



**CITY OF SOUTH PASADENA
DESIGN REVIEW BOARD**

REGULAR MEETING MINUTES

THURSDAY, January 6, 2022 AT 6:30 P.M.

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

and

Via Zoom

CALL TO ORDER:

The Regular Meeting of the South Pasadena Design Review Board was called to order by Chair Samantha Hill on Thursday, January 6, 2022 at 6:30 p.m. The meeting was conducted as a hybrid meeting with city staff attending in person from the Council Chambers located at 1424 Mission Street, South Pasadena, California; the Commissioners and project applicants attended via ZOOM for COVID safety purposes. Pursuant to executive orders, the public could attend from the Council Chambers or via 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, Council Member

STAFF

PRESENT:

Angelica Frausto-Lupo, Community Development Director
Margaret Lin, Deputy Community Development Director
Matt Chang, Planning Manager
Cecilia Jaroslowsky, Contract Planner
Lisa Krause, Contract Planner

APPROVAL OF AGENDA

Majority vote of the Board to proceed with Board business.

Chair Hill asked if Board Members or Staff had any changes to the Agenda. 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.

CONTINUED ITEM

1. **2059 Empress Avenue, 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 (APN: 5319-016-010)**

Recommendation:

Approve the project.

Presentation:

Contract Planner Jaroslowsky presented the project. No presentation from applicant.

Chair Hill asked who was on the sub-committee for this project and determined it was Vice-Chair Tsai and Board Member Carlson. None of the other Board Members had questions for the staff.

Public Comments:

No public comment.

Board Member Discussion:

Board Member Smeaton noted that the subcommittee met with the applicant and changes were made, including the addition of a vaulted ceiling.

Board Member Carlson felt that the project is an improvement and recommended a support.

Chair Hill concurred.

Action and Motion:

Motioned by Board Member Smeaton, and seconded by Vice-Chair Tsai, Carried 5-0, to: approve the project based on staff recommendation with conditions of approval.

PUBLIC HEARING

- 2. 294 Saint Albans Avenue, Project No. 2354-HDP/DRX/AUP - Minor Hillside Development Permit and Design Review to allow the addition of 889 sq. ft. at the ground floor and 13 sq. ft. at the second floor including alterations to the exterior such as a front porch, new exterior decks, a rear patio a new rooftop deck, and a 40'x10' two car tandem carport in front of the house (APN: 5311-010-050).**

Recommendation:

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

Presentation:

Contract Planner Jaroslowsky presented the project. Odom Stamps, representative for the homeowner presented a board showing materials and provided additional project description.

Board Members did not have questions for staff.

Board Member Smeaton asked Applicant Stamps if he considered lighting by the French doors and by the front doors. Mr. Stamps stated he had a lantern planned for the front doors.

Public Comments:

No public comments.

Board Member Discussion:

No additional comments from the Board.

Action and Motion:

Motioned by Board Member Younger, seconded by Board Member Carlson, carried 5-0, to: approve the project based on staff recommendation with conditions of approval.

3. **512 Grand Avenue, Project No. 2422-DRX – Design Review permit to remodel a single-story home by increasing the first floor by 162 sq. ft. and adding a 410-sq. ft. second-floor addition toward the rear of the property with the proposed total being a 2,273-sq. ft. residence (APN: 5317-041-012).**

Recommendation:

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

Presentation:

Contract Planner Krause presented the project. No presentation from applicant.

Vice-Chair Tsai had a question for staff about window materials. Contract Planner Krause responded that the windows are vinyl material.

Board Member Smeaton had a question about second floor windows. Project architect Mary Chou explained the thought processes to placement of windows.

Architect Chou had a question about conditions of approval specifically related to landscaping and she stated nothing changed. Chair Hill said she would support to remove it from the conditions of approval.

Public Comments:

No public comment.

Board Member Discussion:

Overall, Board Members agreed the second story was well-integrated and subtle work and supporting this project.

Action and Motion:

Motioned by Chair Hill, seconded by Board Member Smeaton, carried 5-0, to approve the project based on staff recommendation with conditions of approval removing the conditions P9, P10, P11, for landscape and irrigation plans.

4. **1900 Alpha Street. Project No. 2418-HDP/DRX – Minor Hillside Development Permit and Design Review Permit to remodel an existing single-family home that includes enclosing 89 sq. ft. to the existing first floor and creating a new 947 sq. ft. second-story addition. New cladding is also proposed. The new height of the residence will be 24.9 ft. The property is a hillside lot with an average slope listed as 25.21%. The project site is approximately 20,518 sq. ft., (APN: 5310-010-026).**

Recommendation:

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

Presentation:

Contract Planner Krause presented the staff report. No presentation from applicant.

Board Member Smeaton asked staff about size and massing of two-story façade as well as a question about what the trellis and pergola look like.

Contract Planner Krause responded that staff mentioned the design concern with the applicant and recommended the applicant to modify the design.

Vice-Chair Tsai asked staff about building height noting it was close to the maximum. She also had a question about the setback.

Contract Planner Krause referred to the Municipal Code and the project met the code requirements.

Public Comments:

None.

Board Member Questions:

Client and Architect spoke briefly to address Board Members questions.

Board Member Smeaton asked about siding and overhangs and questioned the symmetry of the window configuration. Architect said they could try to modify the configuration of the windows.

Board Member Carlson suggested awnings out in the front to break up the boxiness of house.

Chair Hill asked if the front of house (façade) could be modified with several suggested changes and the architect said that he could explore the different design options. The homeowner explained the reasoning behind the decision they made with the current design but also suggested some of the suggestions could be taken into consideration.

Board Member Smeaton asked about the window detail that appeared like a commercial detail.

Board Member Discussion:

Vice-Chair Tsai liked the overall direction of the project but felt there was more work to be done.

Chair Hill said she agreed with Vice-Chair Tsai and felt the project would benefit from the formation of a subcommittee.

Board Member Smeaton agreed it needs a little tweaking.

Board Member Carlson suggested that some of the backyard details be incorporated in the front of the house.

Board Member Younger stated that the window details could be addressed.

Action and Motion:

Motioned by Chair Hill to form a subcommittee of Board Members Smeaton and Carlson to work with the applicant to refine the design of the proposed addition, seconded by Board Member Younger, carried 5-0, This item will be continued to the meeting on February 3, 2022.

CONSENT ITEMS

None.

DISCUSSION ITEMS

None.

ADMINISTRATION

5. Comments from Council Member

Council Member Mahmud stated the City will be evaluating the various commissions but that the Design Review Board should remain intact since they are very necessary.

6. Comments from Board Members

None.

7. Comments from Subcommittees

None.

8. Comments from Staff

Community Development Director Frausto-Lupo formally introduced Planning Manager Chang and gave him an opportunity to say hello to the group. She also stated that three Associate Planners started in December. In addition, she reminded everyone City services were being scaled back due to the recent COVID surge and encouraged the public to utilize online scheduling service.

ADJOURNMENT

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

There being no further matters, Chair Hill adjourned the Design Review Board meeting at 8:31 p.m.

APPROVED,



Samantha Hill, Chair – Design Review Board

9/7/2023

Date