

**MINUTES OF THE MEETING OF THE
CITY OF SOUTH PASADENA PLANNING COMMISSION
MEETING CONVENED THIS 27th DAY OF OCTOBER 2014, 6:30 P.M.
AT THE AMEDEE O. DICK RICHARDS JR.
CITY COUNCIL CHAMBERS, 1424 MISSION STREET**

<p>ROLL CALL</p>		<p>Meeting convened at: 6:30 p.m.</p> <p>Commissioners Present: Anthony George, Chair Steven Friedman Steven Dahl Evan Davis, Commissioner</p> <p>Council Liaison: Robert S. Joe</p> <p>Staff Present: David G. Watkins, Director of Planning and Building Holly O. Whatley, Assistant City Attorney John Mayer, Senior Planner Knarik Vizcarra, Assistant Planner</p> <p>Absent: Kristin Morrish, Vice-Chair</p> <p>Comm. Friedman led the pledge of allegiance.</p>
<p>PUBLIC COMMENTS</p>		<p>None</p>
<p>NEW BUSINESS</p>	<p>1</p>	<p><i>Chair George requested to renumber the agenda by moving item number 1 after item number 7, seconded by Comm. Davis. David Watkins, the Director of Planning and Building suggested that the Commission maintain the numbering as stated in the agenda so that the Commission will know what meeting date to continue their items to. His suggestion was approved by general consent.</i></p> <p>Holiday Meeting Schedule</p> <p>David Watkins noted that Comm. Morrish was amenable with both dates.</p> <p>Comm. Dahl pointed out that the available dates for the selection of a special meeting are as follows: 1) Thursday, 12/11/14 and 2) Monday, 12/15/14.</p> <p>A motion was made by Comm. Davis, seconded by Comm. Dahl to combine the November and December meetings into a special meeting to be held on Monday, 12/15/14.</p> <p>The motion carried 4-0.</p>

<p>CONTINUED HEARINGS</p>	<p>2</p>	<p>249 Mockingbird Lane – (Hillside Development Permit/Variance/Design Review – New Single Family Residence)</p> <p>Ms. Vizcarra noted that the applicant did not make changes to the plans as requested at the 9/22/14 meeting by the Commission; therefore, staff recommended continuing this item to the next regularly scheduled meeting on 12/15/14.</p> <p>A motion was made by Comm. Dahl, seconded by Comm. Davis to continue this item to the next regularly scheduled meeting on 12/15/14.</p> <p>The motion carried 4-0.</p>
<p>PUBLIC HEARINGS</p>	<p>3</p>	<p>820 Mission Street – (Planned Development Permit Modification)</p> <p>Senior Planner, John Mayer presented his staff report, regarding approval for a Planned Development permit for a mixed use multifamily project at 820 Mission Street. A time extension was granted earlier this year for this project to provide the applicant with additional time to submit plans for plan check. The proposed modification was presented for the purpose of allowing the applicant to place advertising signs and banners on the site in order to develop interest in sales for the units located on the site. Since this is a large project, Mr. Mayer noted that the type of signs, flags, flag poles, banners and murals that will be posted along the construction fence are typical for such large housing developments and all of the temporary signs must be maintained in good condition until they are taken down. The applicant projects to finish construction on the project by the end of June. The signs will be posted during various stages of development. At the conclusion of his staff report, Comm. Dahl inquired as to what the process will be when a sign deteriorates. Mr. Mayer noted that the applicant has offered to change the signs when they show wear and tear. A condition on page 20 addresses this matter. Comm. Dahl pointed out that the condition is noted as the second bullet point on page 20 of the staff report.</p> <p>Chair George declared the public hearing open.</p> <p>The applicant Loren Adams, Intracorp Real Estate Development, thanked staff and the Commission for considering his matter. He noted that it will be to his benefit, if the signs remain in good condition, since he is in the business of selling homes and leasing commercial spaces.</p> <p>Seeing that there were no speakers in favor of or in opposition to this project, Chair George declared the public hearing closed.</p> <p>After considering the staff report and draft resolution, a motion was made by Comm. Davis, seconded by Comm. Friedman adopt the resolution approving the Planned Development Permit application, subject to the conditions of approval.</p> <p>The motion carried 4-0. (Resolution 14-24)</p>

	4	<p>1416 El Centro Street – (Conditional Use Permit – 1 Year Review)</p> <p>Assistant Planner, Knarik Vizcarra presented her staff report, regarding a one year review of the Conditional Use Permit for the operation of the Del Mar Birth Center located at 1416 El Centro Street. The operation provides extended hours of operation to hold birthing and parenting-related classes and started operating in October of last year. This review was conducted to see if the conditions of approval were being adhered to and whether additional conditions were needed. Ms. Vizcarra noted that there was only one transfer request to Verdugo Hills Hospital submitted by staff for a patient, within the first year of operation out of 31 births at the birthing center. No other concerns or issues were brought to staff’s attention by adjacent businesses or the City’s fire department throughout the year. Staff requested that the Commission receive and file this report and adopt the resolution, which would revise the conditions of approval with a minor revision of requiring a yearly administrative review to be conducted by the director. If the director sees a need to notify the Planning Commission, he will have it placed on the agenda. At the conclusion of her presentation, the Commission did not have questions for Ms. Vizcarra.</p> <p>Chair George declared the public hearing open. Seeing that there were no speakers in favor of or in opposition to this project, Chair George declared the public hearing closed.</p> <p>Chair George noted that the Commission received and filed the report.</p> <p>After considering the staff report and draft resolution, a motion was made by Comm. Davis, seconded by Comm. Dahl to adopt the resolution approving the revised conditions of approval.</p> <p>The motion carried 4-0. (Resolution 14-25)</p>
	5	<p>815 Mission Street (Conditional Use Permit Modification – Telecom)</p> <p>Assistant Planner, Knarik Vizcarra presented her report, regarding approval for a modification to an existing telecommunications site located at 815 Mission Street. Ms. Vizcarra noted that the applicant, AT&T proposed to replace an existing 26 inch diameter pole with a 36 inch diameter pole. The new pole will consist of six LTE antennas located on the interior with the required cables and will be equipped with lighting for the park as is the current pole. Staff received one inquiry, which was the reason behind the request for modification. An inquiry from Comm. Dahl was received, regarding the proposed fencing around the pole rather than the padding that was noted in the staff report. The change was discussed with the applicant and the fencing was found to be a better alternative, since padding will not stay on the pole but melt. Ms. Vizcarra noted that all required findings for the Conditional Use Permit Modification were made. At the conclusion of her presentation, Comm. Friedman inquired as to the correct dimensions of</p>

the existing pole. Ms. Vizcarra noted that the existing pole is 26 inches in diameter and not 24 inches in diameter as noted by the applicant. The overall height of the structure will not change. At the inquiry of Comm. Friedman, Ms. Vizcarra noted that the lease agreement with the City will be increased and that it was in the process of negotiation.

Chair George declared the public hearing open. Representing the applicant, (AT&T) was Ryan Lee & Joshua Alba from Coastal Business Group. The Commission had the following questions for the representatives: 1) will the existing base be reused at the location [the base will remain the same]; and 2) why was a surround fence selected instead of a padded pole [Sheila Pautsch, Community Services Director recommended a fence]

Comm. Dahl suggested the following: 1) a round fence instead of a boxed fence for child safety purposes, since the pole is located near the soccer field; and 2) reduce the size of the fence as much as possible, since 8 x 8 is a rather large fence.

Comm. Dahl inquired as to how long the temporary fencing will be in place and will AT&T coordinate around the parks schedule. Mr. Alba noted that it will take about three months for the pole change out to occur and they will coordinate with the park schedule.

At the inquiry of Comm. Friedman, Mr. Lee noted that the approved change out from 26 inch diameter pole to a 30 inch diameter pole was approved in June of 2012 but did not take place, because it was not needed at that time to provide service to customers. Mr. Lee continued discussion with Comm. Friedman, regarding technology advances in relationship to equipment and why the size of AT&T's equipment is not decreasing for this project.

Comm. George inquired if there were any alternatives to the proposed tower and the diameter of the pole. Discussion continued on ways to decrease the appearance of the pole, such as a faux tree or a flag pole.

Chair George declared the public hearing closed.

It was the consensus of the Commission that the pole needed to decrease in size or it should be concealed in one form or another. Comm. Friedman noted that it looked like a smoke stack dominating the landscape. He pointed out that telecom poles for other applicants are well concealed in locations, such as on buildings.

Chair George pointed out that the pole is located in a highly visible spot. It is visible from the top of Orange Grove Ave. as you move down Columbia St. He noted that there are three options to remedy the situation: 1) conceal it with faux material; 2) relocate it; or 3) retain the pole as the same size. He also noted that it's a big jump going from a 26 inch diameter pole to a 36

	<p>inch diameter pole.</p> <p>Ms. Vizcarra suggested placing a South Pasadena seal on the structure or to write Orange Grove Pk. on it instead. Chair George noted that such a change may make it look worse than it currently does.</p> <p>It was also the consensus of the Commission that the park should stay as nice as possible; therefore, the applicant should return with options to the proposed design of the project.</p> <p>Comm. Davis inquired if the apparatus could be placed in more than one location instead of at one spot. He noted that it currently is an eyesore and is incongruent with the surroundings. He inquired if there is a technological solution or an aesthetic solution to this problem; therefore, he requested that the applicant return to the Commission with options. He noted that a faux tree should not be placed in the "City of Trees".</p> <p>Comm. Dahl expressed concerns about child safety around the base of the pole. He requested that the applicant consider a radius around the fence and pushing it away from the soccer field as much as possible.</p> <p>After considering the staff report and draft resolution, a motion was made by Comm. Davis, seconded by Comm. Dahl to continue this item to the next regularly scheduled meeting on December 15, 2014.</p> <p>The motion carried 4-0</p>
6	<p>821 Orange Grove Place (Appeal – Design Review Board Approval)</p> <p>Ms. Vizcarra noted that the project for a two story Modern Style home with a detached 657 square foot garage located at 821 Orange Grove Place was approved by the Design Review Board in August 2014, but has been appealed by neighbors. The appellants felt that the approved project was not appropriate for the neighborhood as it lacked certain design components, such as large covered porches and windows at the street level. The large windows of the proposed house are not compatible with other windows in the neighborhood in terms of size and material. The house design is bulky and out of character with the neighborhood and with the street scape. Ms. Vizcarra noted that staff received two e-mails, one in support of the appeal and one in support of the project. Staff also received a form with signatures supporting the appeal and copies were forwarded to the Commission. Ms. Vizcarra noted the notice for the appeal was posted in the newspaper with an error. The title had the correct address but there was an error in the address below the title. There were no errors with the address or information on the postcard notifications that went out to the public. Staff found that the applicants for the project improvised the project to address concerns brought up by the Design Review board and the neighbors, regarding the compatibility and articulation. All required Design Review findings were</p>

made; therefore, staff recommended that the Planning Commission uphold the Design Review Board's decision and approve the Design Review application. At the conclusion of her presentation, Comm. Dahl confirmed with Ms. Vizcarra that the applicant complied with the Design Review Board's (DRB) condition to lower the height by one foot.

Chair George declared the public hearing open. The appellant, Yosh Kawakami, 825 Orange Grove Place introduced himself to the Commission. He noted that the modern design (box steel structure) of the house is not in character with the neighboring California Bungalow style homes. He read from the DRB manual: *the most important criteria for project approval in South Pasadena is the project's compatibility with the existing neighborhood, the community and the environment in terms of its visual impact*; therefore, Mr. Kawakami felt that the new house did not comply with that statement. He felt that it was large house on a small lot. The following people spoke in support of the appeal: 1) Saik-Choon Poit, 1038 Orange Grove Ave., 2) Betty M. Garrity, 3) George Ramos, 805 Orange Grove Place; 4) Sylvia Gomez, 817 Orange Grove Place. They expressed their concerns about the following: 1) project design; 2) large/full glass windows; 3) loss of view; 4) loss of privacy; 5) the street scape; and 6) covered driveway.

The homeowners, Gary and Melissa Tsai introduced themselves to the Commission and noted that they are the architects and designer of the project. Melisa Tsai reviewed the design of the project. Her husband Gary Tsai gave a PowerPoint presentation about the details of the project and started off by pointing out that the Design Guidelines do not limit homeowners to a specific style. The homeowners met with the neighbors and some neighbors thought the house was too tall and others thought the height was fine. He noted that neighbors had concerns about size and massing; therefore, they had to carve away and remove a bedroom in order to step the second floor back to minimize the appearance.

Comm. Dahl inquired where the removal of the foot came from. Ms. Tsai noted that it came from between the first and second floor.

The following speakers spoke in opposition to the appeal: 1) Jane Schirmeister, 816 Orange Grove Pl.; and 2) Conrad Lopez, representing the Design Review Board (DRB). They spoke in favor of the modern design and noted the following: a) modern houses reside in the same neighborhood; b) the applicant made the requested DRB changes to the project; c) the neighborhood is eclectic; and d) the scale and size are good.

Yosh did not feel that the neighbors' requests were addressed in the design of the project.

Chair George declared the public hearing closed.

Chair George read aloud of the minutes from the DRB meeting when the project was approved: "There was a motion, a discussion and a vote. Ms. Amy Nettleton – (DRB Member) "The project has come a long way, since first review in June". She noted that the applicants were able to make the modern house work within the context of the surrounding neighborhood. Mr. Conrad Lopez (DRB Chair) – Commended the applicants for the work done and felt that the design was sensitive to the surrounding area. Ms. Susan Masterman (DRB Member) – She discussed the differences between the jurisdiction of the Cultural Heritage Commission and the Design Review Board. She noted that the board is bound by the findings that must be made in order to approve a project and by the City's Design Guidelines. "Given the guidelines and findings, the project as proposed provided a contextually sensitive Modern design and the required findings for approval were made". Ms. Masterman noted that the board cannot and does not dictate style.

Overall the board agreed that the applicant had diligently worked to address the issues regarding compatibility, massing and privacy. After their discussion, the board voted unanimously 4-0 to approve the project with one condition, which was to lower the project by one foot and included a condition, regarding trees.

Chair George pointed out that a member in the audience of tonight's meeting made a comment that the voices opposed to the project were not heard. He clarified that there were two public hearings, regarding this item and one public neighborhood meeting, where the neighbors met with the architect/homeowner. He also pointed out that whether or not the board and this Commission agree with what is being presented to them, it does not mean that voices are not heard. "The Board and Commission take great care in allowing all voices to be heard. Compatibility does not mean duplication or replication of a particular style or patterns in the surrounding neighborhood. The word compatible is used to provide the applicant flexibility to achieve compatibility with a neighborhood without necessarily being dictatorial about the style. "A vacant in-fill lot is rare". He noted that conceptually this plan is extremely clever with the handling of the second floor. The second-floor setbacks are very large for a project like this and the window placement for this project was very sensitive. All in all, Chair George felt that the massing the placement of the second floor, and how the project was designed was very sensitive and responsive.

Chair Friedman thanked the neighbors for attending the meeting. He was surprised that the neighbors opposed to the project left the meeting before all statements were made.

Comm. Dahl commended the applicant for designing a well thought out house. They took care with the window placement and setbacks. He was impressed with the landscaping. He noted that the growth of additional

	<p>plants will help with privacy. The proposed house will improve the neighborhood and the property values.</p> <p>Comm. Davis noted that he liked the project but he did notice that the proposed house looked different from the other houses on the street. He noted that just because an applicant has done a lot of work on a project to adjust plans, it does not always merit approval. Since the proposed house will reside in an eclectic neighborhood, he was in favor of approval, even though the house will stand out from the rest of the homes.</p> <p>Comm. Friedman noted that a project is not worthy of approval just because progress was made. He also pointed out that the house is zoned for Medium Density Residential; therefore, the applicant could have built a larger structure. He was in agreement that the neighborhood is eclectic.</p> <p>Chair George suggested that the applicant use a more conventional plate height for the shed roofs and bring them down as low as possible and bring the second floor down to eight feet to help with massing. He supports and defers to the Design Review Board on all design issues and was leaning towards approval for this item.</p> <p>The Commission discussed decreasing the size of the project.</p> <p>After considering the staff report and draft resolution, a motion was made by Comm. Davis, seconded by Comm. Friedman to uphold the Design Review Board's decision and approve the proposal for the Modern style, two story single-family house at 821 Orange Grove Place.</p> <p>Chair George noted that the appeal was overturned and the Planning Commission upheld the Design Review Board decision.</p> <p>The motion carried 4-0 (Resolution 14-26)</p>
7	<p>Zoning Code Amendment – Call-Up Procedures & Appeals</p> <p>David Watkins, Planning and Building Director reviewed the history of the amendment. He presented the Commission with a two part approval. Mr. Watkins noted that at the September 22, 2014 meeting the Commission came to a consensus, regarding the process for the call-up procedure as follows: 1) action minutes will be placed on the agenda of the review body; 2) an item may be pulled off of the agenda, if a member considers a call for appeal; and 3) a motion, a second and a vote will be required. Mr. Watkins noted that the following language will be included in the process, “if a meeting goes after 15 days, then the appeal will extend to first available meeting after that 15 day period” He also noted that our current Municipal Code allows anyone to appeal a code enforcement decision made by a staff member but most cities allow only the person who is subject to the code enforcement action or the potential action to appeal; therefore staff requested to limit the</p>

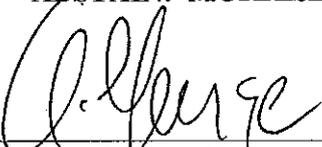
	<p>appeal. At the conclusion of his presentation and at the inquiry of Comm. Dahl, Mr. Watkins clarified that the minimum amount of votes to call up an item from the agenda is three and not two as stated in the staff report.</p> <p>City Attorney Whatley concurred with Mr. Watkins by pointing out that on page 16 of the proposed ordinance under Section 3B, It states that there must be a majority vote of the reviewing body to call up an item for review.</p> <p>Mr. Watkins gave Comm. Friedman examples of how the code enforcement change will be utilized.</p> <p>Chair George declared the public hearing open. Seeing that there were no other speakers in favor of or in opposition to this item, Chair George declared the public hearing closed.</p> <p>Comm. Friedman noted that a comma should be inserted after the word decision on page 16 Section 3A.</p> <p>The Commission discussed whether they should have the majority vote stated clearer in the ordinance. Assistant City Attorney Whatley suggested inserting the wording, "at the meeting contemplated in subsection A" after the wording, "If called for review by a majority vote" in Section 3B so it will read, <i>"If called for review by a majority vote at the meeting contemplated in subsection A"</i>.</p> <p>After considering the staff report and draft resolution, a motion was made by Comm. Friedman, seconded by Comm. Davis to approve the resolution initiating the Zoning Code Amendment to revise, "Who may appeal Code Enforcement decisions by the director of Planning and Building".</p> <p>The motion carried 4-0</p> <p>A motion was made by Comm. Friedman, seconded by Comm. Davis to approve the resolution (attachment 2) subject to the aforementioned changes, recommending that the City Council adopt an ordinance, which amends the Zoning Code to allow a review authority to call-up a decision for review with the majority vote of the reviewing authority.</p> <p>Comm. Friedman continued his motion, seconded by Comm. Davis to include code enforcement decisions by the Director of Planning and Building to be appealed only by the person affected by the code enforcement action.</p> <p>The motion carried 4-0. (Resolution 14-27)</p>
8	<p>Planning Commission Annual Report</p> <p>Chair George noted that he worked on the Planning Commission annual report outlining the year's activities for the Commission. He included</p>

		<p>information, regarding subcommittees and current items. He inquired if any of the Commissioners would like to add or make changes to his annual report.</p> <p>Comm. Davis' acknowledged that staff provided a great service for the Commission and the public during the year. He noted that staff's writing is very thoughtful and responsible; therefore, Chair George noted that he will change the opening paragraph of the annual report to reflect Comm. Davis' comments.</p> <p>Other than Comm. Davis' comments, the Commissioners did not voice any changes or additions to the annual report; therefore, Chair George stated that he will forward the report to staff and make a brief presentation to the City Council.</p>
	9	<p>Minutes of the Planning Commission's August 25, 2014 meeting</p> <p>The minutes were approved as submitted by staff.</p>
	10	<p>Comments from City Council Liaison</p> <p>Council Liaison Joe provided the Commission with highlights from the City Council meetings as follows: 1) <u>October 1, 2014</u> - the City Council authorized the City Manager to sign a lease agreement with Caltrans for the property of 1028 Magnolia Street for the use of a community garden and a resolution was adopted in support of safe neighborhood parks; and 2) <u>October 15, 2014</u> - the ordinance prohibiting mobile advertising vehicles was adopted and a resolution in support of Prop. 1 - Water Quality Supply and Infrastructure Improvement act of 2014 was approved.</p>
	11	<p>Comments from Planning Commissioners</p> <p>None</p>
	12	<p>Comments from Staff</p> <p>David Watkins noted that a new intern by the name of Michael Habitz started working today in the Planning and Building Department and that he is a graduate of UC Santa Barbara. He has been working with the city of Burbank as an intern for the last several months. He will be working 28 hours a week in the Planning and Building department.</p> <p>He also noted that staff has not received information on the status of a grant application. The next meeting will be held on the 13th; therefore, a status will not be provided until then.</p>

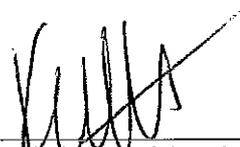
ADJOURN- MENT	13	The meeting adjourned at 9:00 p.m. to the special holiday meeting to be determined.
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I HEREBY CERTIFY that the foregoing minutes were adopted by the Planning Commission of the City of South Pasadena at a meeting held on January 26, 2015.

AYES: DAVIS, DAHL & GEORGE
NOES: NONE
ABSENT: NONE
ABSTAIN: MORRISH



Anthony R. George, Chair



Kristin Morrish, Vice-Chair

ATTEST:



Elaine Serrano, Recording Secretary