



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

**Thursday, November 4, 2021 at 6:30 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***

The South Pasadena Design Review Board Meeting for November 4, 2021 will be 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. Please be advised that pursuant to the Executive Order(s), and to ensure the health and safety of the public, staff, and the Design Review Board, as the Council Chambers will be open to the public for the meeting and members of the public may attend and/or participate in the in-person meeting; all are kindly reminded to follow Los Angeles County Public Health and CDC regulations and guidelines that are in place and may be posted. The In-Person Hybrid meeting will be conducted live in the Council Chambers and on Zoom.

**The Meeting will be available as follows:**

- In Person: Council Chambers, 1424 Mission Street.
- See web link: <https://www.southpasadenaca.gov/government/boards-commissions/design-review-board/design-review-board-agendas-and-minutes> and
- Via Zoom: <https://us02web.zoom.us/j/89814060953>

**Public Comments and participation may be made as follows:**

- Written Comment submitted by no later than meeting day, 12:00 PM, deadline via the website.
- In Person Hybrid Meeting: Council Chambers, 1424 Mission Street.
- Via Zoom by “raising hand” (see Public Comment Section below for instructions.)

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting via Zoom in one of the three methods below. 1. Go to the Zoom website and Join meeting 898 1406 0953 or 2. Click on the following unique Zoom meeting link: <https://us02web.zoom.us/j/89814060953>

**CALL TO ORDER:**

Chair Samantha Hill

**ROLL CALL:**

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

**COUNCIL LIAISON:**

Diana Mahmud, Mayor, Council Liaison

**STAFF PRESENT:** Jeff Hamilton, Contract 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 COMMENT AND SUGGESTIONS (Public Comments are limited to 3 minutes)**

The Design Review Board welcomes public input. If you would like to comment on an agenda item, members of the public may participate by means of one of the following options: Option 1: Participate in-person at the Council Chambers. Option 2: Participants will be able to “raise their hand” using the Zoom icon during the meeting, and they will have their microphone unmuted during comment portions of the agenda to speak for up to 3 minutes per item. Option 3: Email public comment(s) to [PlanningComments@southpasadenaca.gov](mailto:PlanningComments@southpasadenaca.gov). Public Comments received in writing will not be read aloud at the meeting, but will be part of the meeting record. Written public comments will be uploaded online for public viewing under Additional Documents. There is no word limit on emailed Public Comment(s). Please make sure to indicate: 1) Name (optional), and 2) Agenda item you are submitting public comment on. 3) Submit by no later than 12:00 p.m., on the day of the Design Review Board meeting. NOTE: 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.

**CONTINUED PUBLIC HEARING**

- 1. **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

Approve as submitted by staff

**CONSENT ITEMS**

None

**DISCUSSION ITEMS**

None

**ADMINISTRATION**

- 2. **Comments from City Council Liaison**
- 3. **Comments from Board Members**
- 4. **Comments from Subcommittees**
- 5. **Comments from Staff**

**ADJOURNMENT**

- 6. **Adjourn to the regular Design Review Board meeting scheduled for December 2, 2021 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 City’s website via Zoom, and a recording of the meeting will be available on the website within 48 hours of adjournment.

**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.*

10/28/21  
Date

*Elaine Serrano*  
Elaine Serrano,  
Administrative Secretary