



**CITY OF SOUTH PASADENA  
DESIGN REVIEW BOARD**

**REGULAR MEETING MINUTES**

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

**VIA ZOOM**

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**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.

<b>ADMINISTRATION</b>
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**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

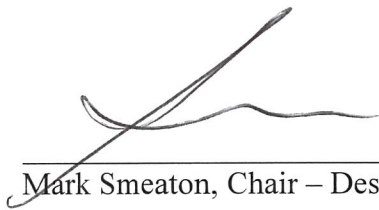
Meeting in January would be cancelled but staff would reach out to set up a Special Meeting in January.

**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,



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Mark Smeaton, Chair – Design Review Board

1 / 11 / 2024  
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Date