



**CITY OF SOUTH PASADENA  
DESIGN REVIEW BOARD  
REGULAR MEETING AGENDA**

**Amedee O. "Dick" Richards, Jr. Council Chamber  
1424 Mission Street, South Pasadena, CA 91030**

**Thursday, December 5, 2019, at 7:00 p.m.**

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

*South Pasadena Design Review Board Statement of Civility*

*As your appointed governing board we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made tonight will be for the benefit of the South Pasadena community and not for personal gain.*

**CALL TO ORDER:**

Mark Smeaton

**ROLL CALL:**

Michael Lejeunne, Yael Lir, Kay Younger, Samantha Hill, Vice-Chair, and Mark Smeaton Chair

**STAFF PRESENT:**

Joanna Hankamer, Planning & Community Development Director  
Kanika Kith, Interim Senior Planner  
Malinda Lim, Contract Planner

**PLEDGE OF ALLEGIANCE:**

Chair Mark Smeaton

**PUBLIC COMMENTS AND SUGGESTIONS**

(Time limit is three minutes per person)

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

**CONSENT CALENDAR**

**1. Minutes of the Regular Design Review Board on September 5, 2019.**

**PUBLIC HEARING**

**2. Design Review Permit for a new non-illuminated sign, "OSTEO STRONG" with logo in between the two words, for 630 Mission Street. (CONTINUED)**

Recommendation

Approval of the Design Review Permit

**3. Design Review Permit for a 727 square-foot addition of a second floor to an existing single-story single-family house located at 1212 Orange Grove. (CONTINUED)**

Recommendation

Approval of the Design Review Permit

**4. Design Review Permit for a 477 square-foot addition to the second floor of an existing house, conversion of an existing 664 square-foot carport into livable area, and construction of a new carport for two cars located at 822 Flores De Oro. (CONTINUED)**

Recommendation

Approval of the Design Review Permit

**PRESENTATIONS**

**5. Code of Ethics**

**DISCUSSION ITEMS**

**6. Annual Report and Work Plan**

**7. Meeting date for January 2020**

**ADMINISTRATION**

**8. Comments from Design Review Board members****9. Comments from Staff****ADJOURNMENT****10. Adjourn to the regular Design Review Board meeting scheduled for January 2, 2020**

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

- South Pasadena Public Library, 1100 Oxley Street;
- Orange Grove Recreation Building, 815 Mission Street;
- Planning and Building Department, 1414 Mission Street;
- South Pasadena Review; and on the
- City Website at: <https://www.southpasadenaca.gov/government/boards-commissions/design-review-board/design-review-board-agendas-and-minutes>

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.

**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.*

11/27/19

Date

Malinda Lim, Contract Assistant Planner

**MINUTES OF THE REGULAR MEETING OF THE  
DESIGN REVIEW BOARD  
CITY OF SOUTH PASADENA**

**CONVENED THIS 5<sup>TH</sup> DAY OF SEPTEMBER, 2019 AT 7:00 P.M.**

**AMEDEE O. "DICK" RICHARDS, JR. CITY COUNCIL CHAMBERS  
1424 MISSION STREET**

**ROLL CALL**

The meeting convened at: 7:00 pm

Board Members Present: Mark Smeaton (Chair), Samantha Hill (Vice Chair), Michael Lejeune, and Yael Lir

Board Member Absent: Kay Younger

Staff Present: Kanika Kith, Interim Senior Planner  
Malinda Lim, Contract Assistant Planner

Staff Liaison: Kanika Kith, Interim Senior Planner

*Please Note: These Minutes are a summary of the meetings and are not a fully transcribed record. An audio recording of the meeting can be made available upon request with the City Clerk's Office.*

**NON-AGENDA ITEMS**

1. No Public Comment.

**CONTINUED ITEMS**

2. **Project Address:** 1412 Huntington Drive  
**Project Number:** 2225-DRX  
**Applicant:** John Crispis, Superior Electric  
**Potential Historic District:** N/A

**Project Information:**

This item was continued from the August 1, 2019 Design Review Board meeting. This is a request for Design Review Board approval for two new channel letter wall signs for TLC Veterinary Animal Hospital. The first wall sign will be a total of 36.49 sq. ft. with the dimensions of 1'6 ¼" x 24'. The sign will read, "TLC PASADENA VETERINARY SPECIALTY & EMERGENCY, 24 HOUR EMERGENCY" with the VCA logo. This sign will be located directly on Huntington Drive. The second channel letter wall sign will be located on the side of the building and the total sign area will be 64.50 sq. ft. The dimensions of the will be 5'4 ½" x 12'. The proposed sign will read, "TLC PASADENA VETERINARY SPECIALTY & EMERGENCY, 24 HOUR EMERGENCY" with the VCA logo. The color of the signs will be: white, blue and red. The materials for the sign letters will be vinyl.

**Presentation:**

Planner Kith gave a summary of what was discussed by the Board at the August 1, 2019 meeting and a PowerPoint presentation of the project. She also informed the Board that the applicant was at the meeting to answer any questions from the Board.

**Public Comments:**

None

**Questions, Discussion of Board and Applicant Response:**

No questions for staff.

Board members had questions regarding the name of the business, colors of the sign, and the word "Emergency" repeated twice in the signage.

Applicant Crispis answered questions from the Board.

**Decision:**

Member Lir: Made a motion to APPROVE the project as submitted.

Member Lejeune: Seconded the motion.

**APPROVED (4-0)**

**CEQA Categorical Exemption:**

The project is categorically exempt from review under the California Environmental Quality Act (CEQA) under the provisions of Section 15311, Class 11 – Accessory Structures:

- (a) On-premise signs

**NEW ITEMS**

3. **Project Address:** 452 Fair Oaks Avenue  
**Project Number:** 2240-DRX  
**Applicant:** Richard Benson, Ad Art Sign Inc.  
**Potential Historic District:** N/A

**Project Information:**

A request for Design Review Board approval regarding a new internal illuminated sign on the south elevation (facing State Street) of the Ace Hardware building. The new sign will read "Pet Supply" and "STIHL." The proposed sign complies with the sign standards in the Zoning Code. Materials of the new sign consist of aluminum for the back panel and acrylic lettering

**Presentation:**

Contract Planner Lim gave a PowerPoint presentation of the project and informed the Board that the applicant was at the meeting to answer any questions from the Board.

**Public Comments:**

None

**Questions, Discussion of Board and Applicant Response:**

No questions for staff.

Applicant Benson gave a brief oral presentation of the project.

Board members discussed the material and colors proposed for the sign.

**Decision:**

Member Smeaton: Made a motion to APPROVE the project as submitted.

Member Lir: Seconded the motion.

**APPROVED (4-0)**

**CEQA Categorical Exemption:**

The project is categorically exempt from review under the California Environmental Quality Act (CEQA) under the provisions of Section 15311, Class 11 – Accessory Structures:

- (a) On-premise signs

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**DISCUSSION ITEMS**

- 4. No discussion items.

**COMMUNICATIONS**

- 5. **Comments from the Board**  
No Board comments.

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- 6. **Comments From Staff**  
Planner Kith updated the Board on possible projects for the next Design Review Board Meeting.

**APPROVAL OF MINUTES**

- 1. The Board reviewed the following minutes: August 2019

**Decision:**  
**APPROVED (4-0)**

**ADJOURNMENT**

- 2. The meeting adjourned at 7:39 pm to the next scheduled meeting on October 3, 2019.

APPROVED,

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Mark Smeaton  
Chair, Design Review Board

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Date