



Wednesday, April 17, 2017
Minutes of the Special Meeting of the Planning Commission

CALL TO ORDER

A Special Meeting of the South Pasadena Planning Commission was called to order by Chair Steven Dahl on Monday, April 17, 2017, at 6:30 p.m., in the Amedee O. "Dick" Richards, Jr., Council Chamber, located at 1424 Mission Street, South Pasadena, California.

ROLL CALL

Present: Steven Dahl, Chair, Kelly Koldus, Vice-Chair, Kristin Morrish, Commissioner and Richard Tom, Commissioner

Absent: Commissioner Braun and Marina Khubesrian, MD, Council Liaison

City Staff

Present: David G. Watkins, Director of Planning and Building, Holly O. Whatley, Assistant City Attorney, John Mayer, Senior Planner, and Edwar Sissi, Assistant Planner were present at Roll Call. Other staff members presented reports or responded to questions as indicated in the minutes.

Commissioner Tom arrived at 6:34

PLEDGE OF ALLEGIANCE

Chair Dahl led the Pledge of Allegiance.

PUBLIC COMMENTS

None

CONTINUED ITEMS

1. 337 Pasadena Avenue (Variance – Legalize Fence/Wall)

Mr. Mayer presented the applicant's request to continue this item to the next regularly scheduled meeting to provide the applicant with additional time to review/explore alternatives to his initial request for a variance as suggested by the Planning Commission.

A motion was made by Comm. Tom, seconded by Comm. Koldus to continue this item to the next regularly scheduled meeting on May 22, 2017

The motion carried 4-0.

PUBLIC HEARINGS

2. 625 Fair Oaks Avenue (Conditional Use Permit Modification – Telecom)

Mr. Mayer presented staff's request to continue this item to the next regularly scheduled meeting on May 22, 2017 due to a zoning item that needs to be researched, which was noted after the noticing went out for this item.

A motion was made by Comm. Tom, seconded by Comm. Koldus to continue this item to the next regularly scheduled meeting.

The motion carried 4-0.

3. 1915 Via Del Rey(Hillside Development Permit/Design Review – Single Family Addition Phase 2)

John Mayer presented his staff report, regarding a request for approval of an addition and design changes to an existing house. Mr. Mayer reviewed the details of the project and noted that the side yard setback was non-conforming on the north elevation. The homeowner proposed new windows on that side of the house; therefore, changes needed to be made for Zoning Code compliance. At the conclusion of his presentation, Comm. Morrish noted that there were no conditions for this project; therefore, she requested to have staff review conditions applied to projects to ensure that appropriate conditions are applied consistently to all projects.

Chair Dahl declared the public hearing open. Alberto Juarez, architect, proposed two solutions to remedy the issue, regarding the non-conforming side yard setback as follows: 1) the use of fire rated windows and eaves; or 2) the removal of the windows from the project. Mr. Juarez discussed the function and the appearance of the skylights for the project and why a solar tube was not selected at the inquiry of Vice-Chair Koldus. Chair Dahl declared the public hearing closed.

The Commission discussed the need for conditions of approval to be applied to this project and noted that standard and specific conditions should apply and that the applicant should work with the department to resolve discrepancies, regarding the proposed windows on the north elevation.

After considering the staff report and draft resolution, a motion was made by Comm. Morrish to approve the Design Review and the Hillside Development Permit with the following changes: 1) the addition of conditions of approval; 2) the resolution of the north elevation, regarding the non-conforming setback by removing the windows or the approval of fire rated windows and eaves; and 3) a matching skylight (low flat/ not bubble) frame with the color of the roofing material.

Chair Dahl amended Comm. Morrish's motion as follows: 1) the conditions of approval should be provided to the applicant in a timely manner and before the appeal period time runs out, seconded by Vice-Chair Koldus.

The motion carried 4-0

Resolution 17-09

4. 1249 Kolle Street (Hillside Development Permit/Design Review – New Single Family Residence)

Edwar Sissi, Assistant Planner presented a PowerPoint presentation, regarding the applicant's request to construct a new single family residence at 1915 Kolle Street. Mr. Sissi reviewed the details of the project and noted that the project has met the requirements for a Hillside Development Permit. A letter of concern was received by staff from the neighbors located at 1242 Kolle St., regarding the usability of their driveway during the construction phase of the project. Mr. Sissi pointed out that a staging plan, will determine how circulation is impacted during the construction phase and must be provided to Public Works prior to the issuance of building permits. It was pointed out by the Metropolitan Water District that a water pipe extends throughout the neighborhood but the project will not have an impact on the water pipe. At the conclusion of his staff report, Comm. Morrish inquired if Mr. Sissi reviewed the conditions of approval with the applicant. Mr. Sissi noted that the conditions of approval were e-mailed to the applicant.

Chair Dahl declared the public hearing open. Paul Sheene, the project designer reviewed the details and materials for the project. Mr. Sheene noted that he was aware of the easement on the property; therefore, he was working on establishing a construction fence and will utilize traffic controllers to direct traffic, if needed. Chair Dahl verified with Mr. Sheene that the driveway will remain open at all times for staging and access. Chair Dahl discussed the site plan with the architect but expressed his concerns about the missing elements, such as retaining wall placement, entry vestibule location, back yard access [none], and impacts, such as the shared easement, missing site features, west and east side access of the project, side elevations [not shown properly], and the lack of retaining walls noted on the plans.

Chair Dahl reviewed the missing elements on the plans with Mr. Sheene and noted that he would revise the plans. Chair Dahl also reviewed inconsistencies, regarding materials with the applicant along with massing problems, such as, a top heavy project and a roof slope to the back instead of the front of the house.

Vice-Chair Koldus inquired about the maintenance of the stairwell. The applicant noted that there will be ample sunlight available for plants to grow underneath the stairwell, due to stair placement.

John Lesak, 1242 Kollie Ave. expressed his concerns about the project as follows: 1) it is constructed on a steep rise; 2) the lack of footprints for neighboring properties; 3) the lack of comparison between the project and neighboring properties; and 4) an electrical easement in the alleyway. Chair Dahl declared the public hearing closed.

The Commission discussed the proposed project as follows: Comm. Tom noted that there are various issues that need to be addressed before project approval can be granted; therefore, a continuation may be the best option. Chair Dahl noted that the Lesak's concerns were received by staff and forwarded to the Commission prior to the meeting. Comm. Morrish suggested that the applicant work with staff and their neighbors to arrive at a reasonable design for the project.

After considering the staff report and draft resolution, a motion was made by Comm. Morrish, seconded by Comm. Koldus to continue this item to the next regularly scheduled meeting on May 22, 2017 to provide the applicant with additional time to review the comments from the Commission, the public and to resolve issues raised by the Commission.

The motion carried 4-0.

MINUTES

5. Minutes of the Planning Commission March 27, 2017 meeting

The March 27, 2017 minutes were approved with a minor correction. A correction was made to page 3. The following wording was included, "A voluntary willingness of the Chair to consult with staff and the applicant".

COMMENTS

6. Comments from City Council Liaison

None – The Council Liaison was absent

7. Comments from Planning Commissioners

Chair Dahl pointed out that the Planning Commission decisions for 1746 and 1750 Hanscom Drive were called up by two members of the City Council and will be presented to the City Council on April 19, 2017. Comm. Koldus noted that she spoke at WISPPA and she was looking forward to the results of the surveys received by the Planning and Building department for the GP/MSSP update.

8. Comments from Staff

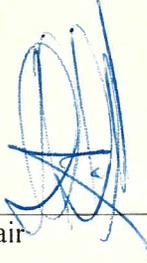
David Watkins, the Director of Planning and Building, pointed out the following: 1) staff received 353 survey responses, which included a very good demographic cross section of the community; 2) the Charrette will discuss the GP/MSSP updates, and will start next week.

ADJOURNMENT

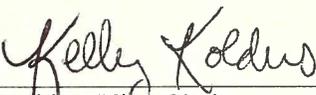
9. Chair Dahl adjourned the meeting at 7:39 p.m. to the next regularly scheduled Planning Commission meeting scheduled on May 22, 2017.

I HEREBY CERTIFY that the foregoing minutes were adopted by the Planning Commission of the City of South Pasadena at a regular meeting held on May 22, 2017.

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

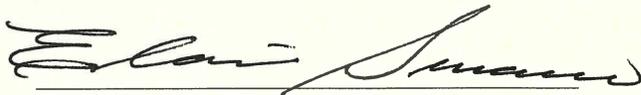


Steven Dahl, Chair



Kelly Koldus, Vice-Chair

ATTEST:



Elaine Serrano, Recording Secretary