



**CITY OF SOUTH PASADENA  
DESIGN REVIEW BOARD**

**REGULAR MEETING MINUTES**

**THURSDAY, MAY 6, 2021 AT 6:30 P.M.**

**VIA ZOOM**

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**CALL TO ORDER:**

Chair Hill called the Regular Meeting of the South Pasadena Design Review Board on Thursday, May 6, 2021 at 6:30 p.m. The meeting was conducted remotely by video conference pursuant to the Executive Order N-29-20 issued by Governor Newsom. The Council Chambers, located at 1424 Mission Street, South Pasadena, California, were closed. Members of the public attended the meeting via ZOOM.

**ROLL CALL**

**PRESENT:**

Joe Carlson, Board Member  
Mark Smeaton, Board Member  
Melissa Hon Tsai, Vice-Chair  
Samantha Hill, Chair

**ABSENT:**

Kay Younger, Board Member

**COUNCIL LIAISON**

**PRESENT:**

Diana Mahmud, Mayor, Council Liaison

**STAFF**

**PRESENT:**

Kanika Kith, Planning Manager  
Marina Khrustaleva, Interim Associate Planner  
Lisa Krause, Contract Planner  
Karolina Gorska, Contract Planner

**APPROVAL OF AGENDA**

Majority vote of the Board to proceed with Board business.

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**

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

None.

**PUBLIC HEARING**

- 1. Project No. 2343-SGN (Continued) – Sign Permit for an existing grocery store, Pavilions Grocery Store, located at 1213 Fair Oaks Avenue.**

**Recommendation:**

Approve, subject to conditions of approval.

**Presentation:**

Board Member Smeaton recused himself since his office was within 1,000 feet of subject property.

Contract Planner Krause presented the staff report.

Board Members did not have any questions for staff.

**Public Comments:**

With no requests to speak, the public comments portion of the hearing was closed.

**Applicant Presentation and Questions:**

Chair Hill asked Applicant Paul Herman if he had any concerns about the conditions of approval.

Mr. Herman stated that he did not have any concerns.

Chair Hill closed the Public Hearing and opened up the Board Member Discussion.

**Board Member Discussion:**

Vice-Chair Tsai stated that the signage proportions to the façade seem appropriate.

Board Member Carlson stated he agreed with Staff’s recommendation to approve the project as it looks.

Chair Hill stated she agreed with the other Board Members and asked for a motion to approve the project.

**Motion and Action:**

MOTIONED BY VICE-CHAIR TSAI AND SECONDED BY BOARD MEMBER CARLSON, CARRIED 3-0, to approve the project, subject to the recommended conditions of approval.

Board Member Smeaton rejoined the meeting.

2. **Project No. 2379–NID/DRX/TRP (Continued) – Notice of Intent to Demolish a single-story home and detached garage, Design Review for a new 3,467 sq. ft. two-story residence with an attached garage, and Tree Removal Permit for three non-native trees, located at 822 Orange Grove Place.**

**Recommendation:**

Approve, subject to conditions of approval.

**Presentation:**

Vice-Chair Tsai recused herself as she lives within 1,000 feet of subject property.

Contract Planner Krause presented the staff report.

There were no Board Member questions for Staff.

**Public Comments:**

With no requests to speak, the public comment portion of the hearing was closed.

**Applicant Presentation and Questions:**

Chair Hill asked if the applicant was present and if she had a presentation.

Applicant/Architect Katie Chiu made a presentation.

Chair Hill asked if Ms. Chiu if she would like add anything else.

Board Member Smeaton stated that he wanted to commend Ms. Chiu for doing a good job and making the project more authentic. He added that the windows were better and entry was the correct scale. He stated that he did not have any questions.

Board Member Carlson did not have any questions for the applicant.

Chair Hill did not have any questions but stated she shared Board Member Smeaton’s sentiment and that the project is a huge improvement and the massing looks great. Chair Hill closed the public hearing portion and opened the Board Discussion.

**Board Member Discussion:**

Board Member Smeaton stated he was very happy with the project especially the changes to the entry which Board Member Carlson had pushed. He added that his only suggestion was to make sure that the contractor follows through with the detail since the detailing is everything. Board Member Smeaton stated he was ready to move forward with the project.

Board Member Carlson stated he concurred with Board Member Smeaton's comments and added that he thought the changes to the front elevation, while not reducing the height by much, felt proportionally better. He added that the increased mass of the entryway and all the other little changes went a long way and the project looks better.

Chair Hill stated she agreed with the other Board Members and felt it was a great improvement. She added that the architectural style seemed consistent now. She asked for a motion to approve the project.

**Motion and Action:**

MOTIONED BY BOARD MEMBER CARLSON AND SECONDED BY BOARD MEMBER SMEATON, CARRIED 3-0, to approve the project, subject to the recommended conditions of approval.

Vice-Chair Tsai rejoined the meeting.

- 3. Project No. 2389-DRX/HDP – Design Review and Hillside Development Permit for a 3,023.4 square foot addition (a 1,991.8-square foot first-floor addition and a new 1,031.6-square foot basement) to an existing 2,540 single-family home located at 2016 Hanscom Drive (APN: 5308-022-040)**

**Recommendation:**

Approve, subject to conditions of approval.

**Presentation:**

Contract Planner Gorska presented the Staff Report.

There were no Board Member questions for staff.

**Public Comments:**

With no requests to speak, the public comment portion of the hearing was closed.

**Applicant Presentation and Questions:**

Architect Susan Masterman made a presentation.

Board Member Smeaton commended Ms. Masterman on very complete and exceptionally well-done drawings. He stated that his only question was why she

was using clay S tile and not Barrel tile and he guessed it was due to the weight of the Barrel tile.

Ms. Masterman stated it that there is some S tile on the two out buildings already and in general, the Barrel tile was too heavy.

Board Member Carlson asked Ms. Masterman for clarification about the ceramic tile accents she mentioned since he was not able to find them in the renderings.

Ms. Masterman said that the accents were a bit hidden since she thought of them as only accents.

Chair Hill stated she had no questions but reiterated Board Member Smeaton's sentiment that Ms. Masterman had integrated the new with the existing house. Chair Hill then closed the public hearing portion of the meeting.

**Board Member Discussion:**

Vice-Chair Tsai stated she loves the house and design.

Board Member Smeaton stated he loved the choice of wood windows that are much harder to maintain. He added that he loved Ms. Masterman's watercolor renderings.

Board Member Carlson commented that in terms of scale, the cantilevered porch and staircase on the south elevation looked out of place. He commented that it looked like it was cantilevered too far off the side.

Vice-Chair Tsai stated she believed it was the existing staircase.

Planning Manager Kith put up the corresponding slide for the Board to view.

Contract Planner Gorska stated that the porch and staircase on that south elevation were original and that they were only making improvements. She added that they were going to do fill there but instead they are just going to do the cantilever for support without any fill.

Board Member Carlson asked the Board to disregard his comment and that he thought it looked great.

Chair Hill then asked for any other comments and when hearing none, stated she felt the project was a slam-dunk and very beautiful and followed up by asking for a motion to approve the project.

**Motion and Action:**

MOTIONED BY VICE-CHAIR TSAI AND SECONDED BY BOARD MEMBER SMEATON, CARRIED 4-0, to approve the project, subject to the recommended conditions of approval.

**CONSENT ITEMS**

None.

**DISCUSSION ITEMS**

None.

**ADMINISTRATION**

**4. Comments from City Council Liaison:**

City Council Liaison, Mayor Mahmud, stated she appreciated the education and vocabulary she was receiving by being liaison to this Board. She also stated she was grateful for all of the comments the Board had for the Orange Grove Place project. She commented that the difference between the before and after photos was so great and that the Board was proving to do a valued service to the applicant since the home is now more pleasing to the eye. Mayor Mahmud also added that the new City Manager, Armine Chaparyan, would start soon.

**5. Comments from Board Members:**

None.

**6. Comments from Subcommittees:**

None.

**7. Comments from Staff:**

Planning Manager Kith stated that at last night's City Council Meeting, the City Council adopted the Inclusionary Housing Ordinance, effective immediately, as well as the ADU Ordinance, which will be effective in 30 days. She added that Staff is currently working on Phase 2 of the ADU Ordinance for Historic Properties to develop design standards as well as guidelines and Staff is aiming to have it available for public review sometime in June.

Finally, Planning Manager Kith introduced Marina Khrustaleva who will be substituting for Malinda Lim while she is out on maternity leave.

**ADJOURNMENT**

**8. Adjourn to the regular Design Review Board meeting scheduled for June 3, 2021 at 6:30 p.m.**

There being no further matters, Chair Hill adjourned the Design Review Board meeting at 7:36 p.m.

APPROVED,



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Samantha Hill, Chair – Design Review Board

11/2/2023

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Date