



**CITY OF SOUTH PASADENA
CULTURAL HERITAGE COMMISSION**

**MINUTES
REGULAR MEETING
THURSDAY, SEPTEMBER 18, 2025, AT 6:30 P.M.**

**AMEDEE O. "DICK" RICHARDS JR. COUNCIL CHAMBERS
1424 MISSION STREET, SOUTH PASADENA, CA 91030**

CALL TO ORDER:

The Regular Meeting of the South Pasadena Cultural Heritage Commission was called to order by Chair Conrado Lopez, on Thursday, September 18, 2025, at 6:30 p.m. The meeting was conducted in person at the Council Chambers located at 1424 Mission Street, South Pasadena, California.

ROLL CALL:

PRESENT

Chair	Conrado Lopez
Vice-Chair	Scott Severson
Commissioner	Jeremy Ding
Commissioner	Kristin Carlblom

CITY STAFF PRESENT

Erika Ramirez, Community Development Director; Tatianna Marin, Assistant Planner; Lillian Estrada, Administrative Secretary.

APPROVAL OF AGENDA

Majority vote of the Commission to proceed with business.

Chair Lopez noted a revision to Item 3 on the Agenda, which is subject to Chair review and not Commission review. Commissioner Ding motioned, seconded by Chair Lopez, to approve the Agenda with the removal of Item 3.

Motion carried, as amended: 4-0

DISCLOSURE OF SITE VISITS AND EX-PARTE CONTACTS

None.

PUBLIC COMMENT

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

Angelo Gladding, a resident, addressed the Commission about a Tree Ordinance Amendment discussed at last night's City Council meeting, expressing concerns about the impact of removing protections from non-native trees.

CONSENT CALENDAR ITEM

2. **Minutes from the Regular Meeting of August 21, 2025**

Approved, 4-0

PUBLIC HEARING

3. **1913 Oak Street, Project No. COA25-0006**– A Certificate of Appropriateness for the construction of a 470 square-foot second-story addition to an existing two-story 2,652 square-foot single-family dwelling unit for the property located at 1913 Oak Street (APN: 5320-003-040), in the Residential Low Density (RS) zoning district. 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).

Recommendation:

1. Continue Project No. COA25-0006 to a date certain.

Removed from the Agenda for Chair review.

4. **1901 Oxley Street, Project No. COA25-0007**– A request to permit a Certificate of Appropriateness (COA) to convert 655 square feet of attic space into habitable space to an existing 1,284 square-foot single-family dwelling located at 1901 Oxley Street (APN: 5318-009-028). In accordance with the California Environmental Quality Act (CEQA), a Categorical Exemption under Section 15301, Class 1 (Existing Facilities) and Section 15331, Class 31 (Historical Resource Restoration/Rehabilitation) will be considered for the project.

Recommendation:

1. Find the project exempt from the California Environmental Quality Act (CEQA) pursuant to Sections 15301 and 15331 of the CEQA Guidelines.
2. Approve Project No. COA25-0007, subject to the draft Conditions of Approval (Attachment 1).

Staff Presentation:

Assistant Planner Tatianna Marin presented the Staff Report, providing a detailed overview of the project, including converting attic space to a second floor and adding a shed dormer.

Questions for Staff:

None.

Applicant Presentation:

None. However, Architect Tim Clark with Cynthia Bennett and Associates introduced himself, Carolien Fehmers, CEO, and Chuck O'Neil, one of the co-owners of the project. Mr. Clark highlighted similar previous approvals and the proposed changes to the dormer and balcony.

Questions for Applicant:

The Commissioners expressed concerns about the balcony's compatibility with the Craftsman architectural style and the railing detail.

Public Comment:

None.

Commissioner Discussion:

The Commissioners discussed the balcony's impact on the main elevation and the need for egress, with Commissioners expressing mixed opinions on the balcony. The Commissioners agreed to continue the project to allow for further revisions.

Commission Motion and Action:

MOVED BY CHAIR LOPEZ, SECONDED BY COMMISSIONER CARLBLOM, to continue the project to the next Commission meeting.

AYES: Ding, Carlbom, Severson, Lopez

NOES:

ABSENT: Aperlo

ABSTAINED:

Motion Carried: 4-0

DISCUSSION

NOT APPLICABLE

ADMINISTRATION

5. Comments from City Council Liaison

None.

6. Comments from Commissioners

Vice-Chair Severson informed the Commission of an upcoming event by Docomomo, an international non-profit architectural organization which raises public awareness and promotes the conservation of modern buildings, at the Oneonta Church.

7. Comments from Subcommittees

None.

8. Comments from Staff

Director Erika Ramirez shared several announcements: (1) there is an RFP for developing objective design standards and an ADU program that includes prototypes for new construction, which should be ending at the end of the month, hoping to make a selection by November; (2) City Hall will be open five days a week, starting in October; (3) a draft Public Art Policy Manual will be presented at the next Public Arts Commission meeting, inviting Commission members to attend; and (4) to Chair Lopez's inquiry regarding a possible Commissioners' luncheon regarding the Mills Act, a possible workshop open to all Commissioners is being considered before year end.

ADJOURNMENT

- 9. Adjourn to the regular Cultural Heritage Commission meeting scheduled for October 16, 2025, at 6:30 p.m.**

There being no further matters, Chair Lopez adjourned the Cultural Heritage Commission meeting at 7:10 p.m.

APPROVED,

Conrado Lopez, Chair
Cultural Heritage Commission

Date