



Monday, June 4, 2018
Minutes of the Special Planning Commission Meeting

CALL TO ORDER

A Special Meeting of the South Pasadena Planning Commission was called to order by Chair Kelly M. Koldus on Monday, June 4, 2018, at 6:32 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, Richard Tom, Secretary, Steven Dahl Commissioner and John Lesak Commissioner

Council

Present: Marina Khubesrian, MD, Council Liaison arrived at 6:55 p.m.

City Staff

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

PLEDGE OF ALLEGIANCE:

Kelly M. Koldus

PUBLIC COMMENTS

Robin Maloof, requested to be informed by the city regarding public meetings. Mr. Watkins gave Ms. Maloof his business card and the e-mail address for the General Plan update. He also informed her that she can be placed on the Citywide e-mail list for upcoming events/meetings.

Comm. Dahl also provided direction for Ms. Maloof to get involved with City events.

NEW BUSINESS

1. General Plan Consistency Findings: 5-Year Capital Improvement Plan

David Watkins introduced this item and noted that this is the first 5-year Capital Improvement Plan (CIP) for the City of South Pasadena and presented staff's recommendation for the Commission to discuss whether the CIP is consistent with the General Plan (GP). Comm. Braun

pointed out that the CIP in the staff report contained numerous errors, such as incorrect cross references, tables with the wrong project description, incorrect references, and typographical errors.

Karen Aceves, Principal Management Analyst noted that the formatting problems with the document can be fixed, but the recommendation remains the same, which is to assess whether the CIP is consistent with the GP.

Chair Koldus requested a 15-minute break to provide the Commission with additional time to review the revised CIP, which was provided to them prior to the meeting to replace the CIP which was included in the staff report.

Comm. Braun pointed out formatting errors, regarding the section on bikeways.

By general consent, the Commission reordered the agenda and placed item 1 after item 2 to give the Commission additional time to focus on the changes made to the CIP.

No action was taken at this point on the item, which was tabled at 6:48 p.m.

PUBLIC HEARING

2. 203 Cedar Crest Avenue/204 Mockingbird Lane (Tentative Parcel Map)

Interim Senior Planner Knarik Vizcarra presented her staff report regarding approval for a Tentative Parcel Map, which will enable the owner to sell the units individually. Staff did not receive inquiries, regarding the parcel map. All of the required findings for approval were made.

Comm. Lesak inquired if the parcel map had two pages. Ms. Vizcarra deferred his question to the applicant.

Vice-Chair Braun verified with Ms. Vizcarra that the soils report was completed prior to the application.

At the inquiry of Comm. Dahl, regarding the status of the project, Ms. Vizcarra noted that the applicant is almost ready to pull permits.

Chair Koldus declared the public hearing open. The applicant/project engineer, John Wang, from Tritech Associates pointed out that the parcel map had only one page and that they are close to pulling permits.

Vice-Chair Braun verified with Ms. Vizcarra that the issue regarding the Arroyo "rock wall" was resolved via a Cultural Heritage Commission hearing.

After considering the staff report and the resolution, a motion was made by Comm. Tom, seconded by Comm. Dahl to approve the project as submitted by staff.

The motion carried 5-0

Resolution 18-09

Marina Khubesrian, MD, Council Liaison arrived at 6:55 p.m.

NEW BUSINESS (The Commission Revisited this item)

1. General Plan Consistency Findings: 5-Year Capital Improvement Plan

The Commission took a short break to review the revised CIP.

The Commission resumed discussion on this item at 7:10 p.m.

The Commission found typographical, numeric, incorrect descriptions, incorrect references and formatting issues in the revised CIP.

Karen Aceves, Principal Management Analyst noted that the summary, for all sections, displayed the correct totals and numeric values.

Comm. Lesak pointed out that the section, regarding window and door replacement for the library was inconsistent with the General Plan, due to the historic nature of the building.

Council Liaison, Khubesrian suggested that the Commission provide direction, to staff for the purpose of updating sections in the CIP that are inconsistent with the General Plan and thanked Comm. Lesak for his input.

The Commission considered having this item return to the Commission at a later date to provide them with additional time to review the document. Due to time constraints, regarding the budget, Chair Koldus suggested that the Commission review the CIP “page by page” during the meeting and to make corrections.

After the Commission finished making their corrections, a motion was made by Vice-Chair Braun, seconded by Comm. Tom to find the 5-year Capital Improvement Plan consistent with the General Plan.

The motion carried 5-0

MINUTES

2. Minutes of the Planning Commission April 23, 2018 meeting.

The April 23, 2018 meeting minutes were approved with minor corrections.

The motion carried 5-0

3. Comments from Council Liaison

City Council Liaison Marina Khubesrian, MD noted the following: 1) the budget will be presented to the City Council tomorrow night for approval; and 2) a solution for the water issue in the city of South Pasadena is being considered.

4. Comments from Planning Commissioners

Comm. Lesak noted that he attended the California Preservation Foundation Annual Conference and listened to a presentation, regarding a new strategy for design guidelines in neighborhood conservation zones, which will go well with the Specific Plan efforts and the concept of combining zoning requirements and design guidelines into one document.

Chair Koldus noted that the American Planning Association, Los Angeles Chapter, is having their awards ceremony on Thursday in Santa Monica.

Vice-Chair Braun reminded the public to vote on Tuesday.

At the inquiry of Vice-Chair Braun, Assistant City Attorney Whatley noted that the public nuisance issue located at 1854 Hanscom Drive will be resolved via an agreement.

5. Comments from Staff

David Watkins, Director of Planning and Building, noted that the budget will be presented to the City Council for approval on Wednesday. Mr. Watkins pointed out that staff is in the process of initiating the following: 1) an Inclusionary Housing Ordinance; 2) amendments to the Accessory Dwelling Units Ordinance; and 3) a Soft Story Ordinance. Staff is also working on completing the updated Cultural Heritage Inventory. Mr. Watkins also informed the Commission that the City Council has approved a contract amendment for the General Plan Update, which provides more funding for additional outreach, and extends the completion date from October, 2018 to March, 2019 to allow for a 60-day public comment period on the Draft EIR. Finally, the candidate for the Senior Planner position is going through the pre-employment process.

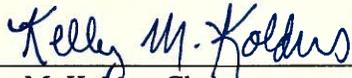
Chair Koldus verified with Mr. Watkins that there is going to be one meeting during the month of September on the 24th for the Planning Commission, and that the special meeting on September 4th had been cancelled.

ADJOURNMENT

6. Chair Koldus adjourned the meeting at 8:09 p.m. to the regular Planning Commission meeting scheduled on June 25, 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 June 25, 2018.

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

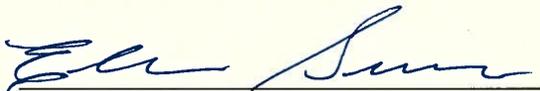


Kelly M. Koldus, Chair



Richard Tom, Secretary to the Planning Commission

ATTEST



Elaine Serrano, Recording Secretary