



**CITY OF SOUTH PASADENA
DESIGN REVIEW BOARD**

SPECIAL MEETING MINUTES

THURSDAY, JANUARY 11, 2024 AT 6:30 P.M.

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

CALL TO ORDER:

Chair Nichols called the Special Meeting of the South Pasadena Design Review Board to order on Thursday, January 11, 2024 at 6:30 p.m. The meeting was conducted in person at the Council Chambers located at 1424 Mission Street, South Pasadena, California.

ROLL CALL

PRESENT:

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

ABSENT:

Kay Younger, Board Member

STAFF

PRESENT:

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

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

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

None.

CONSENT CALENDAR ITEMS

2. Minutes from the Regular Meeting of 11/5/20

3. Minutes from the Regular Meeting of 12/3/20

4. Minutes from the Regular Meeting of 6/1/23

5. Minutes from the Regular Meeting of 8/3/23

The Consent Calendar items were approved as submitted.

PUBLIC HEARING – CONTINUED ITEM

6. Project No. 2507-DRX:

A request for a Design Review Permit (2507-DRX) to add a 416 square-foot first floor addition, a 528 square-foot attached garage and a 1,036 square-foot, second-story addition to an existing 2,332 square-foot one-story single-family dwelling at 1824 Hanscom Drive (APN: 5308-018-031). In accordance with the California Environmental Quality Act (CEQA), this project qualifies for Categorical Exemption under Section 15301, Class 1 (Existing Facilities).

Recommendation:

Staff recommends that the Design Review Board continue this item to the February 1, 2024 Design Review Board Meeting.

Action and Motion:

MOTIONED BY VICE-CHAIR TSAI AND SECONDED BY BOARD MEMBER HILL, CARRIED 4-0, to continue this item to the February 1, 2024 Design Review Board Meeting.

PUBLIC HEARING

7. PROJECT NO. 2561-DRX – A request for a Design Review Permit (2561-DRX) to add an 866-square-foot first-story addition and a 206-square-foot second-story addition to an existing 1,273-square-foot one-story, single-family dwelling at 1930 Primrose Avenue (APN: 5320-011-028). In accordance with the California Environmental Quality Act (CEQA), this project qualifies for Categorical Exemption

under Section 15301, Class 1 (Existing Facilities).

Recommendation:

Find the project exempt from California Environmental Quality Act (CEQA) pursuant to Section 15301, Class 1 (Existing Facilities). Approve the project, subject to the recommended conditions of approval.

Presentation:

Assistant Planner Goldberg presented the staff report.

Applicant Presentation:

The applicant did not have a presentation but was available to answer questions.

Vice-Chair Tsai asked if the new windows have the same trim as old windows.

Owner Fariba Ansari stated the trim would remain on the front windows but not on the back windows.

Vice-Chair Tsai asked for confirmation that the old windows are double-hung and the new windows are sliding.

Ms. Ansari stated that the new windows are sliding because of her arthritis.

Public Comments:

None.

Board Member Discussion:

There was a robust conversation about size, shape and style of windows and doors.

Action and Motion:

MOTIONED BY BOARD MEMBER HILL AND SECONDED BY CHAIR NICHOLS, CARRIED 4-0, to approve the project with a condition of a Chair Review to review accurate window sizes on all elevations, placement the sliding door and large window details on the east elevation and, the new fireplace and chimney in the family room.

ADMINISTRATION

8. Comments from City Council Liaison

None.

9. Comments from Board Members

None.

10. Comments from Subcommittees

None.

11. Comments from Staff

Planning Manager Chang thanked the Board and wished all a Happy New Year. He added that the Planning Commission just approved a request for the Chevron service station located next to City Hall to reconstruct their convenience store and demolish repair garage. He stated that the reason it went to the Planning Commission instead of the Design Review Board was that the applicant was requesting a Conditional Use Permit (CUP) to sell alcoholic beverage.

ADJOURNMENT

11. Adjourn to the Regular Design Review Board meeting scheduled for February 1, 2024 at 6:30 p.m.

There being no further matters, Chair Nichols adjourned the Special Design Review Board meeting at 7:14 p.m.

APPROVED,



Brian Nichols, Chair – Design Review Board

3/7/24

Date