



**CITY OF SOUTH PASADENA  
LIBRARY/COMMUNITY CENTER COMPREHENSIVE SITE PLAN AD HOC COMMITTEE**

**A G E N D A**  
**THURSDAY, OCTOBER 2, 2025, AT 7:00 P.M.**

**MEETING LOCATION CHANGE:**  
**LIBRARY COMMUNITY ROOM**  
**1115 EL CENTRO STREET, SOUTH PASADENA, CA 91030**

**South Pasadena Commission 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 today will be for the benefit of the South Pasadena community and not for personal gain.*

**NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY**

The South Pasadena Library/Community Center Comprehensive Site Plan Ad Hoc Committee Meeting will be conducted in-person from Library Community Room, located at 1115 El Centro Street, South Pasadena.

Public participation may be made as follows:

- In Person – Library Community Room, 1115 El Centro Street, South Pasadena, CA 91030.
- Via Zoom – **Meeting ID: 875 1273 0840.**
- Written Public Comment – written comment must be submitted by 12:00 p.m. the day of the meeting by emailing [LibraryParkCampus@southpasadenaca.gov](mailto:LibraryParkCampus@southpasadenaca.gov).
- Via Phone – (669) 900-9128 and entering the Zoom Meeting ID listed above.

Meeting may be viewed at:

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://bit.ly/SitePlanAdHoc>.

**CALL TO ORDER:** Staff Liaison

**ROLL CALL:** Committee Members  
Janet Braun (Mayor, City of South Pasadena)  
Sheila Rossi (Mayor Pro Tem, City of South Pasadena)  
Kristen Dubé (Board member, Friends of the South Pasadena Library)  
Leslie Albe Field (Member, Community Services Commission)  
Alexandria Levitt (President, Senior Citizens' Foundation of S. Pasadena)  
Tom Afschar (At-Large Member)

Rich Elbaum (At-Large Member)  
Tony Hou (At-Large Member)  
Gene Kim (At-Large Member)  
Bianca Richards (At-Large Member)  
Victoria Rocha (At-Large Member)  
Dean Serwin (At-Large Member)  
Julia Wang (At-Large Member)  
Jasmine Wong (At-Large Member)

**PUBLIC COMMENT GUIDELINES** *(Public Comments are limited to 3 minutes)*

The City welcomes public input. Members of the public may comment on a non-agendized subject under the jurisdiction of the Ad Hoc Committee during the General Public Comment period and on agenda items at the time they are being addressed. You may participate in the following ways:

## Option 1:

Participate in-person at the Library Community Room.

## Option 2:

Participate virtually via Zoom. 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.

## Option 3:

Email public comment(s) to [LibraryParkCampus@southpasadenaca.gov](mailto:LibraryParkCampus@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). Submit by no later than **12:00 p.m.** on the day of the Ad Hoc Committee meeting. Please make sure to indicate:

- 1) Name (optional), and
- 2) Agenda item you are submitting public comment on.

PLEASE NOTE: The Staff Liaison may exercise their discretion, subject to the approval of the majority of the Committee, to adjust public comment(s) to less than three minutes.

*NOTE: Pursuant to State law, the Committee may not discuss or take action on issues not on the meeting agenda, except that members of the Committee 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)**

General Public Comment will be limited to 30 minutes at the beginning of the agenda. If there are speakers remaining in the queue, they will be heard at the end of the meeting. Only Speakers who sign up in the first 30 minutes of public comment will be queued up to speak.

**PRESENTATIONS****ACTION/DISCUSSION**

2. **REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA**
3. **APPROVAL OF THE LIBRARY/COMMUNITY CENTER COMPREHENSIVE SITE PLAN AD HOC COMMITTEE MINUTES FROM THE SEPTEMBER 4, 2025 REGULAR MEETING.**

Recommendation

It is recommended that the Ad Hoc Committee review and consider approval of the Library/Community Center Comprehensive Site Plan Ad Hoc Committee minutes from the September 4, 2025 Regular Meeting.

4. **AD HOC COMMITTEE REVIEW OF DRAFT CITY COUNCIL PRESENTATION**

Recommendation

It is recommended that the Ad Hoc Committee review a draft of the presentation being prepared for the November 5, 2025 City Council meeting and provide feedback to staff and consultant (Group 4).

5. **DISCUSS, FINALIZE, AND APPROVE THE LIBRARY/COMMUNITY CENTER SITE PLAN AD HOC COMMITTEE'S RECOMMENDATION TO THE CITY COUNCIL REGARDING PREFERRED SITE STRATEGIES.**

Recommendation

It is recommended that the Ad Hoc Committee discuss, finalize and approve the recommendation it will make to the City Council regarding site strategies.

**COMMUNICATIONS**

6. **COMMITTEE MEMBER COMMUNICATIONS**
7. **STAFF COMMUNICATIONS**

**PUBLIC COMMENT – CONTINUED**

8. **CONTINUED PUBLIC COMMENT – GENERAL**

This time is reserved for speakers in the public comment queue not heard during the first 30 minutes of Item 1.

**ADJOURNMENT**

**FOR YOUR INFORMATION****FUTURE AD HOC COMMITTEE MEETINGS**

November 6, 2025	Regular Meeting	7:00 p.m.
December 4, 2025	Regular Meeting	7:00 p.m.

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

Library/Community Center Site Plan Ad Hoc Committee meeting agenda packets, any agenda related documents, and additional documents are available online for public inspection on the City's website: <https://www.southpasadenaca.gov/Your-Government/Committees>

**AGENDA NOTIFICATION SUBSCRIPTION**

If you wish to receive an agenda email notification, please send an email to [LibraryParkCampus@southpasadenaca.gov](mailto:LibraryParkCampus@southpasadenaca.gov) or call (626) 403-7330.

**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 or [CityClerk@southpasadenaca.gov](mailto:CityClerk@southpasadenaca.gov). 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).

**CERTIFICATION OF POSTING**

*I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on **September 29, 2025**, 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, on the date listed below.*

9/29/2025

/S/

Date

Cathy Billings, Library Director



# Library/Community Center Site Plan Ad Hoc Committee Agenda Report

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ITEM NO. 3

**DATE:** October 2, 2025

**FROM:** Cathy Billings, Library Director  
Lucy Hakobian, Community Services Director

**PREPARED BY:** Cathy Billings, Library Director

**SUBJECT: APPROVAL OF THE LIBRARY/COMMUNITY CENTER  
COMPREHENSIVE SITE PLAN AD HOC COMMITTEE MINUTES  
FROM THE SEPTEMBER 4, 2025 REGULAR MEETING**

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## **Recommendation**

It is recommended that the Ad Hoc Committee review and consider approval of the Library/Community Center Comprehensive Site Plan Ad Hoc Committee minutes from the September 4, 2025 Regular Meeting.

Attachment:

Library/Community Center Comprehensive Site Plan Ad Hoc Committee Regular Meeting Minutes, Thursday, September 4, 2025.

## **ATTACHMENT**

Library/Community Center Comprehensive Site  
Plan Ad Hoc Committee Regular Meeting Minutes,  
Thursday, September 4, 2025



**CITY OF SOUTH PASADENA  
LIBRARY/COMMUNITY CENTER COMPREHENSIVE SITE PLAN AD HOC COMMITTEE  
REGULAR MEETING**

**MINUTES  
THURSDAY, SEPTEMBER 4, 2025, AT 7:00 P.M.**

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**CALL TO ORDER:** Staff Liaison

**ROLL CALL:**

**PRESENT**

Janet Braun (Mayor, City of South Pasadena)  
Sheila Rossi (Mayor Pro Tem, City of South Pasadena)  
Alexandria Levitt (President, Senior Citizens' Foundation of S. Pasadena)  
Bianca Richards, Library Board of Trustees)  
Kristen Dubé (Board Member, Friends of the South Pasadena Library)  
Tom Afschar (At-Large Member)  
Rich Elbaum (At-Large Member)  
Tony Hou (At-Large Member)  
Gene Kim (At-Large Member)  
Victoria Rocha (At-Large Member) Arrived late  
Dean Serwin (At-Large Member)

**ABSENT**

Leslie Albe Field (Member, Community Services Commission)  
Julia Wang (At-Large Member)  
Jasmine Wong (At-Large Member)

Cathy Billings, Library Director, announced a quorum.

**CITY STAFF PRESENT:**

Todd Hileman, City Manager; Nick Kimball, Assistant City Manager/Chief Financial Officer; Cathy Billings, Library Director; Lucy Hakobian, Community Services Director; Melissa Snyder, Deputy Community Services Director were present at Roll Call at 7:06 p.m.

<b>PUBLIC COMMENT</b>
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**1. PUBLIC COMMENT – GENERAL (NON-AGENDA ITEMS)**

Yvonne LaRose recommended improvements to library printing services and stated that the library needs more study carrels.

**PRESENTATIONS****ACTION/DISCUSSION****2. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA**

None

**3. REVISED SITE STRATEGY OPTIONS BY GROUP 4 AND FINANCING CONSIDERATIONS OVERVIEW BY CITY MANAGER AND ASSISTANT CITY MANAGER/CHIEF FINANCIAL OFFICER**

City Manager Todd Hileman informed the Committee that the Consultant has worked on a series of middle-ground options aimed at making the project more actionable and ensuring that plans like this don't end up sitting on a shelf. Both City Manager Hileman and Assistant City Manager Nick Kimball will be exploring financing strategies, including a potential bond for November 2026. A comprehensive and robust discussion took place while Group 4 made their presentation.

Public Comment

Yvonne LaRose commented on whether additional funds for the project might be available from the State.

Tucker Nelson commented on the need for multi-purpose rooms and classrooms and noted that as the weather continues to get hotter there will be more demand and people wishing to spend time in the library/senior center.

**4. APPROVAL OF THE LIBRARY/COMMUNITY CENTER COMPREHENSIVE SITE PLAN AD HOC COMMITTEE MINUTES FROM THE JULY 3, 2025, REGULAR MEETING**

A motion was made by Member Levitt, seconded by Committee Member Richards, and approved by roll call vote to approve Item No. 4., with the following amendments: Tony Hou was present at July 3<sup>rd</sup> meeting and voted "Aye" on Item No. 3, with the correct roll call vote being 6-0-4-4. The motion carried 8-0-4-2, by the following vote:

**AYES:** Rossi, Dubé, Levitt, Afschar, Elbaum, Hou, Kim, and Richards

**NOES:** None

**ABSENT:** Albe Field, Wang, Wong, Serwin (stepped out during roll call)

**ABSTAINED:** Braun, Rocha

**COMMUNICATIONS****5. COMMITTEE MEMBER COMMUNICATIONS**

None

**6. STAFF COMMUNICATIONS**

None



**PUBLIC COMMENT – CONTINUED****7. CONTINUED PUBLIC COMMENT – GENERAL**

None

**ADJOURNMENT**

There being no further matters, Library Director Billings adjourned the Regular Meeting of the Library/Community Center Comprehensive Site Plan Ad Hoc Committee at 8:47 P.M. to the next Regular Library/Community Center Comprehensive Site Plan Ad Hoc Committee meeting scheduled for October 2, 2025.

Respectfully submitted:

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Lucy Hakobian  
Community Services Director

APPROVED:

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Cathy Billings  
Library Director

ATTEST:

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Lucy Hakobian  
Community Services Director

*Approved at the Library/Community Center Comprehensive Site Plan Ad Hoc Committee:  
October 2, 2025.*