



**CITY OF SOUTH PASADENA
DESIGN REVIEW BOARD**

REGULAR MEETING MINUTES

THURSDAY, OCTOBER 3, 2024 AT 6:30 P.M.

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

CALL TO ORDER:

Chair Nichols called the Regular Meeting of the Design Review Board to order on Thursday, October 3, 2024 at 6:30 p.m. The meeting was conducted in person at the Council Chambers located at 1424 Mission Street, South Pasadena, California.

ROLL CALL

PRESENT:

Brian Nichols, Chair
Melissa Hon Tsai, Vice-Chair
Samantha Hill, Board Member
James Martin, Board Member
Kay Younger, Board Member

COUNCIL LIAISON

PRESENT:

Michael Cacciotti, Councilmember

STAFF

PRESENT:

Dean Flores, Senior Planner
Michael Donovan, Associate Planner
Lillian Estrada, Administrative Secretary

APPROVAL OF AGENDA

Majority vote of the Board to proceed with Board business.

There were no changes requested and the Agenda was approved as submitted.

DISCLOSURE OF SITE VISITS AND EX-PARTE CONTACTS

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

Board Member Younger stated that she drove by the property at 1411 Indiana Avenue.

PUBLIC COMMENT

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

None.

CONSENT CALENDAR ITEM

2. Minutes from the Regular Meeting of 8/1/24

The Consent Calendar item was approved as submitted.

PUBLIC HEARING

- 3. PROJECT NO. 2573-DRX-TRP** – A request for a Design Review Permit (DRX) for 304 square-foot tow-story addition, and associated improvements for an existing 1,584 sq. ft. single-family dwelling located at 1411 Indiana Avenue (APN: 5311-011-038) in the Residential Single Family (RS) zone. The application includes a Tree Removal Permit (TRP) for the removal of an existing palm tree. In accordance with the California Environmental Quality Act (CEQA), this project qualifies for a Categorical Exemption under Section 15301, Class 1 (Existing Facilities).

Recommendation:

Finding the project exempt from California Environmental Quality Act (CEQA) pursuant to Section 15301, Class 1 (Existing Facilities). Approve the project, subject to the recommended conditions of approval.

Presentation:

Associate Planner Michael Donovan presented the staff report, originally prepared by Associate Planner Braulio Madrid.

Applicant Presentation:

Applicant was present but did not have a presentation.

Vice-Chair Tsai asked the applicant why the new windows in the addition were different from the existing windows.

Designer Wolfram Knoringer stated they needed to replace all existing windows, as they were not up to code. He added the windows in front would remain consistent with the current style and that no one will see the different style windows in back.

Board Member Martin asked for an explanation of the relationship between new and existing structure, specifically why the footing of new structure is bearing against old structure specifically at the garage wall.

Designer Knoringer stated the addition would be structurally independent of the existing structure and would have their own walls. He added that a structural engineer would be looking at the plans ultimately and would updating, if needed.

Public Comments:

None.

Board Member Discussion:

Vice-Chair Tsai stated she liked the quirky architectural style of the house, specifically the stucco wall with the new gate door. She added that she was not sure about the proportions of the new windows but felt she would be fine if everyone else liked them.

Board Member Younger stated she liked the design, new wall and doors and did not have any issues with the new windows.

Board Member Hill stated she liked the gate but felt the style of the new gate door did not fit with the house. She added that there could be minor improvements to help with the massing.

Board Member Martin stated he did not mind the minimalist massing and that the addition blended well with existing structure. He added that the windows were a matter of taste and were fine.

Chair Nichols stated that he felt the street view was the important view and that the addition felt integrated with the existing structure.

Action and Motion:

MOTIONED BY VICE-CHAIR TSAI AND SECONDED BY BOARD MEMBER MARTIN, CARRIED 5-0, to approve the project as submitted with conditions of approval.

DISCUSSION

5. Introduction of Staff

Senior Planner Dean Flores introduced himself to the Board stating he had been with the City for over a year now but this was his first Design Review Board Meeting. He then introduced Associate Planner Michael Donovan who just started with the City and was very experienced, having worked for the Cities of Los Angeles and Montebello. He added that the City's Community Development Director and Planning Manager had departed to work in other

cities, that Alison Becker was now Acting Director of Community Development and that Liz Bar-El was being brought on as Interim Deputy Director.

ADMINISTRATION

6. Comments from City Council Liaison

Council Member Michael Cacciotti gave a robust update from the previous evening's City Council meeting. He stated that the item that directly relates to this Commission was the City's engagement of the William Hezmalhatch Architects to help with the Downtown Specific Plan and special commercial and residential projects.

7. Comments from Board Members

None.

8. Comments from Subcommittees

None.

9. Comments from Staff

Senior Planner Flores stated that the department received clearance to modify the Community Development counter hours to end at 4p.m. on each business day.

ADJOURNMENT

10. Adjourn to the Regular Design Review Board meeting scheduled for November 7, 2024 at 6:30 p.m.

There being no further matters, Chair Nichols adjourned the Regular Design Review Board meeting at 7:01 p.m.

APPROVED,



Brian Nichols, Chair – Design Review Board

12-5-24

Date