



**CITY OF SOUTH PASADENA
DESIGN REVIEW BOARD**

REGULAR MEETING MINUTES

THURSDAY, DECEMBER 1, 2022 AT 6:30 P.M.

**CITY COUNCIL CHAMBERS
1424 MISSION STREET, SOUTH PASADENA, CA 91030**

CALL TO ORDER:

The Regular Meeting of the South Pasadena Design Review Board was called to order by Chair Samantha Hill on Thursday, December 1, 2022 at 6:30 p.m. The meeting was conducted from the Council Chambers located at 1424 Mission Street, South Pasadena, California.

ROLL CALL

PRESENT:

Brian Nichols, Board Member
Melissa Hon Tsai, Vice-Chair
Samantha Hill, Chair

STAFF

PRESENT:

Matt Chang, Planning Manager
Susana Martinez, Associate Planner
Sandra Robles, Associate Planner
Mackenzie Goldberg, Assistant Planner

APPROVAL OF AGENDA

Majority vote of the Board to proceed with Board business.

MOTIONED BY CHAIR HILL, CARRIED 3-0, to: approve the Agenda, as presented.

DISCLOSURE OF SITE VISITS AND EX-PARTE CONTACTS

Disclosure by Board of site visits and ex-parte contact for items on the agenda.

None.

PUBLIC COMMENT

1. Public Comment – General (Non-Agenda Items)

Associate Planner, Sandra Robles, announced that there were no general public comments.

CONTINUED ITEM

2. 221 Fairview Avenue (APN: 5317-007-006), Project No. 2492-DRX: To allow for a 406 square foot addition to an existing 1,030 square foot, single-family dwelling.

Recommendation:

Approve the project.

Presentation:

Associate Planner, Susana Martinez, presented the project.

Board Members did not have questions for the staff.

Public Comments:

With no requests to speak, the public hearing was closed.

Board Member Discussion:

Vice-Chair Tsai stated that the revisions had improved the project.

Board Member Nichols agreed.

Chair Hill concurred.

Action and Motion:

Motioned by Chair Hill and seconded by Vice-Chair Tsai, Carried 3-0, to: approve the project based on staff recommendation with conditions of approval.

PUBLIC HEARING

3. 521 Floral Park Terrace (APN: 5317-007-006), Project No. 2399-DRX: A request for a Design Review Permit to add a 488 square foot addition to an existing 1,219-square-foot, single-family dwelling.

Recommendation:

Approve the project, subject to the recommended conditions of approval.

Presentation:

Associate Planner, Susana Martinez, presented the staff report. No presentation from applicant.

Board Members did not have questions for staff.

Public Comments:

With no requests to speak, the public hearing was closed.

Board Member Discussion:

Board Member Nichols stated that what was proposed was out of public view and he did not have any other comments. Vice-Chair Tsai and Chair Hill agreed.

Action and Motion:

MOTIONED BY VICE-CHAIR TSAI, SECONDED BY BOARD MEMBER NICHOLS, CARRIED 3-0, to: approve the project based on staff recommendation with conditions of approval.

4. **1023 Adelaine Avenue (APN: 5313-014-012), Project No. 2497-DRX/NID:** A request for a Design Review Permit for the demolition of an existing single-family dwelling and construct a new 2,290 square foot single-family dwelling with an attached 500 square foot garage.

Vice-Chair Tsai recused herself as she has a property interest within 1,000 feet.

Planning Manager Matt Chang stated that this project would be reviewed at the next Design Review Board meeting on January 5, 2023 since there was no longer a quorum.

5. **725 Fair Oaks Avenue (APN: 5315-002-049), Project 2498-DRX/SGN:** A request for a Design Review Permit for one illuminated wall sign on the south elevation (facing Hope Street) of a multi-tenant building. The project also includes one awning sign and the removal of one projecting sign facing Fair Oaks Avenue.

Recommendation:

Approve the project, subject to the recommended conditions of approval.

Presentation:

Associate Planner Sandra Robles presented the staff report. No presentation from application.

Chair Hill moved to questions for staff.

Board Member Nichols asked for confirmation that the awning in the presentation would remain. Associate Planner Sandra Robles stated the awning would remain.

Chair Hill asked if the logo on Hope Street on the sign was their official logo. Associate Planner Sandra Robles responded that it was their logo.

Board Member Nichols asked is the logo had the same depth as the letters. Associate Planner Sandra Robles responded yes.

Public Comments:

With no requests to speak, the public hearing was closed.

Board Member Discussion:

Board Member Nichols and Vice-Chair Tsai stated they had no comments. Chair Hill said she had more of a recommendation than a comment about the logo's size. She asked if it was easily legible from the street.

Action and Motion:

MOTION BY BOARD MEMBER NICHOLS, SECONDED BY VICE-CHAIR, TSAI, CARRIED 3-0, to approve the project based on staff recommendation with conditions of approval.

6. **2060 Primrose Avenue (APN: 5320-012-036), Project No. 2520-DRX:** A request for a Design Review Permit to add a 417-square-foot addition to the rear of an existing 1296-square-foot, single-family dwelling.

Chair Hill moved to questions for staff.

Board Member Nichols asked if the porch steps were concrete. Staff responded yes.

Recommendation:

Approve the project, subject to the recommended conditions of approval.

Presentation:

Assistant Planner Goldberg presented the staff report. No presentation from applicant.

Public Comments:

With no requests to speak, the public hearing was closed.

Board Member Discussion:

Chair Hill stated it was straightforward and well integrated.

Vice-Chair Tsai and Board Member Nichols agreed.

Action and Motion:

MOTIONED BY VICE-CHAIR TSAI, SECONDED BY BOARD MEMBER NICHOLS, CARRIED 3-0, to: approve the project based on staff recommendation with conditions of approval.

ADMINISTRATION

7. Comments from Board Members

None.

8. Comments from Subcommittees

None.

9. Comments from Staff


Planning Manager, Matt Chang, introduced newly hired Deputy Director of Community Development, Alison Becker. He also stated that the department is ready to release the fourth draft of the Housing Element on December 5, 2022 and will submit to HCD on December 12, 2022 for review. They will have 45 days to review it. The next Design Review Board meeting is scheduled for January 5, 2023 but since it is right after the holidays, it may be pushed to a special meeting on January 12, 2023.

ADJOURNMENT

10. Adjourn to the regular Design Review Board meeting scheduled for January 5 or 12, 2023 at 6:30 p.m.

There being no further matters, Chair, Samantha Hill, adjourned the Design Review Board meeting at 7:13 p.m.

APPROVED,


Samantha Hill, Chair – Design Review Board

10/5/23
Date