council Chambers, located at 1424 Mission Street, South Pasadena, CA 91030.

The Meeting will be available:

- In Person – Council Chambers, 1424 Mission Street, South Pasadena
- Via Zoom: <https://us02web.zoom.us/j/82268359053> **Meeting ID: 822 6835 9053**

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting via Zoom in one of the two methods below.

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link:
<https://us02web.zoom.us/j/82268359053>

CALL TO ORDER:	Vice-Chair	Conrado Lopez
ROLL CALL:	Vice-Chair	Conrado Lopez
	Commissioner	William Cross
	Commissioner	Jeremy Ding
	Commissioner	Kristin Morrish
	Commissioner	Scott Severson
COUNCIL LIAISON:	Mayor Pro Tem	Jack Donovan

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 COMMENT GUIDELINES (Public Comments are limited to 3 minutes)

The Cultural Heritage Commission welcomes public input. If you would like to comment on an agenda item, members of the public may participate by one of the following options:

Option 1:

Participate in-person at the Council Chambers, 1424 Mission Street, South Pasadena

Option 2:

Participants will be able to “raise their hand” using the Zoom icon during the meeting, and they will have their microphone un-muted during comment portions of the agenda to speak for up to 3 minutes per item.

Option 3:

Email public comment(s) to PlanningComments@southpasadenaca.gov.

Public Comments received in writing will not be read aloud at the meeting, but will be part of the meeting record. Written public comments will be uploaded online for public viewing under Additional Documents. There is no word limit on emailed Public Comment(s). Please make sure to indicate:

- 1) Name (optional), and
- 2) Agenda item you are submitting public comment on, and
- 3) Submit by no later than 12:00 p.m., on the day of the Cultural Heritage Commission meeting.

NOTE: 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.

PUBLIC COMMENT

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

BUSINESS ITEMS

2. Cultural Heritage Commission Reorganization

Recommendation

Select Chair and Vice-Chair.

CONSENT CALENDAR ITEMS

3. Minutes from the Regular Meeting of November 16, 2023

4. Minutes from the Regular Meeting of December 21, 2023

DISCUSSION

5. Certified Local Government (CLG) Annual Report

ADMINISTRATION

6. Comments from City Council Liaison

7. Comments from Commissioners

8. Comments from Subcommittees

9. Comments from Staff

ADJOURNMENT

10. Adjourn to the Regular Cultural Heritage Commission meeting scheduled for March 21, 2024 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>

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.

2/8/2024

Date



Sandra Robles, Associate Planner



**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
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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

PUBLIC HEARING

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

DISCUSSION

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

Date



**CITY OF SOUTH PASADENA
CULTURAL HERITAGE COMMISSION**

MINUTES
THURSDAY, DECEMBER 21, 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, December 21, 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

COUNCIL LIAISON

Mayor Pro Tem	Evelyn Zneimer
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ABSENT

Vice-Chair	Conrado Lopez
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CITY STAFF PRESENT:

Matt Chang, Planning Manager; Dean Flores, Senior Planner; Tatianna Marin, Planning Technician.

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 he drove by the Edgewood property.

Chair Gallatin stated he drove by 626 Stratford Avenue and 1921 Edgewood Drive.

PUBLIC COMMENT

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

None.

CONSENT CALENDAR ITEMS

Commission Morrish asked to pull items 3 and 4, the projects at 626 Stratford Avenue and 1917 La France Avenue.

2. Minutes from the Regular Meeting of September 21, 2023

Commissioner Cross stated he had one correction for the minutes. He stated that the agenda was approved 4-0, not 3-0.

Chair Gallatin asked for a motion to approve the minutes.

Commission Motion and Action:

MOVED BY COMMISSIONER DING, SECONDED BY COMMISSIONER CROSS to approve the minutes with an amendment that the Agenda had been approved 4-0.

AYES: Cross, Ding, Gallatin, Morrish

NOES:

ABSENT: Lopez

ABSTAINED:

Motion Carried: 4-0

3. 626 Stratford Avenue, Project No. 2605-COA – A request for a Certificate of Appropriateness for partial demolition of a 529 sq. ft. detached garage and to rebuild the structure with the same square footage.

Recommendation:

Review the proposed project and determine appropriateness.

Staff Presentation:

Planning Technician Marin presented the staff report.

Questions for Staff:

Chair Gallatin asked if this proposal would be considered a partial demolition or a complete demolition considering only one wall will remain.

Planning Manager Chang responded that the municipal code does not have a clear definition of what is a demolition.

Applicant Presentation:

Applicant/Designer Michael Loussinian presented his report.

Questions for Applicant:

Chair Gallatin asked the applicant if the material they were using, DuraTemp, was a fire-rated material or would they be installing drywall on the inside.

Mr. Loussinian stated that they would have drywall on the inside and that the roof eave and the wall closest to the property line would be fire rated.

Chair Gallatin noted that the proposed windows are vinyl and that the design guidelines state vinyl windows are not appropriate for historic properties. He added that he was surprised to drive by the site and find the garage almost entirely built already. Chair Gallatin asked Mr. Loussinian if he wanted a rebuttal.

Mr. Loussinian stated that he was not the original contractor on the project and the first contractor told the homeowner he had pulled permits before building the structure, and then cut off communication.

Commission Discussion:

Commissioners had a robust conversation about the process going forward since the detached building was already built and there were very few records. There was consensus amongst the Commissioners that the structure that was replaced was not historic.

Commission Motion and Action:

MOVED BY COMMISSIONER MORRISH, SECONDED BY COMMISSIONER DING to make the mandatory findings and the project specific findings to rebuild the detached building as proposed with the conditions that they switch the windows from vinyl to a more appropriate material and confirm whether the Sunburst over the front door exists with the other materials as shown. In addition, in regards to the project specific findings, memorialize number two and number eleven.

AYES: Cross, Ding, Gallatin, Morrish

NOES:

ABSENT: Lopez

ABSTAINED:

Motion Carried: 4-0

- 4. 1917 La France Avenue, Project No. 2606-COA** – A request for a certificate of Appropriateness for a demolition of a 370 sq. ft. detached garage to rebuild the structure with the same square footage.

Recommendation:

Review the proposed project and determine appropriateness.

Staff Presentation:

Planning Technician Marin presented the staff report.

Questions for Staff:

None.

Applicant Presentation:

Owner Jeff Silverman made a presentation.

Questions for Applicant:

Commissioner Morrish stated she did not see specifics on the windows or garage door.

Mr. Silverman stated the windows would be wood or wood-clad and garage would be wood.

Commissioner Discussion:

None.

Commission Motion and Action:

MOVED BY COMMISSIONER MORRISH, SECONDED BY COMMISSIONER CROSS to approve the project as submitted with mandatory findings and project specific findings, number two, number six, and number seven.

AYES: Cross, Ding, Gallatin, Morrish

NOES:

ABSENT: Lopez

ABSTAINED:

Motion Carried: 4-0

PUBLIC HEARING

- 3. **1921 Edgewood Drive, Project No. 2577/COA/TRE:** A request for Certificate of Appropriateness (COA) for a 151-square-foot first-story addition and a 933-square-foot second-story addition to an existing 1,515-square foot one-story single-family residence located at 1921 Edgewood Drive (APN: 5320-029-006). The project includes a request for a Tree Removal Permit (TRE). 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 and 15311. Approve the Certificate of Appropriateness and Tree Removal Permit, subject to conditions of approval.

Staff Presentation:

Commissioner Ding recused himself as he lives within 1,000 feet of the subject property.

Senior Planner Flores presented the staff report.

Questions for Staff:

None.

Applicant Presentation:

Architect Georgie Kajer stated she had minor corrections to the staff report including that the project was submitted on April 3, 2023 not May 25, 2023. In addition, she added that the report states the addition increases the height of the house by two feet and in fact, it does not increase the height of the house. Finally, she noted there were permits in the report that belonged to another project.

Commissioner Cross stated he loved the design and wondered where solar panels might be placed.

Ms. Kajer stated that solar panels had not been discussed but she would be careful with their placement if they were discussed.

Commissioner Morrish stated that the Secretary of Interior Standards states that new work should be differentiated from old work and asked the applicant to comment.

Ms. Kajer stated that there is no way they could ever perfectly match new work from old. She then asked staff, if relocating original single glazed windows was required or just suggestion since many were in disrepair.

Chair Gallatin responded that if the windows are in disrepair or would not meet the Title 24 compliance, then no, this was not a deal breaker.

Public Comment:

None.

Commission Discussion:

Chair Gallatin complimented the designer on a well-thought-out design. He stated his only question for the Commission was if they had any issues with the fireplace being removed rather than replaced. None of the Commissioners had any issues with removing the fireplace.

Commission Motion and Action:

MOVED BY COMMISSIONER MORRISH AND SECONDED BY COMMISSIONER CROSS, to approve the project as submitted with the mandatory findings and the project specific findings, specifically number two, number three, number five.

AYES: Gallatin, Cross, Morrish

NOES:

ABSENT: Lopez

ABSTAINED:

Motion Carried: 3-0

Commissioner Ding rejoined the meeting.

ADMINISTRATION

4. Comments from City Council Liaison

Chair Gallatin introduced the City Council Liaison in her new capacity as Mayor for the City of South Pasadena. Mayor Zneimer stated she was excited to take on this role.

5. Comments from Commissioners

Commissioner Cross asked Chair Gallatin if this was his last meeting. Chair Gallatin stated that in all likelihood this was his last meeting. Commissioner Cross stated that he has served on many commissions over the years and he had never come across a chair as good as Chair Gallatin. Commissioner Morrish echoed Commissioner Cross's comments and encouraged the Mayor to take her time finding a chair to replace him since he will be hard to replace. Commissioner Ding stated he agreed with the others—Chair Gallatin was a pleasure to serve and work with.

6. Comments from Subcommittees

Commissioner Ding asked if Vice-Chair Lopez would be terming out as well and wondered what that meant for the subcommittee. Chair Gallatin stated Commissioner Lopez was eligible for one more term.

7. Comments from Staff

Planning Manager Chang congratulated Council Liaison Mayor Zneimer for becoming mayor. He clarified that Vice-Chair Lopez had termed out but was eligible to reapply to be on the Commission. He added that if Vice-Chair Lopez chose not to reapply, staff would instruct the Commission to form a new subcommittee. Planning Manager Chang thanked Chair Gallatin, on behalf of the staff, for his service, dedication, and temperament handling tough situations.

Finally, Planning Manager Chang thanked everyone for their service this past year and wished all Happy Holidays.

Chair Gallatin stated it was an honor and privilege to serve on this Commission and thanked his Commissioners, City Council Liaison and staff individual.

ADJOURNMENT

8. Adjourn to the regular Cultural Heritage Commission meeting scheduled for Thursday, January 18, 2024, at 6:30 p.m.

There being no further matters, Chair Gallatin adjourned the Cultural Heritage Commission meeting at 8:06 p.m.

APPROVED,

Mark Gallatin, Chair
Cultural Heritage Commission

Date