

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

CITY OF SOUTH PASADENA

**Thursday, January 21, 2021 at 6:30 P.M.**

VIRTUAL MEETING

ROLL CALL

The meeting convened at: 6:32 pm

Commissioners Present: Mark Gallatin (Chair), Rebecca Thompson (Vice-Chair), Kristin Morrish and Conrado Lopez

Commissioners Absent: William Cross

Staff Present: Kanika Kith (Planning Manager), Malinda Lim (Associate Planner)

City Council Members: Diana Mahmud (Mayor)

City Council Liaison: Evelyn G. Zneimer

*Please Note: These Minutes are a summary of the meetings and are not a fully transcribed record.*

**APPROVAL OF AGENDA**

Approved 4-0.

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

None.

**PUBLIC COMMENTS AND SUGGESTIONS**

None.

**BUSINESS AND DISCUSSION ITEMS**

**1. Cultural Heritage Commission Reorganization:**

**Recommendation:**

Select a Chair and Vice-Chair.

**Staff Comment:**

Planning Manager Kith stated that Chair Gallatin and Vice-Chair Thompson have served for two years in their respective roles and can no longer serve as Chair and Vice-Chair, respectively. However, they are eligible to switch roles.

**Commissioner Discussion:**

Commissioner Morrish stated that Chair Gallatin and Vice-Chair Thompson have served the Commission admirably and well, and recommended that they now switch roles, with Chair Gallatin becoming the Vice-Chair and Vice-Chair Thompson becoming the Chair. The Commissioners agreed, and Chair Gallatin and Vice-Chair Thompson accepted.

**Decision:**

Commissioner Morrish motioned, seconded by Commissioner Lopez, that the Chair for 2021-2022 is Rebecca Thompson and the Vice-Chair is Mark Gallatin.

**Motion carried, 4-0.** The new Chair is Rebecca Thompson and the new Vice-Chair is Mark Gallatin, effective immediately. The remainder of the meeting will be chaired by Chair Thompson.

**2. 2020 Annual Report and 2021 Work Plan (Continued):**

**Recommendation:**

Discuss and approve the 2021 Work Plan.

**Staff Presentation:**

Planning Manager Kith reported that both the Work Plan and the Annual Report were presented to the Commission in December 2020. The Commission approved the Annual Report at that meeting, but continued the Work Plan so that the new Commission member could participate in a discussion of the Work Plan.

**Questions for Staff:**

None.

**Commissioner Discussion:**

The Commissioners commented that the Work Plan was well done.

**Decision:**

Vice-Chair Gallatin motioned, seconded by Chair Thompson, to approve the 2021 Work Plan.

**Motion carried, 4-0.** The 2020-2021 Work Plan is approved.

**3. Change in Meeting Time for Cultural Heritage Commission Regular Meetings in 2021:**

**Recommendation:**

Discuss and approve meeting start time for regular Commission meetings in 2021.

**Commissioner Discussion:**

The Commissioners discussed the possibility of changing the time of the regular meeting to earlier in the afternoon since during the COVID pandemic, many Commissioners and staff were working from home. After much discussion and consultation with staff, and in consideration of the public and its access to and participation in the meetings, the Commissioners decided not to change the time of their monthly regular meetings.

**Decision:**

Commissioner Morrish motioned, seconded by Commissioner Lopez, to continue having the Cultural Heritage Commission meetings on the third Thursday of each month at 6:30 pm.

**Motion carried, 4-0.** Moving forward, the regular meetings of the Cultural Heritage Commission will start at the same time (6:30 pm) on the third Thursday of each month.

**PUBLIC HEARING**

4. **925 Palm Avenue/Project No. 2339-COA – Certificate of Appropriateness for an 866 square-foot single-story addition and alterations to an existing single-story home:**

**Recommendation:**

Continuation to the March 18, 2021 meeting.

**Questions for Staff:**

Vice-Chair Gallatin asked staff if this is the item that came before the Commission in November of last year where a subcommittee was formed to work with the applicant on the design. After discussion with staff, Vice-Chair summarized and Planner Malinda Lim confirmed, that at the November meeting there were specific design revisions that were communicated to the applicant at that time, and now they have revised it and the continuation is being requested so that staff has time to properly review those changes.

**Decision:**

Commissioner Lopez motioned, seconded by Commissioner Morrish, to move this item to the regular meeting of March 18, 2021.

**Motion carried, 4-0.** This item is continued to the regular meeting of March 18, 2021.

**CONSENT ITEMS**

None.

**PRESENTATIONS**

None.

**ADMINISTRATION**

5. **Comments from City Council Liaison:**

None.

6. **Comments from Cultural Heritage Commissioners:**

Vice-Chair Gallatin wished everyone a Happy New Year and expressed the hope that 2021 is a much better year than last year. Everyone concurred.

7. **Comments from Subcommittees:**

None.

**8. Comments from South Pasadena Preservation Foundation (SPPF) Liaison:**

Vice-Chair Gallatin reported that the SPPF continues planning for a virtual event to be held the weekend of April 23-24 to honor the legacy of architect Irving Gill. A live gala was planned back in the spring of last year at the Miltimore House that was designed by Gill over on Chelton Way but the pandemic came. They are still planning to have the live event at some point, hopefully later this year. But to keep interest high and to properly observe the birthday of Irving Gill at the end of April, they are going to have a virtual event which is likely to feature both a video tour of the Miltimore House and guest speakers who are experts on the work and legacy of Irving Gill. Information is available on the SPPF website for further details.

**9. Comments from Staff:**

Planning Manager Kith wished everyone a Happy New Year and thanked the Commission for its consideration of the staff by possibly moving the meeting time earlier so that staff does not have so many late-night meetings. However, the staff is happy to continue at 6:30 or whatever time the Commission is comfortable with.

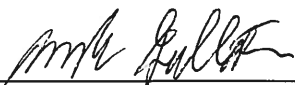
The City Council approved a contract for the City to work with ARG, Architectural Resources Group, to help update the City ADU ordinance and to incorporate design standards for historic preservation. The Planning Division had a kickoff meeting with ARG and had a very aggressive timeline to work with.

Planning Manager Kith noted a couple of calendar items: a housing workshop on Monday at 6:00 pm, regarding housing issues in the City and what we are doing next, and on Tuesday, there will be a Special Planning Commission Meeting at 6:30 pm to consider the daft inclusionary housing ordinance for recommendation to the City Council.

She also pointed out that the Commissioners should have received an email from the City Clerk for the Brown Act training.

**ADJOURNMENT**

10. The meeting adjourned at 6:59 pm to the next regular Cultural Heritage Commission meeting scheduled on February 18, 2021.

APPROVED,	
	11-19-22
_____ Mark Gallatin Chair, Cultural Heritage Commission	_____ Date