



**Action Minutes  
Historic Preservation Commission  
February 2, 2021**

**Special Public Meeting 4:30pm  
Virtual Meeting**

**For a complete and detailed recap of the meeting, please log on to:**

<https://ww5.cityofpasadena.net/commissions/commission-meetings-archived-recordings/>

**1. ROLL CALL – CHAIR ELFARRA CALLED THE MEETING TO ORDER AT 4:30 P.M.**

Present: Commissioners Potter, T. Miller, D. Miller, Menchaca (Arrived late), Kranwinkle, De La Cruz, Arbogast, and Elfarra

Absent: Commissioner Mueller (Excused)

Staff: Leon White, Rodrigo Pelayo, and Michi Takeda

**2. APPROVAL OF MINUTES: NONE**

**3. CERTIFICATE OF APPROPRIATENESS**

**A. 620 PRESCOTT ST - (COUNCIL DISTRICT 3)**

Modifications to the front entry door, publicly visible windows, and exterior siding of a contributing property to the Craftsman Heights Landmark District.

(Case Planner: R. Pelayo)

Applicant/Owner: Frances Bono

Public Comment: A. Salimian

Commission Comments:

- The design of the new front entry door and sidelights shall be revised to be consistent with the larger glazing proportions found in traditional designs.
- The proposed door shall be painted, stained, or covered with a clear protective coating to protect it against the elements to maximize its longevity.
- The center window of the tripartite street-facing and driveway-facing windows shown for "bedroom 105" of the floor plan shall have a single-light in the middle to match the design of the living room window facing the street.
- The headers of the two new window openings along the west elevation shall align with those on the existing street-facing windows to maintain a consistent height.
- The original exterior siding on the north and east elevations shall be retained and repaired unless it is damaged beyond repair. Documentation shall be submitted for staff review to determine whether its condition warrants replacement. In addition, any original wood siding that is removed to accommodate the new door and windows shall be repurposed to the greatest extent possible.

- The project shall be subject to final site inspection and sign-off by staff of the Design & Historic Preservation section to ensure that the work plan undertaken, as described above, is as indicated and specified in the decision letter and that all work is performed consistent with the approved plans and the Guidelines for Historic Districts.

Motion

Moved and seconded by Commissioners D. Miller and De La Cruz to approve the Certificate of Appropriateness as conditioned.

AYES: Commissioners Potter, T. Miller, D. Miller, Menchaca, Kranwinkle, De La Cruz, Arbogast, and Elfarra  
 NOES: None  
 ABSENT: Commissioner Mueller  
 ABSTAIN: None  
 APPROVED: 8-0-1

**4. COMMENTS FROM STAFF**

- Staff reported on the HPC Annual Report to City Council, from July 2019 through June 2020 and Work Plan for 2020-2021.

Motion

Moved and seconded by Commissioners D. Miller and Kranwinkle to approve and forward to City Council.

AYES: Commissioners Potter, T. Miller, D. Miller, Menchaca, Kranwinkle, De La Cruz, Arbogast, and Elfarra  
 NOES: None  
 ABSENT: Commissioner Mueller  
 ABSTAIN: None  
 APPROVED: 8-0-1

- Staff also reported that the HPC Ordinance went before the City Council on January 11, 2021 and was approved.

**5. COMMENTS AND REPORTS FROM COMMISSIONERS - NONE**

**6. COMMENTS AND REPORTS FROM COMMITTEES - NONE**

**7. ADJOURNMENT – CHAIR ELFARRA AJOURNED THE MEETING AT 5:25 P.M.**




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Leon White, Principal Planner




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Michi Takeda, Recording Secretary