



**Monday, January 22, 2018**  
**Minutes of the Regular Planning Commission Meeting**

**CALL TO ORDER**

A Regular Meeting of the South Pasadena Planning Commission was called to order by Chair Steven Dahl on Monday, January 22, 2018, at 6:30 p.m., in the Amedee O. "Dick" Richards, Jr., City Council Chamber, located at 1424 Mission Street, South Pasadena, California.

**ROLL CALL**

**Present:** Janet Braun, Secretary, Steven Dahl, Chair, Kelly Koldus, Vice-Chair, MJ Gravel, Commissioner and Richard Tom, Commissioner

**Council**

**Present:** Marina Khubesrian, MD, Council Liaison

**City Staff**

**Present:** David G. Watkins, Director of Planning and Building; Holly O. Whatley, Assistant City Attorney; Knarik Vizcarra, Interim Senior Planner; and Marlon Ramirez, Community Improvement Coordinator were present at roll call.

**PLEDGE OF ALLEGIANCE:**

Steven Dahl

**PUBLIC COMMENTS**

None

**PUBLIC HEARINGS**

**1. 1256 Via Del Rey (Hillside Development Permit/Design Review – Slope Stabilization/Retaining Walls)**

Interim Senior Planner, Knarik Vizcarra reviewed the details of the project, regarding the request for a Hillside Development Permit (HDP)/Design Review (DRX) for the purpose of stabilizing retaining walls located at 1256 Via Del Rey. Ms. Vizcarra noted that dirt from a neighboring property pushed a fence along the south eastern property line into the proposed project site; therefore, stabilization is needed and that the piles for the project will be hand dug along with the

utility pole, since the project is located in the South West Monterey Hills area. At the conclusion of her presentation, the Commission did not have questions for Ms. Vizcarra.

Chair Dahl declared the public hearing open. 1) Rami Awad, the applicant's representative, 20 E. Foothill Blvd., Arcadia. Mr. Awad noted that he was in agreement with the conditions of approval and that all excavation will be done by hand and it will take from 5 to 6 weeks to complete. The contractor will not disturb the utility pole on the neighbor's property. Chair Dahl inquired about the replacement fence. The existing fence will be repaired and not replaced, per Mr. Awad. Chair Dahl declared the public hearing closed.

After considering the staff report and draft resolution, a motion was made by Comm. Koldus, seconded by Comm. Tom to approve the project as submitted by staff, including a year change in the first whereas of the resolution from October 2, 2018 to October 2, 2017.

The motion carried 5-0.

Resolution No. 18-01

**2. 1483 Indiana Avenue (Hillside Development Permit/Design Review – Single family Addition)**

Interim Senior Planner, Knarik Vizcarra presented her staff report regarding approval for a Hillside Development Permit and Design Review for a single family addition (dining room and balcony). All of the proposed materials will match the existing. Ms. Vizcarra reviewed the details of the project. No inquiries or comments for this project was received by staff. At the conclusion of her presentation, the Commission did not have questions for Ms. Vizcarra.

Chair Dahl declared the public hearing open. The applicant Susan Masterman introduced herself to the Commission and noted the following: 1) the Design Review Board approved changing the parapet walls to a standing seam roof, which will be on top of the parapet. The same standing seam roof will be located on top of the garage. Chair Dahl inquired if the new addition above the garage will be too high. Ms. Masterman noted that the addition will work well and does not need to be changed. Seeing that there were no other speakers in favor of or in opposition to the project, Chair Dahl declared the public hearing closed. He reopened the public hearing and Ms. Masterman thanked Ms. Vizcarra for doing a good job on the project. Chair Dahl closed the public hearing.

During the meeting, it was brought to Assistant City Attorney, Holly O. Whatley's attention that the architect for this project was the same architect for the project at Comm. Braun's home, resulting in a conflict of interest for the Commissioner; therefore, Comm. Braun announced the conflict of interest, left the City Council Chambers and did not vote on this item.

Chair Dahl noted that Comm. Braun did not present conversation to sway the Commission during the public hearing.

Vice-Chair Koldus inquired about the height increase for the project from 42 inches to 2 feet, regarding the addition on top of the garage, which resulted in a blank wall height giving the appearance of being oversized on top. Chair Dahl noted that the project look a bit thick, due to the stucco. Since the roof pavilion was low; the project was approvable.

After considering the staff report and draft resolution, a motion was made by Vice-Chair Koldus, seconded by Comm. Tom to approve the project as submitted by staff and to change the date in the first whereas in the resolution from 10/27/18 to 10/27/17.

The motion carried 4-0.  
Comm. Braun did not vote on this item.

Resolution No. 18-02

**3. 1854 Hanscom Drive (Schedule a Hearing for a Declaration of Public Nuisance)**

Marlon Ramirez, Community Improvement Coordinator presented staff's request to approve a resolution to set a public hearing date for the property located at 1854 Hanscom Drive on Monday, 2/26/18, due to a retaining wall that collapsed during December 2016. The property owner was notified about the wall on multiple occasions but the homeowner has not tried to remedy the situation. Mr. Ramirez pointed out the photos in the staff report and noted that changes to the wall have not occurred since last year. At the conclusion of his staff report, Comm. Braun inquired as to why the situation was not resolved before the wall collapsed, since notifications to the property owner started in 2010, regarding cracks in the wall. Mr. Ramirez noted that the homeowner excavated along the base of the wall compromising the wall even further; therefore, it collapsed and that the process for abatement takes a long time and even longer when the property owner is not working with staff.

After considering the staff report and draft resolution, a motion was made by Vice-Chair Koldus, seconded by Comm. Tom to declare the Commission's intent to conduct a public hearing to determine, if a public nuisance exists at 1854 Hanscom Drive at the February 26, 2018 Planning Commission meeting.

Comm. Braun verified with Mr. Ramirez that he will provide the Commission with recommendations for the Commission to review at the February 26, 2018 Planning Commission meeting, resulting in a recommendation by the Commission, regarding this issue.

Vice-Chair Koldus noticed two different dates in the staff report for the next regularly scheduled Planning Commission meeting; therefore, Mr. Ramirez clarified that the next regularly scheduled meeting will be on February 26, 2018.

The motion carried 5-0

Resolution No. 18-03

**4. Approval of Special Meeting Dates for 2018**

David Watkins, Director of Planning and Building noted that the Commission needed to select alternate days for specific Planning Commission meetings during the year. He also pointed out that a special meeting will occur on Tuesday, December 4, 2018 for the purpose of holding a public hearing for the General Plan/Downtown Specific Plan Environmental Impact Report, (GP/DTSP EIR).

The Commission voted as follows:

1) A motion was made by Comm. Tom, seconded by Comm. Braun to select the meeting date of June 4, 2018 and cancel the meeting date of May 28, 2018.

The motion carried 5-0

2) A motion was made by Vice-Chair Koldus, seconded by Comm. Tom to schedule a special meeting on September 4, 2018

The motion carried 5-0

2) A motion was made by Comm. Tom, seconded by Comm. Braun to cancel the regular meetings scheduled on November 26, 2018 and December 24, 2018 and to schedule a special meeting on December 17, 2018 in lieu of the other two meetings.

The motion carried 5-0.

**MINUTES**

**5. Minutes of the special Planning Commission Meeting of December 4, 2017.**

The December 4, 2018 minutes for the special meeting were continued the next regularly scheduled meeting on Monday, February 26, 2018.

**6. Comments from Council Liaison**

City Council Liaison Marina Khubesrian, MD noted the following: 1) the City has experienced a net taxable value increase of 6.4% for the 2017-18 tax rule; 2) the largest value increase was reported on two multi-unit residential parcels on Amberwood Dr.; 3) Median home prices have risen to a 10.6% increase from 2016; 4) an occupancy inspection program was initiated to insure health and safety standards are maintained in multi-family rental units

and staff is researching programs in other cities for best practices; 5) the kick off for the City's Bicycle Friendly Business District is scheduled on January 25, 2018; and 6) the GP/DTSP EIR Scoping meeting was scheduled on Monday, 2/5/18 at 7:00 p.m. at the Library Community Room.

**7. Comments from Planning Commissioners**

Chair Dahl welcomed the new commissioner, MJ Gravel to the Commission. Comm. Gravel introduced herself to the commission and reviewed her professional background.

Chair Dahl noted that he spoke with the new city manager and that she is very intelligent and she is looking out for the best interests of the city. Council Liaison Khubesrian agreed that the new city manager is highly qualified for the position.

Vice-Chair Koldus, referring to herself, noted that she is involved with the American Planning Association (APA) and that she is a certified planner, whom was selected to serve as the liaison for the Los Angeles chapter for APA. Vice-Chair Koldus encouraged development, such as Litewell apartments to occur in the City of South Pasadena.

**8. Comments from Staff**

David Watkins, Director of Planning and Building, pointed out the following; 1) the General Plan process is almost complete; 2) the scoping meeting for the GP/DTSP EIR has been scheduled for February, 5, 2018; 3) the deadline for EIR input is on February 23, 2018; 4) training on the Form Based Code [new approach to zoning for the Development Code], regarding the DTSP, will be held on February 13, at 7:00 p.m.; 5) Kathy Head, a consultant from Keyser Marston Associates will develop a discussion paper and present it to the City Council, regarding affordable housing during March or April.; 6) the APA will offer a panel discussion called Balancing Inclusionary Affordable Housing with Market-Rate Development on January, 30, 2018 from 2:00 pm- 4:00 pm at the Pasadena Library; 7) Planning Commission property postings have increased in size to 42 x 36; and 8) recruiting for the Senior Planner position will go out to the public.

Comm. Tom pointed out SB827, regarding the removal of local control of zoning issues relative to transit corridors. Comm. Tom also noted that this senate bill should be tracked by City staff. Discussion ensued.

**ADJOURNMENT**

9. Chair Dahl adjourned the meeting at 7:50 p.m. to the regular Planning Commission meeting scheduled on March 26, 2018

**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 February 26, 2018.

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



\_\_\_\_\_  
Steven Dahl, Chair



\_\_\_\_\_  
Janet Braun, Secretary to the Planning  
Commission

**ATTESTS**



\_\_\_\_\_  
Elaine Serrano, Recording Secretary