

**MINUTES OF THE MEETING OF THE  
CITY OF SOUTH PASADENA PLANNING COMMISSION  
CONVENED THIS 23<sup>rd</sup> DAY OF SEPTEMBER 2013, 6:30 P.M.  
AT THE AMEDEE O. DICK RICHARDS JR.  
CITY COUNCIL CHAMBERS, 1424 MISSION STREET**

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| <b>ROLL CALL</b>       |   | <p><b>Meeting convened at:</b> 6:33 p.m.</p> <p><b>Commissioners Present:</b> Anthony George, Chair<br/>Kristin Morrish, Vice-Chair<br/>Evan Davis, Secretary<br/>J. Stephen Felice<br/>Steven Friedman</p> <p><b>Council Liaison:</b> Robert S. Joe</p> <p><b>Staff Present:</b> Richard L. Adams II, City Attorney<br/>John Mayer, Senior Planner<br/>Marlon Ramirez, Community Improvement Coordinator</p> <p><b>Staff Absent:</b> David G. Watkins, Director of Planning and Building</p> <p>Comm. Felice led the pledge of allegiance.</p>   |
| <b>PUBLIC COMMENTS</b> |   | <p>Ms. Masterman, 1233 Garfield Ave. requested that the Commission discuss an item (Minimum Setbacks for Detached Accessory Structures), which was agendized at a previous meeting on 7/30/13. The City attorney suggested deferring discussion on this item to a future date when it is properly agendized.</p>  |
| <b>PUBLIC HEARINGS</b> | 1 | <p><b>2014-2021 Housing Element</b></p> <p>Contract Planner, Debby Linn presented her staff report, regarding approval for the draft Housing Element 2014-2021. Ms. Linn noted that the current Housing Element (H.E.) was adopted in January, 2012 and certified by the State in April, 2012. She also noted that the current draft Housing Element is for the 5<sup>th</sup> cycle planning period, which starts October, 2014 and extends through October, 2021. If the Housing Element is submitted to the state for their preliminary review by 10/15/13 and adopted by 2/15/14, a requirement for another Housing Element update will not be needed for another 8 years. The City qualified for a streamline review of the 2014-2021 Housing Element update, which will result in a shorter review time frame by HCD. Ms. Linn summarized the key elements of the Housing Element as follows:<br/>1) Outreach – outreaches were conducted with various groups to gather information to obtain ideas and gather input for the H.E. update via workshops; 2) Housing Needs Assessment – contains a summary of the</p> |

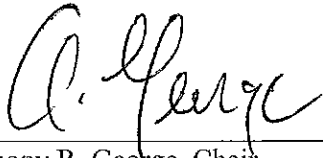
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|                            |          | <p>City's housing and population characteristics. The City's current Regional Housing Needs Assessment (RHNA) is currently at 63 units in contrast to the 166 units during the 4<sup>th</sup> cycle; 3) Analysis - Governmental/Non-Governmental Constraints for the construction of housing, such as environmental, financial, land use controls including the General Plan and zoning; 4) Analysis - Housing Resources Component (vacant land inventory), the city should have sites adequately zoned to accommodate development for the RHNA units; and lastly 5) the housing program implementation is designated in the staff report. At the conclusion of her presentation, the Commission had questions for Ms. Linn, regarding the reason for the decrease of RHNA units from 166 to 63 units. Mr. Watkins noted that the RHNA is based on projections and the recession greatly deflated the anticipated growth. The Commission had additional questions for Ms. Linn, regarding various properties, which could be credited for the 63 unit requirement. Ms. Linn discussed in detail the requirements and the logistics for the 63 units. At the request of Mr. Davis, regarding the reasoning behind the H.E. document, Mr. Watkins noted that the key component of the H.E. is that every city should have enough zoning set aside for their RHNA, and that the information must be provided to the state. Ms. Linn noted that there was a typo on page 52 of the H.E. under number 5. It should say that the workshop was conducted on June 13, 2013 instead of on June 18, 2013. Ms. Linn noted that the H.E. was submitted to the State on 9/16/13 and feedback from the State may arrive within 30 to 45 days.</p> <p>Chair George declared the public hearing open. Seeing that there were no speakers in favor of or in opposition to the project, Chair George declared the public hearing closed.</p> <p>After considering the staff report and draft resolution, a motion was made by Comm. Davis, seconded by Comm. Friedman, recommending that the Planning Commission adopt the resolution, recommending that the City Council approve the negative declaration and that the City Council adopt the draft 2014-2021 General Plan, Housing Element update.</p> <p>The motion carried 5-0. (Resolution 13-31)</p> |
| <p><b>NEW BUSINESS</b></p> | <p>2</p> | <p><b>South Pasadena Municipal Code Amendment – Vacant Lot Maintenance</b></p> <p>Community Improvement Coordinator, Marlon Ramirez presented his staff report, regarding a Municipal Code Amendment, which would enhance the appearance of vacant lots within the city at the request of the City Council. Mr. Ramirez reviewed the details of the project and noted that the City Council requested that the Planning Commission make recommendations, regarding new code regulations for commercial vacant lots. Mr. Ramirez noted that staff conducted research on the matter to see how other cities are addressing this situation. Staff determined that fencing, screening, landscaping and dust control are means, by which vacant lots can be</p>   |

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|  | <p>maintained. At the conclusion of his staff report, the Commission had various questions for Mr. Ramirez, regarding the feasibility and the cost of requiring property owners to screen, fence and landscape their properties.</p> <p>Comm. Felice noted that development is the best way to eliminate vacant lots within the city.</p> <p>Chair George declared the public comment period open.</p> <p>Dave Johnson, 123 Pasadena Ave., a vacant lot owner within the city, noted that he did not have the opportunity to develop his vacant lot, due to extenuating circumstances, but he has been able to rent it out for filming and as a staging area. He requested that the City encourage development instead of establishing additional regulations for owners of vacant lots.</p> <p>Seeing that there were no additional speakers in favor of or in opposition to the item, Chair George declared the public hearing closed.</p> <p>The Commission was in agreement that requiring property owners to comply with new standards would prove to be costly and burdensome.</p> <p>The Commission continued discussion on the matter and noted the following: 1) it will be difficult to set uniform rules, which would apply to all vacant lots, such as fencing, landscaping and setback requirements; 2) it would be costly for lot owners to pull permits and to provide a water source for landscaping and dust control.</p> <p>The Commission was in agreement with maintaining the existing regulations, such as keeping the property free of debris etc...</p> <p>The Commission requested an inventory with detailed information, regarding the different lots. Since there are only four vacant lots in the city, it was suggested that the city invite the property owners to participate in a discussion and to make suggestions, regarding the situation.</p> <p>David Watkins, Director of Planning and Building reminded the Commission of the City Council's charge and requested that the Commission provide the City Council with a recommendation.</p> <p>By general consent the Commission decided to have staff contact the lot owners to meet with the City Council.</p> |
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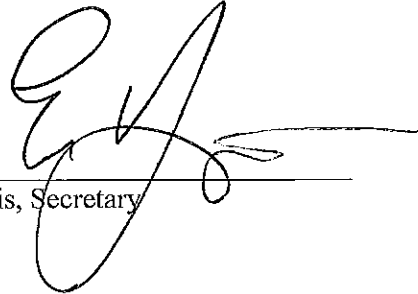
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|                          | 3 | <p><b>815 Fairview (Review of Parking Use Permit)</b></p> <p>Senior Planner, John Mayer presented his staff report, which provided an update for a public parking located at 815 Fairview Ave. Mr. Mayer noted that a Parking Use Permit was approved in 2008, which included a condition that this permit should be reviewed within a years time. Mr. Mayer reviewed the details of the project and noted the following: 1) a Parking Use Permit was approved in 2008; 2) hours of operation are from 6:00 a.m. to 12:00 a.m.; 3) overnight parking is prohibited; and 4) the automatic parking gate opens to 10 designated parking spaces. Mr. Mayer noted that issues, regarding the lack of signage and a malfunctioning automatic gate have been resolved. At the conclusion of his staff report the Commission inquired about the following: 1) why the gate is not left open at all times; 2) when was the owner notified about the signage issue; and 3) if any police reports were filed because of complaints. Mr. Mayer responded in the following manner: 1) the owner would like a gate for security purposes; 2) the owner was notified during July 2013, regarding the signage issue; and 3) police reports have not been filed for this property.</p> <p>Chair George declared the public comment period open. Seeing that there were no speakers in favor of or in opposition to the project, Chair George declared the public comment period closed.</p> <p>By unanimous consent, the Planning Commission received and filed the update for 815 Fairview Avenue.</p> |
|                          | 4 | <p><b>Minutes from the Planning Commission's July 30, 2013</b></p> <p>The minutes from the July 30, 2013 meeting were approved with a minor correction.</p>  |
|                          | 5 | <p><b>Comments from City Council Liaison</b></p> <p>Reviewed decisions made by the City Council</p>  |
|                          | 6 | <p><b>Comments from Planning Commissioners</b></p> <p>Comm. Felice wished the public a Happy Labor Day.</p>  |
|                          | 7 | <p><b>Comments from Staff:</b></p> <p>None</p>   |
| <b>ADJOURN-<br/>MENT</b> | 8 | <p>The meeting adjourned at 7:31 p.m. to the Planning Commission meeting scheduled for October 28, 2013.</p>   |

I HEREBY CERTIFY that the foregoing minutes were adopted by the Planning Commission of the City of South Pasadena at a meeting held on October 28, 2013.

**AYES: DAVIS, FELICE, FRIEDMAN, GEORGE & MORRISH**  
**NOES: NONE**  
**ABSENT: NONE**  
**ABSTAIN: NONE**



Anthony R. George, Chair



Evan Davis, Secretary

**ATTEST:**

  
Elaine Serrano, Recording Secretary