

**MINUTES OF THE MEETING OF THE  
CULTURAL HERITAGE COMMISSION  
CITY OF SOUTH PASADENA, CALIFORNIA  
CONVENED THIS 21<sup>ST</sup> DAY OF NOVEMBER, 2013  
COUNCIL CHAMBERS, 1424 MISSION STREET**

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ROLL CALL

The Meeting convened at: 6:50 PM

Commissioners Present: Robert Conte (Chair), John Lesak (Vice Chair), ,  
Deborah Howell-Ardila and James McLane

Commissioners Absent: West J. De Young

Council Liaison Present: Michael A. Cacciotti, Councilmember

Staff Liaison Present: John Mayer, Senior Planner

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1. Chair Conte opened the meeting and invited commissioners to introduce themselves and explain their professional backgrounds. Chair Conte wanted the public to know that the Commission is made up of qualified historians who volunteer their time to the City of South Pasadena.

Chair Conte announced that Item No. 15 (Improving the Review Process) will be taken up and discussed after Item No. 4.

Due to the length of the agenda, the Commissioners agreed not to take up any new items after 11:00 PM.

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NON-AGENDA  
PUBLIC COMMENT  
PERIOD

2. None
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PRESENTATION

3. **2013 Annual Heritage Preservation Awards**

Vice-Chair Lesak presented awards to outstanding achievers for preservation work completed in South Pasadena this year including:

- Restoration of a bas relief art piece at the South Pasadena Middle School (Civilian Conservation Corp Workers). Lori Ruch (project coordinator) accepted the award on behalf of the school and spoke about the work.
- Installation of Merrell Gage's art piece entitled "the Children's Hour" to the outside of the City Library facing Oxley Street. City Librarian Steve Fjeldsted accepted the award and provided a background about how the art work was restored. He thanked everyone who was involved with this restoration project.

Commissioner Lesak closed with remarks about how these art pieces tell a story about the history of South Pasadena.

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NEW BUSINESS

4. **War Memorial Building & Permanent Structure for Tournament of Roses**

Mr. Ted Shaw spoke about plans to build a permanent structure for the South Pasadena Tournament of Roses Association. He presented a series of renderings of the proposed building and spoke about the association's needs.

Mr. Shaw responded to Commissioner questions about rose float activities

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better utilizing the War Memorial Building, and whether alternative sites were considered.

Commissioners had concerns with the project as proposed. Commissioner McLane asked Mr. Shaw if alternative sites were considered; he is concerned about using park land for this purpose. Commissioners raised other concerns about the placement of the new building and impacts to the character of the War Memorial Building, the open space relationship between the Oaklawn Bridge and the War Memorial Building. The proposed structure lacks consistency with the design guidelines and historic preservation principles.

With Mr. Shaw's agreement, the Commission voted 4-0 (Conte-Lesak) to **SELECT A SUBCOMMITTEE** consisting of John Lesak and Robert Conte to work with him to address the design and historic preservation issues.

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#### 5. **Improving the Review Process**

Chair Conte spoke about the City Council's criticism of the CHC regarding an appeal of a recent decision denying a request to demolish a detached garage. The City Council criticized the CHC for an expensive and lengthy review process for the homeowner.

Commissioners discussed their procedures for evaluating requests for demolition and how it relates to the California Environmental Review (CEQA) process. Commissioners noted that some projects could involve more than one meeting in order to work with the applicant on a project that will not result in a significant effect on the environment (the City's historic resources), and thus involve costly reports.

Tom McCarthy (appellant for 1812 Fletcher Street) asked the Commission some questions to clarify his understanding of the CEQA process and stated that he doesn't want his garage project to set a precedent for future decisions regarding garages.

The Commission concluded this item with the following lessons learned:

- If a consensus on a project can not be reached, inform the applicant that additional information from a qualified historian may be needed before a decision is rendered.
  - Be sensitive to the applicant's time; the applicant should be sensitive to the Commission's time.
  - The City needs to provide clear materials that illustrate the review process (including the CEQA process)
  - The Commission will not make a decision until there is adequate information. Applicants will need to explain how their project complies with the Secretary of the Interior Standards and the City's Design Guidelines.
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**Project Description:**

A request for a Certificate of Appropriateness and Design Review approval for a front and rear addition to an existing two story home, as well as construction of a new detached 2-car garage with a 196 square foot attached accessory structure. The proposed addition to the front of the house consists of the rebuilding and enlarging of the existing front entry porch, adding 109 square feet and extending it along the front façade, while adding a second floor deck above the front porch. An existing sleeping porch located at the northeast corner of the house is proposed to be enclosed and converted into a bathroom. The proposed rear addition consists of 652 square foot two story addition. Proposed exterior materials consist of lap siding and asphalt shingle roof to match the existing house, and wood dual paned windows.

The applicant was not in attendance; this item was **CONTINUED** to the December 19, 2013 meeting.

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7. **1917 Oak Street**

**Applicant: Ron Louie, Applicant**  
**Project #: 1631-COA/DRX**

**Project Description:**

A request for Certificate of Appropriateness for an 851 sq. ft. single story addition and an 811 sq. ft. two story addition onto an existing 3,050 two story Georgian Revival style house on a 19,340 sq. ft. lot. The single story addition will consist of expanding the family room and the kitchen. The second story addition will consists of a bedroom, a master bedroom with master bathroom and master closet. The exterior materials for the addition will match the existing. The roof will consist of asphalt shingles and the siding will be stucco. The addition portion will consist of new dual glaze double pane wood windows.

**Presentation:**

Ron Louie presented his project and responded to questions about the proposed windows, the eaves, and how the project complies with the City's design guidelines.

**Public Comment:**

None

**Discussion/Vote:**

After further review and discussion, the Commission voted 4-0 (Lesak-Conte) to **APPROVE** the project. The project was approved on the findings that the addition is appropriate to the size, massing, and design context of the historic neighborhood and adds new living space while preserving the historic character of the streetscape.

Upon consideration of the criteria identified in Section 2.64(b)(2) of the South Pasadena Municipal Code, consideration of the application, and all written and oral testimony submitted, including the evaluation of the

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property by a qualified architectural historian and categorization of the property as set forth in the City's Cultural Heritage Inventory, the Cultural Heritage Commission found and determined that 1917 Oak Street as it exists, and as it is proposed to be altered, would reasonably meet national, state or local criteria for designation as a landmark or part of an historic district, and is exempt from CEQA under Class 31.

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**8. 1738 Virginia Place**  
**Applicant: Jesse Hurtado, Applicant**  
**Project #: 1633-COA/DRX**

**Project Description:**

A request for Certificate of Appropriateness for a 309 sq. ft. single story addition and a new 152 sq. ft. second story addition. The site consists of an existing 1,288 sq. ft. single story Craftsman style house on a 5,000 sq. ft. lot. The single story addition will consist of a new kitchen and the new second story addition will consist of a new bedroom with bathroom. The exterior materials will match the existing; asphalt shingles and wood siding. New double hung wood windows are proposed for the addition portion.

**Presentation:**

Jesse Hurtado presented his project and responded to questions about the head height clearance in the attic space.

**Public Comment:**

Phil Han (1737 Mission Street) spoke in favor of the project.

**Discussion/Vote:**

After further review and discussion, the Commission voted 4-0 (Lesak-Conte) to **APPROVE** the project on the **CONDITION** that the architect verify the head height clearance of the 2<sup>nd</sup> story space, and that the balcony and door are aligned properly prior to submitting plans to plan check. The project was approved on the findings that the project is appropriate to the size, massing, and design context of the historic neighborhood.

Upon consideration of the criteria identified in Section 2.64(b)(2) of the South Pasadena Municipal Code, consideration of the application, and all written and oral testimony submitted, including the evaluation of the property by a qualified architectural historian and categorization of the property as set forth in the City's Cultural Heritage Inventory, the Cultural Heritage Commission found and determined that 1738 Virginia Place as it exists, and as it is proposed to be altered, would reasonably meet national, state or local criteria for designation as a landmark or part of an historic district, and is exempt from CEQA under Class 31.

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NEW ITEMS

**9. 2026 Fletcher Avenue**  
**Applicant: Tom Nott, Applicant**  
**Project #: 1650-COA/DRX**

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**Project Description:**

A request for Certificate of Appropriateness for a new 513 sq. ft. second story addition to an existing 1,890 sq. ft. single story Colonial Revival Bungalow on an 8,000 sq. ft. lot. The new second story addition will consist of bedroom, a master bedroom, a walk-in closet, and a master bathroom. The addition is located in the rear elevation of the property. The proposed exterior materials will match the existing; new wood windows, asphalt roof shingles, and new clapboard siding. A new 152 sq. ft. wood deck with a wood arbor, located on the rear elevation.

**Presentation:**

Tom Nott presented his project and responded to questions about the location of the addition relative to the ridge, information about the slope of the ridge, and the plate height.

**Public Comment:**

None

**Discussion/Vote:**

After further review, discussion, and the consent of the applicant, the Commission voted 4-0 (Conte-Lesak) to **CONTINUE** this project to the December 19, 2013 meeting. Since two story additions to one-story homes are not recommended in the City's Design Guidelines, the applicant will need to find a way to lower the addition's roof line down below the home's ridgeline.

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10. **1125 Beech Street**

**Applicant: Robert Drueco, Applicant**

**Project #: 1637-COA/DRX**

**Project Description:**

A request for Certificate of Appropriateness for a 498 sq. ft. single story addition to an existing 1,864 sq. ft. two story English Revival style house on a 6,780 sq. ft. lot. The single story addition is located in the rear elevation of the property. The addition will consist of a bedroom with a walk-in closet and bathroom. The proposed materials will be; smooth plaster, asphalt-fiberglass roof singles, and aluminum windows. All the proposed exterior materials will match the existing. The proposed windows will consist of: sliding, hung, and fixed windows. A 196 sq. ft. second story cover deck is being proposed on the rear elevation of the property.

**Presentation:**

Robert Drueco presented his project and a color rendering.

**Public Comment:**

None

**Discussion/Vote:**

After further review and discussion, the Commission voted 4-0 (Conte-

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Lesak) to **APPROVE** the project. The project was approved on the finding that the project is appropriate to the size, massing, and design context of the historic neighborhood and it adds substantial new living space while preserving the character of the streetscape.

Upon consideration of the criteria identified in Section 2.64(b)(2) of the South Pasadena Municipal Code, consideration of the application, and all written and oral testimony submitted, including the evaluation of the property by a qualified architectural historian and categorization of the property as set forth in the City's Cultural Heritage Inventory, the Cultural Heritage Commission found and determined that the building at 1125 Beech Street as it exists, and as it is proposed to be altered, would reasonably meet national, state or local criteria for designation as a landmark or part of an historic district, and is exempt from CEQA under Class 31.

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11. **1011 Fair Oaks Avenue**

**Applicant: Brenton Lee, Applicant**  
**Project #: 1642-COA/DRX**

**Project Description:**

A request for Certificate of Appropriateness to install a two wall signs, and display a sidewalk sign at the subject site. The proposed wall signs would be installed in the front and rear of the storefront and would be 25.5 square feet and 16 square feet respectively. Both signs would read "*B. Lee Brenton Lee Salon and Studio.*" Proposed material for the sign is half inch PVC with a black brushed aluminum face.

**Presentation:**

The co-owner of Brenton Salon presented the project and distributed a sample of the sign material.

**Public Comment:**

None

**Discussion/Vote:**

After further review and discussion, the Commission voted 4-0 (Conte-Howell) to **APPROVE** the project subject as submitted. The sign was approved on the finding that it is appropriate to the historic façade of the building.

Upon consideration of the criteria identified in Section 2.64(b)(2) of the South Pasadena Municipal Code, consideration of the application, and all written and oral testimony submitted, including the evaluation of the property by a qualified architectural historian and categorization of the property as set forth in the City's Cultural Heritage Inventory, the Cultural Heritage Commission found and determined that the building at 1011 Fair Oaks Avenue as it exists, and as it is proposed to be altered, would reasonably meet national, state or local criteria for designation as a landmark or part of an historic district, and is exempt from CEQA under Class 31.

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12. **1922 Monterey Rd.**

**Applicant: Robert Arellano, Applicant**

**Project #: 1654-COA/DRX**

**Project Description:**

A request for Certificate of Appropriateness for a 743 sq. ft. single story addition to an existing 1,984 sq. ft. two story Craftsman style house on a 7,805 sq. ft. lot. The single story addition will be located towards the rear of the property. It will consist of: a master bedroom with a walk-in closet, master bathroom, laundry room, and family room. The proposed exterior materials will consist of composition shingles, wood windows, and wood siding, all to match the existing. A new 210 sq. ft. wood arbor is proposed on the rear elevation.

**Presentation:**

Robert Arellano presented his project and responded to questions about his sketched design of the project, the windows, and consistency issues with the plans.

**Public Comment:**

None.

**Discussion/Vote:**

Commissioners commented on the project's size and the loss of the home's domestic charm and original scale. After further review and discussion about the home and its context within the neighborhood, the Commission noted that the addition is in the rear yard and will not be seen from the street.

The Commission voted 4-0 (McLane -Conte) to **APPROVE** the project on the **CONDITION** that inconsistencies in the various parts of the plans be resolved before submitting them to plan check. And, an original window shall be shown on Sheet A7, which is an original window on the west elevation that will remain. The project was approved on the finding that it is appropriate to the size, massing, and design context of the historic neighborhood.

Upon consideration of the criteria identified in Section 2.64(b)(2) of the South Pasadena Municipal Code, consideration of the application, and all written and oral testimony submitted, including the evaluation of the property by a qualified architectural historian and categorization of the property as set forth in the City's Cultural Heritage Inventory, the Cultural Heritage Commission found and determined that 1922 Monterey Road as it exists, and as it is proposed to be altered, would reasonably meet national, state or local criteria for designation as a landmark or part of an historic district, and is exempt from CEQA under Class 31.

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13. **1836 Oak Street.**

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**Applicant: Douglas and Ann Larson, Homeowner**  
**Project #: 1653-COA/DRX**

**Project Description:**

A request for Certificate of Appropriateness for a 159 sq. ft. first floor addition and a 298 sq. ft. second floor addition. The site consists of an existing 2,464 sq. ft. two story Colonial Revival style house on a 13,984 sq. ft. lot. The single story addition will consist of extending the existing kitchen and family room area. The new second story addition will consist of a new master bedroom with bathroom. The exterior materials will match the existing; asphalt shingles and wood siding. New double hung wood windows are proposed for the addition portion.

**Presentation:**

James Coane (project architect) presented his project and responded to questions about the date of construction.

**Public Comment:**

None

**Discussion/Vote:**

After further review and discussion, the Commission voted 4-0 (Lesak-Conte) to **APPROVE** the project. The project was approved on the finding that it adds substantial new living space while preserving the single story bungalow character of the streetscape. It nicely enhances the appearance of the residence without obliterating its original design, character, or heritage.

Upon consideration of the criteria identified in Section 2.64(b)(2) of the South Pasadena Municipal Code, consideration of the application, and all written and oral testimony submitted, including the evaluation of the property by a qualified architectural historian and categorization of the property as set forth in the City's Cultural Heritage Inventory, the Cultural Heritage Commission found and determined that the building at 1836 Oak Street as it exists, and as it is proposed to be altered, would reasonably meet national, state or local criteria for designation as a landmark or part of an historic district, and is exempt from CEQA under Class 31.

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14. **436 Oaklawn Ave**

**Applicant: Heidi Mitchell, Homeowner**  
**Project #: 1656-COA/DRX**

**Project Description:**

A request for Certificate of Appropriateness for a 556 sq. ft. unpermitted single story addition to an existing 2,106 two story Colonial Revival style house on a 13,856 sq. ft. lot. The addition is located on the rear of the structure. The addition will consist of a family room. The proposed exterior siding for the addition will be stucco, to match the existing. The proposed roof materials for the addition will be asphalt shingles. The new wood

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windows will be; awning windows, single hung windows, and fix windows.

**Presentation:**

Kevin Loughery (representing homeowner) presented the case and responded to some questions for clarity regarding the construction and what portions are original.

**Public Comment:**

None

**Discussion/Vote:**

The Commission will evaluate this case as if it is a new project. There are concerns that the previous unpermitted work is out of character and there are massing issues for a home that it is in an important historic district of the City. The proposed windows are inconsistent with the home's architectural style. There are further inconsistencies between the windows on the plans and the brochures provided. The Commission needs clarity where there appears to be two additions; one on the first floor and one on the second floor.

After further review and discussion, the Commission voted 4-0 (Conte-Lesak) to **CONTINUE** further review of this case so that the property owner and designer can attend the CHC meeting.

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**15. Improving the Review Process**

This item was moved up the agenda and discussed after Item No. 4.

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**NEW BUSINESS**

**16. 240 Hillside Road – Conceptual Review**

Dean Person solicited comments for a conceptual review of a proposed 1,450 square foot addition to an existing 3,095 square foot split level, late colonial revival style home. Mr. Pearson explained some of the interior layout challenges of the split-level home.

This item is for discussion purposes only; the conceptual project will not be approved or denied at this time.

**Discussion:**

Commissioners made the following comments about the proposed project: This appears to be a very important piece of architecture in the City; there would be no sense of the home's original scale remaining as a result of the addition. Alterations to the home may require smaller additions instead of one large addition. The indoor/outdoor relationship is an important element of the property.

Commissioners suggested that they visit the site to see the issues Mr. Pearson raised tonight. Mr. Pearson agreed to arrange a time and date for a special meeting for a tour of the property.

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**17. 1737 Mission Street – Conceptual Review**

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Conceptual review for an addition to a single story Craftsman style home. This item is for discussion purposes only; no decision shall be made at this time.

The applicant did not submit plans and was not in attendance for this meeting.

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COMMUNICATIONS

18. **Comments from Council Liaison**

None.

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19. **Comments from Commission**

None

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20. **Comments from South Pasadena Preservation Foundation Liaison**

None

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21. **Comments from Staff**

None

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MINUTES

22. **Minutes of the regular meeting of January 17, 2013**

The Commission did not vote on the minutes; they were not included in the agenda packet.

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23. **Minutes of the regular meeting of June 20, 2013**

The Commission did not vote on the minutes; they were not included in the agenda packet.

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24. **Minutes of the regular meeting of September 19, 2013**

The Commission did not vote on the minutes; they were not included in the agenda packet.

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ADJOURNMENT

25. **Meeting Adjourned at 11:15 p.m. to the regular meeting of December 19, 2013.**

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Robert Conte, Chair

Date

1/15/14