



**CITY OF SOUTH PASADENA
DESIGN REVIEW BOARD**

REGULAR MEETING MINUTES

THURSDAY, APRIL 6, 2023 AT 6:30 P.M.

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

CALL TO ORDER:

The Regular Meeting of the South Pasadena Design Review Board was called to order by Chair Hill on Thursday, April 6, 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
Melissa Hon Tsai, Vice-Chair
Samantha Hill, Chair

ABSENT:

Kay Younger, Board Member

COUNCIL LIAISON

PRESENT:

Janet Braun, Councilmember

STAFF

PRESENT:

Alison, Becker, Deputy Director of Community
Development
Matt Chang, Planning Manager
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.

BUSINESS ITEM

2. Design Review Board Reorganization

Recommendation

Planning Manager Chang explained that it was time to choose a new Chair and Vice-Chair for the coming year. He stated that a Chair can serve a two-year term maximum and that Chair Hill has served two years. Vice-Chair does not have a term limit.

Chair Nomination:

Vice-Chair Tsai nominated Board Member Nichols to be Chair. Chair Hill seconded the nomination of Board Member Nichols.

Action and Motion:

MOTIONED BY CHAIR HILL, CARRIED 4-0, to approve Board Member Nichols as Chair effective immediately.

Vice-Chair Nomination:

Newly appointed Chair Nichols asked for nominations for Vice-Chair. Board Member Hill nominated Vice-Chair Tsai to continue her service as Vice-Chair.

Action and Motion:

MOTIONED BY CHAIR NICHOLS, CARRIED 4-0, to approve Vice-Chair Tsai as Vice-Chair effective immediately.

PUBLIC HEARING

3. 915 Adelaine Avenue (APN: 5313-007-036), Project No. 2544-DRX:

A request for a Design Review Permit for a new 505-square-foot second floor addition to an existing one-story, 2,126-square-foot 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).

Vice-Chair Tsai recused herself since she lived within 1,000 feet of the project site.

Recommendation:

Find the project exempt from CEQA pursuant to Section 15301. Approve the project, subject to the recommended conditions of approval.

Presentation:

Planning Manager Chang presented the project for Assistant Planner Mackenzie Goldberg. The designer and applicant were present but did not have a presentation.

There were no questions for staff.

The architect approached podium to answer questions.

Board Member Hill asked if the proposed addition's square footage was an attempt not to maximize the square footage requirement.

The architect confirmed.

There were no further questions for architect.

Public Comments:

There were two public comments from adjacent neighbors supporting the project submitted prior to the meeting. There were no requests to speak at the meeting so the public hearing closed.

Board Member Discussion:

Board Member Carlson stated that second story windows seemed too far from the center in the front elevation and that the horizontal windows in the rear elevation looked less boxy.

Board Member Hill wondered if the windows in the front could match the horizontal windows in the back.

Architect stated that there was a structural issue with window choice and placement.

Board Members stated they understood and it was not a deal breaker.

Action and Motion:

MOTIONED BY BOARD MEMBER HILL, SECONDED BY BOARD MEMBER CARLSON, CARRIED 3-0, to approve the project based on Staff recommendation and with conditions of approval.

ADMINISTRATION

4. Comments from City Council Liaison

City Council Liaison Braun expressed her excitement to be the liaison to the Board.

5. Comments from Board Members

None.

6. Comments from Subcommittees

None.

7. Comments from Staff

Deputy Director Becker delivered updates and announcements. She stated the fifth draft of the Housing Element was recently submitted to the State and she felt confident it would be accepted. She also stated that once they adopted the Housing Element in May there would be summer engagement process around the General Plan and the Downtown Specific Plan.

ADJOURNMENT

8. Adjourn to the regular Design Review Board meeting scheduled for May 4, 2023 at 6:30 p.m.

There being no further matters, Chair Nichols adjourned the Design Review Board meeting at 7:01 p.m.

APPROVED,



Brian Nichols, Chair – Design Review Board

11-2-23

Date