

MINUTES OF THE SPECIAL MEETING OF THE  
**CULTURAL HERITAGE COMMISSION**

CITY OF SOUTH PASADENA

**Thursday April 30, 2020 at 3:00 P.M.**

AMEDEE O. "DICK" RICHARDS, JR. CITY COUNCIL CHAMBERS  
1424 MISSION STREET

### ROLL CALL

The meeting convened at: 3:00 pm

Commissioners Present: Mark Gallatin - Chair, Rebecca Thompson – Vice-Chair, Kristin Morrish, Steven Friedman

Commissioners Absent: William Cross

Staff Present: Joanna Hankamer, Planning Director  
Kanika Kith, Planning Manager  
Malinda Lim, Associate Planner  
Aleks Giragosian, Assistant City Attorney

City Council Liaison: Marina Khubesrian, M.D.

Pledge of Allegiance: Chair Mark Gallatin

### APPROVAL OF AGENDA

Interim Senior Planner Kith requested a re-order of action items to proceed public hearing.  
Approved 4-0

### DISCLOSURE OF SITE VISITS AND EX-PARTE CONTACTS

Chair Gallatin – Received two emails regarding 637 Meridian Avenue and visited the site.  
Vice-Chair Thompson - No  
Commissioner Friedman - No  
Commissioner Morrish – Visited every site on the agenda.

### PUBLIC HEARING

1. **Rollin Craftsman Cluster/Project No. 2114-LHD Designation of a potential historic district consisting of five single-family homes located at 1500, 1506, 1507, 1510, and 1512 Rollin Street.**

**Recommendation:**

Review and recommend approval for designation to City Council.

**Presentation:**

Planning Manager Kith presented the project and informed the Commission that they review and recommend designation of the Rollin Craftsman Cluster Historic District to City Council.

**Public Comments:**

None

**Questions for Staff:**

The Commission had no questions for Staff.

**Questions for the Applicant:**

The applicant presented and was available to answer questions from the Commission.

Chair Gallatin requested clarification on the original building date, as the documents provided from the applicant provided two different years and for the Historic Context/DDR forms be corrected. The applicant answered the questions presented.

**Commission Discussion:**

The Commission was glad to see the effort to establish the historic district move forward.

**Decision:**

Commissioner Friedman: Made the motion to RECOMMEND APPROVAL of the historical designation to the City Council.

Commissioner Morrish: Seconded the motion.

**Motion carried 4-0**

- 2. 1132 Fairview Avenue/Project No. 2289-COA - Certificate of Appropriateness for conversion of the attic into a second story living space requiring modification to the existing roof and house.

**Recommendation:**

Approve the Certificate of Appropriateness, subject to conditions of approval.

**Presentation:**

Planning Manager Kith presented the project to the Commission.

**Public Comments:**

A public comment was provided in support of this item.

**Questions for Staff:**

None

**Questions for the Applicant:**

The applicant did not have a presentation, but made themselves available to answer questions.

The Commission had questions regarding the later addition dormer, its potentially acquired historical significance, layout of the floorplans, the new gables, planning of windows, and potential alterations of the 1929 additions. The applicant answers questions from the Commission.

**Decision:**

Vice-Chair Thompson: Made a motion to CONTINUE the hearing to a future date, with having the client redesign based off comments from the Commission.

Commissioner Morrish: Seconded the motion.

**Motion carried 4-0 to continue the project.**

3. **1709 Rollin Street/Project Bo. 2285-NID/COA/TRP – Notice of Intent to Demolish an existing 1-car garage; Certificate of Appropriateness for a new 2-car garage and additions of approximately 1,773 square feet to the existing house; and Tree Removal Permit for four trees at 1709 Rollin Street.**

**Recommendation:**

Approve the Notice of Intent to Demolish, Certificate of Appropriateness, and Tree Removal Permit, subject to conditions of approval.

**Presentation:**

Planning Manager Kith presented the project, and informed the Commission that the applicant and would present as well and would be able to answer any questions from the Commission.

**Public Comments:**

Two public comments were submitted in support of this project.

**Questions for Staff:**

Chair Gallatin wanted to correct two items in the staff report – the allowable lot coverage percentage should be changed to 40% and the historic district be changed to Marengo School.

**Questions for the Applicant:**

The applicant presented and was available to answer questions from the Commission.

The Commission had questions regarding elevations for windows and casements, chimney, shed dormer, existing trees, and material usage for the driveway. The applicant answered questions from the Commission.

**Commission Discussion:**

The Commission discussed requiring a Chair Review for the proposed windows.

**Decision:**

Chair Gallatin: Could make all mandatory findings and project findings in the staff report. Made a motion to APPROVE the project with the following added conditions:

- Applicant work with the City regarding the driveway material to be permeable.
- Staff review with Public Works regarding the removal of street trees.
- Chair review of the windows of the south elevation.

Commissioner Morrish: Seconded the motion.

Motion carried 4-0 to approve the project.

## ACTION ITEMS

4. **1545 Ramona Avenue – Intent to request Mills Act contract for the property which is located in the Ramona Craftsman Historic District.**

**Recommendation:**

Appoint a subcommittee to review the request.

**Presentation:**

Planning Manager Kith presented the project to the Commission.

**Public Comments:**

None.

**Questions for Staff:**

Commissioner Morrish asked if the City would still accept Mills Act contracts due to the budget crisis. Planning Director Hankamer responded that the City Council has not informed Staff of any cancellations.

**Commission Discussion:**

Commissioner Morrish and Chair Gallatin volunteered to be part of the sub-committee for the Mills Act.

**Decision:**

Chair Gallatin: Made a motion to appoint a sub-committee consisting of Commissioner Morrish and himself.  
Commissioner Friedman: Seconded the motion.

Motion carried 4-0.

5. **1506 Rollin Street – Intent to request a Mills Act contract for the property, which is located in the Rollin Craftsman Cluster Historic District that is in process for designation with the City.**

**Recommendation:**

Appoint a subcommittee to review the request.

**Presentation:**

Planning Manager Kith presented the project to the Commission.

**Public Comments:**

None.

**Questions for Staff:**

Commissioner Friedman questioned if a subcommittee could be formed and if the contract could move forward because the Rollin Craftsman Cluster District had not yet been adopted by the City Council. Planning Manager Kith responded that the recommendation of the District by the Commission would be formalized

and brought to the City Council months before the Commission would recommend approval of the Mills Act to the City Council.

**Commission Discussion:**

Vice-Chair Thompson and Commissioner Friedman volunteered to form the sub-committee for the Mills Act.

**Decision:**

Chair Gallatin: Made a motion to appoint a sub-committee consisting of Commissioner Friedman and Vice-Chair Thompson.

Commissioner Friedman: Seconded the motion.

**Motion carried 4-0.**

**6. 637 Meridian Avenue – Motion to process with revocation or modification of the Certificate of Appropriateness for Project No. 2232-COA and to delist the property.**

**Recommendation:**

Motion to commence proceeding to:

1. Revoke or modify the Certificate of Appropriateness
2. De-list the property from the City’s Inventory of Cultural Resources

**Planning Manager Kith recused herself from this item.**

**Presentation:**

Associate Planner Lim presented the project to the Commission.

**Public Comments:**

None.

**Questions for Staff and Commission Discussion:**

Assistant City Attorney Giragosian inquired and discussed if the Commission would like to proceed with the motion and delisting of the property.

Commission had questions and discussed the citing of building codes regarding historical buildings, removal of siding, update to plans such as windows, doors, chimney, stop work notices, public hearings, and concerns regarding the property as a result of the stop notice.

**Decision:**

Commissioner Morrish: Made a motion to recommend the Commission set a hearing to the next scheduled meeting to consider the revocation or modification of the Certificate of Appropriateness.

Vice-Chair Thompson: Seconded the motion.

**Motion carried 4-0.**

**Planning Manager Kith rejoined the meeting.**

## CONSENT ITEMS

### 7. Minutes of the Regular Meeting for July 18, 2019

#### Commission Discussion:

8. Commissioner Freidman inquired if Staff could reconstruct a more accurate rendition of the July 2019 minutes as he felt they were missing notes. Planning Manager Kith informed the Commission that Staff was not able to locate the audio and notes of the meeting and that the staff member who did the minutes no longer works with the City. In addition, the Commission needs to approve the minutes for the Certified Local Government Programs 2018 to 2019 Annual Report in order for the City to retain their historic status. Assistant City Attorney Giragosian responded that no formal action is required and Planning Manager Kith requested for the Commission to send any notes they have of the meeting to Planner Lim to update the minutes.

### 9. Minutes of the Regular Meeting for August 15, 2019

#### Decision:

Commissioner Friedman: Made a motion to APPROVE.  
Vice-Chair Thompson: Seconded the motion.

**Motion carried 4-0.**

### 10. Certified Local Government Programs 2018 to 2019 Annual Report

#### Decision:

Commissioner Friedman: Made a motion to APPROVE.  
Vice-Chair Thompson: Seconded the motion.

**Motion carried 4-0.**

## PRESENTATIONS

11. None

## ADMINISTRATION

### 12. COMMENTS FROM COUNCIL LIASON:

None

### 13. COMMENTS FROM COMMISSION:

The Commission thanked Staff for their support during these unprecedented times.

### 14. COMMENTS FROM SUB-COMMITTEES

None

**15. COMMENTS FROM SOUTH PASADENA PRESERVATION FOUNDATION (SPPF)**

The SPPF fundraiser on Sunday, May 3, 2020 to celebrate the 150th anniversary of Irving Gill's birth at the Miltimore Residence had been postponed due to local health orders.


**16. COMMENTS FROM STAFF:**

Planning Director Hankamer informed the Commission of a recommendation regarding an Urgency Ordinance for Zoning Code amendments in the upcoming City Council meeting.

Planning Manager Kith informed the Commission that Staff submitted an application for a Certified Local Government grant. The grant would help provide design details for Accessory Dwelling Units (ADUs). Once awarded, there may be a sub-committee formed to assist with this.

**ADJOURNMENT**

17. The meeting adjourned at 5:53 pm to the next regularly scheduled meeting on May 21, 2020.

<p>APPROVED,</p> 	<p>December 17, 2020</p>
<p>_____ Mark Gallatin Chair, Cultural Heritage Commission</p>	<p>_____ Date</p>