

MINUTES OF THE MEETING OF THE
CULTURAL HERITAGE COMMISSION

CITY OF SOUTH PASADENA

Thursday, May 19, 2022 at 6:30 P.M.

AMEDEE O. "DICK" RICHARDS, JR. CITY COUNCIL CHAMBERS
1424 MISSION STREET
AND
VIA ZOOM TELECONFERENCE

ROLL CALL

The meeting convened at: 6:30 pm

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

Commissioners Absent: Conrado Lopez

Staff Present: Angelica Frausto-Lupo (Community Development Director), Matt Chang (Planning Manager), Susana Martinez (Associate Planner) and Sandra Robles (Associate Planner)

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

Chair Thompson drove by all of the projects.

PUBLIC COMMENT

1. **Public Comments – General (Non-Agenda Items)**

None.

PUBLIC HEARING

2. **832 Garfield Avenue, Project No. 2448-VAR/COA – A Variance and Certificate of Appropriateness:**

To deviate the required side yard setback of seven feet six inches (7'-6") to five feet (5'-0") along the northerly property line and a Certificate of Appropriateness (COA) for a proposed 973 square-foot addition to the first and second floor of an existing two-story, 1,289 square-foot single-family residence and an attached 275 square-foot tandem one-car garage.

Recommendation:

Recommends that the Cultural Heritage Commission recommend approval of the revised design to the Planning Commission, subject to the conditions of approval.

Presentation:

Associate Planner Martinez presented a PowerPoint presentation.

Questions for Staff:

None.

Applicant’s Presentation:

None. The Applicant introduced himself and expressed appreciation for the recommendations and the very useful, fruitful subcommittee meeting with Vice-Chair Gallatin and Commissioner Lopez whereby the design was clarified, and adaptations and compromises were made.

Public Comments:

None.

Discussion:

The Commissioners thanked the subcommittee members, Commissioner Lopez and Vice-Chair Gallatin, and appreciated the changes to the design. The design is now compliant with the Guidelines and will not impact the street scene.

Decision:

Commissioner Morrish motioned, seconded by Vice-Chair Gallatin, to recommend approval to the Planning Commission, making design review findings, mandatory findings, and Project Specific Finding 1, removal of the unpermitted work; Project Specific Finding 2, the project is appropriate to the neighborhood; and Project Specific Finding 5, the project adds living space to the house, which helps the growing family.

Chair Thompson called for a roll call:

Commissioner Cross:	Yes
Commissioner Morrish:	Yes
Commissioner Lopez:	Absent
Vice-Chair Gallatin:	Yes
Chair Thompson:	Yes

Motion carried, 4-0.

3. 2039 Edgewood Drive, Project No. 2444-COA (Continued) – A Certificate of Appropriateness:

To add a 664 square-foot addition to the rear of an existing 2,475 square-foot two-story single-family residence and a 95 square-foot addition to a detached garage.

Recommendation:

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

Staff Presentation:

A PowerPoint presentation was presented by Associate Planner Robles.

Applicant Presentation:

None. However, the Applicant’s Architect, James Coane, was available by Zoom to answer any questions.

Questions for Applicant:

The Commissioners inquired about the window schedule, the white paint on the existing windows, the placement of an intended window seat, the details of adding or replacing windows in older buildings, and the composition of the new garage door.

Chair Thompson and Project Architect James Coane discussed the principle of differentiation between old and new, highlighting the differentiation of the sizing of the window grids, the window lites and the shingles. Chair Thompson pointed out it was really well done and very subtle. Chair Thompson recommended adding a condition of approval regarding the windows.

Public Comments:

None.

Commissioner Discussion:

The Commissioners confirmed that they were all happy with the changes and relieved that the character-defining airplane design pop out remained.

Decision:

Vice-Chair Gallatin motioned, seconded by Commissioner Morrish, to approve this project per the mandatory and project findings stated in the staff report and with the additional condition of approval regarding the inset of the windows and the trim as articulated by Chair Thompson.

Chair Thompson called for a roll call:

Commissioner Cross:	Yes
Commissioner Morrish:	Yes
Commissioner Lopez:	Absent
Vice-Chair Gallatin:	Yes
Chair Thompson:	Yes

Motion carried, 4-0.

4. 2001 Oak Street, Project No. 2427-COA – A Certificate of Appropriateness:

To add a 787 square-foot addition to the rear of an existing 2,517 square-foot two-story single-family residence.

Recommendation:

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

Staff Presentation:

Associate Planner Martinez presented a PowerPoint presentation. The applicants and architects were in the Chamber to answer any questions.

The Commissioners thanked Associate Planner Martinez for highlighting the existing and the proposed areas in the staff report. They discussed the muntins and mullions of the windows and the age of the garage. Staff discovered a Sanborn map from 1930 (included in the staff report) that showed the garage existed at that time. The house was built in 1923, so the garage falls within the period of significance for the house, which is 1902 to 1938.

Applicant's Presentation:

None. However, the architect, Steve Dahl with Dahl Architects, introduced himself, the homeowners Chris and Phoebe Chang, along with his sister Tammy Callen, the project manager on this project, who were all in attendance. He thanked Associate Planner Martinez, Planning Manager Chang, Director Frausto-Lupo and the whole team. This project was submitted in August last year. Per the old permit file, in 1969, the garage was remodeled. He discussed following the Secretary of the Interior's Standards while working with the roof lines, the gables, and the set back to the second level addition so it differentiates what is there now and what is being proposed. The homeowners have talked to all their neighbors about putting a fence in between their driveway which will help separate and give privacy to both sides.

The Commissioners and Architect Dahl discussed the new windows and the possible relocation of the garage.

Architect Dahl thanked Associate Planner Martinez for her presentation and the color highlighting in the report which significantly clarified the differences.

Public Comments:

None.

Commissioner Discussion:

The Commissioners expressed support for the design and commended Mr. Dahl and his team. On this project the differentiation is subtle, and great details were taken to make sure that the design complies with the Secretary of the Interior's Standards, which was appreciated.

There was further discussion regarding possible reuse of the kitchen window, the trellis and the wrought iron work.

Chair Thompson expressed concern about the window detail – how the windows will be installed and how they will look afterward. Architect Dahl suggested making a condition that the new windows shall be mounted at the same depth as the existing ones.

Vice-Chair Gallatin clarified and confirmed with Chair Thompson that several of the items just covered with the architect were recommended to return for a Chair review. Chair Thompson confirmed.

The Commissioners discussed the removal of the fireplace and chimney and had a more robust discussion about fireplace and chimney removals in general, including addressing functionality over aesthetics on the exterior and the character and articulation of the façade they contribute to and the use of fireplaces as an architectural element.

Decision:

Commissioner Morrish motioned, seconded by Commissioner Cross, to approve the Certificate of Appropriateness, subject to the conditions of approval.

Chair Thompson asked for a roll call:

Commissioner Cross:	Yes
Commissioner Morrish:	Yes
Commissioner Lopez:	Absent
Vice-Chair Gallatin:	Yes
Chair Thompson:	Yes

Motion carried, 4-0.

DISCUSSION ITEM

5. Annual Commission Report 2022:

Recommendation:

Discuss and approve the Annual Commission Report 2022.

Staff Presentation:

Planning Manager Chang presented a draft of the Annual Commission Report for 2022, which, when finalized, must be submitted to the City Clerk by June 10th for the upcoming Annual Commission Congress scheduled on Wednesday, June 22. The Commissioner Congress is an opportunity to present the accomplishments of 2021, as well as a work plan for 2022. The draft includes accomplishments staff identified from last year, as well as a work plan for this coming year which align with the City’s Strategic Plan. According to the City Clerk’s office, each Commission or Board member should identify three accomplishments or three work plans. Additional accomplishments and work plans for the upcoming year can be identified later.

Vice-Chair Gallatin commented that accomplishment number one was a huge and very important one - the adoption of the ADU Design Guidelines for Historic Properties. He advocated submitting it to the APA (American Planning Association) and the CPF (California Preservation Foundation) for possible award recognition.

The Commissioners and staff discussed creating handouts and checklists for residents regarding several topics, including window replacements and spec. information and agreed it would be great for the work plans in promoting ADUs and providing straightforward information to residents.

The Commissioners and staff discussed changes to the commission staff report layout, including content, length, attachments, format, and digital vs. printed versions.

Planning Manager Chang summarized the agreed upon changes to the draft. Staff will work with Chair Thompson on the introduction message from the Commission Chair and to finalize the Annual Commission Report.

Decision:

The Commissioners discussed and approved the drafts.

Approved, 4-0.

ADMINISTRATION

6. Comments from City Council Liaison:

None.

7. Comments from Commissioners:

None.

8. Comments from Subcommittees:

None.

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

Vice-Chair Gallatin reminded everyone about the event coming up on September 18 at the Miltimore House - the Irving Gill Garden Gala. Their website was recently updated and the online ticketing portal is active again for purchases. There was a virtual tour back in November. However, the home has never been open to the public before.

The SPPF Board and a subcommittee have been working with City staff (specifically, Director Frausto-Lupo), on a memorandum of understanding between the City and SPPF to assist the City in the inspection of the Caltrans homes.

Vice-Chair Gallatin reported that recently, he and fellow SPPF Board member Joanne Knuckles contacted the office of the Chief of Caltrans District 7 in charge of historic preservation to look at the interiors of some of these historic homes and were able to visit two of them – 1131 Columbia and 1110 Glendon. They were in better shape than expected. They've been very cooperative and have shared all of their checklists and forms that they fill out to document character-defining features on the homes.

Vice-Chair Gallatin's term as SPPF President is about to end next month. He will be turning the reins over to Jim Tavares – who is the current Vice President.

10. Comments from Staff:

Director Frausto-Lupo reminded the Commissioners they had already talked about the Annual Commissioners Congress coming up Wednesday, June 22nd from 6:00 pm – 8:00 pm and all are invited. Dinner will be served at 6:00 pm and the program will begin at 6:30 pm. This Wednesday, May 25th, there is a budget study session beginning at 6:00 pm in the Council Chambers. The second draft of the Housing Element was sent to HCD on May 10th for a 60-day review. Finally, she acknowledged Vice-Chair Gallatin who worked very closely with her on reviewing the Caltrans historic homes.

Vice-Chair Gallatin inquired about any updates to the October deadline for any rezonings pertaining to meeting the RHNA (Regional Housing Needs Allocation) obligations.

Director Frausto-Lupo reported that at her meeting with the State HCD (California Department of Housing and Community Development) legislative staff person and HCD representative, Paul McDougall, the legislative staff person did say that there is something being prepared, but nothing has been received formally yet.

Vice-Chair Gallatin commented on community comments he heard. Having worked on five successfully adopted Housing Elements, he remarked that receiving an 11-page comment letter from the State is par for the course in his experience and it is possible to go through several review cycles before final approval. This cycle is especially challenging because HCD continues to change what it wants during the process.

ADJOURNMENT

11. The meeting adjourned to the next regular Cultural Heritage Commission meeting scheduled for June 16, 2022 at 6:30 p.m.

APPROVED,



Mark Gallatin
Chair, Cultural Heritage Commission

3-19-23

Date