



**CITY OF SOUTH PASADENA CITY  
PLANNING COMMISSION  
CLOSED SESSION and SPECIAL  
MEETING AGENDA**

**City Manager's Conference Room, Second Floor, City Hall  
1414 Mission Street, South Pasadena, CA 91030**

**Monday, December 17, 2018, at 6:00 p.m.**

*The public may comment on Closed Session items prior to the Planning Commission recessing to Closed Session. In order to address the Planning Commission on Closed Session items, please complete a Public Comment Card.*

*Time allotted per speaker: 3 minutes. The Planning Commission will convene in Open Session at 6:30 p.m.*

**CALL TO ORDER:** Chair Kelly M. Koldus

**ROLL CALL:** Steven, Dahl, Commissioner, John Lesak, Commissioner,  
Richard Tom, Secretary, Janet Braun, Vice-Chair, and Kelly M.  
Koldus, Chair

**PUBLIC COMMENT PERIOD FOR CLOSED SESSION ITEMS ONLY**

(Time limit is three minutes per person)

The Planning Commission welcomes public input. Members of the public may address the Planning Commission by completing a public comment card and giving it to the Recording Secretary prior to the meeting. Pursuant to State law, the Planning Commission may not discuss or take action on issues not on the meeting agenda (Government Code Section 54954.2).

**CLOSED SESSION AGENDA ITEMS**

**1. Conference with Legal Counsel – Anticipated Litigation:**

Pursuant to Government Code Section 54956.9(d)(2): Significant exposure to litigation involving two potential cases, anticipated litigation for A and B.

**OPEN MEETING SESSION**

*In order to address the Planning Commission, please complete a Public Comment Card.  
Time allotted per speaker is three minutes.*

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- CALL TO ORDER:** Chair Kelly M. Koldus
- ROLL CALL:** Steven, Dahl, Commissioner, John Lesak, Commissioner, Richard Tom, Secretary, Janet Braun, Vice-Chair, and Kelly M. Koldus, Chair
- COUNCIL LIAISON:** Marina Khubesrian, MD
- STAFF PRESENT:** David Bergman, Interim Director of Planning and Building  
Holly O. Whatley, Assistant City Attorney  
Darby Whipple, Senior Planner  
Edwar Sissi, Associate Planner
- PLEDGE OF ALLEGIANCE:** Chair Kelly M. Koldus

**PUBLIC COMMENTS AND SUGGESTIONS**

(Time limit is three minutes per person)

Time reserved for those in the audience who wish to address the Planning Commission on items not on the agenda and within the subject-matter jurisdiction of the Planning Commission. The audience should be aware that the Planning Commission may not discuss details or vote on non-agenda items. Your concerns may be referred to staff or placed on a future agenda.

**Note:** Public input will also be taken during all agenda items. Time allotted per speaker: 3 minutes.

**CONTINUED HEARING**

**1. 728 Bonita Drive (Hillside Development Permit/Design Review/Variance/New Single Family Residence)**

The Planning Commission will consider approval for a Hillside Development Permit and a Variance the construction of a new 3-bedroom single-family residence on a vacant hillside lot with an average downslope of 49%. The proposed square footage of the house will be 2,190 square feet with an additional 431 square feet for an attached 2-car garage. The house will consist of two levels that descend down the

slope from the street with the garage, front entry, kitchen and living room areas located at the street level, and lower level containing the private living spaces. The house is designed in a modern style with cement plaster finish, wood siding, and split gable or shed-style roofing. The volume of the house is grouped into simple interconnected forms as they descend the hillside in an effort to reduce the scale and massing of the project.

**Recommendation:**

Approve

**2. 325 Camino Verde (Hillside Development Permit/Design Review – New Single Family Residence)**

The Planning Commission will consider approval for a Hillside Development Permit, which consists of the demolition of an existing 1,582 square foot one-story single-family residence constructed in 1965. In addition to the replacement of the structure with a new 4,620 square foot two-story single-family house with a detached 595 square foot detached accessory structure/pool house, a 400 square foot two-car attached garage will not be visible from the street, and a 490 square foot rear yard pool. A breakdown of the proposed house square footages are as follows: the first floor will be 2,236 square feet; the second floor will be 2,384 square feet; and the detached bonus room/pool house will be 595 square feet. The proposed house is traditionally designed in a Mediterranean style with a central front entry portico, a symmetrical façade, shallow roof eaves with a classical cornice profile, a hipped clay s-tile roof, and fiberglass windows. The house will be rectangular in form and will be finished in stucco with a stone cladding base. The project will also involve the construction of a new 490 square foot rectangular pool next to the bonus room/pool house at the rear yard. The Cultural Heritage Commission has reviewed and determined that the existing house is not an Historic Resource, and the project may proceed with the demolition pursuant to the approval of the Hillside Development Permit by the Planning Commission

**Recommendation:**

Approve

**3. 1435 Oak Crest (Hillside Development Permit/Design Review – New Single Family Residence)**

The Planning Commission will consider an application for a Hillside Development Permit and the adoption of a Negative Declaration. The applicant (Jimmy Shouyi Lee of T.J. Build) submitted plans to demolish an existing single-family residence and the construction of a new two-story single-family home atop the existing foundation located in a single-family residential neighborhood at 1435 Oak Crest Ave. South Pasadena, CA 91030 (APN: 5311-009-027). The proposed project consists of demolishing an existing 1,543 square foot two-story single-family residence constructed in 1952 and replacing the structure with a new 2,628 square foot three-story house atop the existing foundation. The house designed will have a modern style with simple geometries and finishes of wood siding, and cement plaster, along with fiberglass windows by Milgard. The house will incorporate shed and flat roofs, exterior balconies at the rear and front, and a new attached two-car garage. The parcel is rectangular and slopes down from its frontage along Oak Crest Avenue with an average slope of 38%.

**Recommendation:**

Approve

**PUBLIC HEARINGS****4. 325 Oaklawn Avenue (Appeal)**

On 8/15/18, the Director of the Planning and Building Department approved the Administrative Modification subject to the conditions of approval and any other applicable regulations. On February 16, 2018, the property owners submitted a request to replace an existing wooden fence with a concrete wall atop an existing retaining wall; the wall would extend the full length of the west property for 90 feet and would exceed the six-foot height limit (maximum eight feet) as measured from the adjacent grade. The difference in grade from on each side of the proposed fence is less than 2 feet. The concrete wall would have a troweled finish to match existing walls along Fremont Avenue. On 8/29/18, Brandon Fox filed an appeal to the Director's approval.

**Recommendation:**

Deny the appeal and uphold the director's approval

**5. 1019-1023 Fair Oaks Avenue (Conditional Use Permit Modification - Mosaic)**

The Planning Commission will consider approval of a Conditional Use Permit Modification to remove the condition of a quarterly progress report to the Planning Commission by city staff detailing operation of the facilities. Otherwise, the operation and all other conditions set are to remain the same. The site will continue to be used as a theater/auditorium for church use/public assembly and/or community/special events.

**Recommendation:**

Approve

**6. 901 Fair Oaks Avenue (Conditional Use Permit/Design Review/Administrative Use Permit/Parking Use Permit)**

The Planning Commission will consider a request to convert an existing single tenant building (Commercial Business Bank) to a multi-tenant retail/office building. The existing site consists of an approximately 8,000 square foot structure on a 21,478 square foot parcel utilizing off-site parking on an adjacent lot. The proposed development would create 5 tenant spaces with varying operational hours between 7 a.m. and 11 p.m. The tentative uses would be comprised of 4 restaurant uses and 1 bank/financial services use with dedicated on- and off-site parking. Approximately 3900 square feet will be added to the existing structure to accommodate the bank/financial services office in place of the former drive through overhang. Improvements to the façade will include vegetation, patios and outdoor dining. The proposed building will require 42 parking spaces, 2 loading spaces and 3 bicycle spaces. The project review will include a Conditional Use Permit (CUP) for a multi-Tenant Retail building, Design Review (DRX), Administrative Use Permit (AUP) for outdoor dining, and a Parking Use Permit for off-site parking. Three trees are indicated for removal and replacement.

**Recommendation:**

Approve

**7. 815 Bank Street (Hillside Development Permit Modification)**

The Planning Commission will consider a request for a second modification to the design to change proposed plank siding to a stucco finish and to replace all existing windows with new vinyl framed windows. The stucco siding would complement the home's existing stucco finish and the windows would provide additional energy efficiency and function.

**Recommendation:**

Approve

**8. 1483 Indiana Avenue (Hillside Development Permit Modification)**

The Planning Commission will consider a request to approve a project consisting of an expansion to the existing upper floor rear balcony, identified as Balcony Number 1, the conversion of the flat roof with parapet to a sloped roof with standing seam metal finish, and the construction of a new lower floor rear balcony, identified as Balcony Number 4. The roof conversion will occur over a previously approved addition at the upper floor, which has yet to be constructed. The upper floor balcony was previously approved as an extension, and was originally to be cantilevered, however upon structural review, new support columns will be required. The structural modification provided a design opportunity to extend Balcony number one an additional 6 feet, or 150 square feet; the addition of a new proposed metal spiral exterior staircase to existing Balcony Number two at the lower floor, which will now step down to the new Balcony Number four, which will protrude six feet out from the rear of the house and be approximately 25 feet long. Balcony number four will be approximately 243 square feet, and will overlook the down sloping rear yard. The two new required support columns will support Balcony number one and Balcony number four, and they will be encased in 14x14 squared stucco framing. The railing of the modified balconies and the new proposed balcony will have horizontal cable-guard railing as was previously approved. The house was approved as new construction back in 2012, and was approved for an addition and design changes this past January. The proposed modification will not increase the existing F.A.R of 2,728 square feet, however it will increase the lot coverage from 2,000 square feet to 2,175.6 square feet, or 27 percent. The 7,840 square foot lot sits on the eastern side of Indiana Avenue, and descends downhill towards the rear yard at the east with an average slope of 51 percent. The project site is located in the RS Zone, and the new support columns will require an estimated 3 cubic yards of soil removal.

**Recommendation:**

Approve

## ADMINISTRATION

9. Comments from City Council Liaison
10. Comments from Planning Commissioners
11. Comments from Staff

## ADJOURNMENT

### Adjourn to the regular Planning Commission meeting scheduled for January 28, 2018

#### PUBLIC ACCESS TO PLANNING COMMISSION MEETING AGENDAS, DOCUMENTS DISTRIBUTED BEFORE A MEETING, AND BROADCASTING OF PLANNING COMMISSION MEETINGS

Prior to meetings, the agendas are available at the following locations:

- South Pasadena Public Library, 1100 Oxley Street;
- Planning and Building Department, 1414 Mission Street; and on the
- City Website at: <http://www.ci.south-pasadena.ca.us/planning/agendasminutes.html>

Individuals can be placed on an email notification list to receive forthcoming agendas by calling the Planning and Building Department at 626-403-7220.

Any disclosable public records related to an open session item appearing on a regular meeting agenda and distributed by the City of South Pasadena to all or a majority of the legislative body fewer than 72 hours prior to that meeting are available for public inspection at the Planning and Building Department, located at City Hall, 1414 Mission Street prior to the meeting. During the meeting, these documents will be included as part of the "Counter Copy" of the agenda packet kept in the Amedee O. "Dick" Richards, Jr., Council Chambers at 1424 Mission Street. Documents distributed during the meeting will be available following the meeting at the Planning and Building Department.

Regular meetings are broadcast live on Time-Warner Cable Channel 19 and are replayed for at least 24 hours following the meeting. A DVD of regularly scheduled meetings is available for check-out at the South Pasadena Public Library. DVD and CD copies of the meetings can be purchased from the Planning and Building Department.

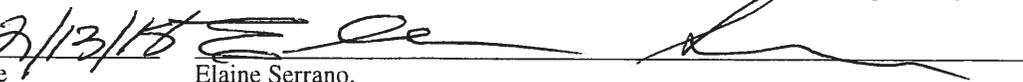
## ACCOMMODATIONS



The City of South Pasadena wishes to make all of its public meetings accessible to the public. Meeting facilities are accessible to persons with disabilities. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Hearing assistive devices are available in the Council Chamber. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

*I declare under penalty of perjury that I posted this notice of agenda on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City's website as required by law.*

Date

12/13/18 

Elaine Serrano,  
Administrative Secretary