



**CITY OF SOUTH PASADENA  
DESIGN REVIEW BOARD**

**REGULAR MEETING MINUTES**

**THURSDAY, FEBRUARY 1, 2024 AT 6:30 P.M.**

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

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**CALL TO ORDER:**

Chair Nichols called the Regular Meeting of the Design Review Board to order on Thursday, February 1, 2024 at 6:30 p.m. The meeting was conducted in person at the Council Chambers located at 1424 Mission Street, South Pasadena, California.

**ROLL CALL**

**PRESENT:**

Brian Nichols, Chair  
Melissa Hon Tsai, Vice-Chair  
Samantha Hill, Board Member  
James Martin, Board Member  
Kay Younger, Board Member

**COUNCIL LIAISON**

**PRESENT:**

Janet Braun, Council Liaison

**STAFF**

**PRESENT:**

Matt Chang, Planning Manager  
Braulio Madrid, Associate Planner  
Lillian Estrada, Administrative Secretary

**APPROVAL OF AGENDA**

Majority vote of the Board to proceed with Board business.

There were no changes requested and the Agenda was approved as submitted.

**DISCLOSURE OF SITE VISITS AND EX-PARTE CONTACTS**

Disclosure by Board of site visits and ex-parte contact for items on the agenda.

None.

**PUBLIC COMMENT**

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

Stephen Novotny at 4966 Harriman Avenue stated he would like follow-up with the Board about his concerns regarding a project next door to him at 4968 Harriman Avenue, which had been discussed at the November DRB Meeting.

Planning Manager Chang responded that the project had been approved by the Design Review Board in November 2023.

**BUSINESS ITEMS**

**2. Board Member Introduction**

Planning Manager Chang introduced new Board Member James Martin to the Design Review Board.

**3. Design Review Board Reorganization**

Planning Manager Chang stated there was a yearly requirement to select a Chair and Vice-Chair.

**Action and Motion:**

MOTIONED BY BOARD MEMBER HILL AND SECONDED BY VICE-CHAIR TSAI, CARRIED 4-0-1, to elect Brian Nichols to continue as Chair of the Design Review Board.

MOTIONED BY BOARD MEMBER YOUNGER AND SECONDED BY BOARD MEMBER HILL, CARRIED 5-0, to elect Melissa Tsai to continue as Vice-Chair of the Design Review Board Meeting.

**CONSENT CALENDAR ITEMS**

- 4. Minutes from the Regular Meeting of 3/4/21**
- 5. Minutes from the Regular Meeting of 10/7/21**
- 6. Minutes from the Regular Meeting of 11/4/21**
- 7. Minutes from the Regular Meeting of 9/7/23**
- 8. Minutes from the Regular Meeting of 10/5/23**

The Consent Calendar items were approved as submitted.

**PUBLIC HEARING – CONTINUED ITEM**

**9. 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 March 7, 2024 Design Review Board Meeting.

**Action and Motion:**

MOTIONED BY CHAIR NICHOLS AND SECONDED BY VICE-CHAIR TSAI, CARRIED 5-0, to continue this item to the March 7, 2024 Design Review Board Meeting.

**PUBLIC HEARING**

**10. PROJECT NO. 2574-DRX** – A request for a Design Review Permit to add a first-floor and second-floor addition totaling 943 sq. ft. to an existing 2,545 sq. ft. two-story single-family dwelling at 624 Camino Cerrado (APN: 5310-001-039). In accordance with the California Environmental Quality Act (CEQA), this project qualifies for Categorical Exemption under Section 15301, Class 1 (Existing Facilities).

**Recommendation:**

Find 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.

**Presentation:**

Associate Planner Madrid presented the staff report. Applicant was not present.

Board Member Hill asked why the stucco and siding were placed where they were especially on the north elevation.

Associate Planner Madrid stated that the intent was to break apart the siding going from one side of home to other.

Vice-Chair Tsai asked why the new windows were bronze but the old windows were aluminum and if it was a design intention.

Associate Planner Madrid stated that he did not believe it was a design intention and the Board could make a condition that all the windows are uniform.

Chair Nichols noted that on the Northeast corner of the house there was siding on one side and plaster on the other without a transition.

Associate Planner Madrid said he was not clear on intent of applicant but that any elevation in the public right-of-way will have a break point. He added that this could be addressed with a chair review or as a condition of approval.

**Applicant Presentation:**

None.

**Public Comments:**

None.

**Board Member Discussion:**

There was a robust conversation about consistency of materials, sliding doors and windows.

**Action and Motion:**

MOTIONED BY VICE-CHAIR TSAI AND SECONDED BY BOARD MEMBER HILL, CARRIED 5-0, to approve the project with a Chair Review to review the patio door as well as the materials on the addition, the windows, and the railing.

<b>ADMINISTRATION</b>
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**11. Comments from City Council Liaison**

City Council Liaison Braun thanked the Board for their service and welcomed new Board Member Martin.

**12. Comments from Board Members**

None.

**13. Comments from Subcommittees**

None.

**14. Comments from Staff**

Planning Manager Chang thanked the Board for their work and welcomed new Board Member Martin. He began his update by stating that the developers of the project at 1020 El Centro Street would be going to the Planning Commission to request a Conditional Use Permit (CUP) to put a live entertainment concert venue with alcohol consumption in part of the building while they work in phases on their

mixed-use project. He also stated that staff was working diligently with the owner of the Vons Shopping Center, a project that the Design Review Board had approved, to get the construction started and the shopping center up and running.

**ADJOURNMENT**

**11. Adjourn to the Regular Design Review Board meeting scheduled for March 7, 2024 at 6:30 p.m.**

There being no further matters, Chair Nichols adjourned the Regular Design Review Board meeting at 7:14 p.m.

APPROVED,



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Brian Nichols, Chair – Design Review Board



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Date