



**CITY OF SOUTH PASADENA  
Planning Commission  
Meeting Minutes  
Tuesday, December 12, 2023, 6:30 PM  
Amedee O. "Dick" Richards Jr. Council Chambers  
1424 Mission Street, South Pasadena, CA 91030**

**CALL TO ORDER:**

A Regular Meeting of the South Pasadena Planning Commission was called to order by Chair Dahl on Tuesday, December 12, 2023 at 6:30 p.m. The meeting was held at 1424 Mission Street, South Pasadena, California.

**ROLL CALL:**

**Present:** Chair: Laura Dahl  
Vice-Chair: Lisa Padilla  
Commissioners: Arnold Swanborn

**Absent:** Commissioners: Amitabh Barthakur, John Lesak

**City Staff**

**Present:** Stephanie Cao, Assistant City Attorney  
Alison Becker, Deputy Community Development Director  
Matt Chang, Planning Manager  
Braulio Madrid, Associate Planner  
Lillian Estrada, Administrative Secretary

**Council**

**Present:** None.

**APPROVAL OF AGENDA:**

Approved, 3-0.

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

None.

**PUBLIC COMMENT:**

1. **Public Comment.**  
None.

**CONSENT CALENDAR ITEMS:**

2. **Minutes from the Regular Meeting of September 14, 2021**
3. **Minutes from the Regular Meeting of October 12, 2021**
4. **Minutes from the Regular Meeting of November 9, 2021**
5. **Minutes from the Special Meeting of November 15, 2021**
6. **Minutes from the Regular Meeting of December 14, 2021**

The Planning Commission voted to continue review of the Minutes to the January 9, 2024 meeting.

**Vote, 3-0.**

**PUBLIC HEARING – CONTINUED ITEM:**

7. **Project No. 2500-HDP/DRX/VAR/PM/TRE** – The proposed project is for a Hillside Development Permit (HDP) and Design Review Permit (DRX) for the construction of a new 3,214-square-foot, two-story, single-family dwelling along with a Parcel Merger (PM) application of the two existing lots within the Southwest Monterey Hills area, located at 4931 Harriman Avenue (APN: 5312-016-016 & 5312-016-017). The project includes two Variance (VAR) requests: 1) for a side yard setback of five feet in lieu of required seven feet and six inches, and 2) for an attached garage in front of the main structure. The project includes a Tree Removal Permit (TRE) for the removal four (4) trees. 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:**

Staff recommends that the Planning Commission continue this item to the January 9, 2024 Planning Commission meeting.

**Decision:**

Vice Chair Padilla moved, seconded by Commissioner Swanborn, to continue the item to the regularly scheduled Planning Commission meeting on January 9, 2024.

Chair Dahl directed Staff to call the Roll:

Commissioner Swanborn	Aye
Vice-Chair Padilla	Aye
Chair Dahl	Aye

**Motion carried, 3-0.**

**PUBLIC HEARING:**

8. **Project No. 2495-NID/DRX/CUP** – A request for a Notice of Intent to Demolish (NID) a 643-square-foot convenience store and a 1,221-square-foot repair garage; a Design Review Permit (DRX) to construct a 1,981-square-foot convenience store with a trash enclosure; and a Conditional Use Permit (CUP) for off-sale beer and wine at 1400 Mission Street (APN: 5315-002-030). In accordance with the California Environmental Quality Act (CEQA), this project qualifies for a Categorical Exemption under Section 15302, Class 2 (Replacement or Reconstruction) and Section 15303, Class 3 (New Construction or Conversion of Small Structures).

**Recommendation:**

Staff recommends that the Planning Commission adopt a Resolution taking the following actions:

1. Finding the project exempt from California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section 15302, Class 2 – Replacement or Reconstruction and Section 15303, Class 3 – New Construction or Conversion of Small Structures.
2. Approve Project No. 2495-NID/DRX/CUP, subject to the recommended conditions of approval.

**Continued**

This item was continued to the January 9, 2024 Planning Commission meeting due to Chair Dahl being conflicted out of this item thereby creating a lack of quorum.

9. **Project No. 2593-EXT & 2602-EXT** – Extension of time requests for a previously approved mixed-use development (Seven Patios), Project No. 2171-CUP/DRX/TTM/TRP located at 845-899 El Centro Street (APNs: 5315-019-045, 5315-019-046, and 5315-019-048). The approval was for a mixed-use project consisting of 57 residential units and approximately 6,100 sq. ft. of commercial space. In accordance with the California Environmental Quality Act (CEQA), a Mitigated Negative Declaration (MND) was prepared. The City Council adopted the MND on March 3, 2021.

**Recommendation:**

Staff recommends that the Planning Commission adopt a Resolution taking the following actions:

1. Approve Project No. 2593-EXT – Approving an extension of time to a Vesting Tentative Tract Map (Project No. 2171-TTM) to December 12, 2024. The original entitlement expiration date was March 3, 2023.
2. Approve Project No. 2602-EXT – Approving an extension of time to a Conditional Use Permit, Design Review Permit, and Tree Removal Permit (Project No. 2171-CUP/DRX/TRP) to March 3, 2024. The current expiration date is December 28, 2023, due to the expiration of the plan check process.

**Staff Presentation:**

Associate Planner Madrid delivered the staff presentation for project Nos. 2593-EXT and 2602-EXT.

**Questions for Staff:**

Chair Dahl asked for clarification of the proposed expiration dates.

The applicant's representative, Burke Farrar, delivered a presentation explaining their proposed extension of time requests.

**Public Comment:**

None.

**Commissioner Discussion:**

Commissioners asked for clarification regarding the maximum allowable extension dates and if the proposed project would be consistent with the newly adopted General Plan and/or Downtown Specific Plan (DTSP) should the applicant submit a new application in the future.

Commissioner Swanborn asked why the Vesting Tentative Tract Map has not yet been submitted for review. Vice Chair Padilla asked whether the Commission should consider allowing the maximum allowable expiration date.

**Decision:**

Commissioner Swanborn moved, seconded by Vice Chair Padilla, to adopt an amended Resolution to take the following actions:

1. Approve Project No. 2593-EXT – Approving an extension of time to a Vesting Tentative Tract Map (Project No. 2171-TTM) to March 3, 2026. The original entitlement expiration date was March 3, 2023.

2. Approve Project No. 2602-EXT – Approving an extension of time to a Conditional Use Permit, Design Review Permit, and Tree Removal Permit (Project No. 2171-CUP/DRX/TRP) to March 3, 2024. The current expiration date is December 28, 2023, due to the expiration of the plan check process.

Chair Dahl directed Staff to call the Roll:

Commissioner Swanborn	Aye
Vice-Chair Padilla	Aye
Chair Dahl	Aye

**Motion carried, 3-0.**

### **ADMINISTRATION**

**10. Comments from City Council Liaison**

None.

**11. Comments from Planning Commissioners**

Commissioner Swanborn wished everyone “Happy Holidays.” Chair Dahl asked if Staff can look into blanket extension dates for ongoing development projects.

**12. Comments from Staff**

Deputy Community Development Director Becker thanked the Planning Commission for their work during the past year.

### **ADJOURNMENT:**

**13. Adjournment to the Regular Planning Commission meeting scheduled on January 9, 2024 at 6:30 pm:**

There being no further matters, Chair Dahl adjourned the meeting at 7:32 p.m.

  
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Laura Dahl, Chair