

**MINUTES OF THE MEETING OF THE
CITY OF SOUTH PASADENA PLANNING COMMISSION
CONVENED THIS AUGUST 22nd, 2011, 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: J. Stephen Felice, Chair Richard Tom, Secretary Anthony George, Commissioner Steven Friedman, Commissioner</p> <p>Commissioners Absent: Vijay Sehgal, Vice-Chair</p> <p>Council Liaison: Richard D. Schneider, M.D. (arrived at 6:35 p.m.)</p> <p>Staff Present: David G. Watkins, Director of Planning and Building Richard L. Adams II, City Attorney Knarik Vizcarra, Planning Intern Paul Garnett, Assoc. Planner</p> <p>Comm. Friedman led the pledge of allegiance.</p>
<p>PUBLIC COMMENTS</p>		<p>Susan Masterman, 1223 Garfield Ave. informed the public that the School Board received RFPs for site development. She requested the provision of adequate parking for the public.</p>
<p>CONTINUED HEARING</p>	<p>1</p>	<p>266 Monterey Road (Conditional Use Permit Modification – Tandem Parking/Increase Building Size)</p> <p><i>This item was continued from the July 25th meeting to provide staff with additional time to research the status of the mezzanine floors for this project.</i></p> <p>Associate Planner, Paul Garnett presented the results of staff's research, regarding the approval of the mezzanines for this building and pointed out the following: 1) both mezzanines, with a total floor area of 488 sq. ft., were not included in calculating the floor area for the building; 2) the mezzanines were not used as a basis for determining the required parking for the building directly; 3) the approved construction plans noted that the maximum occupancy for the mezzanine above Suite A is three occupants at any one time; 4) the mezzanine space above suite A was approved as an office for coffee shop staff and management only and was not approved for dining and one of the reasons for approving it that way was that staff felt that this would not be effectively double-counting for parking as the staff would already be included in the floor area below where they would be working most of the time; 5) the applicant submitted a revised application based on staff's research; and 6) the applicant did not agree with condition 71. Mr. Garnett pointed out that staff's current recommendation was to approve the following: 1) 500 sq. ft. of the second floor, resulting in a total building size</p>

	<p>of 5,922 sq. ft.; 2) 25 parking spaces including 6 in-tandem parking spaces; and 3) to approve the project subject to the conditions of approval.</p> <p>At the conclusion of his staff report, Mr. Garnett answered questions from the Commission, regarding the following: 1) the difference between the previous staff report and the current staff report as to whether mezzanines should/should not be counted as floor area; 2) Condition # 71 –the restrictions on the use of the mezzanine space above suite A; 3) whether vendors and suppliers should be excluded from using the mezzanine office space (staff responded that vendors and suppliers were different from coffee shop patrons as they would only use the space intermittently, whereas patrons could use the space continuously).</p> <p>Chair Felice verified with Mr. Garnett that there were no restrictions on the mezzanine space above suite B.</p> <p>The public hearing remained open from the previous meeting, since this was a continued hearing.</p> <p>The applicant, David Margrave, 920 Buena Vista, addressed the Commission and pointed out that he was specifically interested in suite D & E at 266 Monterey Rd. Mr. Margrave requested the full use of 1,850 sq. ft. on the second floor. He stated that he had received a CUP from the City Council to build 24 parking spaces including tandem parking spaces, and made the following statements: 1) he was informed by staff that condition 71 would not be removed as one of the Conditions of Approval; 2) he did not initiate mezzanine spaces for consideration; this was something staff did; 3) he requested to use 5,922 sq. ft. of his commercial multi-tenant building and that he was not asking for tandem parking to be approved, as it already was [by the City Council], and that staff erred in not recognizing this; 4) he approved of conditions 69,70,72,73,74 and 75 , but he did not approve of condition 71; 5) staff erred in stating that only 22 parking spaces were approved, as the City Council had approved 24, including six in-tandem; 6) he agreed with a restriction of three persons in the mezzanine, but did not want the mezzanine space to be restricted to employees only, 7) he observed staff at City Hall consuming food and beverages at their desks, which did not constitute “dining;” 8) the mezzanine should not be restricted to employees only, and people working on computers while consuming coffee/eating donuts, etc. They were not dining and should not be precluded from using this space; and 9) any restriction on the use of the mezzanine would not be enforceable, so he would have to lock the room.</p> <p>Seeing that there were no speakers in favor of or in opposition to the item, Chair Felice declared the Public Hearing closed.</p> <p>The Commission continued discussing the item, regarding the mezzanine</p>
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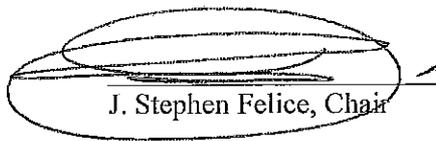
	<p>space in relationship to condition 71 and parking requirements. It was pointed out that condition 71 ensures that the mezzanine space will be used by existing staff/management and not by patrons of the coffee shop.</p> <p>Commissioner George noted that the approval of the mezzanines (with the associated occupancy cap [3 persons] and use restrictions [office use by coffee shop management and staff only, with no dining]) occurred after the City Council's approval of the CUP, and that the applicant had accepted these restrictions as part of the Building Permit approval process. As part of this discussion, staff noted that the occupancy cap and use restrictions were included on the submitted construction plans, and that the figure of three people was derived by the applicant's representative [who created the construction drawings], and that the Planning and Building department had partially relied upon this figure in determining what the mezzanine space could and could not be used for. Commissioner George stated that restricting the use to staff/employees meant that no additional parking demand was generated as these persons were already onsite and were just moving from one area to another. In contrast, not restricting the space would create additional parking demand.</p> <p>Commissioner George expressed a concern that mezzanines could be seen as "free square footage" and sought to ensure that this project did not create a precedent for future projects that include mezzanines. Chair Felice stated that the subject mezzanine is different than a typical mezzanine space as it has exterior (rather than interior) access. He said that Condition 71 is critical, and did not see how its imposition would create a hardship for the applicant.</p> <p>After considering the staff report and draft resolution, a motion was made by Comm. Tom, seconded by Comm. George to adopt the resolution approving the additional floor area and the tandem parking, subject to conditions of approval 69 through 78. He noted that Condition 71 was included.</p> <p>Comm. George requested to amend Comm. Tom's motion to note that all of the existing conditions of approval still apply. Comm. Tom amended his motion to include all of the conditions of approval from 1-78.</p> <p>Comm. Friedman further amended Comm. Tom's motion by pointing out that condition number 76 was the final condition. Comm. Tom accepted the amendments to his motion. He specifically noted that Condition #71 was included.</p> <p>The motion carried 4-0. (Resolution 11-20)</p>
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<p style="text-align: center;">PUBLIC HEARING</p>	<p>2</p>	<p>661 Forest Avenue (Variance/Administrative Use Permit – Rear Setback/Tandem Parking for a Single Family Residence)</p> <p>Commissioner George recused himself from participating in the discussion and voting on this item; therefore, he left the Council Chambers.</p> <p>Planning Intern, Knarik Vizcarra presented her staff report, regarding a request for an Administrative Use Permit and a Variance for the project located at 661 Forest Avenue. The Administrative Use Permit was required for the tandem parking and the Variance was required to locate a garage addition in the rear yard setback. Ms. Vizcarra pointed out the following: 1) staff received a letter from a neighbor expressing his concerns, regarding the impact of the project on his privacy; and 2) staff concluded that the project met all of the required findings for the Administrative Use Permit and for the Variance. At the conclusion of her staff report, Ms. Vizcarra answered questions from the Commission, regarding the following: 1) the residence location of the neighbor, who expressed privacy concerns; 2) will this matter go to the CHC for review; and 3) was consideration given to expanding the staff report, so that the commission could have an understanding, relative to the work going on in the house, as to why the garage was being enlarged? (staff responded that sheet H1, included in the plans demonstrated the proposed 558 square foot addition, which was going to be reviewed by the CHC, and offered to provide further analysis at the Commission’s request).</p> <p>Susan Masterman spoke on behalf of the applicant and provided a 3D rendering of the project to the Commission. Ms. Masterman reviewed the details of the project and pointed out the following: 1) the addition and the one car garage were reviewed by the CHC in a preliminary hearing; 2) it was the opinion of the CHC that the existing garage should be restored; and 3) the project retained the existing one story bungalow style to stay in keeping with the neighborhood.</p> <p>Chair Felice declared the public hearing open. Seeing that there were no speakers in favor of or in opposition of this item, Chair Felice 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. Friedman to adopt the resolution approving the Variance and the Administrative Use Permit for the project at 661 Forest Avenue.</p> <p>The motion carried 4-0. (Resolution 11-21)</p>
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	3	Minutes of the Planning Commission's July's 25, 2011 meeting. The June 27, 2011 minutes were approved with minor corrections.
	4	Comments from City Council Liaison: None
	5	Comments from Planning Commissioners: Comm. George pointed out that 923 El Centro was continued for three weeks by the City Council to allow the applicant additional time to come to an agreement with the opposing parties. Chair Felice pointed out that a Land Use Planning Conference will be offered on 2/3/2012, by way of the UCLA extension program.
	6	Comments from Staff: David Watkins, the Director of Planning and Building pointed out the following: 1) 923 El Centro will be heard by the City Council on 9/7/11; 2) the school district will hold a board member's meeting to discuss three proposals on 9/6/11; and 3) a request, to initiate a Zoning Code amendment for mezzanines, will be brought before to the Planning Commission at next month's meeting.
ADJOURN- MENT	7	The meeting adjourned at 7:30 p.m. to the next meeting of the Planning Commission scheduled for September 26, 2011.

I HEREBY CERTIFY that the foregoing minutes were adopted by the Planning Commission of the City of South Pasadena at a meeting held on September 26, 2011.

AYES: FELICE, FRIEDMAN, GEORGE, TOM
NOES: NONE
ABSENT: NONE
ABSTAIN: SEHGAL


 J. Stephen Felice, Chair


 Vijay Sehgal, Vice-Chair

ATTEST:


 Elaine Serrano, Recording Secretary