



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

**Amedee O. “Dick” Richards, Jr. Council Chamber
1424 Mission Street, South Pasadena, CA 91030**

Thursday, January 23, 2020, at 6:30 p.m.

In order to address the Design Review Board, please complete a Public Comment Card. Time allotted per speaker is three minutes.

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.

CALL TO ORDER: Mark Smeaton, Chair

ROLL CALL: Melissa Hon Tsai, Yael Lir, Kay Younger, Samantha Hill, Vice-Chair, and Mark Smeaton, Chair

STAFF PRESENT: Kanika Kith, Planning Manager
Malinda Lim, Contract Planner

PLEDGE OF ALLEGIANCE: Chair Mark Smeaton

PUBLIC COMMENTS AND SUGGESTIONS

(Time limit is three minutes per person)

Time reserved for those in the audience who wish to address the Design Review Board on items not on the agenda and within the subject-matter jurisdiction of the Design Review Board. The audience should be aware that the Design Review Board may not discuss details or vote on non-agenda items. Your concerns may be referred to staff or placed on a future agenda.

BUSINESS ITEM

1. Design Review Board Reorganization

Recommendation

Select a Chair and Vice-Chair

2. 2020 Work Plan (Continued)

Recommendation

Discuss and approve the 2020 Work Plan

3. Meeting Start Time

Recommendation

Discuss and approve meeting start time.

PUBLIC HEARING

4. Design Review Permit for two new illuminated wall signs for “Pella Windows and Doors” located at 266 Monterey Avenue.

Recommendation

Approval of the Design Review Permit, subject to conditions of approval.

5. Design Review Permit for two new signs - a non-illuminated awning sign and an illuminated blade sign for “Hi-Life Burgers” located at 1326 Fair Oaks Avenue.

Recommendation

Approval of the Design Review Permit

PRESENTATIONS

6. None

DISCUSSION ITEMS

7. Window Replacement for 515 El Centro Street

Recommendation

Discuss proposed window replacement.

8. Code of Ethics and Conduct Policy

Recommendation

Review and provide input for the proposed Code of Ethics and Conduct Policy.

ADMINISTRATION**9. Comments from Design Review Board members****10. Comments from Staff****ADJOURNMENT****11. Adjourn to the regular Design Review Board meeting scheduled for February 6, 2020**

Prior to meetings, the agendas are available at the following locations:

- South Pasadena Public Library, 1100 Oxley Street;
- Orange Grove Recreation Building, 815 Mission Street;
- Planning and Building Department, 1414 Mission Street;
- South Pasadena Review; and on the
- City Website at: <https://www.southpasadenaca.gov/government/boards-commissions/design-review-board/design-review-board-agendas-and-minutes>

Individuals can be placed on an email notification list to receive forthcoming agendas by calling the Planning and Building Department at 626-403-7220.


Any disclosable public records related to an open session item appearing on a regular meeting agenda and distributed by the City of South Pasadena to all or a majority of the legislative body fewer than 72 hours prior to that meeting are available for public inspection at the Planning and Building Department, located at City Hall, 1414 Mission Street prior to the meeting. During the meeting, these documents will be included as part of the "Counter Copy" of the agenda packet kept in the Amedee O. "Dick" Richards, Jr., Council Chambers at 1424 Mission Street. Documents distributed during the meeting will be available following the meeting at the Planning and Building Department.

ACCOMMODATIONS

The City of South Pasadena wishes to make all of its public meetings accessible to the public. Meeting facilities are accessible to persons with disabilities. 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. Hearing assistive devices are available in the Council Chamber. 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.

Date

1/16/20 
For Elaine Serrano, Administrative Secretary