



**CITY OF SOUTH PASADENA  
DESIGN REVIEW BOARD**

**AGENDA  
REGULAR MEETING  
THURSDAY, May 1, 2025  
5:30 P.M.**

**AMEDEE O "DICK" RICHARDS JR. COUNCIL CHAMBERS  
1424 MISSION STREET, SOUTH PASADENA, CA 91030**

**South Pasadena Design Review Board Statement of Civility**

*As your appointed governing board, we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made tonight will be for the benefit of the South Pasadena community and not for personal gain.*

**NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY**

The South Pasadena Design Review Board Meeting will be conducted in-person from the Amedee O. "Dick" Richards, Jr. Council Chambers, located at 1424 Mission Street, South Pasadena, CA 91030.

The Meeting will be available:

- In Person – City Council Chambers, 1424 Mission Street, South Pasadena
- Via Zoom: <https://us02web.zoom.us/j/89814060953> **Meeting ID: 898 1406 0953**

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting via Zoom in one of the two methods below.

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link: <https://us02web.zoom.us/j/89814060953>

**CALL TO ORDER:** Chair Melissa Hon Tsai

**ROLL CALL:** Chair Melissa Hon Tsai  
Vice-Chair James Martin  
Board Member Samantha Hill  
Board Member Brian Nichols  
Board Member Kay Younger

**COUNCIL LIAISON:** Councilmember Michael Cacciotti

**APPROVAL OF AGENDA**

Majority vote of the Board to proceed with Board business.

**DISCLOSURE OF SITE VISITS AND EX-PARTE CONTACTS**

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

**PUBLIC COMMENT GUIDELINES** ([Public Comments are limited to 3 minutes](#)) The Design Review Board welcomes public input. If you would like to comment on an agenda item, members of the public may participate by means of one of the following options:

Option 1:

Participate in-person at the City Council Chambers, 1424 Mission Street, South Pasadena, CA 91030.

Option 2:

Participants will be able to “raise their hand” using the Zoom icon during the meeting, and they will have their microphone un-muted during comment portions of the agenda to speak for up to 3 minutes per item.

Option 3:

Email public comment(s) to [PlanningComments@southpasadenaca.gov](mailto:PlanningComments@southpasadenaca.gov).

Public Comments received in writing will not be read aloud at the meeting, but will be part of the meeting record. Written public comments will be uploaded online for public viewing under Additional Documents. There is no word limit on emailed Public Comment(s). Please make sure to indicate:

- 1) Name (optional), and
- 2) Agenda item you are submitting public comment on, and
- 3) Submit by no later than 12:00 p.m., on the day of the Design Review Board meeting.

NOTE: Pursuant to State law, the Design Review Board may not discuss or take action on issues not on the meeting agenda, except that members of the Design Review Board or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.

**PUBLIC COMMENT**

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

**PRESENTATION**

2. Library and Community Center Comprehensive Plan – Cathy Billings

**CONSENT CALENDAR**

3. Minutes from the Regular Meeting of 2/6/25
4. Minutes from the Regular Meeting of 3/6/25

**DISCUSSION**

5. Dissolve Subcommittee for Project 2566-NID-DRX

**ADMINISTRATION**

6. Comments from City Council Liaison
7. Comments from Board Members
8. Comments from Subcommittees
9. Comments from Staff

**ADJOURNMENT**

10. Adjourn the Regular Design Review Board meeting

**PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS**

Design Review Board meeting agenda packets are available online at the City website:  
<https://www.southpasadenaca.gov/Your-Government/Boards-Commissions/Design-Review-Board>

Agenda related documents provided to the Design Review Board are available for public review on the City's website. Additional documents, when presented to Design Review Board, will also be uploaded and available on the City's website.

## AGENDA NOTIFICATION SUBSCRIPTION

Individuals can be placed on an email notification list to receive forthcoming agendas by emailing [CityClerk@southpasadenaca.gov](mailto:CityClerk@southpasadenaca.gov) or calling the City Clerk's Division at (626) 403-7230.

**ACCOMMODATIONS**

The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

*I declare under penalty of perjury that I posted this notice of agenda on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City's website as required by law.*

4/24/2025

Date

A handwritten signature in black ink, appearing to read 'Tatianna Marin', is written over a horizontal line.

Tatianna Marin, Assistant Planner





# South Pas Forward:

## Reimagine our Library Park Campus

Library/Community Center Site Plan Project

City of  
**SOUTH PASADENA**



# SOUTH PASADENA LIBRARY & COMMUNITY CENTER COMPREHENSIVE SITE PLAN

*"Reimagine our Library Park  
Campus"*

PROJECT + COMMUNITY  
ENGAGEMENT OVERVIEW

City of South Pasadena | March 2025





# WHY IS THE CITY DOING THIS PROJECT?



Community needs are driving the City to reimagine the Library, Senior Center, and Library Park:

## **LIBRARY**

- 1980s portion of Library building has a complicated two-story layout that does not work well for patrons or staff.
- Not enough space for:
  - Quiet activities (remote work, studying, reading)
  - Active uses (gathering, group study, tutoring, collaboration, programs, teens)
  - Collections - they are limited by available space
- Library building is outdated, in poor condition, has little natural light and outdated safety and electrical systems.
- Building(s) do not meet current accessibility, energy or building codes.





# WHY IS THE CITY DOING THIS PROJECT?



Community needs are driving the City to reimagine the Library, Senior Center, and Library Park:

## SENIOR CENTER

- Building's size and layout do not support the variety of programs provided today.
- Multipurpose Room:
  - Programs are held at the same time in the Multipurpose Room with just curtain partitions.
  - The space is not large enough to meet demand for Senior Luncheons, some are moved off-site to accommodate attendees, and there is typically a waiting list.
- There is no designated lounge space for seniors to gather and socialize.





# PROJECT OVERVIEW

## Scope of the project:

- Assess the city's requirements for the library, senior center, community center, shared spaces, and park upgrades.
- Explore potential options for integrating the library, senior and community center, and shared spaces into the existing site.
- Create site improvement alternatives for "Library Park" as part of the comprehensive planning process.
- Finalize the preferred comprehensive plan, encompassing the building(s), site design, and a budget estimate.





# PROJECT GOALS

## ❑ Inspiring, impactful site plan:

- Maximizes value to the community, integrates historic elements and outdoor space with aspirational new library and senior center.

## ❑ Vital and modern facility for the long-term:

- Heart of the community and resource and recreation hub that is multi-generational, inclusive, and transformational.

## ❑ Respect the site's built and natural historic features:

- Understand and plan sensitively to maintain the site's historic elements, including the Moreton Bay Fig tree.

## ❑ Accessible:

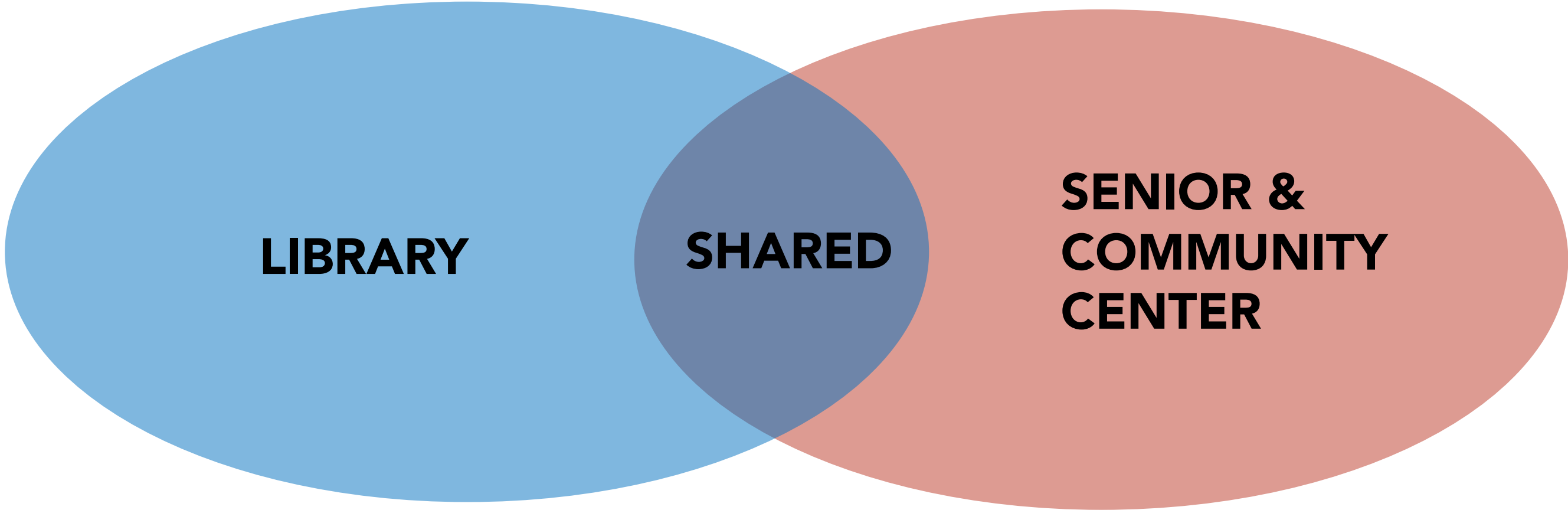
- ADA accessible, incorporates parking and easy access by walking and other transportation modes.



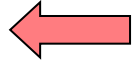
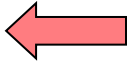
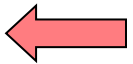
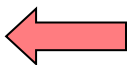
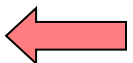
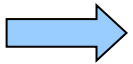
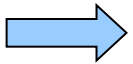
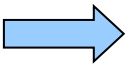
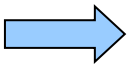


# SHARING SPACES

INTEGRATING FACILITIES FOR BEST VALUE



- Lobby
- Marketplace
- Adult Seating & Collection
- Children's Seating & Collection
- Teen Seating & Collection
- Friends of the Library
- Technology Lab
- Community Meeting & Study Rooms
- Create & Make Spaces
- Staff and Support



- Lobby
- Lounge
- Fitness/Active Spaces
- Meeting Rooms & Classrooms
- Conference Space
- Large Multipurpose Room
- Technology Lab
- Staff and Support
- Kitchen



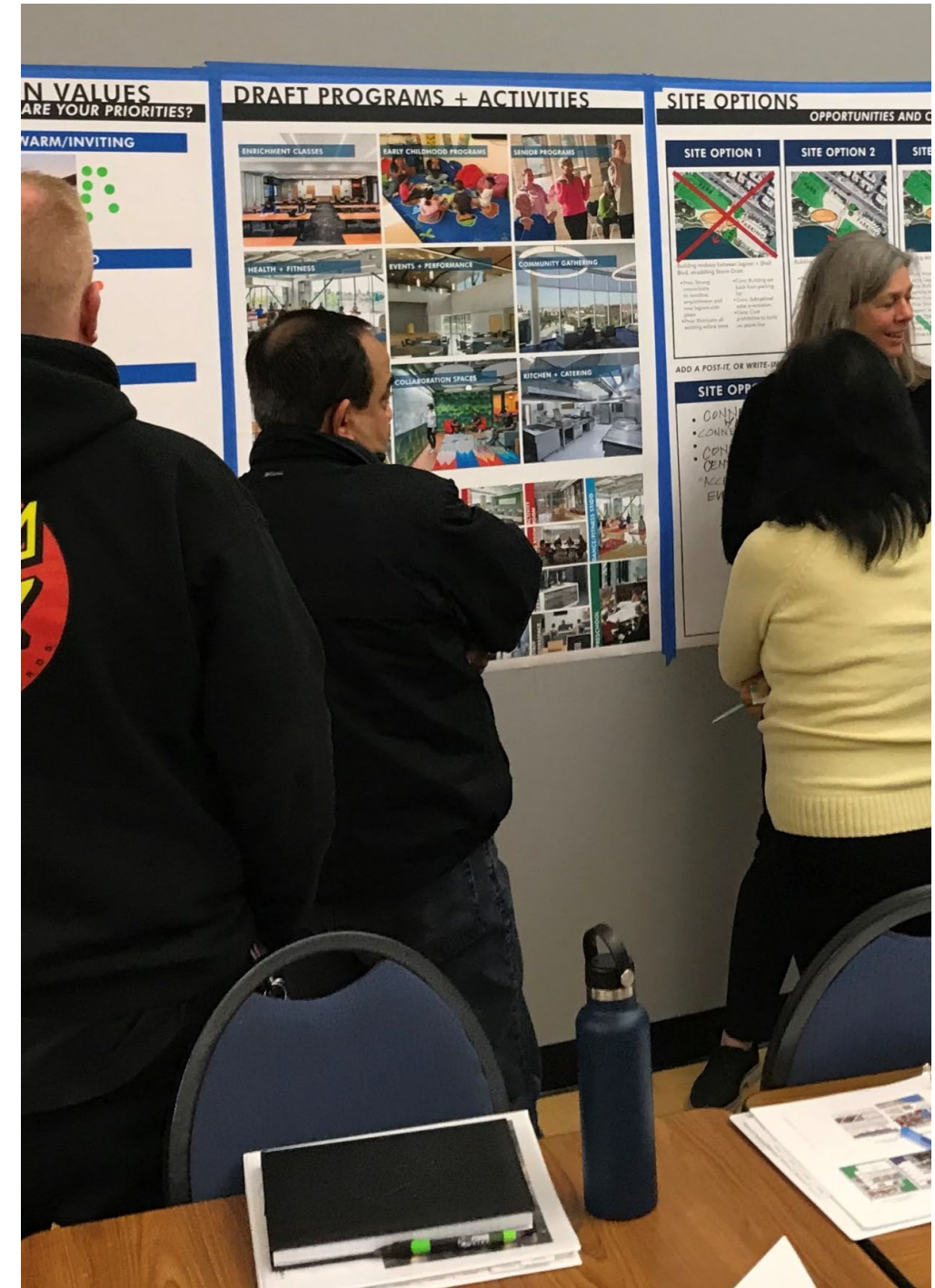
# COMMUNITY ENGAGEMENT



**COMMUNITY POP-UPS**



**COMMUNITY WORKSHOPS**



**AD HOC COMMITTEE**

- **PLUS ONLINE + PAPER SURVEY**



# COMMUNITY ENGAGEMENT – TWO ROUNDS

- **ROUND 1 ENGAGEMENT: Mid-March through June 1**

- Topics:

- ✓ Library/Senior Center Site Assessments
    - ✓ Library, Senior + Community Recreation Programs and Services
    - ✓ Site Needs

- **ROUND 2 ENGAGEMENT: Summer through Mid-September (Tentative)**

- Topics:

- ✓ Site
    - ✓ New Facility Spaces + Concept
    - ✓ Design Values for the New Facility



# COMMUNITY ENGAGEMENT – ACTIVITIES + EVENTS

- **ROUND 1:**



QR Code for Survey

- **Survey: Mid-March through June 1**

- Survey link: [www.southpasadenaca.gov/LPC-survey](http://www.southpasadenaca.gov/LPC-survey)

- **Community Meetings:**

- 4/9 (Weds.): Open House 4-6 PM, Community Workshop 6:30-8:00 PM
    - 4/10 (Thurs.): Open House 9-10 AM, Community Workshop 10:00-11:30 AM

- **April + May Pop-Up Events:**

- 4/3: Farmers Market
    - 4/12: Spring Eggstravaganza at Garfield Park (12-2 PM)
    - 4/26: Eclectic Music Festival
    - 5/8: Farmers Market



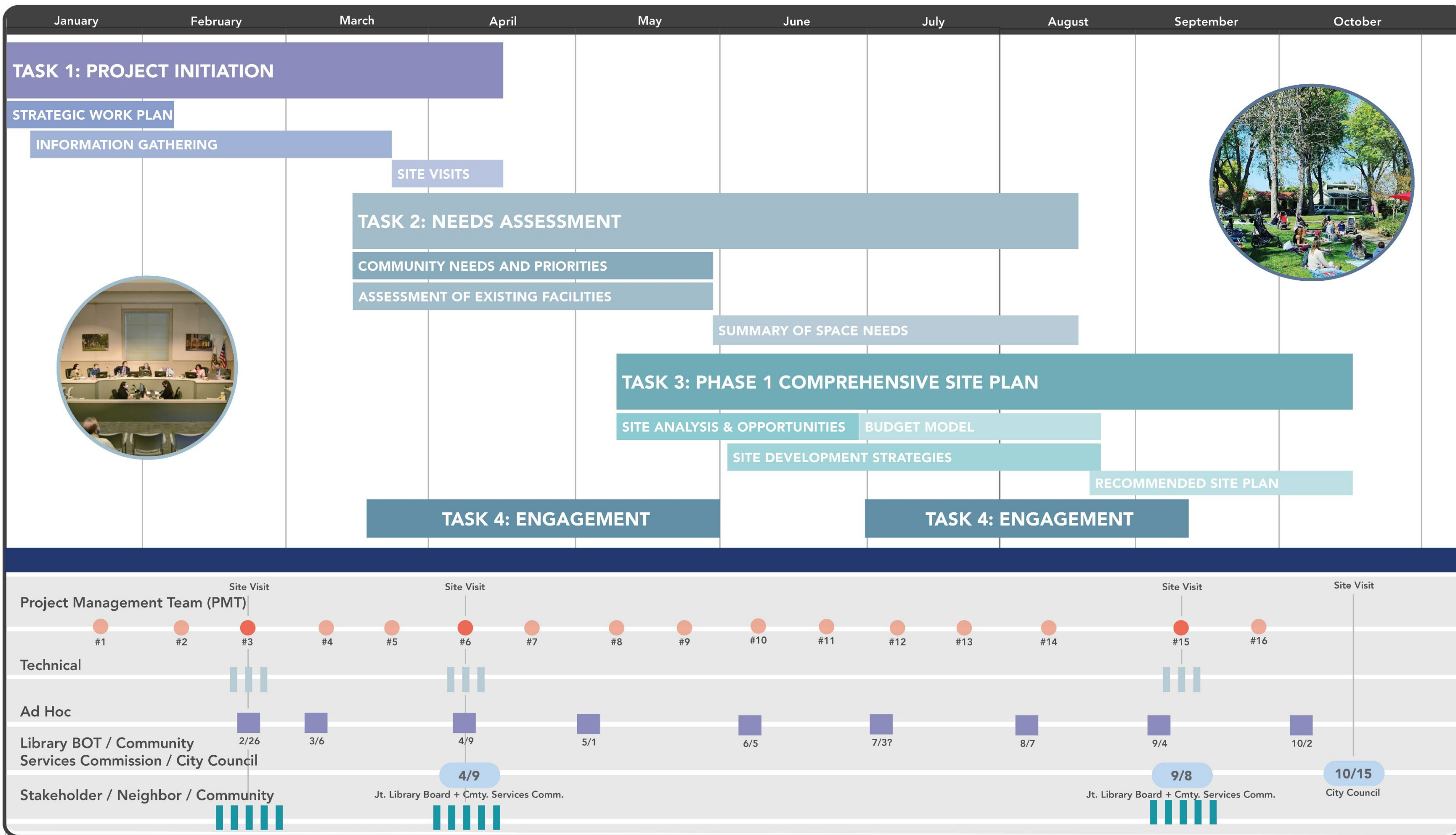
# SOURCES FOR MORE INFORMATION

**Project Website + Frequently Asked Questions:** [www.southpasadenaca.gov/LPC](http://www.southpasadenaca.gov/LPC)

**Project Email:** [LibraryParkCampus@southpasadenaca.gov](mailto:LibraryParkCampus@southpasadenaca.gov)

**Telephone:** (626) 403-7330







# THANK YOU!

**GROUP 4**  
ARCHITECTURE



# South Pas Forward: Reimagine our Library Park Campus

**WHAT WOULD YOU LIKE TO SEE IN A REIMAGINED  
LIBRARY AND SENIOR CENTER FACILITY?**

**TAKE OUR  
SURVEY**



**LEARN  
MORE**



[www.southpasadenaca.gov/LPC](http://www.southpasadenaca.gov/LPC)

City of  
**SOUTH PASADENA**

**IN-PERSON**  
LIBRARY COMMUNITY ROOM

**APRIL 9**

Open House 4-6PM  
Workshop 6:30-8PM

**APRIL 10**

Open House 9-10AM  
Workshop 10-11:30AM

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**APRIL 3** Farmers Market

**APRIL 12** Eggstravaganza

**APRIL 26** The Eclectic

**MAY 8** Farmers Market



**CITY OF SOUTH PASADENA  
DESIGN REVIEW BOARD**

**REGULAR MEETING MINUTES**

**THURSDAY, FEBRUARY 6, 2025, 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, February 6, 2025, 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

**COUNCIL LIAISON:**

Councilmember Michael Cacciotti

**STAFF**

**PRESENT:**

Alison Becker, Acting Community Development  
Director  
Tatianna Marin, 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 12/5/24**

The Consent Calendar item was approved as submitted.

**PUBLIC HEARING**

- 3. PROJECT NO. 2566-DRX-NID** – A request to demolish an existing 1,882 square-foot single-family dwelling to construct a new 5,536 square-foot single-family dwelling with an attached two-car garage and an 1,824 square-foot basement located at 1401 Santa Teresa Street (APN: 5311-009-043). In accordance with the California Environmental Quality Act (CEQA), this project qualifies for a Categorical Exemption under Section 15303, Class 3 (New Construction or Conversion of Small Structures).

**Recommendation:**

Finding the project exempt from California Environmental Quality Act (CEQA) Guidelines pursuant to Section 15303, Class 3, New Construction or Conversion of Small Structures, and approve Project No. 2566-DRX-NID, subject to the recommended conditions of approval.

**Presentation:**

Assistant Planner Tatianna Marin gave a PowerPoint presentation.

**Questions for Staff:**

None.

**Applicant Presentation:**

None.

**Public Comments:**

Angelo Gladding, Monterey Hills resident, expressed concerns about tree removal, retaining walls and the impact on the neighborhood's tree canopy.

Karin Burger, a resident, questioned the geotechnical report and the City's oversight of previous construction projects, citing an eyesore on Indiana Avenue.

**Applicant Rebuttal:**

Chad and Jessica Tamashiro, and KC Fong, the architect for the project responded to the public comments, explaining the removal of the trees is for safety concerns, as labeled by an arborist; the retaining wall (which is six feet high) is within their property; the neighboring tree's removal was agreed upon for safety reasons; and the landscape plan will be updated with new plants.

**Board Member Discussion:**

Board Member Martin asked about discrepancies between the 3D renderings and the line drawings, particularly around the entryway and roof slopes. The architect confirmed that the line drawings are the latest drawings.

The Board engaged in a thoughtful discussion regarding the imbalance of the front façade with the garage door seeming to appear as the main element and proposed adjustments, the impact of the project on the neighborhood's character, and the need for architectural modulation.

The Board agreed to form a subcommittee to work with the Applicant on revisions to the design.

**Action and Motion:**

MOTIONED BY VICE-CHAIR TSAI AND SECONDED BY BOARD MEMBER MARTIN, CARRIED 4-0, to continue the project and form a subcommittee comprised of Board Member Martin and Board Member Hill to work with the applicant.

<b>ADMINISTRATION</b>
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**4. Comments from City Council Liaison**

Councilmember Michael Cacciotti provided updates on City Council activities, including affordable housing initiatives and consolidation of commissions. He mentioned the return of former City Manager Sean Joyce, the state of the search for a new City Manager, the status of the ongoing Gold Line project, and ongoing air quality monitoring efforts.

Chair Nichols remarked on the proposed consolidation of the Design Review Board with the Planning Commission and spoke about the importance of having a process that ensures maintaining quality design. Councilmember Cacciotti agreed and discussed the importance of maintaining high design review standards.

**5. Comments from Board Members**

None.

**6. Comments from Subcommittees**

None.



**7. Comments from Staff**

Acting Director Becker provided an update on the design review process and future plans. She remarked that the Board will continue to function in its current form through May, with potential reorganization at the next regular meeting.

Acting Director Becker proposed shifting the Board's meeting time earlier in the day to accommodate Staff schedules. The Board agreed to consider the time change and other organizational adjustments.

<b>ADJOURNMENT</b>
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**8. Adjourn to the Regular Design Review Board meeting scheduled for March 6, 2025, at a time to be determined.**

There being no further matters, Chair Nichols adjourned the Regular Design Review Board meeting at 7:25 p.m.

APPROVED,		
<table style="width: 100%;"><tr><td style="width: 60%; text-align: center;"><hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>Brian Nichols, Chair – Design Review Board</td><td style="width: 40%; text-align: center;"><hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>Date</td></tr></table>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Brian Nichols, Chair – Design Review Board	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date
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**CITY OF SOUTH PASADENA  
DESIGN REVIEW BOARD**

**REGULAR MEETING MINUTES**

**THURSDAY, MARCH 6, 2025, AT 5:30 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, March 6, 2025, at 5:30 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  
James Martin, Board Member

**STAFF**

**PRESENT:**

Elizabeth Bar-El, Interim Community Development  
Deputy Director  
Robert (Dean) Flores, Acting Planning Manager  
Tatianna Marin, 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.

**BUSINESS ITEMS****2. Design Review Board Reorganization****Recommendation:**

Select Chair & Vice-Chair.

Vice-Chair Melissa Hon Tsai was nominated by Chair Nichols to become Chair; Vice-Chair Tsai nominated Board Member Martin to become Vice-Chair. Each accepted the new position.

**DISCUSSION****3. Receive and file: Staff update regarding the proposed Zoning Text Amendment reforming the design review process and dissolving the Design Review Board (DRB)****Staff Presentation:**

Interim Deputy Director Bar-El gave a PowerPoint presentation on the proposed Zoning Text Amendments and dissolving the DRB.

**Questions for Staff:**

None.

**Public Comments:**

None.

**Board Member Discussion:**

None.

**PUBLIC HEARING**

- 4. PROJECT NO. DRX24-0015** – A request for a 3,909 square foot first-floor addition to an existing 1,826 square-foot one-story, single-family dwelling located at 2019 Vi Del Rey (Assessor's Parcel Number: 5308-005-029) located in the Altos De Monterey (AM) zone. The proposal also includes the removal of five (5) trees. Finding the project exempt under California Environmental Quality Act (CEQA) Guideline Section 15301, Class 1 (Existing Facilities).

**Recommendation:**

Find the project exempt from the California Environmental Quality Act (CEQA) Guidelines pursuant to Section 15301, Class 1, Existing Facilities, and approve Project No. DRX24-0015, subject to the recommended conditions of approval.

**Staff Presentation:**

Assistant Planner Tatianna Marin gave a PowerPoint presentation.

**Questions for Staff:**

None.

**Applicant Presentation:**

Sam Chan, Applicant, provided a PowerPoint presentation.

**Board Member Samantha Hill joined the meeting.**

**Questions for Applicant:**

None.

**Public Comment:**

None.

**Board Member Discussion:**

The Board engaged in a brief discussion on the project, commending the architect on the project plans and noting the quality of the design.

**Action and Motion:**

MOTIONED BY CHAIR NICHOLS AND SECONDED BY BOARD MEMBER MARTIN, CARRIED 4-0, to approve Project No. DRX24-0015, subject to the Conditions of Approval and find the project exempt from the California Environmental Quality Act (CEQA) Guidelines pursuant to Section 15301, Class 1, Existing Facilities.

<b>ADMINISTRATION</b>
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**5. Comments from City Council Liaison**

None.

**6. Comments from Board Members**

None.

**7. Comments from Subcommittees**

None.



**8. Comments from Staff**

Acting Planning Manager Dean Flores invited the Board to several upcoming meetings, including an upcoming Open House on March 18 and a Special Joint City Council and Planning Commission meeting on March 26.

**ADJOURNMENT****9. Adjourn to the Regular Design Review Board meeting scheduled for April 3, 2025, at 5:30 pm.**

There being no further matters, Chair Nichols adjourned the Regular Design Review Board meeting at 6:10 p.m.

APPROVED,

\_\_\_\_\_  
Brian Nichols, Chair – Design Review Board

\_\_\_\_\_  
Date



# Design Review Board Agenda Report

ITEM NO. 5

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**DATE:** May 1, 2025

**FROM:** Elizabeth Bar-El, Interim Deputy Director  
Dean Flores, Acting Planning Manager

**PREPARED BY:** Tatianna Marin, Assistant Planner

**SUBJECT:** **Project No. 2566-DRX-NID – A request to demolish an existing 1,882 square-foot single-family dwelling to construct a new 5,536 square-foot single-family dwelling with an attached two-car garage and an 1,824 square-foot basement located at 1401 Santa Teresa Street (APN: 5311-009-043). In accordance with the California Environmental Quality Act (CEQA), this project qualifies for a Categorical Exemption under Section 15303, Class 3 (New Construction or Conversion of Small Structures).**

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## RECOMMENDATION

Staff recommends that the Design Review Board:

1. Dissolve the existing subcommittee.

## BACKGROUND

On February 6, 2025, the proposal of a 5,536 square-foot new single-family dwelling with an attached garage and a 1,824 square-foot basement at 1401 Santa Teresa Street was presented to the Design Review Board. The Board had many comments on the proposed design and decided to form a subcommittee to assist the applicant on their design. The subcommittee was formed with Board Member Tsai and Board Member Hill. The applicant has not provided revised plans for the subcommittee to review since the February meeting. Since the Design Review Board is to be dissolved/combined with the Planning Commission, staff is recommending that the existing subcommittee be dissolved. Once the applicant provides revised plans and the application is deemed complete, the project will then be reviewed by the Planning Commission as they will be the review authority for all new single-family dwellings.