



**CITY OF SOUTH PASADENA  
Planning Commission  
Meeting Minutes  
Tuesday, June 13, 2023, 7:00 PM  
Amedee O. "Dick" Richards Jr. Council Chambers  
1424 Mission Street, South Pasadena, CA 91030**

**CALL TO ORDER:**

A meeting of the South Pasadena Planning Commission was called to order by Chair Dahl on Tuesday, June 13, 2023 at 7:49 p.m. The meeting was held at the Council Chambers located at 1424 Mission Street, South Pasadena, California.

**ROLL CALL:**

**Present:** Chair: Laura Dahl  
Vice-Chair: Lisa Padilla  
Commissioners: Arnold Swanborn, Amitabh Barthakur and John Lesak

**Council  
Liaison:** Mayor: John Primuth

**City Staff  
Present:**  
Stephanie Cao, Assistant City Attorney  
Angelica Frausto-Lupo, Community Development Director  
Alison Becker, Deputy Community Development Director  
Matt Chang, Planning Manager  
Sandra Robles, Associate Planner

**STAFF COMMENTS:**

Director Angelica Frausto-Lupo introduced and welcomed new Assistant City Attorney Cao.

**APPROVAL OF AGENDA:**

Approved, 5-0.

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

None.

**PUBLIC COMMENT:**

1. **Public Comment:**  
None in Chambers.

One (1) written comment was received from resident Lisa Roa regarding use of a private residence as a wedding venue.

**CONSENT CALENDAR ITEMS:**

2. **Minutes from the Regular Meeting of June 9, 2020**  
Vice-Chair Padilla noted a correction to the spelling of Professor Donald Shoup's name.
3. **Minutes from the Regular Meeting of July 14, 2020**
4. **Minutes from the Regular Meeting of July 21, 2020**
5. **Minutes from the Regular Meeting of August 11, 2020**  
Chair Dahl requested clarification to the reference of PlaceWorks Consultant Jennifer Gastelum.
6. **Minutes from the Regular Meeting of June 14, 2022**
7. **Minutes from the Regular Meeting of July 12, 2022**

Approved with noted corrections.

**PRESENTATION:**

8. **General Plan and Downtown Specific Plan Update Staff Presentation:**  
Deputy Director Becker presented a PowerPoint presentation.

**Questions for Staff:**

The Commissioners and Deputy Director Becker discussed the form-based code and opportunities for revision. In addition, they discussed creating an ad hoc committee to review the proposed documents prior to the scheduled August 8 Study Session.

The Commissioners requested clarification of the roles and coordination between the consultants, including an explanation of how the consultant groups would work together – Rangwala & Assoc., AECOM, MIG, Inc., and PSOMAS.

The Commission discussed ad hoc committees and how they would engage with Staff and/or consultants.

The Commissioners also discussed coordination of additional meetings.

**Public Comments:**

One (1) written item was received from Josh Albrektson.

**DISCUSSION:**

**9. Objective Development Standards (ODS) Project:**

The proposed project is to develop an objective standard for multiple-family developments. Staff and the City consultant (AECOM) will present the working draft to the Planning Commission for comments.

**Recommendation:**

Receive a presentation from AECOM (City consultant) regarding the Objective Development Standards (Multi-family Developments) project and provide comments to City Staff and the consultant.

**Staff Presentation:**

Planning Manager Chang provided background on this project and introduced Susan Ambrosini, AECOM Principal, who gave a PowerPoint presentation. She explained that the project is funded by SCAG to document, assess, and modernize multi-unit and mixed-use Objective Development Standards and entitlement/permitting processes serving the cities of Montebello, Santa Fe Springs, Santa Monica and South Pasadena.

**Questions for Staff:**

Commissioner Barthakur asked where the standards would apply and the specifics.

The Commissioners and Consultant discussed the final deliverable for this SCAG project, which is the toolkit outlined in the proposal.

Planning Manager Chang remarked that the draft of the proposal was shared last week with the Commission and was published on the City webpage for the public to provide input and comments.

The Consultant explained that the toolkit shared with the Commission tonight covered all four cities. She added that the next step is to use the Commission's feedback and input to customize it specifically for South Pasadena.

**Public Comment:**

Samantha Hill inquired if an economic study had been completed regarding the development of the objective design standards. Deputy Director Becker confirmed that no economic analysis was conducted nor planned.

The Commission also received a written comment from Josh Albrektson expressing concern about the setbacks and open space requirements necessary to accomplish some of the densities to be achieved.

**Discussion:**

The Commissioners, Staff and Consultant discussed the diagrams included in the agenda packets. They also discussed the standards with the Consultant acknowledging the budget constraints. She remarked that this proposal is meant to be building blocks of the types of standards that are being adopted across a lot of cities in California to help try to translate some of these guidelines. The Commission and Consultant discussed modulation and materiality.

The Commission discussed the different timelines for the General Plan and the Zoning Code.

The Consultant and Commissioners discussed parking requirements for parking being built based on current demand and employing a layout of the configuration that works now, but in the future, use that space for something else.

Commissioner Lesak asked about specific pitfalls in the standards and clarification of some of the terminology.

The Commissioners discussed providing written comments for the Consultant's consideration to Deputy Director Becker or Planning Manager Chang within the next (2) two to (3) three weeks.

Chair Lesak proposed having a Design Review Board and Planning Commission joint meeting and/or appointing a joint ad hoc committee. Deputy Director Becker will caucus with the Design Review Board and propose a plan.

**10. 2023 Annual Commission Report:**

**Recommendation:**

Discuss and approve the 2023 Annual Commission Report.

**Staff Presentation:**

Planning Manager Chang presented the Draft Annual Report of the last year's accomplishments and the work plan for the upcoming fiscal year to be presented

to the Annual Commission Congress on June 28, and asked the Commissioners for any comments, questions or concerns.

**Questions for Staff:**

Vice-Chair Padilla inquired about the inclusion of the ADU applications.

Chair Dahl mentioned including the number of meetings and special meetings (including meetings through Zoom) highlighting the required time demands in the *Message from Commission Chair* section of the report. Chair Dahl will work with Planning Manager Chang to finalize the Commission Chair message soon.

**ADMINISTRATION:**

**11. Comments from City Council Liaison:**

Commission Liaison Mayor Primuth reported that the Council is going through an extensive budget process. In addition, a tenant protection ordinance was discussed in the meeting preceding this one. He acknowledged the tight timeline for the current projects. He thanked everyone in advance for all their work.

**12. Comments from Planning Commissioners:**

Commissioner Barthakur welcomed the new Assistant City Attorney.

Chair Dahl reminded everyone about the workshop this Saturday.

**13. Comments from Staff:**

Director Frausto-Lupo thanked everyone for their patience this evening, and thanked the Commissioners in advance for all the hard work before them this summer.

**ADJOURNMENT:**

**14. Adjournment to the Planning Commission meeting scheduled on July 11, 2023 at 6:30 pm:**

There being no further matters, Chair Dahl adjourned the meeting at 9:55 pm.



\_\_\_\_\_  
Laura Dahl, Chair