



**CITY OF SOUTH PASADENA
CULTURAL HERITAGE COMMISSION
SPECIAL MEETING AGENDA**

Thursday, June 17, 2021 at 5:00 p.m.

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

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the meeting of the Cultural Heritage Commission will be conducted remotely and held by video conference. The Meeting will be broadcast live on the City's Cultural Heritage Commission website ([Cultural Heritage Commission Meeting](#)).

Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, the Council Chambers will not be open for the meeting. Commission Members will be participating remotely and will not be physically present in the Council Chambers.

The Cultural Heritage Commission welcomes public input. If you would like to comment on an agenda item, members of the public may submit their comments in writing for the Cultural Heritage Commission consideration, by emailing comments or questions to PlanningComments@southpasadenaca.gov. Public comments must be received by **12:00 p.m. on Thursday, June 17, 2021** to ensure adequate time to compile and post. Please provide: 1) your name; and 2) agenda item for the comments/questions. All comments/questions received will be distributed to the Commission for consideration and will also be posted on the City's website prior to the meeting.

- CALL TO ORDER:** Chair Rebecca Thompson
- ROLL CALL:** Conrado Lopez, Kristin Morrish, William Cross, Mark Gallatin, Vice-Chair, and Rebecca Thompson, Chair
- COUNCIL LIAISON:** Evelyn G. Zneimer
- STAFF PRESENT:** Joanna Hankamer, Planning & Community Development Director
Marina Khurstaleva, Interim Associate Planner

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 COMMENTS AND SUGGESTIONS

If you wish to address the Cultural Heritage Commission on items not on the agenda and within the subject-matter jurisdiction of the Cultural Heritage Commission, members of the public may submit their comments in writing to PlanningComments@southpasadenaca.gov or by calling (626) 403-7720 and leaving a **3-minute** voicemail message to be played during the meeting. Public comments must be received by **12:00 p.m. on Thursday, June 17, 2021** to ensure adequate time to compile and post. Please make sure to indicate: 1) your name; and 2) stating it is for general public comments/suggestions.

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 HEARING

5. ADUs Design Standards and Design Guidelines for Historic Properties

Staff requires additional time to prepare the first draft of the ADUs Design Standards and Design Guidelines for Historic Properties. It is recommended to open the public hearing for purposes of continuing this matter to a date certain.

Recommendation

Open the public hearing for purposes of continuing the matter until July 8, 2021.

ADMINISTRATION

- 6. Comments from City Council Liaison**
- 7. Comments from Cultural Heritage Commissioners**
- 8. Comments from Subcommittees**
- 9. Comments from South Pasadena Preservation Foundation (SPPF) Liaison**
- 10. Comments from Staff**

ADJOURNMENT

11. Adjourn to the regular Cultural Heritage Commission regular meeting scheduled for June 17, 2021 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>

Agenda related documents provided to the Cultural Heritage Commission are available for public review on the City’s website. Additional documents, when presented to Cultural Heritage Commission, will also be uploaded and available on the City’s website. The meeting will be broadcast live on the City's website via Zoom, and a recording of the meeting will be available on the website within 48 hours of adjournment.

AGENDA NOTIFICATION SUBSCRIPTION

Individuals can be placed on an email notification list to receive forthcoming agendas by emailing CityClerk@southpasadenaca.gov or calling the City Clerk’s Division at (626) 403-7230.

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.

6/11/21

Date

Elaine Serrano,
Administrative Secretary



Cultural Heritage Commission Agenda Report

ITEM NO. 5

DATE: June 17, 2021

TO: Chair and Members of the Cultural Heritage Commission

FROM: Joanna Hankamer, Planning & Community Development Director

PREPARED BY: Marina Khrustaleva, Interim Associate Planner

SUBJECT: **ADU Design Standards and Design Guidelines for Historic Properties**

Recommendation

Staff recommends that the Cultural Heritage Commission continue this discussion to a special meeting on July 8, 2021 to allow time for additional review by the City Attorney prior to release of the draft documents for review.

Background

Staff and consultants, Architectural Resources Group (ARG), have been preparing a draft of the “Phase 2” standards and design guidelines to address development of accessory dwelling units (ADUs) on historic properties in South Pasadena. The first phase of ADU ordinance revisions was completed with Council adoption on May 5, and the provisions are now effective. The more extensive study of appropriate standards and guidelines for historic properties is funded by a State Certified Local Government (CLG) grant, which has a fixed schedule and completion date. Based on the grant terms, a final draft must be completed and released for review and adoption by the end of September 2021.

While the Cultural Heritage Commission does not have a formal role in the adoption process, the CHC’s input is very important for Phase 2 ADU ordinance and design guidelines, and a special CHC meeting was set and noticed in the South Pasadena Review on June 11, 2021 for a discussion on the first draft of the ordinance amendments and design guidelines. However, due to the complexity of the issues involved, staff is now recommending that the discussion be continued to July 8, 2021, in order to allow time for the City Attorney to review the draft documents prior to their release.