

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

ROLL CALL		<p>Meeting convened at: 6:30 p.m.</p> <p>Commissioners Present: Steven Dahl, Chair Richard Tom, Vice-Chair Kristin Morrish, Secretary Janet Braun Kelly Koldus</p> <p>Council Liaison: Marina Khubesrian, MD, Council Liaison</p> <p>Staff Present: David G. Watkins, Director of Planning and Building Holly O. Whatley, Assistant City Attorney John Mayer, Senior Planner Knarik Vizcarra, Assistant Planner</p> <p>Chair Dahl led the pledge of allegiance.</p>
PUBLIC COMMENTS		None
CONTINUED ITEMS	1A	<p>1426 Bank Street – (Tentative Parcel Map – New Condominiums)</p> <p>Chair Dahl informed the public that this item will be continued to the next regularly scheduled meeting on February 23, 2017.</p>
PUBLIC HEARINGS	1	<p>220 Pasadena Avenue (Conditional Use Permit – Yoga Studio)</p> <p>Debby Linn, Contract Planner presented her staff report regarding a Conditional Use Permit for the operation of a yoga studio at 220 Pasadena Avenue. Ms. Linn reviewed the details of the project and noted that the project will provide 25 parking spaces for patrons and a condition of approval was included to resurface and restripe the parking lot. Staff did not receive any inquires for this project. The required findings for a Conditional Use Permit were made and staff recommended approval for the project, subject to the conditions of approval. At the conclusion of her presentation, the Commission inquired about the following: 1) how will patrons know which 25 parking spaces are designated for the yoga studio. Ms. Linn noted that the stalls will be marked before an occupancy permit is released. 2) Comm. Morrish inquired about the lack of signage. Ms. Linn noted that it will happen in the future, which will require a sign</p>

	<p>permit approved by the Design Review Board. Comm. Braun asked for clarification on the location for the parking spaces. Ms. Linn noted that there are two parking lots. The larger parking lot is on the corner of Pasadena and Arroyo. Comm. Braun noted that the parking lot needs to be resurfaced. Ms. Linn agreed and pointed out that there is a condition to resurface and restripe the parking lot. Comm. Koldus inquired if there would be sufficient parking for other businesses. Ms. Linn noted that there will be ample parking due to other lots and all new businesses must demonstrate ample parking for their use. The Commission continued discussion on parking as it related to use.</p> <p>Chair Dahl declared the public hearing open. Tony Palmissano, the architect addressed the commission and noted that there are three parking lots; therefore, future tenants should have ample parking. Seeing that there were no speakers in favor of or in opposition to this project, Chair Dahl declared the public hearing closed.</p> <p>After considering the staff report and draft resolution, a motion was made by Comm. Morrish, seconded by Comm. Koldus to approve the item as submitted by staff.</p> <p>The motion carried 5-0. Resolution 17-01</p>
<p>2</p>	<p>337 Pasadena Avenue (Variance – Legalize Fence/Wall)</p> <p>Senior Planner, John Mayer presented his staff report regarding the request for denial of a variance to exceed the 3ft height limit for the side yard setback. Mr. Mayer noted that the applicant requested a continuance for this item to provide them with additional time to work with staff to resolve the issue.</p> <p>Chair Dahl declared the public hearing open. Molly Walker, 341 Pasadena Ave., spoke in favor of the applicants request for a variance. Ms. Walker noted that the wall built by the homeowner was constructed well, it looks better than the previous chain link fence and it blends in well with the architecture of the house. Seeing that there were no additional speakers in favor of or in opposition to the 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 next regularly scheduled meeting on February 27, 2017.</p> <p>The motion carried 5-0.</p>

	<p>3 1746 Hanscom Drive (Appeal – Design Review Board Approval of New Single Family Residence)</p> <p>Senior Planner, John Mayer presented his staff report, regarding the appeal of a Design Review Board approval for the house located at 1746 Hanscom Drive. Mr. Mayer noted that Ms. Janet Ferguson appealed the DRB approval to demolish the Spanish Colonial style house due to her concerns, regarding the historical significance of the house and to preserve protected trees on the property. Mr. Mayer reviewed the details of the project and noted that 20 of the 22 protected trees on the property would have to be removed for the project. Staff recommended upholding the DRB decision and denying the appeal for 1746 Hanscom Dr. At the conclusion of his presentation, the Commission had brief questions regarding if new information was introduced by the CHC, regarding the project and retaining walls. Mr. Mayer noted that no additional information was presented for this item. The removal of 20 trees for the project would have to be approved by the Natural Resources and Environmental Commission (NREC) before construction starts. If it is not approved by NREC, the house would have to be redesigned. The role of the NREC was discussed and the process for tree removal and replacement.</p> <p>Chair Dahl declared the public hearing open: Irene Acosta, Project Designer, 1253 Meadowbrook Rd, Alta Dena spoke in support of the project. Ms. Acosta noted the following at the inquiry of the Commission: 1) the box tree size for replacement will be 36” or 48”; 2) Oak trees will not be removed but Palm and Pine trees will be removed from this project; 3) trees need to be removed for proper placement of the house; and 4) the retaining wall will be addressed. Seeing that there were no other speakers, the public hearing was closed.</p> <p>The Commission discussed the following regarding this project: 1) the lack of historical significance for the house; 2) the large appellate fee; 3) the role of the Historical Resources Group (HRC); 4) the provision of a thorough investigation to the Commission by HRG; 5) HRG is well respected and presented an exemplary report for the project regarding the historical significance of the house; 6) the neighborhood is eclectic and the new house will be a nice addition to the neighborhood; and 7) native trees will not be removed in this project.</p> <p>The appellant, Janet Ferguson arrived at the meeting; therefore, Chair Dahl re-opened the public hearing to give Ms. Ferguson the opportunity to speak, regarding the appeal. Ms. Ferguson, noted the</p>
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	<p>following: 1) she did not receive notice, regarding the time frame of this item, 2) she requested to have both of the appeals continued to the next regularly scheduled meeting.</p> <p>Chair Dahl inquired as to the reasoning behind Ms. Ferguson's appeal.</p> <p>Ms. Ferguson noted the following: 1) she did not have enough time to prepare even though she was notified a week ago Friday; 2) trees will be demolished; 3) NREC should evaluate the project; and 4) she believes that the house is historic.</p> <p>Irene Acosta, 1253 Meadowbrook noted the following: 1) she has worked closely with staff, regarding the design of the project; 2) research was conducted on the historic significance of the house; 3) the large Pine trees close to Hanscom Drive will be retained, as well as the green scape via tree replacement.</p> <p>Ms. Ferguson was concerned about the removal of Pine trees and noted that she has knowledge of the history of the property.</p> <p>Council Liaison Khubesrian inquired about the historical details of the house that Mr. Ferguson was referring to.</p> <p>Ms. Ferguson noted that there are Swiss chalet influences inside and compared them to Julia Morgan's work at Asilomar. Seeing that there were no other speakers in favor of or in opposition to the appeal, Chair Dahl declared the public hearing closed.</p> <p>Chair Dahl noted that he was impressed with the staff report, the historical report, and the arborist report. He inquired as to what action the Commission would like to take on this item.</p> <p>Vice – Chair Tom noted that since the history of the house has been brought into question, perhaps this item should be continued to provide the historical architect with additional time to research the matter and see if there is a connection between Julia Morgan and the architecture of the house.</p> <p>Chair Dahl noted that all of the pertinent information was reported by HRC and they determined that there was no historical significance to the house; therefore, there is no need for further research. Mr. Mayer noted that the information presented by Ms. Ferguson was new information; therefore, a continuance was requested to provide additional time to research the new historical information to see if it is valid.</p>
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	<p>Ms. Koldus noted that evidence was not presented to verify that Julia Morgan was involved with the design of the house.</p> <p>Chair Dahl noted that HRG is highly respected and it would be difficult for the experts to miss historic significance of a house.</p> <p>Comm. Braun inquired about how historical significance is determined. Mr. Mayer noted that it is determined by the exterior of the house. Mr. David Watkins, the Planning and Building Director noted that Cultural Heritage Commission (CHC) does not have jurisdiction over the interior of a house.</p> <p>NREC cannot evaluate the trees on a project until there is a submitted project.</p> <p>Council Liaison Khubesrian inquired if there was something historical about the interior would the decision change? The Commission continued discussion whether they should continue this item to research historical significance of this house.</p> <p>Any unique craftsmanship inside of the house can be saved.</p> <p>After considering the staff report and the discussion, a motion was made by Vice-Chair Tom, seconded by Comm. Braun to continue this item to the next regularly scheduled meeting on February 27, 2017.</p> <p>Comm. Braun amended the motion to include that new information will be the focus of the continuation.</p> <p>The Commission discussed the CHC timeline (February 19, 2017) and the deadline to receive the new information from the appellant. Mr. Mayer noted that Tuesday, January 31, 2017 is the deadline for new information to be received by staff from the appellant. The Commission will receive a presentation for this item at the next Planning and Building Commission meeting with or without new information from the appellant and a decision will be made on the item at that meeting.</p> <p>The motion carried 5-0.</p>
4	<p>1750 Hanscom Drive (Appeal – Design review Board Approval of New Single Family Residence)</p> <p>Senior Planner, John Mayer presented staff's request to continue this item to the next regular scheduled meeting, due to the Cultural Heritage Commission's request for research to be conducted into the historical merit of house.</p>

	<p>A motion was made by Comm. Morrish, seconded by Comm. Koldus to continue the project located at 1750 Hanscom Drive to the next regularly scheduled meeting on February 27, 2017.</p> <p>The motion carried 5-0.</p>
<p>5</p>	<p>815 Bank Street (Hillside Development Permit/Design Review Modification – Single Family Addition)</p> <p>Senior Planner, John Mayer presented his staff report, regarding approval for a modification to a proposed addition. The purpose of the modification is to alleviate the cost of the installation for the retaining walls and grading; therefore, enabling the applicant to comply with parking requirements. Mr. Mayer noted that the applicant proposed a guest space perpendicular to the street and to convert the garage door to a carport. At the conclusion of his presentation, the Commission did not have questions for Mr. Mayer.</p> <p>Chair Dahl declared the public hearing open. Benejamin Ong introduced the architect, Michael Song, to the Commission. He noted that he redesigned the project to stay in keeping with the original intent of the structure. Mr. Song redesigned and reconfigured the project, since there were structural/hillside problems with the first design, which would have required approximately a 30 feet high retaining wall; therefore, his re-designed project blends in well with the street scape. The project is lower than the original project. The initial guest parking space was not accessible; therefore, he proposed a carport and the removal of the garage door. Chair Dahl discussed the details of the architecture with Mr. Song. Chair Dahl suggested using a roll-up door instead of removing the garage door. Comm. Koldus inquired if the side yard setback provided enough space for the neighbor’s house. Chair Dahl discussed different options for the garage door with Mr. Song and noted that pushing the garage door back would be a good option. 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>Chair Dahl pointed out the removal of the balcony. He noted that, even though it was a nice feature, it was a good decision to remove it for the neighbor’s privacy.</p> <p>After considering the staff report and draft resolution, a motion was made by Comm. Koldus, seconded by Comm. Braun to approve the application for a Hillside Development Permit Modification for a second story addition to a single story house at 815 Bank Street, project number 1981-HDP MOD, with the following typographical amendment under the first whereas: after 9.60 include square feet.</p>

		<p>Comm. Koldus amended her motion to include a condition that the applicant will work with staff to modify the garage to have a door instead of a carport with a chair review, including staff's input.</p> <p>Seconded by Comm. Braun</p> <p>The motion carried 5-0. Resolution 17-02</p>
	<p>6</p>	<p>191 Monterey Road (Extension Tentative Tract Map – New Condominiums)</p> <p>Senior Planner, John Mayer presented his staff report, regarding approval to extend a tentative tract map for the condominium complex located at 191 Monterey Road. Mr. Mayer reviewed the history of the project and presented staff's request to approve a 12 month extension to provide the applicant with additional time to work with staff from the assessor's office. Mr. Mayer noted that there were no changes made to the project but the applicant will need to pay the water and sewer capacity fee before acquiring a building permit. At the conclusion of his project, Chair Dahl inquired if there were concerns about blight. There were none. Comm. Braun inquired about the recent demolition on the lot. Mr. Mayer noted that it was an old house.</p> <p>Chair Dahl declared the public hearing open. The architect, Tom Nott introduced himself to the Commission and reviewed the progress made for the project. He noted that he submitted completed architectural plans for plan check and plans to public works. Chair Dahl questioned the request for a 12 month extension. Chair Dahl suggested a shorter time period for the extension to keep the project on task and progressing in a timely manner. Frank Artura, the owner's representative introduced himself to the Commission and noted that the project has been challenging due to unforeseen circumstances; therefore, he requested a 12 month extension. Seeing that there were no other speakers in favor of or in opposition to this item, Chair Dahl declared the public hearing closed.</p> <p>The Commission discussed the appropriate time for the extension.</p> <p>After considering the staff report and draft resolution, a motion was made by Comm. Tom, seconded by Comm. Morrish to approve a six month extension for the Tentative Tract Map #71738 for the 9 unit condominium complex located at 191 Monterey Road.</p> <p>The motion carried 5-0. Resolution 17-03</p>

	<p style="text-align: center;">7</p> <p>1701 and 1703 Hill Drive (Hillside Development Permit Extension – New Single Family Additions)</p> <p>Senior Planner, John Mayer presented his staff report regarding a time extension for Hillside Development Permits located at 1701 and 1703 Hill Drive. Mr. Mayer reviewed the history for the project. The permit expired in December 2016. The homeowner was notified about outstanding violations, such as tree removal without a permit. The owner’s options are to replace the trees or pay fines. Regarding Public Works requirements, tree removal/water and sewer capacity charges need to be paid. Additional time is needed for the homeowner to address the remaining issues with the Public Works department. Mr. Mayer presented staff’s recommendation of a 6 month extension. Mr. Mayer answered brief questions after his staff report.</p> <p>Chair Dahl declared the public hearing open. Alain Romero, the representative of Hill Dr. Properties, LLC noted that fines have been paid and significant progress has been made to comply with the project requirements. The main delay was associated with the Edison company. Edison required an easement and encroachment which was provided to Mr. Romero. When the required qualifications are met for the project, construction will commence. Ms. Koldus noted that there were no bathrooms on the living room floor. In response, Mr. Romero noted that in the future changes may be made but currently he is trying to meet the existing qualifications so that construction may start. The Commission inquired if the landscaping plan will be modified, since trees have been removed and Landscaping is important, such as green screening, which needs irrigation. Kin Lam, 1605 Hill Drive, expressed his concerns and requested the placement of a stop sign on the hill, a 20 feet access guard rail around the power pole and a drainage plan. Mr. Romero noted that he was not prepared to answer questions from the public. He is working with the Public Works department and following their guidelines. Mr. Mayer noted that the Public Works department provided a letter to the homeowner with many conditions that need to be following including drainage conditions before permits are issued. Chair Dahl declared the public hearing closed.</p> <p>Chair Dahl reopened the public hearing to provide Kin Lam with an opportunity to speak again. Mr. Lam noted his concerns about the guard rail, and that drawings were not received. Mr. Romero noted that only 90% of the drawings have been submitted. Chair Dahl declared the public hearing closed.</p> <p>After considering the staff report and draft resolution, a motion was made by Comm. Braun, seconded by Comm. Tom to approve a six</p>
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		<p>month extension and adopt the attached resolution.</p> <p>The motion carried 5-0. Resolution 17-04</p>
NEW BUSINESS	8	<p>2017 Planning Commission Calendar</p> <p>A motion was made by Comm. Morrish, seconded by Vice-Chair Tom to move the April 24, 2017 meeting to April 17, 2017.</p> <p>A motion was made by Vice-Chair Tom, seconded by Comm. Braun to move the December 25, 2017 meeting to Monday, December 4, 2017 as a combined meeting for November and December.</p>
	9	<p>Minutes of the Planning Commission's November 30, 2016 meeting</p> <p>The November 30, 2016 minutes were approved with a minor correction by staff.</p>
	10	<p>Comments from City Council Liaison</p> <p>Council Liaison, Marina Khubesrian commended the Commission on judging wisely and honoring the historic integrity of the city and noted the following: 1) the General Plan/MSSP joint meeting is scheduled on Wednesday; 2) she encouraged the Commission members to list people that may be interested to fill out the applications for the General Plan/MSSP committees.</p> <p>Mr. Watkins noted that the due date is on Friday and that the selection process will continue until all of the 74 spaces are filled.</p> <p>Mr. Watkins encouraged the Commission to recruit family, friends and co-workers to fill out the applications.</p>
	11	<p>Comments from Planning Commissioners</p> <p>Comm. Morrish commended Chair Dahl for doing a great job as the chair for the Planning Commission.</p>
	12	<p>Comments from Staff</p> <p>David Watkins, the Director of Planning and Building pointed out that the speaker series, regarding the GP/MSSP update will be very informative. All of the meeting dates have been selected. The meetings will be videotaped for web viewing and played on channel 19 for group viewing so that everyone will be prepared for the charrette meeting.</p> <p>The consultants were taken on a bus tour of the city and viewed various key/historical spots of the city.</p> <p>Edwar Sissi was promoted from an intern to a planning assistant.</p>

		The Planning Commission reorganization will be placed on the next Planning Commission agenda.
ADJOURN- MENT	13	The meeting adjourned at 9:10 p.m. to the regular Planning Commission meeting scheduled on February 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 March 27, 2017.

AYES: BRAUN, DAHL, KOLDUS, MORRISH & TOM

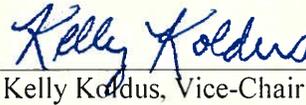
NOES: NONE

ABSENT: NONE

ABSTAIN: NONE



Steven Dahl, Chair



Kelly Koldus, Vice-Chair

ATTEST:



Elaine Serrano, Recording Secretary