



**CITY OF SOUTH PASADENA  
DESIGN REVIEW BOARD**

**REGULAR MEETING MINUTES**

**THURSDAY, October 6, 2022 AT 6:30 P.M.**

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

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**CALL TO ORDER:**

Vice-Chair Melissa Hon Tsai called the Regular Meeting of the South Pasadena Design Review Board to order on Thursday, October 6, 2022 at 6:30 p.m. The meeting was conducted as a hybrid meeting, both on ZOOM and in person at the Council Chambers located at 1424 Mission Street, South Pasadena, California; Members of the public attended via ZOOM for Covid safety purposes.

**ROLL CALL  
PRESENT:**

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

**STAFF  
PRESENT:**

Angelica Frausto-Lupo, Director of Community  
Development  
Matt Chang, Planning Manager  
Braulio Madrid, Associate Planner  
Susana Martinez, Associate Planner  
Sandra Robles, Associate 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.

Board Members Carlson and Nichols stated they drive by the restaurant site regularly.

**PUBLIC COMMENT**

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

Sally Kilby spoke in support of Measure LL on the November 8, 2022 ballot.

**CONTINUED ITEMS**

**2. 5 Pasadena Avenue (APN: 5311-001-018), Project No. 2474-DRX-AUP;**

To allow the development of a vacant lot with a new 1,848-square-foot commercial building, a 1,196-square-foot patio cover, and other associated site improvements related to the project.

**Recommendation:**

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

**Staff Presentation:**

Associate Planner, Braulio Madrid, presented the staff report.

Vice-Chair Tsai commented that the materials board still shows the stucco and asked if the stucco is still being proposed.

Mr. Madrid deferred the question to the applicant representative/architect, Steve Dahl.

**Applicant Presentation:**

Mr. Dahl thanked the Subcommittee for their recommendations and stated that the olive tree will be in the middle of the patio with a raised planter. He also stated that the tree will be planted first and the trellis will be built around it. Mr. Dahl then addressed the question regarding materials and stated that the stucco will only be underneath the overhangs with a smooth finish.

Mr. Dahl presented.

Board Member Carlson asked the applicant to confirm if the material above the brick veneer and tile is aluminum.

Mr. Dahl confirmed that it was aluminum.

Board Member Nichols asked the applicant if there would be a cut out in the trellis to accommodate tree growth and suggested that it should be required. He also wanted to confirm that the bougainvillea would be consistently planted along the fence.

Mr. Dahl said that they plan to plant the tree first, then cut the whole for the tree. He also commented that Board Member Nichol's suggestions could be added as a condition of approval.

Vice-Chair Tsai commented that she loved the playfulness of the Pasadena Avenue façade, especially the pop-up eve. She asked for clarification about placement of beams on the south and west elevations. Vice-Chair Tsai stated that the beams were drawn in two different ways and wanted to know which elevation was the design intent.

Mr. Dahl stated that the south elevation is correct and that the east elevation is also correct because the beam is hidden between the posts.

Vice-Chair Tsai stated that there were no further questions for the applicant and asked staff if there were any public comments.

**Public Comments:**

With no requests to speak, the public comments period for Agenda Item No. 2 was closed.

**Board Member Discussion:**

Board Member Nichols requested that the following be added to the conditions of approval: that there is an opening in the trellis and that the bougainvillea be planted along the fence.

**Motion and Action:**

MOTIONED BY BOARD MEMBER CARLSON AND SECONDED BY BOARD MEMBER NICHOLS, CARRIED 4-0, to: approve the project with conditions of approval.

**PUBLIC HEARING**

**3. 221 Fairview Avenue (APN:5317-007-006), Project No. 2492-DRX**

To allow the for a 305-square-foot addition to an existing 1,030-square-foot single-family dwelling.

**Recommendation:**

Form a subcommittee to work with the applicant to refine the proposed project and continue this item to a future Design Review Board meeting to be determined.

**Staff Presentation:**

Board Member Younger recused herself from this project, as she lives within 1000 feet of the subject property.

Associate Planner, Susana Martinez, presented the staff report.

Board Member Nichols asked Ms. Martinez to explain staff's recommendation to form of a subcommittee.

Ms. Martinez stated that staff was proposing a subcommittee because of the proposed contemporary design. She further elaborated that the City's design guidelines recommend that the design and materials be compatible with the neighborhood.

Board Member Nichols had a question for applicant or designer of the project about the material of the proposed planter and its connection with the materials of the fence.

**Applicant Presentation:**

The applicant did not have a presentation, but were present to answer questions.

Designer, Nick Aho, responded Board Member Nichols' earlier question regarding the planter and fence material—Mr. Aho stated that they were connected, but did not want the planter to replicate the fence exactly.

Board Member Nichols also asked if the applicant had considered that the west-facing sunroom faces would result in additional heat with the solar exposure.

Mr. Aho said that they did consider the heat and that they will be mitigating the heat with added windows and blinds.

Vice-Chair Tsai asked the applicant regarding their decision to propose a metal roof.

Owner, Mike Mitchell, responded that there was a large tree on the property and the metal material is being proposed to prevent damage. Mr. Mitchell added that the material consideration was also for energy reasons, as metal materials in a certain color can deter heat.

Vice-Chair Tsai clarified that asphalt roofs are more energy efficient.

Mr. Mitchell was aware of the conflicting information regarding energy-efficient roofing materials.

Board Member Carlson asked what color the roof would be and stated that a metal roof can be easily damaged by a branch.

Mr. Aho said that the roof is a lighter shade of grey and elaborated that the resilience of the roof is a factor and that asphalt shingles have to be changed more over time, resulting in several layers.

Mr. Mitchell added that his main concern was property damage and felt that the metal material was superior and asphalt was antiquated by comparison.

Board Member Nichols asked if there was a color version of the materials.

Vice-Chair Tsai asked about the window schedule, as it was not complete. She noted that there were a lot of window details, but only for the double hung windows.

Mr. Aho said that they forgot to print the latest door and window schedules. He stated that they were proposing hung windows, awning windows, and fixed windows.

Vice-Chair Tsai opened the hearing for public comment.

**Public Comments:**

With no requests to speak, the public comment period for Agenda Item No. 3 was closed.

**Board Member Discussion:**

Board Member Carlson wanted further explanation from staff regarding neighborhood compatibility concerns and noted that recent remodels have been contemporary.

Vice-Chair Tsai said she would like to see photos of neighboring properties.

Ms. Martinez displayed the street view of the subject property and neighboring homes.

Board Member Carlson stated that the house was already a different from the neighborhood and updating would be a positive. He only questioned the metal roof.

Vice-Chair Tsai said that her preference would be to change the roof to make the front elevation more appealing. She elaborated that she would like to see a different shape roof to make the façade more interesting.

Board Member Carlson agreed that there could be potential for a slight change in the roof plan.

Vice-Chair Tsai stated that the Design Review Board would like to form a subcommittee and asked if the applicant can return for the November meeting.

Mr. Mitchell stated that they are flexible.

**Motion and Action:**

MOTIONED BY VICE-CHAIR TSAI, SECONDED BY BOARD MEMBER NICHOLS, CARRIED 4-0, to: form a subcommittee of two members based on staff recommendation and continue this agenda item to the November 3, 2022 meeting.

The subcommittee would be Board Member Nichols and Board Member Carlson.

Planning Manager Matt Chang suggested that the meetings take place in person or on Zoom. He also stated that Board Member Younger had to leave the meeting early.

**ADMINISTRATION**

**4. Comments from Board Members**

None.

**5. Comments from Subcommittees**

None.

**6. Comments from Staff**

Community Development Director, Angelica Frausto-Lupo, thanked everyone who attended City's Open House the previous Sunday. She also stated that a Senior Management Analyst was starting October 17<sup>th</sup> and that there will be interviews for the Planning Permit Technician position on Tuesday of the following week.

**ADJOURNMENT**

**7. Adjourn to the regular Design Review Board meeting scheduled for November 3, 2022 at 6:30 p.m.**

There being no further matters, Vice-Chair Tsai, adjourned the Design Review Board meeting at 7:37pm.

APPROVED,

  
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Samantha Hill, Chair – Design Review Board

9/7/2023  
\_\_\_\_\_  
Date