

**MINUTES OF THE MEETING OF THE
CITY OF SOUTH PASADENA PLANNING COMMISSION
MEETING CONVENED THIS 25th DAY OF APRIL 2016, 6:30 P.M.
AT THE AMEDEE O. DICK RICHARDS JR.
CITY COUNCIL CHAMBERS, 1424 MISSION STREET**

<p>ROLL CALL</p>		<p>Meeting convened at: 6:35 p.m.</p> <p>Commissioners Present: Steven Dahl, Chair Kristin Morrish, Secretary Kelly Koldus Richard Tom</p> <p>Council Liaison: Marina Khubesrian, MD, Council Liaison</p> <p>Staff Present: Holly O. Whatley, Assistant City Attorney David G. Watkins, Director of Planning and Building John Mayer, Senior Planner Knarik Vizcarra, Assistant Planner</p> <p>Absent: Evan Davis</p> <p>Comm. Tom led the pledge of allegiance.</p> <p>A motion was made Comm. Morrish, seconded by Comm. Koldus to reorder the agenda, so that item number 3 - 1008 – 1010 Mission Street (Report of Valet Parking Data/ Modify Parking Use Permit Approval) was presented prior to item 2 - Zoning Code Amendment/Mission Street Specific Plan Amendment – Valet Parking</p> <p>The motion carried 4-0</p>
<p>PUBLIC COMMENTS</p>		<p>None</p>
<p>CONTINUED HEARINGS</p>	<p>1</p>	<p>2131 Hanscom Drive (Hillside Development Permit – Deputy Inspector Condition of Approval)</p> <p>Senior Planner, John Mayer presented staff’s request to continue this item to the next regularly scheduled meeting on May 23, 2016 to provide staff with additional time to research, whether video surveillance would be applicable for this project.</p> <p>A motion was made by Comm. Tom, seconded by Comm. Morrish to continue this item to the next regularly scheduled meeting on May 23, 2016</p> <p>The motion carried 4-0.</p>

3

1008 – 1010 Mission Street (Report of Valet Parking Data/ Modify Parking Use Permit Approval)

Assistant Planner, Knarik Vizcarra presented her staff report, regarding data collected for valet parking. Ms. Vizcarra noted that the majority of inquiries received by staff were in opposition to valet parking. A few business owners noted that valet parking has affected their businesses, in a negative manner and they expressed their concerns, regarded “no parking” signage and the valet process. Chair Dahl inquired if the correct time for the “No Parking” signs was properly posted on the signage. Ms. Vizcarra noted that the correct time has been posted on the signage. At the conclusion of her presentation, Ms. Vizcarra answered questions about signage time, how long signs must be posted time, and concerns regarding business owners.

Chair Dahl declared the public hearing open. Patrick Kirtchen, 1436 Indiana Ave. noted that advertising would be beneficial in making the public aware that valet parking is available. The following people spoke in opposition to valet parking, 1) Clara Richards, 1801 Wayne Ave., felt that valet parking was not fair to all of the businesses on the street, 2) Renee Richards, 1006 Mission St., noted that space is needed for business owners to drop off business items, but they are not able to do so with valet parking. 3) Linda Krausen, 1109 Grevelia St., noted that valet parking signage is illegible and confusing, if allow, it should be restricted to Friday and Saturday nights, and one of the three valet parking spaces should be designated for public parking; 4) Karen Klemens, 1006 Mission St. noted that the valet parking extension for 90 days is a long time period for an extension. The following people spoke in support of valet parking: 1) Nathan Lowstader, valet will provide convenient and consistent parking; 2) Alan Vlacich, 1340 Mountain View Ave., suggested a trial period for valet parking to see if it will work for businesses and residents within the city. Seeing that there were no other speakers in favor of or in opposition to this item, Chair Dahl declared the public hearing closed.

Chair Dahl re-opened the public hearing to give the applicant an opportunity to speak but the applicant waved his opportunity to speak; therefore, Chair Dahl declared the public hearing closed again.

The Commission discussed the following: 1) a 60 day extension may be a better time period for the valet trial period instead of a 90 day extension; 2) which time period for valet parking will coincide with the time frame for the ordinance; 3) the parking garage signage should be highlighted; 4) three parking spaces may not be necessary for valet parking; and 5) a green 15 minute parking space would be helpful for businesses to utilize in lieu of one of the valet parking spaces.

		<p>Ms. Vizcarra noted that for safety reasons the Public Works staff and Planning staff were in agreement with designating 3 parking spaces for valet parking.</p> <p>Comm. Morrish inquired if one of the designated parking spaces for valet parking could be used for loading and unloading on slow traffic days. Mr. Kirtchen was not amenable to Comm. Morrish’s suggestion, since the demand for valet parking may grow.</p> <p>Chair Dahl and Ms. Vizcarra discussed the possibility of decreasing the time period for the parking spots in front of the “Moo on Mission” creamery.</p> <p>The Commission continued discussion on the time frame for the valet parking extension. The Commission preferred a 60 day extension, which would coincide with the time frame for the ordinance.</p> <p>After considering the staff report and draft resolution, a motion was made by Comm. Tom, seconded by Comm. Koldus to approve the Parking Use Permit modification as submitted by staff, including a 60 day extension.</p> <p>Comm. Morrish amended Comm. Tom’s motion to include the following language at the end of his motion: “...or if the effective date of the ordinance is less than 60 days”. Comm. Tom accepted Comm. Morrish’s amendment.</p> <p>Ms. Vizcarra inquired if the commission would like to receive a monthly report on the status of valet parking. The Commission was in favor of receiving a monthly report.</p> <p>The motion carried 4-0. Resolution 16-08</p>
<p>PUBLIC HEARINGS</p>	<p>2</p>	<p>Zoning Code Amendment/Mission Street Specific Plan Amendment – Valet Parking</p> <p>Assistant Planner, Knarik Vizcarra presented a status update on valet parking, and whether the ordinance will be amended due to the status of the pilot valet parking program. Ms. Vizcarra noted that the valet parking program is progressing well; therefore, Ms. Vizcarra noted that no changes were made to the ordinance for valet parking.</p> <p>Chair Dahl declared the public hearing open. Linda Krausen, 1109 Grevelia St., spoke in opposition to valet parking. Ms. Krausen was not in favor of changing the small town ambiance of Mission Street. Seeing that there were no other speakers in favor of or in opposition to this project, Chair Dahl declared the public hearing closed.</p>

	<p>The Commission noted the following: 1) valet parking for South Pasadena is a shared valet for businesses to utilize on Mission Street, which is beneficial for all businesses; 2) the South Pasadena Review displayed positive comments about the valet parking on Mission Street; and 3) the ordinance benefits the public by establishing guidelines and a framework for valet parking.</p> <p>After considering the staff report and draft resolution, a motion was made by Comm. Morrish, seconded by Comm. Tom to adopt the resolution, and approve of the recommendation to the City Council for the purpose of adopting the ordinance.</p> <p>Assistant City Attorney, Holly O’Whatley pointed out that there was a typo in the resolution on page 7 of the staff report. Ms. O’Whatley noted that in Section 1 and 2, the following wording should be changed from, “the City Council here by finds...” to, “the Planning Commission here by finds...”</p> <p>Comm. Morrish amended her motion to adopt the resolution, recommending that the City Council adopt the ordinance including the aforementioned wording from Assistant City Attorney O ’Whatley.</p> <p>The motion carried 4-0. Resolution 16-09</p>
<p>4</p>	<p>829 Rollin Street – (Hillside Development Permit/Design Review – Legalize Retaining Wall)</p> <p>Senior Planner, John Mayer presented his staff report regarding approval to legalize unpermitted work at 829 Rollin Street. Mr. Mayer reviewed the details of the project. Mr. Mayer noted that the immediate neighbor to the north requested that the applicant refrain from encroaching onto the property line between their two properties. She sent a letter to staff expressing her concerns about encroachment onto the property line. Mr. Mayer presented staff’s recommendation to include a condition, which would require that the applicant is to install a green mesh construction fence on the property line, which is to be verified by a land surveyor, resulting in the demarcation of the property line. At the conclusion of his staff report, the Commission had questions for Mr. Mayer regarding the length, the height, and the location of the screen. Mr. Mayer noted that the fence will be a standard six feet mesh/chain link fence starting at the front corner of the house and extending to the rear retaining wall on the property line. At the inquiry of Comm. Dahl, Mr. Mayer suggested including a condition, which would protect the tree during construction by fencing the tree.</p>

The applicant, Dr. Sam Valiani 829 Rollin St. introduced himself to the Commission and noted that the intent for his construction, is to create a safe backyard play area for his boys. Mr. Valiani pointed out that the soils and grading reports noted that the retaining wall may be designed as a freestanding retaining wall, since it was determined that the soil was sufficient to sustain the project. Comm. Koldus inquired about the time frame and cost for the project. Mr. Valiani noted that he would start construction as soon as possible and that it would take about two weeks of labor to complete the project, once the permits have been pulled. He also noted that the total cost for the project would be from \$35,000 - \$40,000. At the inquiry of Comm. Koldus, Mr. Valiani noted that permits were not pulled, because the project became larger than he anticipated. Mr. Valiani was willing to comply with his neighbor's wishes by fencing off his property to keep debris off of his neighbor's property.

The public hearing was opened by Chair Dahl. The following neighbor spoke in opposition to the project: 1) Chen Hsiao-Ching, 835 Rollin St., expressed her concerns about the current neighbor dispute she has with the applicant, regarding the dumping of grading material onto her property. Ms. Hsiao-Ching requested a condition of approval to be included, which would require the applicant to remove the grading materials. Rodrigo Navarett, (new project contractor) 13162 Judd St., noted that it is taking a long time to complete the project but there is a solution. Mr. Valiani, replied to his neighbor's concerns and noted that baseboards and materials were left because he stopped construction but he is willing to take care of the debris and keep it on his own property. He will dispose of it properly and practice dust control. Chair Dahl declared the public hearing closed.

The Commission discussed the following: 1) a logical way to complete the project; 2) the construction fence will divide the two properties; 3) good building practices must be followed, which include pulling permits prior to construction; 4) a condition regarding fencing and tree protection for the project should be included; 5) additional wording for condition 1, pg. 31 to include the following wording: "a standard mesh, 6 feet chain link fence, will start at the front corner of the house and extend to the rear retaining wall under construction"; b) the addition of a new condition – "the applicant shall provide methods of protecting existing trees during construction".

After considering the staff report and draft resolution, a motion was made by Comm. Tom, seconded by Comm. Morrish to approve the project as submitted by staff including the changes and addition made to the conditions of approval.

The motion carried 4-0. Resolution 16-10

	<p>5 883 Oneonta Drive (Hillside Development Permit/Design Review – New Single Family)</p> <p>Senior Planner, John Mayer presented a PowerPoint presentation, regarding a new single family residence located at 883 Oneonta Drive. At the conclusion of his presentation, Chair Dahl pointed out that the conditions of approval successfully addressed the neighbors’ concerns regarding the narrow street and the effect of construction activity.</p> <p>The applicant, Raymond lee introduced himself to the Commission and noted that he is looking forward to the construction of his new home and becoming a part of the beautiful community in South Pasadena.</p> <p>Chair Dahl opened the public hearing. The following people spoke in opposition to the project: 1) David Tull, 872 Oneonta Dr., 2) Jim Stewart, 3) Mary Hughes, 885 Oneonta Dr, 4) Ingrid Watson, 822 Oneonta Dr, 5) Dawn Tull, 872 Oneonta Dr., and 6) Patricia Rodriguez. The speakers expressed their concerns about the following: dust control; construction trucks on a narrow street; street cracks; ongoing street construction; declining habitat due to construction; ongoing construction noise from 8:00 – 5:00; construction debris; construction parking [in front of neighbors’ houses]; construction water usage [neighbor’s hose]; construction hours [not observed].</p> <p>Chair Dahl reviewed the details and materials of the project with the project architect, Bing Yeh. Chair Dahl commended the architect for doing a good job in designing the hillside home, which steps back and is divided into sections to reduce the massing of the project. Mr. Yeh estimated that he would be ready to submit for plan check in about 10 to 12 months.</p> <p>Mr. Watkins, Planning Director and Mr. Mayer reviewed the hours of construction at the request of Council Liaison Khubesrian.</p> <p>It was noted that if violations take place, the Deputy Inspector will issue a stop work order.</p> <p>Chair Dahl declared the public hearing closed.</p> <p>Chair Dahl noted that Condition 49 was different than what was submitted in the packet.</p> <p>The Commission discussed the following: 1) the conditions of approval addressed the aforementioned concerns of the residents; 2) the project has a nice design, which steps back and divides the building into sections; 3) a chair review should be required, if design changes are needed for the project.</p> <p>After considering the staff report and draft resolution, a motion was made by Comm. Tom, seconded by Comm. Koldus to approve the</p>
--	---

		<p>negative declaration, design review and Hillside Development permit for the project located at 885 Oneonta Dr. with the revised conditions of approval submitted by staff on April 25, 2016 and any design changes, such as egress or ingress must be reviewed by the chair.</p> <p>The motion carried 4-0. Resolution 16-11</p>
	6	<p>Minutes of the Planning Commission's February 22, 2016 meeting</p> <p>The February 22, 2016 minutes were approved with minor corrections.</p>
	7	<p>Comments from City Council Liaison</p> <p>Council Liaison, Marina Khubesrian noticed a consistency in neighbor complaints, regarding approved projects, which result in a larger scale than what was initially approved. To remedy the situation, Comm. Koldus suggested the use of story poles, but Chair Dahl noted that they are expensive; therefore he suggested the use of 3D models instead. Mr. Watkins was in agreement that 3D models would be a valuable tool to assess the mass and height of projects. The model must be to scale and show the relationship between the project and the neighborhood.</p>
	8	<p>Comments from Planning Commissioners</p> <p>Comm. Morrish inquired about the cost and how deputy inspectors will be appropriated. Chair Dahl pointed out that the same regulations should be applied for all projects, especially when it comes to the cost of a deputy inspector. Mr. Watkins noted that he will follow up with staff, regarding chair reviews. Comm. Koldus expressed her concerns about projects, which continue construction without initially pulling permits. Mr. Watkins noted that contractors doing work without permits will have to pay for re-inspection fees.</p>
	9	<p>Comments from Staff</p> <p>Mr. David Watkins noted the following; 1) city staff does not manage construction projects; 2) 2131 Hanscom Dr. will return next month to the Planning Commission; 3) surveillance cameras are not sufficient to monitor correct onsite construction practices; 4) a responsible person is needed on site to ensure that correct construction practices are followed.</p>
ADJOURNMENT	10	<p>The meeting adjourned at 9:19 p.m. to the regularly scheduled Planning Commission meeting scheduled on May 23, 2016.</p>

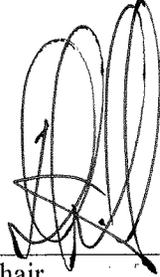
I HEREBY CERTIFY that the foregoing minutes were adopted by the Planning Commission of the City of South Pasadena at a meeting held on the June 27, 2016.

AYES: DAHL, KOLDUS, MORRISH & TOM

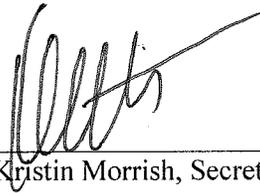
NOES: NONE

ABSENT: DAVIS

ABSTAIN: NONE

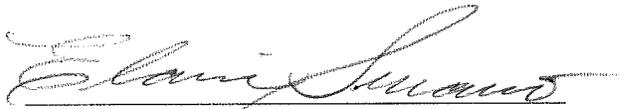


Steven Dahl, Chair



Kristin Morrish, Secretary

ATTEST:



Elaine Serrano, Recording Secretary