



**CITY OF SOUTH PASADENA  
DESIGN REVIEW BOARD**

**REGULAR MEETING MINUTES**

**THURSDAY, OCTOBER 7, 2021 AT 6:30 P.M.**

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

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**CALL TO ORDER:**

Chair Hill called the Regular Design Review Board meeting on Thursday, October 7, 2021 at 6:30 p.m. The meeting was conducted as an in-person hybrid meeting from the Council Chambers, Amedee O. "Dick" Richards, Jr., located at 1424 Mission Street, South Pasadena and on Zoom.

**ROLL CALL**

**PRESENT:**

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

**COUNCIL LIAISON**

**PRESENT:**

Diana Mahmud, Mayor, Council Liaison

**STAFF**

**PRESENT:**

Angelica Frausto-Lupo, Community Development  
Director  
Malinda Lim, Associate 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.

<b>PUBLIC HEARING</b>
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1. **Project No. 2400-DRX – Design Review for a façade remodel and 695 square-foot addition to the rear of a single-family home at 2011 Alpha Street (APN: 5310-016-015).**

**Recommendation:**

Approve, subject to conditions of approval.

**Presentation:**

Associate Planner Lim presented the staff report.

There were no questions for staff.

**Public Comments:**

None.

**Applicant Presentation:**

The Applicant/Architect presented her report.

Board Member Smeaton asked the Applicant why the windows in the front had different break ups than the windows in the back. He also asked why the massing in the back did not have a roof form.

Board Member Carlson asked the Applicant why she made an enclosed alcove instead of a traditional overhang porch in the entryway.

The Applicant stated that they enclosed it because it made the massing more appealing and the client wanted an entryway.

Board Member Carlson asked why there was a change in materials on the side of building.

The Applicant stated the front of the house was white siding and then in the back there was stucco and siding for texture change.

Chair Hill stated that it appeared the second story was hidden from the street and asked if it was also hidden from properties behind the house.

The Applicant stated the addition would not be visible to front or back neighbors.

Chair Hill then asked for clarity about the treatment of the driveway and walkway as it appeared different in different renderings.

The Applicant clarified which rendering was correct and explained they minimized the pavement to be able to add more softscape.

Board Member Smeaton asked if the Applicant would consider one large light over the garage rather than two small ones.

The Applicant stated they could look into modifying the lights over the garage.

With no further questions for the Applicant, Chair Hill closed the Public Hearing and opened the Board Member Discussion.

**Board Member Discussion:**

Vice-Chair Tsai discussed the variations in windows and suggested adding panes to break up the large front window and make it consistent with the other windows.

Board Member Younger stated she was concerned the house would get too busy with adding details to the front.

Chair Hill stated that, to Board Member Smeaton's point, the back addition is a large massing and it might benefit from a different articulation of the roof.

Chair Hill asked the applicant to return to the podium for a few last questions. Chair Hill noted that, regarding the eaves, some were boxed and others were not.

The Applicant returned to the podium and stated she was rushed when preparing the drawings and that they all of the windows should be boxed.

Board Member Smeaton asked the Applicant if they were planning on staining or painting the wood above the garage.

The Applicant stated the wood would be stained.

Chair Hill summarized a possible motion that the Board could consider which including adding muntins to the front window and swapping two small lights over the garage for one large light.

**Action and Motion:**

MOTIONED BY BOARD VICE-CHAIR TSAI, SECONDED BY BOARD MEMBER YOUNGER, CARRIED 5-0, to approve the project with condition to add eight divides on each side of the front window on the left, sixteen small squares total, and to change the two wall sconces over the garage to one large light fixture.

- 2. Project No. 2283-DRX- Design Review for the demolition of a 340 square-foot carport, a 394 square-foot addition for a master suite, and a 250 square-**

**foot attic space over the proposed addition of an existing 1,606 square-foot single-family home located at 2059 Empress Avenue (APN:5319-016-010)**

**Recommendation:**

Continue to the regular Design Review Board meeting on November 4, 2021.

**Presentation:**

Associate Planner Lim stated that staff would like the Board to continue this item to the next DRB meeting.

**Action and Motion:**

MOTIONED BY CHAIR HILL, CARRIED 5-0, to continue this agenda item to the next Design Review Board Meeting on November 4, 2021.

**CONSENT ITEMS**

None

**PRESENTATIONS**

None

**DISCUSSION ITEMS**

None

**ADMINISTRATION**

**3. Comments from City Council Liaison**

None

**4. Comments from Board Members**

None

**5. Comments from Subcommittees**

None

**6. Comments from Staff**

Associate Planner Lim stated that, at last evening's City Council meeting, the City Council renamed the Planning and Community Department to Community Development. She added that the new Community Development Department Director, Angelica Frausto-Lupo had started this week and was in the audience. Director Frausto-Lupo went to the podium and stated that she looked forward to working closely with the Board.

**ADJOURNMENT**

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- 7. Adjourn to the regular Design Review Board meeting scheduled for November 4, 2021 at 6:30 p.m.**

There being no further matters, Chair Hill adjourned the Design Review Board meeting at 7:15p.m.

APPROVED,



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Samantha Hill, Chair – Design Review Board

2 / 1 / 2024  
Date