



**CITY OF SOUTH PASADENA  
CULTURAL HERITAGE COMMISSION**

**AGENDA  
REGULAR MEETING  
THURSDAY, DECEMBER 18, 2025 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 Scott Severson  
Commissioner Jeremy Ding  
Commissioner Peter Aperlo  
Commissioner Kristin Carlblom

**COUNCIL LIAISON:** Mayor Pro Tem Sheila Rossi

**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](mailto: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 Regular Meeting of September 18, 2025****3. Minutes from Regular Meeting of October 16, 2025****PUBLIC HEARING**

- 4. 930 Indiana Avenue, Project No. COA25-0008** – A request for a Certificate of Appropriateness (COA) to construct a 379 square-foot addition to a 954 square-foot 1940's single-family dwelling located at 930 Indiana Ave (APN: 5313-008-002). In accordance with the California Environmental Quality Act (CEQA), a Categorical Exemption under Section 15301, Class 1 (Existing Facilities) and Section 15331, Class 31 (Historical Resource Restoration/Rehabilitation) will be considered for the project.

**Recommendation**

1. Find the project categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Sections 15301 and 15331.
  2. Approve Project No. COA25-0008 subject to the Conditions of Approval.
- 5. 644 Stratford Ave, Project No. PLR25-0010/COA25-0015** - A request for a Certificate of Appropriateness to demolish a 2,294-square-foot single-family residence located at 644 Stratford Avenue (APN: 5318-007-009). In accordance with the California Environmental Quality Act (CEQA), a Categorical Exemption under Section 15061(b)(3) – (Common Sense Exemption) and Class 3, Section 15303 – (New Construction or Conversion of Small Structures) will be considered for the project.

**Recommendation**

1. Find the project categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Sections 15061(b)(3) and 15303.
2. Approve COA25-0015 determining that the home located at 644 Stratford Ave does not meet the national, state, or local criteria for historic designation and that demolition may proceed.

- 6. 1102 Stratford Ave, Project No. COA25-0004** - A request for a Certificate of Appropriateness for the construction of a first- and second-story addition totaling 1,338 square feet, to an existing 1,402 square foot single-family residence located at 1102 Stratford Avenue (APN: 5318-018-023). In accordance with the California Environmental Quality Act (CEQA), a Categorical Exemption under Section 15331, Class 31 (Historical Resource Restoration/Rehabilitation) will be considered for the project.

**Recommendation**

1. Find the project categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15331, Class 31.
2. Approve COA25-0004 subject to the Conditions of Approval.

- 7. Cultural Heritage Commission Meeting Schedule, Resolution, and City Council Memo**

**Recommendation**

1. Approve, receive, and file the 2026 Cultural Heritage Commission Meeting Schedule; receive the November 18, 2025 memo to the City Council from the City Manager regarding Item No. 15 – Ordinance on Commissions; and adopt the Resolution of the Cultural Heritage Commission Setting the Date, Time, and Place of Its Regular Meetings.

**DISCUSSION**

- 8. Fair Oaks North South ITS Project Update**

**Recommendation**

1. Receive and file the following staff report.

**ADMINISTRATION**

- 9. Comments from City Council Liaison**

- 10. Comments from Commissioners**

- 11. Comments from Subcommittees**

- 12. Comments from Staff**

**ADJOURNMENT**

- 13. Adjourn to the Regular Cultural Heritage Commission meeting scheduled for January 15, 2026 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/Your-Government/Boards-Commissions/Cultural-Heritage-Commission>

**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.*

12/11/2025

Date

*Michael Donovan*

Michael Donovan, Associate Planner