



**CITY OF SOUTH PASADENA  
CULTURAL HERITAGE COMMISSION**

**AGENDA**  
**REGULAR MEETING**  
**THURSDAY, MAY 18, 2023 AT 6:30 P.M.**

**CITY MANAGER'S CONFERENCE ROOM**  
**1414 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 City Manager's Conference Room, located at 1414 Mission Street, South Pasadena, CA 91030.

The Meeting will be available:

- In Person – City Manager's Conference Room, 1414 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>

<b>CALL TO ORDER:</b>	Chair	Mark Gallatin
<b>ROLL CALL:</b>	Chair	Mark Gallatin
	Vice-Chair	Conrado Lopez
	Commissioner	William Cross
	Commissioner	Jeremy Ding
	Commissioner	Kristin Morrish
<b>COUNCIL LIAISON:</b>	Mayor Pro Tem	Evelyn G. Zneimer

**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 City Manager's Conference Room, 1414 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 the Special Meeting of October 26, 2022****CONTINUED ITEM**

3. **1716 Wayne Avenue, Project No. 2481-COA** – A Certificate of Appropriateness to add a 702.5 square-foot, two-story additions to an existing 1,902 square-foot two-story single-family residence located at 1716 Wayne Avenue (APN: 5321-010-003). In accordance with the California Environmental Quality Act (CEQA), the project qualifies for a categorical exemption under Section 15301, Class 1 (Existing Facilities) and Section 15331, Class 31 (Historical Resource Restoration/Rehabilitation).

This item was continued from the regularly scheduled April 20, 2023 Cultural Heritage Commission meeting.

**Recommendation**

Continue this item to the June 15, 2023 Cultural Heritage Commission meeting.

**PUBLIC HEARING**

4. **1400 Mission Street, Project No. 2495-NID/CUP/DRX** – A request for a Notice of Intent to Demolish a 643-square-foot convenience store and a 1,221-square-foot repair garage at the Chevron gas station located at 1400 Mission Street (APN: 5315-002-030). A project that includes the demolition of buildings constructed at least 45 years prior to date of the application are required to be evaluated by the Cultural Heritage Commission to determine if the property could potentially meet national, state, or local criteria for historic designation. In accordance with the California Environmental Quality Act (CEQA), the project qualifies for the Categorical Exemption under Section 15061(b)(3) – Common Sense Exemption; Class 2, Section 15302 (Replacement or Reconstruction); and Class 3, Section 15303 (New Construction or Conversion of Small Structures).

**Recommendation**

Find the project exempt from CEQA pursuant to Sections 15061(b)(3), 15302, and 15303. Determine that the two structures located at 1400 Mission Street do not meet

the nation, state, or local criteria for historic designation and the project may proceed through the City's development application process.

5. **1130 Meridian Avenue, Project No. 2514-COA/TRP** – A request for a Certificate of Appropriateness for a 246 square-foot first floor addition and a new 577 square-foot second floor addition to an existing one-story, 945 square-foot single-family residence, and a Tree Removal Permit for the removal of two (2) non-native trees for a property located at 1130 Meridian Avenue (APN: 5315-006-044). In accordance with the California Environmental Quality (CEQA), the project qualifies for a Categorical Exemption under Section 15301, Class 1 (Existing Facilities) and Section 15331, Class 31 (Historical Resource Restoration/Rehabilitation).

Recommendation

Find the project exempt from CEQA pursuant to Sections 15301 and 15331. Approve the Certificate of Appropriateness and Tree Removal Permit, subject to the conditions of approval.

6. **260 Hillside Road, Project No 2543-COA** – A request for a Certificate of Appropriateness for two-story, 2,668 sq. ft. rear addition with a balcony to an existing two-story, 5,281 square-foot single-family residence, for a property located at 260 Hillside Road (APN: 5317-039-011). In accordance with the California Environmental Quality (CEQA), the project qualifies for a Categorical Exemption under Section 15301, Class 1 (Existing Facilities) and Section 15331, Class 31 (Historical Resource Restoration/Rehabilitation).

Recommendation

Find the project exempt from CEQA pursuant to Sections 15301 and 15331. Approve the Certificate of Appropriateness, subject to the conditions of approval.

**DISCUSSION ITEM**

7. **2023 Annual Commission Report**

**Recommendation:**

Discuss and approve 2023 Annual Commission Report

**ADMINISTRATION**

8. **Comments from City Council Liaison**

9. **Comments from Commissioners**

10. **Comments from Subcommittees**

11. **Comments from Staff**

**ADJOURNMENT**

**12. Adjourn to the Regular Cultural Heritage Commission meeting scheduled for June 15, 2023 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>

**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.*

5/11/2023

*matt chang*

Date

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Matt Chang, Planning Manager