



**Monday, April 23, 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 Kelly M. Koldus on Monday, April 23, 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:** Kelly M. Koldus, Chair; Janet Braun, Vice-Chair; Steven Dahl Commissioner and John Lesak Commissioner

**City Staff**

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

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

**Late Arrival:** Commissioner Richard Tom, arrived at 6:44

**PLEDGE OF ALLEGIANCE:**

Kelly M. Koldus

**PUBLIC COMMENTS**

None

**PUBLIC HEARING**

**1. Local Hazard Mitigation Plan**

Fire Department consultant, Russ Patterson, from Patterson Associates gave a PowerPoint presentation, regarding the Hazard Mitigation Plan for the City, which included the role and an update of the Hazard Mitigation Plan (HMP) in addition to the role of the Planning Commission,

which is to review the Mitigation Measures, conduct a public hearing and recommend approval to the City Council.

At the conclusion of his presentation, Comm. Lesak inquired about aspects and the basic process for the HMP in addition to objectives for critical facilities, such as police, fire, public safety and water distribution. Comm. Lesak requested to have their roles defined in the case of a disaster and he inquired if there was a 2011 HMP. Mr. Patterson did not have the 2011 HMP in his possession but he noted that mitigation items from the 2011 HMP were included in the current plan. Vice-Chair Braun noted that the current plan was a definite improvement from the 2011 HMP. Comm. Dahl pointed out formatting problems with the report, which needed to be changed. Chair Koldus inquired about the Goldline, but it was not included in the HMP because it is under the jurisdiction of Metro.

Chair Koldus declared the public hearing open. Seeing that there were no speakers, regarding this item, Chair Koldus declared the public hearing closed.

Mr. Patterson noted that the public comment period will end in about 30 days.

A motion was made by Vice-Chair Braun, seconded by Comm. Dahl to recommend approval of the Local Hazard Mitigation Plan to the City Council.

Comm. Dahl amended Vice-Chair's Braun's motion by including the additional thoughts expressed by the Commission and additional thoughts to be made by Comm. Lesak to the Planning Director.

Chair Koldus summarized the motion

The motion carried 5-0.

## **CONTINUED HEARINGS**

### **2. 1854 Hanscom Drive (Declaration of a Public Nuisance)**

Assistant City Attorney, Holly O.' Whatley noted that the City is seeking to resolve the abatement issue located at 1854 Hanscom Drive via a settlement, which is taking time to finalize, but will result in an enforceable resolution.

A motion was made by Comm. Lesak, seconded by Comm. Tom to continue this item to the special meeting scheduled on June 4, 2018.

The motion carried 5-0.

**3. 420 El Coronado (Hillside Development Permit/Design Review – Single Family Addition; Retaining Walls)**

Chair Koldus noted that the applicant is working on a revised project with an expanded scope of work; therefore, no action is needed at this item, since it will be re-noticed with a new scope of work.

No action taken.

**4. 801 Rollin Street (Hillside Development Permit/Design Review – New Single Family Residence)**

Chair Koldus noted that a new variance is required for this project; therefore, this item will be re-noticed and return to the Planning Commission at a later date.

**PUBLIC HEARING**

**5. 736 Mission Street (Conditional Use Permit Modification – Service Station)**

Interim Senior Planner, Knarik Vizcarra presented her staff report and reviewed the details of the project, regarding approval for a Conditional Use Permit Modification for a service station located at 736 Mission St. Staff received one inquiry for this project, regarding clarification for the proposed services at the gas station. All of the findings for the Conditional Use Permit Modification were made. Ms. Vizcarra noted that there was a revised resolution for this item. At the conclusion of her presentation, Chair Koldus verified with Ms. Vizcarra that smog tests are included in the proposed auto shop services. Comm. Lesak noted that auto shop services were previously provided at this station; therefore, he inquired as to when the initial operation ceased. The applicant noted that the service station stopped providing auto shop services in 2009.

Chair Koldus declared the public hearing open. The project partner, addressed the Commission and noted that his goal is to provide auto repair services for the public. Previously, at the location, auto repair services were provided and ceased in 2009 but he would like to provide repair services again via the Conditional Use Permit Modification. He thanked staff and Knarik for helping him through the process of obtaining a Conditional Use Permit Modification. Seeing that there were no speakers, regarding this item, Chair Koldus declared the public hearing closed.

Commission discussion commenced and Chair Koldus noted that the proposed scope of work is complementary to the existing service station. Comm. Dahl pointed out that the conditions of approval apply to the project. Vice-Chair Braun noted that the change to the service station will provide a great service to the community.

After considering the staff report and draft resolution, a motion was made by Comm. Braun, seconded by Comm. Dahl to approve the Conditional Use Permit Modification as submitted by staff including the revised resolution.

The motion carried 5-0.

Resolution 18-08

## MINUTES

### 6. Minutes of the Planning Commission March 26, 2018 meeting.

The March 26, 2018 meeting minutes were approved with minor corrections.

The motion carried 5-0

### 7. Comments from Council Liaison

City Council Liaison Marina Khubesrian, MD was not present at the meeting.

### 8. Comments from Planning Commissioners

Vice-Chair Braun inquired about clarification regarding the process for business license and noted that it was brought to her attention that applicants have been waiting long periods of time to acquire business licenses. Vice-Chair Braun expressed concerns about a bagel shop and a juice bar that left the city because of parking restrictions.

Regarding the bagel shop and a juice bar, Mr. Watkins reviewed the process to acquire business licenses with the Commission and noted that he would look into the status of the bagel shop business license as long as the address is given to him. He noted that shared parking was probably needed for the bagel shop and that offset hours work best in that type of a situation. Mr. Watkins also noted that the department is under staffed at the moment due to the vacancy of the senior planner position.

Comm. Braun requested an update on the opening for Domino's Pizza and noted that Mosaic is doing a good job working with the neighbors and regulating traffic.

Chair Koldus gave a report on her trip to Monterey for the Planning Commission Academy and noted that the following topics were discussed: 1) SB 827 [Density Housing Transit Bill]; 2) fire [Hazard Mitigation Plan]; 3) microbreweries; 4) cannabis; 5) design review; and 6) millennials. Chair Koldus also pointed out that she is going to host the CEQA Planning acronym quiz at the next Planning Commission Academy.

### 9. Comments from Staff

David Watkins, Director of Planning and Building, provided the Commission with an update on the Senior Planner position. Mr. Watkins pointed out two local hazard concerns, regarding

Unreinforced Masonry (URM) buildings and soft story buildings. He noted that there are only four remaining URM buildings in the city. The city has budgeted for Soft Story buildings. The 1st step will be to define Soft Story and the 2nd step will be to create an inventory. Mr. Watkins also gave an update on SB 827, which may come back to the City in a different form.

**ADJOURNMENT**

10. Chair Koldus adjourned the meeting at 7:37 p.m. to the special Planning Commission meeting scheduled on June 4, 2018.

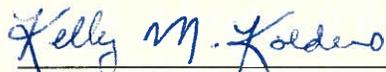
**I HEREBY CERTIFY** that the foregoing minutes were adopted by the Planning Commission of the City of South Pasadena at a special meeting held on June 4, 2018.

**AYES: BRAUN, DAHL, KOLDUS, LESAK & TOM**

**NOES: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**



Kelly M. Koldus, Chair



Richard Tom, Secretary to the Planning Commission

**ATTEST**



Elaine Serrano, Recording Secretary