



**CITY OF SOUTH PASADENA
DESIGN REVIEW BOARD**

**AGENDA
SPECIAL MEETING
THURSDAY, JANUARY 11, 2024
6:30 P.M.**

**AMEDEE O “DICK” RICHARDS JR. COUNCIL CHAMBERS
1424 MISSION STREET, SOUTH PASADENA, CA 91030**

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 will be conducted in-person from the Amedee O. “Dick” Richards, Jr. Council Chambers, located at 1424 Mission Street, South Pasadena, CA 91030.

The Meeting will be available:

- In Person – City Council Chambers, 1424 Mission Street, South Pasadena
- Via Zoom: <https://us02web.zoom.us/j/89814060953> **Meeting ID: 898 1406 0953**

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 two methods below.

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link: <https://us02web.zoom.us/j/89814060953>

CALL TO ORDER: Chair Brian Nichols

ROLL CALL: Chair Brian Nichols
Vice-Chair Melissa Hon Tsai
Board Member Joe Carlson
Board Member Samantha Hill
Board Member Kay Younger

COUNCIL LIAISON: Councilmember Janet Braun

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 City Council Chambers, 1424 Mission Street, South Pasadena, CA 91030.

Option 2:

Participants will be able to “raise their hand” using the Zoom icon during the meeting, and they will have their microphone un-muted 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.

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, and
- 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.

PUBLIC COMMENT

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

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

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.

PUBLIC HEARING

- 7. PROJECT NO. 2561-DRX** – A request for a Design Review Permit (2561-DRX) to add a 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 a Categorical Exemption under Section 15301, Class 1 (Existing Facilities).

Recommendation:

Finding 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.

ADMINISTRATION

- 8. **Comments from City Council Liaison**
- 9. **Comments from Board Members**
- 10. **Comments from Subcommittees**
- 11. **Comments from Staff**

ADJOURNMENT

- 12. **Adjourn to the Regular Design Review Board meeting scheduled for February 1, 2024 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.

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.

1/4/2024

Date

Braulio Madrid, Associate Planner



**CITY OF SOUTH PASADENA
DESIGN REVIEW BOARD**

REGULAR MEETING MINUTES

THURSDAY, NOVEMBER 5, 2020 AT 6:30 P.M.

VIA ZOOM

CALL TO ORDER:

Chair Mark Smeaton called the Regular Meeting of the South Pasadena Design Review Board to order on Thursday, November 5, 2020 at 6:30 p.m. The meeting was conducted remotely and held by video conference pursuant to the Executive Order N-29-20, issued by Governor Newsom.

ROLL CALL

PRESENT:

Mark Smeaton, Chair
Samantha Hill, Vice-Chair
Melissa Hon Tsai, Board Member
Kay Younger, Board Member
Yael Lir, Board Member

COUNCIL LIAISON

PRESENT:

Richard Schneider, M.D.

STAFF

PRESENT:

Kanika Kith, Planning Manager
Malinda Lim, Associate Planner
Karolina Gorska, Contract Planner

APPROVAL OF AGENDA

Majority vote of the Board to proceed with Board business.

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

None.

PUBLIC HEARING

1. Project No. 2343-DRX – Design Review for remodel of an existing 33,355 square-foot grocery store (Pavilions Grocery Store) located at 1213 Fair Oaks Avenue.

Recommendation:

Approve, subject to conditions of approval.

Presentation:

Chair Smeaton recused himself and stated that his office was within 1,000 feet of the project site.

Contract Planner Gorska presented the Staff Report.

Vice-Chair Hill 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 portion of the hearing was closed.

Applicant Presentation:

There was no presentation from the applicant though he was available to answer questions.

Board Member Lir asked the applicant if they would be screening the trash enclosure since it was so visible from the parking lot.

Architect Cedric Craig stated they planned to replace the current wire fabric fence on the existing wall and redo the gate. He added they would also be creating concrete walls.

Board Member Lir suggested adding trees that shade the parking lot to the applicant. Mr. Craig stated that they would have to maintain the parking count and he would have to check with the folks at Albertsons to see if they wanted to do it.

Board Member Tsai asked the applicant if they were adding the reveal between the two paint colors on the front elevation.

Mr. Craig stated that there was a reveal between the two colors and it would be painted. He added that the entire wall would have a new cement plaster finish.

Board Member Tsai asked about the thickness of the new construction considering it would be cut into the current sidewalk.

Mr. Craig stated that they would pour out the sidewalk since they will be taking about five inches of the approximately six-foot sidewalk.

Board Member Tsai asked if they used the light fixtures elsewhere on the building.

Mr. Craig stated the lights extend all along the front façade beyond the squares in the picture.

Board Member Tsai asked if this was accent lighting.

Mr. Craig stated they were primarily accent lights but also illuminated the hardscape below. He added that there was a lot of lighting in the parking lot and on the building as well.

Vice-Chair Hill asked the applicant why, considering there is a pandemic, there were no exterior canopies to shade the public.

Mr. Craig replied that there was a canopy spanning across the two entrances. In addition, he stated, people could call in orders and employees can bring groceries to their cars (“drive up and go”).

Vice-Chair Hill asked if the striping in the parking lot was going to reflect the drive up and go.

Mr. Craig stated he imagined Pavilions would stripe to reflect this signage within the configuration of the existing parking stall design.

Vice-Chair Hill stated she felt it was a lost opportunity since landscaping and panels would break up the sea of cars. She then asked about the genesis of the artwork on the north façade.

Mr. Craig stated they did research and decided to use the photo Colorado Bridge in three panels.

Vice-Chair Hill stated she knew the Public Art Commission would be reviewing it but it was a Pasadena image, not a South Pasadena image, and she had concerns about the execution as well.

Ms. Kith stated that the Planning Staff asked the same question of Pavilions when this project was proposed.

Mr. Paul Herman of Vons stated they considered the other larger project but it was very expensive. He added that corporate decided to bring the design of the façade up to date first and then they will consider the larger project.

Vice-Chair Hill closed the public portion of the meeting and opened the Board Member Discussion.

Board Member Discussion:

Board Member Tsai stated that like Board Member Lir, she did not like the stacked stone and felt it was too massive. She added that she liked the lights since they have a halo effect.

Board Member Younger stated she agreed with Board Member Tsai and Board Member Lir.

Board Member Tsai stated she was not sure how the Public Art Commission worked but suggested a mural instead of the panels.

Planning Manager Kith stated that staff suggested the condition of a review by the Public Art Commission since they were concerned that the three panels may not be considered art. She added that it was up to this Board if they agreed with that suggestion and wanted to make it a condition.

Mr. Cedric asked the Board to consider holding the art as a placeholder, knowing something else would replace the image.

Board Member Tsai asked Planning Manager Kith when they would know if the project is actually subject to the art requirement.

Planning Manager Kith stated they would not know if the project will be subject to the public art requirement until the project is with the Building Department and the building valuation is determined. Planning Manager Kith suggested the Board make the art panels a placeholder and a condition of the project regardless of if the project is subject to the art requirement.

Action and Motion:

MOTIONED BY BOARD MEMBER TSAI AND SECONDED BY BOARD MEMBER LIR, CARRIED 4-0, to continue the project with suggestions that the materials of the façade and lighting be studied; additional trees be considered for parking lot; and artwork be reviewed by the Public Art Commission.

Chair Smeaton rejoined the meeting.

- 2. Project No. 2328-NID/DRX – Notice of Intent to Demolish a 1,442 square-foot, single-family home and detached 1-car garage and Design Review of two new, two-story, single-family homes (2,555 sq. ft. and 1,543 sq. ft.) and a 5-car underground garage at 1502 Bank Street.**

Recommendation:

Approve, subject to conditions of approval.

Presentation:

Contract Planner Gorska presented the staff report.

Vice-Chair Hill asked if these were two single-family homes on a lot or if one is an ADU.

Planning Manager Kith explained the lot was zoned for two single-family homes with the same owner.

Vice-Chair Hill asked for clarification of staff's recommended condition for the three-foot setback requirement on the west elevation.

Planning Manager Kith stated that, for the west elevation of the front unit, staff asked for articulation to break up the wall. She added that the applicant proposed vertical articulation by recessing a portion of the west wall but it is only 1.5-foot recess and that staff is recommending a condition to require the three-foot code recess. She added that the Board could waive the 3-foot setback requirement if they find it appropriate.

Board Member Lir had no questions but suggested the light fixtures looked too big.

With no further questions for staff, Chair Smeaton opened up the public comment portion of the hearing.

Public Comments:

With no requests to speak, the public comment portion of the hearing was closed.

Applicant Presentation:

Staff shared a pre-recorded presentation from the applicant.

Vice-Chair Hill asked the applicant if the site was flat or had gradation and the overall building height from grade.

Applicant/architect Joohyun Her stated the site is flat and that they want to raise it 2 feet 6 inches to 3 feet. She added that the overall building height from grade is 29 feet, approximately two feet higher than the neighborhood.

Board Member Tsai asked about the choice of the front door.

Ms. Her stated it was a modern interpretation with wood finishes.

Board Member Tsai stated she felt there was a lot of Spanish detailing but the door looked off to her.

Ms. Her said she could modify the door.

Chair Smeaton stated he saw that staff suggested reducing the entry element to bring it down but did not see these notes incorporated in the drawings.

Ms. Her said she got the comments late and she felt that lowering the entry did not fit with the massing.

Chair Smeaton stated that the home had a very narrow floor plate but it was a very tall structure and asked if she would be considering nine-foot plates on main floor instead of ten.

Ms. Her replied that the homeowner is Feng Shui driven and concerned about having enough light and wanted ten-foot plates. Ms. Her stated she would revisit this with the homeowner.

Chair Smeaton stated he wanted to reduce the height of the structure and would like to see options when the applicant came back like such as lowering the parking garage into the grade. He then asked for last questions and hearing none closed the public hearing and opened Board Member Discussion.

Board Member Discussion:

Vice-Chair Hill stated she was concerned about the massing on this narrow site and suggested lowering the building. She added that the eaves needed work.

Chair Smeaton asked the Board how they felt about the entry.

Board Member Tsai suggested adding wood post and beam detail.

Board Member Younger stated she felt the building overshadows the neighbors. She stated she also had concerns about the front door.

Chair Smeaton added that it the style of the house is not quite modern and not Mediterranean and is a mishmash.

Vice-Chair Hill said the west elevation looks monolithic and needs more articulation.

Chair Smeaton stated he liked the staff-recommended changes that the applicant already addressed and the east elevation. He added there are too many lighting fixtures.

Vice-Chair Hill stated she liked the back house more than the front house and the east elevation more than the west.

Chair Smeaton stated that perhaps the applicant should consider a sloped roof with a parapet.

Planning Manager Kith added that staff had recommended to reduce the number of light fixtures, as it is a residential area and will be too bright. She suggested the Board make it a condition.

Action and Motion:

MOTIONED BY VICE-CHAIR HILL AND SECONDED BY BOARD MEMBER LIR, CARRIED 5-0, to continue the project to a date uncertain and have applicant revise with recommendations including: looking at the overall massing, and height of project; consider

floor-to-floor height as well as dropping the elevation and pulling down the parking; study the roof design slope and eaves; front entry of front building and the front door specifically; remove light fixtures; look to redesign the west elevation to provide better articulation.

3. Project No. 2327-DRX – Design Review for façade improvements to a two-story, single-story house located at 732 Bonita Avenue.

Recommendation:

Approve, subject to conditions of approval.

Presentation:

Associate Planner Lim presented the staff report.

Vice-Chair Hill asked if the planter in the right-of-way had been revised already in the drawings or if staff was asking them to be revised.

Associate Planner Lim stated the planter box would have to be reduced in the renderings in order to not encroach on right-of-way.

Board Member Lir asked for clarification on the L-shaped object on front elevation.

Associate Planner Lim stated it was a wood trellis.

Chair Smeaton stated that with no further questions and asked staff if there were any public comments.

Public Comments:

Associate Planner Lim stated there was one written comment and one verbal comment, which she played.

Michael O’Sullivan from 756 Bonita Drive stated the revisions to the façade will make it more colorful and interesting and he supports the project.

Applicant Presentation:

Applicant Patrick Szurpicki made a presentation.

Board Member Lir asked for confirmation that the steel will not bleed or rust into the concrete when wet.

Mr. Szurpicki stated he has done quite a few projects with this material and it has a sealer and has not bled onto the concrete.

Vice-Chair Hill asked about the cantilever extension over the entryway and how it would be supported.

Mr. Szurpicki stated that they are hoping to continue the cantilever line in the same trajectory. He stated that they would build a new steel frame that is bolted onto the existing structure and then it is stucco clad.

Board Member Tsai asked if the window in the master bedroom was elongated.

Mr. Szurpicki said the master window was actually taller and they were trying to do a floor-to-ceiling window.

Chair Smeaton asked if the plaster had a smooth finish.

Mr. Szurpicki said yes, they wanted a smooth trial plaster finish.

Chair Smeaton stated he agreed with rest of the Board that the design was great. With no further questions for the applicant, he closed the public portion of the meeting.

Board Member Discussion:

Vice-Chair Hill stated it was a great design and had no conditions.

Board Member Younger stated she loved the design and that it was an improvement.

Board Member Lir stated she loved the beautiful design.

Board Member Tsai agreed with the others and added that the architect did a great job.

Chair Smeaton stated he agreed with everyone and asked for a motion.

Action and Motion:

MOTIONED BY BOARD MEMBER LIR AND SECONDED BY BOARD MEMBER YOUNGER, CARRIED 5-0, to approve the project with conditions of approval.

- 4. Project No. 2205-NID/HDP/DRX/VAR, Notice of intent to demolish Design Review, Hillside Development Permit and three Variances for modification and addition to a single-family residence at 1312 Meridian Avenue (APN:5319-029-017)**

Recommendation:

Approve, subject to conditions of approval.

Presentation:

Board Member Tsai recused herself from this project, as she was the applicant's representative.

Associate Planner Lim presented the staff report.

Vice-Chair Hill asked for clarification the variance regarding remediation.

Associate Planner Lim stated that they are required to remediate 50.6% and the proposed design is at 32.7%.

Board Member Younger asked if this was the same project that several neighbors stated concerns about the geography and swimming pool. She added that she thought all of those issues had been addressed.

Associate Planner Lim stated that the Building Department will ask for a final geotechnical and structural report to ensure the project will be stable and will not have negative effects on neighbors.

Chair Smeaton stated yes, it was the property with several neighborhood concerns. He added that he had a concern about variance number 3, the downhill wall being over 15 feet.

Public Comments:

Associate Planner Lim stated that staff had received two written comments and four verbal comments.

The first verbal comment was from a resident from El Cerrito Circle who is adjacent to the project. She stated was concerned about potential damage to her property due to the proximity of this property to hers.

Neil, from 1316 Meridian Avenue, stated he was concerned about safety, noise, and dust, during construction.

Another verbal comment came from Jesse who said his parents lived at 1316 Meridian and his concern was safety and privacy. He added that he suggested a retaining wall.

Pam from 1316 Meridian Ave stated she worried about her own safety as well as her other neighbors' property noting it will also disrupt the soil. She requested a retaining wall.

Applicant Presentation:

The applicant/owner made a presentation.

Vice-Chair Hill asked the applicant how long had this project been under review by the various commissions.

Mr. Donaldson stated the project began in January 2019 when they were instructed to hire a historian. He then detailed its journey through several commissions.

Vice-Chair Hill noted that the neighbor's concerns involved the pool and asked staff if the pool element falls under the Design Review Board's purview.

The applicant interjected that there are rules about hillside pools and they worked hard and met with professionals so the pool would be to code.

Planning Manager Kith stated that the Design Review Board could provide any design recommendations that the Board feels necessary.

Chair Smeaton stated he noticed a three-foot retaining wall and suggested that this must help distinguish the property from the neighbors.

Mr. Donaldson stated it was created as an area to plant trees to protect privacy of neighbors and to protect the pool from tree roots.

Chair Smeaton complimented the applicant on the new windows and front entry stair configuration. He closed the public hearing portion of the meeting and opened the Board Member Discussion.

Board Member Discussion:

Vice-Chair Hill stated that she did not have concerns with the first two variances. The final variance, the height, was tricky to achieve since it was hillside property. She added that it was all well designed. She appreciated the safety element with driveway and garage. She added that the pool concern from neighbors was understandable and recommended the applicant reach out to a consultant to make sure it was done professionally.

Board Member Younger agreed with Vice-Chair Hill and added she loved the design.

Chair Smeaton agreed with Vice-Chair Hill’s points as well. He understood the neighbor concerns but felt it could be a success if the applicant mitigated impact.

Action and Motion:

MOTIONED BY CHAIR SMEATON AND SECONDED BY VICE-CHAIR HILL, CARRIED 4-0, to approve the project as designed to the Planning Commission with conditions of approval.

Chair Smeaton invited Board Member Tsai to rejoin the meeting.

CONSENT ITEMS

5. Design Review Board Minutes – May 14, 2020 Meeting

There were no changes requested and the Minutes were approved as submitted.

6. Design Review Board Minutes – October 1, 2020 Meeting

Approved.

There were no changes requested and the Minutes were approved as submitted.

PRESENTATIONS

None.

DISCUSSION ITEMS

7. Accessory Dwelling Units (ADUs) Ordinance Update

Recommendation:

Formation of a subcommittee to work with staff on updating the Accessory Dwelling Units Ordinance.

Presentation:

Planning Manager Kith presented an update.

Chair Smeaton suggested Board Member Tsai step in his place on the ADU subcommittee.

Board Member Tsai stated she would like to be on the subcommittee.

Action and Motion:

MOTIONED BY CHAIR SMEATON AND SECONDED BY BOARD MEMBER LIR, CARRIED 5-0, to approve members Vice-Chair Hill and Board Member Tsai as the ADU subcommittee.

ADMINISTRATION

8. Comments from City Council Liaison

City Council Liaison Schneider complimented the Board on their great work improving projects and announced that this was his last meeting since he would no longer be on the City Council in January.

9. Comments from Board Members

None.

10. Comments from Subcommittees

None.

11. Comments from Staff

None.

ADJOURNMENT

12. Adjourn to the regular Design Review Board meeting scheduled for December 3, 2020 at 6:30 p.m.

There being no further matters, Chair Mark Smeaton, adjourned the Special Design Review Board meeting at 9:46 p.m.

APPROVED,

Mark Smeaton, Chair – Design Review Board

Date



**CITY OF SOUTH PASADENA
DESIGN REVIEW BOARD**

REGULAR MEETING MINUTES

THURSDAY, DECEMBER 3, 2020 AT 6:30 P.M.

VIA ZOOM

CALL TO ORDER:

Chair Mark Smeaton called the Regular Meeting of the South Pasadena Design Review Board to order on Thursday, December 3, 2020 at 6:30 p.m. The meeting was conducted remotely and held by video conference pursuant to the Executive Order N-29-20, issued by Governor Newsom.

ROLL CALL

PRESENT:

Mark Smeaton, Chair
Samantha Hill, Vice-Chair
Melissa Hon Tsai, Board Member
Kay Younger, Board Member
Yael Lir, Board Member

STAFF

PRESENT:

Kanika Kith, Planning Manager
Malinda Lim, Associate Planner

APPROVAL OF AGENDA

Majority vote of the Board to proceed with Board business.

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.

1. PUBLIC COMMENT

None.

2. CONSENT ITEMS

Design Review Board Minutes – June 4, 2020 Meeting

There were no changes requested and the Minutes were approved as submitted.

3. PRESENTATIONS

None.

DISCUSSION ITEMS

4. Annual Report and Work Plan

Annual Report:

Chair Smeaton stated that there were 59 minor project reviews, not 46 projects, as reported in the Annual Report.

Planning Manager Kith stated she also had minor edits in the approval including: mentioning City Council Member Richard Schneider, MD was the Council Liaison in 2020; and that the Design Review Board Meetings were held in person prior to the pandemic and then remotely during the pandemic.

Action and Motion:

MOTIONED BY BOARD MEMBER YOUNGER AND SECONDED BY BOARD MEMBER TSAI, CARRIED 5-0, to approve with small edits including listing 59 minor project reviews, adding that Council Liaison was City Council Member Richard Schneider MD in 2020 and that DRB Meetings were held in person until the pandemic and then remotely since the Pandemic.

Work Plan:

Vice-Chair Hill stated that in the 2020 Work Plan, the Design Review Board was supposed to discuss landscape plans and get the Design Guidelines ready for the third quarter but it did not happen. She asked if they should move that item up in 2021.

Board Member Lir stated she liked Vice-Chair Hill’s idea to move it up.

Chair Smeaton stated he concurred and asked Associate Planner Lim to move the Design Guidelines to the first quarter.

Associate Planner Lim explained the overall process to create Design Guidelines.

Planning Manager Kith added that the Design Guidelines would have to be reviewed by the Design Review Board, Cultural Heritage and Planning Commissions. She added that a subcommittee with Commissioners from each would work with staff as well. She said the timeline will probably take up the second, third and fourth quarters.

Chair Smeaton asked if there was a timeframe for the updated General Plan and Downtown Specific Plan since they may dovetail into the Design Guidelines.

Planning Manager Kith stated staff was focusing on Housing Element and that the General Plan and Downtown Specific Plan were on hold until later 2021 and that the Design Guidelines could be completed in two phases. Planning Manager Kith added that the Work Plan would be continued to the next meeting in January when the new Board will review the Work Plan as well and then it can be adopted.

ADMINISTRATION

5. Comments from Board Members

Vice-Chair Hill thanked the Board Members and Staff and stated it had been a very challenging year.

Board Member Younger thanked all as well.

Board Member Lir said she was surprised at how easy and smooth the Zoom meetings were. She added she thought everyone did a great job considering the pandemic.

Board Member Tsai thanked all and said she enjoyed her first year on the Design Review Board.

Chair Smeaton thanked Planning Manager Kith and Associate Planner Lim for their hard work and the Board for their effort.

6. Comments from Subcommittees

None.

7. Comments from Staff

Associate Planner Lim thanked the Board for their dedication and wonderful input.

Planning Manager Kith also thanked the Board for protecting the character of our City. She added that the Commissioner’s Congress would take place on February 23, 2021 and would be virtual. She also thanked the Chair and Vice-Chair for helping with the Seven Patios project that was approved by the Planning Commission on November 17, 2020 and will go to the City Council in February 2021. She stated that the Design Review Board

Meeting in January would be cancelled but staff would reach out to set up a Special Meeting in January.

ADJOURNMENT

8. Adjourn to the Special Design Review Board meeting scheduled for an undetermined date in January.

There being no further matters, Chair Smeaton adjourned the Regular Design Review Board meeting at 6:55 p.m.

APPROVED,

Mark Smeaton, Chair – Design Review Board

Date



**CITY OF SOUTH PASADENA
DESIGN REVIEW BOARD**

REGULAR MEETING MINUTES

THURSDAY, JUNE 1, 2023 AT 6:30 P.M.

**CITY MANAGER'S CONFERENCE ROOM
1414 MISSION STREET, SOUTH PASADENA, CA 91030**

CALL TO ORDER:

Chair Brian Nichols called the Regular Meeting of the South Pasadena Design Review Board to order on Thursday, June 1, 2023 at 6:30 p.m. The meeting was conducted as an in-person meeting from the City Manager's Conference Room located at 1414 Mission Street, South Pasadena, California.

ROLL CALL

PRESENT:

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

Chair Nichols 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.

Board Member Younger stated that she drove past the 411 Alta Vista property.

PUBLIC COMMENT

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

None.

PUBLIC HEARING

- 2. 411 Alta Vista Avenue (APN: 5311-011-053), Project No. 2542-DRX:** A request for a Design Review Permit (DRX) to add a 38 square-foot mudroom addition and a multi-level deck totaling 1,732 square-feet attached to the rear of an existing 2-story single-family dwelling at 411 Alta Vista Avenue (APN: 5311-011-053). In accordance with the California Environmental Quality Act (CEQA), this project qualifies for a Categorical Exemption under Section 15301, Class 1 (Existing Facilities).

Recommendation:

Find the project exempt from CEQA pursuant to Section 15301. Approve the project, subject to the recommended conditions of approval.

Presentation:

Assistant Planner Goldberg presented the staff report. Architect Susan Masterman also made a presentation. Homeowner Hector Rodriguez spoke briefly but did not have a presentation.

Board Member Carlson stated asked which materials were being used in the construction of the deck.

Ms. Masterman stated that they be using epoxy decking, a natural material, with thin metal wire for the guardrails which are meant to disappear and not become an element per se. She added that above the deck, there will be post-and-rail posts to get to an 8-inch square and with a smaller six foot by six foot pergola above.

Board Member Carlson asked how it would all be anchored.

Ms. Masterman stated that it would be clad or wrapped.

Board Member Younger said she did not have a question but just wanted to state that the design was beautiful.

Chair Nichols stated he had a minor question about the side elevation. He asked if the deck's slight slope was for drainage.

Ms. Masterman stated it was sloped for drainage purposes.

Chair Nichols further asked if water was not able to pass through the deck material.

Ms. Masterman responded that the deck was spaced and not completely solid but they still did the slope for drainage purposes.

Public Comments:

With no requests to speak, the public comments portion of the hearing was closed.

Board Member Discussion:

Vice-Chair Tsai stated she felt the project was well done.

Board Member Carlson asked the applicant if they had to relocate the air conditioner compressor.

Ms. Masterman responded that she was not sure.

Board Member Hill said she agreed that the project was really well done. She added that she loved that there was access between the two decks.

Vice-Chair Tsai said the project was clearly a huge investment and particularly the staircase along the side. She stated that she felt this was money well spent.

Action and Motion:

MOTIONED BY BOARD MEMBER HILL AND SECONDED BY VICE-CHAIR TSAI, CARRIED 5-0, to approve the project with conditions of approval.

3. **333 Hawthorne Street (APN: 5313-017-014), Project No. 2551-DRX:** A request for a Design Review Permit (DRX) to add a 749 square-foot addition to the rear of an existing, one-story 770 square-foot single-family residence located at 333 Hawthorne Street (Assessor's Parcel Number: 5313-017-014). In accordance with the California Environmental Quality Act (CEQA), this project qualifies for a Categorical Exemption under Section 15301, Class 1 (Existing Facilities).

Recommendation:

Find the project exempt from CEQA pursuant to Section 15301. Approve the project, subject to the recommended conditions of approval.

Presentation:

Assistant Planner Goldberg presented the staff report. She stated that the applicant did not have a presentation but was available on Zoom.

With no questions from the Board, Chair Nichols asked for Public Comments.

Public Comments:

Administrative Secretary Estrada stated there were two public comments.

The first comment came from Luis De La Rosa. He stated the project was on a very narrow street with one lane and he was concerned since this appeared to be a major construction project. He asked if there was any guarantee that the street was going to remain open. He also expressed concern about dust and noise and asked how long the project would take to be completed.

Architect Leo Chuang responded that regarding the first question, the property has a long driveway for the contractors to park all of their trucks. He concurred that the street and alleyway were narrow. He added that the addition is not very large even though it looks large in the drawing. He stated that the house is only about 770 square feet. He stated that he was not a contractor but estimated that construction would last six to eight months without any hurdles. Regarding the question about dust, Mr. Chuang stated that the Public Works Department has a requirement in the building code that construction sites are required to provide dust mitigation. He added that what this means is that any part of the project that disturbs the soil must be watered down.

The second comment was from Chris at 329 Hawthorne Street who stated he was a professional writer working from home and the project house is six feet from his bedroom and office window. He stated this would have financial consequences to him.

Mr. Chuang responded that he would let the owners of the property know about his concerns. He stated that they would be moving into the property once it is done so they definitely will want to make sure that their neighbors are comfortable with the project. Mr. Chuang said that he would tell the owners to give him a schedule and at least 30-60 day notice before they started the project. He added that the resident could reach out to him as well.

Mr. De La Rosa asked if the City had certain hours when construction was allowed.

Assistant Planner Goldberg responded that the City does limit construction hours to 8:00AM to 7:00PM Monday to Friday, 9:00AM to 7:00PM Saturday, and 10:00AM to 6:00PM Sunday. She added that if this project were approved, it would come with eight pages of conditions.

Mr. Chuang stated that contractors generally only work until 4:00PM on weekdays and not always on the weekend. He added that if they did work on a Saturday it would be to finish what they did not finish during the week and would be minimal. He added that they generally did not work Sundays even though South Pasadena allows it.

With no more speakers, the public comments portion of the hearing was closed.

Board Member Discussion:

Board Member Carlson stated it looks like a substantial addition on paper but that is was actually not very large.

Board Member Hill commented that the addition was isolated to rear of house. She added that she has a neighbor under construction currently with a much larger project. She continued by saying that she works from home, and her office is directly next to the construction and it has not been a disturbance. Board Member Hill commented that in her experience it is dependent on the contractor. She added that a good contractor mitigates noise and that there may be a few impactful days but it is not the full six to eight months.

Vice-Chair Tsai stated that her neighbor on the west side built a 5,000 square-foot home right outside her office window and she was able to work from home for the whole year. She added that there was only one week of real noise, when they were grading the entire site. Vice-Chair Tsai commented that the City rules about dust mitigation were very strict. She commented that she understood the neighbor's concern.

Board Member Hill addressed the resident who had noise and dust concerns and stated that she recommended that he ask the homeowner or contractor to see the schedule to know when it will be impactful. She added that in her experience it is not disruptive the entire time.

Chair Nichols commented that it is less impactful once they close in the house. He then added it is good they have the driveway to park the trucks and that if there was ever trucks blocking the street, someone could call the City.

Board Member Carlson added that if the street is very narrow so it is good that the trucks would park in the driveway. He added that he is sure additional workers would park somewhere on the site.

Mr. De La Rosa added that traffic was main concern because there are several apartment buildings with cars going in and out and there are blind turns, a single-lane alley and a train. He suggested that the applicant might need to create a traffic control report.

Board Member Carlson suggested that the resident interact with the contractor with any concerns and report if any of the crew are not following the rules.

Planning Manager Chang added that one of the conditions from Public Works is that if a street needs to be closed, a traffic control plan must be provided to Public Works Department for review and a 48-hour notice must be given to residents.

Vice-Chair Tsai stated that, to continue the discussion, she really liked the addition. She added that she appreciated how the architect mimicked the original windows

from the front around the house and did away with the weird square windows. She also commented that the view from the street is improved.

Board Member Hill concurred that the scale is appropriate and it will be a great improvement.

Chair Nichols stated that he appreciated that this addition kept with the scale of the house.

Action and Motion:

MOTIONED BY BOARD MEMBER YOUNGER AND SECONDED BY BOARD MEMBER HILL, CARRIED 5-0, to approve the project based on staff recommendation with conditions of approval.

ADMINISTRATION

4. Comments from City Council Liaison

None.

6. Comments from Board Members

None.

7. Comments from Subcommittees

None.

8. Comments from Staff

Planning Manager Chang reminded the Board that the Commission Congress was on 6/28 at the War Memorial Building and encouraged them to attend. He added that City Council had approved the Housing Element this past Tuesday. He further stated that the City would now be focusing on the General Plan Update and the Downtown Specific Plan. He also encouraged the Board to attend the General Plan Update Community Meeting on Saturday, June 3, at the War Memorial Building from 9:00 AM to 12:00 PM. He added that the City would be bringing back the original General Plan consultant.

Chair Nichols stated he still owed Planning Manager Chang a blurb for the Commission Congress about the Board's achievements and work plan and asked if he was required to read it at the Commission Congress.

Board Member Hill responded that yes, he would have to read the blurb but that it is brief.

Chair Nichols stated that he would not be able to attend the upcoming General Plan Meeting and asked if there would be more meetings.

Planning Manager Chang stated that yes, there were two meetings planned: one this Saturday, June 3 and one on June 17. The meetings would be held at the War Memorial Building from 9:00 AM to 12:00 PM.

ADJOURNMENT

- 9. Adjourn to the regular Design Review Board meeting scheduled for August 3, 2023 at 6:30 p.m.**

There being no further matters, Chair Nichols adjourned the Design Review Board meeting at 7:23 PM.

APPROVED,

Brian Nichols, Chair – Design Review Board

Date



**CITY OF SOUTH PASADENA
DESIGN REVIEW BOARD**

REGULAR MEETING MINUTES

THURSDAY, AUGUST 3, 2023 AT 6:30 P.M.

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

CALL TO ORDER:

Chair Brian Nichols called the Regular Meeting of the South Pasadena Design Review Board to order on Thursday, August 3, 2023 at 6:30 p.m. The meeting was conducted as an in-person from the Council Chambers located at 1424 Mission Street, South Pasadena, California.

ROLL CALL

PRESENT:

Brian Nichols, Chair
Samantha Hill, Board Member
Kay Younger, Board Member

ABSENT:

Melissa Hon Tsai, Vice-Chair
Joe Carlson, Board Member

COUNCIL LIAISON:

Janet Braun, Councilmember

STAFF

PRESENT:

Matt Chang, Planning Manager
Sandra Robles, Associate Planner
Lillian Estrada, Administrative Secretary

APPROVAL OF AGENDA

Majority vote of the Board to proceed with Board business.

Chair Nichols 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.

PUBLIC HEARING

- 2. 2031 Crestlake Avenue (APN: 5319-015-025), Project No. 2506-DRX:** A request for a Design Review Permit (DRX) to add a 134 square-foot, first-floor addition and a 914 square-foot, second story addition to an existing 1,304 square-foot one-story single-family dwelling at 2031 Crestlake Avenue (APN: 5319-015-025). In accordance with the California Environmental Quality Act (CEQA), this project qualifies for a Categorical Exemption under Section 15301, Class 1 (Existing Facilities).

Recommendation:

Find the project exempt from CEQA pursuant to Section 15301. Approve the project, subject to the recommended conditions of approval.

Presentation:

Associate Planner Robles presented the staff report. The applicant also had a presentation.

City Council Liaison, Janet Braun, asked if there was a time limit for an applicant's presentation.

Planning Manager Chang stated that there was no time limit for the applicant's presentation.

The owner's representative, Kaizen Chen, made a presentation.

Board Member Hill asked the applicant if the two trees in the front on the renderings were new or existing.

Mr. Chen stated the trees were existing and that there would be additional ones added as well.

Chair Nichols stated that the applicant mentioned that there were letters of concern from neighbors about the basement. He asked if the applicant had consulted with civil and structural engineers.

Mr. Chen responded that the civil engineer was at the property yesterday and there will be a soil report in a week. He added that the family had already hired the structural engineer and so once the soil report was out, the structural engineer will work closely with the soil engineer to come up with the best approach to grading the basement. He continued that they would work on this in the safest way possible either through a slot-cutting approach or through providing reinforcements beforehand working from inspections from the City.

Chair Nichols asked if the existing home had a framed first floor or was it a slab-on grade.

Mr. Chen stated it was a raised floor.

Chair Nichols then asked staff if there if there were any public comments. Ms. Estrada stated there were four public comments.

Public Comments:

Mr. Brian Lee stated he lived at 2035 Crestlake Avenue. He added that they need to dig a hole for the basement and that would be large. Mr. Lee asked the Board to create a win-win-win situation by eliminating the basement from the design. He continued that the first winner would be the neighbor who will not have to worry about the foundation. The second winner is the project since they will save money. The third winner is by not transporting 7,000 square feet of soil from one location to another with trucks creating a lot of carbon emission.

Ms. Grace Chang stated she lived at 1336 Elm Park Street. She stated she shares Mr. Lee's concerns. She stated that she remodeled one room, ten years ago and when she applied for a permit, the planner emphasized compatibility with the surrounding houses in the community. She stated that when she reviewed the plans for this project at 2031 Crestlake Avenue, she did not feel that it was compatible with the neighborhood. Ms. Chang stated that she does not support the design of the project and that it needs to be revised.

Mr. Ray Santana of stated he has been a resident of South Pasadena for 37 years and is an attorney and retired judge and the reason he is speaking is that he believes this project has many problems. Mr. Santana stated that he does not understand why they are building a basement. He added that this house was a McMansion and that could be used for other purposes. He said that the basement is going to take a long time and it will disrupt the traffic, hurt the climate, and change the look of the neighborhood. He stated the first condition, and the only way he would accept the project, would be an elimination of the basement.

Ms. Carolyn Ha from 2022 Crestlake Avenue stated that she is a 20-year resident and lives across the street from this project. She added that the design of this project is very different from the other homes on the street. She added that she is worried, since this is like a mansion, the street will start getting crowded and it will be very inconvenient to find parking. Ms. Ha also stated she is against the

basement and that no one on the street has a basement. Ms. Ha added that they could not compare this project to 2034 Crestlake Avenue because that property is on an incline.

Ms. Lingqi Tang stated that she lived next door to the proposed project and had submitted written comments to the Board. She said she was surprised seeing that the applicant referenced her house as a comparable house since her home was a one-floor ranch home of 1,288 square feet. Ms. Tang stated that no other home in her neighborhood has a balcony or a basement and that she worried about her foundation if her neighbor were to dig 270 cubic yards of foundation. She added that this will have an impact on her house and that she will need some liability to her house regarding her foundation. Finally, she stated that they are proposing a north-facing windows which look into her property and that the second story will block her sunlight. She asked the Board to consider her concerns when reviewing the project.

Ms. Helena Lee stated that she lives at 2035 Crestlake Avenue and submitted written comment as well. She stated that the Board could not use the 2034 Crestlake home in its comparison since it was built into a hill. Ms. Lee stated she was not allowed to build in the back when she added a second story to her own home in 1987. She stated that the proposed project is a farmhouse and there are no farmhouses on the block. In addition, she added, no one in the neighborhood has a big front porch, big back patio, a balcony or a basement. Finally, she stated that when it rains it would be a big problem for the basement.

Ms. Estrada asked if there were any public comments on Zoom and there were none.

Chair Nichols asked the applicant if they had a rebuttal for all of the comments.

Homeowner Denise apologized to her neighbors for not speaking to them in advance and she said she was willing to compromise. She stated that the concerns are valid and she wants to make sure everyone is happy. She said the reason that they want to make the house bigger is that they are a family of seven.

Mr. Chen also stated that space is essential. However, he added, the owner is open hearted to accept conditions of approval. He added that he hoped everyone could understand that they are a family of seven and need space.

With no further requests to speak, the public comments portion of the hearing was closed.

Board Member Discussion:

Board Member Hill said she heard others refer to the aesthetic as contemporary or modern farmhouse but she would argue it is adjacent to that and that with minor tweaks it would blend better. She stated that just removing the window muntins would make it blend more with the style of the neighborhood. She added that the

massing is almost identical to the neighbor's house. She stated she heard it referred to as a McMansion and a McMansion is where you are building out to the full envelope of the lot and that is not the case for this project. She added that she felt the design of this house was a major improvement and the designer did a beautiful job. As for the basement, Board Member Hill stated she had a basement, albeit smaller, and lived in South Pasadena. She asked staff if it was in fact true that there were no other basements in that neighborhood or if other excavations had occurred. She also said that she believes in professional credentials so when you have soil engineers, civil engineers and structural engineers, designing, testing and surveying the site, she believes that they consider safety and make necessary adjustments.

Board Member Younger said she understands why some of the neighbors are upset. However, she added, it is a very beautiful design and everyone is free to upgrade his or her property. She stated that what they did with the second-story by making it smaller, it will impede less on the sunlight for the neighbor's south-side window. She said that Mr. Lee's comment about the rain was worth noting but that overall, she felt it was a beautiful design and they would all get along with each other as neighbors in the end. She said that is all she felt and that she agreed with Board Member Hill's comments.

Chair Nichols stated that the first story was the envelope of what was the existing house and the second story does step it back. In addition, he added that the windows on the second story of the north side of the house are very small in what appears to be an attempt to ensure the neighbor's privacy. Chair Nichols did suggest that the backyard elevation, the back patio, and the second story porch are large for the size of the backyard. He added that he saw a number of sconces and lights on the second story that could create glare for the neighbors and that the homeowners might want to be conscious of that when they pick out their light sources. As for scale, Chair Nichols stated that he felt the project was similar in scale to the house next door and that dialing back the details of the windows, as Board Member Hill mentioned, could help make the house more in line with ranch style. Chair Nichols commented that though the Design Review Board does not normally comment on the basement since it is out of sight, it is part of the process of the city plan check. However, he added, if someone engages structural and civil engineers, they are professionals and they are putting their professional work on the line to verify and engineer the basement, walls and waterproofing to make sure there aren't any issues.

Board Member Hill stated that Chair Nichols made a great point related to the lighting. She said that changing the light fixtures, the muntins, the patterning, and maybe adding shiplap could bring the home more into the ranch look. She said she noticed the neighbor to the east had the shiplap style siding. She added that regarding the question of two-story comparable homes, she looked on Google Earth and felt that the house across the street is questionable because of the way it fits in the topography but that further down the street there are two other properties that are double stories and so the massing is not out of context. Board

Member Hill agreed with Chair Nichols that the back porch was a bit large and shrinking it a bit might help. She added that with minor tweaks, this well designed house be a great addition and improvement to the neighborhood. Finally, she concluded that it does not seem like an especially large house for a family of seven and fits within the requirements of the zoning code.

Action and Motion:

MOTIONED BY BOARD MEMBER HILL AND SECONDED BY BOARD MEMBER YOUNGER, CARRIED 3-0, to approve the project with conditions of approval and a Chair Review to make some minor changes to the window muntins, the light fixtures and back porch.

3. **830 Rollin Street (APN: 5314-016-015), Project No. 2564-DRX:** A request for a Design Review Permit (DRX) to add a 95 square-foot first-floor addition, and to enclose a 133 square-foot second-story balcony, at the front of an existing two-story single-family dwelling at 830 Rollin Street (APN: 5314-016-015). In accordance with the California Environmental Quality Act (CEQA), this project qualifies for a Categorical Exemption under Section 15301, Class 1 (Existing Facilities).

Recommendation:

Find the project exempt from CEQA pursuant to Section 15301. Approve the project, subject to the recommended conditions of approval.

Presentation:

Planning Manager Chang presented the staff report for Assistant Planner Mackenzie Goldberg who was unable to attend. The project architect Steve Dahl, also had a presentation.

Mr. Dahl asked if, for certain conditions from the Building, Public Works, and Fire Departments, language could be added, "if applicable," since some of the conditions would not apply.

Planning Manager Chang informed the Board that it would be fine to add "if applicable" to the conditions.

Public Comments:

With no requests to speak, the public comment portion of the hearing was closed.

Board Member Discussion:

Board Member Hill stated the project had a straightforward design that looks great, it is an improvement, she appreciated the dormers, she appreciated the articulation of the roof, and it looks like it fits in with the context of the neighborhood. She summarized by saying it was good project.

Board Member Younger stated it was a beautiful upgrade to the neighborhood.

Chair Nichols stated that he agreed that it is night and day from the 1983 version of the house.

Board Member Hill added that she liked the Craftsman style details and that the project was getting a great facelift.

Action and Motion:

MOTIONED BY BOARD MEMBER HILL AND SECONDED BY BOARD MEMBER YOUNGER, CARRIED 3-0, to approve the project with changes to the conditions of approval by adding the language “if applicable” to items B7, PW15, F2, F3, F4, F5, F6, F7, F8.

ADMINISTRATION

4. Comments from City Council Liaison

City Council Liaison Janet Braun said she had no comments but she wanted to thank the Board for their thoughtful analysis.

5. Comments from Board Members

Board Member Hill stated that she has noticed that the Board has gotten a lot more comments related to the construction process and items outside of the Design Review Board’s purview. She stated that she does not have an issue with it but was wondering if there was a way to educate the public or let them know how to address their issues.

Chair Nichols said he always feels bad when it is not in their purview to address some of those items.

Board Member Younger agreed with both Board Member Hill and Chair Nichols.

Board Member Hill said she did not have a solution of how to address giving residents an avenue or process to address their concerns.

6. Comments from Subcommittees

None.

7. Comments from Staff

Planning Manager Chang thanked Board Member Hill for her observations and agreed that members of the public had recently come in and had issues that were not related to the Design Review Board’s purview. Planning Manager Chang stated that he thought it might be good that in the staff report staff could go a little deeper and explain the process for the public. He said he was open to other ideas if anyone had them to help educate the public.

Planning Manager Chang stated that staff was going to update the General Plan and the Downtown Specific Plan and so for this month, there will be two Planning Commission Meetings: one on August 8 and one on August 21. Both meetings

will be exclusively for General Plan Updates, Downtown Specific Plan Update and all the rezoning efforts needed to implement Housing Element programs. He added that staff was planning to bring these items to a City Council Meeting in September. He encouraged the Board to attend and provide any feedback they may have.

ADJOURNMENT

- 8. Adjourn to the regular Design Review Board meeting scheduled for September 7, 2023 at 6:30 p.m.**

There being no further matters, Chair Nichols adjourned the Design Review Board meeting at 7:53 PM.

APPROVED,

Brian Nichols, Chair – Design Review Board

Date



Community Development
Department

Memo

DATE: January 11, 2024

TO: Design Review Board

FROM: Angelica Frausto-Lupo, Community Development Director
Matt Chang, Planning Manager

PREPARED BY: Mackenzie Goldberg, Assistant Planner

RE: Item 6. Project No. 2507-DRX – A request for a Design Review Permit to add a 416 sq. ft. first-floor addition, a 528 sq. ft. attached garage, and a 1,036 sq. ft. second-story addition to an existing 2,332 sq. ft. single-family dwelling at 1824 Hanscom Drive (APN: 5308-018-031).

Per applicant's request, the subject project will be continued from the January 11, 2024 Design Review Board special meeting to the next scheduled meeting on February 1, 2024.



Design Review Board Agenda Report

ITEM NO. 7

DATE: January 11, 2024

FROM: Angelica Frausto-Lupo, Community Development Director
Matt Chang, Planning Manager

PREPARED BY: Mackenzie Goldberg, Assistant Planner

SUBJECT: **Project No. 2561-DRX – A request for a Design Review Permit (DRX) to add a 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). Finding the project exempt under California Environmental Quality Act (CEQA) Guidelines, Section 15301, Class 1 (Existing Facilities).**

RECOMMENDATION

Staff recommends that the Design Review Board (DRB):

1. Finding the project exempt under California Environmental Quality Act (CEQA) Guidelines, Section 15301, Class 1 (Existing Facilities).
2. Approve Project No. 2561-DRX, subject to Conditions of Approval (**Attachment 1**).

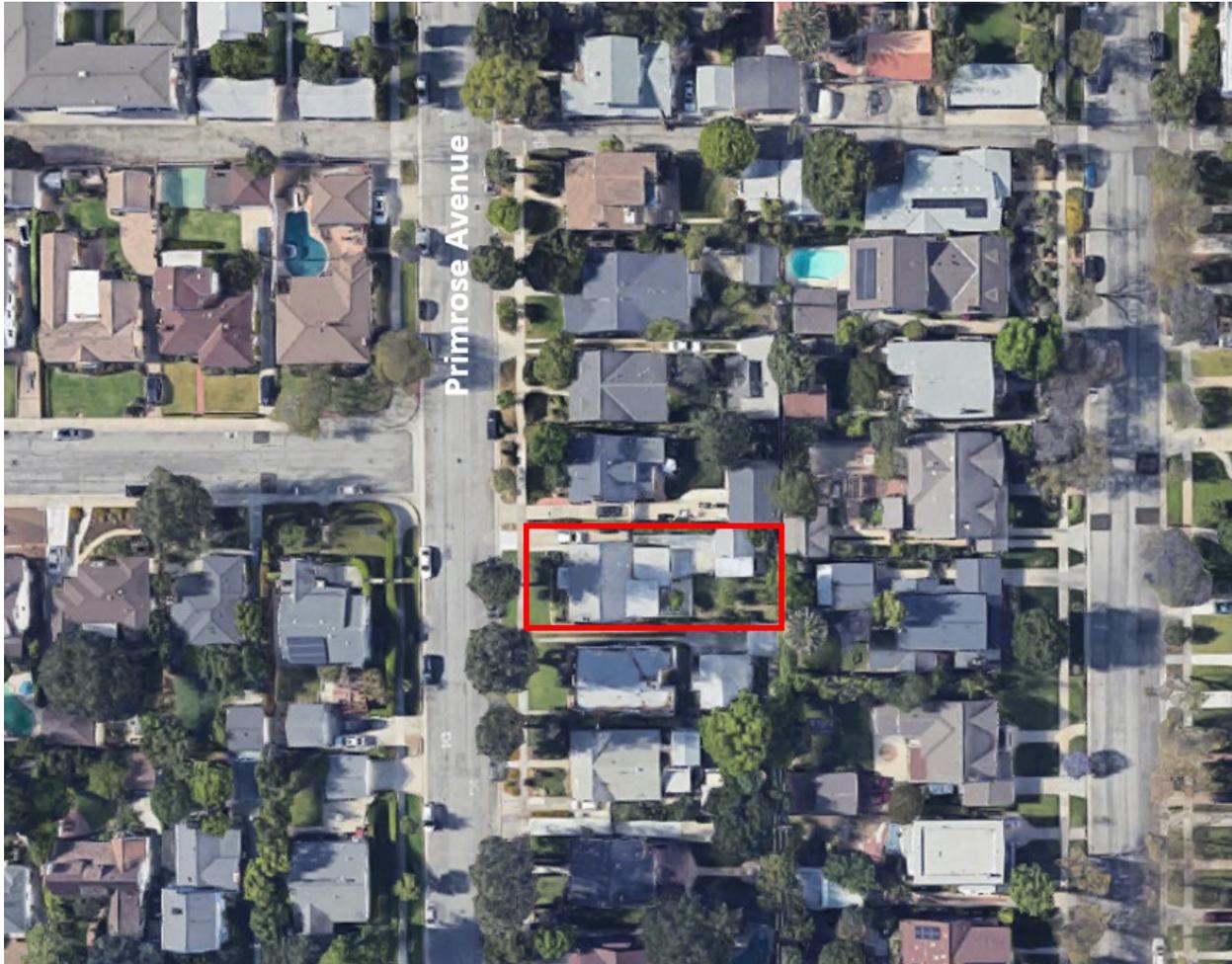
BACKGROUND

The subject site is an approximately 6,700 square-foot rectangular-shaped lot, located on the easterly side of Primrose Avenue and bounded by Huntington Drive to the north, and Maple Street to the south. The subject site is within the Residential Low Density Zoning District, or RS zone, and is surrounded by single-family residential uses to the north, south, east, and west. **Figure 1**, on the following page, is an aerial image of the subject property and the surrounding neighborhood with the project site outlined in red. The surrounding homes are a mix of architectural styles, ranging from craftsman-style to ranch-style homes (see **Attachment 2** for Site and Neighborhood Images).

The subject site is currently developed with a 1,273 square-foot, one-story Minimal Traditional-style single-family residence consisting of two bedrooms, one bath, and a 216 square-foot detached one-car garage and 180 square-foot carport. Originally constructed in 1925, the subject property has undergone minor modification. In 1966, the City issued two building permits for a carport and the addition of a new bedroom to

the one-story residence. More recently, the City has issued building permits for a re-roof, window replacement, a new carport, and reinforced foundation.

Figure 1: Aerial



PROJECT DESCRIPTION

The applicant is requesting the approval of a Design Review Permit (DRX) to add a 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. The addition will add a new family room, primary bedroom, bathroom, and office. The applicant is also proposing a new porch entry with railings and a front-facing gable that will enhance the front (west) elevation. The architectural drawings are included as **Attachment 3**.

The Design Review Board is the Review Authority of this project since the property is not subject to the provisions of Chapter 2.65 (Cultural Heritage Ordinance) of the South Pasadena Municipal Code (SPMC). The property is not a historic resource as it is not listed in the City's Inventory of Cultural Resources. Pursuant to Section 36.410.040 of the South Pasadena Municipal Code (SPMC), a Design Review Permit is required as

the proposed addition exceeds 500 square feet or more than 25 percent of the existing structure and is visible to the street.

PROJECT ANALYSIS

General Plan Consistency

The General Plan land use designation of the site is Low Density Neighborhood, which allows for detached single-family units at a density of maximum 5 units per acre. The proposed project does not involve the subdivision of the existing lot, only the construction of an addition to a dwelling. Therefore, the project is consistent with the General Plan.

Zoning Code Compliance & Development Standards

The subject property is located within the Residential Single Family (RS) Zoning District, which is intended for areas appropriate for the development of detached, single-family homes. The purpose of Residential Zoning District General Development Standards (South Pasadena Municipal Code or SPMC Section 36.220.040) is to ensure all alterations to existing structures are suitable and compatible with the applicable development standards. Pursuant to Section 36.220.050 Development of Small Nonconforming Residential Parcels, the subject lot is deemed nonconforming because it is less than 10,000 square feet in size. Residential Development Standards from SPMC Sections 36.220.040 and 36.220.050 were applied to the proposed project.

Table 1: RS Zone and Small Nonconforming Parcel Standards

Standard	Requirement	Existing	Proposed
Lot Coverage	50% (3,350 SF max. allowed)	25% (1,669 SF)	38% (2,535 SF)
Floor Area Ratio (FAR)	35% (2,345 SF max. allowed)	19% (1,273 SF)	35% (2,345 SF)
Building Height	35 ft.	21 ft.	21 ft.
Off-Street Parking	2-Covered Spaces	1-Car Garage and 1-Car Carport	1-Car Garage and 1-Car Carport
Front Setback	20 ft., 15' w/ a porch	20'	20'
Side Setbacks	10% of lot width, 5 ft. minimum	10'-4" (N) 3'-8" (S)	10'-4" (N) 3'-8" (S)
Rear Setback	25 ft	66'-7"	44'-6"

Design Review

The purpose of the Residential Design Review process is to ensure that the proposed site layout and building design are suitable and compatible with the City's adopted design standards and guidelines. The Design Guidelines for *Enhancing Existing Non-Historic Resources* list various guidelines that a project should consider when proposing enhancements to older properties.

The applicant is proposing a design that is compatible with the surrounding neighborhood. The neighborhood is comprised of a variety of one and two-story single-family residential structures that vary in size and architectural style. While the applicant is proposing a new second-story, the addition is located at the rear of the existing structure and does not exceed the existing building height. As such, the second story addition does not impact the front façade and has limited visibility from the public right-of-way along Primrose Avenue. The new addition is compatible with the existing style of residence and will use materials that match the existing. The project complies with all applicable setbacks and height limitations and as such, is in compliance with the City's adopted design standards and guidelines.

GENERAL STANDARDS FOR CONSTRUCTION

The Public Works Department has reviewed this project and recommended Conditions of Approval (**Attachment 1**) to mitigate any potential construction impact during construction. The recommended conditions including, but not limited to, requiring the applicant to submit a construction management plan, advanced notice for any street closures, and prohibiting overnight storage of materials or equipment within the public right-of-way.

ENVIRONMENTAL ANALYSIS

This item is exempt from California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section 15301, Class 1 – Existing Facilities. Class 1 exemption includes additions to existing structures that will not result in an increase of more than 10,000 square feet, in which the project site is in an area where all public facilities are available and is not located in an environmentally sensitive area.

FINDINGS

Design Review Required Findings

In order to approve a Design Review application, the Design Review Board shall first find that the design and layout of the proposed development:

1. *Is consistent with the General Plan, any adopted design guidelines and any applicable design criteria for specialized areas (e.g., designated historic or other special districts, plan developments, or specific plans);*

The project site has a General Plan land use designation of Low Density Neighborhood. General Plan policies for this land use designation specify this land use category for single-family dwelling uses—there are no additional dwelling proposed, as such, it remains consistent with the General Plan. The proposed project meets design guidelines adopted by the City, in that the modern architectural design has been established in the neighborhood.

2. *Will adequately accommodate the functions and activities proposed for the site, will not unreasonably interfere with the use and enjoyment of neighboring, existing, or future developments, and will not create adverse pedestrian or traffic hazards;*

The project is designed to accommodate the functions and activities related to typical single-family residential properties; the use and density are consistent with the neighborhood. As conditioned, the project's mass, scale, bulk, and temporary construction activities would not unreasonably interfere with the use and enjoyment of the neighboring, existing or future, developments and will not create adverse pedestrian or traffic hazards.

3. *Is compatible with the existing character of the surrounding neighborhood and that all reasonable design efforts have been made to maintain the attractive, harmonious, and orderly development contemplated by this Section, and the General Plan; and,*

The site arrangement and improvements will be compatible to the existing and intended character of the neighborhood. As such, the proposed addition is in compliance with the General Plan and Zoning Code. The project site is surrounded by one- and two-story single-family residential dwellings. The proposed addition will incorporate architectural elements that are compatible and match the exiting architectural design. All building materials, colors and finishes will match the existing house, as conditioned.

4. *Would provide a desirable environment for its occupants and neighbors, and is aesthetically of good comparison, materials, and texture that would remain aesthetically appealing with a reasonable level of maintenance and upkeep.*

The proposed project has been designed with the consideration to its occupants and provides adequate indoor and outdoor space. The proposed project uses similar materials and colors to match the existing architecture within the neighborhood and should remain appealing with a reasonable level of maintenance.

ALTERNATIVES TO CONSIDER

If the Design Review Board does not agree with Staff's recommendation, the following options are available:

1. The Design Review Board may approve the project with modified/added conditions; or
2. The Design Review Board may continue the project to address comments discussed; or
3. The Design Review Board may deny the project.

PUBLIC NOTICING

Hearing notices were sent to all properties within a 300-foot radius on December 21, 2023. A Public Hearing Notice was published on December 29, 2023 in the South Pasadena Review. In addition, the public was made aware that this item was to be considered at a public hearing by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website.

NEXT STEPS

If the Design Review Board approved the project, a 15-day appeal period will commence in which any person affected by the decision may appeal the decision for a public hearing by the Planning Commission. Should there be no appeals during this 15-day period, the applicant may proceed through the Plan Check Process with the Building Division and staff will review the construction plans to ensure that all conditions are satisfied.

ATTACHMENTS

1. Conditions of Approval
2. Site and Neighborhood Images
3. Project Plans

ATTACHMENT 1

Conditions of Approval

CONDITIONS OF APPROVAL

Design Review Permit

PROJECT NO. 2561 – DRX
1930 Primrose Avenue (APN: 5320-011-028)

The following approvals are granted as described below and as shown on the development plans submitted to and approved by the Design Review Board on January 11, 2024:

1. **Design Review Permit (DRX)** to add a 866 square-foot first-story addition and a 206 square-foot second-story addition to an existing 1,273 square-foot single-family dwelling at 1930 Primrose Avenue (APN: 5320-011-028).

Note: As a convenience to the applicant, the development requirements from applicable Departments/Agencies are listed herein. These requirements list what the applicant will be required to comply with in order to receive a Building Permit, a Certificate of Occupancy, or other Department-issued entitlement.

PLANNING DIVISION:

- P1. Approval by the Design Review Board does not constitute a building permit or authorization to begin any construction. An appropriate permit issued by the South Pasadena Building Division must be obtained prior to construction, enlargement, relocation, conversion or demolition of any building or structure on any of the properties involved with the Design Review.
- P2. This approval and all right hereunder shall terminate within 12 months of the effective date of approval by the Design Review Board unless otherwise conditioned and/or unless action is taken to secure Building Permits and maintain active Building Permits with the Building Division beginning with the submittal of the plans for Plan Check review.
- P3. All other requirements of any law, ordinance, or regulation of the State of California, City of South Pasadena, and any other government entity shall be complied with.
- P4. Compliance with and execution of all conditions listed herein shall be necessary prior to obtaining any occupancy inspection clearance and/or prior to obtaining any occupancy clearance.
- P5. The applicant and each successor in interest to the property which is the subject of this project approval, shall defend, indemnify and hold harmless the City of South Pasadena and its agents, officers and employees from any claim, action or proceeding against the City or its agents, officers or employees to attack, set aside, void or annul any approval of the City, City Council or Design Review Board concerning this approval. In the event of any claim or lawsuit, the applicant and/or successor shall submit a deposit in such amount as the City reasonably determines necessary to protect the City from exposure to fees, costs or liability with respect to such claim or lawsuit.
- P6. The construction site and the surrounding area shall be kept free of all loose materials resembling trash and debris in excess of that material used for immediate construction purposes. Such excess may include, but is not limited to: the accumulation of debris, garbage, lumber, scrap metal, concrete, asphalt, piles of earth, salvage materials, abandoned or discarded furniture, appliances or other household fixtures.

- P7. The hours of construction shall be limited to the following: 8:00 am and 7:00 pm, Monday through Friday, 9:00 am and 7:00 pm Saturday, and construction on Sundays limited to 10:00 am to 6:00 pm.
- P8. A construction sign with contact information for the contractor shall be clearly posted on-site during construction.
- P9. Any proposed revision to the approved plans shall require review and approval by the Community Development Department prior to construction. The Community Development Department may refer the proposed revision to the Design Review Board or Design Review Board Chair for approval.

BUILDING DIVISION:

- B1. The second sheet of building plans is to list all conditions of approval and to include a copy of the Design Review Board Decision letter. This information shall be incorporated into the plans prior to the first submittal for plan check.
- B2. Plans prepared in compliance with the current Building Code shall be submitted to Building Division for review prior to permit issuance.
- B3. School Developmental Fees shall be paid to School District prior to the issuance of the building permit.
- B4. Park Impact Fee to be paid at the time of permit issuance.
- B5. Per Chapter 16A of the City of South Pasadena Municipal Code, Growth fee to be paid at the time of permit issuance.
- B6. Structural calculations prepared under the direction of an architect, civil engineer or structural engineer shall be provided.
- B7. Each sheet of the plans shall be stamped and signed by a California licensed architect or engineer per R301.1.3.2 as adopted and amended by the City, for all dwellings of wood frame construction more than one story in height or with a basement located in Seismic Design Category D0, D1, or D2 or E.
- B8. A room or space at the 2nd floor without a compliant emergency escape and rescue opening per Section R310 of the Residential Code shall not be used as a bedroom.
- B9. No water closet shall be set closer than 15 inches from its center to a side wall or obstruction or closer than 30 inches (762 mm) center to center to a similar fixture. The clear space in front of a water closet, lavatory, or bidet shall be not less than 24 inches per Section 402.5 of the California Plumbing Code.
- B10. A grading and drainage plan shall be approved prior to issuance of the building permit. The grading and drainage plan shall indicate how all storm drainage including contributory drainage from adjacent lots is carried to the public way or drainage structure approved to receive storm water.

- B11. Preliminary MS4 Project Application (MS4-1 FORM) completed by Engineer of Record shall be copied on the first sheet of Building Plans and on the first sheet of Grading Plans. The form can be found at the following link
<https://www.dropbox.com/s/4xkjyn5fhggpotk/Accessibility%20Upgrade%20Summary%20Form.pdf?dl=0>
- B12. Project shall comply with the CalGreen Residential mandatory requirements.
- B13. Foundation inspection will not be made until setback of the addition has been surveyed and the setbacks determined to be in accordance with the approved plans by a land surveyor licensed by the State of California. THIS NOTE IS TO BE PLACED ON THE FOUNDATION PLAN IN A PROMINENT LOCATION.
- B14. Fire-resistance rating requirements for exterior walls and Maximum area of exterior wall openings and degree of open protection based on fire separation distance of 0 to 5 feet for dwellings and accessory buildings shall comply with Table R302.1(1) or with Table R302.1(2) as applicable.
- B15. All fire sprinkler hangers must be designed, and their location approved by an engineer or an architect. Calculations must be provided indicating that the hangers are designed to carry the tributary weight of the water filled pipe plus a 250-pound point load. A plan indication this information must be stamped by the engineer or the architect and submitted for approval prior to issuance of the building permit.
- B16. Separate permit is required for Fire Sprinklers.

PUBLIC WORKS DEPARTMENT:

- PW1. The applicant shall obtain City approval for any modifications or revisions to the approval of this project. Deviations not identified on the plans may not be approved by the City, potentially resulting for the project to be redesigned/resubmitted.
- PW2. The applicant shall pay all applicable City fees including Public Works Department plan review fee and permit fees per the current adopted Master Fee Schedule, which can be found on the City's website. This includes all costs incurred by the Public Works Department for the use of professional services or consultants in the review, investigation, and/or plan check of the public improvement plans. The applicant shall provide receipts of all applicable fees paid prior to submitting plans for review.
- PW3. Primrose Avenue shall be photographed and video recorded before the start of construction and after construction for assessing the damage caused to the street by construction related activity. The applicant will be responsible to restore the public right-of-way to its original condition and to the satisfaction of the City Engineer. These video recordings and photographs shall be submitted to the City before the project approval and immediately upon completion of the project.
- PW4. Prior to issuance of a permit, the applicant shall perform a video inspection of the existing sewer lateral for obstructions and remove any obstructions observed. Provide a copy of the inspection video of the cleared pipe for review.
- PW5. The applicant shall replace all broken, damaged, or out-of-grade sidewalk and driveway approaches, and repaint all curb markings along the perimeter of the property to the satisfaction of the City Engineer regardless of when or how such condition originally occurred per SPMC

Section 31.54. All improvements within the public right-of-way shall conform to the current Standard Specifications for Public Works Construction (SSPWC) and Standard Plans for Public Works Construction (SPPWC).

- The applicant shall install new 4" thick sidewalk with maximum cross slope of 2% conforming to the current Standard Plans for Public Works Construction (SPPWC) Std Plan 112-2. Concrete shall be class 520-C-2500 and shall conform to the current Standard Specifications for Public Works Construction (SSPWC).
- The applicant shall remove and replace the existing driveway approach with/install a new driveway approach conforming to the current Standard Plans for Public Works Construction (SPPWC) Std Plan 110-2, Type B. Concrete shall be class 520-C-2500 and shall conform to the current Standard Specifications for Public Works Construction (SSPWC). The applicant shall verify the width with the Planning Department and the actual limits of concrete removal with the Public Works Department.

PW6. The applicant shall contact the City of South Pasadena Water Operations Manager, Victor Magana, VMagana@SouthPasadenaCA.gov for the fire flow test. The applicant shall submit water demand calculations to the City for potable water and fire (if applicable). The calculations will be used to verify the adequacy of the existing water meter connection for the proposed structure and Fire Department approved fire sprinkler system (if applicable). The applicant shall coordinate with the Water Operations Manager the size, location and the associated fee for the installation of a new water meter connection.

PW7. Provide an arborist report and clear site plan of what trees are being removed. Submit a design narrative with the arborist report explaining why certain trees are being removed and what alternative options were considered to preserve the existing trees.

PW8. Show all existing and proposed trees, including size and species, and indicate their disposition. If any trees (12" in diameter or greater and/or native trees) are to be removed, apply for a tree removal permit with the Public Works Department per City Ordinance No. 2328 amending Section 34.10 of SPMC. See SPMC Section 34.12 for the required information and process for the trees that are proposed to be removed and/or impacted during construction. Replacement trees shall be planter per SPMC Section 34.12-5. If existing trees are to remain on site, the applicant shall note on the plans methods of protecting existing trees during construction.

PW9. The applicant shall include the following information on the plans:

- The 24-hour emergency contact number for the applicant and contact information of all utility agencies involved/impacted/potentially impacted by this project on the title sheet of the plans.
- The location of all existing utilities on adjacent street(s), as well as the location and size of all existing or proposed utilities serving the property. Show all utility points of connection (POC).
- Show the location and area of trench sections for any proposed sewer and water line connections within the public right-of-way. Provide a trench restoration detail per City standards if any new utility connections are proposed.

PW10. The applicant shall add the following notes on the plans:

- The proposed building structure shall not be constructed within critical root zone area of any trees. For native and protected species, use the tree trunk's diameter measured at breast height (DBH) (X5) as the minimum critical root mass. For non-native and protected

species, use the tree's DBH (X3) as the minimum critical root mass.

- Any construction activity that may require roadway or lane closures where two-way traffic cannot be accommodated will require a traffic control plan prepared by a CA licensed civil or traffic engineer or a C-31 licensed contractor to be submitted for review. Safe pedestrian access, including ADA and bicycle, must be maintained at all times. All street closures will require an encroachment permit from the Public Works Department. Street closures are only allowed between 9:00 am and 3:00 pm. Whenever there will be a street closure exceeding thirty minutes in duration, the applicant shall provide written notification about the street closure to all impacted businesses and residents at least 48 hours in advance of the street closure.
- No overnight storage or materials or equipment within the public right-of-way shall be permitted.
- Temporary bins (low boy), if used, shall be "roll off" style to be provided by Athens Services. Athens Services has an exclusive agreement with the City for the provision of trash removal services: only Athens dumpsters can be used. Any dumpsters placed on the roadway shall require a protective barrier underneath (such as plywood) to protect the pavement. The applicant shall obtain dumpster permit from the Public Works Department.
- The applicant shall obtain oversize/overload permits from the Public Works Department for any oversized equipment used during the stages of construction, including, but not limited to: demolition; clearing and grubbing; grading; material disposal; drilling for piles and/or caissons; trenching for footings; excavation for retaining walls; core sampling of soils; etc.
- The applicant shall obtain an encroachment permit from the Public Works Department for any work proposed within the public right-of-way.

FIRE DEPARTMENT:

- FD1. Required Code References: Current South Pasadena Municipal Code (SPMC); 2022 California Fire Code (CFC); 2022 California Building Code and NFPA Standards.
- FD2. Fire Sprinklers are required. Submit a separate plan to City for approval.
- FD3. A water flow test from South Pasadena Water Department is required to be obtained and submitted along with the fire sprinkler design to Building and Safety for approval.
- FD4. Fire sprinklers shall not be able to shut off unless the domestic line to the property is shut off. There shall be no other means to turn off water to the sprinkler system. Provide a set of drawing of the sprinkler system to the Fire Department prior to beginning of work.
- FD5. Water Supplies. Water supplies for automatic sprinkler systems shall comply with this section and the standards referenced in Section 903.3.1. The potable water supply shall be protected against backflow in accordance with Health and Safety Code.
- FD6. Required water supply. An approved water supply capable of supplying the required fire flow for fire protection shall be provide o premises upon which facilities, buildings or portions of buildings are hereafter constructed or moved into or within the jurisdiction.
- FD7. Fire flow. Fire flow requirements for buildings or portions of buildings and facilities shall be determined by an approved method or Appendix B.

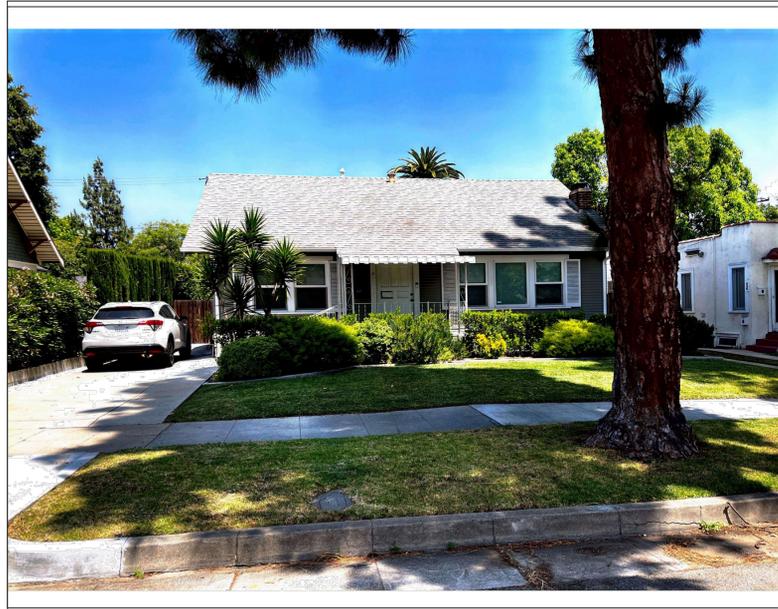
- FD8. Water Supply Test. The fire code official shall be notified prior to the water supply test. Water supply tests shall be witnessed by the fire code official or approved documentation of the test shall be provided to the fire code official prior to final approval of the water supply system.
- FD9. Additions and Alterations. All existing buildings and structures, regardless of the type of construction, type of occupancy or area, shall be provided with an automatic sprinkler system conforming to Section 903.3 and this code upon the occurrence of any of the following conditions:
- An addition of over 750 square feet to any building or structure, which creates a fire area large enough that if the existing building or structure plus proposed work were being built new today, an automatic sprinkler system would be required under this code.
- An automatic sprinkler system shall be installed throughout any existing Group R Occupancy building when the floor area of the Alteration or Combination of an Addition and Alteration, within any twelve (12) calendar months, is 50% or more of area and or valuation of the existing structure and where the scope of the work exposes building framing and facilitates sprinkler installation and is such that the Fire Code Official determines that the complexity of installing a sprinkler system would be similar as in a new building.
- FD10. Address Identification. New and existing buildings shall have *approved* address numbers, building numbers or *approved* building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Where required by the fire code official, address numbers shall be provided in additional approved locations to facilitate emergency response. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall be a minimum of 4 inches (101.6 mm) high with a minimum stroke width of 0.5 inch (12.7 mm). Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure. Address numbers shall be maintained.
- FD11. Notwithstanding anything else in this code, or any other code incorporated, herein, by reference any new roof shall be of Class "A" roof material.
- FD12. Groups R-2, R-2.1, R-3, R-3.1, and R-4. Single or multiple-station smoke alarms shall be installed and maintained in Groups R-2, R-2.1, R-3, R-3.1 and R-4 regardless of occupant load at all of the following locations:
- 1) On the Ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms;
 - 2) In each room used for sleeping purposes.
 - 3) In each story within a dwelling unit, including basements but not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.
- FD13. Interconnection. Where more than one smoke alarm is required to be installed within an individual dwelling unit or sleeping unit in Group R-1, R-2, R-3, R-3.1, or R-4, the smoke alarms shall be interconnected in such a manner that the activation of one alarm will activate all of the alarms in the individual unit. The alarm shall be clearly audible in all bedrooms over background

noise levels with all intervening doors closed (CFC 907.2.11.3).

- FD14. Buildings under construction shall meet the condition of “Chapter 33 Fire Safety During Construction and Demolition” of the 2022 California Fire Code. Structures under construction, alteration or demolition, shall be provided with no less than one 2A10BC fire extinguisher as follows:
- 1) At each stairway on all floor levels where combustibles materials have accumulated.
 - 2) In every storage and construction shed.
 - 3) Where special hazards exist included but not limited to, the storage and use of combustible and flammable liquids.
- FD15. A set of plans must remain on the job site at all times. Appointments for inspectors should be made at least two days in advance of required inspection by calling for the Fire Department at (626)403-7304.
- FD16. For water meter related questions, please contact Public Works Department at (626)403-7240.
- FD17. The City of South Pasadena Fire Department reserves the right to change or otherwise modify requirements based upon receiving additional project information or other unforeseen circumstances.

ATTACHMENT 2

Site and Neighborhood Images



WEST ELEVATION (FRONT)



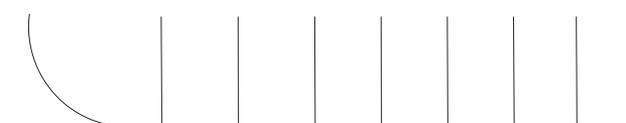
EAST ELEVATION (BACK)



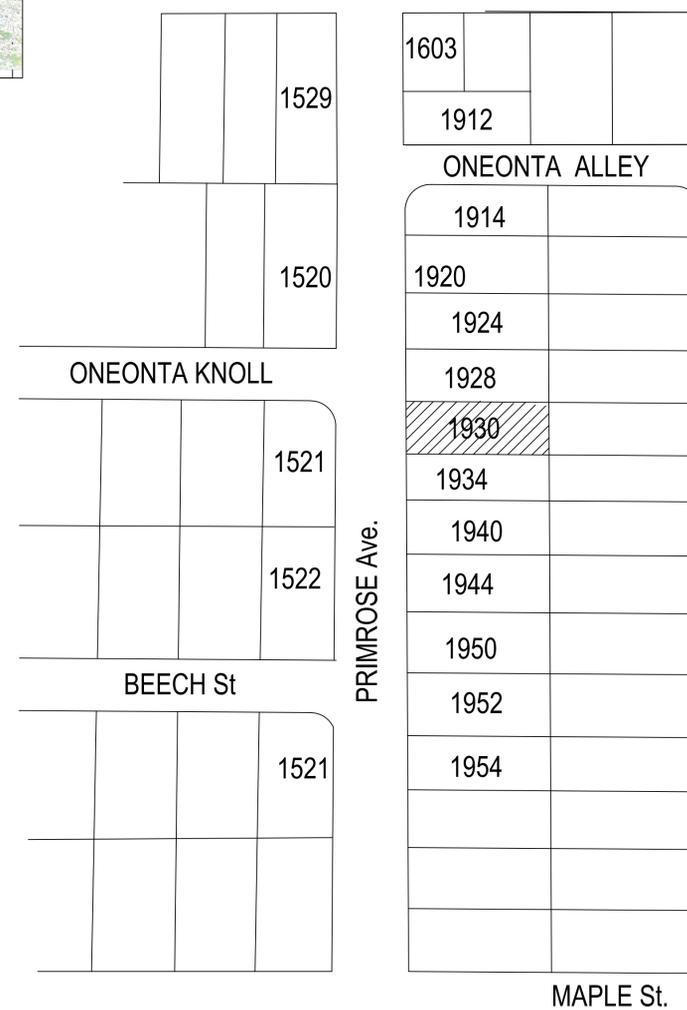
NORTH ELEVATION (SIDE)



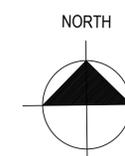
SOUTH ELEVATION (SIDE)



HUNTINGTON Dr



VICINITY MAP
NO SCALE



PROPOSED
2-STORY
ADDITION

1930 PRIMROSE AVE.
SOUTH PASADENA
CA, 91030

REVISIONS

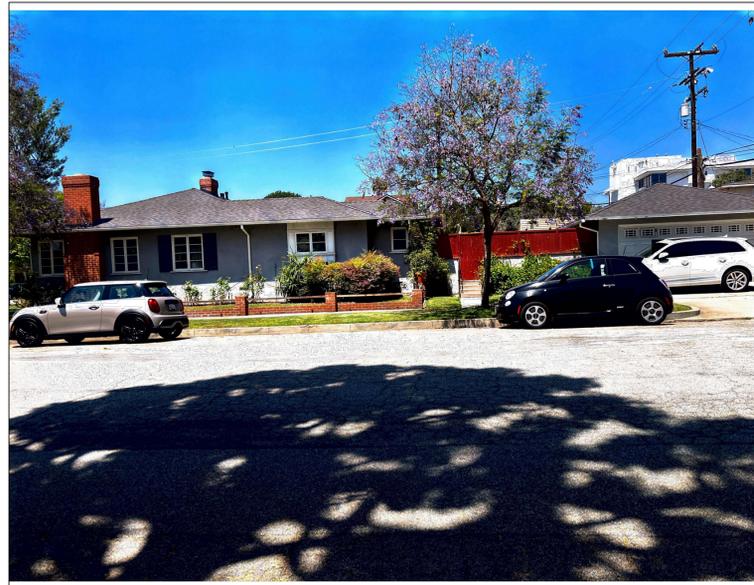
DATE	NUMBER	DESCRIPTION

1930 PRIMROSE Ave.
ELEVATIONS

A-11



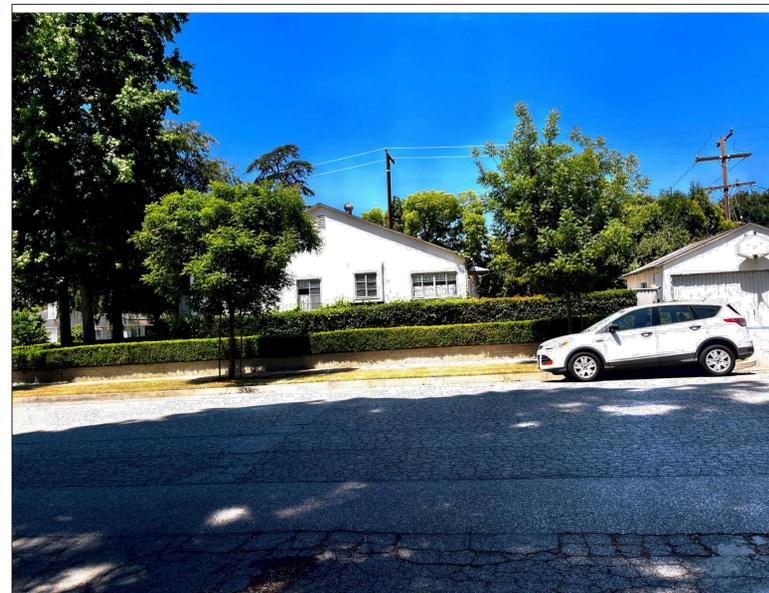
1529 HUNTINGTON DR



1520 ONEONTA KNOLL



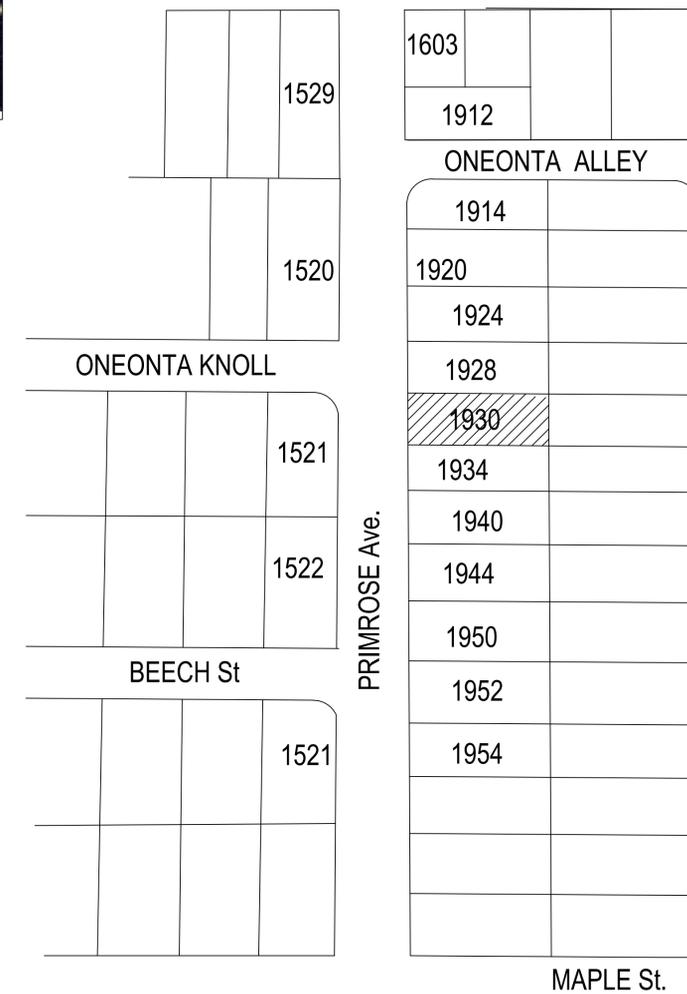
1521 ONEONTA KNOLL



1522 BEECH ST



HUNTINGTON Dr



VICINITY MAP
NO SCALE



PROPOSED
2-STORY
ADDITION

1930 PRIMROSE AVE.
SOUTH PASADENA
CA, 91030

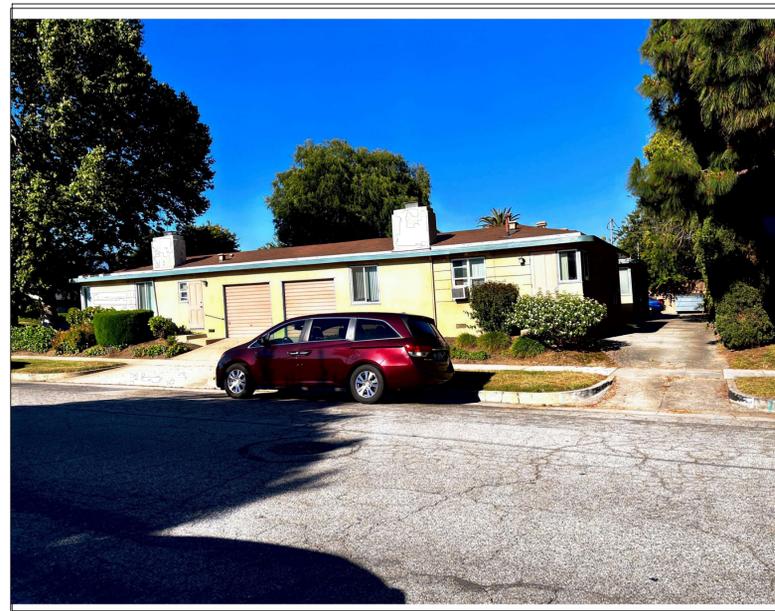
REVISIONS

DATE	NUMBER	DESCRIPTION

FRONT ELEVATIONS.
ON PRIMROSE Ave.



1521 BEECH ST



1603 HUNTINGTON DR



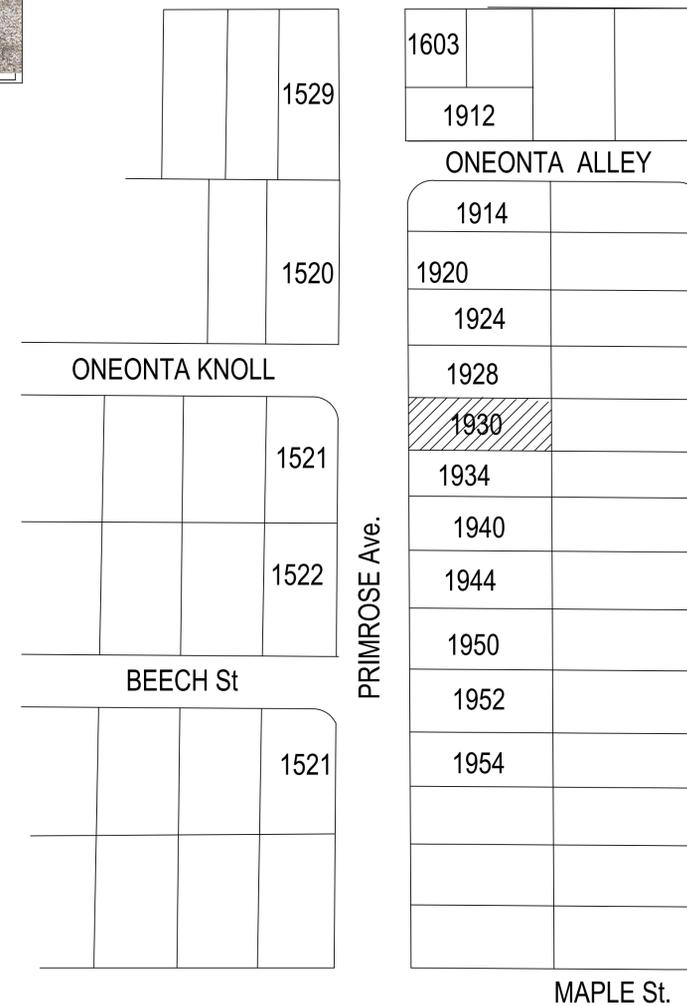
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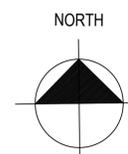
1914 PRIMROSE Ave.



HUNTINGTON Dr



VICINITY MAP
NO SCALE



PROPOSED
2-STORY
ADDITION

1930 PRIMROSE AVE.
SOUTH PASADENA
CA, 91030

REVISIONS

DATE	NUMBER	DESCRIPTION

FRONT ELEVATIONS.
ON PRIMROSE Ave.

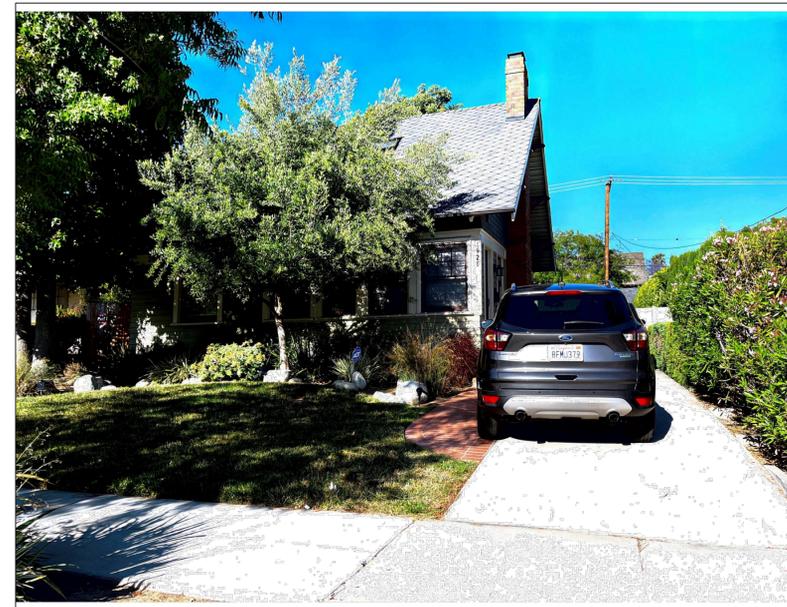
A-13



1920 PRIMROSE Ave.



1924 PRIMROSE Ave.



1928 PRIMROSE Ave.



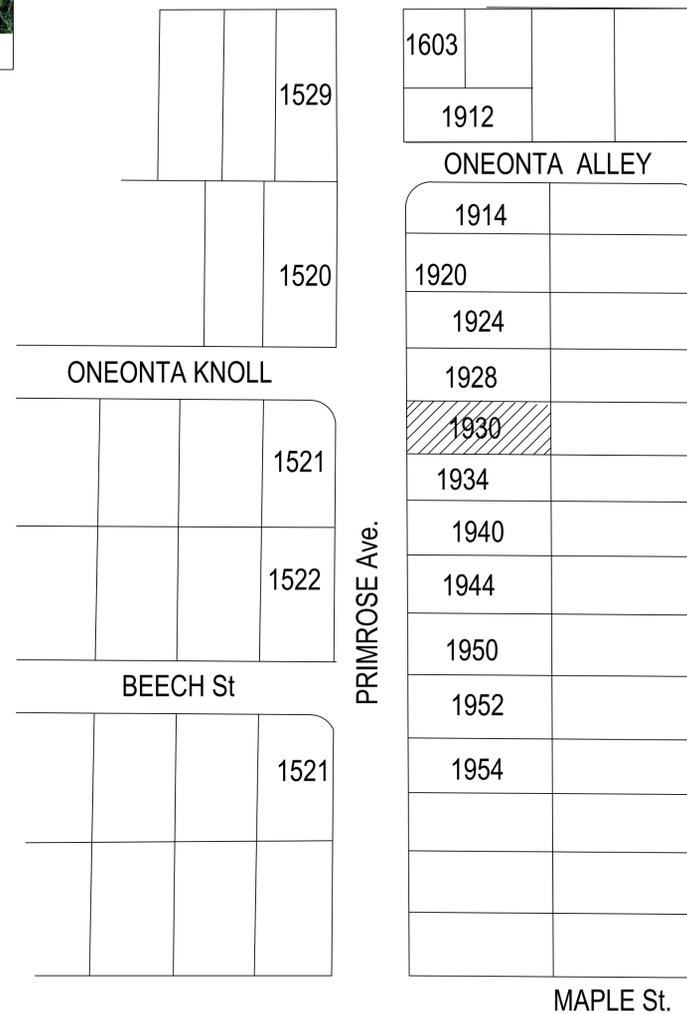
1930 PRIMROSE Ave.



PROPOSED
2-STORY
ADDITION

1930 PRIMROSE AVE.
SOUTH PASADENA
CA, 91030

HUNTINGTON Dr

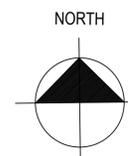


REVISIONS

DATE	NUMBER	DESCRIPTION

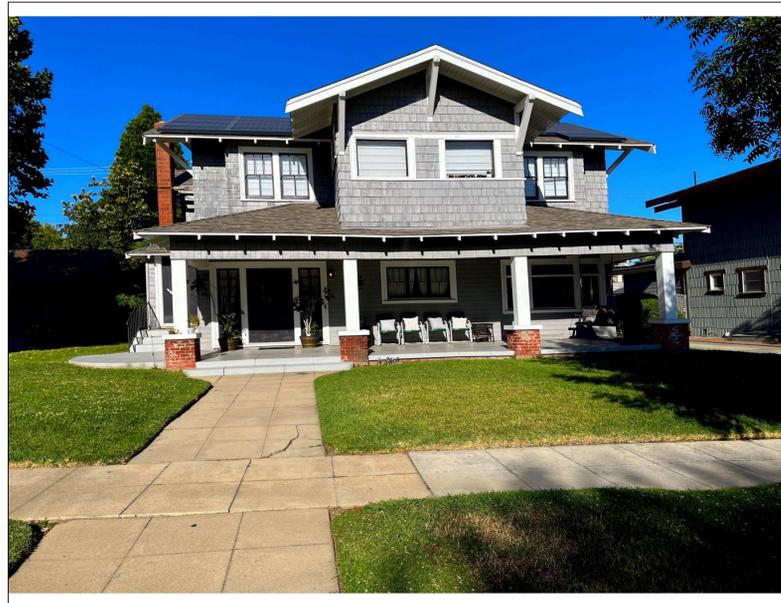
FRONT ELEVATIONS.
ON PRIMROSE Ave.

VICINITY MAP
NO SCALE



PROPOSED
2-STORY
ADDITION

1930 PRIMROSE AVE.
SOUTH PASADENA
CA, 91030



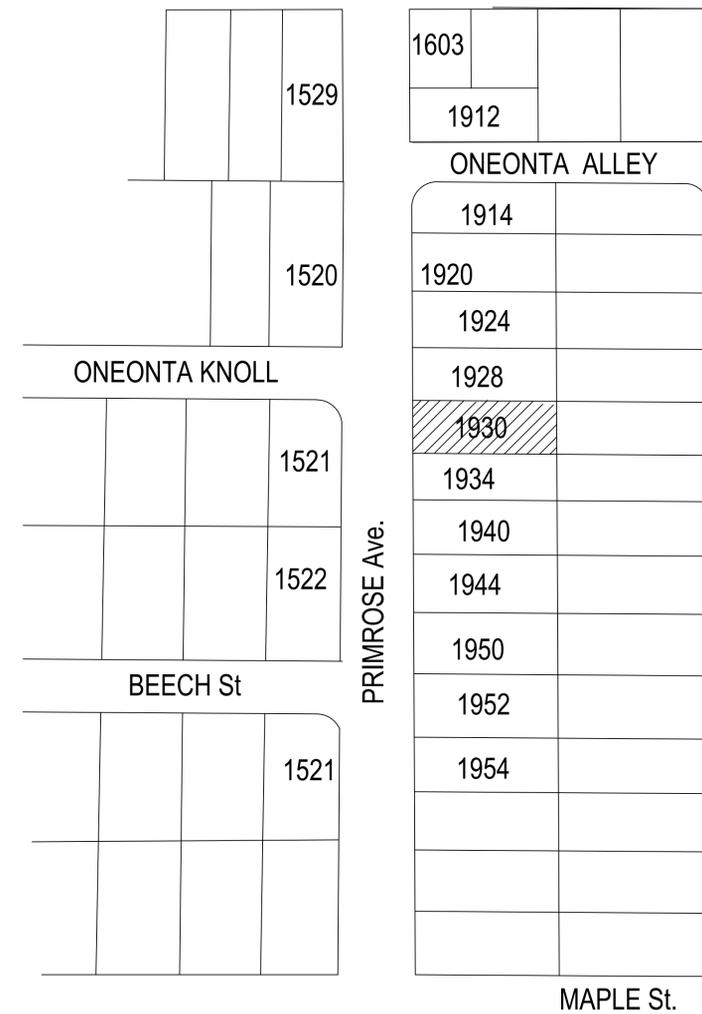
1952 PRIMROSE Ave.



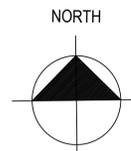
1954 PRIMROSE Ave.



HUNTINGTON Dr



VICINITY MAP
NO SCALE

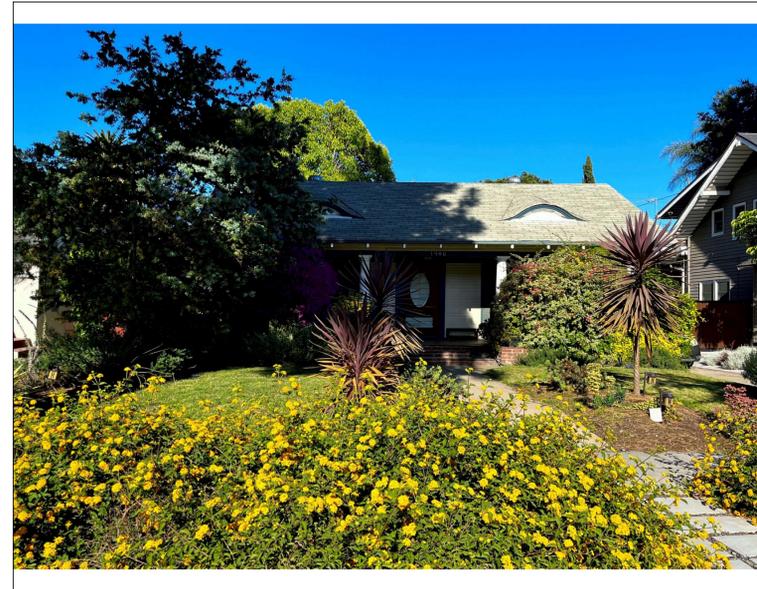


REVISIONS		
DATE	NUMBER	DESCRIPTION

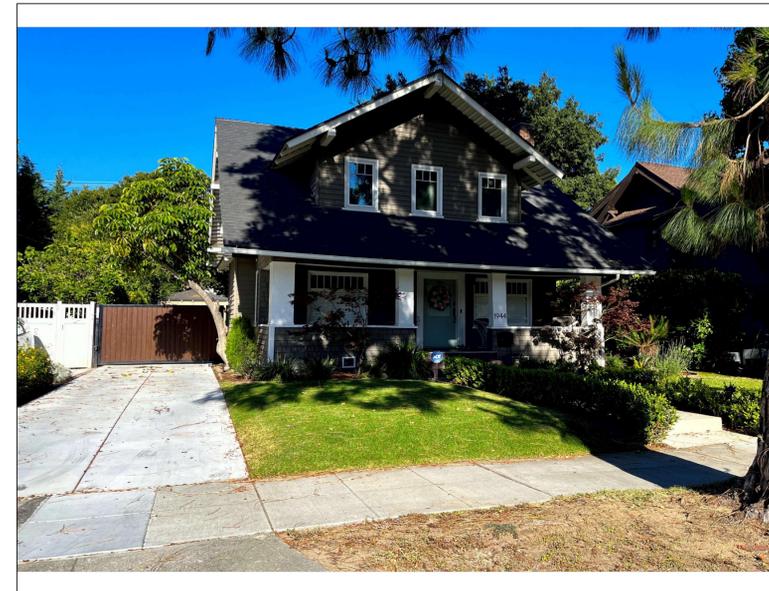
FRONT ELEVATIONS.
ON PRIMROSE Ave.



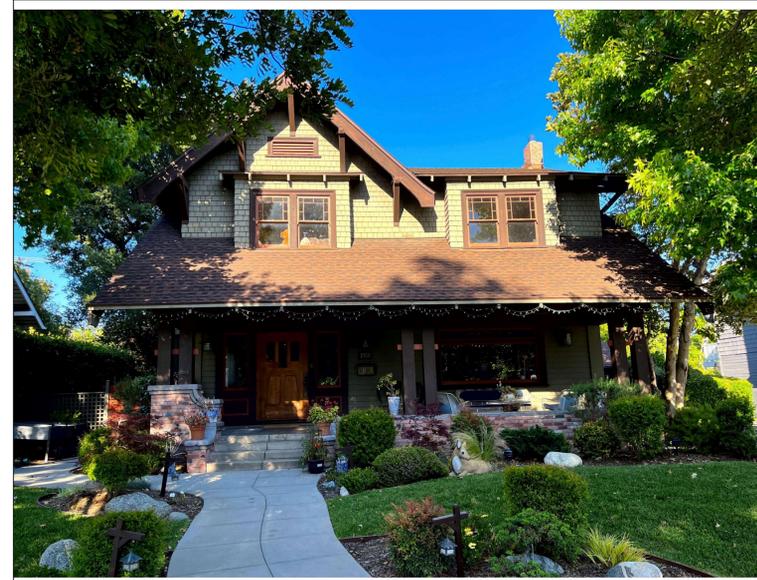
1934 PRIMROSE Ave.



1940 PRIMROSE Ave.



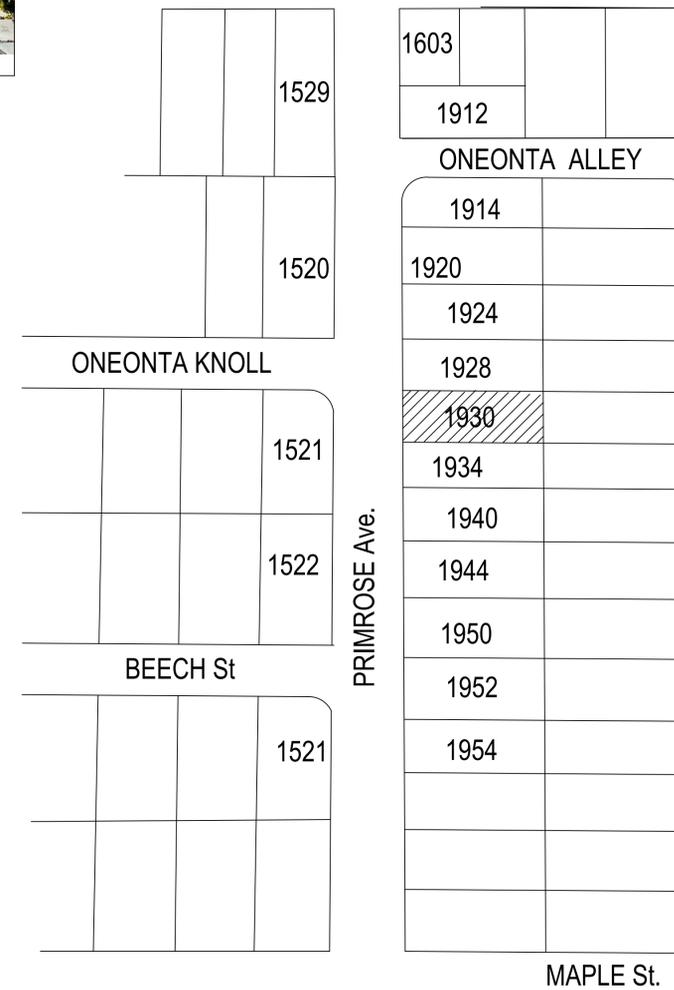
1944 PRIMROSE Ave.



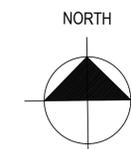
1950 PRIMROSE Ave.



HUNTINGTON Dr



VICINITY MAP
NO SCALE



PROPOSED
2-STORY
ADDITION

1930 PRIMROSE AVE.
SOUTH PASADENA
CA, 91030

REVISIONS		
DATE	NUMBER	DESCRIPTION

FRONT ELEVATIONS.
ON PRIMROSE Ave.

ATTACHMENT 3

Project Plans

PROJECT ADDRESS: 1930 PRIMROSE AVE SOUTH PASADENA

ASSESSOR PARCEL NUMBER: 5320-011-028

PROPERTY INFORMATION: LOT 67 OF TRACK ROSE TERRACE IN THE CITY OF SOUTH PASADENA, CA. AS PER MAP RECORDED IN BOOK 8, PAGE 193 OF MAPS, IN THE OFFICE OF COUNTY RECORDER OF SAID COUNTY.

ZONING: SINGLE FAMILY RESIDENCE (RS ZONE)

PROJECT SCOPE OF WORK: PROPOSED ADDITION TO 1ST FLOOR: 865.6 S.F.
PROPOSED 2ND FLOOR ADDITION: 206 S.F.

PARKING: DETACHED 2-CAR GARAGE AND CARPORT

LOT SIZE: 6700 S. F.

FAR REQUIREMENT: .35 X 6700 = 2345 S.F.

FAR EXISTING (TOTAL): 1273 S.F. 19%

ADDITION (TOTAL) 1072 S.F.

TOTAL PROPOSED :

EXISTING (TOTAL):	1273 S.F.
FIRST FLOOR NEW ADDITION	865.6 S.F.
SECOND FLOOR ADDITION	206 S.F.
TOTAL PROPOSED = 1273+865.6+206 = 2344.6 S.F.	

FAR EXISTING (FIRST FLOOR) 1273 S.F. 19%

FAR PROPOSED (FIRST & SECOND FLOOR) 35 %

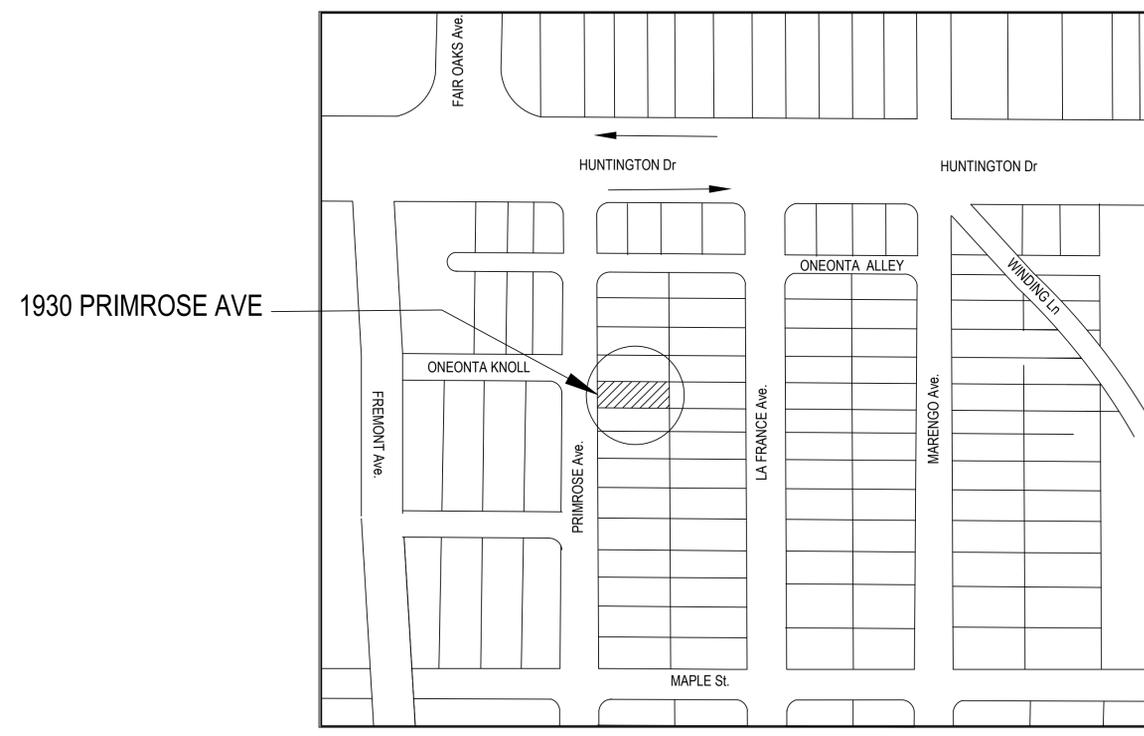
LOT COVERAGE REQUIREMENTS: .5X6700 = 3350 S.F.

GARAGE: 12X18 = 216 S.F.

CARPORT: 10X18 = 180 S.F.

LOT COVERAGE (EXIST.): 216+180+1273 = 1669 S. F. 24.9%

LOT COVERAGE (PROPOSED): 216+180+(1273+865.6) = 2534.6 S. F. 37.8%



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CA, 91030

OWNER
FARIBA ANSARI
FARIBA519@YAHOO.COM
(626)372-7069

CONSULTING ENGINEERS
STRUCTURAL DESIGN

NAMVAR ASSOCIATES

231 VISTA DEL MAR
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REDONDO BEACH, CA 90277
PH: (310) 540 - 7788
namvarassociates@gmail.com

JOB NO. 93244

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REVISIONS		
DATE	NUMBER	DESCRIPTION

COVER SHEET

A-1

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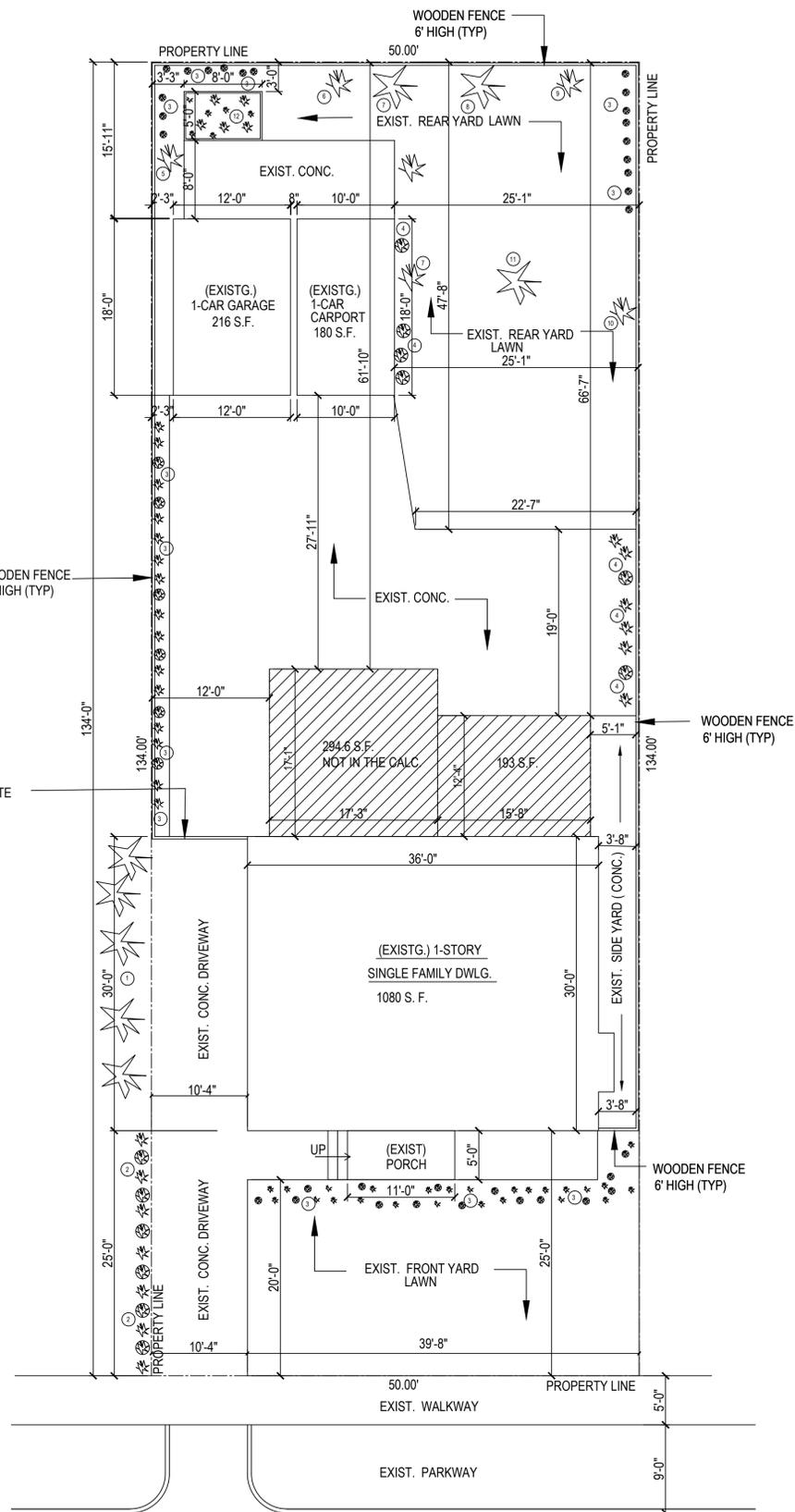
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REVISIONS

DATE	NUMBER	DESCRIPTION

**EXISTING &
PROPOSED SITE
PLAN**

A-2



EXISTING SITE PLAN

SCALE 1/8"=1'-0"

LEGEND:

EXISTING TO REMAIN
EXISTING TO BE REMOVED

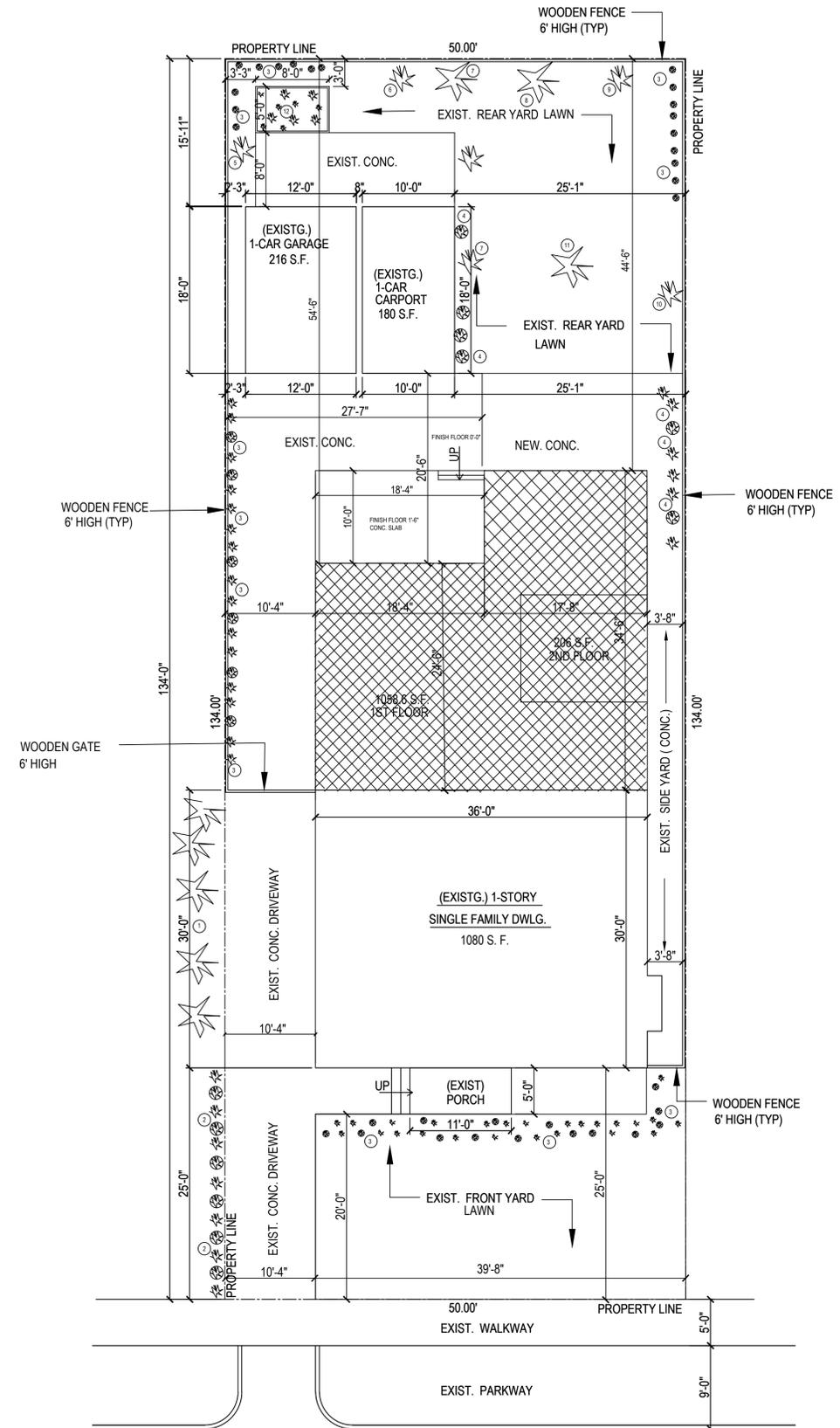


TOTAL LANDSCAPE AREA : 2345 S.F. 35% OF THE TOTAL LOT AREA
TOTAL HARDSCAPE AREA : 2680 S.F. 40% OF THE TOTAL LOT AREA

TREE SCHEDULE

EXISTING TREE TO REMAIN

TREE NO.	TYPE
①	CYPRESS (1" DIAMETER)
②	MAONIA
③	INDIAN LAUREL FIG NITDA
④	JAPANESE BOXWOOD
⑤	NECTARINE TREE (6" DIAMETER)
⑥	FIG TREE (6" DIAMETER)
⑦	LEMON TREE (6" DIAMETER)
⑧	POMEGRANATE TREE (6" DIAMETER)
⑨	GUAVA TREE (2" DIAMETER)
⑩	PEACH TREE (2" DIAMETER)
⑪	ORANGE TREE (6" DIAMETER)
⑫	TOMATOES



PROPOSED SITE PLAN

SCALE 1/8"=1'-0"

LEGEND:

PROPOSED
EXISTING TO REMAIN



TOTAL LANDSCAPE AREA : 2077 S.F. 31% OF THE TOTAL LOT AREA
TOTAL HARDSCAPE AREA : 1876 S.F. 28% OF THE TOTAL LOT AREA

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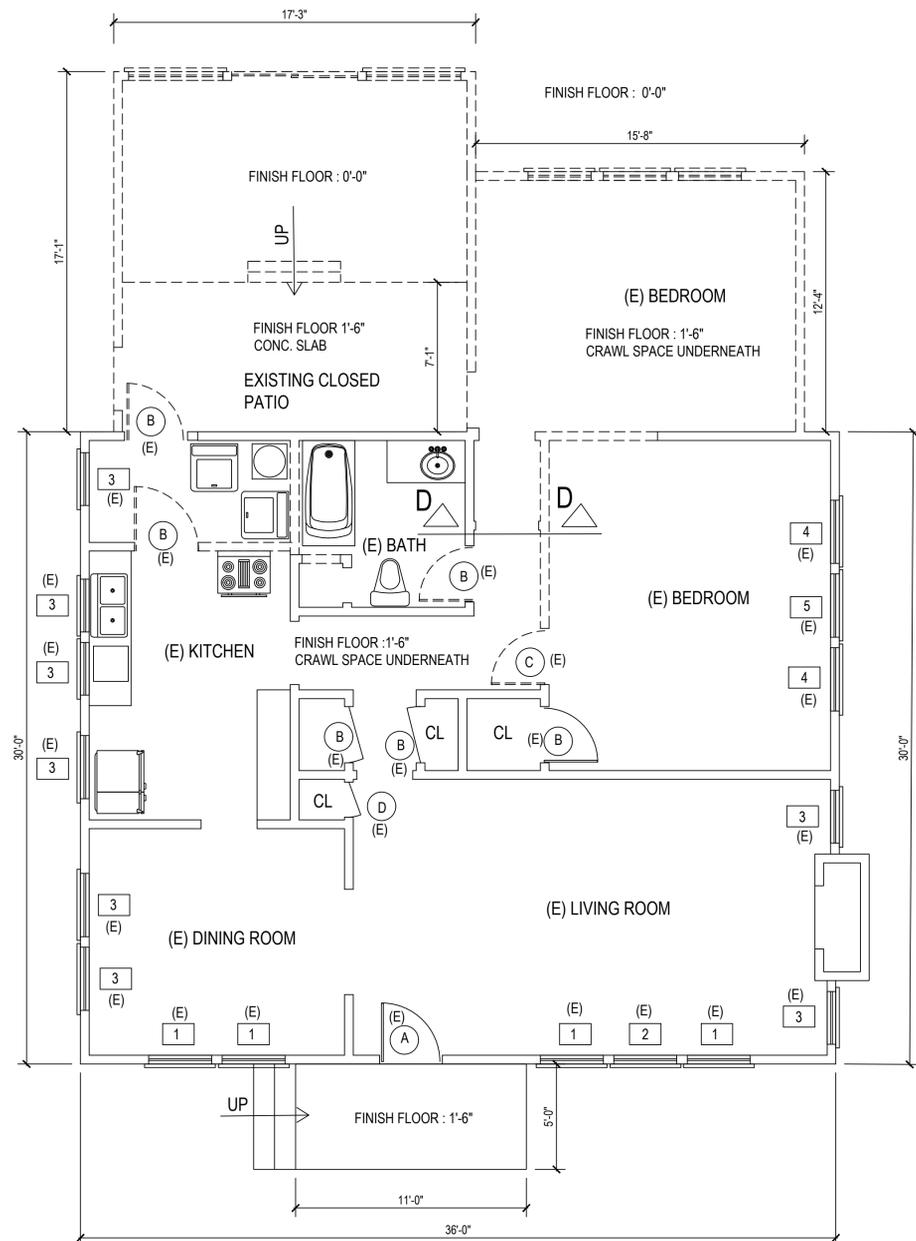
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REVISIONS

DATE	NUMBER	DESCRIPTION

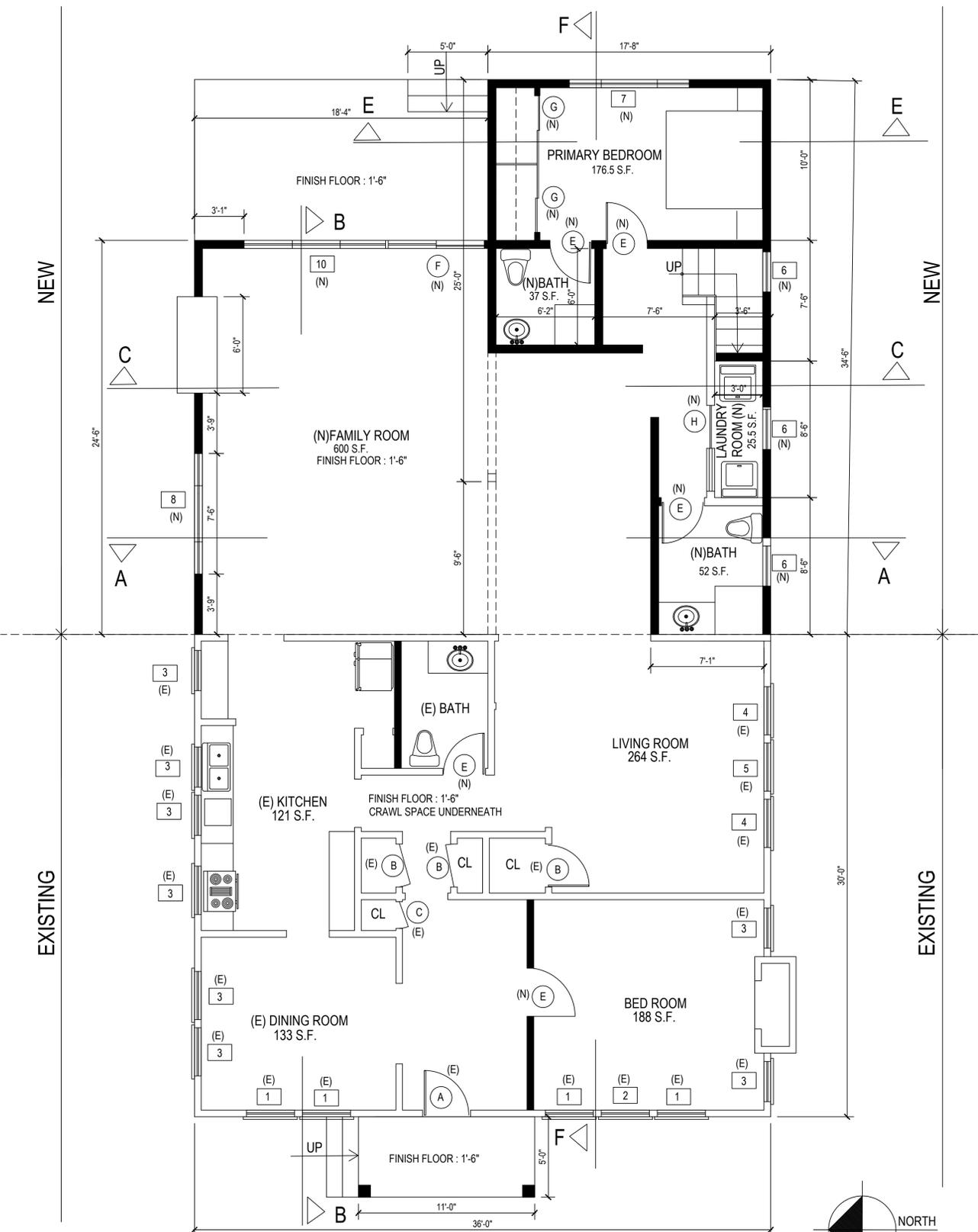
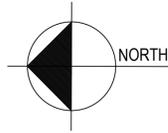
**EXISTING &
PROPOSED FLOOR
PLAN (1ST FLOOR)**

A-3



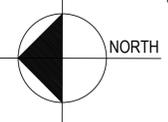
EXISTING FLOOR PLAN
SCALE 1/4"=1'-0"

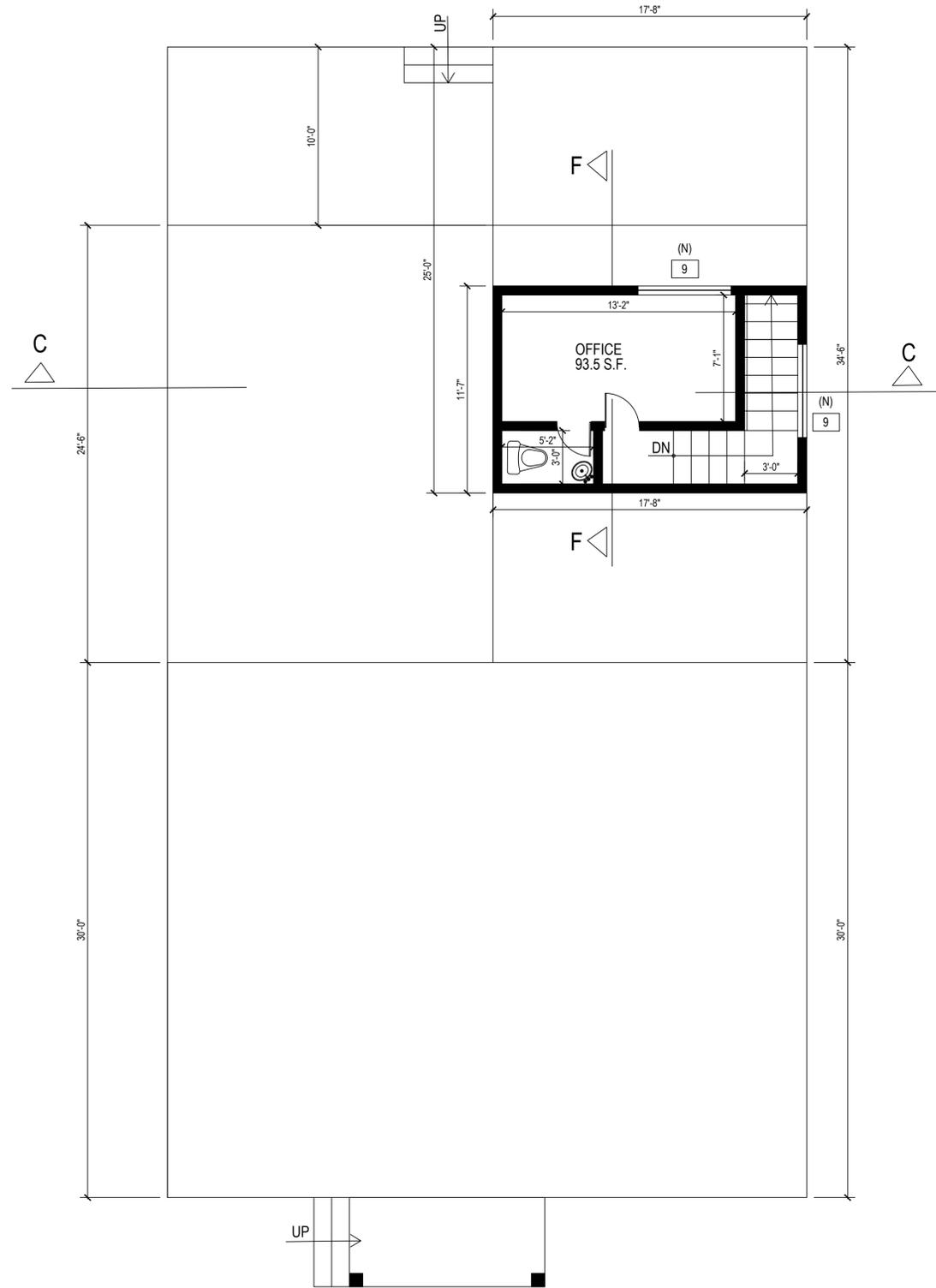
LEGEND:
EXISTING TO BE REMOVED
EXISTING TO REMAIN



PROPOSED FLOOR PLAN (FIRST FLOOR)
SCALE 1/4"=1'-0"

LEGEND:
EXISTING
PROPOSED



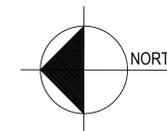


PROPOSED FLOOR PLAN (SECOND FLOOR)

SCALE 1/4"=1'-0"

LEGEND:

EXISTING
PROPOSED



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REVISIONS

DATE	NUMBER	DESCRIPTION

PROPOSED 2ND
FLOOR

A-4

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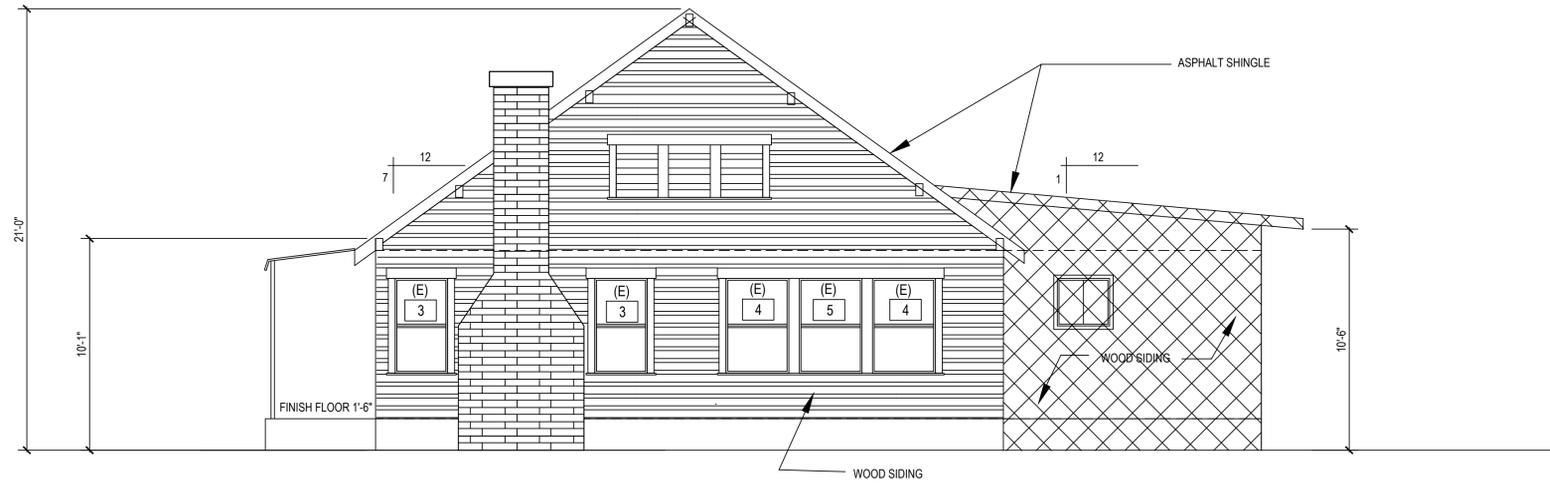
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REVISIONS

DATE	NUMBER	DESCRIPTION

EXISTING &
PROPOSED SOUTH
ELEVATIONS

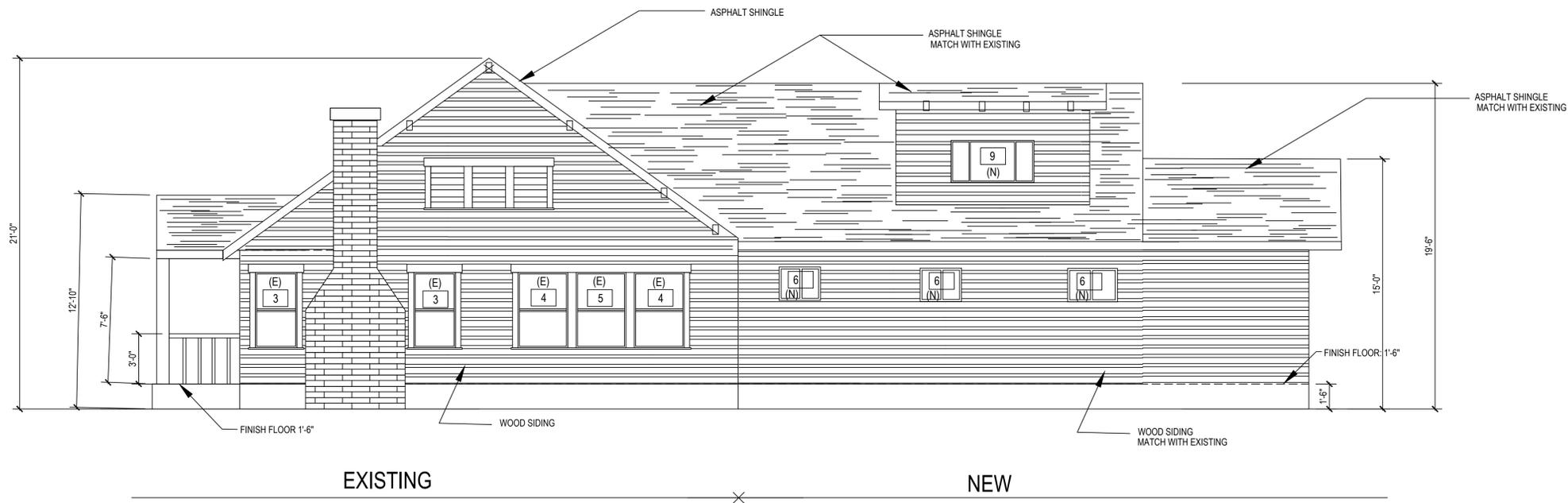
A-6



EXISTING SOUTH ELEVATION

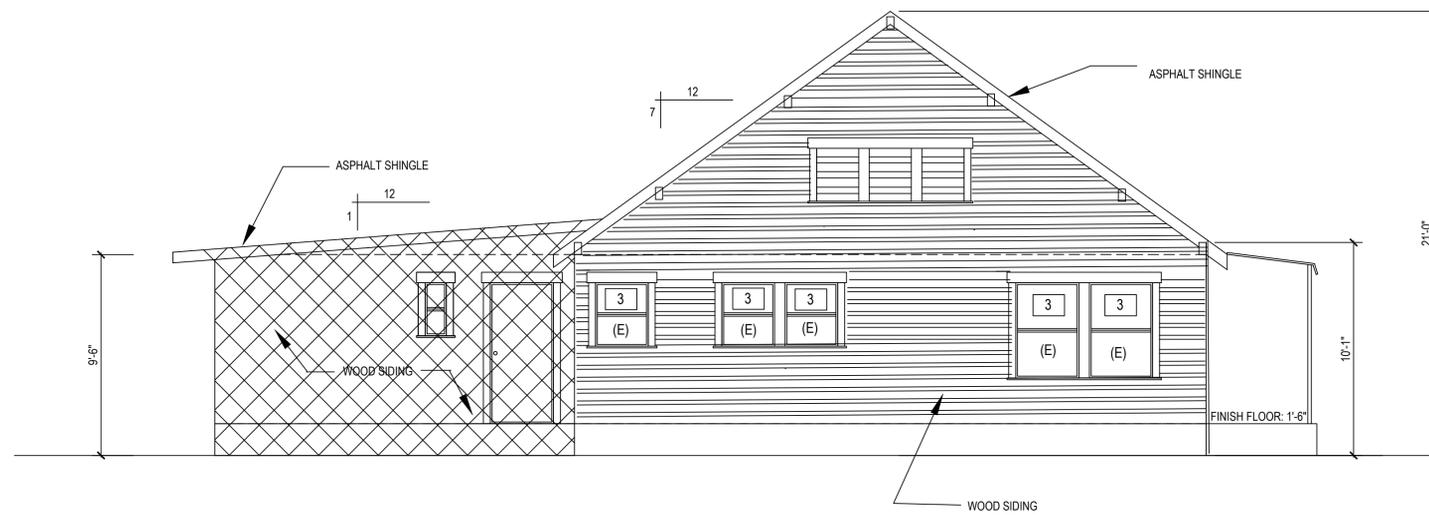
SCALE 1/4"=1'-0"

EXISTING TO BE DEMOLISHED



NEW SOUTH ELEVATION

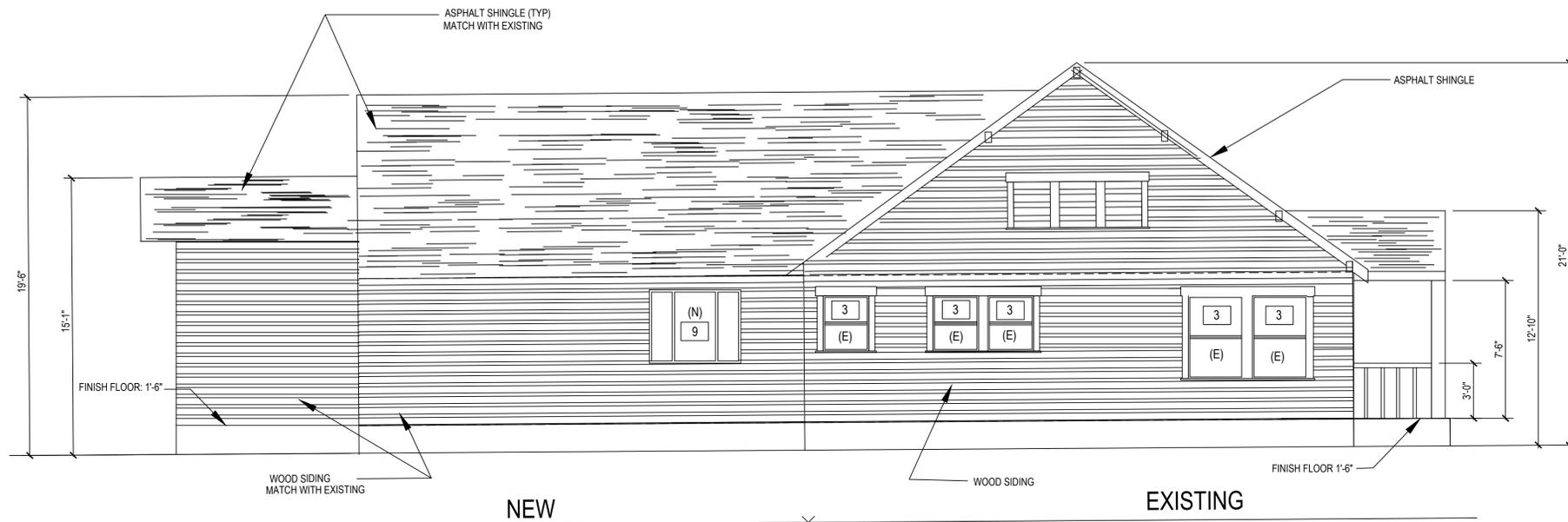
SCALE 1/4"=1'-0"



EXISTING NORTH ELEVATION

SCALE 1/4"=1'-0"

EXISTING TO BE DEMOLISHED



NEW NORTH ELEVATION

SCALE 1/4"=1'-0"

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REVISIONS

DATE	NUMBER	DESCRIPTION

EXISTING &
PROPOSED NORTH
ELEVATIONS

A-7

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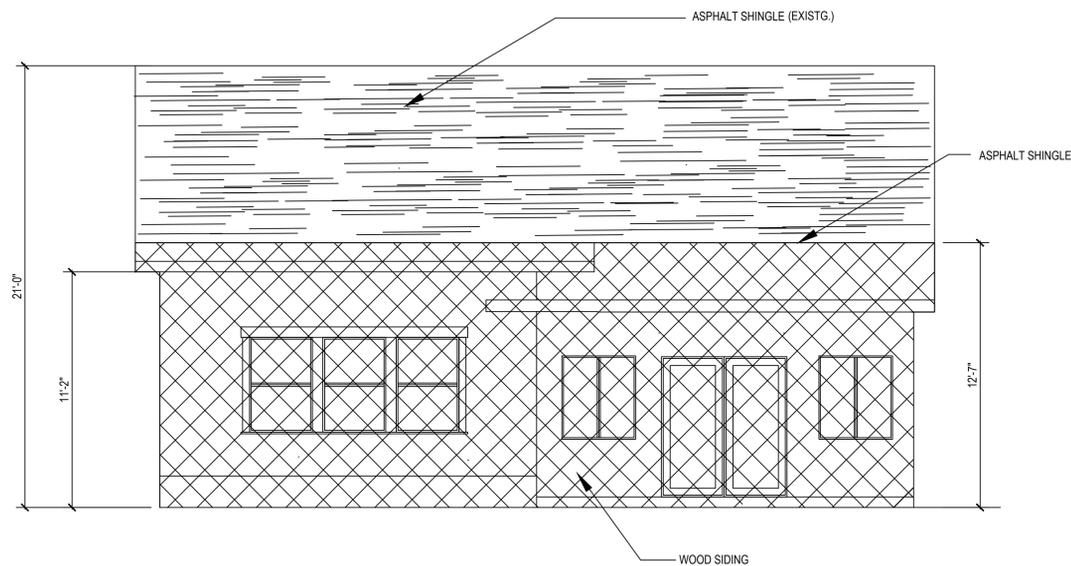
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REVISIONS

DATE	NUMBER	DESCRIPTION

WEST / EAST
ELEVATIONS
EXISTING & NEW

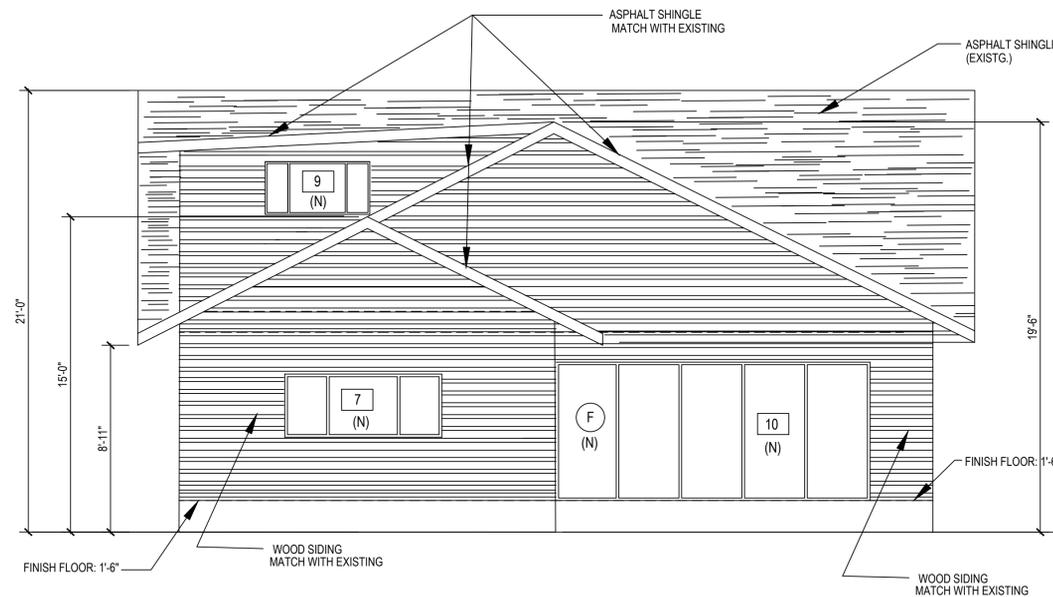
A-8



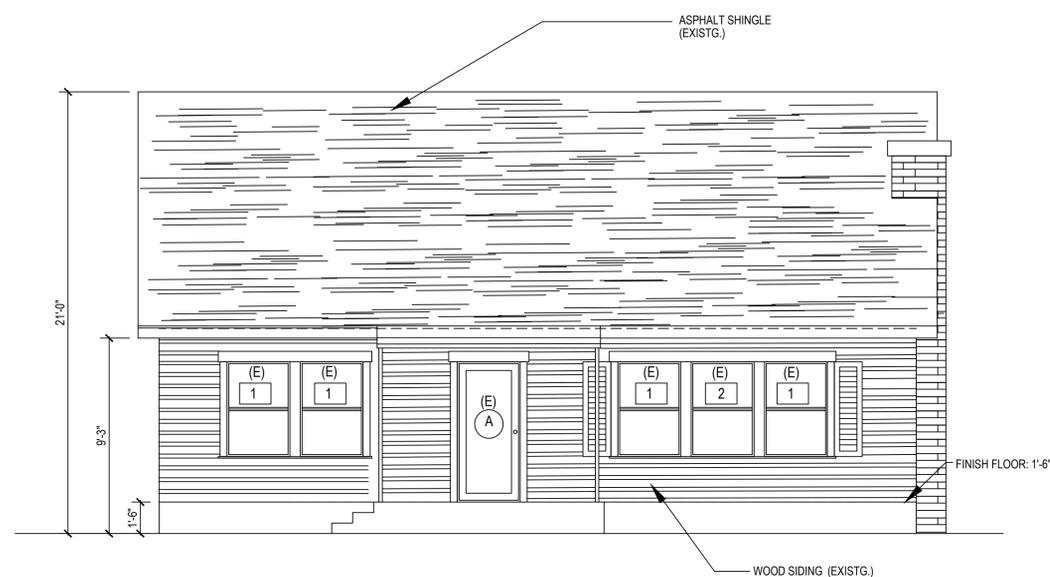
EXISTING EAST ELEVATION

SCALE 1/4"=1'-0"

EXISTING TO BE DEMOLISHED

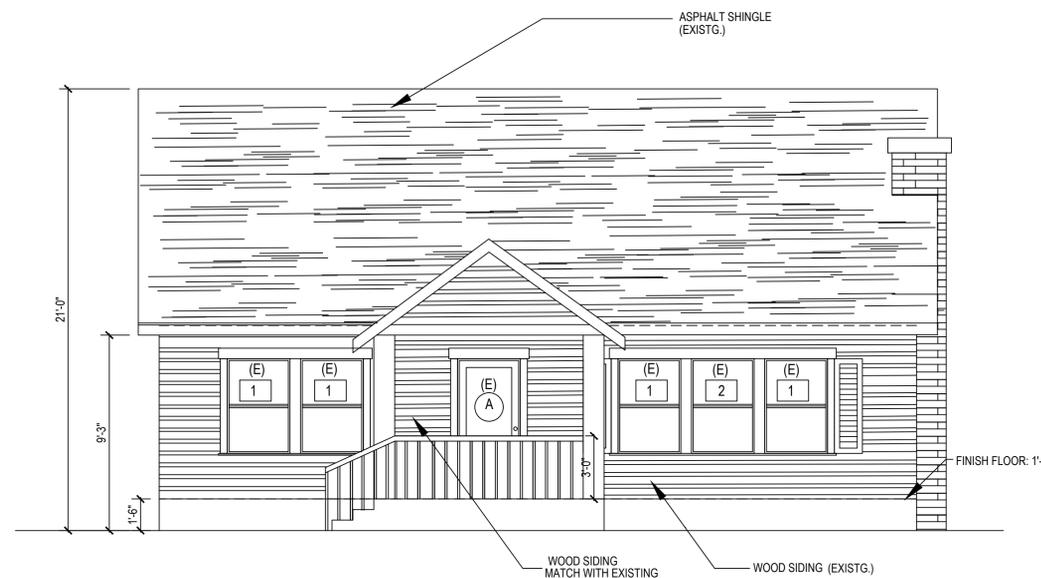


NEW EAST ELEVATION



EXISTING WEST ELEVATIONS

SCALE 1/4"=1'-0"



NEW WEST ELEVATIONS

SCALE 1/4"=1'-0"

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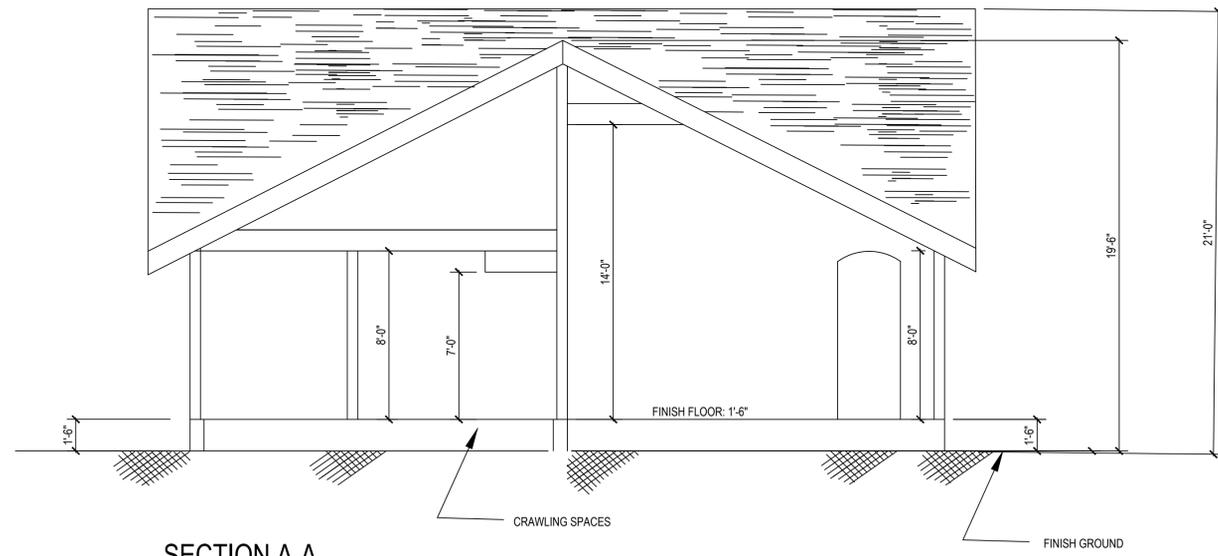
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DATE	NUMBER	DESCRIPTION

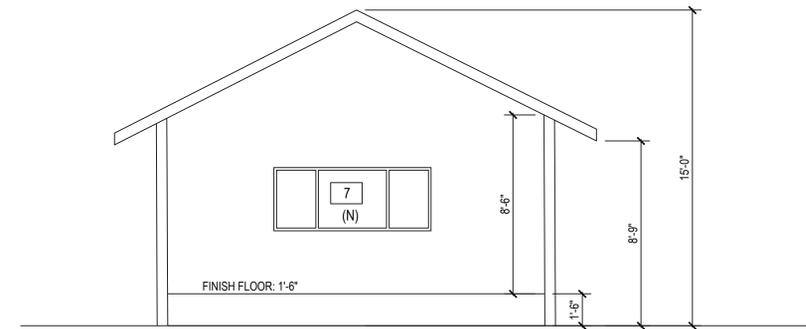
SECTIONS

A-9



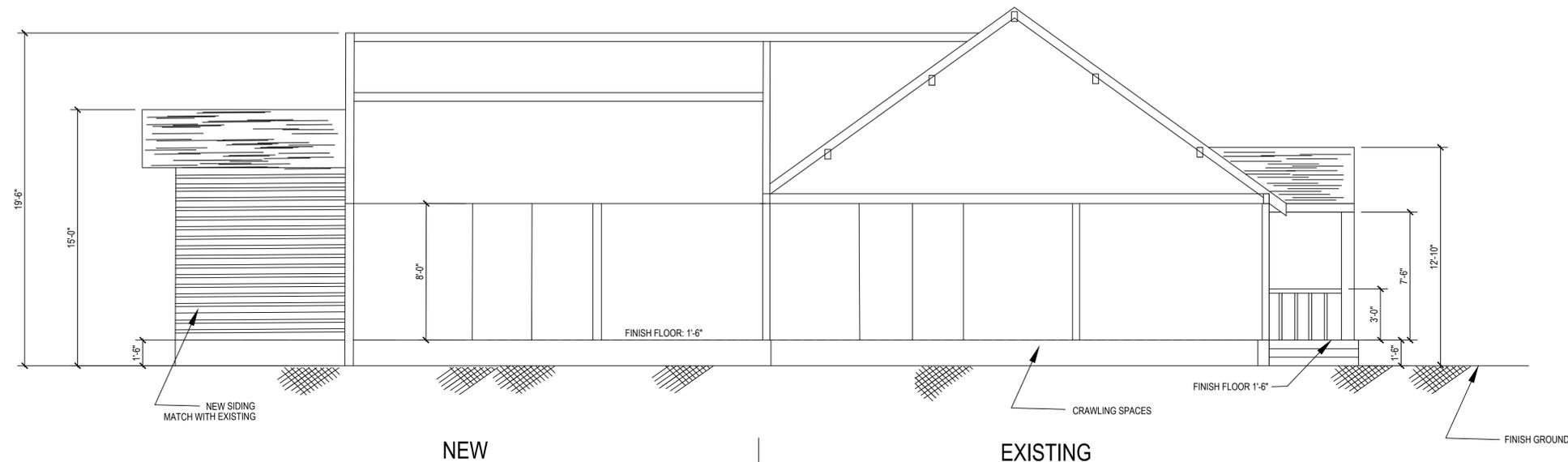
SECTION A-A

SCALE 1/4"=1'-0"



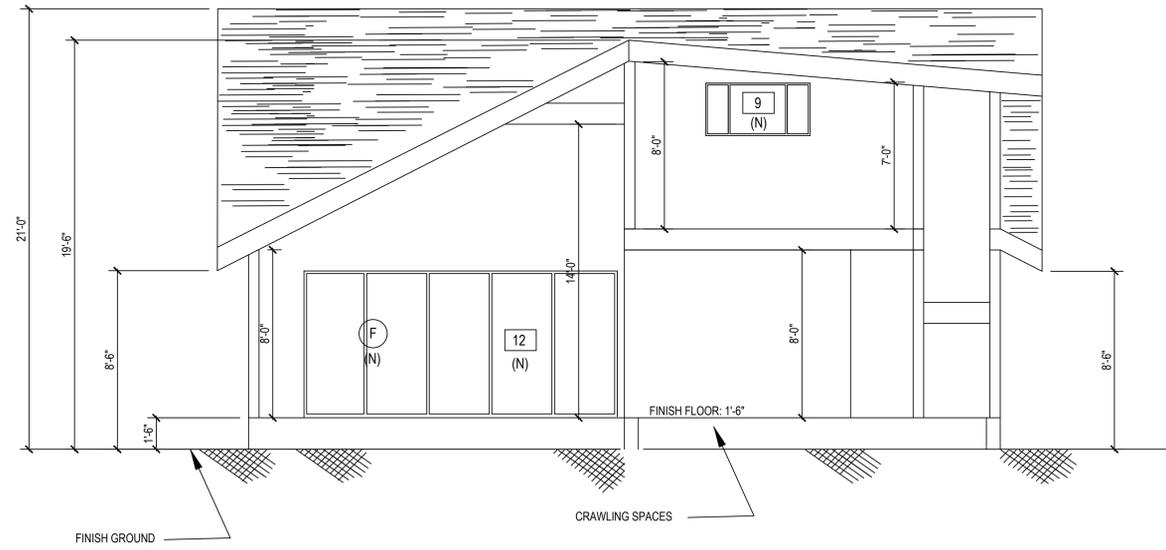
SECTION E-E

SCALE 1/4"=1'-0"

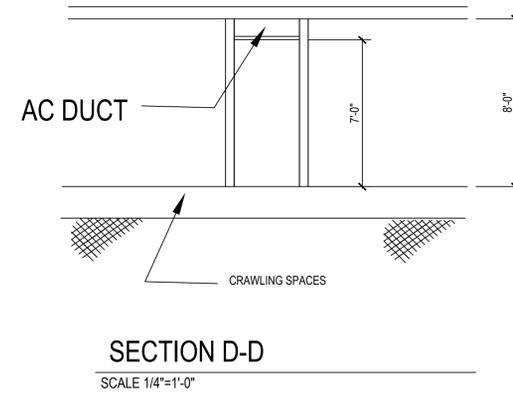


SECTION B-B

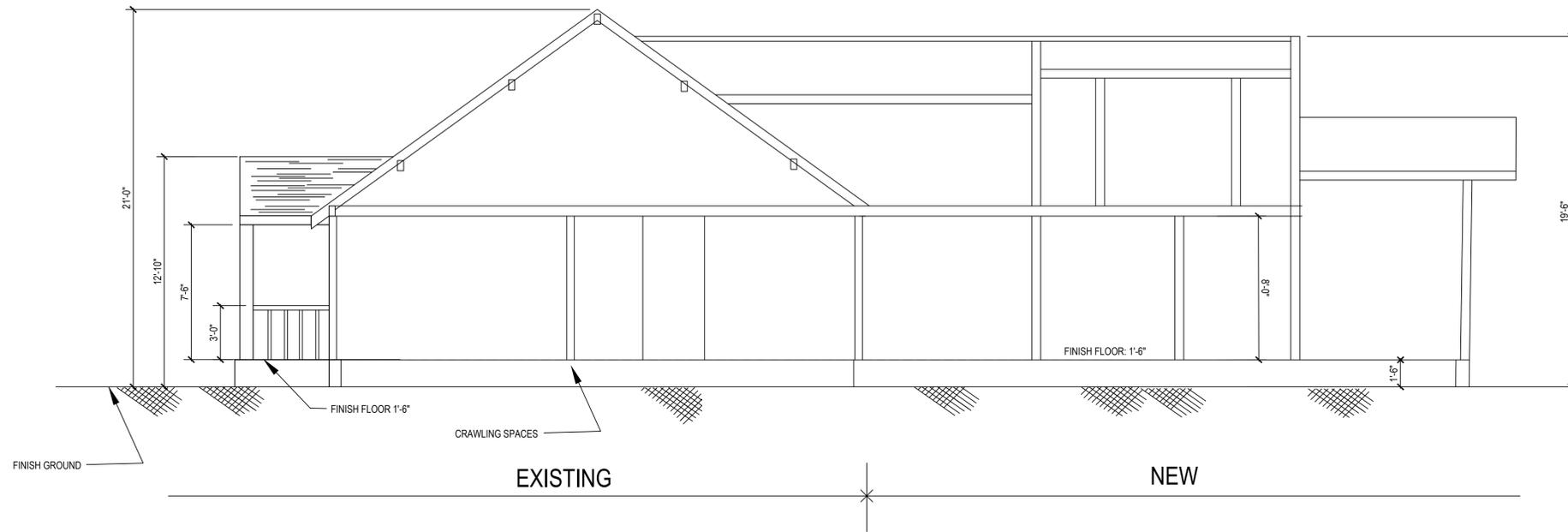
SCALE 1/4"=1'-0"



SECTION C-C
SCALE 1/4"=1'-0"



SECTION D-D
SCALE 1/4"=1'-0"



SECTION F-F
SCALE 1/4"=1'-0"

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REVISIONS

DATE	NUMBER	DESCRIPTION

SECTIONS

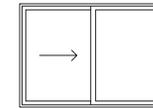
A-10

EXISTING WINDOW SCHEDULE

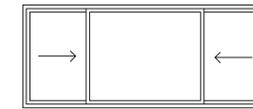
WINDOW NO.	QUANTITY	WIDTH X HIGHT	EXIST. MATERIAL	OPEN OPTION	EXTERIOR FINISH	VISIBLE FROM STREET	BED ROOM
1	4	36" x 53"	VINYL	SINGLE HUNG	PAINT	YES	NO
2	1	42" X 53"	VINYL	FIXED	PAINT	YES	NO
3	8	35" X (36"or 53")	VINYL	SINGLE HUNG	PAINT	NO	NO
4	2	36" x 53"	VINYL	SINGLE HUNG	PAINT	NO	YES
5	1	36" x 53"	VINYL	CASEMENT	PAINT	NO	YES

NEW WINDOW SCHEDULE

WINDOW NO.	QUANTITY	WIDTH X HIGHT	MATERIAL	OPEN OPTION	EXTERIOR FINISH	VISIBLE FROM STREET	BED ROOM
6	5	2'-6" x 2'	VINYL	SINGLE SLIDER	PAINT	NO	NO
7	1	7.5' x 3'	VINYL	END VENT SLIDER	PAINT	NO	YES
8	1	7.5' X 5'	VINYL	END VENT SLIDER	PAINT	NO	NO
9	2	5' X 2.5'	VINYL	END VENT SLIDER	PAINT	NO	NO
10	1	9' x 7'	VINYL	FIXED	PAINT	NO	NO



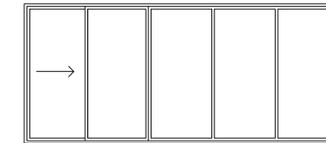
SINGLE SLIDER
WINDOW NO. 6



END VENT SLIDER
WINDOW NO. 7, 8, 9

EXISTING DOOR SCHEDULE

DOOR NO.	QUANTITY	WIDTH X HIGHT	EXIST. MATERIAL	OPEN OPTION	EXTERIOR FINISH	VISIBLE FROM STREET
A	1	3'-6" x 6'	WOOD	HINGED	PAINT	YES
B	3	2'-8" x 6'	WOOD	HINGED	PAINT	NO
C	1	1'-6" X 5'	GLASS	HINGED	PAINT	NO



DOOR NO F * WINDOW NO 10

NEW DOOR SCHEDULE

DOOR NO.	QUANTITY	WIDTH X HIGHT	EXIST. MATERIAL	OPEN OPTION	EXTERIOR FINISH	VISIBLE FROM STREET
E	5	2'-8" x 6'	WOOD	HINGED	PAINT	NO
F	1	6' X 7'	GLASS	SLIDING	PAINT	NO
G	1	2'-2" x 6'	WOOD	SLIDING	PAINT	NO
H	1	2'-8" X 6'	WOOD	SLIDING	PAINT	NO

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REVISIONS

DATE	NUMBER	DESCRIPTION

DOOR & WINDOW
SCHEDULE

A-11

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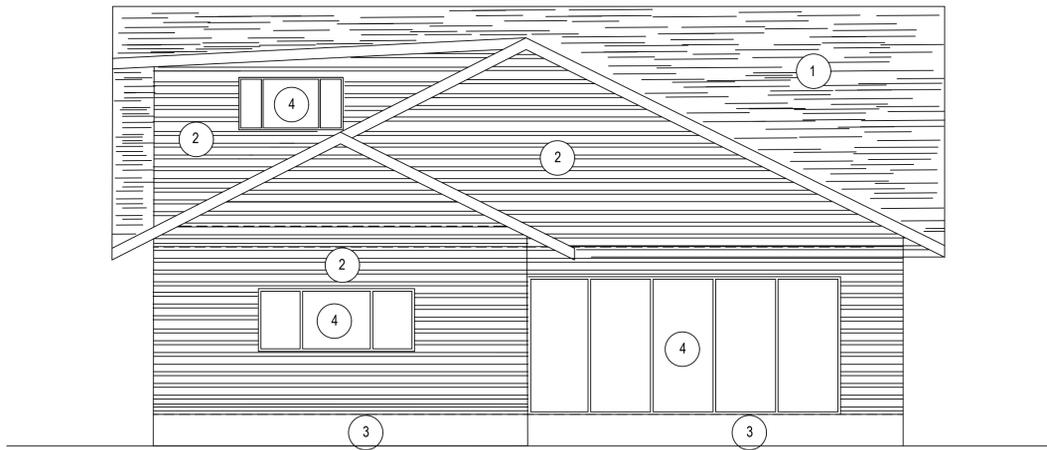
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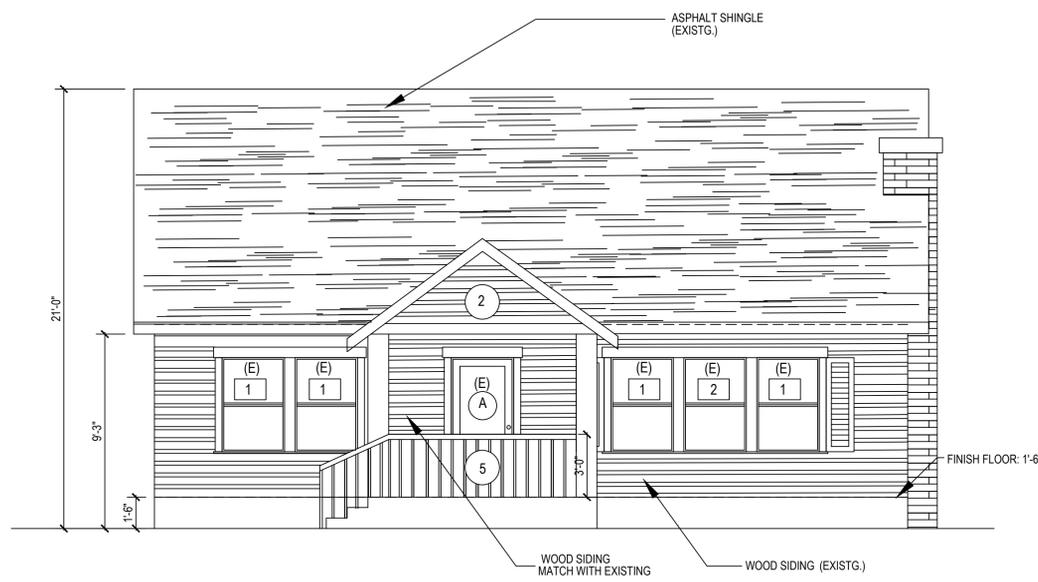
REVISIONS

DATE	NUMBER	DESCRIPTION

MATERIAL AND
COLOR BOARD



NEW EAST ELEVATION



NEW WEST ELEVATIONS
SCALE 1/4"=1'-0"

- 1 ASPHALT SHINGLE COMPANY : BFS OF CALIFORNIA LLC
640 N. VICTORY BLVD
BURBANK, CA, 91502
(818) 842-2177 COLOR: GRAY
- 2 WOOD SIDING COMPANY : BFS OF CALIFORNIA LLC
640 N. VICTORY BLVD
BURBANK, CA, 91502
(818) 842-2177 COLOR: GREEN
- 3 CONCRETE COMPANY : BFS OF CALIFORNIA LLC
640 N. VICTORY BLVD
BURBANK, CA, 91502
(818) 842-2177 COLOR: GREEN
- 4 WINDOWS COMPANY : VISTA WINDOW MFG
600 EAST FIG AVENUE
MONROVIA, CA 91016
(626) 359-3600 COLOR: WHITE
- 5 GAURD RAIL COMPANY : BFS OF CALIFORNIA LLC
640 N. VICTORY BLVD
BURBANK, CA, 91502
(818) 842-2177 COLOR: WHITE

