

**MINUTES OF THE MEETING OF THE
CITY OF SOUTH PASADENA PLANNING COMMISSION
CONVENED THIS 24th DAY OF FEBRUARY 2014, 6:30 P.M.
AT THE AMEDEE O. DICK RICHARDS JR.
CITY COUNCIL CHAMBERS, 1424 MISSION STREET**

ROLL CALL		<p>Meeting convened at: 6:29 p.m.</p> <p>Commissioners Present: Anthony George, Chair Kristin Morrish, Vice-Chair Evan Davis, Secretary Steven Dahl</p> <p>Council Liaison: Robert S. Joe</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>Commissioner Absent: Steven Friedman</p> <p>City Attorney Adams led the pledge of allegiance.</p>
PUBLIC COMMENTS		None
CONTINUED HEARINGS	1	<p>1413 Lyndon Street (Conditional Use Permit – New Condominiums)</p> <p>Senior Planner, John Mayer presented his staff report, regarding approval to build a new 3-unit condominium complex including semi-subterranean garages for each unit located at 1413 Lyndon Street. This project was originally presented to the Planning Commission on October 28, 2013. Mr. Mayer reviewed the details of the project. Mr. Mayer noted that the applicant made the following changes to the project: 1) a front entrance to the units facing Lyndon Street [new steps and a walkway] were included; 2) the second floor extends towards the street and projects out for three feet [the porch and second floor overhang will minimize the massing of the units]; 3) the roof line decorative cornice was replaced with 32” wide over hanging eaves on all of the buildings; 4) the second floor wall plain was dropped to the ground on the east elevation to create a more recessed appearance for the garage; and 5) the two bay windows on the east elevation were replaced with one unified bay window for each unit.</p>

		<p>At the previous meeting, the Commission expressed their concerns regarding the durability of the foam shaped details; therefore, Mr. Nott included an extra layer of fiberglass for foam shapes 5 feet above the ground. Mr. Mayer noted that staff concluded that the applicant did not completely address the concerns expressed by the neighbors, regarding neighborhood compatibility. At the conclusion of his staff report, Chair George verified with Mr. Mayer that changes were made to the exterior elevation, such as the front porch, but no changes were made to the plans.</p> <p>Chair George declared the public hearing open. The project architect, Tom Nott introduced himself to the Commission and reviewed the changes made to the plans as mentioned in the staff report. The Commission had various questions for Mr. Nott, regarding the following: 1) the style of the project Italian or Spanish [Mr. Nott noted that it is a mix of both styles]; 2) the selection of an Italian/Spanish design instead of a Craftsman style, since the majority of the homes residing on the same street have a Craftsman style design [Mr. Nott noted that his client requested the Spanish style design]; and 3) a letter received by staff from Mr. Sehgal on 2/24/14, regarding the unit swap (one unit in front and two units in the back) for the purpose of decreasing the massing of the project and the garage issue was also noted. [Mr. Nott was not in agreement with the unit swap. He noted that the front façade was broken up considerably with the covered entry way and the elevations for the garage door were recessed]. The second story elevation was brought down to the ground and the landscaping strips between the garages were extended to break up the passageway to the garage doors on the East elevation.</p> <p>Chair George declared the public hearing closed.</p> <p>The Commission agreed that Mr. Nott did not completely resolve the issues that were addressed at the previous hearing.</p> <p>Chair George reopened the public hearing.</p> <p>A motion was made by Comm. Davis, seconded by Comm. Dahl to continue this item to the next regularly scheduled meeting on March 24, 2014 to provide the applicant with additional time to address the issues, regarding the unit swap, the front porch, and the landscaping.</p> <p>The motion carried 4-0.</p>
<p>PUBLIC HEARINGS</p>	<p>2</p>	<p>1009 ½ Fair Oaks Avenue (Conditional Use Permit Modification – Cooking School)</p> <p>Assistant Planner, Knarik Vizcarra presented her staff report, regarding approval for a Conditional Use Permit Modification. The original Conditional Use Permit was granted in June 2013. The modification entails the following: 1) extended office hours from 9:00 a.m. to 9:00 p.m., seven</p>

	<p>days a week; 2) additional classes - Kids Cooking Camp and Office Team Building Exercises; 3) a maximum of 16 classes per week; and 4) onsite parking only [Code Change]. The existing lease agreement with the bank for additional parking will be maintained. The six required findings for approval were made. The Commission did not have questions for Ms. Vizcarra at the conclusion of her staff report.</p> <p>Chair George declared the public hearing open. The applicant, Michelle Hohman noted that the request for extended working hours is due to the demand by the community for extra services, such as kids' classes [Spring break/Summer break] and corporate team building exercises.</p> <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>After considering the staff report and draft resolution, a motion was made by Comm. Davis, seconded by Comm. Morrish, to approve the item as submitted by staff.</p> <p>The motion carried 4-0. (Resolution 14-03)</p>
3	<p>4931 Harriman Avenue (Hillside Development Permit/Administrative Use Permit/Design Review – New Single Family Residence)</p> <p>Assistant Planner, Knarik Vizcarra presented her staff report, regarding approval for an application for a Hillside Development Permit and Design Review to construct a modern style single-Family house on a 3,750 square foot side sloping lot at 4931 Harriman Avenue. The request for an Administrative Use Permit was included in the application for a tandem garage. Ms. Vizcarra reviewed the details of the project. Ms. Vizcarra noted that staff received one comment from an anonymous resident, regarding construction hours, staging and parking. His concerns were addressed in the conditions of approval. The findings for a Hillside Development Permit, Design Review and an Administrative Use Permit were made and staff recommended approval for the project as submitted by staff. At the conclusion of her staff report, Comm. Dahl verified with Ms. Vizcarra that the applicant “maxed out” the square footage. Ms. Vizcarra noted that the applicant received the conditions of approval [96 conditions]. Comm. Morrish noted that it would be beneficial for the applicant, if all of the conditions are reviewed by the applicant with staff.</p> <p>Chair George declared the public hearing open. The applicant, Angela L’everette introduced herself to the Commission and pointed out that the driving force behind the design of the project was the narrow lot and the setback/parking requirements; therefore tandem parking was selected. In the design process, She took the neighborhood into consideration and fit the design of the project in with the character of the neighborhood. Ms. L’everette selected a warm material palette. The Commission discussed the</p>

following details with Ms. L'everette; 1) the finishing treatment for "Trex" [pre-finish treatment only]; 2) barbecue venting [she will vent the barbecue]; 3) the stone selection [stones were selected to minimize the massing of the project and for a beautiful contrast between the dark stucco, and light stone]; 4) the contemporary design ; 5) the selection of warm to dark palette ; and 6) front patio access [the patio has two entrances, which does not include walking through the kitchen for patio access].

Chair George reviewed the different Contemporary case studies, which were submitted by the applicant.

Chair George suggested another design possibility, which would include moving the living room to the front of the building, which would provide two walls of light for the living room. Ms. L'everett chose to adhere to her original design.

Chair George and Comm. Dahl commended Ms. L'everett on accomplishing a clever and efficient design of the project. Chair George suggested an alternate design and an alternate color pallet.

Seeing that there were no speakers in favor of or in opposition to the project, Chair George declared the public hearing closed.

Chair George expressed his concerns, regarding the project. He was not thoroughly convinced that the finished project will look like the presentation. He noted the following: 1) the scale of the front façade and the materials selected were not appropriate for the design but confusing; 2) he did not care for the dark and light contrast between the stucco and the stone; 3) he felt that there was a dilemma between the Contemporary and Traditional design of the project [he suggested an alternate design to enhance the usage of natural lighting, such as relocating the living room to the front and the kitchen to the back, the implementation of large glass windows, and a box like structure/house would enhanced the Contemporary design for the project]; 5) the front façade did not match the cleverness of the plan; and 6) it would be beneficial for the front deck to be used.

Comm. Dahl differed in his analysis of the project and favored the Contemporary/Traditional style of the project and liked the color contrast of the materials.

Comm. Morrish liked the flooding of light in the living room "as is" and the location of the kitchen was fine as submitted.

A motion was made by Comm. Morrish to approve the project as submitted by staff, including the review of the 96 conditions of approval by staff with the applicant.

	<p>Assistant Planner Vizcarra noted that a revision was made to the resolution on pg. 4 section 4: 36.410.060 – “...findings to grant an Administrative Use Permit...” should be inserted in lieu of findings for a Hillside Development Permit.</p> <p>After considering the staff report and draft resolution, a motion was made by Comm. Morrish, seconded by Comm. Dahl, to approve the project as submitted by staff, including the review of the 96 conditions of approval by staff with the applicant, and to accept the revision made to the resolution as stated by Ms. Vizcarra.</p> <p>The motion carried 4-0. (Resolution 14-04)</p>
4	<p>1605 Hill Drive (Hillside Development Permit/Design Review – New Single Family Residence)</p> <p>Assistant Planner, Knarik Vizcarra presented her staff report, regarding approval for a Hillside Development Permit and Design Review to construct a new Contemporary style, two-story single family residence, along with a proposal to demolish the existing circa 1800 single-story house and attached garage. Ms. Vizcarra reviewed the details of the project. Ms. Vizcarra noted that the exterior materials consist of smooth stucco, prefinished corrugated metal siding, and aluminum framed windows/doors. A deck is also proposed in this project. Ms. Vizcarra noted that staff received one letter of concern regarding the current sewer lines pertaining to the project site. Ms. Vizcarra noted that staff recommended including an additional condition under the building division, which would require the applicant to provide a sewer plan to address any sewer complications. All of the required findings were made for a Hillside Development permit and Design Review; therefore, staff recommended approval for this project. Ms. Vizcarra noted that all of the conditions were reviewed by the applicant and the representative. At the conclusion of her project, Comm. Davis requested clarification, regarding a letter, which was received by staff expressing sewer concerns. Ms. Vizcarra noted that her knowledge of sewer lines was limited; therefore, an additional condition was suggested to eliminate sewer problems.</p> <p>Chair George declared the public hearing open. The applicant/architect Mark Smeaton introduced himself to the Commission and reviewed the details of the project. Mr. Smeaton noted that the site has a beautiful view and the proposed house was situated on the lot to make the best use of that view. He also noted that the project is of a Contemporary style with a simple and strong palette, including smooth trowel stucco with plaster in different shades of gray. Regarding the materials, a vertical gray/monochromatic corrugated finish was selected for the siding and a dual glazed sectional garage door was also selected.</p> <p>The Commission discussed the following details with the architect: 1) the selection of corrugated metal; 2) the edge detailing; 3) neighborhood</p>

	<p>impacts; 4) tree coverage; and 5) the building height.</p> <p>The Commission commended Mr. Smeaton on a great presentation. The Commissioners loved the half sized plans 11 x 17, which were provided by the applicant and included in the agenda packet.</p> <p>Chair George declared the public hearing open. Merilynne Quon expressed her concerns about sewer lines, which cross multiple properties and connect to a common lateral sewer line. She requested to have the City monitor this sewer line. Chair George clarified that Ms. Quon was referring to a private lateral system that crosses multiple properties and is to be maintained by private property owners. Kin Lam (applicant), 1605 Hill Dr., planning on using the proposed house as a retirement home. Seeing that there were no other speakers, Chair George declared the public hearing closed.</p> <p>Chair George noted that the sewer issues will be addressed by staff.</p> <p>After considering the staff report and draft resolution, a motion was made by Comm. Dhal, seconded by Comm. George, to approve the project as submitted by staff including the new condition, regarding sewer maintenance. The corrugated metal siding detail is to be reviewed by a member of the Commission along with a staff member at the time of plan check.</p> <p>The motion carried 4-0. (Resolution 14-05)</p>
5	<p>2009 Hanscom Drive (Hillside Development Permit/Design Review – Addition to a Single Family Residence)</p> <p>Senior Planner, John Mayer presented his staff report, regarding approval for a Hillside Development permit to build an addition to a two story house at 2009 Hanscom Drive including an attached two car garage. Mr. Mayer reviewed the details of the property and noted that a portion of the property is sloped at about 25% triggering a Hillside Development Permit but the house will be built on the flat area of the lot. The Commission did not have any questions for Mr. Mayer at the conclusion of his staff report.</p> <p>Chair George declared the public hearing open. The applicant, Mr. Chou noted that the homeowner would like to make the following changes to the property: 1) build a new garage on the property, since the house was purchased without an existing garage; 2) build an addition to the house for the purpose of housing visiting family members; 3) widen a very narrow/steep stair case; and 4) build a deck over the master bedroom.</p> <p>The Commission discussed the details of the plans with Mr. Chou, regarding the following topics: 1) low parapet wall/low railing shown only on the north elevation [roof deck and beyond]; 2) garage addition - flat roof as opposed to a traditional roof for the garage.</p>

	<p>Mr. Chou noted that the parapet wall is standard size and the applicant has chosen to go with a flat roof.</p> <p>Chair George declared the public hearing open. Seeing that there were no speakers in favor of or in opposition to this project, Chair George declared the public hearing closed.</p> <p>Comm. Dahl expressed his concerns, regarding the railing design around the roof deck, the dilapidated front fence and the unappealing/metal garage door.</p> <p>The Commission discussed the possibility of including conditions, which would provide the homeowner and the applicant with alternatives for the design of the railing and the selection of an appropriate garage door, which would be reviewed by staff and a commission appointee.</p> <p>The applicant noted that the homeowner was in agreement with the Commission's suggestion of a staff and Commission appointee review. The applicant suggested repairing and replacing the front fence. Mr. Cho noted that the selected garage door was an expensive steel door (flush door). He noted that the homeowner liked the simple look of the garage door.</p> <p>After considering the staff report and draft resolution, a motion was made by Comm. Dahl, seconded by Comm. Davis, to approve the project as submitted by staff, subject to staff and Commission appointee review for the railing on the roof deck, the garage door and the fence upgrade.</p> <p>Chair George designated Comm. Dahl as the Commission appointee to review the changes along with a staff member.</p> <p>The motion carried 4-0. (Resolution 14-06)</p>
6	<p>803 Fremont Avenue (Conditional Use Permit Modification – Art Studio)</p> <p>Senior Planner, John Mayer presented his staff report, regarding approval for a Conditional Use Permit Modification for Green Broom's music studio at 803 Fremont avenue to include an art studio, which is located in the Mission Street Specific Plan area. Mr. Mayer noted that the owner requested to convert the four upstairs music rooms to three art studio rooms and one administrative office. On the first floor there will be three music rooms instead of the existing two music rooms. Mr. Mayer noted that the modification will raise the limit of students to thirteen, ten for the art studio and three for the music studio on the first floor. The Fire Department noted that only 50% of artwork can be hung in the hallways on the top floor, due to flammable materials. The second floor must have open access to the outside at all times during business hours. At the conclusion of his staff report, the Commission discussed with Mr. Mayer the following topics: 1) the total</p>

	<p>amount of people located in the studios will be 13 students and 5 instructors [three on the first floor and two on the second floor]; 2) six month review to analyze parking/traffic; 3) Clarification on Condition 19, as to what fire resistant materials are, as referred to in the conditions by the Fire Department; 4) the single stair case leading upstairs, which does not meet code and does not have handrails on both sides of the staircase and is not ADA accessible. The occupancy is not changing; therefore ADA requirements do not apply and there is a second floor access to the outside from the stairwell.</p> <p>Chair George declared the public hearing open. The applicant/art teacher, Margaret Harris pointed out that she is interested in opening up a small studio and that she currently has up to four students and does not expect to have ten students all at once or any time soon. She is willing to share parking. Chair George explained occupancy load factors to her.</p> <p>Seeing that there were no speakers in favor of or in opposition to the project. Chair George declared the public hearing closed.</p> <p>After considering the staff report and draft resolution, a motion was made by Comm. Morrish, seconded by Comm. Davis, to approve the Conditional Use Permit Modification, provided that staff works with the applicant and the Fire Department to clarify, which art materials can be used and what are the required occupancy levels.</p> <p>The motion carried 4-0. (Resolution 14-07)</p>
7	<p>Zoning Code Amendment – Detached Garages</p> <p>Senior Planner, John Mayer presented his staff report, regarding approval for a Zoning Code Amendment, which would allow a two feet side and rear setback requirement for garages and carports. Currently, the setback requirement is set at five feet but it can create backyard difficulty, regarding car maneuverability, and the loss of open space. Mr. Mayer noted the following provisions made by the proposed amendment: 1) a plate height limit of 9 feet is allowed; 2) detached garages [flat roofed] with a parapet are allowed; and 3) the amendment separates accessory structures, such as sheds [5' requirement] from detached garages or carports [2' requirement]. At the conclusion of his presentation, Chair George verified with Mr. Mayer that nine feet is to the plate height and not the overall height of the structure. Comm. Dahl pointed out that exhibit fig. 1 needed to be altered because it shows the plate height going to the top of the roof. Mr. Mayer noted that the exhibit would be changed.</p> <p>Chair George declared the public hearing open. Seeing that there were no speakers in favor of or in opposition to the project, Chair George declared the public hearing closed.</p>

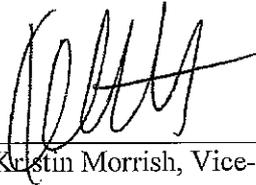
		<p>After considering the staff report and draft resolution, a motion was made by Chair George, seconded by Comm. Dahl, to approve the Zoning Code Amendment and alter figure 1 by dropping the encroachment plain to match the verbiage of the amendment.</p> <p>The motion carried 4-0. (Resolution 14-08)</p>
	8	<p>Planning Commission Reorganization</p> <p>Comm. Davis nominated Comm. George as Chair and Comm. Morrish as Vice-Chair.</p> <p>Comm. Dahl nominated Comm. Davis as secretary.</p> <p>The motion carried 4-0</p>
	9	<p>Minutes of the Planning Commission's January 24, 2014</p> <p>The minutes for January 24, 2014 were continued to the next regularly scheduled meeting on March 24, 2014.</p>
	10	<p>Comments from City Council Liaison</p> <p>Council Member Joe presented each of the Commissioners with a signed article by the City Council, regarding South Pasadena as the best place to live and work in 2014, as stated in the Sunset Magazine.</p> <p>Mr. Joe requested that the applicants for 4931 Harriman Avenue, 1605 Hill Drive, and 2009 Hanscom Drive review and understand the Southwest Hills regulations. He also reviewed different decisions made by the City Council.</p>
	11	<p>Comments from Planning Commissioners</p> <p>The Commission discussed acquiring electronic versions of plans, releasing plans in a PDF format and requested half sized plans, 11 x 17 from staff for the agenda packets. The Commission also discussed the necessary amount of conditions that need to be provided to applicants.</p>
	12	<p>Comments from Staff</p> <p>Mr. Watkins noted the following: 1) Aro Latin restaurant is scheduled to open on March 1, 2014; and 2) a study session for the General Plan Update will be presented at the March 5, 2014, City Council meeting from 6:30 to 7:30.</p>
ADJOURNMENT	13	<p>The meeting adjourned at 9:25 p.m. to the Planning Commission meeting scheduled for March 24, 2014.</p>

I HEREBY CERTIFY that the foregoing minutes were adopted by the Planning Commission of the City of South Pasadena at a meeting held on April 28, 2014.

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



Anthony R. George, Chair



Kristin Morrish, Vice-Chair

ATTEST:



Elaine Serrano, Recording Secretary