



**CITY OF SOUTH PASADENA  
CULTURAL HERITAGE COMMISSION**

**MINUTES**  
**THURSDAY, APRIL 18, 2024, AT 6:30 P.M.**

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**CALL TO ORDER:**

The Regular Meeting of the South Pasadena Cultural Heritage Commission was called to order by Chair Lopez on Thursday, April 18, 2024, at 6:30 p.m. The meeting was conducted in person from the Council Chambers located at 1424 Mission Street, South Pasadena, California.

**ROLL CALL**

**PRESENT**

Chair	Conrado Lopez
Vice-Chair	Kristin Morrish
Commissioner	William Cross
Commissioner	Jeremy Ding
Commissioner	Scott Severson

**CITY STAFF PRESENT:**

Matt Chang, Planning Manager; Braulio Madrid, Associate Planner; Sandra Robles, Associate Planner; Tatianna Marin, Planning Technician.

**APPROVAL OF AGENDA**

Majority vote of the Commission to proceed with business.

There were no changes requested and the Agenda was approved as submitted.

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

Disclosure by the Commission of site visits and ex-parte contact for agenda items.

None.

**PUBLIC COMMENT**

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

None.

**CONSENT CALENDAR ITEMS**

**2. Minutes from the Regular Meeting of March 21, 2024**

**Commission Motion and Action:**

MOVED BY VICE-CHAIR MORRISH AND SECONDED BY COMMISSIONER DING to approve the minutes as submitted.

**AYES:** Lopez, Morrish, Cross, Ding, Severson

**NOES:**

**ABSENT:**

**ABSTAINED:**

*Motion Carried: 5-0*

**DISCUSSION**

**3. 203 Oaklawn Avenue – Mills Act Request**

**Recommendation**

Form a subcommittee to review the Mills Act Request.

**Presentation**

Associate Planner Madrid introduced the project.

**Commission Motion and Action:**

MOVED BY VICE-CHAIR MORRISH AND SECONDED BY CHAIR LOPEZ, to form a subcommittee consisting of Commissioner Cross and Commissioner Severson to review the Mills Act Request.

**AYES:** Lopez, Morrish, Cross, Ding, Severson

**NOES:**

**ABSENT:**

**ABSTAINED:**

*Motion Carried: 5-0*

**4. 227 Oaklawn Avenue – Mills Act Request**

**Recommendation**

Form a subcommittee to review the Mills Act Request.

**Presentation**

Associate Planner Robles introduced the project.

**Commission Motion and Action:**

The Commission suggested creating a subcommittee consisting of Commissioner Cross and Commissioner Ding to review the Mills Act Request.

**AYES:** Lopez, Morrish, Cross, Ding, Severson

**NOES:**

**ABSENT:**

**ABSTAINED:**

*Motion Carried: 5-0*

**ADMINISTRATION**

**5. Comments from City Council Liaison**

None.

**6. Comments from Commissioners**

The Commissioners welcomed Commissioner Severson to the CHC.

**7. Comments from Subcommittees**

None.

**8. Comments from Staff**

Planning Manager Chang encouraged the Commission to participate in the City Council's Commission and Board Survey, due Monday, April 22. He also encouraged the Commissioners to let staff know if they would not be able to attend upcoming meetings in the summer so the staff could plan accordingly. Finally, in a staff update, Planning Manager Chang thanked Associate Planner Robles for her service, as this was her last Cultural Heritage Commission meeting.

**ADJOURNMENT**

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9. **Adjourn to the regular Cultural Heritage Commission meeting scheduled for May 16, 2024, at 6:30 p.m.**

There being no further matters, Chair Lopez adjourned the Cultural Heritage Commission meeting at 6:45 p.m.

APPROVED,

  
\_\_\_\_\_  
Conrado Lopez, Chair  
Cultural Heritage Commission

7-18-24  
\_\_\_\_\_  
Date