



**CITY OF SOUTH PASADENA  
DESIGN REVIEW BOARD**

**REGULAR MEETING MINUTES**

**THURSDAY, AUGUST 1, 2024 AT 6:30 P.M.**

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

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**CALL TO ORDER:**

Chair Nichols called the Regular Meeting of the Design Review Board to order on Thursday, August 1, 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

**ABSENT:**

Kay Younger, Board Member

**STAFF**

**PRESENT:**

Matt Chang, Planning Manager  
Braulio Madrid, Associate Planner  
Tatianna Marin, Acting Assistant 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.

None.

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

None.

**CONSENT CALENDAR ITEM****2. Minutes from the Regular Meeting of 5/2/24**

The Consent Calendar item was approved as submitted.

**PROJECT PREVIEW**

- 3. PROJECT NO. 2569-DRX** – A request for a Design Review Permit for 1,056 square-foot tow-story addition, a 520 square-foot deck, and a new 500 square-foot detached garage to an existing 1, 188 sq. ft. single-family dwelling located at 1532 Indiana Avenue (APN: 5314-006-028).

**Recommendation:**

Provide feedback to the applicant regarding the proposed design.

**Presentation:**

Associate Planner Madrid presented the staff report.

Vice-Chair Tsai asked about discrepancies in roof slope on the various drawings. She also asked for clarification of the maximum height allowed in zoning code.

Associate Planner Madrid stated that these discrepancies will be removed in the final plans and were a result of multiple revisions. He added that maximum height allowed is 24 feet.

**Applicant Presentation:**

Project architect Jim Fenske made a presentation.

**Board Member Discussion:**

Board Members had a robust conversation and overall felt the project was much improved. They discussed the trellis, window sizes, height of structure, roofline, and garage. They asked Mr. Fenske if he wanted to add anything after hearing their comments.

Mr. Fenske stated his client wanted everything to blend and that they would look at bringing roofline down, and revisit the windows but hoped they could keep the openness of the trellis and the eaves. He added that the contrast was cedar siding, cable rail, wood trellis and some stucco.

**PUBLIC HEARING****4. Project No. DRX24-0005:**

A request for a Design Review Permit for 542 sq. ft. one-story addition to the rear of an existing 1,686 sq. ft. single-story dwelling located at 1422 Maple Street (APN: 5319-011-025). In accordance with the California Environmental Quality Act (CEQA), this project qualifies for 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:**

Acting Assistant Planner Marin presented the staff report.

**Applicant Presentation:**

The Applicant was present but did not have a presentation.

Chair Nichols asked how the water would flow with the proposed roofline.

Architect Rafael Salas stated that they would use crickets to address the water flow.

**Public Comments:**

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

**Board Member Discussion:**

Vice-Chair Tsai stated she felt the much-improved project was appropriate in scale, style, and finishes.

Chair Nichols and Board Member Hill stated that the project was well done and seamless.

**Action and Motion:**

MOTIONED BY BOARD MEMBER HILL AND SECONDED BY VICE-CHAIR TSAI, CARRIED 4-0, to approve the project as submitted with conditions of approval.

**DISCUSSION**

**5. Potential Zoning Code Amendments****Recommendation:**

Receive staff's presentation and provide feedback.

**Presentation:**

Planning Manager Chang presented the staff report.

**Board Member Discussion:**

A robust discussion ensued with suggestions from the Board for revisions to the Municipal Code. The suggestions included offering staff level reviews instead of chair reviews for some window change outs, ADUs, and re-roofs. In addition, the Board suggested that the approval window could be shortened for certain simpler projects. Other ideas from the Board included revising thresholds that trigger DRB approval, such as square footage for room additions. The Board also had a lengthy discussion about time restrictions for permits, pros and cons. The Board also recommended clarifying confusing aspects of code like building height limit.

**ADMINISTRATION****6. Comments from City Council Liaison**

None.

**7. Comments from Board Members**

None.

**8. Comments from Subcommittees**

None.

**9. Comments from Staff**

Planning Manager Chang told the Board Members that in addition to news of Zoning Code Amendments, staff had finally received certification for the Housing Element from the State.

**ADJOURNMENT****11. Adjourn to the Regular Design Review Board meeting scheduled for September 5, 2024 at 6:30 p.m.**

There being no further matters, Chair Nichols adjourned the Regular Design Review Board meeting at 7:57 p.m.

APPROVED,



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Brian Nichols, Chair – Design Review Board

12-5-24

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Date