

**MINUTES OF THE MEETING OF THE
CITY OF SOUTH PASADENA PLANNING COMMISSION
CONVENED THIS 24th DAY OF JUNE 2013, 6:30 P.M.
AT THE AMEDEE O. DICK RICHARDS JR.
CITY COUNCIL CHAMBERS, 1424 MISSION STREET**

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| ROLL CALL | | <p>Meeting convened at: 6:37 p.m.</p> <p>Commissioners Present: Anthony George, Chair Kristin Morrish, Vice-Chair Evan Davis, Secretary J. Stephen Felice Steven Friedman</p> <p>Staff Present: David G. Watkins, Director of Planning and Building Richard L. Adams II, City Attorney John Mayer, Senior Planner Knarik Vizcarra, Assistant Planner</p> <p>Absent: Robert S. Joe, Council Member</p> <p>Comm. Morrish led the pledge of allegiance.</p> |
| PUBLIC COMMENTS | | None |
| CONTINUED HEARINGS | 1 | <p>Public Workshop – 2014-2021 Housing Element</p> <p>Contract Planner, Debby Linn presented the Commission with a PowerPoint presentation, regarding the Housing Element update. Ms. Linn noted the intent to obtain public input on goals and policies and programs for the Housing Element (HE). She also sought to receive input and direction from the Planning Commission on the programs and policies, so that the draft can be finalized and forwarded to Housing and Community Development for a preliminary review. Ms. Linn covered the following topics in her PowerPoint presentation: 1) Housing Element Contents; 2) Public Participation; 3) Housing Needs Assessment; 4) Constraints Analysis; 5) Land Resources - Vacant Sites; 6) Land Resources – Approved for Development; 7) Land Resources - Anticipated Development; and 8) Housing Programs.</p> <p>Comm. Felice inquired about what changes were made to the HE. Ms. Linn noted that statistics, demographics and housing characteristics were changed, also programs were carried over and the green/sustainable component was strengthened. Mr. David Watkins, Director of Planning and Building noted that the two major changes made to the HE are as follows: 1) the new regional housing needs assessment is now at 63; and 2) the HE is on the 2010 census rather than the 2006 census. Mr. Watkins noted that there have</p> |

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| | | <p>been changes in the law and that a certified HE must be submitted by October 15, 2013. If the City fails to submit the HE by October 15, 2013, the City will revert from an 8 year cycle to a 4 year cycle, resulting in submitting the HE twice as many times.</p> <p>The Commission discussed the following: 1) whether state funding is possible to update infrastructure; and 2) the elimination of a CUP for mixed use development and the logistics of a Planned Development Permit (PDP) as it relates to the current Housing Element. Ms. Linn noted that streamlining of the Zoning Code will occur with the elimination of the CUP requirement and the retaining of the PDP requirement for affordable/senior housing. Comm. Friedman inquired if the ordinance for the PDP could be changed to retain the requirement of a CUP.</p> <p>Mr. Watkins noted that all the conditions of approval are retained in the PDP; therefore, a CUP is not needed. The due date for Housing Element adoption by the City Council is on October 15, 2013.</p> <p>Chair George declared the public hearing open. Seeing that there were no speakers in favor or in opposition of the project, Chair George declared the public hearing closed.</p> |
| | 2 | <p>Zoning Code Amendment – Eliminate Conditional Use Permit for Multi-Family</p> <p>This item was continued from the May 20, 2013 meeting to provide staff with additional time to research the possibility of instituting a threshold for the elimination of the Conditional Use Permit (CUP) requirement.</p> <p>Assistant Planner, Knarik Vizcarra presented her staff report, regarding approval of a Zoning Code Amendment, which would eliminate the necessity for a CUP for multi-family projects in the RH and RM districts. Ms. Vizcarra noted that the purpose of the amendment is to implement one of the objectives of the certified Housing Element. Ms. Vizcarra conducted research on the matter, as requested by the Commission at the previous meeting and noted the following in support of recommending adoption of the proposed ordinance as it was originally presented: 1) a program objective included in the Housing Element states that the City would adopt such an ordinance; 2) a certified Housing Element cannot be amended after the fact without compromising the certification of the Housing Element; 2) density is regulated by the General Plan and not a CUP; and 3) the design review process will not change with the elimination of the CUP requirement. At the conclusion of her presentation, the Commission did not have questions for Ms. Vizcarra.</p> <p>Chair George declared the public hearing open</p> |

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| | <p>Seeing that there were no speakers in favor of or in opposition to this item, Chair George declared the public hearing closed.</p> <p>Vice-Chair Morrish noted that the staff report was very clear and alleviated her previous concerns, regarding a link between affordable housing and the amendment. She was in agreement that a CUP is not needed, as stated in the staff report and that there is no “use” in relationship to density but discretionary reviews will remain constant.</p> <p>Chair George was in support of this item but noted that the Design Review Board may find themselves reviewing projects of a complex nature.</p> <p>After considering the staff report and draft resolution, a motion was made by Comm. Friedman, seconded by Vice-Chair Morrish to adopt the proposed resolution recommending that the City Council adopt the ordinance amending the Zoning Code relating to the need for a CUP for multi-family development.</p> <p>The motion carried 5-0. (Resolution 13-19)</p> |
| 3 | <p>Zoning Code Amendment – Density Bonus Update</p> <p>Ms. Vizcarra noted that the correct recommendation for this item is for a continuance and not for adoption, as stated in the agenda.</p> <p>Assistant Planner, Knarik Vizcarra presented staff’s request to continue this item to the next regularly scheduled meeting on July 22, 2013.</p> <p>Chair George declared the public hearing open.</p> <p>A motion was made by Comm. Felice, seconded by Comm. Davis to continue this item to the next regularly scheduled meeting on July 22, 2013.</p> <p>The motion carried 5-0.</p> |
| 4 | <p>803 Fremont Avenue – (Conditional Use Permit – Studio)</p> <p>Senior Planner, John Mayer presented his staff report, regarding approval for the establishment of a music studio, by the name of Green Broom’s Music Academy at 803 Fremont. A Conditional Use Permit was required for the purpose of using a 1,630 square foot, two-story house for private music lessons. Mr. Mayer noted that this property is located in the Mission Street Specific Plan and that this two story Craftsman style house is one of the structures to be converted for adoptive reuse for small scale professional offices. The applicant proposed to modify the interior to include up to six sound insulated teaching rooms, an office, lobby area, library for music instructors and a small kitchen for staff. The client base will consist of local school-age children and adults. Hours of operation will be from 2:00 p.m. to 9:00 p.m. Monday – Friday. Mr. Mayer noted that this is a historical home</p> |

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| | <p>and that there are options for shared parking. The project complies with all of the requirements of the Mission Street specific Plan. The required findings for a CUP were made. At the conclusion of his presentation, Comm. Morrish had questions for Mr. Mayer, regarding shared parking with the Carrow's restaurant and if it would be possible to review this item in 12 months. Mr. Mayer suggested including a requirement for a 12 month review in the conditions of approval. Comm. Davis inquired as to what the previous occupant did for parking, since a detached garage located in back of the property restricts parking behind the building. Mr. Mayer noted that they probably parked on the street.</p> <p>Chair George declared the public hearing open.</p> <p>The applicant, Manuel Lozano noted that he and his wife are excited about being a part of the community and about establishing a music studio. He noted that he will have somewhere between 10 & 14 part time instructors. He also pointed that they are community minded and that a month of lessons will be donated to the school district for a fund raiser.</p> <p>Rebecca Carr, 96 Brocadero Place, is a music teacher for the academy and noted that the music studio will be a great asset to the community.</p> <p>Seeing that there were no other speakers in favor of or in opposition to the project, Chair George declared the public hearing closed.</p> <p>Chair George noted that the applicant did a good job in reconverting the project, since there is only one neighbor on the south side and closets occupy the rest of the surrounding space on the south side. Chair George commented that his only concern was the proximity of a neighbor, which had a similar office use to the south of the property. Since lessons will not be provided for woodwinds and brass, the sound level should be manageable.</p> <p>After considering the staff report and draft resolution, a motion was made by Comm. Davis, seconded by Comm. Felice to approve the Conditional Use Permit.</p> <p>The motion carried 5-0. (Resolution 13-20)</p> |
| 5 | <p>1499 Huntington Drive (Conditional Use Permit – Telecom - Sprint)</p> <p>Assistant Planner, Knarik Vizcarra presented her staff report, regarding approval for a Conditional Use Permit Modification (CUP MOD) and Design Review (DR) to replace two panel antennas, install radio heads and retrofit equipment cabinets on the roof of the office building located at 1499 Huntington Drive. The antennas will be painted to match the screen wall and all additional work will not be visible, due to screening of the modification. Ms. Vizcarra noted that the project met all of the required findings for a CUP and DR. The Commission did not have questions for Ms.</p> |

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| | <p>Vizcarra at the conclusion of her presentation.</p> <p>Chair George declared the public hearing open.</p> <p>The applicant, Abner Morales introduced himself to the Commission and noted that the modification is standard procedure for the nationwide 4G upgrade.</p> <p>Chair George declared the public hearing closed.</p> <p>After considering the staff report and draft resolution, a motion was made by Comm. Davis, seconded by Comm. Morrish to adopt the resolution approving the Conditional Use Permit Modification.</p> <p>The motion carried 5-0. (Resolution 13-21)</p> |
| 6 | <p>1009 ½ Fair Oaks Avenue (Conditional Use Permit – Parking Use Permit – Cooking School)</p> <p>By general consensus, the Commission renumbered the agenda and placed item number 7 before item number 6 to provide the applicant of 1019 Mission Street additional time to arrive and to participate in the hearing for his item.</p> <p>Assistant Planner Knarik Vizcarra presented her staff report, regarding approval for the establishment of a cooking school located at 1009 ½ Fair Oaks Avenue. Ms. Vizcarra noted that the applicant requested a Parking Use Permit in order to provide customers with off-site shared parking behind the EastWest Bank at 1001 Fair Oaks Avenue. The applicant proposed staggering the hours of operation so as not to overlap their hours with the bank’s hours of operation. The required findings for a Conditional Use Permit (CUP) were made. Ms. Vizcarra noted that staff received one inquiry for this project, regarding parking. At the conclusion of her presentation, the Commission had questions for Ms. Vizcarra. Chair George inquired about the enforceability of condition 6 – Annual Valid Lease Agreement. Ms. Vizcarra noted that staff will be able to verify that a valid lease agreement is in place at the 1 year CUP evaluation/ review.</p> <p>Chair George declared the public hearing open.</p> <p>The applicant, Michelle Hohman introduced herself to the Commission and said that she is very excited about establishing a culinary studio. Ms. Hohman noted that the location is a small area with a maximum of 12 students. The environment will be great for recreational cooks and home cooks, who would like to improve their cooking skills. Ms. Hohman also noted that she does have a parking agreement with EastWest Bank pending approval of the CUP.</p> |

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| | <p>Ms. Lucia Wiltrout, 921 Fair Oaks Ave. expressed her concerns regarding parking.</p> <p>Ms. Hohman addressed Ms. Wiltrout’s concerns and noted that she secured a parking contract with EastWest Bank to resolve any parking issues.</p> <p>Chair George declared the public hearing closed.</p> <p>Chair Felice inquired as to the length of time that this space has been vacant. Ms. Vizcarra noted that it has been vacant for a while.</p> <p>After considering the staff report and draft resolution, a motion was made by Comm. Friedman, seconded by Comm. Felice to approve the Conditional Use Permit and Parking Use Permit as submitted by staff. Comm.</p> <p>The motion carried 5-0. (Resolution 13-22)</p> |
| 7 | <p>1019 Mission Street (Conditional Use Permit – Bar in Restaurant, Hours, Outdoor Dining)</p> <p>Assistant Planner, Knarik Vizcarra presented her staff report, regarding approval for a Conditional Use Permit (CUP) to operate a bar within a new restaurant, to have extended hours and an Administrative Use Permit (AUP) for outdoor dining at 1019 Mission Street. Ms. Vizcarra noted that the hours of operation are different from the outdoor dining area. The required findings for a CUP and an AUP were made. Staff received several inquiries in support and in opposition to the project. One area of concern was the outdoor dining area and the overflow of noise onto Diamond Ave., as well as the extended hours of operation. Ms. Vizcarra presented two alternatives to the problems. 1) approve the application as presented, subject to a six-month review rather than a 12-month review; or 2) approve the application with earlier closing hours than proposed, which can be discussed. At the conclusion of her presentation, the Commission had questions for Ms. Vizcarra, regarding the sound proofing of the pub (Griffins of Kinsale).</p> <p>Chair George declared the public hearing open.</p> <p>The applicant, Prahbat Raina, expressed his excitement in opening up a second restaurant within the city, which will feature Latin cuisine in conjunction with an indoor bar. He requested extending the restaurant’s hours of operation to 2:00 a.m. from Thursday to Saturday to have social events, such as showing Spanish movies followed by group discussions. The following people spoke in support of the project and noted that this upscale restaurant will provide fine dining, a great atmosphere and a nice place for families to congregate: 1) Andrew Berk, 1511 Ramona Ave.; 2) Sean Saraf, 809 Meridian Ave. E; 3) Christine Bullard, 609 Prospect Ave. #14; and 4) Andrew Bullard, 609 Prospect Ave.</p> |

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| | <p>Seeing that there were no other speakers in favor of or in opposition to the project, Chair George declared the public hearing closed.</p> <p>Comm. Davis noted that the Commissioners received numerous e-mails of concern, regarding the noise level for outdoor dining and for the closing time of 2:00 a.m.</p> <p>The Commission continued discussion on the item. The Commission considered replacing a year review with a six month review due to the following: 1) the noise level for outdoor dining; 2) the proposed closing time of 2:00 a.m.; and 3) the proposed midnight closing time for outdoor dining.</p> <p>Comm. Morrish inquired as to why the applicant requested a closing time of 2:00 a.m. from Thursday - Saturday.</p> <p>Mr. Raina noted that he would like to create a social atmosphere where Latin movies can be viewed and discussed.</p> <p>Comm. Felice inquired as to the kitchen closing time. Mr. Raina noted that the last orders would be taken at 1:00 a.m.</p> <p>Comm. Felice noted that this project is an appropriate use for the Mission Street Specific Plan. He also inquired if there will be another 6 month review after the initial 6 month review. Ms. Vizcarra noted that the time frame for reviews will be determined by the Planning Commission.</p> <p>At the request of Chair George, Ms. Vizcarra noted that the initial business license is connected to the CUP and will ensure that all conditions have been met. The Planning Commission can follow up with 6 month reviews at their discretion, which can be included in the conditions of approval.</p> <p>The Commission discussed decreasing the proposed closing time from Thursday - Saturday.</p> <p>Ms. Vizcarra noted that the highlighted, revised conditions of approval needed to be approved.</p> <p>Chair George considered attaching all future applications to their respective business licenses, but he chose to differ, such an action, to a future date.</p> <p>After considering the staff report and draft resolution, a motion was made by Comm. Davis, seconded by Comm. Felice to approve the Conditional Use Permit and the Administrative Use Permit to operate a bar in the restaurant, to approve the extended hours of operation at 1019 Mission Street, to approve the revised highlighted version of the conditions of approval, and to change the wording to reflect a 6 month review rather than a 1 year review.</p> |
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| | | The motion carried 5-0. (Resolution 13-23) |
| | 8 | Minutes from the Planning Commission's May 20, 2013 meeting The minutes from the May 20, 2013 meeting were approved as submitted. |
| | 9 | Comments from City Council Liaison None |
| | 10 | Comments from Planning Commissioners Comm. Friedman pointed out that good projects are being presented to the Commission, which will increase sales tax. Comm. Felice noted that he will not be attending the next Planning Commission meeting. Chair George thanked Mayor Schneider and Councilmember Cacciotti for their mindfulness in making the City of South Pasadena a bicycle friendly city. Comm. Morrish noted that the City of South Pasadena won the Bike to work challenge. |
| | 11 | Comments from Staff: Planning Director, David Watkins noted the following, regarding decisions made by the City Council: 1) the reasonable accommodation ordinance is scheduled for a second reading on July 3, 2013; 2) the City Council tabled the ordinance for emergency shelters and requested that staff and the city attorney return with an analysis; and 3) the City Council scheduled one special meeting for the month of August on 8/14/13. |
| ADJOURNMENT | 12 | The meeting adjourned at 8:24 p.m. to the Planning Commission meeting scheduled for July 22, 2013. |

I HEREBY CERTIFY that the foregoing minutes were adopted by the Planning Commission of the City of South Pasadena at a meeting held on July 22, 2013.

AYES: DAVIS, FELICE, FRIEDMAN, GEORGE & MORRISH
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

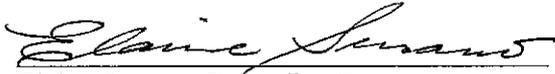


Anthony R. George, Chair



Kristin Morrish, Vice-Chair

ATTEST:



Elaine Serrano, Recording Secretary