

**MINUTES OF THE MEETING OF THE
CITY OF SOUTH PASADENA PLANNING COMMISSION
CONVENED THIS 23rd DAY OF JUNE 2014, 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: 6:30 p.m.</p> <p>Commissioners Present: Anthony George, Chair Kristin Morrish, Vice-Chair Evan Davis, Secretary Steven Friedman Steven Dahl</p> <p>Council Liaison: Robert S. Joe</p> <p>Staff Present: David G. Watkins, Director of Planning and Building Ivy M. Tsai, Deputy City Attorney John Mayer, Senior Planner</p> <p>Council Liaison Bob Joe led the pledge of allegiance.</p>
<p>PUBLIC COMMENTS</p>		<p>None</p>
<p>CONTINUED HEARINGS</p>	<p>1</p>	<p>1701 Hill Drive (Hillside Development Permit/Design Review Modification - New Single Family Residence)</p> <p>This item was continued from the April 28, 2014 meeting at the request of the Planning Commission to provide the applicant with additional time to make changes to the drawings to remedy the following issues: 1) hidden entrance; 2) lack of front access into the house; and 3) lack of pedestrian safety from the guest parking space.</p> <p>Senior Planner, John Mayer presented his staff report, regarding approval for a modification to a Hillside Development Permit and Design Review. Mr. Mayer noted that the applicant resubmitted and made the following changes to the drawings: 1) the front entrance is prominent and very visible due to the raising of the front portico; 2) curvilinear steps leading to the front entrance have been included; and 3) both guest parking spaces were relocated to Warwick Ave. At the conclusion of his presentation, Vice-Chair Morrish confirmed with Mr. Mayer that the applicant and the architect were present at the meeting.</p> <p>Chair George declared the public hearing open. The architect Mr. Carlos Ovalle introduced himself to the Commission. Chair George discussed the project details with Mr. Ovalle regarding the relationship of the lower deck</p>

to the adjacent grades.

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

Comm. Dahl noted that he met with the applicant's dad and Mr. Mayer to review the changes made to the drawings. Comm. Dahl pointed out that he was pleased with the following changes made to the drawings: 1) the addition of a front elevation; 2) a visible front entrance and door; 3) the addition of a corner stairwell for easy access to the front door; and 4) the grouping of the two guest parking spaces on Warwick Avenue.

Comm. Dahl had concerns, regarding the resubmittal. He noted that the proposed vines were sparsely placed along the wall and irrigation was not noted on the plans. He made the following requests: 1) change the drawings to note that green screen planting will receive irrigation on the landscape drawings; 2) incorporate stairs for hillside access; 3) and utilize something more pedestrian friendly other than pea gravel at the corner entrance. Overall Comm. Dahl approved of the changes made to the drawings except for the sparsely planted vines, the lack of irrigation and lack of hillside access.

Vice-Chair Morrish commended the applicant on complying with previous requests made by the Commission, regarding the drawings. She also noted her concerns regarding green screening and irrigation (the need for top and bottom irrigation) and deck access. She noted that the aforementioned issues can be worked out.

Chair Gorge was pleased with the resolution of the guest parking issue and the circulation of the front of the house.

The Commission continued discussion on this item and noted the following concerns: 1) the need of upper/lower irrigation for the green screen; and 2) the eight foot spacing of vines [it should be green in a few years; therefore, a 6 foot plant spacing should work better].

The Commission discussed whether conditions should be added to the project.

After considering the staff report and draft resolution, a motion was made by Comm. Dahl, seconded by Comm. Friedman to approve the project as submitted by staff, including a condition, which notes that green screen irrigation should be noted in the construction documents and verified by City staff, in addition to the architect studying the appropriate spacing of the vines with the landscape architect at the staff level.

The motion carried 5-0. (Resolution 14-12)

		<p>Comm. Dahl recused himself from voting on 1627 Via Del Rey and 1713 Las Palmitas. Before he left the Council Chambers, he noted that his architectural firm was employed by the homeowner of 1627 Via Del Rey (preliminary work was conducted on the project). He also noted that he is the applicant for 1713 Las Palmitas.</p>
<p>PUBLIC HEARINGS</p>	<p>2</p>	<p>1627 Via Del Rey (Hillside Development Permit/Design Review – Single Family Residence Addition)</p> <p>Assistant Planner, Knarik Vizcarra presented her staff report regarding approval for a Hillside Development Permit and Design Review for 833 square foot (sq. ft.) two story addition to an existing two story house, including exterior changes, such as re-stuccoing, vinyl windows (no grids), a front porch element, and a retaining wall . Ms. Vizcarra noted that there were no inquires for this project. The required findings were made for a Hillside Development Permit and Design Review. At the conclusion of her project, Comm. Morrish discussed the logistics of tree removal for this project.</p> <p>Chair George declared the public hearing open.</p> <p>The applicant/architect, Lary Lashner introduced himself and reviewed the details of the project. Mr. Lashner noted that his goal is to provide a larger family room and a master suite for the homeowner. He also noted the proposed exterior changes as follows: 1) the front entrance was centered and a small pop-out was included to make the entrance more visible; 2) the windows were miss matched; therefore, all windows were changed to vinyl windows [the large front window was scaled down into two proportioned windows and additional windows were added to enhance lighting]; and 3) a 2 ½ ft. retaining wall was incorporated into the project to meet requirements. Mr. Lashner reviewed the materials for the project and noted that the roof tile will remain the same as the existing “S” tile. The materials will also have earth tone colors. Chair George discussed the details of the project with Mr. Lashner and expressed his concerns, regarding gable incongruency in relationship to the back of the house. Chair George suggested a tray ceiling in the master bedroom which would provide a vaulted ceiling.</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>The Commission continued discussion on this item and noted the following concerns: 1) lack of eave details; 2) lack of door and window details; and the 3) lack of gable continuity between the front and the back of the house.</p> <p>After considering the staff report and draft resolution, a motion was made by Chair George, seconded by Comm. Davis to approve the project as submitted by staff, including the condition that door and window section details must</p>

		<p>be provided and demonstrates how the windows are going to be installed, including the elevation and eave detail, as well as gable congruency in the back of the house [Dutch gable similar to the other three primary roof ends].</p> <p>The motion carried 4-0. (Resolution 14-13)</p>
	<p>3</p>	<p>1713 Las Palmitas (Variance – New Single Family Addition)</p> <p>Assistant Planner, Knarik Vizcarra presented her staff report, regarding approval for Design review and two variances. Ms. Vizcarra reviewed the history of the project and noted that the project consists of building 2,600 square foot (sq. ft.), two-story house with an attached garage to replace the previous home, which was damaged in a fire. Ms. Vizcarra noted the materials as follows: 1) composition roofing; 2) siding; 3) stone veneer; and 4) vinyl windows and shutters. Staff received one inquiry in support of the project. The project met all the required findings. At the conclusion of her presentation, Vice-Chair Morrish discussed with Ms. Vizcarra possible garage locations for the project, which would be in compliance with the Zoning Code.</p> <p>Chair George declared the public hearing open. Tammy Kallen, a representative from Dahl and Associates presented the project details. Ms. Kallen noted that the burned home was demolished; therefore, the homeowner chose to build a new home and increase the square footage from 1,800 sq.ft. to 2,600 sq.ft. To comply with setback requirements, the garage was situated at the best location on the lot. Ms. Kallin noted that the house blends in well with the neighborhood street scape.</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>Comm. Davis and Friedman approved of the submittal. Comm. Friedman noted that the findings for the variances were made. He also noted that the orientation of the garage, the setback requirements and the massing of the project were in accordance with the neighborhood setting. Chair George noted that the current project is harmonious with the previous structure and that there were existing non-conforming conditions from the original project.</p> <p>After considering the staff report and draft resolution, a motion was made by Comm. Davis, seconded by Comm. Morrish to approve the application and the two variances, since the appropriate findings for the project were made.</p> <p>The motion carried 4-0. (Resolution 14-14)</p>

4

Zoning Code Amendment – Detached Garages

Senior Planner, John Mayer presented his staff report, regarding a Zoning Code Amendment, which would decrease the current setback requirement for detached garages/carports from 5 feet (ft.) to 3 feet (ft.) at the recommendation of the City Council. Previously, the Planning Commission recommended a 2 ft. setback requirement to the City Council at the March 19, 2014 meeting. Mr. Mayer noted that the City Council concluded that a 2 ft. setback requirement would not provide enough space for building maintenance; therefore, the City Council recommended a 3 ft. setback requirement. At the May meeting the City Council determined that the ordinance (second reading) should return to the Planning Commission with the request of a 3 ft. setback requirement in lieu of a 2 ft. setback requirement.

Comm. Friedman verified with Mr. Mayer that the City Council did not direct the Planning Commission (P.C.) to change the setback requirement, but recommended that the P.C. consider a setback requirement change.

Chair George and Mr. Watkins reviewed the decisions made by the City Council at the 1st reading of the ordinance as follows; 1) a motion was made to change the requirement from 2 ft. to 3 ft. but the motion died; and 2) a second motion was made to approve the item as submitted.

At the 2nd reading of the ordinance, the item was pulled off of the consent calendar.

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.

Chair George commended the City Council for returning this item to the Planning Commission for consideration instead of making a decision on the item.

The Commission discussed the pros and cons of a 3 ft. setback requirement and the benefits of a 2 ft. setback requirement. The Commission noted the following: 1) older properties have setback requirements, which vary from 0 ft. to 5 ft.; 2) a 2 ft. setback provides ample space for building maintenance; 3) a 3 ft. setback requirement would provide additional space for building maintenance but it will also cut into onsite developable space; 4) block walls/fencing in relationship to 24 inches of accessible space was discussed; 5) a 2 ft. setback requirement will provide homeowners with additional options regarding design and layout; 6) respected architects on the Cultural Heritage Commission and the Design Review Board recommended the 2 ft. setback requirement in lieu of a 3 ft. setback requirement.

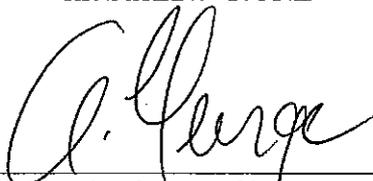
	<p>Chair George expressed his concerns regarding the setback change and noted the lack of public testimony designating a desired change for the setback requirement.</p> <p>The Commission discussed the proper motion for this item. Deputy City Attorney Tsai suggested denying the proposed recommendation of a 3 ft. setback requirement and to uphold the original recommendation of a 2 ft. setback requirement as stated in the originally proposed ordinance.</p> <p>After considering the staff report and draft resolution, a motion was made by Comm. Davis, seconded by Comm. Friedman to deny the proposed Zoning Code amendment and reaffirm the original ordinance recommending a 2 ft. setback requirement.</p> <p>The motion carried 5-0. (Resolution 14-15)</p>
5	<p>Zoning Code Amendment – Appeals/Call Up Procedure</p> <p>This Zoning Code amendment was initiated by the City Council at the May 7, 2014 meeting.</p> <p>David Watkins presented his staff report, regarding an amendment for the call up procedure for the appeal process for agencies such as the Planning Commission, the Design Review Board, the Cultural Heritage Commission etc... Mr. Watkins noted that as it stands, the current procedure for an appeal does not provide an applicant with ample time to receive the full 15 days for an appeal. A poll was taken of local cities in the San Gabriel Valley and it was noted that ½ of the cities allow one or two members of the review body to send a request in writing to the City Manager to schedule a meeting and the other ½ of the cities require it to be done at a public meeting. Mr. Watkins noted that this amendment is for the purpose of allowing two members to submit a request in writing to the City Clerk to pull up a project for review (the project is considered appealed at that point) .</p> <p>The Commission discussed what would be the best process for appeals (appropriate and expedient).</p> <p>The Commission expressed concerns regarding the following: 1) people maneuvering themselves so they do not have to pay the appeal fees; and 2) the lack of income for the city.</p> <p>Chair George declared the public hearing open. Seeing that there were no speakers in favor of or in opposition to this item, he declared the public hearing closed.</p> <p>The Commission continued discussion on this item, summarized as follows: 1) let the appeal period expire and have a separate window for City Council to agendize a call-up; 2) a record should be kept of the amount of votes for</p>

		<p>the different call-ups [majority vote]; 3) explore the ramifications of not having appeal fees in relationship to staff work hours; 4) try the new call-up procedure on a trial basis, such as six months; and 5) have the initial submittal of two people stop the clock on the 15 day [appeal time period] and then agendaize it for the next regularly scheduled meeting.</p> <p>David Watkins, Planning and Building Director suggested to have staff return to the Planning Commission with different scenarios for this item at a later date.</p> <p>By general consent, the Commission elected to have staff return to the commission at a later date with different scenarios for this item.</p>
	6	<p>Minutes of the Planning Commission's April 28, 2014 meeting</p> <p>The minutes for April 28, 2014 meeting were approved as submitted.</p>
	7	<p>Comments from City Council Liaison</p> <p>Council Liaison Joe noted the following decisions made by the City Council: 1) <u>May 7, 2014</u> - an ordinance was adopted prohibiting single use plastic carryout bags at stores. <i>*a 10 c fee is required for paper bags to promote the use of reusable bags</i>; 2) <u>May 21, 2014</u> – provided direction regarding the proposed budget expenditure for FY 2014-15; 3) <u>June 4, 2014</u> – direction was provided for designated and undesignated reserves; 4) <u>June 18, 2014</u> – the 2014-15 budget was considered and adopted <i>*several suggestions for additions to the budget were considered and the designation of City reserve funds for specific projects and future opportunities</i>; 4i) the budget amount for sidewalk improvements for this upcoming FY was increased from \$170,000 to 250,00 additional funding was added to reduce the number of claims for sidewalk issues; 4ii) additional funding was designated for existing project reserves such as: a) \$100,000 was added to the community center reserve; b) \$50,000 was added to the library expansion to the senior center reserve; c)\$500,000 was added to the Arroyo pedestrian bike way trail; d)\$50,000 was added to the emergency operations center; e) possibly acquire Caltrans vacant lots a reserve of about \$750,000 was added to the emergency operations center; f) \$150,000 for tree maintenance acquisition; g)\$200,000 for sidewalks; h) 500,000 Monterey Rd. Improvement; i) \$500,000 for wholesale water purchase which leaves undesignated reserves at about 7.2 million; 5) <u>June 4, 2014</u> – two appeals were granted: one to demolish an attached garage at 1812 Fletcher Ave. & another one to delist the property located at 208 Grand Ave. from the Cultural Heritage inventory; 6) <u>June 18, 2014</u> – received design options for the Altos De Monterey Rd. improvements; 7) six to seven inquiries were received by the City to purchase the Rialto Theatre. <i>*Council Liaison Joe noted that the vote to approve the delisting of 208 Grand Ave. was 5-0</i></p>

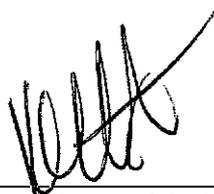
	8	<p>Comments from Planning Commissioners</p> <p>Comm. Friedman noted that street improvements, which took place on his street, were quick and efficient. Vice-Chair Morrish noted that she also viewed speedy street improvement projects, within the city. Chair George noted that the street bulb-outs can be hazardous to tires.</p>
	9	<p>Comments from Staff</p> <p>Mr. David Watkins clarified Councilman Joe's comment, regarding the delisting of Grand Avenue. Mr. Watkins noted that it was not an appeal but a decision made by the City Council. The Cultural Heritage Commission made recommendations, which were sent to the City Council.</p>
ADJOURN- MENT	10	<p>The meeting adjourned at 8:50 p.m. to the Planning Commission Meeting scheduled for July 28, 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 July 28, 2014.

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



Anthony R. George, Chair



Kristin Morrish, Vice-Chair

ATTEST:



Elaine Serrano, Recording Secretary