



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

**Wednesday, July 22, 2020 at 4:30 p.m.**

*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.*

**NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY**

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the regular meeting of the Design Review Board for June 4, 2020 will be conducted remotely and held by video conference. The Meeting will be broadcast live on the City's website ([https://www.spectrumstream.com/streaming/south\\_pasadena\\_drb/live.cfm](https://www.spectrumstream.com/streaming/south_pasadena_drb/live.cfm)) and local cable channels.

Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, the Council Chambers will not be open for the meeting. Board members will be participating remotely and will not be physically present in the Council Chambers.

The Design Review Board welcomes public input. Members of the public may provide comments to the Design Review Board by emailing: [PlanningComments@southpasadenaca.gov](mailto:PlanningComments@southpasadenaca.gov) or by calling (626) 403-7720 and leaving a **3-minute** voicemail message to be played during the meeting. Public comments must be received by **12 p.m. on Wednesday, July 22, 2020** to ensure adequate time to compile and post. Please make sure to indicate: 1) your name; and 2) what agenda item you are submitting public comment on, or if it is a general public comment. All comments/questions received will be distributed to the Board for consideration and will also be posted on the City's website prior to the meeting.

**CALL TO ORDER:**

Chair Mark Smeaton

**ROLL CALL:**

Melissa Hon Tsai, Yael Lir, Kay Younger, Samantha Hill, Vice-Chair, and Mark Smeaton, Chair

**COUNCIL LIAISON:**

Richard Schneider, M.D., Council Liaison

**STAFF PRESENT:**

Kanika Kith, Planning Manager  
Malinda Lim, Associate Planner

**APPROVAL OF AGENDA**

Majority vote of the Board to proceed with Board business.

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

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

**PUBLIC COMMENTS AND SUGGESTIONS**

Members of the public may provide general public comments the Design Review Board by emailing: [PlanningComments@southpasadenaca.gov](mailto:PlanningComments@southpasadenaca.gov) or by calling (626) 403-7720 and leaving a **3-minute** voicemail message to be played during the meeting. Public comments must be received by **12 p.m. on Wednesday, July 22, 2020** to ensure adequate time to compile and post. Please make sure to indicate: 1) your name; and 2) what agenda item you are submitting public comment on, or if it is a general public comment.

Pursuant to state law, the Design Review Board may not discuss or take action on issues not on the meeting agenda, except that members of the Design Review Board or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.

**PUBLIC HEARING**

1. **Project No. 2299-DRX – Design Review for a Two-Story Rear Addition with a Deck, Relocation of a One Car Garage With Attached Carport, and Demolition of the Existing Deck and Roof Structure to Accommodate the Two-Story Addition at 1319 Stratford Avenue.**

Recommendation

Approve the Design Review Permit with the creation of a subcommittee to work with the applicant on design changes, subject to conditions of approval.

**CONSENT ITEMS**

2. None

**PRESENTATIONS**

3. None

**DISCUSSION ITEMS**

4. None

**ADMINISTRATION**

- 5. Comments from City Council Liaison
- 6. Comments from Board Members
- 7. Comments from Staff

**ADJOURNMENT**

- 8. Adjourn to the regular Design Review Board meeting scheduled for August 6, 2020 at 6:30 p.m.

**PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS**

Design Review Board meeting agenda packets are available online at the City website: <https://www.southpasadenaca.gov/government/boards-commissions/design-review-board/design-review-board-agendas-and-minutes>

Agenda related documents provided to the Design Review Board are available for public review on the City’s website. Additional documents, when presented to Design Review Board, will also be uploaded and available on the City’s website.

The meeting will be broadcast live on the local cable channel (Spectrum Channel 19 and AT&T Channel 99) and on the City's website, and a recording of the meeting will be available within 48 hours of adjournment at the following links:

- Live Stream: [https://www.spectrumstream.com/streaming/south\\_pasadena\\_drb/live.cfm](https://www.spectrumstream.com/streaming/south_pasadena_drb/live.cfm)
- Recorded meeting: [https://www.spectrumstream.com/streaming/south\\_pasadena\\_drb/](https://www.spectrumstream.com/streaming/south_pasadena_drb/)

**AGENDA NOTIFICATION SUBSCRIPTION**

Individuals can be placed on an email notification list to receive forthcoming agendas by emailing CityClerk@southpasadenaca.gov or calling the City Clerk’s Division at (626) 403-7230.

**ACCOMMODATIONS**



The City of South Pasadena wishes to make all of its public meetings accessible to the public. 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. 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.*

7/16/20 

Date                      Elaine Serrano,  
Administrative Secretary