



**CITY OF SOUTH PASADENA
DESIGN REVIEW BOARD**

REGULAR MEETING MINUTES

THURSDAY, MAY 2, 2024 AT 6:30 P.M.

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

CALL TO ORDER:

Vice-Chair Tsai called the Regular Meeting of the Design Review Board to order on Thursday, May 2, 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:

Melissa Hon Tsai, Vice-Chair
Samantha Hill, Board Member
James Martin, Board Member

ABSENT:

Brian Nichols, Chair
Kay Younger, Board Member

COUNCIL LIAISON

PRESENT:

Michael Cacciotti, Council Liaison

STAFF

PRESENT:

Matt Chang, Planning Manager
Braulio Madrid, Associate Planner
Tatianna Marin, Acting Assistant 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.

Vice-Chair Tsai stated she was on a sub-committee for one of the projects on the agenda.

PUBLIC COMMENT

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

None.

CONSENT CALENDAR ITEM

2. Minutes from the Regular Meeting of 3/7/24

The Consent Calendar item was approved as submitted.

PUBLIC HEARING – CONTINUED ITEM

3. Project No. 2538-DRX/NID:

A request for a Design Review Permit to demolish an existing 1,605 sq. ft. single-family dwelling and construct a new 2,618 sq. ft. single-family dwelling with attached two-car garage for property located at 250 Saint Albans Avenue (APN: 5311-010-042). In accordance with the California Environmental Quality Act (CEQA), this project qualifies for Categorical Exemption under Section 15303, Class 3 (New Construction or Conversion of Small Structures).

Recommendation:

Finding the project exempt from California Environmental Quality Act (CEQA) pursuant to Section 15303, Class 3 (New Construction or Conversion of Small Structures). Approve the project, subject to the recommended conditions of approval.

Presentation:

Associate Planner Madrid presented the staff report.

The Board did not have any questions for staff.

Applicant Presentation:

The Applicant was present but did not have a presentation.

Board Member Hill asked the project architect, Yutong Xie, if the rooftop was going to be occupied or just for mechanical equipment.

Architect Xie stated the rooftop would be unoccupied and used to store mechanical equipment.

Vice-Chair Tsai stated 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 comment portion of the hearing was closed.

Board Member Discussion:

Board Member Martin stated he felt the project was much improved.

Board Member Hill and Vice-Chair Tsai concurred that the project was improved and all notes were addressed.

Action and Motion:

MOTIONED BY BOARD MEMBER HILL AND SECONDED BY BOARD MEMBER MARTIN, CARRIED 3-0, to approve the project with conditions of approval.

PUBLIC HEARING

- PROJECT NO. 24-0001-DRX** – A request for a Design Review Permit for a first-floor addition totaling 847 sq. ft. and a new 600 sq. ft. attached garage to an existing 2,242 sq. ft. single-family dwelling located at 2001 Via del Rey (APN: 5308-005-026). 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:

Acting Assistant Planner Marin presented the staff report.

Board Member Hill asked if the atrium was a new element.

Ms. Marin stated it was a new element.

Vice-Chair Tsai asked if the DRB was reviewing the pool house as well.

Planning Manager Chang stating that yes, the pool house was submitted as part of the project.

Applicant Presentation:

None.

Board Member Hill asked the applicant for the reason behind the design of the atrium.

Applicant/homeowner Julie Forman stated that the atrium was designed to provide light for one of the main rooms in the house.

Vice-Chair Tsai asked if the applicant would be painting both new and old stucco. She also asked if three of the pool house walls were siding and noted there was no siding elsewhere.

Ms. Forman stated they would be painting both the new and old stucco and that three of the pool house walls were stucco and one was wood siding so that they would not be staring at all white walls.

Vice-Chair Tsai stated there were no further questions for the applicant and asked staff if there were any public comments.

Public Comments:

Lorne Mattner, a neighbor and realtor, stated he wondered about the color of the house and that the angle of the roof was an eyesore in the neighborhood.

Ms. Forman stated the roofline would not be changing, as their goal was to keep the roof in the same style that has been there since the 1960s. She added that the color of the house would be white gray, similar to other homes in the neighborhood.

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

Board Member Discussion:

The Board had a robust discussion with positive notes about the overall design, the atrium, and the roofline. They also all agreed that the front door, which was revised from a double door to a single door, looked inconsistent with the design of the home.

Ms. Forman stated that they had to revise the front door due to the addition of a half-bath.

Planning Manager Chang added that the double door became a single door because of less space due to the relocation of the garage to the front of the house. In addition, he suggested that the Board add a condition that the Design Review Permit is valid for 12 months.

Action and Motion:

MOTIONED BY VICE-CHAIR TSAI AND SECONDED BY BOARD MEMBER MARTIN, CARRIED 3-0, to approve the project with two additional conditions of approval. The first condition is a Chair Review to revise the front door and the side light and the second condition is to make the approval valid for 12 months.

DISCUSSION ITEM

5. 2024 Annual Commission Report

Planning Manager Chang stated that staff had created a draft for the Board to review highlighting the Board’s accomplishments of the last year. The final draft would be presented at the Commissioner Congress in June.

The Board did not have any additional comments for the report.

ADMINISTRATION

6. Comments from City Council Liaison

City Council Liaison Cacciotti stated that the City Council had a study done to see how much staff time was going into Commission work and to consider further consolidation of commissions. He added that there would be a survey coming out to ask for their input and he was hoping they would respond.

7. Comments from Board Members

None.

8. Comments from Subcommittees

None.

9. Comments from Staff

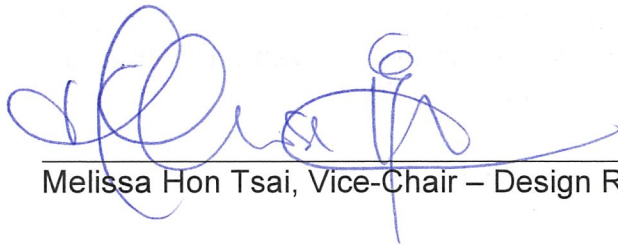
Planning Manager Chang told the Board Members to mark their calendars for the Commissioners Congress on June 20, 2024. He added that staff would be bringing two items to the next Planning Commission Meeting on May 14: a conditional use permit for the new Trader Joe’s to sell beer and wine, and zoning code amendments so that the City could continue pursue a Housing Element certification from the State. Finally, Planning Manager Chang noted that two planners, Mackenzie Goldberg and Sandra Robles, had departed the City but that staff would work hard to continue the flow of projects brought before the Design Review Board.

ADJOURNMENT

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

There being no further matters, Vice-Chair Tsai adjourned the Regular Design Review Board meeting at 7:25 p.m.

APPROVED,



Melissa Hon Tsai, Vice-Chair – Design Review Board

8-1-24

Date