



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

**Thursday, February 4, 2021 at 6:30 p.m.**

*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**

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the meeting of the Design Review Board will be conducted remotely and held by video conference. The meeting will be broadcast live on the City's Design Review Board website ([Design Review Board Meeting](#)).

Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, the Council Chambers will not be open for the meeting. Board members will be participating remotely and will not be physically present in the Council Chambers.

The Design Review Board welcomes public input. Members of the public may provide comments to the Design Review Board by emailing: [PlanningComments@southpasadenaca.gov](mailto:PlanningComments@southpasadenaca.gov) or by calling (626) 403-7720 and leaving a **3-minute** voicemail message to be played during the meeting. Public comments must be received by **12 p.m. on Thursday, February 4, 2021** to ensure adequate time to compile and post. Please make sure to indicate: 1) your name; and 2) what agenda item you are submitting public comment on, or if it is a general public comment. All comments/questions received will be distributed to the Board for consideration and will also be posted on the City's website prior to the meeting.

**CALL TO ORDER:**

Chair Mark Smeaton

**ROLL CALL:**

Joe Carlson, Melissa Hon Tsai, Kay Younger, Samantha Hill, Vice-Chair, and Mark Smeaton, Chair

**COUNCIL LIAISON:**

Diana Mahmud, Mayor, Council Liaison

**STAFF PRESENT:**

Kanika Kith, Planning Manager  
Malinda Lim, Associate Planner

**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 COMMENTS AND SUGGESTIONS**

Members of the public may provide general public comments the Design Review Board by emailing: [PlanningComments@southpasadenaca.gov](mailto:PlanningComments@southpasadenaca.gov) or by calling (626) 403-7720 and leaving a **3-minute** voicemail message to be played during the meeting. Public comments must be received by **12 p.m. on Thursday, February 4, 2021** to ensure adequate time to compile and post. Please make sure to indicate: 1) your name; and 2) stating it is for general public comments/suggestions.

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.

**BUSINESS ITEM**

**1. Design Review Board Reorganization**

Recommendation

Select a Chair and Vice-Chair for 2021.

**2. 2020 Annual Report and 2021 Work Plan**

Recommendation

Approval of the 2021 Work Plan.

**PUBLIC HEARING**

**3. Project No. 2343-DRX/SGN (Continued) – Design Review for facade remodel and Sign Permit for an existing grocery store, Pavilions Grocery Store, located at 1213 Fair Oaks Avenue.**

Recommendation

1. Formation of a Subcommittee to work with the applicant on design improvements; and
2. Continue to DRB meeting on March 4, 2021.

- 4. **Project No. 2328 – NID/DRX (Continued) – 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.

- 5. **Project No. 2307-DRX – Design Review and Minor Hillside Development Permit for a 657 square-foot addition and the removal of a wood deck and covered patio of an existing tri-level, single-family residence located at 1230 Kollie Avenue.**

Recommendation

Approve, subject to conditions of approval.

- 6. **Project No. 2357-DRX, Design Review for a 796 square-foot addition and improvements to a single-family residence at 804 Milan Avenue.**

Recommendation

Approve, subject to conditions of approval.

- 7. **Project No. 2297-DRX – Design Review for a 583 square-foot addition with a 140 square-foot covered front porch and a 50 square-foot rear deck located at 5049 Collis Avenue.**

Recommendation

Approve, subject to conditions of approval.

**CONSENT ITEMS**

None

**PRESENTATIONS**

None

**DISCUSSION ITEMS**

None

**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 March 4, 2021 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. The meeting will be broadcast live on the City’s website via Zoom, and a recording of the meeting will be available on the website within 48 hours of adjournment.

**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.*

1/28/21  
Date

*Elaine Serrano*  
Elaine Serrano,  
Administrative Secretary