

**MINUTES OF THE MEETING OF THE
CITY OF SOUTH PASADENA PLANNING COMMISSION
MEETING CONVENED THIS 27th DAY OF JUNE 2016, 6:30 P.M.
AT THE AMEDEE O. DICK RICHARDS JR.
CITY COUNCIL CHAMBERS, 1424 MISSION STREET**

<p>ROLL CALL</p>		<p>Meeting convened at: 6:35 p.m.</p> <p>Commissioners Present: Steven Dahl, Chair Kristin Morrish, Secretary Kelly Koldus Richard Tom</p> <p>Council Liaison: Marina Khubesrian, MD, Council Liaison</p> <p>Staff Present: Holly O. Whatley, Assistant City Attorney David G. Watkins, Director of Planning and Building John Mayer, Senior Planner Knarik Vizcarra, Assistant Planner</p> <p>Absent: Evan Davis</p> <p>Chair Dahl led the pledge of allegiance.</p>
<p>PUBLIC COMMENTS</p>		<p>Crossings Restaurant Architect, Tony George requested to have the existing valet parking application extended for an additional month, since the application will be suspended as of tonight and no action has been taken by staff to inform the applicant of required re-application. So, Mr. George requested to have this item added to the agenda as an emergency item.</p> <p>Chair Dahl recommended placing this request as item number 4.5 on the agenda.</p> <p>A motion was made by Comm. Morrish, seconded by Comm. Tom to deem this item as urgent, and that this item was received by the Commission after the agenda was posted; therefore, it will be presented as an urgent item.</p> <p>The Motion carried 4-0</p> <p>Chair Dahl suggested placing this item on the agenda as item 4.5.</p>
<p>CONTINUED HEARINGS</p>	<p style="text-align: center;">1</p>	<p>1100 Fair Oaks Avenue (Conditional Use Permit – Convert to Multi-tenant Building)</p> <p>This item was continued from the May 23, 2016 meeting.</p> <p>Assistant Planner, Knarik Vizcarra reviewed the history of the project and presented her staff report regarding a multi-tenant building conversion.</p>

		<p>Kevin Barnes, project architect, noted that the approval of this item for two or three tenants to occupy the building will be advantageous for marketing purposes.</p> <p>George Jacobson, 1101 Brent Ave., noted that he was not opposed to the project but inquired about the process as to how the off-site parking will be secured and enforced. Mr. Jacobson inquired about how the differing number of tenants will affect parking and dumping.</p> <p>Robert Freeman, 1107 Brent Ave., was in favor of the project but he shared the same concerns of Mr. Jacobson. Mr. Freeman noted that offsite parking must be secured successfully and there should be a plan for trash removal.</p> <p>Chair Dahl declared the public hearing closed.</p> <p>Comm. Koldus pointed out that on page A1.1 two trash enclosures were noted with closing/locked gates.</p> <p>After considering the staff report and draft resolution, a motion was made by Comm. Morrish, seconded by Comm. Koldus to approve the project as submitted by staff, including the change to the requested action in the staff report from the division of three units to “up to” the division of three units.</p> <p>Comm. Koldus amended Comm. Morrish’s motion to include the replacement of the date of the 23rd of May with the date of the 27th of June on the bottom of page 17 and in other places where found.</p> <p>The motion carried 4-0. Resolution 16-14</p>
	<p>2</p>	<p>1100 Fair Oaks Avenue (Conditional Use Permit – Restaurant > 20% in Multi-Tenant, Beer/Wine)</p> <p>This item was continued from the May 23, 2016 meeting.</p> <p>Assistant Planner, Knarik Vizcarra reviewed the history of the project and noted that the applicant was amenable to the revised conditions of approval, which included the following: 1) the tenant is responsible to secure off-site parking; 2) deliveries are restricted between 6:00 a.m. and 11:00 a.m.; and 3) loading areas for delivery are restricted to Fair Oaks Avenue. At the conclusion of her presentation, Ms. Vizcarra discussed the following with the Commission: 1) off-site and off street parking will be enforced by utilizing lease agreements; and, 2) parking enforcement will enforce the rules regarding parking restrictions.</p>

		<p>The applicant, Manny Diaz, from F.E. Design and Consulting, noted that Blaze Pizza is a casual dining restaurant and that 30% of their sales come from beer/wine and that the Blaze pizza model will fit in well in the city of South Pasadena.</p> <p>Robert Freeman, 1107 Brent Ave. requested to view an offsite employee parking plan and inquired about the mechanism for enforcement.</p> <p>Manny Diaz noted the following: 1) trash receptacles are noted on the site plan to eliminate trash dumping on the property and will be monitored at all times; 2) per the parking study, there are 19 parking stalls on site and there is available off street parking, and a parking lease will be obtained with the neighboring lot to secure off-site parking. Seeing that there were no other speakers in favor of or in opposition to the project, Chair Dahl declared the public hearing closed.</p> <p>Chair Dahl noted the following: 1) the staff report addressed the neighbors two major concerns about parking; 2) a process for parking enforcement is in place; and 3) it is beneficial for the residents that construction trucks are limited to Fair Oaks Ave.</p> <p>After considering the staff report and draft resolution, a motion was made by Comm. Morrish, seconded by Comm. Tom to approve the project as submitted by staff along with correcting the typographical error on page 3 at the end of paragraph 2.</p> <p>The motion carried 4-0. Resolution 16-15</p>
<p>PUBLIC HEARINGS</p>	<p>3</p>	<p>1302 El Cerrito Circle (Hillside Development Permit/Design Review – Replacement Garage and Patio)</p> <p>Assistant Planner, Knarik Vizcarra presented her staff report, regarding approval to demolish an existing garage and replacing it with a new 496 sq. ft. garage, which includes a patio above it. At the conclusion of her staff report, Chair – Dahl pointed out condition 97 and requested clarification on construction hours. Ms. Vizcarra clarified that construction hours are 9:00 a.m. – 2:00 p.m. and 3:30 p.m. – 7:00 p.m.</p> <p>Comm. Koldus inquired about condition 29, regarding the haul route. Ms. Vizcarra clarified that the haul route will depict how and when the trucks will come in and go out during excavation. Ms. Vizcarra also noted that restrictions were placed on truck size.</p> <p>The applicant, Eduardo Hernandez, Urban Access, introduced himself</p>

	<p>to the Commission and noted that he was in agreement with the conditions of approval. Chair Dahl inquired about trellis plantings/ landscaping as requested by the CHC Commission. Project architect, Jessie Carrillo noted that landscaping will be added to soften the street scape and increase the current landscaping. Mr. Carrillo noted that he was willing to provide landscaping on the street level only, but he was willing to put plantings on the trellis, if it was requested. At the inquiry of Chair Dahl, regarding light fixtures, Mr. Carrillo noted that the light fixture is depicted in the photo image and not on the drawings. Mr. Hernandez thanked the Commission for their time. Chair Dahl declared the public hearing closed.</p> <p>After considering the staff report and draft resolution, a motion was made by Comm. Tom, seconded by Comm. Morrish to approve the project as submitted by staff.</p> <p>Chair Dahl amended Comm. Tom’s motion to include the correct truck construction hours as follows: 9:00 a.m. – 2:00 p.m. and 3:30 p.m. – 7:00 p.m.</p> <p>Comm. Tom amended the motion to include the correct light fixture. seconded by Comm. Morrish.</p> <p>The motion carried 4-0. Resolution 16-16</p>
<p>4</p>	<p>889 Braewood Court (Hillside Development Permit/Design Review – Single Family Addition)</p> <p>Assistant Planner, Knarik Vizcarra presented her staff report regarding approval to construct a two-story addition, which includes an addition on the 1st and 2nd floor. Ms. Vizcarra reviewed the details for the project and noted that the findings for a Hillside Development Permit and Design Review were made. At the conclusion of her presentation, the Commission did not have questions for Ms. Vizcarra.</p> <p>The applicant/designer, Eddie Martinez, EM3 Group, noted that the project consists of increasing the exterior use of the house via the addition of a staircase and the extension of the existing deck among other changes to the house. The materials will match the existing, including the addition of new materials, such as metal cladding and cable stair railing. Mr. Martinez presented the Commission with a material schedule.</p> <p>Seeing that there were not speakers in favor of or in opposition to the project, Chair Dahl declared the public hearing closed.</p> <p>Chair Dahl noted that there is a lot going on with the materials and the</p>

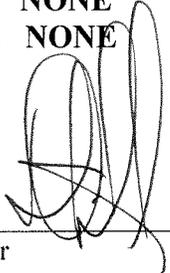
		<p>design of the project but the designer ensured him that most of the changes will not be visible. Dahl noted that the exterior elevations of the project were slightly confusing, but the massing was done well on a flat pad. Comm. Morrish noted that she had similar concerns as Chair Dahl, regarding the design of the project, but if the homeowner is in agreement with the design, it can be approved.</p> <p>After considering the staff report and draft resolution, a motion was made by Comm. Morrish, seconded by Comm. Tom to approve the Hillside Development Permit and Design Review.</p> <p>The motion carried 4-0. Resolution 16-17</p>
	<p>4.5</p>	<p>1008-1010 Mission Street - Valet Parking Emergency Item</p> <p>This item was added to the agenda as an emergency item.</p> <p>The applicant's representative, Anthony George, architect for Crossings restaurant, introduced himself to the Commission and requested a one month extension for valet parking, since staff was not able to meet or communicate with the applicant.</p> <p>Chair Dahl declared the public hearing closed.</p> <p>Mr. Watkins noted that the date for the 2nd reading for the valet ordinance will be on July 6, 2016 and the effective date will be August 5, 2016.</p> <p>The Commission discussed with the City Attorney, which time frame would work best for the ordinance in relationship to the valet extension. The Commission also discussed with Mr. George, which time period would work best for the applicant, regarding the time frame for an extension.</p> <p>Chair Dahl Declared the public hearing closed.</p> <p>Commission discussed what the effective date would be for the extension. Ms. Vizcarra noted that the operation may continue as is unless there is an appeal, then the operation must stop, which was verified by the City Attorney.</p> <p>After considering the staff report and draft resolution, a motion was made by Comm. Morrish, seconded by Comm. Tom to approve a thirty day extension, effective today, with the contingency that the applicant returns to the next regularly scheduled meeting</p> <p>The motion carried 4-0.</p>

<p>NEW BUSINESS</p>	<p>5</p>	<p>General Plan/Mission Street Specific Plan Update Request for Proposals</p> <p>David Watkins, Director of Planning and Building, presented his staff report, regarding approval for an RFP to update the General Plan (GP) the Mission Street Specific Plan (MSSP), the public participation program and the Environmental Impact Report (EIR) for the MSSP and the GP. Mr. Watkins thanked Comm. Tom and Comm. Koldus for being valuable participants on the subcommittee. At the conclusion of his presentation, the Commission had questions regarding the following: 1) the budget list amount - A higher limit of \$600,00 was placed on the budget to help applicants but the amount does not include staff time. Chair Dahl pointed out the following typos: 2) pg. 10 item 6 - \$2,000 - \$2,010; 2) 13 other groups involved Replace CHC with PC; 3) tasks will be noted with a fee associated with them; 4) scope of work in the budget and they will say this is what we can do and then they can add on other tasks as approved by staff.</p> <p>Seeing that there were no speakers in favor of or in opposition to this item, Chair Dahl declared the public hearing closed.</p> <p>After considering the staff report and draft resolution, a motion was made by Comm. Tom, seconded by Comm. Koldus to recommend that the City Council approve the release of the General Plan and the Mission Street Specific Plan request of proposals for the consultants to bid on.</p> <p>The motion carried 4-0.</p>
	<p>6</p>	<p>Minutes of the Planning Commission's April 25, 2016 meeting</p> <p>The April 25, 2016 minutes were approved with minor corrections.</p>
	<p>7</p>	<p>Comments from City Council Liaison</p> <p>Council Liaison, Marina Khubesrian thanked the Commission for accepting the valet parking request as an emergency item. Liaison Khubesrian gave the Commission an update on the tunnel for the 710 freeway and noted the following: 1) the Metro Board approved of an ordinance, which will place a new tax measure on the November ballot. The funding will go to the city without a portion of it going to the 710 freeway; and 2) a joint resolution was constructed to oppose the construction of the 710 tunnel.</p>
	<p>8</p>	<p>Comments from Planning Commissioners</p> <p>Comm. Koldus noted that the Metro station will have three car trains</p>

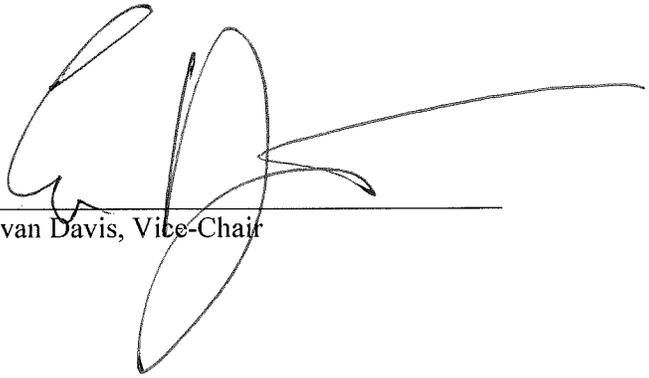
		and all trains will go to the Azusa area during peak hours, which will be advantageous for the community. Comm. Koldus also noted that she went to an event and used the Mission Meridian Garage, which was very convenient. she would like the public to know that there is ample free parking in the Mission/Meridian garage.
	9	Comments from Staff No Comments
ADJOURN- MENT	10	The meeting adjourned at 8:13 p.m. to the regularly scheduled Planning Commission meeting scheduled on July 25, 2016.

I HEREBY CERTIFY that the foregoing minutes were adopted by the Planning Commission of the City of South Pasadena at a meeting held on the August 22, 2016.

AYES: DAVIS, DAHL, KOLDUS, MORRISH & TOM
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE



Steven Dahl, Chair



Evan Davis, Vice-Chair

ATTEST:



Elaine Serrano, Recording Secretary