



**CITY OF SOUTH PASADENA
Planning Commission
Meeting Minutes
Tuesday, June 14, 2022, 6:30 PM**

CALL TO ORDER

A meeting of the South Pasadena Planning Commission was called to order by Chair Lesak on Tuesday, June 14, 2022 at 6:35 p.m. The meeting was held In Person Hybrid and Via Zoom webinar, in the Amedee O. "Dick" Richards, Jr., City Council Chamber, located at 1424 Mission Street, South Pasadena, California.

ROLL CALL

Present: Chair: John Lesak
Vice-Chair: Laura Dahl
Commissioners: Janet Braun, Lisa Padilla

Absent: Amitabh Barthakur, Commissioner

City Staff

Present: Angelica Frausto-Lupo, Community Development Director
Ephraim Margolin, Deputy City Attorney
Matt Chang, Planning Manager
Susana Martinez, Associate Planner

Council

Present: Council Liaison Diana Mahmud

APPROVAL OF AGENDA:

Approved, 4-0.

DISCLOSURE OF SITE VISITS AND EX-PARTE CONTACTS:

All Commissioners in attendance visited the site of tonight's meeting.

PUBLIC COMMENT:

1. Public Comment - General (Non Agenda Items)

None.

PUBLIC HEARING:

2. **832 Garfield Avenue, Project No. 2448-VAR/COA – To request a Variance (VAR) to deviate the required side yard setback of seven feet six inches (7'-6") to five feet (5'-0") along the northerly property line and a Certificate of Appropriateness (COA) for a proposed 973 square-foot addition to the first and second floor of an existing two-story single-family dwelling and an attached 275 square-foot one-car garage.**

Recommendation:

Approve the project subject to the recommended conditions of approval.

Staff Presentation:

Associate Planner Susana Martinez presented a PowerPoint presentation.

Questions for Staff:

Chair Lesak asked Associate Planner Martinez to guide the Commission through the condition regarding the future construction of the ADU.

Associate Planner Martinez directed the Commissioners to the relevant condition of approval (COA). She further explained that for the COA, the Applicant is required to get permits for the ADU prior to issuance of the addition to the main home, and the ADU permit would have to final first, prior to the building final.

Vice-Chair Dahl and Associate Planner Martinez discussed that no garage is required for this project.

Vice-Chair Dahl inquired and Associate Planner Martinez confirmed the Cultural Heritage Commission did not comment on the variance because it is not within their purview.

Chair Lesak inquired about the composition of the new garage.

Applicant Michael Hoagland introduced himself, his wife and Co-Applicant Katy, as the homeowners of 832 Garfield Avenue. He shared that they had not selected the garage door yet as they were searching for something that was different enough to not seem original, but consistent with English Revival architecture.

Vice-Chair Dahl and the Applicant discussed the myriad ways the ADU could be accessed.

Applicant's Presentation:

Applicant Michael Hoagland gave a brief explanation of the reason for the project and expressed how happy his family is to be in the City of South Pasadena with intentions to become long-time residents.

Questions for Applicant:

None.

Public Comment:

None.

Discussion:

Vice-Chair Dahl remarked that variances should be reserved for very extreme cases and was not convinced this was an appropriate use of a variance.

Commissioner Braun thanked the Applicant for their presentation and said it was a great, thoughtful project. She also considered that the Cultural Heritage Commission saw this project a couple of times and worked with the Applicant.

Commissioner Padilla welcomed the Hoagland family to South Pasadena and agreed with Commissioner Braun about how thoughtfully the project was done. But, she also appreciated Vice-Chair Dahl's comments. She also remarked that the trees on the property are spectacular and the value of these trees is pretty significant.

Chair Lesak shared that from his experience serving on the Cultural Heritage Commission, he knew they considered patterns of development. He provided a brief history of the early development of South Pasadena in this time frame and referenced what was called 'a street car pattern' whereby the lots were tight and most people at that time did not have a car. Therefore, the concept of driveways was not as focused of a factor in the layout of the neighborhood. In this case, the proposal fits very well within the neighborhood because there are already tight setbacks which were common in those days. He remarked that he was comfortable granting a variance in this instance because it is consistent with the neighborhood.

Decision:

Commissioner Braun motioned, seconded by Chair Lesak, to approve Project No. 2448-VAR/COA – a request for a Variance (VAR) to deviate the required side yard setback of seven feet six inches (7'-6") to five feet (5'-0") along the northerly property line and a Certificate of Appropriateness (COA) for a proposed 973 square-foot addition to the first and second floor of an existing two-story single-family dwelling and an attached 275 square-foot one-car garage located at 832 Garfield Avenue, Assessor Parcel No. 5324024029, subject to the conditions of approval that were part of the package tonight.

Chair Lesak called for a roll call.

Commissioner Braun	Yes
Commissioner Padilla	Yes
Vice-Chair Dahl	Yes
Chair Lesak	Yes

Motion carried, 4-0.

ACTION/DISCUSSION:

3. 2022 Annual Commission Report:

Recommendation:

Discuss and approve the 2022 Annual Commission Report.

Staff Presentation:

Planning Manager Matt Chang noted that this report is usually done in the beginning of the year, but because City Council wants to re-evaluate the different commissions, it has been delayed until now. The purpose of the Annual Commission Report is to look at the accomplishments of this Commission in 2021 and to review the work plan for the next fiscal year. This draft Annual Commission Report is for review, discussion, feedback and adoption by this Commission, so that staff can present it to the City Council and present it at the Commissioners Congress scheduled for June 22. In the report, staff identified three accomplishments from 2021, as well as a work plan for 2022 aligned with City Council's adopted Strategic Plan. Staff will make the recommended changes, get this report approved and present it to the City Council.

Discussion:

Chair Lesak and Planning Manager Chang discussed the content of the message at the front of the report and indicated that it would include metrics – how many applications reviewed, how many applications approved, how many housing units were included in that. Chair Lesak wanted to include remarks that the City has all new staff and are adding additional positions.

Vice-Chair Dahl inquired if the format had been changed from previous years and remarked that many of the items listed seemed like items for staff.

Planning Manager Chang provided background on the change in format for this year's accomplishments and work plan and explained that the City Clerk Office wanted to have a standardized format for all commissions and requested each commission identify three items under each category.

Planning Manager Chang provided a more detailed summary about the previous year's efforts - this Commission reviewed 11 entitlements and 10 were approved; 58 housing units were approved, including the 815 Fremont Avenue project approved recently. As far as ADU projects, 75 ADU applications were submitted and 44 were approved in 2021. As far as staffing, a new Community Development Director started in October of 2021, and the Planning Manager and three Associate Planners started in December. There was 100% turnover of the Community Development Department.

The Commissioners had a robust discussion about the past year's accomplishments and what should be included in the report, including review of four (4) hillside development projects; three conditional use permits, a Zoning Code Amendment; a major mixed-use project; and tonight's variance request. They agreed that including the metrics would be helpful.

The Commissioners also wanted to include in the Work Plan the changes to the Zoning Code that are going to be necessary in order to accommodate the Housing Element as a sub bullet under Item 2 in the Work Plan. And, in addition, to also include the upcoming review of SB9.

Council Liaison Diana Mahmud shared what she saw as the major elements for this Commission – review the General Plan and Downtown Specific Plan and provide recommendations to City Council, review the final draft of the Housing Element with recommendations to City Council, review the zoning changes associated with the Housing Element and review the economic analysis associated with the Inclusionary Housing Ordinance and the In-lieu fees.

Chair Lesak also wanted to include the economic analysis, the Inclusionary Housing Ordinance and a technology upgrade - getting automated permit application processes. Council Liaison Mahmud pointed out that the technology upgrade is something that staff is doing and not something that this Commission is doing.

Commissioner Padilla and Planning Manager Chang discussed an item listed under *Number 1, Economic Development Plan* – producing a Permit Application Guide, with Planning Manager Chang explaining that item is intended to streamline processes and applies to both commercial and residential projects.

Planning Manager Chang confirmed that staff will make changes to include the Commission's comments and will send another draft of the report to the Chair tomorrow. They will also finalize the Chair's message on page 2 to be included with the final Work Plan.

Decision:

Commissioner Braun moved, seconded by Chair Lesak, to approve the draft with the revisions discussed at this meeting and with the Chair's final approval.

Voice Vote:

Ayes: 4

Nays: 0

Motion carried, 4-0.

ADMINISTRATION:

4. Comments from City Council Liaison:

Council Liaison Mahmud remarked that she hoped that everyone would attend the Commissioners Congress one week from this evening. Also, City Council will receive the same Housing Element presentation received by this Commission last week. She mentioned that comments are due back from HCD (California Department of Housing and Community Development) slightly before the next scheduled meeting. Given the timing of the response, there should be some consideration of moving the regular July meeting to allow staff time to review the response and provide a report to the Commission. She recommended that staff follow up with each Commissioner to find out what their vacation plans are.

5. Comments from Planning Commissioners:

None.

6. Comments from Staff:

Director Frausto-Lupo repeated the invitation to the Commissioners Congress next Wednesday at 6:00 pm at the War Memorial Building.

She provided further background on the 2022 Annual Commission Report and explained that they were asked by the City Clerk Office to provide three bullet points under Accomplishments and on the upcoming Work Plan. She confirmed that the format is different. Further, they were asked to align the Work Plan items with the City's Strategic Plan. She explained that the report was moved to June to coincide with the City's fiscal year and confirmed that this is a permanent change.

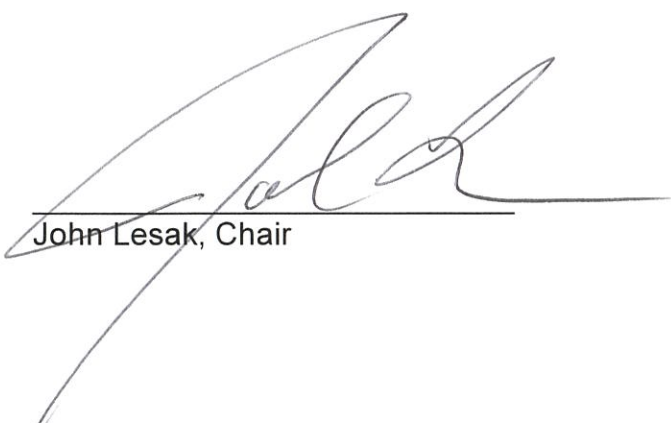
Director Frausto-Lupo reported that along with the City Manager Office, Community Development has been working closely on some of the economic development initiatives. The City Manager Office put out an economic development newsletter and is now working with Community Development and the Public Works Departments on a development newsletter to provide updates to the Commission and the public on some of the upcoming major projects. The first development newsletter is expected to be released by the end of next week.

For recruitment – although offers were made for both the Deputy Director and Assistant Planner positions, those recruitments had to be reopened. The Assistant Planner position closes on July 20th and the Deputy Director position closes on July 11th. She extended an invitation to anyone in the public watching who might be interested to submit an application. Any Commissioners who might know someone interested, please encourage them to apply.

ADJOURNMENT

7. Adjournment to the Regular Planning Commission meeting scheduled for July 12, 2022 at 6:30 pm:

There being no further matters, Chair Lesak adjourned the meeting at 7:32 pm.



John Lesak, Chair