

**MINUTES OF THE MEETING OF THE  
CITY OF SOUTH PASADENA PLANNING COMMISSION  
MEETING CONVENED THIS 23<sup>th</sup> DAY OF FEBRUARY 2015, 6:30 P.M.  
AT THE AMEDEE O. DICK RICHARDS JR.  
CITY COUNCIL CHAMBERS, 1424 MISSION STREET**

<p><b>ROLL CALL</b></p>		<p><b>Meeting convened at:</b> 6:30 p.m.</p> <p><b>Commissioners Present:</b> Kristin Morrish, Chair Steven Dahl, Vice-Chair Richard Tom, Secretary Anthony George</p> <p><b>Council Liaison</b> Robert S. Joe, Council Liaison</p> <p><b>Staff Present:</b> David G. Watkins, Director of Planning and Building Holly O. Whatley, Assistant City Attorney John Mayer, Senior Planner Debby Linn, Contract Planner</p> <p><b>Absent</b> Evan Davis, Commissioner</p> <p>Comm. Tom led the pledge of allegiance.</p> <p>Chair George announced that item number 5 - 1200 Fair Oaks Avenue was withdrawn by the applicant, due to a zoning designation conflict. Mr. Mayer clarified that the item was actually pulled from the agenda and it will return to the Commission as a Zoning Code Amendment.</p> <p>Chair George introduced Richard Tom as a new Planning Commissioner.</p> <p>Comm. Tom thanked Chair George for the introduction, reviewed his previous history as a Commissioner for the City and noted that he looks forward to serving once again on the Planning Commission.</p>
<p><b>PUBLIC COMMENTS</b></p>		<p>Tara Kawakami expressed her concerns, regarding potential traffic on Orange Grove Place. She requested a traffic study.</p>
<p><b>NEW BUSINESS</b></p>	<p><b>1</b></p>	<p><b>Planning Commission Reorganization</b></p> <p>Chair George nominated Comm. Morrish as Chair, seconded by Comm. Dahl.</p> <p>The motion carried 4-0.</p> <p>Comm. George nominated Comm. Dahl as Vice-Chair, seconded by Chair Morrish.</p>

		<p>The motion carried 4-0.</p> <p>Comm. George nominated Comm. Tom as Secretary, seconded by Vice-Chair Dahl.</p> <p>The motion carried 4-0.</p>
<b>CONTINUED HEARINGS</b>	<b>2</b>	<p><b>815 Mission Street – (Conditional Use Permit Modification - Telecom)</b></p> <p>Debby Linn, Contract Planner presented the applicant’s request to continue this item to the next regularly scheduled meeting.</p> <p>A motion was made by Comm. George, seconded by Vice-Chair Dahl to continue this item to the next regularly scheduled meeting on March 23, 2015.</p> <p>The motion carried 4-0.</p>
	<b>3</b>	<p><b>249 Mockingbird Lane – (Hillside Development Permit/Variance/Design Review – New Single family Residence)</b></p> <p>This item was initially continued from the September 22, 2014 meeting.</p> <p>Contract Planner Debby Linn reviewed the details of the project and pointed out that the project has been reduced in size and that the roof type has changed. At the conclusion of her presentation, Comm. George verified with Ms. Linn that the front yard setback request is triggered by the garage. Chair Morrish inquired if conditions, regarding halting construction, if archeology is found, and the relocation of fire hydrants were included. Ms. Linn noted that the conditions will be included.</p> <p>Chair Morrish invited the applicant, Jim Fenske, architect to speak at the podium. Mr. Fenske gave a PowerPoint presentation, regarding his project and reviewed the changes made to the project. Comm. George reviewed the plans and details with Mr. Fenske. At the conclusion of his presentation Vice-Chair Dahl inquired about a sample of the roofing material. Mr. Fenske provided a sample of the material.</p> <p>Seeing that there were no speakers in favor or in opposition to the project, Chair Morrish declared the public hearing closed.</p> <p>The Commission commended Mr. Fenske on a great concept and for reducing the massing of the project. The Commission also acknowledged Mr. Fenske for making requested changes to the project.</p> <p>The Commission discussed the item and noted the following about the project: 1) the drawings are not accurate dimensionally; 2) window placement and eave dimensions to the green roof are inaccurately documented on the plans; and 3) elevation locks were not included on the</p>

		<p>floor plans so that work can be double checked.</p> <p>Vice-Chair Dahl reviewed the inaccuracies in the plans, but noted that he was very pleased with the roof sample, the materials, the finishes, and the window detailing provided by the applicant. Vice-Chair Dahl also inquired if there is access from the garage to the house underneath the spiral stair.</p> <p>The Commission discussed whether they should continue this item to provide the applicant with additional time to return to the Planning Commission with adjusted plans or have the inaccuracies resolved at the Planning and Building counter as a chair review.</p> <p>A motion was made by Comm. Tom to continue this item to the next regularly scheduled meeting on March 23, 2015.</p> <p>Vice-Chair Dahl amended Comm. Tom's motion to include the following direction for the applicant: 1) an explanation is needed as to why the dimension from the green roof on sheet A-3 section A to the eave is 10 feet 9 inches, but on Sheet A-4,[south elevation] the same dimension from the green roof to the eave is 13 feet 3 inches, and on A-5,[west elevation] the dimensions from the green roof to the eave is 15 feet 3 inches.</p> <p>Comm. George amended Vice-Chair Dahl's amendment for the purpose of clarification, regarding the plans as follows: 1) the water feature detail on A-4 was noted but not provided; please provide; 2) the detail for both guardrails needs to be refined, specifically as it pertains to how the decks will interface with the wall material; 3) the drawings need to display clean and modern lines, since the current drawings are very schematic; 4) the fixed windows are detailed as aluminum or aluminum storefront but the window schedule notes them as Marvin Clad; 5) two guard rails are noted on the plans but only one rail is included on the elevations; and 6) the eave overhang detail in the elevations notes wood fascia, when all other eaves are metal.</p> <p>The amended motion was seconded by Comm. George.</p> <p>The motion carried 4-0.</p>
<p>NEW HEARINGS</p>	<p>4</p>	<p><b>2145 Hanscom Drive – (Hillside Development Permit – Legalize Walls and Spa)</b></p> <p>Senior Planner John Mayer presented his staff report, regarding a request to legalize grading work, retaining walls and a detached structure, which covers a spa area. Mr. Mayer noted that in 2008 the applicant graded the adjacent vacant lot and built retaining walls without permits, which has been addressed legally. Assistant City Attorney Whatley worked on a covenant to hold the two properties as one parcel; therefore, the homeowner has the option to return the property to its original condition or acquire a permit to</p>

build a house on the property within one year of ownership. Mr. Mayer was informed by the homeowners that they have concerns, regarding the conditions of approval. At the conclusion of his staff report, Comm. George inquired about the time frame in which, the applicant received the conditions of approval. Mr. Mayer noted that the conditions were sent to the applicant last Thursday.

The homeowner's representative presented the Commission with a document at the last minute; therefore, the Commissioners did not have time to review it prior to the Planning Commission meeting.

The Commission discussed the details of the arbor covering the spa area.

Chair Morrish declared the public hearing open. The applicant's representative introduced himself to the Commission as Mr. Harold Bizner, 2271 Maiden Lane, Altadena. Mr. Bizner referenced the document, which was provided to the Commission this evening and noted that the applicant had many concerns regarding the conditions of approval, which were noted in the document. Mr. Bizner requested to have this item continued to the next regularly scheduled meeting to provide the Commission with ample time to review the document.

Rebecca How, 2100 Hanscom Dr., spoke in support of the applicant.

Chair Morrish declared the public hearing closed.

Craig Melicher, Building Official noted that he structured the conditions of approval to clearly identify what work is required by the Building Code. Mr. Melicher noted that the hillside was graded without any thought to maintain the integrity of the hillside and numerous retaining walls were erected without permits. Mr. Melicher also reviewed the trigger points for spas, building permits, grading and retaining walls.

Comm. George discussed the difficulties surrounding the slope of the site and the trigger points for steep slopes such as this one.

Chair Morrish reopened the public hearing.

After considering the applicant's request, a motion was made by Chair Morrish, seconded by Comm. Dahl to continue this item to the next regularly scheduled meeting to provide the Commission with ample time to review the new information provided by the applicant's representative and to have staff discuss the conditions with the applicant.

The motion carried 4-0.

	5	<p><b>1200 Fair Oaks Avenue (Conditional Use Permit – Hydrogen Fueling Station)</b></p> <p>This item was pulled from the agenda by staff.</p>
	6	<p><b>813 La Bellorita – (Hillside Development Permit/Design Review – Single Family Addition)</b></p> <p>Senior Planner, John Mayer presented his staff report, and reviewed the details for an addition to increase living space in a single family house at 813 La Bellorita, which included a style change to Mediterranean Revival. At the conclusion of his presentation, Chair Morrish inquired about the conditions of approval. Mr. Mayer noted that the conditions were selected to improve the construction process.</p> <p>Chair Morrish declared the public hearing open.</p> <p>The homeowner Greg Chun noted that he needed more space in his existing house to accommodate his extended family.</p> <p>The architect John Lesak, pointed out that the project consisted of a major stylistic renovation by taking a 1960’s Mansard style house and converting it to a Mediterranean style house. Mr. Lesak noted that the floor plan for the second floor changed quite extensively but the plan for the first floor did not change significantly. The existing house is in the shape of a large box; therefore, Mr. Lesak ensured that the proper massing was applied for the proposed project. Mr. Lesak reviewed the details and the materials for the project.</p> <p>Edward Dagermangy, 1550 expressed his concerns, regarding the design and the proportion of the project.</p> <p>Chair Morrish declared the public hearing closed.</p> <p>The Commission was in agreement that the proposed project was a definite improvement from the existing structure. Comm. George noted that the design was very clever.</p> <p>After considering the staff report and draft resolution, a motion was made by Comm. Tom, seconded by Comm. Dahl to approve the project as submitted by staff.</p> <p>The motion carried 4-0. Resolution 15-03</p>

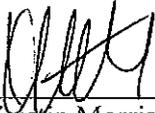
	7	<p><b>815 Bank Street – (Hillside Development permit – Single family Addition)</b></p> <p>Contract Planner Debby Linn presented her staff report regarding an addition to a single family home at 815 Bank Street. Ms. Linn reviewed the details of the project and noted that staff did not receive comments from the public, regarding the project. 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. Linn.</p> <p>Chair Morrish declared the public hearing open.</p> <p>William Milada, introduced himself to the Commission as the homeowner’s representative.</p> <p>The architect, Thomas Tun also introduced himself to the Commission and discussed the details of the project. The Commission approved of the design of the project and noted the following favorable aspects of the project: 1) the house is setback from the street; therefore, the project does not block the neighbor’s view; and 2) the design is very clever and responsive the existing architecture/site.</p> <p>Vice-Chair Dahl discussed an alternative to the design of the front balcony with Architect Tune, such as a solid half wall instead of metal railing, which would provide privacy for the neighbor. Mr. Tune noted that he designed the project with the view point to match the existing structure, which was metal railing for the balcony.</p> <p>After considering the staff report and draft resolution, a motion was made by Comm. Tom, seconded by Comm. Dahl to approve the project as submitted by staff.</p> <p>The motion carried 4-0. Resolution 15-04</p>
	8	<p><b>875 Flores De Oro (Hillside Development Permit/Design Review – Single Family Addition)</b></p> <p>Contract Planner, Debby Linn presented her staff report regarding approval for the remodeling of the of the front entry way to the existing residence at 875 Flores De Oro. Ms. Linn reviewed the details of the project, which consisted of reconfiguring the entry way and remodeling/extending the front porch. Ms. Linn noted that the design is consistent with the zoning regulations. At the conclusion of her presentation, Vice-Chair Dahl noted that the landing and the stairs extend outward in front; therefore, he inquired if it is acceptable for the bulk of the alteration to be located in the front setback. Ms. Linn noted that the alteration is permitted in the front setback.</p>

	<p>Chair Morrish declared the public hearing open. Seeing that there were no speakers in favor of or in opposition to this project, Chair Morrish declared the public hearing closed.</p> <p>Vice-Chair Dahl noted that the design was an improvement but he expressed his concerns, regarding the project as follows: 1) the design for the front entryway is awkward. He noted that with extending the front entrance, the landing steps extend in the front yard near the planters; therefore, it was not clear as to where the planters will be located; 2) the proposed windows do not line up with the existing windows; 3) the front columns are decorative instead of structural; 4) the calibration of the floor plan with the site condition should be done; and 5) the floor plans and the elevations do not work together.</p> <p>After considering the staff report and draft resolution, a motion was made by Comm. George, seconded by Comm. Dahl to approve the project with the following provisions, which are to be addressed at the counter with Vice-Chair Dahl: 1) the calibration/coordination of the front entry steps with what is actually there relative to the drawings; 2) amending or adjusting the columns to stay in keeping with the intent of the elevations; and 3) the exploring/proportioning of the front windows.</p> <p>The motion carried 4-0. Resolution 15-05</p>
9	<p><b>Zoning Code Amendment – Call-Ups/Appeals</b></p> <p>Planning &amp; Building Director, David Watkins presented his staff report regarding a Zoning Code Amendment for call up procedures. Mr. Watkins reviewed the history for the amendment.</p> <p>Chair Morrish declared the public hearing open. Seeing that there were no speakers in favor of or in opposition to the amendment, Chair Morrish declared the public hearing closed.</p> <p>The Commission discussed the pros and cons of having a call-up procedure and the proper process for the procedure.</p> <p>The Commission discussed the following: 1) keeping politics out of the call-up process; 2) include minutes in the consent calendar; and 3) the amount of people needed to call-up an item was discussed.</p> <p>After considering the staff report and draft resolution, a motion was made by Comm. Tom to adopt the resolution to make a recommendation to the City Council for the purpose of adopting the ordinance as included in the staff report and as noted in the resolution.</p> <p>Chair George encouraged Comm. Tom to read from the recommendation; therefore, Comm. Tom continued on with his motion as follows: “Amend the</p>

		<p>Zoning Code to allow two members of a review authority to submit a request in writing to the City Clerk to review a decision that could be appealed to the authority”.</p> <p>Seconded by Chair Morrish</p> <p>The motion carried 4-0. Resolution 15-06</p>
	10	<p><b>Minutes of the Planning Commission’s December 15, 2015 meeting</b></p> <p>The minutes were approved with minor corrections.</p>
	11	<p><b>Comments from City Council Liaison</b></p> <p>Mayor Bob Joe pointed out the following decisions made by the City Council at their monthly meetings: A) <u>Meeting - 2/4/15</u> – 1) approved a contract with Great Western Park and Playground for construction of a new shelter at Arroyo Park and Orange Grove Park; 2) a report was received on the fiscal impacts of the Utility Users Tax [UUT] if it is voted out; and 3) the UUT will be placed on the ballot for voters in November 2015. B) <u>Meeting - 2/18/15</u> - 1) a conceptual design for the proposed remodeling of the City Council Chambers was approved; and 2) a conceptual design, site design and a sublease with the LA Community Garden Council for the City’s first community garden to be located at 1028 Magnolia Street in the city was approved.</p>
	12	<p><b>Comments from Planning Commissioners</b></p> <p>Vice-Chair Dahl noted that he and Chair Morrish attended the City Council workshop last Saturday. He was pleased with the interaction between the City and the citizens. In the second half of the meeting, there was interaction by the departments. Chair Morrish noted that the workshop was well attended and that there were common themes, such as economic development and the General Plan update.</p> <p>Comm. George noted that he was pleased to have Comm. Tom on the Commission.</p>
	13	<p><b>Comments from Staff</b></p> <p>Mr. David Watkins noted that the strategic planning meeting was very successful. The one year objectives were reviewed and updated. Each group presented their top three objectives and goals. At the top of the list were the General Plan and the Specific plan</p>
ADJOURNMENT	14	<p>The meeting adjourned at 9:10 p.m. to the Planning Commission meeting scheduled on March 23, 2015.</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 the April 27, 2015.

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



Kristin Morrish, Chair



Steven Dahl, Vice-Chair

**ATTEST:**



Elaine Serrano, Recording Secretary