



**CITY OF SOUTH PASADENA
CULTURAL HERITAGE COMMISSION**

AGENDA
REGULAR MEETING
THURSDAY, APRIL 18, 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:	Chair	Conrado Lopez
ROLL CALL:	Chair	Conrado Lopez
	Vice-Chair	Kristin Morrish
	Commissioner	William Cross
	Commissioner	Jeremy Ding
	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)

CONSENT CALENDAR ITEM

2. Minutes from the Regular Meeting of March 21, 2024

DISCUSSION

3. 203 Oaklawn Avenue – Mills Act Request

Recommendation

Form a subcommittee to review the Mills Act request.

4. 227 Oaklawn Avenue – Mills Act Request

Recommendation

Form a subcommittee to review the Mills Act request.

ADMINISTRATION

5. Comments from City Council Liaison

6. Comments from Commissioners

7. Comments from Subcommittees

8. Comments from Staff

ADJOURNMENT

9. Adjourn to the Regular Cultural Heritage Commission meeting scheduled for May 16, 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.

4/11/2024

Date



Sandra Robles, Associate Planner



**CITY OF SOUTH PASADENA
CULTURAL HERITAGE COMMISSION**

MINUTES
THURSDAY, MARCH 21, 2024, AT 6:30 P.M.

CALL TO ORDER:

The Regular Meeting of the South Pasadena Cultural Heritage Commission was called to order by Chair Lopez on Thursday, March 21, 2024, 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	Conrado Lopez
Vice-Chair	Kristin Morrish
Commissioner	William Cross
Commissioner	Jeremy Ding

COUNCIL LIAISON

Mayor Pro Tem	Jack Donovan
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ABSENT

Commissioner	Scott Severson
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CITY STAFF PRESENT

Dean Flores, Senior Planner; Braulio Madrid, Associate Planner; Tatianna Marin, Planning Technician.

APPROVAL OF AGENDA

Majority vote of the Commission to proceed with business.

Approved as submitted, 4-0.

DISCLOSURE OF SITE VISITS AND EX-PARTE CONTACTS

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

None.

PUBLIC COMMENT

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

None.

BUSINESS ITEMS

2. Commissioner Introduction

Due to Scott Severson’s absence, this item was continued to the next meeting.

CONSENT CALENDAR ITEMS

3. Minutes from the Regular Meeting of January 18, 2024

4. Minutes from the Regular Meeting of February 15, 2024

Chair Lopez called for a motion to approve the minutes.

Commission Motion and Action:

MOVED BY COMMISSIONER DING, SECONDED BY VICE-CHAIR MORRISH, to approve the minutes as submitted.

AYES: Cross, Morrish, Lopez, Ding

NOES:

ABSENT: Severson

ABSTAINED:

Motion Carried: 4-0

PUBLIC HEARING

- 5. 1303 Milan Avenue, Project No. 2603-COA** – A request for a Certificate of Appropriateness (COA) for a 253 square-foot first-floor addition, a new 499 square-foot covered porch, and a new 254 square-foot pergola to an existing 3,465 square-foot single-family dwelling for a property located at 1303 Milan Avenue (APN: 5320-026-005). 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, subject to the Conditions of Approval.

Commissioner Ding recused himself from this item because he has a financial interest in property within the vicinity of the project.

Staff Presentation

Associate Planner Braulio Madrid gave a PowerPoint presentation.

Questions for Staff

Commissioner Cross inquired about the outside fireplace. Vice-Chair Morrish recommended combining Public Works Conditions of Approval 6 and 12, as they are essentially the same. Chair Lopez asked about the side block wall on the North side.

Applicant's Presentation

None.

Questions for Applicant

Project Manager Emily Burke responded to the Commissioners' questions.

Public Comments

None.

Commissioner Discussion

The Commissioners agreed that it was a well-designed remodel and added good living space. They appreciated the effort to put it all together.

Commission Motion and Action

MOVED BY VICE-CHAIR MORRISH, SECONDED BY CHAIR LOPEZ, to approve the project as submitted. Mandatory Findings and Project Specific Findings 2, the project is appropriate to the scale and size of the neighborhood; Project Finding 3, the project makes a clear distinction between the old and the new part of the house; and 3, the project adds substantial new living space while keeping the house within the context of the neighborhood, can be made. Also, to review and combine Public Works Conditions of Approval 6 and 12 for clarity.

AYES: Cross, Morrish, Lopez,

NOES:

ABSENT: Severson

ABSTAINED:

Motion Carried: 3-0

Commissioner Ding rejoined the meeting.

Chair Lopez recused himself from the meeting for the next project and turned the meeting over to Vice-Chair Morrish.

6. **1128 Garfield Avenue, Project No. TEX24-001** – A request for a Time Extension of a previously approved Certificate of Appropriateness (2462-COA), the scope of which included a 174 square-foot second-floor addition to an existing 3,490 square-foot single-family dwelling for a property located at 1128 Garfield Avenue (APN: 5324-012-039). 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 Time Extension of a previously approved Certificate of Appropriateness (2462-COA), subject to the Conditions of Approval.

Staff Presentation

Senior Planner Dean Flores gave a presentation.

Questions for Staff

The Commissioners inquired about the cause of project delays.

Public Comments

None.

Commissioner Discussion

None.

Commission Motion and Action

MOVED BY COMMISSIONER CROSS, SECONDED BY COMMISSIONER DING, to approve the project as submitted. The project is still exempt from the California Environmental Quality Act.

AYES: Cross, Ding, Morrish

NOES:

ABSENT: Severson

ABSTAINED:

Motion Carried: 3-0

Chair Lopez rejoined the meeting.

ADMINISTRATION

7. **Comments from City Council Liaison**

City Council Liaison Jack Donovan reported on last night's City Council meeting.

8. Comments from Commissioners

None.

9. Comments from Subcommittees

None.

10. Comments from Staff

Senior Planner Flores reported that former Assistant Planner Mackenzie's projects have all been reassigned.

ADJOURNMENT

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

There being no further matters, Chair Lopez adjourned the Cultural Heritage Commission meeting at 7:17 p.m.

APPROVED,

Conrado Lopez, Chair
Cultural Heritage Commission

Date



Cultural Heritage Commission Agenda Report

ITEM NO. 3

DATE: April 18, 2024

FROM: Angelica Frausto-Lupo, Community Development Director
Matt Chang, Planning Manager

PREPARED BY: Braulio M. Madrid, Associate Planner

SUBJECT: 203 Oaklawn Avenue – Mills Act Request

Recommendation

Staff recommends that the Cultural Heritage Commission appoint a subcommittee to review a request for a Mills Act Contract.

Discussion/Analysis

On February 26, 2024, a letter of intent to file a Mills Act application for the property located at 203 Oaklawn Avenue was filed with the City.

As stated in the letter, prepared by applicant, the property is designated a contributor to the Oaklawn Historic District. The attached letter (**Attachment 1**) illustrates some of the proposed repairs.

Staff recommends that the Commission appoint a subcommittee to review this request in further detail before the property owners prepare rehabilitation and restoration plans and maintenance program.

Next Steps

Planning staff will arrange a site meeting with property owner and the subcommittee to inspect the condition of the property and discuss any potential items for restoration that may be needed during the agreement.

The appointed subcommittee will review the submitted materials and prepare a report to the Cultural Heritage Commission to make a recommendation to City Council.

Fiscal Impact

A Mills Act contract allows a tax reduction (between approximately 40% - 60%) for a property owner who agrees to perform certain restoration and maintenance tasks over a 10-year period. Although the City will see a reduction in property tax revenue, the benefits of the program include economic benefits of conserving resources and reinvestment as well as the important role historic preservation can play in revitalizing older areas, creating cultural tourism, building civic pride, and retaining the sense of place and continuity with the community's past.

Environmental Analysis

The Mills Act Contract qualifies for an exemption under the California Environmental Quality Act (CEQA) Guidelines Section 15308, Class 8: Actions taken by regulatory agencies, as authorized by state or local ordinance, to assure the maintenance, restoration, enhancement, or protection of the environment where the regulatory process involves procedures for protection of the environment.

Public Notification of Agenda Item

The public is made aware of this item by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City’s website.

Attachment:

1. Letter of Intention from Property Owners

ATTACHMENT 1

From: Michael Girvigian
203 Oaklawn Avenue
South Pasadena, CA 91030

To: City of South Pasadena,
Community Development Department

Re: Mills Act Application, Letter of Intent

Date: 2/20/2024

This is a letter of intent to file the Mills Act Application for the property at 203 Oaklawn Avenue. The site is located on the west side of Oaklawn Avenue and is a part of the Oaklawn Historic District designated in 2010. Our family lived here since 1977. My father, Raymond Girvigian, an acclaimed historical architect and historical preservationist, wrote the draft of the bill later known as the Mills' Act. He was able to convince senator James Mills to back the legislation and get it passed into law. My father passed away in 2022. To preserve my father's legacy, I am committed to ensure the house he lived and worked in will be maintained and restored to the highest standards of treating historic structures.

The 2-story house was designed in 1912 by architect George Lawrence Stimson and built under the supervision of his father, developer George Woodbury Stimson. The cost of the construction was estimated as \$18,000. The elder Stimson lived in our house for several years after it was built. The younger lived next door, at 207 Oaklawn Avenue (this house was awarded with a Mill's Act contract, as well as several other properties in the district).

The house represents the Italian Revival style. The character-defining features include symmetrical massing, a flat roof with a balustrade, an overhanging dented cornice, vertical double-hung windows around the house, and smooth stucco. The east (front) elevation features a projecting middle portion. A central window on the second floor is surrounded by

a decorative plaster framing with a segmental arch broken pediment. A prominent porch with a balustrade is supported with a combination of massive square posts and Tuscan columns. There are two wide wood entry doors with large glazing and decorative metal grills, and an elevated three-step porch landing. The north (side) elevation features a recessed loggia with a triple arch facing a curved driveway with two approaches from Columbia Street. A two-car garage is facing Fremont Avenue.

The property is abutting Columbia Street on the north and Fremont Avenue on the west. Two sides of the block along Columbia Street and Fremont Avenue are surrounded by a solid wall with massive Arroyo stone posts designed by Charles and Henry Greene. 17 of these stone posts belong to the subject property. One of two entry portals serving as pedestrian gates on the west side of Oaklawn Avenue is located on the public right-of-way, outside of the property boundaries.

The house has not undergone any major remodel or restoration since it was built. Several alterations included:

- 1928 – adding a one-story sun parlor to the north-west corner of the house;
- 1940 – building an interior elevator shaft (elevator later removed);
- 1946 – termite repair;
- 1960 – building an attached wrap-around rear patio along west and south sides of the house; constructing a swimming pool; interior kitchen remodel; partial electrical and plumbing upgrade;
- 1961 – interior remodel of the utility area in the garage (a bathroom and a dressing room); replacing garage doors;
- 1988 – adding a workshop to the garage;
- 1989 – foundation maintenance (seismic retrofit);
- 2005 – building an exterior elevator shaft on the south (side) elevation.

Reroofing work on the house and the garage was done in 1961, 1973, 1978, and 1990.

As a result of the building age, which is 112 years old, there is significant deferred maintenance. Several features require historically accurate renovations to ensure structural stability and authenticity of the house. The preliminary scope of work to be implemented under the Mills Act in 2025-2034 includes the following:

Exterior:

- Repair rotten wood at the main roof, remove cap sheet, install new torch down modified bitumen roofing material with Title 24 rating. Repair flashing around the chimney.
- Tear off 1350 sq. ft. shingle roof at the southwest patio, repairs to rotten wood, install new composite shingle roofing material.
- Tear off 260 sq. ft. roof on the front porch, repairs to damaged framing and gutter system, install new torch down bitumen roofing material.
- Repair existing metal gutters to return to normal function.
- Repair non-reinforced lime and sand mortar chimney to ensure safety while using the fireplaces.
- Restore plaster on the exterior walls.
- Repaint the house using historically appropriate color.
- Restore 41 existing windows and exterior doors to return normal operation and paint touch up.
- Replace damaged cast iron drains in crawl space exterior.
- Partially replace foundation at the southwest patio. Repair cracks in the concrete deck and block porch wall.
- Repair cracks in exterior concrete steps and clinker brick paving.
- Repair concrete walls with Arroyo stone posts along the northern and western property lines.
- Install 85-lineal feet of 4-inch drainpipe to address the visible drainage issues on the property.

Garage:

- Reinforce the garage opening and install a steel beam to ensure seismic stability.
- Replace non-original overweight garage door and an outdated opening mechanism with a modern lightweight garage door of historically appropriate design.

Interior (structural/safety issues):

- Obtain the Structural Pest Control report and treat wood structure for termite damage as needed.

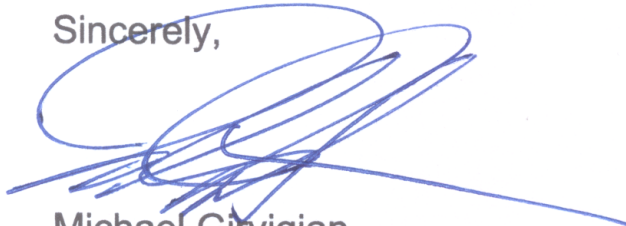
- Repair framing members in the attic to address water intrusion around the chimney stack.
- Repair a staircase skylight to ensure operability.
- Examine sloped/uneven floors on the second floor and repair as needed.
- Repair fire boxes and flue systems in 3 fireplaces to ensure safety, based on the inspection report.
- Remove 3 gravity furnaces and existing asbestos ducting including asbestos mitigation.
- Replace outdated knob and tube electric wiring and ungrounded three prong receptacles with modern wiring to ensure safety, including new 200 Amp service, 4 sub panels, all new grounded circuits and lighting, arc fault breakers and smoke and carbon dioxide sensors.
- Replace outdated plumbing with all new waters and drains to 6 baths (including garage bath) and 1 kitchen.

Interior (decorative – not a part of the Mill’s Act application):

- Restore, wax, and touch up interior wood paneling, stairs, fireplace mantels, window shutters, and ceiling beams in the foyer and living room.
- Protect original hand-painted wallpaper in the dining room and restore cracks.
- Repair water-damaged plaster from roof leaks and associated painting.

All the proposed tasks will meet the Secretary of the Interior Standards for Historic Rehabilitation. Please schedule this proposal for a discussion with the Cultural Heritage Commission.

Sincerely,

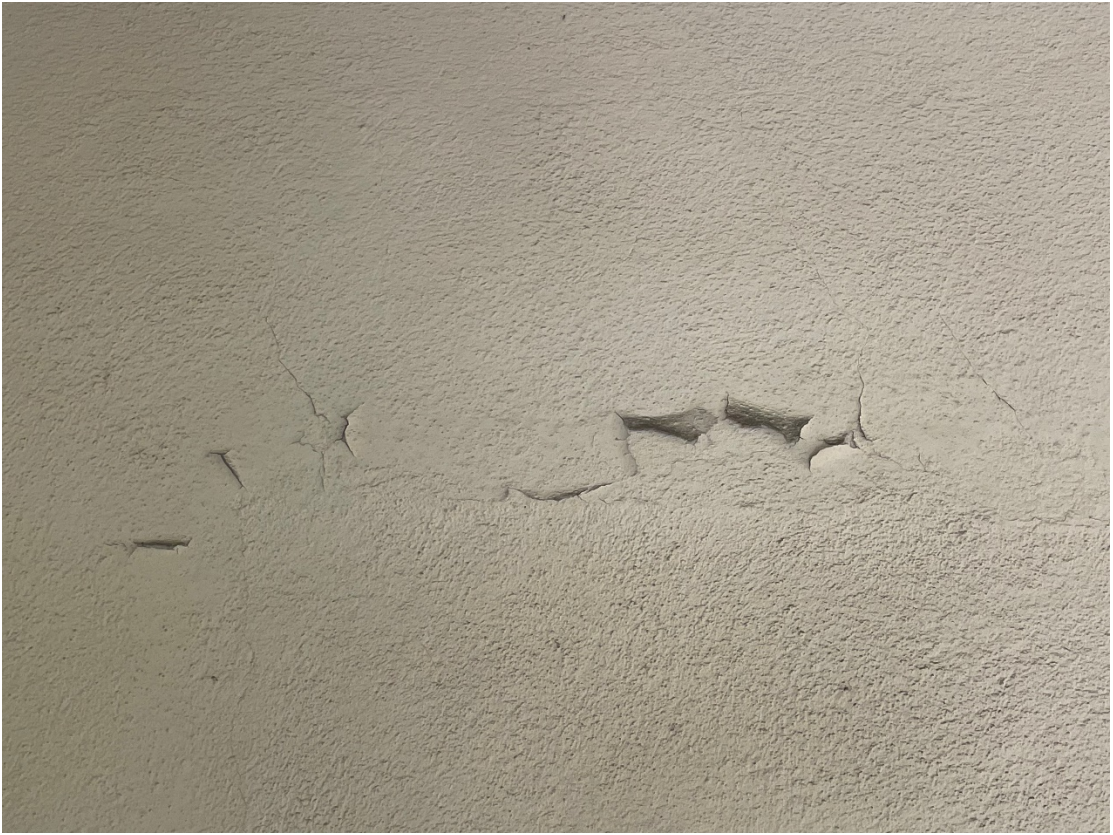


Michael Girvigian

203 Oaklawn Avenue
Mills Act Application, Letter of Intent
Attachment: Photographs, 2024



203 Oaklawn Ave, front (east) elevation



Cracks in exterior plaster and peeling paint



Interior cracks demonstrating structural damage



Evidence of roof leaks on the second floor



Evidence of drainage issues in the basement



Damaged roof of the porch



Damaged roof of the sun parlor



Deteriorated original windows with cracks and peeling paint





Mahogany staircase (not a part of the project)



Staircase skylight to be repaired



One of three fireplaces to be repaired



Hand-painted wallpaper in the dining room (not a part)



Attached rear porch – roof and foundation damage





Non-original garage door



Clinker brick pavement to be repaired



Oaklawn portal adjacent to the property (not a part of the project)



Block walls and Arroyo stone posts to be repaired



Cultural Heritage Commission Agenda Report

ITEM NO. 4

DATE: April 18, 2024

FROM: Angelica Frausto-Lupo, Community Development Director
Matt Chang, Planning Manager

PREPARED BY: Sandra Robles, Associate Planner

SUBJECT: 227 Oaklawn Avenue – Mills Act Request

Recommendation

Staff recommends that the Cultural Heritage Commission appoint a subcommittee to review a request for a Mills Act Contract.

Discussion/Analysis

On April 1, 2024, a letter of intent to file a Mills Act application for the property located at 227 Oaklawn Avenue was filed with the City.

As stated in a letter prepared by the applicant, the property is designated a contributor to the Oaklawn Historic District. The attached letter (**Attachment 1**) illustrates some of the proposed repairs.

Staff recommends that the Commission appoint a subcommittee to review this request in further detail before the property owners prepare rehabilitation and restoration plans and maintenance program.

Next Steps

Planning staff will arrange a site meeting with the property owner and the subcommittee to inspect the condition of the property and discuss any potential items for restoration that may be needed during the agreement.

The appointed subcommittee will review the submitted materials and prepare a report to the Cultural Heritage Commission to make a recommendation to the City Council.

Fiscal Impact

A Mills Act contract allows a tax reduction (between approximately 40% - 60%) for a property owner who agrees to perform certain restoration and maintenance tasks over a 10-year period. Although the City will see a reduction in property tax revenue, the benefits of the program include economic benefits of conserving resources and reinvestment as well as the important role historic preservation can play in revitalizing older areas, creating cultural tourism, building civic pride, and retaining the sense of place and continuity with the community's past.

Environmental Analysis

The Mills Act Contract qualifies for an exemption under the California Environmental Quality Act (CEQA) Guidelines Section 15308, Class 8: Actions taken by regulatory agencies, as authorized by state or local ordinance, to assure the maintenance, restoration, enhancement, or protection of the environment where the regulatory process involves procedures for protection of the environment.

Public Notification of Agenda Item

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Attachment:

1. Applicant Letter of Intent

ATTACHMENT 1

Applicant Letter of Intent

Casa Incantata
227 Oaklawn Avenue
South Pasadena, CA 91030

March 30, 2024

Matt Chang, Planning Manager

City of South Pasadena
Planning & Building Department
1414 Mission Street
South Pasadena, CA 91030
BY EMAIL: mchang@southpasadenaca.gov

RE: Mills Act Letter of Intent – 227 Oaklawn Avenue (Casa Incantata)

Dear Mr. Chang,

I am writing this Letter of Intent to express my interest in applying for the Mills Act for this special, historic property at 227 Oaklawn Avenue in South Pasadena. The house is a contributor to the Oaklawn Avenue Historic District. Built in 1908 with outstanding architectural detail, the home combines Mission Revival and Craftsman style, and was designed by the renowned architects G. Lawrence Stimson and Greene & Greene.

When I purchased the home in July 2023, it was the culmination of a search for a great historic house that I could preserve and protect as a steward of its cultural and architectural history. I have long been passionate about historic homes and the importance of historic preservation. Although the original architecture and vast majority of details are very much intact, the house nonetheless requires much costly repair work and maintenance, and the Mills Act program and property tax abatement would be of great assistance to enable the many necessary projects to be undertaken and completed. All of these projects will contribute to the house's long-term preservation.

In addition to the home needing new plumbing and HVAC (it only has its original 1908 furnace, and no air conditioning), these are some examples of important required work for which the Mills Act could provide much-needed support: Drainage problems must be repaired and resolved to protect the foundation and exterior walls; seismic retrofitting of the foundation is needed; chimney repairs; exterior re-painting; replacement of a historically inaccurate sliding glass door (added in the 1960s) with historically accurate french doors and Art Nouveau/Arts & Crafts-style stained glass, as the house originally had in this spot.

I look forward to meeting with Cultural Heritage Commissioners and City officials to further discuss these details and the history of the house, and hope to be approved for proceeding with the Mills Act Application. Thank you for your consideration.

Sincerely,

Denise Roberts
Casa Incantata, LLC