

ATTACHMENT B

**LAW OFFICE OF
LISET M. ESTRADA**

1528 Cañada Boulevard, Suite 105
Glendale, California 91208
Tel. (818) 244-2200 • Fax (818) 243-8585

April 12, 2005

CITY COUNCIL

City Clerk's Office
117 E. Colorado Boulevard
6th Floor
Pasadena, California 91101

Attn: Jane Rodríguez, City Clerk

Re: 1022 N. Marengo Avenue (Garfield Heights Landmark District)
Case No.: PLN 2005-00044

Dear City Council:

This letter will serve as my formal written appeal to the Notice of Decision dated April 7, 2005 by the Historic Preservation Commission regarding the above captioned matter.

FACTUAL BACKGROUND

1. On January 27, 2005, an application for a Certificate of Appropriateness for window alterations was submitted by applicant. (Copy attached as Exhibit "A")
2. On February 17, 2005, a Notice of Decision was issued by staff member, Mary Jo Winder, Senior Planner, denying the application based upon not meeting the Standard Guideline 7.5, pg. 56. (Copy attached as Exhibit "B")
3. On February 28, 2005 an appeal was filed with the Historic Preservation Commission, and a hearing was scheduled for April 4, 2005 in front of said commission. (Copy attached as Exhibit "C")
4. On April 7, 2005, a Notice of Decision letter was issued by staff member, John Steinmeyer, Planner. This decision approved alteration to window One and Three, but denied alteration to window Two. (Copy attached as Exhibit "D")
5. On April 14, 2005, this appeal to the City Council was filed with the city clerk's office.

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CITY CLERK
CITY OF PASADENA

DESCRIPTION OF REQUEST

Although a copy of the original application submitted is attached, I would like to outline my proposal for alteration of windows:

- (1) Window One: Exact same window opening to remain. Replace window panes with exact duplicates. **Reason**: window panes beyond restoration/repair caused by sun damage.
- (2) Window Two: Change window opening to match above window one. Change window design to match above window one. **Reason**: windows are beyond restoration/repair caused by sun damage. The change of design would be consistent with all the other windows in the house. The change in opening would serve two purposes:
 - a) the opening size would matches window one which is located right next to it.
 - b) the opening size would accommodate more wall space in the interior which in turn would accommodate kitchen cabinetry.
- (3) Window Three: Remove. **Reason**: the window is a metal window not consistent with the historical windows surrounding the house.

ANALYSIS

In order for the City Council to be able to consider all the circumstances surrounding this appeal, I have based my arguments upon procedural errors committed by staff, and substantive reasoning to allow for a deviation from the standard guidelines I will discuss each separately, and attach copies of any evidentiary documents for your convenience.

I. PROCEDURAL ISSUES

- 1) According to the Garfield Heights Conservation Plan, staff must review all applications within (10) ten days of submitting application. I submitted my original application on January 27, 2005. The staff provided a Letter of Decision on February 17, 2005. It exceeded the (10) ten days without explanation. I tried to contact the staff upon expiration of time, but was told that the staff member was out and would get to it upon return. (A copy of pg. 7 of the Garfield Heights Conservation Plan highlighting this rule is attached as Exhibit "E")
- 2) On April 4, 2005, the staff submitted a factually incorrect staff report to the Historic Preservation Commission. The staff incorrectly informed the commission that a "stop work order" had been issued because the project did not have the required building permit or certificate of appropriateness. I never received a stop work order from the city. Staff should verify facts before inserting incorrect facts into a staff report that influences the decision making of the commission. This fact was inserted to be inflammatory evidence of misconduct to influence the decision of the commission, which in fact it did, and it is completely FALSE. (A copy of the staff report is attached as Exhibit "F")

3) On April 4, 2005, at the public hearing, the commission allowed Rene Rubalcava, Garfield Heights Representative, to sit on the commission table, give opinion and vote on this issue, all over my objection. I had advised this representative that I objected to her participation in this hearing because her commission had expired in 2002. This representative sat out and did not participate in the other cases before the commission, however, in the middle of my hearing, she changed her mind, took her commission chair and gave inflammatory remarks to the commission to influence their vote against the project.

II. SUBSTANTIVE ISSUES

WINDOW ONE:

I accept the recommendation of the commission to approve based on the fact that it complies with the guidelines.

However, the City Council should be aware that in my original application, I detailed the proposed changes and clearly stated that **window one** would be duplicated, which is within the guidelines. Staff flat out denied the application in its letter of decision stating Guideline 7.5, pg. 56 of the Design Guidelines for Residential Historic District as the basis for denial of a Certificate of Appropriateness, quoting "... the location, number, size and arrangement of historic windows shall be preserved". (Copy of this letter has already been attached as Exhibit "B")

The staff failed to adequately review and consider the original application, and this is evidenced by their "change of mind" and subsequent recommendation to approve the proposed change to **window one** on their staff report and Notice of Decision. The staff should have given adequate consideration and review to the original proposal, and approved the original application as to this window alteration. This would have saved the city time and money.

WINDOW TWO:

I do not accept the recommendation of the commission to deny the proposed change in window two based upon not complying with the standard guidelines, and therefore, appeal as follows:

The Garfield Heights Conservation Plan, Page 7, states: "If work subject to review by the staff does not comply with the standards, or if it only complies if certain conditions are met, an application for a Certificate of Appropriateness is required....". The whole process of obtaining a certificate of appropriateness is for those requesting a review of a project that does not exactly fit into the standards, like mine. (A copy of this page 7 has already been attached as Exhibit "E")

In this window opening there was three wood double-hung windows that had been damaged from the sun beyond repair. The windows had been covered with a heavy metal screen for a long period of time. (A copy of a photograph depicting the windows is attached as Exhibit "G"). The window type was not even distinguishable with this covering. I propose to change the size and style of this window. This proposed change does not meet the guidelines, and I am requesting to be allowed an exception from the guidelines based on the following reasoning:

The proposed new window style would match "Window One" which is right next to this window. Additionally, the new window style would match all the surrounding windows in the lower and upper level. All the surrounding windows in this house have the same patterned casement style. Double hung windows would appear to be out of place considering all the other windows have a different style. Matching the other existing windows is consistent with the goal to preserve the architectural design of the house.

The proposed change in size considers matching the size of the window right next to it, window one. If the two windows match in design and size, they will appear identical. Additionally, the proposed change in size would meet a modern need, that of more kitchen cabinetry, by providing more wall space. In the City of Pasadena website, the city states: "Landmark district design guidelines are intended to allow changes to historic buildings to make them compatible with modern needs". (A copy of this page is attached as Exhibit "H"). This proposed new window assists in meeting modern day needs of functionality in a kitchen. In early days, there was little to no kitchen countertop space because there were no electrical appliances. I request that the city council take serious consideration to the need for functionality in this kitchen. My proposal for this new window preserves the architecture style of the house while accommodating modern need. On the other hand, staff has not addressed this issue at all, indicating to me that they cannot concern themselves with the interior of the house, but can only strictly enforce the guidelines. I disagree, the guidelines are not meant to be strictly enforced as are zoning laws or building codes.

I respectfully request the council to exercise its authority to deviate from the guidelines, and approve the proposed change to window two.


WINDOW THREE: I accept the recommendation of the staff to approve based on the fact that it complies with the guidelines.

CONCLUSION

The city council has the authority to allow a deviation from the standard guidelines. The guidelines are just that guidelines, they are not zoning laws or building codes that must be strictly enforced. The guidelines are to give guidance when evaluating a project, but they are not meant to replace the logical reasoning of the adult mind.

I respectfully requests that the council consider all the foregoing facts, and exercise its authority to be flexible and approve the deviation from the guidelines.

Respectfully Submitted,


Liset Estrada

PROPOSAL TO CHANGE WINDOWS

PROJECT: 1022 N. MARENGO AVENUE
PASADENA, CALIFORNIA 91103

There are two windows on the south side (driveway side) of the house that are beyond repair. This is the side that the sun hits most so the wood is rotted beyond repair.

I propose to change these two windows as follows:

1. First window: Change out the window panes only. The exact same size of window opening will remain and the existing window panes will be duplicated to maintain the integrity of the historical style. A photo and sketch of the window pane is attached.
2. Second window: Change the entire window to match the above window style. Reason: It is right next to the above discussed window and it will add consistency and congruency to the historical style.

Existing window:

1. Existing window opening was approximately 79" x 43".
2. Existing window was approximately 23 $\frac{3}{4}$ x 43" each, with three of them together.

Proposed window:

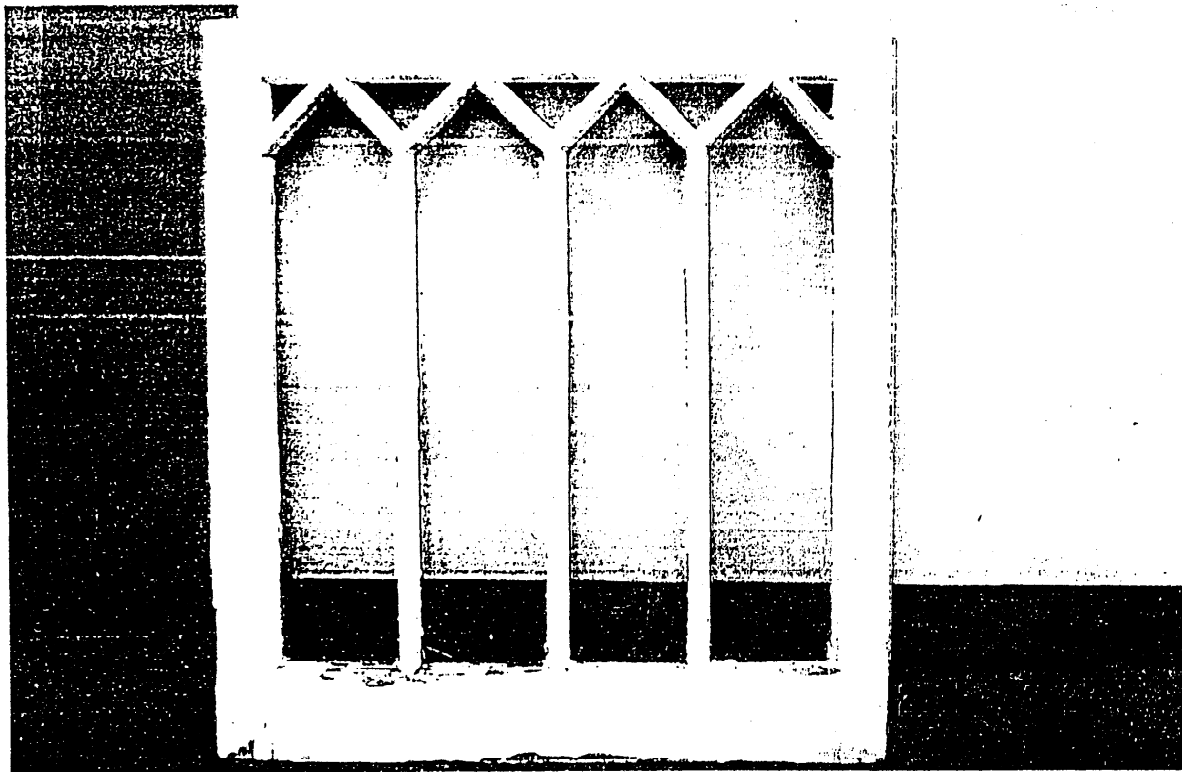
1. Proposed window opening will be approximately 48" x 31"
2. Proposed window will be approximately 24" x 27" each, with two window panes together.

Should you have any questions regarding the above, please feel free to contact me at my office (818) 244-2200 or cell (818) 482-0082.

Thank you,


LISET M. ESTRADA

PHOTO OF WINDOW PANE



FIRST WINDOW:

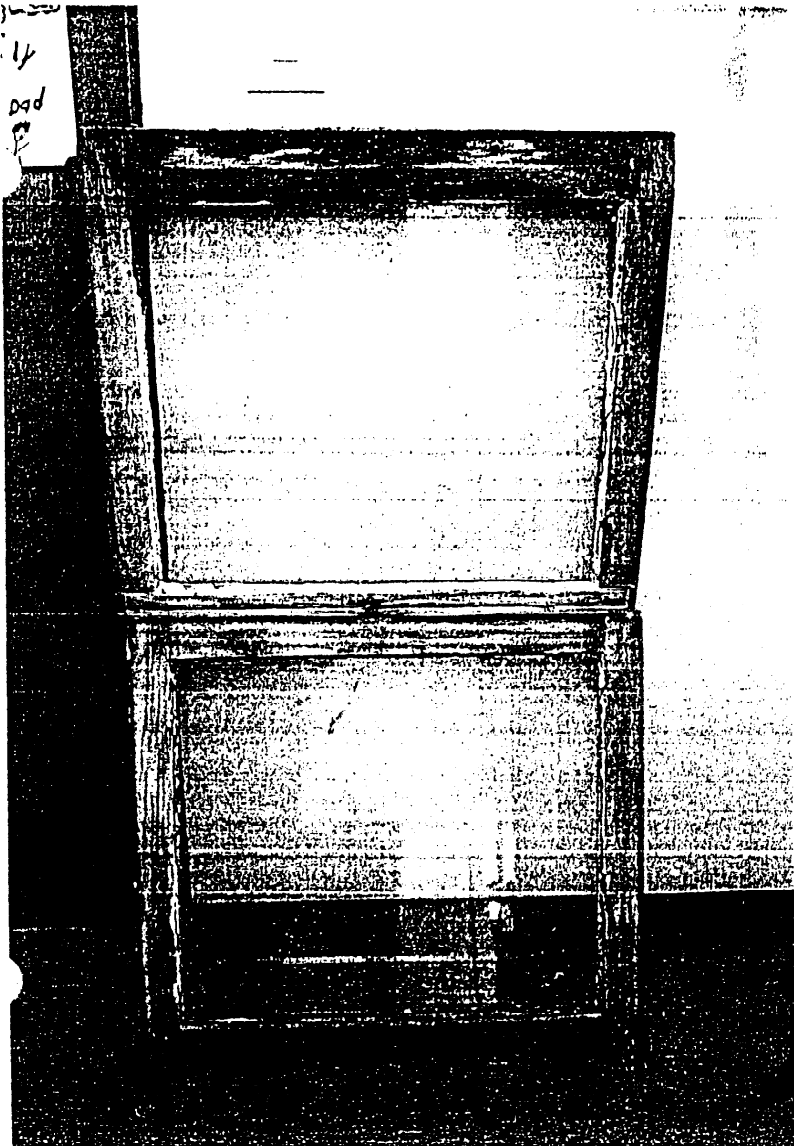
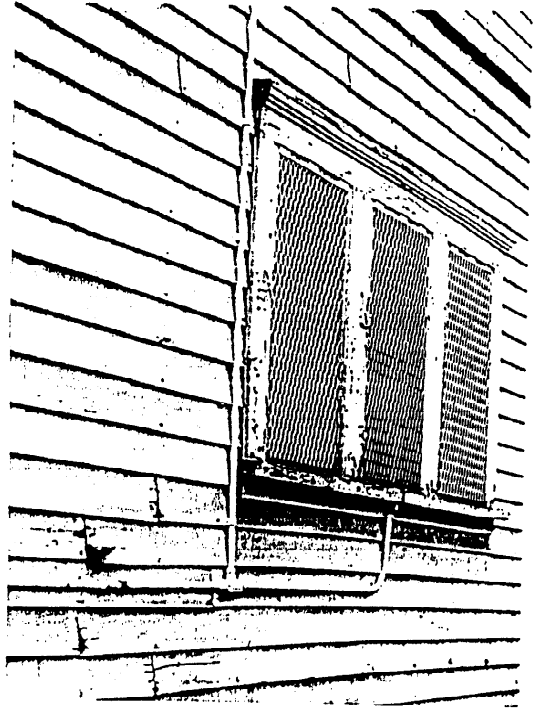
THIS WINDOW PANE WILL BE DUPLICATED. TWO OF THEM SIDE BY SIDE AS THEY WERE ORIGINALLY.

SECOND WINDOW:

THIS WINDOW PANE WILL BE DUPLICATED. TWO OF THEM SIDE BY SIDE TO MATCH THE FIRST WINDOW WHICH IS RIGHT NEXT TO IT.

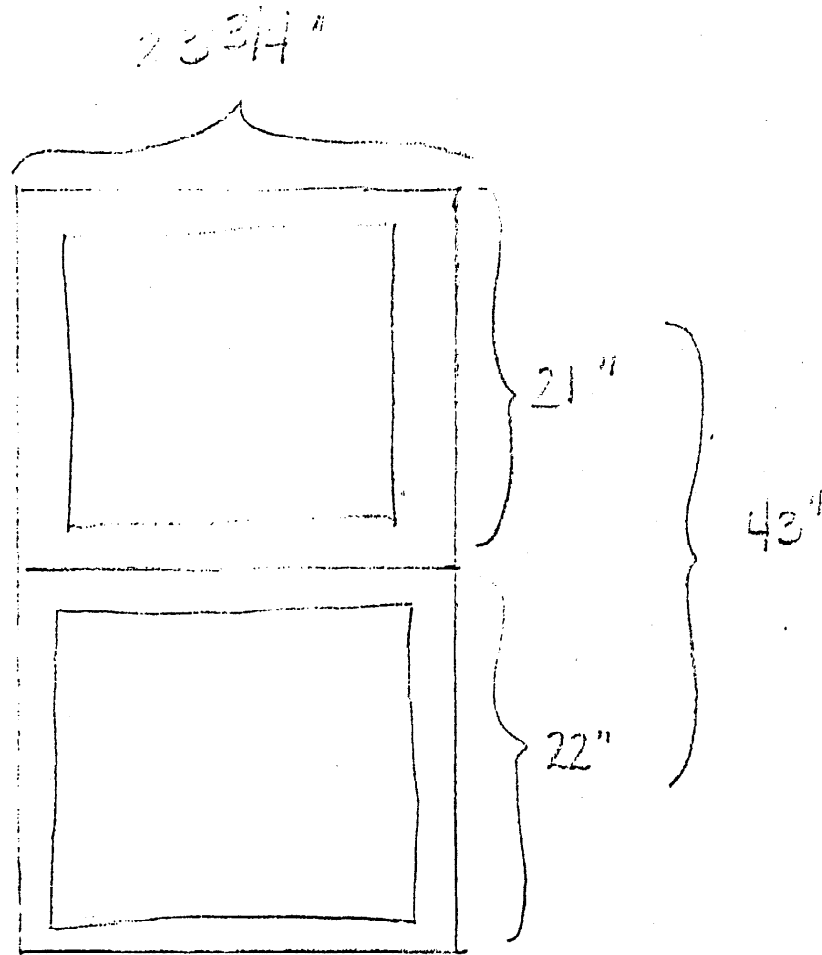
WINDOW BEFORE

Second window



SKETCH OF WINDOW BEFORE

Second window



X 3 = $71\frac{1}{4}$ " width by 43" length

R.O. $71\frac{1}{4}$ " x 43"

SKETCH OF PROPOSED WINDOW

First & Second Window:

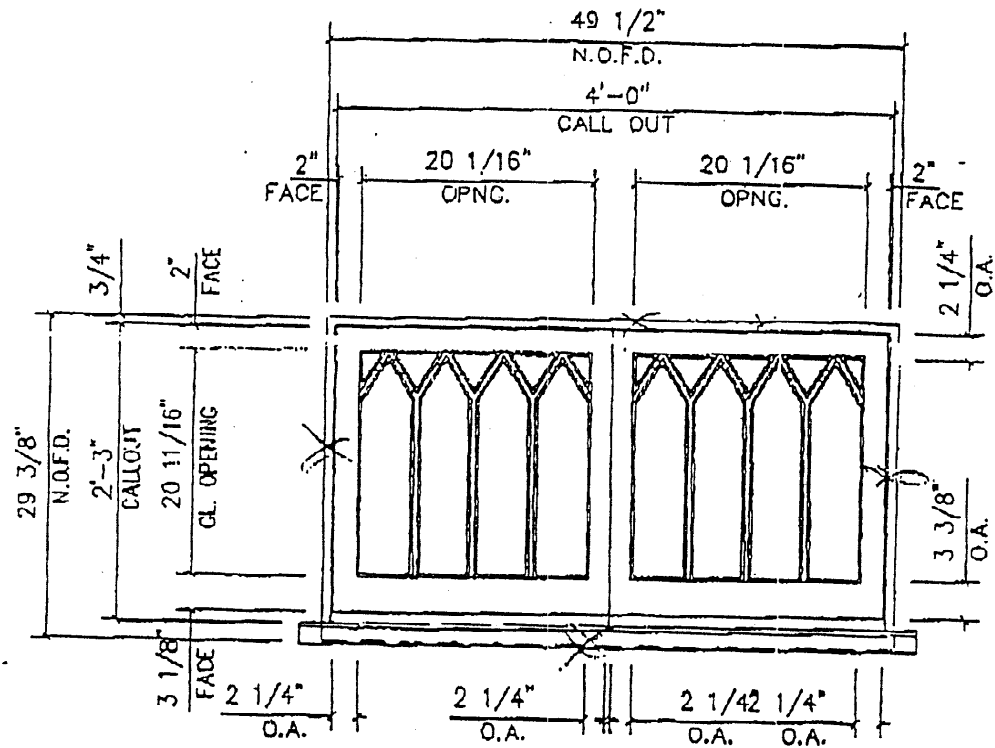


PHOTO OF EXISTING SIMILAR
WINDOW UPSTAIRS

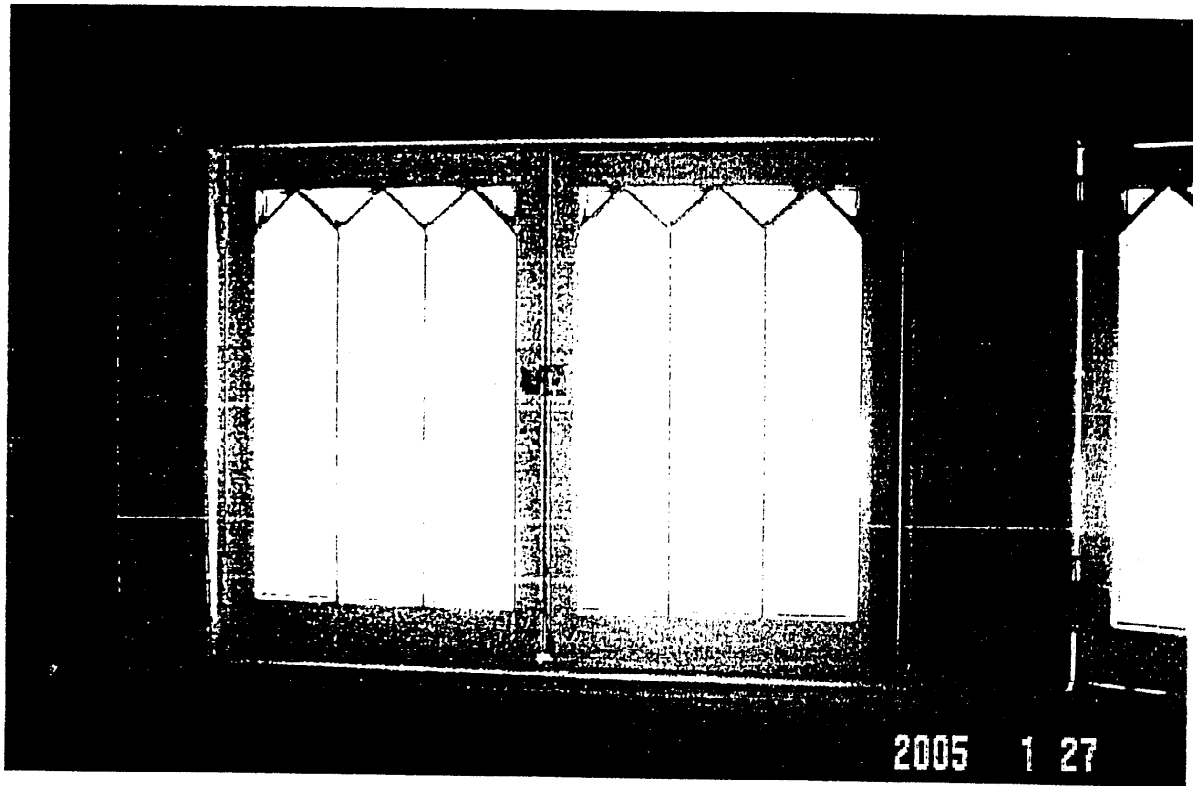
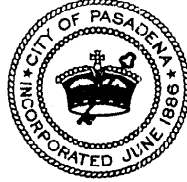


PHOTO OF EXISTING SIMILAR
WINDOW FRONT OF HOUSE



AS YOU CAN SEE, THIS TYPE OF WINDOW IS CONSISTENT
THROUGHOUT THE HOUSE. THE PROPOSED SECOND (KITCHEN)
WINDOW WILL MATCH THE REST OF THE HOUSE AND KEEP THE
HISTORICAL INTEGRITY OF THE HOUSE.

B



PLANNING & DEVELOPMENT DEPARTMENT
PLANNING DIVISION

February 17, 2005.

(RECEIVED 2/23)

Ms. Liset Estrada
1008 N. Marengo Avenue
Pasadena, CA 91103

NOTICE OF DECISION

Certificate of Appropriateness for Alteration of Window Openings
1022 N. Marengo Avenue (Garfield Heights Landmark District)
Case# PLN2005-00044

Council District 3

Dear Ms. Estrada:

Acting under the provisions of the Conservation Plan for the Garfield Heights Landmark District, and Chapters 17.52 and 2.75 of the Pasadena Municipal Code, the staff of the Design & Historic Preservation Section has reviewed your application for a Certificate of Appropriateness for the alteration of window openings and installation of new windows at 1022 N. Marengo Avenue.

In its decision, the staff:

1. Finds that the proposed project is categorically exempt from the California Environmental Quality Act (Article 19 §15301, existing facilities); ✓
2. Finds that the proposed project does not comply with the Secretary of the Interior's Standards for Rehabilitation, the Garfield Heights Conservation Plan and the Design Guidelines for Residential Historic Districts, specifically, because the project does not comply with the requirements that the location, number, size and arrangement of historic windows shall be preserved (Guideline 7.5, pg. 56); and ✓
3. Based on these findings, denies the application for a Certificate of Appropriateness.

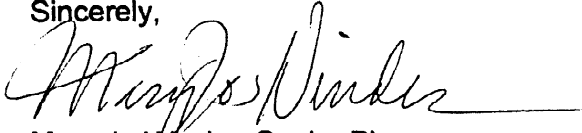
Effective Date	Appeal	Call for Review
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This decision becomes effective on **Tuesday, March 1, 2005**. You, as the applicant, as well as any interested party, may appeal this decision to the Historic Preservation Commission until the effective date by filing an appeal with the Planning and Development Director, Permit Center, 175 North Garfield Avenue, Pasadena, CA 91101. Appeals must specifically state the reason for the appeal. Before the effective date, the City Council may also call for a review of this decision. Please note that appeals and calls for review are conducted as *de novo* hearings, meaning that the lower decision is vacated and the application is reviewed as a new application.

Estrada
February 17, 2005
page 2

Please contact this office if you have any questions about this decision.

Sincerely,

A handwritten signature in cursive script, appearing to read "Mary Jo Winder", followed by a horizontal line.

Mary Jo Winder, Senior Planner
Design and Historic Preservation Section
Tel 626-744-6754; fax 626-396-8522
Email: mwinder@cityofpasadena.net

cc: Tidemark; address file; chron file; Renee Rubalcava (Garfield Heights Representative);
City Clerk; City Council and Field Representatives

C

LAW OFFICE OF CITY OF PASADENA
LISET M. ESTRADA PERMIT CENTER
1528 Cañada Boulevard, Suite 105
Glendale, California 91208
Tel. (818) 244-2200 • Fax (818) 243-8585

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February 28, 2005

HISTORIC PRESERVATION COMMISSION
Planning and Development Director
Permit Center
175 North Garfield Avenue
Pasadena, California 91101

Attn: Richard Bruckner, Director

Re: 1022 N. Marengo Avenue (Garfield Heights Landmark District)
Case No.: PLN 2005-00044

Dear Mr. Bruckner:

This letter will serve as my formal written appeal to the Notice of Decision dated February 17, 2005 by Ms. Mary Jo Winder, Senior Planner regarding the above captioned matter.

The Notice of Decision cited Guideline 7.5, pg. 56 of the Design Guidelines for Residential Historic District as the basis for denial of a Certificate of Appropriateness, quoting "... the location, number, size and arrangement of historic windows *shall* be preserved". The word *shall* denotes a clear order, however, guideline 7.5 does not utilize this word at all. Guideline 7.5 encourages the preservation of location, number, size and arrangement of historic windows, when possible. The Design Guideline for Residential Historic District goes beyond guideline 7.5, and provides guidelines 7.10 to 7.12 when actually having to replace windows, as in my case.

Additionally, the Garfield Heights Conservation Plan provides for the possibility that a historic feature may have to be replaced. More specifically, the Garfield Heights Conservation Plan, Page 7, states: "If work subject to review by the staff does not comply with the standards, or if it only complies if certain conditions are met, an application for a Certificate of Appropriateness is required...". The whole process of obtaining a certificate of appropriateness is for those requesting a review of a project that does not exactly fit into the standards.

The proposal I submitted to replace windows follows the standards precisely on one window, and requests review of a deviation on another window. Even in the proposed deviation, the proposed work is consistent with the architecture of the house. The windows proposed are not vinyl, modern or change the character of the house. Rather, they are an exact duplicate of the

HISTORIC PRESERVATION COMMISSION

Re: 1022 N. Marengo Avenue (Garfield Heights Landmark District)

Case No.: PLN 2005-00044

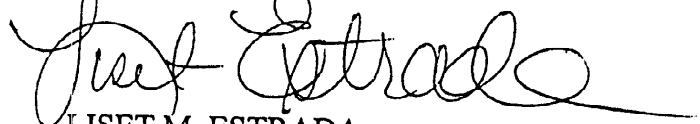
Page Two

windows all around the house, i.e.: the front windows both lower and upper level, the north side windows both lower and upper level, the south side window upper level, all have the same design that I am proposing. I believe that my proposal is consistent with the goal and objectives of the conservation plan because it is trying to maintain the historic quality of the windows in this house, and enhancing the residential property value.

With this appeal, I resubmit the original proposal, and would respectfully request an onsite review so that I can personally tour a planning representative through the property and review in detail the proposed changes so that there are no misunderstandings regarding my intentions. I am also available telephonically at any time at (818) 482-0082 or (818) 243-0888.

Thank you for your courtesy and attention to this project.

Respectfully submitted,



LISET M. ESTRADA

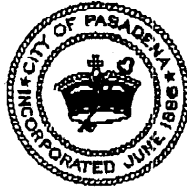
Attorney at Law

LME:sp

Enclosures

cc: Mary Jo Winder, Senior Planner

D



PLANNING & DEVELOPMENT DEPARTMENT
PLANNING DIVISION

April 7, 2005

Liset Estrada
1008 North Marengo Avenue
Pasadena, CA 91105

Re: **NOTICE OF DECISION**
Appeal of Staff Decision/Certificate of Appropriateness for Alteration
1022 N. Marengo Avenue Garfield Heights Landmark District
Case # PLN2005-00044 *Council District 3*

Dear Ms. Estrada:

At a public meeting held in the Hale Building on April 4, 2005, the Historic Preservation Commission reviewed your appeal of a staff decision on an application for a Certificate of Appropriateness for alterations to window openings on the south elevation of the house at **1022 N. Marengo Ave.** The alterations included in this review were made without a building permit. In accordance with Sections 17.62.090 & 17.72.020 of the Pasadena Municipal Code, the Garfield Heights Landmark District Conservation Plan, the Design Guidelines for Historic Districts in the City of Pasadena, and the Secretary of the Interior's Standards for Rehabilitation, the Commission:

1. **Acknowledged** that the proposed project is categorically exempt from the California Environmental Quality Act (Article 19, §15301, existing facilities).
2. **Found** that removal of the deteriorated, westernmost window on the south side elevation (the window opening with a pair of casement windows) and replacement with matching casement windows complies with the Standards and applicable design guidelines.
3. **Found** that the alteration to the middle window opening on the south elevation (with a grouping of three, double-hung windows) does not comply with the Standards and the applicable design guidelines, specifically, because the alteration does not preserve the location, number, size and arrangement of the original window opening and configuration of the three, sash, historic windows (Guideline 7.5, pg. 56).
4. **Found** that the alteration of the easternmost window on the south elevation (the removal of a non-original window and infill of the opening with wood siding) complies with the Standards and applicable design guidelines.
5. Based on the above findings, **approved** the alteration of window openings in the westernmost and easternmost bays and **denied** the removal of original windows and replacement with new windows in the middle bay, on the south elevation. The middle window opening shall be restored to its original size with the original configuration of three, wood sash windows that match the original windows.

PLN2005-00044

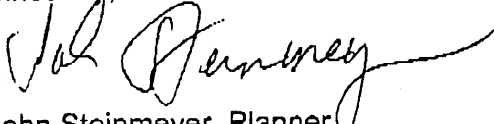
1022 N. Marengo Ave.

Page #2

Effective Date	Appeal	Call for Review
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This decision becomes effective on **Monday, April 18, 2005**. You, as the applicant, as well as any person affected by this decision, may appeal it to the City Council before the effective date by filing an appeal in writing with the City Clerk (6th floor, 117 E. Colorado Boulevard). Appeals must specifically state the reason for the appeal. Please note that appeals are conducted as *de novo* hearings, meaning that the lower decision is vacated and the application is reviewed anew. The City Council may also call for a review of this decision before the effective date.

Sincerely,



John Steinmeyer, Planner
Design and Historic Preservation Section
Tel 626-744-6880; fax 626-396-7626
Email: jsteinmeyer@cityofpasadena.net

cc: Tidemark; address file; chron file; Renee Rubalcava (Garfield Heights Representative); City Manager; City Clerk, City Council, Field Representative.

The following Secretary of the Interior's Standards shall apply unless specifically amended through the Conservation Plan amendment process:

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of the deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Projects subject to review by the staff may be approved upon application for a building permit, without application for a Certificate of Appropriateness, when the work complies with the above standards or when staff determines that the work is not visible from the public right-of-way.

If work subject to review by the staff does not comply with the standards, or if it only complies if certain conditions are met, an application for a Certificate of Appropriateness is required. Staff will review the application within ten working days and forward a decision to approve, approve with conditions or deny the project. Staff decisions may be appealed to the Cultural Heritage Commission. Staff decisions are not subject to calls for review by the Commission.

A project subject to review by the Cultural Heritage Commission requires an application for a Certificate of Appropriateness and is reviewed by the Commission at a noticed public hearing. After review of the application, the decision of the Commission is transmitted in writing to the applicant. The decision of the Cultural Heritage Commission may be appealed to the City Council. All Commission meetings are open to the public.

F

STAFF REPORT

TO: Historic Preservation Commission
FROM: Richard Bruckner, Director of Planning & Development
DATE: Meeting of April 4, 2005
RE: Appeal of Staff Decision/Certificate of Appropriateness for
Alteration
1022 North Marengo Avenue

RECOMMENDATION:

It is recommended that the Historic Preservation Commission:

1. Acknowledge that the proposed project is categorically exempt from the California Environmental Quality Act (Article 19, §15301, existing facilities); and
2. Find that removal of the first window on the south side elevation (the window opening with a pair of casement windows) and replacement with matching casement windows (**Exhibit A**) complies with the Standards and applicable guidelines; and
3. Find that the alteration of the second window on the south side elevation (the window opening with a grouping of three double-hung windows) (**Exhibit B**) does not comply with the Secretary of the Interior's Standards for Rehabilitation, the Garfield Heights Conservation Plan and the Design Guidelines for Residential Historic Districts, specifically, because the alteration does not comply with the requirement to preserve the location, number, size and arrangement of historic windows (Guideline 7.5, pg. 56); and
4. Find that the alteration of the third window, the removal of the non-original window and infill of the opening with wood siding complies with the Standards and applicable guidelines; and
5. Based on the above findings, approve the alteration of window openings in the first and third bays and deny the removal of original windows and replacement with new windows in the second bay.

BACKGROUND

On January 27, 2005, the owner of the property submitted an application for a Certificate of Appropriateness for alteration of window openings on the south elevation of the house. The window replacement had already commenced before the filing and a stop work order had been issued because the project did not have the required building permit or Certificate of Appropriateness. Staff reviewed the plans and specifications for the new windows and issued a decision letter denying the window replacement based on the finding that the work did not comply with the applicable guidelines. On February 28, 2005, the applicant filed a letter appealing the staff decision to the Historic Preservation Commission.

The window replacement is in the first story of the south side elevation of the existing Craftsman bungalow, which is a contributing building to the Garfield Heights Landmark District. Before the alteration, the window configuration consisted of a pair of casement windows with patterned mullions (window 1), and a grouping of three double-hung windows (window 2); both openings were framed with wide flat surrounds with molding on the top piece. Window 3 to the rear of the house was not original and was part of an enclosure of a rear porch.

ANALYSIS

Both the Garfield Heights Conservation Plan and the Design Guidelines for Historic Districts ^{NOT DEMAND} support the retention of original windows that are visible from the public right-of-way and are character-defining features of a house. On the house at 1022 North Marengo Avenue, the alteration of windows on the south elevation, especially those in the two bays nearest the front are subject to review under the adopted guidelines.

Window 1 – The original window, which was a pair of patterned casement wood window, has been removed. One of the pair is in deteriorated condition with some of the wood mullions missing. The applicant proposes installing a wood window that matches the original one in size and style and in the same opening. The new window meets the guideline 7.10, “when window or door replacement is necessary, match the replacement to the original design as closely as possible.”

Window 2 – In this bay there was a grouping of three wood double-hung windows that had been covered over by a heavy metal screen. The proposal removes the grouping of windows and changes the size of the opening to accommodate a new window that matches the window in the first bay. This alteration clearly does not meet the historic preservation guidelines, specifically, it does not “preserve the location, number, size and arrangement of historic windows. . .” Staff observed the project on site and noted that an existing window that had been removed appeared to be in repairable condition and the original opening is evident on the interior of the house. In this case, the original window opening should be rebuilt with wood trim and wood, double-hung windows that match the old windows.

Window 3 – There is no detailed photo-documentation of this window, although survey photos from 1991 show give a hint of window or windows in the far end of the south elevation. These windows may have been added as part of an infill of a back porch on the southeast corner of the house. The proposed project removes these windows and they are replaced by solid wall. Because these windows appeared to be an insignificant feature, removal of them complies with the guidelines.

CONCLUSION

Because the original windows on this house are important character-defining features, the alteration of them should comply with the *Design Guidelines for Historic Districts*. The changes to windows in the first and third bays comply with these guidelines. However, the window design in the second bay should be modified so that it matches the original window as closely as possible.

I am setting forth reasons why it should not comply.

Respectfully submitted,

Richard Bruckner
Director, Planning & Development

Prepared by:

Mary Jo Winder, Senior Planner

Reviewed by:

Jeff Cronin, Principal Planner

Approved by:

John Poindexter, Planning Manager

- Attachment A: Application
- Attachment B: Decision Letter
- Attachment C: Letter of appeal from applicant
- Attachment D: Inventory form



“non-contributing” on houses in the landmark district?

If a house is “contributing” it is one that helps make the district significant. It has architectural features that identify it with a historical period in the development of the neighborhood. These houses can be either simple or elaborate in design, but they typically retain a majority of their original architectural features. Non-contributing buildings are those that have been significantly altered or were constructed much later than the majority of houses in the district.

How will I know if I need to have work on my house reviewed before I get a permit for the work?

When a person comes to the City’s Permit Center to obtain a building, demolition, electrical, plumbing or mechanical permit, the Building Division staff or Permit Center project review staff will check to see if the permit is for a property in a landmark district. If the property is in a landmark district, the person is directed to the Design and Historic Preservation Section counter (also in the Permit Center). The staff at the Design and Historic Preservation counter will then determine if the proposed work is exempt from review, or if it needs to be reviewed by staff or the Historic Preservation Commission.

Does design review delay building permits?

In some cases when a major project requires review by the Historic Preservation Commission, there is a delay in receiving a building permit. The Commission, however, must review your application for the work within 30 days. Few projects are considered major; all minor projects are reviewed by the staff over-the-counter so that obtaining a permit is not delayed.

If I am in a landmark district, am I expected to restore my house as it was originally?

No. There are no requirements for doing work on your house because it is in a landmark district. Landmark district design guidelines are intended to allow changes to historic buildings to make them compatible with modern needs. There is no requirement to restore an architectural feature that has been lost or add a feature to make the house more historic.

Can I alter or add to my house if it is in a landmark district?

Yes. Any interior work that does not change an important exterior architectural feature is exempt from review. Exterior work that is not visible from the public right-of-way is also exempt from review. Building additions and new construction that also comply with the zoning code are approved when they comply with the design guidelines. Major repairs and replacement work on the exterior are also approved when they comply with the guidelines.



**LAW OFFICE OF
LISET M. ESTRADA**

1528 Cañada Boulevard, Suite 105
Glendale, California 91208
Tel. (818) 244-2200 • Fax (818) 243-8585

May 16, 2005

CITY COUNCIL
City Clerk's Office
117 E. Colorado Boulevard
6th Floor
Pasadena, California 91101

Via Facsimile (626)744-³⁹²¹~~4124~~

Attn: Jane Rodríguez, City Clerk

Re: 1022 N. Marengo Avenue (Garfield Heights Landmark District)
Case No.: PLN 2005-00044

Dear Ms. Rodriguez:

This letter will serve to confirm our telephone conversation regarding the above captioned matter.

As we discussed, I do not have any objection with continuing the current hearing date of May 16, 2005, until May 23, 2005.

As we have agreed to this continuance, I will not attend the May 16, 2005 meeting.

Thank you for your courtesy in this matter.

Sincerely,

Liset M. Estrada

LME:le

5/16/2005
6.C. 8:00 P.M.