



**CITY OF SOUTH PASADENA  
CULTURAL HERITAGE COMMISSION**

**MINUTES  
REGULAR MEETING  
THURSDAY, OCTOBER 16, 2025, AT 6:30 P.M.**

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

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**CALL TO ORDER:**

The Regular Meeting of the South Pasadena Cultural Heritage Commission was called to order by Chair Conrado Lopez, on Thursday, October 16, 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  
Vice-Chair  
Commissioner

Conrado Lopez  
Scott Severson  
Peter Aperlo

**CITY STAFF PRESENT**

Tatianna Marin, Assistant Planner; Lillian Estrada, Administrative Secretary.

**APPROVAL OF AGENDA**

Majority vote of the Commission to proceed with business.

**Approved: 3-0**

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

None.

**PUBLIC COMMENT**

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

None.

**CONSENT CALENDAR ITEM**

**NOT APPLICABLE**

**PUBLIC HEARING**

- 2. 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.

**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. The project was previously continued due to design concerns, particularly the proposed front balcony. Three (3) design options were presented.

**Questions for Staff:**

None.

**Applicant Presentation:**

None. However, Architect Tim Clark with Cynthia Bennett and Associates introduced himself and Carolien Fehmers, CEO. Mr. Clark remarked that of the three options presented, the owners' preference was Option 1.

**Questions for Applicant:**

Chair Lopez confirmed the need for changes to meet egress requirements and discussed the implications of each option.

Vice-Chair Severson questioned the necessity of showing Option 3 if it did not meet egress requirements.

Commissioner Aperlo inquired about the historical precedent of second-story balconies in Craftsman-style homes.

**Public Comment:**

None.

**Commissioner Discussion:**

The Commissioners expressed appreciation for the Design Team providing options for the Commissioners to consider, discussed the necessity of changes for egress, and the importance of balancing historical preservation with functional updates.

**Commission Motion and Action:**

MOVED BY CHAIR LOPEZ, SECONDED BY COMMISSIONER APERLO, to approve Project No. COA25-0007 with Option 2 on the main elevation presented tonight and find the project exempt from the California Environmental Quality Act (CEQA) pursuant to Sections 15301 and 15331 of the CEQA Guidelines, subject to the Conditions of Approval.

**AYES:**                      Aperlo, Severson, Lopez

**NOES:**

**ABSENT:**                Ding, Carlblom

**ABSTAINED:**

***Motion Carried: 3-0***

<b>DISCUSSION</b>
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**NOT APPLICABLE**

<b>ADMINISTRATION</b>
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**3. Comments from City Council Liaison**

None.

**4. Comments from Commissioners**

None.

**5. Comments from Subcommittees**

None.

**6. Comments from Staff**

None.

## ADJOURNMENT

- 7. Adjourn to the regular Cultural Heritage Commission meeting scheduled for November 20, 2025, at 6:30 p.m.**

There being no further matters, Chair Lopez adjourned the Cultural Heritage Commission meeting at 6:50 p.m.

APPROVED,

Conrado Lopez, Chair  
Cultural Heritage Commission

Date \_\_\_\_\_