



**CITY OF SOUTH PASADENA  
Planning Commission  
Meeting Minutes  
Tuesday, July 12, 2022, 6:30 PM**

**CALL TO ORDER**

A meeting of the South Pasadena Planning Commission was called to order by Vice-Chair Dahl on Tuesday, July 12, 2022 at 6:30 p.m. The meeting was held in person hybrid and via Zoom, in the Amedee O. "Dick" Richards, Jr., City Council Chamber, located at 1424 Mission Street, South Pasadena, California.

**ROLL CALL**

**Present:** Vice-Chair: Laura Dahl  
Commissioners: Amitabh Barthakur, Janet Braun, Lisa Padilla

**Absent:** John Lesak, Chair

**City Staff**

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

**Council**

**Present:** Council Liaison Diana Mahmud

**Pledge of Allegiance:** Vice-Chair Dahl

**APPROVAL OF AGENDA:**

Approved, 4-0.

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

Vice-Chair Dahl drove by the site listed on the agenda as Item No. 3.

**PUBLIC COMMENT:**

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

Josh Albrektson clarified that his remarks from the prior meeting were with regard to the December Housing Element, specifically, and expressed his concerns regarding adopting a compliant Housing Element.

**CONSENT CALENDAR ITEM:**

**2. Minutes from the Special Meeting of April 18, 2022:**

Vice-Chair Dahl requested one substantive change on page 7, under Item No. 4 – she excused herself from the item because she owns property close to the project and not because she lives close to the project.

Approved, as amended, 4-0

**PUBLIC HEARING:**

**3. 2130 Huntington Drive, Project No. 2479-CUP – To modify an existing wireless telecommunications facility by removing six (6) existing panel antennas and replacing six (6) new panel antennas within two new screen enclosures; removing four (4) equipment cabinets and replacing them with two (2) new equipment cabinets within an existing screen enclosure on the rooftop of a three-story commercial building.**

**Recommendation:**

Approve the project subject to the recommended conditions of approval.

**Staff Presentation:**

Associate Planner Susana Martinez presented a PowerPoint presentation.

**Questions for Staff:**

Commissioner Braun and Associate Planner Martinez discussed that Sprint leased the equipment and that the project had been cleared and approved by the landlord and appropriate parties.

Vice-Chair Dahl inquired about the practice of not requiring the additional setback if it is enclosed on the building, agreed that staff followed precedent and requested that it be added to the list in a Zoning Code amendment in the future.

**Applicant's Presentation:**

None.

**Questions for Applicant:**

Vice-Chair Dahl and Associate Planner Martinez discussed the coverage area.

Commissioner Barthakur and Associate Planner Martinez discussed the specifications of the screening walls and the inclusion in the conditions of approval of a required CUP modification if the height or the area of the screen enclosure were increased.

Deputy City Attorney Margolin shared the relevant Code Section 36.350.210.

**Public Comment:**

None.

**Applicant Rebuttal:**

Annmarie Wong, representative for the project, introduced herself.

**Discussion:**

The Commissioners agreed that the project was pretty straightforward - equipment installed in 2000, upgraded in 2009 and will be a continual process as internet activity, microchips, continue to develop. It was done in a manner compatible with the existing building design and improves coverage for residents, visitors and people who do business with the City.

**Decision:**

Commissioner Braun motioned, seconded by Commissioner Padilla, to approve Project No. 2479-CUP modification, a request to modify an existing wireless telecommunications facility by removing six (6) existing panel antennas and replacing six (6) new panel antennas within two new screen enclosures; removing four (4) equipment cabinets and replacing them with two (2) new equipment cabinets within an existing screen enclosure on the rooftop of a three-story commercial building at 2130 Huntington Drive, Assessor Parcel No. 5321-015-021 with one edit to the conditions of approval to P.2., changing the termination to twelve (12) months after the effective date instead of eighteen (18) months.

Vice-Chair Dahl called for Roll Call:

Commissioner Barthakur: Aye  
Commissioner Braun: Aye  
Commissioner Padilla: Aye  
Vice-Chair Dahl: Aye

Motion carried, 4-0.

Vice-Chair Dahl remarked that this project is approved, subject to the conditions of approval. This approval is final unless an appeal is filed within 15 days from today. Appeal forms may be obtained from the City Clerk's office.

**DISCUSSION:**

**4. Objective Development Standards (ODS) Project:**

**Recommendation:**

Receive a presentation from AECOM (project consultant) regarding the Southern California Association of Governments' (SCAG) Objective Development Standards (ODS) Bundle project and provide feedback to City staff and the project consultant.

**Staff Presentation:**

Planning Manager Matt Chang announced that the City received a REAP Grant from SCAG to establish Objective Development Standards to create an easy, understandable development/design review guideline for developers for multiple-family and mixed-use projects. These standards will aid in streamlining housing applications to implement the Housing Element goals. He introduced Benjamin Jarvis, Interim Senior Planner and Ashley Hoang of AECOM.

Ashley Hoang, Project Manager for AECOM introduced Susan Ambrosini, Project Director, who would also be available throughout the discussion after the PowerPoint presentation - *Building an Understanding: Objective Development Standards*.

**Questions for Staff:**

The Commissioners, staff and consultants had a robust discussion regarding several pertinent topics, including: the streamlining and discretionary review processes; how the four recipient cities of the REAP Grant were grouped together; the unique and common typologies articulated in the presentation; the timing and correlation of this project with the Downtown Specific Plan; and AECOM's timeline, process and outcomes, including a diagnosis of the objectivity of the current South Pasadena Municipal Code.

Planning Manager Chang offered that adoption of AECOM's recommendations would provide a measurable outcome and a standard for the Commission and Council to rely on. This project, if adopted, will establish the criteria and graphic guidelines that will make it easier for the property owner and the designer to follow.

Consultant Ashley Hoang outlined the project timeline. She noted that the City could take the recommendations and apply them to other areas in the City, where appropriate.

The Commissioners, staff and consultants also discussed additional ideas to be addressed in streamlining the process and issues critical to maintaining the South Pasadena style – consideration of the mix of materials, the massing stepbacks – ‘scale’, variation and consistency of style. The Commissioners had additional considerations: parking and traffic impact, and consideration of reducing some of those frontloaded things required of all applicants, *i.e.*, a tree survey or a biological survey, etc., where not applicable.

Planning Manager Chang pointed out that there are two common typologies and two that are unique, identified for the four recipients of the grant. Consultant Ashley Hoang used the common zones category as an example, whereby they would identify a site that will try to check the most boxes for each of the cities, but there might need to be some refinement as South Pasadena goes through an actual adoption process for the zones.

Consultant Ashley Hoang said that for the ones that are more unique - specific to South Pasadena (*e.g.*, Ostrich Farm) they can try to tackle the more specific design standards that may be related to materiality or frontage types. But for the common types, there might need to be some more refinement.

The Commissioners discussed height limits, agreeing that the proposed Objective Development Standards will need to be consistent with the existing height limit requirements.

Commissioner Braun expressed concern about public outreach to residents for the July 27<sup>th</sup> meeting. Commissioner Padilla requested that the PowerPoint presentation be posted for the public in order to support streamlining and housing production in the City. Council Liaison Mahmud recommended that the project fact sheet highlight the link to the webpage with a very detailed URL.

## **ADMINISTRATION:**

### **5. Comments from City Council Liaison:**

Council Liaison Mahmud remarked that regarding tonight’s first item, she appreciated the Commission’s professional approach to considering the issues and the appropriate questions asked.

She reported that the State legislature has a number of pending bills addressing housing related.

She requested a status update on the economic analysis of the Inclusionary Housing Ordinance from the Community Development Director.

**6. Comments from Planning Commissioners:**

The Commissioners thanked the staff for their hard work and remarked that the packages have been very thorough and the materials received have been well presented.

They commented that the minutes were helpful, thorough, but voluminous and recommended they be more concise. They also congratulated the staff on being awarded the REAP Grant.

Vice-Chair Dahl complimented the staff for the recent Commission Congress. She appreciated staff's efforts and thanked them for staying an extra two hours to participate the event with the Commissioners.

**7. Comments from Staff:**

Director Frausto-Lupo thanked the Commissioners for such good feedback on the ODS tonight. As a reminder, earlier this year, Deputy City Attorney Eppi (Ephraim Margolin) provided a presentation on some of the State housing legislation that had been recently passed.

She spoke about the comment letter received from HCD this past Friday. Staff met with HCD in June and clarified some information. At the City Council meeting on July 20<sup>th</sup>, staff will present a staff report with ideas on how to forge a path forward. The height issue and the sites are still the biggest issues of concern with HCD. Staff will be requesting HCD meet in person for clarification of some of the things outlined in the letter.

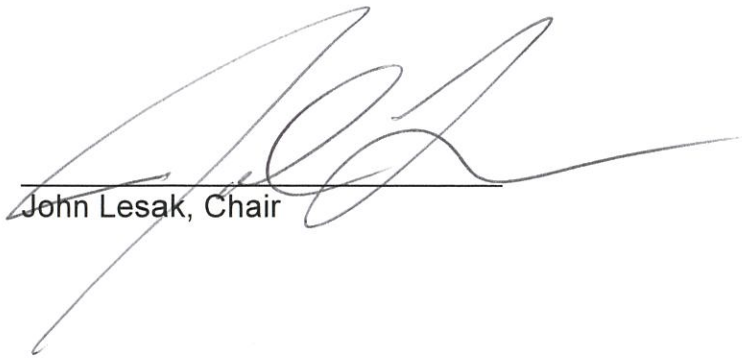
SCAG is holding input sessions on RHNA reform. Staff has participated at the first meeting, held last week. There are two more input sessions coming up in July and August. Staff will continue to let them know that the City is very concerned about the RHNA numbers.

Staffing – Interviews for an Assistant Planner are ongoing, the Deputy Director position is still in recruitment, a Planner Counter Tech has been approved, along with a Senior Management Analyst to help with the Housing Element implementation the Caltrans surplus property sales, and a part-time Code Enforcement Officer recruitment is in the works.

**ADJOURNMENT**

**8. Adjournment to the Special Planning Commission meeting scheduled for July 26, 2022 at 6:30 pm:**

There being no further matters, Vice-Chair Dahl adjourned the meeting at 8:39 pm.



John Lesak, Chair