




## MEMORANDUM

**DATE:** FEBRUARY 2, 2021

**TO:** HISTORIC PRESERVATION COMMISSION

**FROM:**  DAVID M. REYES, DIRECTOR OF PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

**SUBJECT:** HISTORIC PRESERVATION COMMISSION ANNUAL REPORT – JULY 2019 THROUGH JUNE 2020 AND WORK PLAN FOR 2020-2021

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Staff has prepared the attached 2019-2020 annual report of accomplishments of the Historic Preservation Commission for the purpose of reporting the Commission's activities and work plan to the City Council. The annual report tabulates project types reviewed by the Historic Preservation Commission such as designation of Landmark Districts, designation of Individual Landmarks and Monuments, reviews of applications for Certificate of Appropriateness and for Relief from the Replacement Building Permit Requirement, advisory reviews of Environmental Impact Reports affecting historic resources, City-sponsored projects, Master Development Plans, Adjustment Permits, and nominations of local resources to the California Register of Historic Resources and the National Register of Historic Places. The report also notes the Commission's participation on the Historic Preservation Awards Program, Historic Property Contract Program (Mills Act), training sessions pertinent to Commissioners' work, and volunteering. At the February 2, 2021 Commission meeting, the Commissioners will have the opportunity to provide comments on the report and work plan before it is forwarded to the City Council.

Attachment: Historic Preservation Commission Annual Report – July 2019 through June 2020 and Work Plan for July 2020 – June 2021

**CITY OF PASADENA HISTORIC PRESERVATION COMMISSION  
WORK PLAN: July 1, 2020 – June 30, 2021**

***Year End Report of Accomplishments: June 30, 2020***

**MISSION** (as stated in Pasadena Municipal Code §2.75.025):

The purpose of the Historic Preservation Commission is to:

- (a) implement the historic preservation goals, policies and programs of the Comprehensive General Plan;
- (b) protect, enhance and perpetuate historic resources that represent or reflect distinctive and important elements of the City's cultural, social, economic, political, archaeological and architectural history;
- (c) stabilize and improve property values, and enhance the visual and aesthetic character and environmental amenities of the city's historic areas;
- (d) recognize the city's historic resources as economic assets;
- (e) provide educational programs to promote and encourage restoration, rehabilitation and maintenance of existing historic resources for the culture, education, enjoyment and economic welfare of the city's residents and visitors, and to conserve reusable material and energy resources;
- (f) foster civic pride in the beauty and noble accomplishments of the past by promoting private stewardship of historic resources that represent these accomplishments;
- (g) promote the city as a destination for tourists and as a desirable location for business;
- (h) ensure that the rights of the owners of historic resources and owners of properties adjacent to historic resources are safeguarded;
- (i) fulfill the city's responsibilities as a Certified Local Government under federal preservation laws; and
- (j) fulfill the city's responsibilities for federal Section 106 reviews and for the California Environmental Quality Act.

## OBJECTIVES IN 2019-2020 WORK PLAN AND ACCOMPLISHMENTS BY COMMISSION:

- I. Continue **Historic Preservation Awards Program** as part of National Historic Preservation Month. Review and update award criteria.

*STATUS:* ON-GOING. The Commission postponed its annual awards program indefinitely due to the unprecedented COVID-19 health crisis and associated limits on public gatherings. However, staff did open up the nomination period and received three applications for preservation awards. The applicants were informed that the applications would be carried forward to the next award program.

- II. **Certified Local Government<sup>1</sup> (CLG) Grant.** Receive and review periodic updates from staff on CLG-funded projects. Review options and recommend to staff and City Council topics for CLG grant applications.

*STATUS:* ONGOING. Current staff work plan did not include CLG-funded projects. However, the City submitted a CLG Annual Report in 2020 to remain qualified and maintain an active status.

- III. Review applications for designation of **landmark districts**.

*STATUS:* NOT APPLICABLE. No applications were submitted for designation of a landmark district during the reporting period.

- IV. Review applications for designation of **individual landmarks and monuments**.

*STATUS:* COMPLETED: The Commission held hearings for the following four Landmark Designations and referred them to City Council with its recommendations:

- 873 North Hill Avenue
- 180 South San Rafael Avenue
- 980 South Los Robles Avenue
- 2940 East Foothill Avenue

- V. Review applications for **Certificate of Appropriateness**, Relief from the Replacement Building Permit Requirement, advisory reviews of Environmental Impact Reports affecting historic resources, City-sponsored projects, Master Development Plans, Adjustment Permits, and nominations of local resources to the California Register of Historical Resources and the National Register of Historic Places.

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<sup>1</sup> Federal pass-through funds distributed by states to support historic preservation activities in local jurisdictions; cities must have a historic preservation ordinance and historic preservation commission to qualify for Certified Local Government status.

*STATUS: COMPLETED by the Commission:*

- Certificates of Appropriateness for demolition: **0**
- Certificates of Appropriateness for alteration/addition: **2**
- Certificates of Appropriateness for relocation: **0**
- Miscellaneous decisions: **0**
- Advisory reviews of Environmental Impact Reports affecting historic resources, of City sponsored projects, Master Development Plans, and Adjustment Permits and projects requiring both Certificate of Appropriateness and Design Review: **1**
- Relief from Replacement Building Permit Requirement: **0**
- Advisory reviews of nominations to National Register: **0**

**VI. Historic Property Contract Program (Mills Act).** Receive and comment on progress reports from staff.

*STATUS: COMPLETED.* Staff completed a more thorough review of the Mills Act Program. A progress report was provided to the Commission during the reporting period. Twenty three (23) Mills Act contracts were approved during the reporting period, for a total of 341 properties since the beginning of the program in 2003. Staff also reviewed contracts from prior years to ensure properties were in good standing with the approved work programs.

**VII. Support:** Encourage and support new landmark districts and individual landmark designations (or listings in the National Register) and review nominations for new National Register listings.

*STATUS: COMPLETED.* The Commission recommended approval of three (3) individual landmarks.

**VIII. Training:** Each Commissioner shall receive 2-5 hours of training applicable to their work. As part of training and education efforts, the Commission shall continue to meet with the neighborhood representatives of the City's landmark districts and coordinate tours of the districts to remain current of any ongoing preservations issues.

*STATUS: NOT COMPLETED.* Not all of the Commissioners were able to complete training applicable to their work because there were fewer opportunities as a result of the ongoing COVID -19 health crisis. In addition, group activities such as walking tours of the historic and landmark districts, were postponed as a result of the ongoing health crisis.

**IX. Volunteerism:** Seek opportunities to assist DHP staff by volunteering for work projects outside of regular meetings.

*STATUS: NOT COMPLETED.* Commissioners typically provide additional assistance to staff by serving on subcommittees, including the Historic Preservation Awards subcommittee. However, the Historic Preservation Awards program was postponed due to the ongoing COVID-19 health crisis and there were no project opportunities in which they could participate.

- X. Review amendments to the City's historic preservation ordinance in order to establish enhanced regulations to better facilitate the preservation of eligible resources.

*STATUS:* *COMPLETED.* The Commission conducted advisory reviews which resulted in the adoption of an interim urgency ordinance intended to preserve eligible resources during the time staff was drafting an amendment to the historic preservation ordinance. In addition, the Commission has participated in study sessions/ workshops with staff to draft the permanent changes to historic preservation ordinance that were recently approved by the City Council in January 2021.

**CITY OF PASADENA HISTORIC PRESERVATION COMMISSION  
WORK PLAN: July 1, 2020 - June 30, 2021**

**OBJECTIVES:**

- I. Continue **Historic Preservation Awards Program** as part of National Historic Preservation Month.
- II. **Certified Local Government (CLG) Grant.** Review options and recommend to staff topics for a CLG grant application.
- III. Review applications for designation of **landmark districts**.
- IV. Review applications for designation of individual **landmarks and monuments**.
- V. Review applications for **Certificate of Appropriateness**; Relief from the Replacement Building Permit Requirement; advisory reviews of Environmental Impact Reports affecting historic resources, city-sponsored projects, Master Development Plans, Adjustment Permits, and projects requiring both Certificate of Appropriateness and Design Review; and nominations of local resources to the California Register of Historical Resources and the National Register of Historic Places.
- VI. **Historic Property Contract Program (Mills Act).** Receive and comment on progress reports from staff.
- VII. **Support:** Encourage and support new landmark districts and individual landmark designations (or listings in the National Register) and review nominations for new National Register listings.
- VIII. **Training:** Each Commissioner shall receive 2-5 hours of training applicable to their work. As part of training and education efforts, the Commission shall continue to meet with the neighborhood representatives of the City's landmark districts and coordinate tours of the districts to remain current of any ongoing preservations issues.
- IX. **Volunteerism:** Seek opportunities to assist DHP staff by volunteering for work projects outside of regular meetings.
- X. Review amendments to the City's historic preservation ordinance in efforts to preserve eligible resources.

**Historic Preservation Commission  
MEETING ATTENDANCE RECORD  
July 2019 - June 2020**

MEMBERS	7/2/2019	7/16/2019	8/6/2019	8/20/2019	9/3/2019	9/17/2019	10/1/2019	10/15/2019	11/5/2019	11/19/2019	12/3/2019	12/17/2019	1/7/2020	1/21/2020	2/4/2020	2/18/2020	3/3/2020	3/17/2020	4/7/2020	4/21/2020	5/5/2020	5/19/2020	6/2/2020	6/16/2020	TOTAL MEETINGS ATTENDED	ATTENDANCE RECORD PERCENTAGE
	REGULAR	NO QUORUM	CANCELLED	REGULAR	REGULAR	REGULAR	CANCELLED	REGULAR	REGULAR	REGULAR	REGULAR	CANCELLED	CANCELLED	CANCELLED	CANCELLED	REGULAR	REGULAR	CANCELLED	CANCELLED	CANCELLED	CANCELLED	CANCELLED	CANCELLED	CANCELLED		
<b>COMMISSION MEMBERS</b>																										
Carrie-Chasteen Elfarra	P	NQ	XX	P	P	P	XX	P	P	P	P	XX	XX	XX	XX	XX	P	XX	CO-19	CO-19	CO-19	CO-19	CO-19	CO-19	9	90%
Carol Potter	P	NQ	XX	P	P	P	XX	P	P	P	A	XX	XX	XX	XX	XX	P	XX	CO-19	CO-19	CO-19	CO-19	CO-19	CO-19	8	80%
John Arbogast	P	NQ	XX	P	A	P	XX	A	P	P	P	XX	XX	XX	XX	XX	P	XX	CO-19	CO-19	CO-19	CO-19	CO-19	CO-19	7	70%
Juan De La Cruz				P	P	P	XX	P	P	P	P	XX	XX	XX	XX	XX	P	XX	CO-19	CO-19	CO-19	CO-19	CO-19	CO-19	8	100%
Susan Kranwinkle	P	NQ	XX	A	P	P	XX	P	P	P	P	XX	XX	XX	XX	XX	P	XX	CO-19	CO-19	CO-19	CO-19	CO-19	CO-19	8	80%
Alejandro Menchaca	A	NQ	XX	P	U	P	XX	P	P	P	A	XX	XX	XX	XX	XX	A	XX	CO-19	CO-19	CO-19	CO-19	CO-19	CO-19	5	50%
Denver Miller	P	NQ	XX	P	P	P	XX	P	P	P	P	XX	XX	XX	XX	XX	P	XX	CO-19	CO-19	CO-19	CO-19	CO-19	CO-19	9	90%
Tina Miller				P	P	A	XX	P	P	P	P	XX	XX	XX	XX	XX	P	XX	CO-19	CO-19	CO-19	CO-19	CO-19	CO-19	7	88%
Phyllis Mueller	P	NQ	XX	P	P	P	XX	P	P	P	P	XX	XX	XX	XX	XX	P	XX	CO-19	CO-19	CO-19	CO-19	CO-19	CO-19	9	90%
Gary Floyd	P	NQ																							1	50%
<b>LANDMARK DISTRICT REPRESENTATIVE</b>																										
Kenneth Ayala <i>Crawford's Vista</i>		NQ	XX				XX					XX	XX	XX	XX	XX		XX	CO-19	CO-19	CO-19	CO-19	CO-19	CO-19		
VACANT <i>Washington Square</i>		NQ	XX				XX					XX	XX	XX	XX	XX		XX	CO-19	CO-19	CO-19	CO-19	CO-19	CO-19		
Helen Rahder <i>Rose Villa/Oakdale</i>		NQ	XX				XX					XX	XX	XX	XX	XX		XX	CO-19	CO-19	CO-19	CO-19	CO-19	CO-19		
Emily Stadnicki N. <i>Pasadena Heights</i>		NQ	XX				XX					XX	XX	XX	XX	XX		XX	CO-19	CO-19	CO-19	CO-19	CO-19	CO-19		
Fred Pickel <i>Garfield Heights</i>		NQ	XX				XX					XX	XX	XX	XX	XX		XX	CO-19	CO-19	CO-19	CO-19	CO-19	CO-19		
VACANT <i>Bungalow Heaven</i>		NQ	XX				XX					XX	XX	XX	XX	XX		XX	CO-19	CO-19	CO-19	CO-19	CO-19	CO-19		
Frangeskou Yiorgos <i>Banbury Oaks</i>		NQ	XX				XX					XX	XX	XX	XX	XX		XX	CO-19	CO-19	CO-19	CO-19	CO-19	CO-19		
Barbara Lamprecht <i>Orange Heights</i>		NQ	XX				XX					XX	XX	XX	XX	XX		XX	CO-19	CO-19	CO-19	CO-19	CO-19	CO-19		
Emina Darakjy <i>Prospect</i>		NQ	XX				XX					XX	XX	XX	XX	XX		XX	CO-19	CO-19	CO-19	CO-19	CO-19	CO-19		
Steven Sunshine <i>Madison/South Oakland</i>		NQ	XX				XX					XX	XX	XX	XX	XX		XX	CO-19	CO-19	CO-19	CO-19	CO-19	CO-19		
VACANT <i>Historic Highlands</i>		NQ	XX				XX					XX	XX	XX	XX	XX		XX	CO-19	CO-19	CO-19	CO-19	CO-19	CO-19		

LEGEND
P - PRESENT
A - EXCUSED ABSENCE
U - UNEXCUSED ABSENCE
XX - CANCELED MEETING
NQ - NO QUORUM