



**CITY OF SOUTH PASADENA  
DESIGN REVIEW BOARD**

**AGENDA  
REGULAR MEETING  
THURSDAY, FEBRUARY 1, 2024  
6:30 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 Brian Nichols

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

**COUNCIL LIAISON:** Councilmember Janet Braun

**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 AND SUGGESTIONS (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)**

**BUSINESS ITEMS**

2. **Board Member Introduction**
3. **Design Review Board Reorganization**

Recommendation

Select a Chair and Vice-Chair

**CONSENT CALENDAR ITEMS**

4. **Minutes from the Regular Meeting of 3/4/21**
5. **Minutes from the Regular Meeting of 10/7/21**
6. **Minutes from the Regular Meeting of 11/4/21**
7. **Minutes from the Regular Meeting of 9/7/23**
8. **Minutes from the Regular Meeting of 10/5/23**

**PUBLIC HEARING – CONTINUED ITEM**

9. **PROJECT NO. 2507-DRX** – A request for a Design Review Permit (2507-DRX) to add a 416 square-foot first floor addition, a 528 square-foot attached garage and a 1,036 square-foot, second-story addition to an existing 2,332 square-foot one-story single-family dwelling at 1824 Hanscom Drive (APN: 5308-018-031). In accordance with the California Environmental Quality Act (CEQA), this project qualifies for Categorical Exemption under Section 15301, Class 1 (Existing Facilities).

**Recommendation:**

Staff recommends that the Design Review Board continue this item to the March 7, 2024 Design Review Board meeting.

**PUBLIC HEARING**

**10. PROJECT NO. 2574-DRX** – A request for a Design Review Permit to add a first-floor and second-floor addition totaling 943 sq. ft. to an existing 2,545 sq. ft. two-story single-family dwelling at 624 Camino Cerrado (APN: 5310-001-039). 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.

**ADMINISTRATION**

- 11. Comments from City Council Liaison**
- 12. Comments from Board Members**
- 13. Comments from Subcommittees**
- 14. Comments from Staff**

**ADJOURNMENT**

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

**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/government/boards-commissions/design-review-board/design-review-board-agendas-and-minutes>

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.*

1/25/2024

Date

Braulio Madrid, Associate Planner