

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

<p><b>ROLL CALL</b></p>	<p><b>Meeting convened at:</b> 6:35 p.m.</p> <p><b>Commissioners Present:</b> Steven Dahl, Chair Richard Tom, Vice-Chair Kristin Morrish, Secretary Janet Braun</p> <p><b>Council Liaison:</b> Marina Khubesrian, MD, Council Liaison</p> <p><b>Staff Present:</b> David G. Watkins, Director of Planning and Building Holly O. Whatley, Assistant City Attorney John Mayer, Senior Planner Knarik Vizcarra, Assistant Planner</p> <p><b>Commissioner Absent:</b> Kelly Koldus</p> <p>Chair Dahl led the pledge of allegiance.</p>
<p><b>PUBLIC COMMENTS</b></p>	<p>None</p>
<p><b>1</b></p>	<p><b>Landscape Lighting &amp; Maintenance District</b></p> <p>Paul Toor, the Public Works Director, gave a presentation on the Lighting and Landscape District. Mr. Toor reviewed the history of the district and noted the following: 1) fees are collected through this district to maintain street lights, street trees and common areas [landscaping]; 2) local agencies cannot impose this fee, since it must be voted on by residents; 3) trees are aging and all costs for tree and light maintenance are processed through this fee; 4) the fee should be increased to maintain aging trees and replacement lighting; and must be approved by residents via ballot voting. At the conclusion of his presentation, Comm. Braun inquired about the zoning and the monetary breakdown for this item. In response, Mr. Toor noted the following: 1) website information will be included in the ballot along with a sheet designating the district zones. Mr. Toor addressed the monetary brake down for the fee and noted that an additional \$300,000 is needed for the maintenance; 2) 70% will go towards the trees and 30% will go towards lighting; 3) In addition to the ballots, a transmittal sheet and legal notice will be included in the mailing to successfully explain this ballot item to local residents.</p>

		Mr. Toor informed the Commission that there will be a meeting on January 11, 2017 at 6:00 p.m. to discuss this item.
<b>PUBLIC HEARINGS</b>	<b>2</b>	<p><b>1426 Bank Street (Tentative Parcel Map – New Condominiums)</b></p> <p>Planning and Building Director, David Watkins presented staff’s request to continue this item to the next regularly scheduled meeting on January, 23, 2017, since the parcel map required for this item has not been received by staff.</p> <p>Chair Dahl declared the public hearing open. Seeing that there were no speakers in favor of or in opposition to this item. Chair Dahl declared the public hearing closed.</p> <p>A motion was made by Comm. Tom, seconded by Comm. Morrish to continue this item to the Planning Commission meeting scheduled on January 23, 2017 at 6:30 p.m.</p> <p>The motion carried 4-0.</p>
	<b>3</b>	<p><b>289 St. Albans Avenue (Hillside Development Permit/Design Review – Single Family Addition)</b></p> <p>David Watkins, Director of Planning and Building recused himself from voting or participating on this item and left the council chambers, since his property is within the 500 feet radius for the project site.</p> <p>Senior Planner, John Mayer presented his staff report regarding a request to convert an existing carport into a garage in addition to architectural enhancements. Mr. Mayer reviewed the details of the project. He noted that the property is on a very steep slope; therefore, a Hillside Development permit was necessary for this project. At the conclusion of his presentation, Chair Dahl verified with Mr. Mayer that the only reason why this item was presented to the Commission was due to the fact that the project is located on a steep slope. Comm. Morrish inquired about the lack of conditions for this project. Mr. Mayer noted the following: 1) large trucks are not necessary for small projects such as this one; therefore, conditions are not needed; and 2) the project is not located within the South West Monterey Hills area. Mr. Mayer noted that he will include conditions for construction parking.</p> <p>Chair Dahl declared the public hearing open. The applicant, Tom Nott addressed the Commission and reviewed the details of the project. He noted there were concerns about the wrought iron fence.</p> <p>Chair Dahl noted the following: 1) the drawings were well done; 2) a chair review will be needed to sort out the details of the wrought</p>

	<p>iron fence; 3) the drawings were confusing; 4) the plot plan did not match the drawings; 4) it was not clear in the drawings if a fence separates the large open space in the front yard; and 5) wrought iron fences were not represented in the drawings. Comm. Morrish pointed out that the exposed underside of the house is visible due to the removal of the pedestrian bridge; therefore, mitigating factors should apply. Mr. Nott was amenable to redesigning the underside of the house. Chair Dahl and Comm. Morrish suggested that the applicant consider using green screening. The applicant was amenable and noted that he could place barrier planters around the perimeter, which will help with the appearance of the project. Seeing that there were no speakers in favor of or in opposition to the project, Chair Dahl declared the public hearing closed.</p> <p>The Commission discussed the following: 1) conditions regarding construction traffic; 2) chair review approval to solve detail issues; 3) the application of screening on the right side and south elevations; and 3) the usage of better fencing materials.</p> <p>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 with the addition of similar SW Hills type of conditions of approval and the utilization of chair review approvals for needed detail changes.</p> <p>The motion carried 4-0. Resolution 16-24.</p>
<p>4</p>	<p><b>Zoning Code Amendment – Second Units/Accessory Dwelling Units</b></p> <p>Planning and Building Director, David Watkins presented his staff report, regarding a Zoning Code amendment for accessory dwelling units. Mr. Watkins noted that January 1, 2017 is the deadline for cities to comply with SB1069 by bringing their 2<sup>nd</sup> unit ordinance in compliance. If not, local ordinances will be null and void, regarding accessory dwelling units. Mr. Watkins pointed out that the City of South Pasadena’s 2<sup>nd</sup> unit ordinance has been brought into compliance with SB 1069. The following two changes were made to the City’s ordinance: 1) <u>2<sup>nd</sup> unit/allowable size</u> – there is no minimum lot size and the maximum lot size has been increased; and 2) <u>Parking</u> –covered parking spaces are no longer required. Short term prohibitions will be incorporated into the process to facilitate proper change. At the conclusion of Mr. Watkins presentation the Commission had the following questions for Mr. Watkins. 1) why was 1,200 feet selected as the allowable maximum size; and 2) must the secondary unit meet the setback requirements for accessory dwelling units. Chair Dahl inquired about the setback requirements for the accessory unit and height limits for a single story structure.</p>

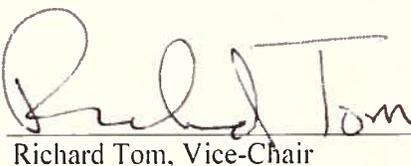
		<p>Chair Dahl suggested including in the language, "not to exceed 1 story at the height of 15 feet". Chair Dahl expressed his concerns about subleasing; therefore, he suggested changing the language in the amendment to include the wording "for less than a period of less than 30 days". City Attorney, Highsmith pointed out that the language in the amendment covers leasing and the prohibition of subleasing; therefore, changes to the language is not needed.</p> <p>Chair Dahl declared the public hearing open. Seeing that there were no speakers in favor of or in opposition to this item. Chair Dahl declared the public hearing closed.</p> <p>After considering the staff report and the resolution, a motion was made by Comm. Morrish to approve the item as submitted by staff, including the addition of height limits to the accessory structures.</p> <p>Comm. Tom noted that the words "and parking" needed to be reinstated in the 4<sup>th</sup> sentence under 36.700.020.</p> <p>Comm. Tom seconded Comm Morrish's motion.</p> <p>The motion carried 4-0. Resolution 16-25 &amp; 26</p>
<p><b>NEW BUSINESS</b></p>	<p><b>5</b></p>	<p><b>Appointments to General Plan/Mission Street Specific Plan Update Advisory Committee</b></p> <p>David Watkins, Director of the Planning and Building department, reviewed the history for this item. Mr. Watkins requested that the Commission do one of the following: 1) affirm Comm. Koldus and Comm. Tom as participants for the subcommittee, which will transition them to advisory members; or 2) select two advisory members.</p> <p>Chair Dahl declared the public hearing open. Seeing that there were no speakers in favor of or in opposition to this item, Chair Dahl declared the public hearing closed.</p> <p>After considering the staff report, a motion was made by Comm. Morrish, seconded by Comm. Braun to affirm Comm. Tom and Comm. Koldus as the committee members.</p>
	<p><b>6</b></p>	<p><b>Minutes of the Planning Commission's October 24, 2016 meeting</b></p> <p>The October 24, 2016 minutes were approved as submitted by staff.</p>
	<p><b>7</b></p>	<p><b>Comments from City Council Liaison</b></p>

		Council Liaison, Marina Khubesrian wished everyone a Happy Thanksgiving and a Happy Holidays.
	8	<b>Comments from Planning Commissioners</b> None
	9	<b>Comments from Staff</b>  David Watkins, the Director of Planning and Building pointed out the following, regarding the General Plan and the Mission Street Specific Plan: 1) a joint meeting between the Planning Commission and the City Council will occur soon; 2) The charrette will be scheduled during the month of March, which will include an open house; and 3) a grant application for SCAG will run parallel with the aforementioned meeting.
<b>ADJOURNMENT</b>	10	The meeting adjourned at 8:05 p.m. to the regular Planning Commission meeting scheduled on January 23, 2017.

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 January 23, 2017.

**AYES: BRAUN, DAHL, MORRISH & TOM**  
**NOES: NONE**  
**ABSENT: NONE**  
**ABSTAIN: KOLDUS**

Steven Dahl, Chair



Richard Tom, Vice-Chair

**ATTEST:**



Elaine Serrano, Recording Secretary