



**CITY OF SOUTH PASADENA  
DESIGN REVIEW BOARD**

**REGULAR MEETING MINUTES**

**THURSDAY, FEBRUARY 2, 2023 AT 6:30 P.M.**

**CITY COUNCIL CHAMBERS  
1424 MISSION STREET, SOUTH PASADENA, CA 91030**

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**CALL TO ORDER:**

The Regular Meeting of the South Pasadena Design Review Board was called to order by Chair Hill on Thursday, February 2, 2023 at 6:30 p.m. The meeting was conducted in person from the Council Chambers located at 1424 Mission Street, South Pasadena, California.

**ROLL CALL**

**PRESENT:**

Joe Carlson, Board Member  
Brian Nichols, Board Member  
Kay Younger, Board Member  
Melissa Hon Tsai, Vice-Chair  
Samantha Hill, Chair

**STAFF**

**PRESENT:**

Matt Chang, Planning Manager  
Sandra Robles, Associate Planner  
Mackenzie Goldberg, Assistant Planner  
Lillian Estrada, Administrative Secretary

**APPROVAL OF AGENDA**

Majority vote of the Board to proceed with Board business.

Chair Hill asked if Board Members or Staff had any changes to the Agenda. There were no changes requested and the Agenda was approved as submitted.

**DISCLOSURE OF SITE VISITS AND EX-PARTE CONTACTS**

Disclosure by Board of site visits and ex-parte contact for items on the agenda.

None.

**PUBLIC COMMENT**

**1. Public Comment – General (Non-Agenda Items)**

None.

**CONTINUED ITEM**

- 2. 507 Camino Verde (APN: 5310-005-007), Project No. 2511-DRX:** A request for a Design Review Permit for a 1,265-square-foot addition to the second floor of an existing 2,888-square-foot, two-story, single-family residence. In accordance with the California Environmental Quality Act (CEQA), this project qualifies for a Categorical Exemption under Section 15301, Class 1 (Existing Facilities).

**Recommendation:**

Continue this item to a future Design Review Board meeting to be determined.

**Action and Motion:**

MOTIONED BY BOARD MEMBER CARLSON AND SECONDED BY VICE-CHAIR TSAI, CARRIED 5-0, to continue this item to a future Design Review Board meeting to be determined.

**PUBLIC HEARING**

- 3. 626 Garfield Avenue (APN: 5324-019-010), Project No. 2541-DRX/AUP:** A request for a Design Review Permit for a 68-square-foot first floor addition and a new 843-square-foot second floor addition to an existing one-story, 864-square-foot single-family residence. The project also includes a request for an Administrative Use Permit for a tandem parking. In accordance with the California Environmental Quality Act (CEQA), this project qualifies for a Categorical Exemption under Section 15301, Class 1 (Existing Facilities).

**Recommendation:**

Approve the project, subject to the recommended conditions of approval.

**Presentation:**

Assistant Planner Goldberg presented the project. The designer and applicant were present but did not have a presentation.

Board Member Nichols asked staff about the siding materials.

Assistant Planner Goldberg stated it was Hardie siding.

Vice-Chair Tsai asked to confirm if one or two parking spaces would be covered.

Assistant Planner Goldberg stated there would be only one covered parking space. She added that the Administrative Use Permit allowed the uncovered parking space to count towards the second parking space.

**Public Comments:**

There was one public comment submitted via email prior to the meeting. There were no requests to speak at the meeting so the public hearing closed.

**Board Member Discussion:**

Chair Hill requested that the applicant approach the podium if they had comments or a presentation.

Architect Steve Dahl introduced himself and said the owners, the Williams, were in the audience. He said this was a fun project and that the footprint stays the same and that there is no place else to park or put a garage.

Board Member Nichols asked about the one comment that came in via email regarding the hedges. He wanted to ask if construction would impact the hedges that are there or would they be left alone.

Architect Dahl stated that the hedges would not be impacted.

Board Members Carlson, Nichols, Younger, Vice-Chair Tsai, and Chair Hill all commented on how beautiful the house design is and that it does not even look like an addition.

**Action and Motion:**

MOTIONED BY BOARD MEMBER YOUNGER, SECONDED BY VICE-CHAIR TSAI, CARRIED 5-0, to approve the project based on Staff recommendation and with conditions of approval.

<b>ADMINISTRATION</b>
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**4. Comments from Board Members**

None.

**5. Comments from Subcommittees**

None.

**6. Comments from Staff**

**6. Comments from Staff**

Planning Manager Chang provided updates regarding the Housing Element Update. Last September, Staff presented the Objective Development Standards to the Design Review Board to get feedback. Staff is hoping to bring this item back to the Board in the near future to get feedback of consultant's draft document. Lastly, the Economic Development Division will have a business network event on February 28.

**ADJOURNMENT**

**7. Adjourn to the regular Design Review Board meeting scheduled for March 2, 2023 at 6:30 p.m.**

There being no further matters, Chair Hill adjourned the Design Review Board meeting at 6:55 p.m.

APPROVED,



Samantha Hill, Chair – Design Review Board

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Date