



**CITY OF SOUTH PASADENA
Planning Commission
Meeting Minutes**

**Tuesday, August 13, 2024, 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 Padilla on Tuesday, August 13, 2024 at 6:30 p.m. The meeting was held at 1424 Mission Street, South Pasadena, California.

ROLL CALL:

Present: Chair: Lisa Padilla
Vice-Chair: Amitabh Barthakur
Commissioners: Jason Claypool, Laura Dahl, and Mark Gallatin

City Staff

Present: David Snow, Assistant City Attorney
Matt Chang, Planning Manager
Dean Flores, Senior Planner
Lillian Estrada, Administrative Secretary

APPROVAL OF AGENDA:

Approved, 5-0.

DISCLOSURE OF SITE VISITS AND EX-PARTE CONTACTS:

Commissioners Claypool and Dahl visited the site listed on Item 4, Project No. 2500-HDP/DRX/VAR/PM/TRP at 4931 Harriman Avenue. Chair Padilla and Commissioner Gallatin visited the site listed on Item 5, Project No. CUP24-0003 at 917 Fremont Avenue.

PUBLIC COMMENT:

- 1. Public Comment – General (Non-Agenda Items)**
None.

CONSENT CALENDAR ITEM:

2. Minutes from the Regular Meeting of May 14, 2024

Approved, as amended to Page 8, 5-0.

3. Minutes from the Regular Meeting of June 11, 2024

Approved, as amended to Page 3, 5-0.

PUBLIC HEARING:

4. Project No. 2500 HDP/DRX/VAR/PM/TRP – A request for a Hillside Development Permit (HDP) and Design Review Permit (DRX) to construct a new 3,214 square-foot, two-story, single-family dwelling; two (2) Variances (VAR) for 1) a side yard setback reduction and 2) an attached garage in front of the main structure; a Parcel Merger (PM) application for a merger of two (2) existing lots; and a Tree Removal Permit (TRP) for the removal of six (6) trees at 4931 Harriman Avenue (APNs: 5312-016-016 & 5312-016-017). 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 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 15303, Class 3 (New Construction or Conversion of Small Structures).
2. Approving Project No. 2500-HDP/DRX/VAR/PM/TRP, subject to the Conditions of Approval.

Staff Presentation:

Senior Planner Flores gave a PowerPoint presentation.

Applicant Presentation:

Paulo Cova, Designer for the project, presented a PowerPoint presentation.

Questions for Staff and Applicant:

The Commissioners inquired about several items, including the roof design, tree removal and protection, clarification of the stucco finishes, roof gutters or downspouts, the material for the storm water planter above the entry door,

vertical walls exceeding 15 feet and adherence to the Hillside Guidelines, a reference to the liquification zone, and window changes, including modification of the windows with regard to privacy concerns.

Public Comments:

Neighbor Sofia Lee, spoke on behalf of her mother, Young Lee, about their concerns regarding the windows and privacy concerns, the oak trees, and the amount of soil being pulled from the hill.

Applicant Rebuttal:

The Designer provided background information and addressed the grading concerns.

Commissioner Discussion:

The Commissioners engaged in a detailed robust discussion for each of the permits requested – including setbacks, side impact of the variance request to the north, compatibility with the neighborhood, impact on trees, possible reduction of the size of the garage and house, concerns about straight walls with no modulation, and the neighbor's concerns about noise. The Commissioners proposed modifications to the Conditions of Approval and suggested that the window modifications on the north façade to ensure privacy would be subject to the Chair Review as an additional Condition of Approval.

The Designer responded and expressed concerns about the suggested potential changes.

Decision:

Commissioner Gallatin moved, seconded by Commissioner Dahl, that the Commission make the Findings required to approve the Variance with the Variance being five (5) feet setback, as requested, alongside the proposed garage, six (6) feet setback thereafter to the end of the proposed home. This six (6) feet setback will be accomplished without modifying the location of the retaining walls or the removal of any trees adjacent to those walls. The Applicant shall demonstrate how they will achieve modulation and diversification of the windows on the north side of the home as a Chair Review item to ensure the privacy of the neighboring home. The tree protection recommendations will be more upfront in the construction documents. In addition, Staff has the authority to make some clarifying and consistency edits in the Resolution, subject to approval by the Chair.

Chair Padilla directed Staff to call the Roll:

Commissioner Claypool	Yes
Commissioner Gallatin	Yes

Commissioner Dahl	Yes
Vice-Chair Barthakur	Yes
Chair Padilla	Yes

Motion carried, 5-0.

5. **Project No. CUP24-0003** – A request for a Conditional Use Permit (CUP) for a Type 41 (beer and wine) alcohol license at a bona fide eating place located at 917 Fremont Avenue (APN: 5315-0089-040). In accordance with the California Environmental Quality Act (CEQA), this project qualifies for a Categorical Exemption under Section 15301, Class 1 (Existing Facilities).

Recommendation:

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

1. Finding the project exempt from California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section 15301, Class 1 – Existing Facilities.
2. Approving Project No. CUP24-0003, subject to the Conditions of Approval.

Commissioner Dahl recused herself from this item and left the dais.

Staff Presentation:

Senior Planner gave a PowerPoint presentation.

Questions for Staff:

The Commissioners inquired about exterior alterations, the definition of a bona fide eating place, a concern submitted by an adjacent neighbor regarding a fence, and the facility dining layout.

Applicant Presentation:

None.

Public Comments:

Mark Johnson, a chef, spoke in favor of the project.

Commissioner Discussion:

The Commissioners expressed excitement for the new establishment, support of the application and its potential as a regional destination and believe it will make an outstanding addition to the area.

Planning Manager Chang suggested an amendment to the Conditions of Approval P-8 to amend the hours of the sale of beer and wine to *11:00 a.m. to 11:00 p.m.* In addition, to update all references to the term *store*, to *restaurant*.

Decision:

Chair Padilla moved, seconded by Vice-Chair Barthakur, that the Planning Commission adopt a Resolution finding the project exempt from California Environmental Quality Act (CEQA) Guidelines Section 15301, Class 1, for Existing Facilities, approving Project No. CUP24-0003, Conditional Use Permit for onsite sale and consumption of beer and wine Type 41 License for a restaurant located at 917 Fremont Avenue, subject to the Conditions of Approval, including the amendments with changes in hours for Condition P-8, from 11:00 a.m. to 11:00 p.m. daily and an edit that Condition P-13 applies to a restaurant and not a store.

Chair Padilla directed Staff to call the Roll:

Commissioner Claypool	Yes
Commissioner Gallatin	Yes
Vice-Chair Barthakur	Yes
Chair Padilla	Yes

Motion carried, 4-0.

Commissioner Dahl rejoined the Commission.

DISCUSSION

6. Potential Zoning Code Amendments

Recommendation:

Receive Staff's presentation and provide initial feedback.

Staff Presentation:

Planning Manager Chang gave a PowerPoint presentation.

Commissioner Discussion:

The Commissioners provided feedback regarding code definition, hillside development standards, proper threshold for room addition projects going before Cultural Heritage Commission or Design Review Board, ADU ordinance, public engagement format, signage requirements, objective design standards, entitlement approval period, and time extension limit.

ADMINISTRATION

7. **Comments from City Council Liaison:**
None.
8. **Comments from Planning Commissioners:**
None.
9. **Comments from Staff:**
Planning Manager Chang announced that the Housing Element was certified by the California Department of Housing and Community Development (HCD) in late July.

Vice-Chair Barthakur commented on an *LA Times* article on the progress of ADUs in LA County cities.

ADJOURNMENT:

10. **Adjournment to the Regular Planning Commission meeting scheduled on September 10, 2024 at 6:30 pm:**

There being no further matters, Chair Padilla adjourned the meeting at 10:00 p.m.



Lisa Padilla, Chair