



**CITY OF SOUTH PASADENA
PLANNING COMMISSION**

**AGENDA
REGULAR MEETING
TUESDAY, JUNE 13, 2023 AT 7:00 P.M.**

**AMEDEE O. "DICK" RICHARDS JR. COUNCIL CHAMBERS
1424 MISSION STREET, SOUTH PASADENA, CA 91030**

South Pasadena Planning Commission 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

The South Pasadena Planning Commission Meeting will be conducted in-person from the Amedee O. "Dick" Richards, Jr. Council Chambers, located at 1424 Mission Street, South Pasadena, CA 91030.

The Meeting will be available:

- In Person – Council Chambers, 1424 Mission Street, South Pasadena
- Via Zoom: <https://us02web.zoom.us/j/83530439651> **Meeting ID: 8353 043 9651**

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting via Zoom in the following methods below.

- Go to the Zoom website, <https://Zoom.us/join> and enter the Zoom meeting information; or
- Click on the following unique Zoom meeting link:
<https://us02web.zoom.us/j/83530439651>

CALL TO ORDER:	Chair	Laura Dahl
ROLL CALL:	Chair	Laura Dahl
	Vice-Chair	Lisa Padilla
	Commissioner	Amitabh Barthakur
	Commissioner	John Lesak
	Commissioner	Arnold Swanborn
COUNCIL LIAISON:	Mayor	Jon Primuth

APPROVAL OF AGENDA

Majority vote of the Commission to proceed with Commission business.

DISCLOSURE OF SITE VISITS AND EX-PARTE CONTACTS

Disclosure by Commissioners of site visits and ex-parte contact for items on the agenda.

PUBLIC COMMENT GUIDELINES (Public Comments are limited to 3 minutes)

The Planning Commission welcomes public input. If you would like to comment on an agenda item, members of the public may participate by one of the following options:

Option 1:

Participate in-person at the Council Chambers, 1424 Mission Street, South Pasadena.

Option 2:

Participants will be able to “raise their hand” using the Zoom icon during the meeting, and they will have their microphone un-muted during comment portions of the agenda to speak for up to 3 minutes per item.

Option 3:

Email public comment(s) to PlanningComments@southpasadenaca.gov. Public Comments received in writing will not be read aloud at the meeting, but will be part of the meeting record. Written public comments will be uploaded online for public viewing under Additional Documents. There is no word limit on emailed Public Comment(s). Please make sure to indicate:

- 1) Name (optional), and
- 2) Agenda item you are submitting public comment on, and
- 3) Submit by no later than 12:00 p.m., on the day of the Planning Commission meeting.

NOTE: Pursuant to State law, the Planning Commission may not discuss or take action on issues not on the meeting agenda, except that members of the Planning Commission 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.

PUBLIC COMMENT

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

CONSENT CALENDAR ITEMS

2. **Minutes from the Regular Meeting of June 9, 2020**
3. **Minutes from the Regular Meeting of July 14, 2020**
4. **Minutes from the Special Meeting of July 21, 2020**
5. **Minutes from the Regular Meeting of August 11, 2020**
6. **Minutes from the Regular Meeting of June 14, 2022**
7. **Minutes from the Regular Meeting of July 12, 2022**

PRESENTATION

8. **General Plan and Downtown Specific Plan Update**

DISCUSSION

9. **Objective Development Standards (ODS) Project**

The proposed project is to develop an objective standard for multiple-family developments. Staff and the City consultant (AECOM) will present the working draft to the Planning Commission for comments.

Recommendation:

Receive a presentation from AECOM (City consultant) regarding the Objective Development Standards (Multi-family Developments) project and provide comments to City staff and the consultant.

10. 2023 Annual Commission Report

Recommendation

Discuss and approve 2023 Annual Commission Report.

ADMINISTRATION

11. Comments from City Council Liaison

12. Comments from Planning Commissioners

13. Comments from Staff

ADJOURNMENT

14. Adjourn to the Regular Planning Commission meeting scheduled for July 11, 2023.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS

Planning Commission meeting agenda packets are available online at the City website: <https://www.southpasadenaca.gov/government/boards-commissions/planning-commission/test-planning-commission-agendas-minutes-copy>

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.

matt chang

6/8/2023

Date

Matt Chang, Planning Manager



**CITY OF SOUTH PASADENA
Planning Commission
Meeting Minutes
Tuesday, June 9, 2020, 6:30 PM**

CALL TO ORDER

A meeting of the South Pasadena Planning Commission was called to order by Chair Janet Braun on Tuesday, June 9, 2020 at 6:32 p.m. The meeting was held Via Zoom.

ROLL CALL

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

City Staff

Present: Joanna Hankamer, Planning & Community Development Director
Teresa Highsmith, City Attorney
Kanika Kith, Planning Manager
Malinda Lim, Associate Planner
Margaret Lin, Manager of Long-Range Planning and Economic Development

Council

Present: Council Liaison Diana Mahmud, Mayor Pro Tem

APPROVAL OF AGENDA:

Approved, 5-0.

DISCLOSURE OF SITE VISITS AND EX-PARTE CONTACTS:

Commissioner Dahl, Commissioner Padilla and Chair Braun visited the Moffat Street site identified in Item 1. Chair Braun also spoke with someone at 4519 Lowell Street while at the site.

PUBLIC HEARING:

1. **Moffat Street, Project No. 2191-HDP/TRP – Hillside Development Permit to install a private roadway extending westward approximately 600 feet from the terminus of the existing Moffat Street and Tree Removal Permit for the removal of 5 protected trees. This private road will provide access to 7 lots in the City of Los Angeles through an easement in South Pasadena (continued).**

Recommendation:

Continue the project to the next meeting on July 14, 2020 to provide more time for public comments.

Staff Presentation:

None.

Questions for Staff:

None.

Applicant's Presentation:

None.

Questions for Applicant:

None.

Discussion:

None.

Decision:

Commissioner Tom motioned, seconded by Vice-Chair Lesak, to move the hearing on the Moffatt Street application to the July 14th Planning Commission meeting.

Chair Braun called for Roll Call:

Vice-Chair Lesak:	Aye
Commissioner Dahl:	Aye
Commissioner Tom:	Aye
Commissioner Padilla:	Aye
Chair Braun:	Aye

Motion carried, 5-0.

PRESENTATION:

- 2. General Plan and the Downtown Specific Plan Updates – Discussion on parking requirements for the proposed Downtown Specific Plan:**

Recommendation:

Review and provide comments.

Staff Presentation:

Margaret Lin, Manager of Long-Range Planning and Economic Development, introduced the fifth presentation in the series of General Plan and Downtown Specific Plan presentations, which focused on Part II of the Development Standards and Parking.

Consultant Woodie Tescher, Principal, Planning and Urban Design of PlaceWorks, presented the PowerPoint presentation. Afterward, he reported that there had been one public comment regarding a summary of the General Plan on the reduction of the floor area ratio (FAR) in relation to the number of small units and his response, including consideration of the densities within the height limits.

Chair Braun noted the competing factors between the FAR, density and the height limit, while at the same time trying to deal with RHNA and other planning concerns.

Discussion:

The Commissioners discussed standards for housing unit sizes and several related parking concerns, including: parking meters; parking maximum; reduced parking requirements for electric vehicle spaces and bike spaces; being proactive as a different relationship with cars evolves over the next ten, fifteen or twenty years; the concept of providing flexibility and comfort in the streetscape; the importance of parking and its effects on development and project affordability; the need for a comprehensive assessment of existing parking; and consideration of shared parking.

The Commissioners, together with Consultant Woodie Tescher, reviewed and discussed the *Questions for Planning Commissioners Consideration* portion of the presentation and participated in a dynamic, robust and vigorous discussion of the detailed questions regarding parking considerations, including parking specifications for restaurants - table cloth restaurants and fast food restaurants; consideration for electric parking spaces; drop off zones; use of parking space for parklet or outdoor dining; the impact on bus stops and traffic flow; and consideration of technical modifications to current planning documents (corrections to the General Plan).

Commissioner Padilla commented that some of the strategies shown were needed now. Manager Lin shared that staff planned to present a proposed Alfresco Dining and Retail Pilot Program at tomorrow night's City Council meeting to implement some of the strategies to address COVID-19 impacts now.

ADMINISTRATION:

3. Comments from City Council Liaison:

Mayor Pro Tem Mahmud remarked that City Council had received consistent opposition regarding metered parking from the Chamber of Commerce. However, she was not opposed to revisiting the issue. With regard to parking near transit-oriented stops, there is existing statutory law that provides for maximum parking requirements that local governments may impose. She reported that Sierra Madre is assisting with the infrastructure for some of their businesses with regard to alfresco dining which she will be proposing at the City Council's next meeting.

4. Comments from Planning Commissioners:

Vice-Chair Lesak and Commissioner Tom commented about the importance of flexibility and providing for many different opportunities when considering parking.

Commissioner Padilla referenced a local researcher, Donald Shoop, who published a piece on parking issues entitled *The High Cost of Free Parking*, which considers the implications of parking in communities, which she recommended.

Chair Braun – thanked all of the Commissioners for the great insight.

5. Comments from Staff:

Manager Lin reported that on Saturday, May 30 and Tuesday, June 2nd the first two interactive Housing Element workshops were held on Zoom and also broadcast live to provide the Housing Element update. She summarized the proceedings for the Commissioners. Following the workshops, a Frequently Asked Questions (FAQ) document including all of the questions that were asked during the workshops was created and posted on the City Housing Element webpage. In addition, a survey was also conducted. If anyone has any comments or questions regarding the Housing Element, they are welcome to submit them to housingelement@southpasadenaca.gov.

Chair Braun inquired about residents having difficulty with a particular phone number. Director Joanna Hankamer summarized the issue and reported that it had been remedied.

ADJOURNMENT

6. **Adjournment to the next Planning Commission meeting scheduled for July 14, 2020 at 6:30 pm:**

There being no further matters, Chair Braun adjourned the meeting at 8:24 pm.

Janet Braun, Chair

DRAFT



**CITY OF SOUTH PASADENA
Planning Commission
Meeting Minutes
Tuesday, July 14, 2020, 6:30 PM**

CALL TO ORDER

A meeting of the South Pasadena Planning Commission was called to order by Chair Janet Braun on Tuesday, July 14, 2020 at 6:32 p.m. The meeting was held Via Zoom.

ROLL CALL

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

City Staff

Present: Joanna Hankamer, Planning & Community Development Director
Teresa Highsmith, City Attorney
Kanika Kith, Planning Manager
Malinda Lim, Associate Planner
Margaret Lin, Manager of Long-Range Planning and Economic Development

Council

Present: Council Liaison Diana Mahmud, Mayor Pro Tem

APPROVAL OF AGENDA:

Approved, 5-0.

DISCLOSURE OF SITE VISITS AND EX-PARTE CONTACTS:

All Commissioners have visited the Moffat Street site identified in Item 2. Chair Braun also spoke with a resident at 4519 Lowell Street while at the site.

PUBLIC COMMENTS AND SUGGESTIONS:

None.

PRESENTATION:

1. **General Plan and the Downtown Specific Plan – Landscape and Signage.**

Recommendation:

Review and provide comments.

Staff Presentation:

Manager Lin introduced the PowerPoint presentation entitled *Downtown Specific Plan Development Standards Part 3: Landscape and Signs*. Tonight's meeting provided a summary of the parking standards previously discussed at the prior Planning Commission meeting and discussion of the landscape and signage design standards. Consultant Woodie Tescher from PlaceWorks narrated the presentation.

Discussion:

Vice-Chair Lesak shared that the Old Mission Street Specific Plan provided good guidance regarding tree wells, tree covers and signage, including language regarding ground plane treatment and information regarding street furniture (bike racks, etc.).

Commissioner Dahl expressed concerns about having consistency regarding tree grates and the permeable soil for the trees, etc., and was not sure if she approved of pole signs.

Commissioner Tom shared his concerns about neon signs, LED signs and scrolling signs, and recommended that the issue of how to handle them be addressed. He agreed Mission Street has been handled rather well. As to trees and landscape – the total landscape should be considered – the sidewalk, permeability, etc.

Commissioner Padilla noted that street tree comments in the Specific Plan should provide additional specificity, including such info as height to bottom of canopy, height to top, initial planning size, caliper and mature size because the scale of the trees is very important. She agreed with Vice-Chair Lesak about the ground plane treatment and noted that in addition to permeable pavers, there are other options, e.g., stabilized DG or permeable asphalt, integrating bioswales, etc.

Chair Braun agreed with Commissioner Dahl that pole signs do not fit in the community and recommended no rooftop signs. She further agreed that the signage on Mission Street (via the Cultural Heritage Commission) looked great.

Vice-Chair Lesak commented on different types of signage, including fascia band signs (common on Mission Street) (sometimes referred to as wall signs), an opportunity for painted wall signs, and blade signs (found on Fair Oaks, e.g., Gus's Barbeque), many of which have neon (e.g., Fair Oaks Pharmacy). He questioned LED and scrolling signs, and agreed 100% with the other Commissioners regarding pole signs and suggested that a blade sign is a good alternative to a pole sign.

Consultant Woodie Tescher noted that the Commission had provided good feedback and the information would be very helpful in moving the document forward. He thanked the Commissioners for their time and attention.

The Commissioners remarked that the recap of their comments regarding the parking summary from the prior meeting included in tonight's presentation was an accurate recap and summary reflecting an emphasis on shared parking and flexibility.

PUBLIC HEARING:

- 2. Moffat Street, Project No. 2191-HDP/TRP – Hillside Development Permit to install a private roadway extending westward approximately 600 feet from the terminus of the existing Moffat Street and Tree Removal Permit for the removal of 5 protected trees. This private road will provide access to 7 lots in the City of Los Angeles through an easement in South Pasadena (continued).**

Recommendation:

Direct the Applicant to submit an alternative street design with access to the seven (7) land-locked lots from Lowell Avenue for review by the City Engineer or City's engineering consultant prior to Planning Commission consideration, or if the Applicant's engineer is unable to provide an alternate street design, the City shall hire an engineering consultant to evaluate an alternative street design at the Applicant's expense prior to Planning Commission consideration.

Staff Presentation:

Planning Manager Kith introduced the PowerPoint presentation narrated by Associate Planner Lim and explained that this item was continued from the June 9th meeting to allow additional time for public comment.

Questions for Staff:

Vice-Chair Lesak asked about the elevation of Moffat Street and Lowell Avenue.

Commissioner Dahl asked about the new extension and its impact on the residents at 4519 Lowell Avenue.

Commissioner Tom asked about the history of 4519 Lowell Avenue.

Public Comment:

Associate Planner Lim reported that a letter was received from the Applicant's attorney with regard to the alternative street design requested by staff and two comments were received from residents in opposition to the project.

Applicant's Presentation:

Planning Manager Kith presented a PowerPoint presentation on behalf of the Applicant Planet Home Living and Civil Engineers Delane Engineering Inc. and Landscape Architects BGB Design Group. Scott Uhles, President of Delane Engineering, narrated the presentation.

Applicant Rebuttal:

The Applicant, Michael Marini, CEO of Planet Home Living, Stephen Scheck, Land Use Attorney, and Scott Uhles, Civil Engineer, were available for questions. Mr. Marini shared that they do not have access rights to Lowell Avenue. They do for Moffatt Street by way of an easement.

Questions for Applicant:

Vice-Chair Lesak asked about the grade change of Moffatt Street.

Commissioner Padilla asked for the Applicant to clarify the purpose and use of the driveway being proposed to the north into South Pasadena.

Chair Braun inquired about the use of Lowell Avenue as an alternative to using Moffatt Street. Mr. Marini explained the reservations and constraints.

Discussion:

Vice-Chair Lesak commented that an access easement was put in place in the early 60s and constructing a road provides some benefit as far as safety, fire access, etc. He would rather move forward with approval than continue studying it.

Commissioner Dahl remarked that this project has many Catch 22s because of its being in Los Angeles and South Pasadena.

Commissioner Padilla wanted the Applicant to explore an alternative street to Moffatt Street or Lowell Avenue.

Chair Braun commented on the alternative of using Lowell Avenue. She supported the staff recommendation for a continuance.

Decision:

Commissioner Padilla motioned, seconded by Commissioner Tom, to follow staff's recommendation to continue this item as efficiently as possible and for staff to work with the Applicant in terms of the feasibility and gather more information on the alternative street design and what that would involve, and to obtain any additional documentation from the City of Los Angeles that is needed to provide the Commission with enough information to make a confident set of decisions as a Commission.

City Attorney Highsmith stated that the easement right of the Applicant's claim is not being contested, but for avoidance of doubt, the City has the authority to select the alignment and the ability to request additional information or a different alignment, even though that is not the original alignment that the Applicant desired or brought to the City. If a different alignment will work, the City does have the authority to choose that.

Chair Braun called for Roll Call:

Vice-Chair Lesak:	No
Commissioner Dahl:	Yes
Commissioner Tom:	Yes
Commissioner Padilla:	Yes
Chair Braun:	Yes

Motion carried, 4-1.

This item is continued to the August meeting. Between now and then, staff is directed to consider and get more information on an alternate street alignment.

3. Zoning Code Amendment for Streamline Planning Review and Minor Clean-up.

Recommendation:

Adopt a Resolution recommending approval of the proposed Zoning Code Amendment to City Council.

Staff Presentation:

Planning Manager Kith introduced the PowerPoint presentation explaining that this is a carryover from the Urgency Ordinance that was adopted by the City Council in May, with changes requested by the Cultural Heritage Commission.

Questions for Staff:

Chair Braun asked whose authority would prevail between the Planning Commission and the Cultural Heritage Commission in the event of a future stalemate if an issue is not resolved in a joint meeting of the two Commissions. Planning Manager Kith responded that further consideration would continue to explore a resolution if that situation should occur. However, she recommended approval of the Amendment *as is* because the staff will be returning to the Commission with another zoning amendment.

Public Comment:

None.

Discussion:

Commissioner Padilla shared that she thought the Design Review Board modifications and the Cultural Heritage Commission suggestions were good.

Decision:

Vice-Chair Lesak motioned, seconded by Commissioner Tom, that the Commission adopt the Resolution presented in the agenda packet recommending approval of the proposed Zoning Code Amendment to City Council.

Chair Braun called for Roll Call:

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

Motion carried, 5-0.

ADMINISTRATION:

4. Comments from City Council Liaison:

Mayor Pro Tem Mahmud recommended that the Commission consider how they wish to receive comments and whether or not to have submitted public comments read as is done at City Council meetings. She also encouraged consideration of what the time or word limit would be for submission of public comments. Or, at a minimum, adopt a three (3) minute public comment, which was the limit adopted by the Planning Commission when people still had the opportunity to provide oral comment to the Commission.

The Commissioners discussed their preferences and considered suggestions and recommendations from staff covering oral, voicemail, email and written comments and submissions, including limits and deadlines. In addition, they agreed with Commissioner Dahl's suggestion that staff acknowledge the written comments (including emails) they receive at every public hearing.

5. Comments from Planning Commissioners:

Vice-Chair Lesak reported that he updated and approved the plans for the Chair review of 901 Fair Oaks Avenue.

Commissioner Dahl, referencing Mayor Pro Tem Mahmud's earlier comment, suggested that if there is a long, detailed presentation, it should be paused intermittently for questions and comments, if appropriate.

6. Comments from Staff:

Director Hankamer reminded the Commission and informed the public that there is a Special Planning Commission meeting scheduled for next week at 3:00 pm rather than at 6:30 pm regarding the Housing Element. It is an update and also a request for Planning Commission recommendations to help with next steps to guide the work over the next several months. Staff will heed Commissioner Dahl's request to have opportunities in the middle of the presentation to stop and have discussions, because it is a lot of dense material and the staff needs feedback and direction.

Chair Braun thanked staff for all their hard work during the pandemic.

ADJOURNMENT

7. Adjournment to the next regular Planning Commission meeting scheduled for August 11, 2020 at 6:30 pm:

There being no further matters, Chair Braun adjourned the meeting at 9:29 pm.

Janet Braun, Chair



**City of South Pasadena
Planning Commission
Special Meeting Minutes
Tuesday, July 21, 2020, 3:00 PM**

CALL TO ORDER

A Special Meeting of the South Pasadena Planning Commission was called to order by Chair Janet Braun on Tuesday, July 21, 2020, at 3:04 p.m. This meeting was held via Zoom, in accordance with AB 361.

ROLL CALL

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

City Staff

Present: Joanna Hankamer, Planning and Community Development Director
Teresa L. Highsmith, City Attorney
Margaret Lin, Long-Range Planning and Economic Development Manager

Council

Present: Council Liaison Diana Mahmud, Mayor Pro Tem

APPROVAL OF AGENDA

Vice-Chair Lesak motioned, seconded by Commissioner Tom, to approve the agenda as submitted.

Motion carried, 5-0.

DISCLOSURE OF SITE VISITS AND EX-PARTE CONTACTS

No site visits were reported by the Commissioners.

PUBLIC COMMENTS AND SUGGESTIONS

Manager Lin reported that multiple written comments and three voicemails were received. The letters were posted and available for review on the City website located under the Additional Documents section for this Commission meeting. The voicemails will be played at the end of the discussion of this item.

DISCUSSION

1. 2021 Housing Element Update – Preliminary Sites Analysis

Recommendation

It is recommended that the Commission:

1. Review and provide direction regarding the 2021 Housing Element Update – Preliminary Sites Analysis;
2. Provide recommendations to the City Council regarding considerations to place a ballot measure on the November 2020 Special Municipal Election to increase the building height limits in specific locations to keep options open while Housing Element policy development progresses; and
3. Review and provide direction regarding a potential Inclusionary Housing Ordinance and Update to the Accessory Dwelling Unit Ordinance.

Presentation

Manager Lin introduced the City Consultants Amy Sinsheimer and Woodie Tescher of PlaceWorks who gave a PowerPoint presentation on the 2021 House Element Update – Preliminary Sites Analysis.

Questions by Commissioners

Vice-Chair Lesak had questions regarding site selection and the associated chosen income categories. In addition, he wanted to know what was considered a non-vacant site.

Consultant Sinsheimer explained that sites that are zoned for lower density are assumed to accommodate moderate and above moderate-income levels. She also clarified that non-vacant sites included any lot that was not completely vacant.

Commissioner Dahl had questions regarding the ADU numbers, and stated that she thought they were optimistic and overestimated. Consultant Amy Sinsheimer explained that ADU projections were based on numbers from jurisdictions with aggressive ADU strategies as well as based on guidance from the California Department of Housing and Community Development (HCD).

In addition, Commissioner Dahl had questions regarding the selected sites and how they were determined. Consultant Amy Sinsheimer stated that only the best candidates, which were highlighted in the presentation, have been analyzed. She noted that there are additional sites that have not been included and outreach to property owners is ongoing.

Commissioner Tom asked how staff and consultants identified community opposition and asked what types of sites were eliminated due to perceived or actual opposition. In addition,

Commissioner Tom asked about single-family rezoning. He also asked about the strongest non-vacant candidate sites.

Director Hankamer explained that assumptions were based on outreach conducted related to the Downtown Specific Plan and General Plan Updates. She further explained that re-zoning single-family areas is considered a last resort and that current evaluations in the Housing Element Update do not include projections for that strategy.

Commissioner Padilla had questions regarding historic sites and how they were evaluated in the site analysis.

Director Hankamer stated that staff and consultants were aware that the majority of historic properties were excluded due to the potential impact on historic resources and to reflect community values.

Chair Braun asked how the median income was determined.

Consultant Amy Sinsheimer explained that those figures are published annually by HUD and provided the data points.

Chair Braun asked if the stables had been considered.

Chair Braun noted that the Commission should consider the impacts of increased development on Monterey Road before implementing a road diet. Further, she noted that the City might need to consider an aggressive ADU policy or allow overnight parking on residential roads due to growth in ADU development.

Presentation Continued

PlaceWorks staff continued their PowerPoint presentation.

Questions by Commissioners

Commissioner Tom asked about the Inclusionary Housing Ordinance and whether or not it would be adopted before the Housing Element is adopted.

Director Hankamer confirmed that the goal was to receive feedback on the Ordinance so that they can return to the Commission with a draft and have it adopted in advance of the Housing Element.

Commissioner Tom further asked about the set-aside percentages and how they compare to other cities. In addition, he asked what other tools and incentives might be available for promoting the construction of new affordable housing.

Consultant Sinsheimer explained that the set-aside percentages were a little more aggressive for meeting State goals. Director Joanna Hankamer explained that some cities will partner with low-income housing developers to construct affordable housing or will have a Housing

Authority that helps to generate funding. She explained that the City of South Pasadena is part of the San Gabriel Valley Regional Housing Trust, which pulls together funding from the State for affordable housing. She added that the City of South Pasadena also has the potential through a partnership to look into the surplus Caltrans properties. Because the City does not have the money to do this, the City is really reliant on outside money and partnerships.

Chair Braun asked how the Caltrans houses fit into today's presentation – could they count as lots toward the RHNA numbers or count somehow as part of low-income housing or housing available to low income.

Director Hankamer said they have put in a bid for them with a partner, but she did not have an answer.

Vice-Chair Lesak had questions regarding senior and supportive housing and how they might be impacted by the Inclusionary Housing Ordinance.

Consultant Sinsheimer explained that due to the structure of many supportive and senior housing projects, they would not meet the definition of stand-alone units and therefore, would not be able to be counted towards RHNA numbers.

Presentation Continued

PlaceWorks staff continued their PowerPoint presentation.

Questions by Commissioners

Vice-Chair Lesak requested more information on the baseline assumptions for the Vons site. In addition, he requested more information on how parking requirements were considered and the amount of parking provided by example sites.

Commissioner Dahl expressed concern about asking the voters to approve very specific sites and the possibility that someone might recommend other sites that the Commission had not thought of. She stated that it is unclear how the sites were selected over others that might be selected and inquired if there had been outreach to the property owners.

Director Hankamer clarified that conversations had occurred with property owners of the sites. She added that consideration had been given to choosing sites that would be desirable for location, proximity to transit, size, and so on.

Commissioner Tom had questions regarding increasing height limits and asked what the reasoning was for having voters vote on specific sites that could have an increased height limit in order to meet RHNA numbers.

Director Hankamer explained that the strategy was to use these sites to meet RHNA goals while maintaining the vision of the City and lessening the impact of development elsewhere.

Commissioner Padilla stated concern that current strategies promoted smaller units and stated that ideally, there would be a variety of unit mixes to accommodate families and a variety of residents in South Pasadena.

Consultant Tescher explained that if the City were to increase the height limits, the sites and projects would be able to accommodate larger-scale units and a greater mixture of unit types.

Chair Braun thanked the presenters and stated that she wanted community input on the site selection. In addition, she stated that she believed a ballot initiative to increase the building height limit was premature and added that the City should challenge the RHNA allocation. She also advocated for more community outreach. She could not recommend to City Council that this item go on the ballot.

Council Liaison Mahmud stated that she had spoken with SCAG and does not think there is any traction to challenging the RHNA allocation. She noted concern for the ramifications of not allowing staff to try to meet the current allocation numbers. In addition, Council Liaison Mahmud asked what the City needed in order to put an initiative on the ballot.

City Attorney Highsmith stated that you could certainly be less site specific regarding raising the maximum height.

Director Hankamer clarified that there were two options. One recommendation was to allow an increased building height across the five selected sites. The second option was to increase the allowable building height along Fair Oaks, unrelated to RHNA specifics, as part of the Downtown Specific Plan Update, with regard to the appropriate height of a four-story building for daylighting and sustainable design. In addition, the Commission could consider just the Ostrich Farms site and increasing the height on Fair Oaks.

Public Comments

Manager Lin reported that 22 written comments had been received, one of which had 81 signatures, and three audio comments. The 22 written comments were included in the agenda packets. The three audio comments were played for the Commission.

Audio Comments

1. Jan Marshall, with the endorsement of SPRIG 2.0, a grass roots non-partisan coalition of individual residents and mergers dedicated to ensuring that broad-based representative decision-making is used in determining the future of South Pasadena, stated that the initiative to increase building heights should not be placed on the ballot. She added that the initiative is premature because: 1) the RHNA numbers are unreasonable when considering the City's infrastructure and ability to accommodate that growth; 2) the Housing Element process needs to rely on public participation and should be considered within the current height limit first; 3) the form-based development codes are still under review and will not be completed until Fall; and 4) the Environmental Impact Report (EIR) needs to include a feasible alternative analysis on accommodating growth within the current height limits.

2. Megan Kiser stated that the infrastructural capacity of the City needs to be addressed before increasing height limits and overloading the system. In addition, she stated that the City needs to consider the pressure increased growth will place on the school system and that traffic conditions need to be addressed before absorbing that many new residents.

3. Joanne Nuckols stated opposition to the ballot initiative to increase building heights. She added that the 45-foot height limit is necessary for maintaining South Pasadena's small town character and should be codified in the General Plan.

Commissioner Discussion

Vice-Chair Lesak limited his comments to just the ballot measure suggestion. He thanked staff and the consultants for identifying the sites - they have land available and are strategically located - and their hard work stated concern for impacts to the school district and that more time is needed before placing something on the ballot.

Commissioner Dahl concurred with Vice-Chair Lesak. She added that she is open to increasing heights in certain areas but stated more time is needed to educate and work with the community, and more conversations with the public are needed to explain how it is a good idea, before placing it on the ballot.

Commissioner Tom supported statements by Vice-Chair Lesak and Commissioner Dahl. He added that the issue needed to be more thoroughly vetted with more analysis before presenting it to voters. He agreed that strategically identifying locations is the right way to do it.

Commissioner Padilla thanked staff and consultants and agreed with her fellow Commissioners. She added that the City needed to do the best with the hand they were dealt (the RHNA numbers), and stated that any ballot initiative to increase height in a limited way should be done to allow flexibility, while still giving the City control over density and design.

Decision:

Chair Braun motioned, seconded by Vice-Chair Lesak, that the Commission does not recommend that the height limit issue be put on the November 2020 ballot. However, the Commission generally supports the staff's and consultant's efforts to strategically identify properties that may in some way benefit from a one-time specific height limit that has to be considered within the confines of density and location and consideration of infrastructure and other impacts. It is worth considering increases in height limits for specific properties as long as it is considered and analyzed in a bigger context. The Commission's comments should be shared with the City Council.

Roll Call:

Vice-Chair Lesak	Aye
Commissioner Dahl	Aye
Commissioner Tom	Aye
Commissioner Padilla	Aye
Chair Braun	Aye

Motion passed, 5-0.

Due to time constraints, further comments were curtailed, along with the remaining agenda item – Item 1.3. Review and provide direction regarding a potential Inclusionary Housing Ordinance and Update to the Accessory Dwelling Unit Ordinance – which will be discussed at the next regular Commission meeting.

ADJOURNMENT

Chair Braun adjourned the Special Planning Commission meeting on July 21, 2020 at 5:59 pm to the next regular Planning Commission meeting to be held on August 11, 2020.

Janet Braun, Chair



**City of South Pasadena
Planning Commission
Meeting Minutes
Tuesday, August 11, 2020, 6:30 PM**

CALL TO ORDER

A regular meeting of the South Pasadena Planning Commission was called to order by Chair Janet Braun on Tuesday, August 11, 2020, at 6:31 pm. This meeting was held via Zoom, in accordance with AB 361.

ROLL CALL

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

City Staff

Present: Joanna Hankamer, Planning and Community Development Director
Teresa L. Highsmith, City Attorney
Kanika Kith, Planning Manager
Margaret Lin, Manager of Long-Range Planning & Economic Development
Malinda Lim, Associate Planner

Council

Present: Council Liaison Diana Mahmud, Mayor Pro Tem

APPROVAL OF AGENDA

Motion carried, 5-0.

DISCLOSURE OF SITE VISITS AND EX-PARTE CONTACTS

None.

PUBLIC HEARING

- 1. Moffat Street, Project No. 2191-HDP/TRP – Hillside Development Permit to install a private roadway extending westward approximately 600 feet from the terminus of the existing Moffat Street, with connection to the northern end of Lowell Avenue only, and Tree Removal Permit for the removal of five (5) protected trees. This private road will**

provide access to seven (7) lots in the City of Los Angeles through an easement in South Pasadena (continued).

Recommendation:

Approve the project, subject to Conditions of Approval and approve a Resolution approving Project 2191-HDP/TRP Hillside Development Permit for the street design of the private street portion of Moffat Street connecting only to Lowell Avenue and Tree Removal Permit of five (5) trees, subject to Conditions of Approval.

Staff Presentation:

Planning Manager Kith introduced the PowerPoint presentation - *Item 1 – Moffat Street Continued – Project No. 2191-HDP/TRP.*

Questions for Staff:

Commissioner Padilla asked if the design change for the sidewalk to be reduced to two (2) feet from five (5) feet was included in the Resolution.

Staff clarified the recommendation and explained that the design change was part of the Conditions of Approval.

Public Comments:

Staff received nine (9) written public comments regarding this item which were provided to the Commission in their agenda packets and no comments were submitted by phone.

Applicant's Presentation:

Staff introduced the PowerPoint presentation *Moffat Street Extension* from the Applicant presented by Civil Engineer Scott Ewell with Lane Engineering.

Applicant's Rebuttal:

The Applicant's attorney provided rebuttal to the public comments. He requested a vote and approval of the project. The Applicant's attorney added that they objected to the proposed Condition requiring access to the site off of Lowell Avenue and believe access off of Moffat Street should be permitted.

Questions for Applicant:

Vice-Chair Lesak asked a question forwarded by a public comment regarding the plans for water and sewer hook-ups.

The Applicant's attorney explained that water would be the only public utility that would need to be provided to the site. All other public utilities are already accessible from the site. A sewer system already exists on the southern side of the lots within the vacated Moffat Street within the City of Los Angeles. The specific language of the 1962 easement specifically states that the easement is also for purposes of public utilities needed to service the lot. Civil Engineer Ewell confirmed that the utilities are confirmed.

Discussion:

Vice-Chair Lesak reviewed the public comments received regarding this project which included questions about CEQA, project segmentation and the lead agency for the project. He asked staff or the City Attorney to address those concerns.

Planning Manager Kith explained that the project was a roadway design on an easement to landlocked parcels and qualified for a CEQA exemption. The accompanying development occurs on parcels belonging to the City of Los Angeles. The City of Los Angeles, therefore, had the ability to determine how the development was to be processed.

City Attorney Highsmith added that the Applicant intended to do a by-right development within the City of Los Angeles and, therefore, the project would not be subject to CEQA and was not a project segmentation issue.

Commissioner Padilla, Commissioner Tom and Chair Braun appreciated the willingness of the Applicant to work closely with staff to resolve prior concerns and issues with the project.

Vice-Chair Lesak stated that he preferred providing egress/ingress from Moffat Street as a better solution, but understood the need to move the project forward. He appreciated staff presenting an alternative solution and would support the Lowell Street solution alternative in order to move the project forward.

Commissioner Dahl commented that while changing the access point may mitigate the impact on South Pasadena residents, the major impacts would fall within Los Angeles's jurisdiction and she would therefore vote in favor of staff's recommendation.

Chair Braun noted that an amended Resolution proposed by staff had been received by the Commission included a date correction.

Decision:

Commissioner Padilla motioned, seconded by Commissioner Tom, to adopt the Resolution approving Project No. 2191 HDP/TRP, Hillside Development Permit for the street design of a private street portion of Moffat Street connecting only to Lowell Avenue and a Tree Removal Permit for five (5) trees, subject to the Conditions of Approval as presented by staff.

Roll call:

Vice-Chair Lesak	Aye
Commissioner Dahl	Aye
Commissioner Tom	Aye
Commissioner Padilla	Aye
Chair Braun	Aye

Motion passed, 5-0.

- 2. 804 Valley View Road, Project No. 2298-HDP/DRX – Hillside Development Permit and Design Review for the construction of a new tri-level, 3,125 square-foot single-family residence including a two (2)-car garage designed in a modern architectural style located at 804 Valley View Road, Assessor’s Parcel Number 5310-020-900.**

Recommendation:

Continue to the regular Planning Commission meeting of September 8, 2020.

Decision:

Vice-Chair Lesak motioned, seconded by Commissioner Tom, to continue this item to the Planning Commission’s September 8th meeting.

Roll call:

Vice-Chair Lesak	Aye
Commissioner Dahl	Aye
Commissioner Tom	Aye
Commissioner Padilla	Aye
Chair Braun	Aye

Motion passed, 5-0.

DISCUSSION

- 3. 2021 Housing Element Update – Preliminary Sites Analysis (Continued from July 21, 2020) – Inclusionary Housing and Accessory Dwelling Unit Ordinances.**

Recommendation:

Provide direction regarding a potential Inclusionary Housing Ordinance and Update to the Accessory Dwelling Unit Ordinance.

Staff Presentation:

Manager Lin introduced the presentation, noting that the presentation had been updated from the previous meeting to include additional details on the Housing Element’s site analyses and the proposal for increased height limits. She introduced City Consultants from PlaceWorks - Woodie Tescher, Jonathan Nettler, Deputy Project Manager, and Jennifer Gastelum, Lead Housing Official for the State of California. Woodie Tescher presented the *2021 South Pasadena Housing Element Update* PowerPoint presentation.

Questions:

Vice-Chair Lesak inquired about several sites, including adjacent parcels to the Ostrich Farm site (not included in the presentation, but comprising properties that are underutilized, would not block views, and are in a good location); the Meridian site (located in the Mission West Historic District and expressed caution against proposing height increases in an area that might overwhelm historic resources); and requested further clarification of the Ralphs site.

Consultant Tescher addressed Vice-Chair Lesak's queries and explained that the Ostrich Farm site was chosen because it is currently vacant; outreach to the property owners of the adjacent parcels would be needed in order to demonstrate strong potential for redevelopment from an existing use to a residential one; and for those sites located within a historic district, they recommended either maintaining existing heights or staying within minimum height limits.

Director Hankamer concurred that outreach to property owners is part of the work needed as the site analysis continued.

Public Comment:

Staff played a voicemail from Robert Joyner, a resident on Glendon Way (within the Mission-Meridian Parking District), expressing concerns about the impacts of additional housing in South Pasadena, especially increased traffic and parking demands of future development projects. In particular, he conveyed apprehension about the number of resident parking permits that would be issued to future residents. He requested that the City perform a traffic engineering and mitigation study specifically to address the Farmers Market traffic impact on Glendon Way.

Staff received five (5) written comments by four (4) individuals which were included in the agenda packet.

Questions for Staff:

Commissioner Dahl requested clarification on how much time the California Department of Housing and Community Development (HCD) would allow cities without sufficient inventory to make zone changes in order to meet the Regional Housing Needs Allocation (RHNA). Consultant Tescher reported that HCD allows three (3) years to make those changes. However, a current State bill on the table would reduce that timeframe to one (1) year. Commissioner Dahl asked how this related to the height increase initiative. Director Hankamer explained that the height increase should be voted on prior to submitting the Housing Element. Additionally, HCD is assessing for feasibility and, therefore, it would be difficult to rely on development standards that are not yet adopted.

Commissioner Tom asked about the Ostrich Farm site and the method of determining the number of potential units. Consultant Tescher explained the process and what HCD is looking for.

Commissioner Tom also asked about ADU projections and the reasonableness of the estimated numbers. Consultant Jennifer Gastelum explained that HCD wanted to see alternative approaches for meeting RHNA numbers such as ADUs, although the number contemplated is aggressive.

Commissioner Tom added how important it was to have this discussion on housing for the residents and the City to address the housing needs and recommended that a presentation of the modeling should include a summary of the size of the vacant sites in the presentation.

Commissioner Padilla commented that generally the site locations were pretty smart. She remarked that traffic and parking can change the outlook for some of the growth in these areas. She also noted that the proposal was not to change the height across the whole City, selecting very specific areas.

Chair Braun agreed that parking and traffic should be a part of any analyses of these sites. She asked about the State density bonus which would allow a developer to take exception and build higher than the allowed building height limit on a project.

Director Hankamer clarified the State law which allows for a density bonus and noted that over the next two months the next modeling and analyses will include information regarding possible application of the density bonus and what-ifs for proposed sites.

Chair Braun also asked for a clarification of the RHNA numbers and how they were determined by HCD. Consultant Gastelum explained that the RHNA number is based on projections of the population and the new developments coming into the City over the next eight (8) years, and is independent of a city's past number. She further explained that it is the number whereby the State anticipates the amount of growth in your community and your identification of the sites to accommodate the units necessary to house the influx of new residents. She also explained that there are three categories for meeting RHNA considerations – the land, approved projects and actual units built.

Chair Braun asked about public outreach meetings. Director Hankamer responded that nothing was currently scheduled, but staff was considering mid-September and would let the community know with plenty of notice of how and when to participate.

Staff Presentation (continued):

Manager Lin introduced the next part of the PowerPoint Presentation - *2021 Housing Element Update: Inclusionary Housing and Accessory Dwelling Unit Policies*.

Questions for Staff:

The Commissioners and staff engaged in a robust discussion encompassing several complex issues, including: the number of affordable units as opposed to the number of housing units and whether unit conversion was still under consideration; increasing the percentage of affordable housing units to reach the numbers needed on developments of five (5) or more units and recommendation of an economic study or economic input on what would be viable; the impact of an increase in the percentage calculation and the triggering of the State density bonus law; support for an Inclusionary Housing Ordinance and rejection of an in-lieu fee; parking considerations; micro units and small housing units; and the establishment of covenants onto properties.

The Commissioners expressed the need for further analysis before being able to give additional direction to staff and continue to have some modicum of local control.

Staff Presentation (continued):

Manager Lin continued the PowerPoint Presentation - *2021 Housing Element Update: Inclusionary Housing and Accessory Dwelling Unit Policies* for the ADU part of the presentation.

Questions for Staff:

The Commissioners conducted an in-depth, robust discussion regarding several ADU issues, including: Junior ADUs; the emergency ordinance allowances for ADUs on multi-family properties; ADUs within the Mission Specific Plan; ADUs over detached garages; flexibility on setbacks; the two bedroom maximum; the requirement for the entrance not being visible from the right-of-way; having a separate utility service; parking issues and the changes in the parking requirements with garage conversions; prohibition on short-term rentals and how many of these issues are interrelated and have impacts on one another.

Director Hankamer added that you cannot require someone to rent an ADU out.

Manager Lin highlighted the next steps, including: staff will be modeling the selected sites discussed tonight for size heights, density, setbacks and step-backs around the end of August, beginning of September; community meetings providing an update on the Housing Element and obtaining public input on the Inclusionary Housing and ADU Ordinances will be held in mid-September; and draft ordinances will be presented to the Planning Commission in October, which the staff will then present to the City Council in November.

Chair Braun thanked everyone for their input.

ADMINISTRATION

4. Comments from City Council Liaison:

Mayor Pro Tem Mahmud provided background information regarding HCD's assignment of 1.3 million housing units within the SCAG region and the considerations of how those units were allocated.

She explained why she thought a potential appeal to SCAG of the RHNA numbers would fail. She provided examples of the RHNA numbers and percentages of surrounding cities that are even larger than South Pasadena's.

She reported on the suite of housing bills currently before the legislature and the changes to how they are being processed.

With regard to ADUs, she would like more specific information from the consultants and staff on what constitutes an aggressive ADU program. Regarding utilities and the issue of separate meters for utilities, she reminded the Commission that South Pasadena is one of the few publicly-owned retail water providers that has a low-income program (which requires its own meter). In addition, there is a low-income program for electricity through Clean Power Alliance and Southern California Edison.

She commended the Commission on their decision to recommend to City Council that there was not sufficient information to present the height limit initiative to the voters. She expressed her sincere gratitude for such strong and independent thinkers acting in the best interests of the City.

Chair Braun thanked Mayor Pro Tem Mahmud for all her hard work.

5. Comments from Planning Commissioners:

Vice-Chair Lesak thanked the staff and the consultants for setting up a good, robust discussion tonight. He encouraged everyone to fill out their census forms because many decisions rely on data from the census.

Commissioner Dahl thanked the staff for their deliberations on the Moffat Street project. She appreciated their work to get the neighbors and the Applicant to talk to each other and to have engineers look at things that weren't initially presented. She really appreciated it.

Commissioner Tom echoed his thanks to the staff and consultants on both Moffat and on the discussion of the Housing Element.

Commissioner Padilla thanked everybody – staff, fellow Commissioners, public commenters especially. She is really looking forward to the community input that will come from the community workshops on all of tonight's topics.

Chair Braun echoed all the same.

6. Comments from Staff:

Director Hankamer shared that this Commission has really been a great commission to be able to present some really difficult material to and the staff appreciated all of the input.

ADJOURNMENT

Chair Braun adjourned the Planning Commission meeting at 9:36 pm to the next regularly scheduled Planning Commission meeting on September 8, 2020 at 6:30 pm.

Janet Braun, Chair



**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

Amitabh Barthakur, Secretary



**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 setbacks – ‘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 27th 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 20th, 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

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Planning Commission Agenda Report

ITEM NO. 9

DATE: June 13, 2023

TO: Planning Commission

FROM: Angelica Frausto-Lupo, Community Development Director

PREPARED BY: Matt Chang, Planning Manager

SUBJECT: Draft Objective Development Standards (Multi-family Developments)

Recommendation

1. Receive a presentation from AECOM (City consultant) regarding the Draft Objective Development Standards (Multi-family Developments).
2. Receive comments from the general public regarding the Draft.
3. Provide comments to the City consultant.

Background

The City of South Pasadena is participating in a project funded by the Southern California Association of Governments (SCAG) through the Regional Early Action Planning (REAP) Program. State grant funding is channeled through SCAG to support smaller jurisdictions to adjust their permitting processes and meet the challenge of complying with new State Housing laws that require more ministerial approvals, shorter review times, fewer hearings, and development standards that are clear and objective. SCAG has “bundled” this project with other cities seeking similar services from the REAP grant, and South Pasadena is in a cohort with Montebello, Santa Fe Springs, and Santa Monica.

The Objective Development Standards (ODS) Bundle Project will document the City’s current planning process, assess the City’s needs, and make recommendations to improve the way that multi-unit and mixed-use projects are reviewed and processed.

The project includes an analysis of existing policy documents, development standards and regulations, and permit procedures. The project will also identify opportunities to streamline the permitting process and to simplify and consolidate permit application forms, as well as propose amendments to existing or new development standards. The objective development standards and process streamlining improvements will play an important role in implementing the City’s General Plan, Housing Element, and the Downtown Specific Plan.

The project started in the spring of 2022 and City staff along with the project consultant went before the Planning Commission and the Design Review Board meetings in 2022 to receive comments prior to drafting standards. The Draft is posted on the City's webpage. An email has been sent to interested community members to visit City's webpage to review the Draft and to attend tonight's meeting to provide comments. The standards for mixed-use developments is still being prepared and will be presented at a future meeting date to be determined.

The Community Development Department has launched a project web page, which can be found [here](#).

Attachment:

1. Draft Objective Development Standards (Multi-family Developments)

Objective Development Standards Toolkit

Prepared for the City of South Pasadena
June 2023

DRAFT



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I. Introduction

Background

California must plan for more than 2.5 million homes in the next eight-year planning cycle (2021-2029), including 2,067 in South Pasadena. This need for additional dwelling units due to the statewide housing shortage has led to the passage of laws such as Senate Bill 35 (Streamlining Approvals), Senate Bill 167 (Removing Barriers), and Senate Bill 330 (Expediting Residential Development), to produce more housing to meet the growing needs of Californians during the ongoing housing crisis. Cities must ensure they are complying with all aspects of State law and not hindering the development of housing, so these new laws have prompted cities across California to review residential development and design standards to make them simpler to understand and easier to implement, resulting in faster permitting timelines to encourage housing production.

Each city has zoning regulations that establish the rules for all development (including residential, commercial, industrial, and other uses), in the form of development standards. These include building height, the number of units allowed per parcel, the distance between buildings and adjacent properties, the amount of open space needed on a site, parking requirements, building design standards, and more. Standards that influence the design of a structure or open space are also typical, including articulation/modulation, roof line variation, transparency, lighting, and parking screening.

To align with the State's needs and goals for housing production, cities and counties are updating and adding to existing regulations and guidelines to create standards that can be "objectively" reviewed by City staff. Objective standards use measurable requirements, simple tables and diagrams, and require no personal or subjective judgment to determine if the standards have been met. This allows for a straightforward administrative process that reduces timelines, adds certainty, and achieves reasonable design goals.

Project Grant Funding

The City of South Pasadena ("City") is part of a project funded by the Southern California Association of Governments (SCAG) through the State's Regional Early Action Planning (REAP) Grant Program to document, assess, and modernize multi-unit and mixed-use objective standards and permitting. This project is serving the cities of Montebello, Santa Fe Springs, Santa Monica, and South Pasadena. It will help support a greater understanding of the role of objective standards in increasing housing production in Los Angeles County and throughout California.

SCAG's Regional Council approved the 2020 Sustainable Communities Program (SCP) Housing and Sustainable Development (HSD) Call for Applications in November 2020. The goal of the SCP is to implement the policies and programs of Connect SoCal, the 2020 Regional Transportation Plan and Sustainable Communities Strategy (RTP/SCS). With the 2019-2020 Budget Act, \$250 million was budgeted to prioritize planning initiatives that would increase housing production to meet the needs of every community throughout the state. The California Department of Housing and Community Development (HCD) received \$125 million of this funding to establish REAP Grant Program. REAP provides one-time grants to regional entities for planning activities that facilitate compliance in implementing the sixth cycle of the Regional Housing Needs Allocation (RHNA). This includes efforts to accelerate housing production – such as the development of objective standards.

Toolkit Objectives

The purpose of this toolkit is to develop a menu of objective standards for a selection of mixed-use and multi-unit zones for the City to consider incorporating into its Zoning Code. This document is intended to be reviewed and distributed by city planning staff, and codified into the Zoning Code as appropriate.

The standards are designed to:

- Translate existing applicable Zoning Code regulations and design guidelines into clear, objective standards in plain language, supplemented with discrete explanatory graphics, making the standards easy to understand and simple to implement in compliance with Senate Bill 35
- Integrate with the maximum density allowed consistent with Senate Bill 330
- Adapt to market fluctuations, trends, and shifting demand
- Focus on zones that apply to the highest volume potential development type, locations of greatest concern, or standards that are most challenging locally
- Inform building form and site planning

The toolkit is designed to:

- Make it easier for applicants to understand the regulations
- Be the basis for the development of standards for multi-unit/mixed use projects that support the level of design the City expects, confirming compliance through an administrative process
- Create greater certainty in the review process and streamline project approvals
- Encourage housing production so the City can meet its state-mandated Regional Housing Needs Allocation (RHNA) goals
- Comply with SB35, which requires qualifying projects to be reviewed against objective standards¹

Two sets of standards were developed to be shared across each of the four cities served by the project for Mixed-Use and Multi-Family (Medium-Density) Residential zone prototypes. The standards developed for the two highest priority zones have been tested on prototypical sites to ensure the standards enable intended development, allow for maximum density, and provide the appropriate level of regulation. For the most part, standards are designed to scale to different density and height limits, so the same or similar standards can be used across zoning districts regardless of development intensity. This is an effort to simplify the code and ease understanding for the benefit of applicants, staff, and the public.

As this is a toolkit of recommendations, standards selected by the City to propose for inclusion in the Zoning Code may need further refinement from City staff to customize based on the City's unique requirements and approaches, including different measurement definitions and contextual considerations. As such, the City may need to further refine the standards before recommending for adoption into the City's Zoning Code.

¹ Senate Bill 9 also requires use of objective standards for related project reviews in single-family zones; separate from this SCAG project focused on multi-unit/mixed-use zones.

Informing the Toolkit

The project included a high-level technical analysis of existing policy documents, development standards and regulations, design guidelines, permit procedures, and recently approved projects and submitted applications under review to understand:

- How the City currently processes applications and how long the process typically takes; and
- How standards are being interpreted and applied during the permitting and entitlement process.

This analysis included a review of the General Plan Land Use and Housing elements and associated policies, the City's Zoning Code and specific plans, as well as a handful of representative housing development projects. It resulted in initial findings and recommendations to inform the standards developed for the toolkit and other related actions for City consideration.

Public Engagement

The City undertook an engagement process to provide information to community members about the objective development standards and streamlined permitting project, and gather input to inform the creation of the recommended standards in the toolkit. The following outreach events were held to engage the public, stakeholders, and decision-makers in ways that result in meaningful participation.

- **Planning Commission Study Session:** This event was held on July 12, 2022, to inform the City's decision-makers at the Planning Commission about the project and relevant State laws to collaborate on locally appropriate solutions to increase capacity potential and accelerate housing production.
- **Public Workshops:** Two community workshops focused on building an understanding of objective standards and providing the public with an opportunity to give feedback on draft materials. The first workshop was held at the Design Review Board meeting on September 1, 2022. The second workshop will be held at the Planning Commission meeting on June 13, 2023.
- **Final Project Presentation:** The final presentations will provide background, analysis, and a summary of the proposed objective standards and other project deliverables.

How to Use the Toolkit

The guide below explains how the sections and sub-sections in this document are intended to be used:

Zone type → **I. Mixed-Use Standards**

Standard category → **Form & Scale**

Standard Sub-category → **Setbacks**

Summary of the context and rationale behind the proposed standards in this category → **Considerations**

- Street setback standards help contribute to an area's urban form by establishing either a traditional, pedestrian character in which buildings are placed directly adjacent to the street, or alternatively, by establishing a more auto-oriented character where buildings are placed towards the rear of the parcel, typically with parking in front.
- While setback minimums are common, they do not prevent an auto-oriented urban form from developing because there is no standard to prevent buildings from being placed away from the street. Where a more pedestrian character is desired, setback maximums can be used to ensure building placement within a specific setback range for a portion of the parcel frontage.
- Setback ranges can be implemented by adopting a setback range map that defines a specific range (e.g. 0-3 feet) to different corridors, sometimes in a block-by-block fashion. These ranges include a minimum setback applicable to all parts of a building and a maximum setback applicable to a percentage of the building façade (e.g. 70%, as used below).

Statement of intent relevant to the standards to follow, often incorporated into zoning codes to provide context and understanding for users and decision makers → **Intent**

Standard → **Standards**

Supporting Illustration →

Intent

To provide a consistent street edge that defines the pedestrian environment, enhances the character of the public right-of-way, and creates a sense of place.

Standards

Street setbacks: Buildings shall be located within 5 feet of the minimum setback for at least 70 percent of the building frontage along the primary right-of-way and 50 percent along any secondary right-of-way, excluding alleys.

This report was funded by SCAG through the Regional Early Action Planning (REAP) grant program.

II. Multi-Family Standards

Form & Scale

Setbacks

Considerations

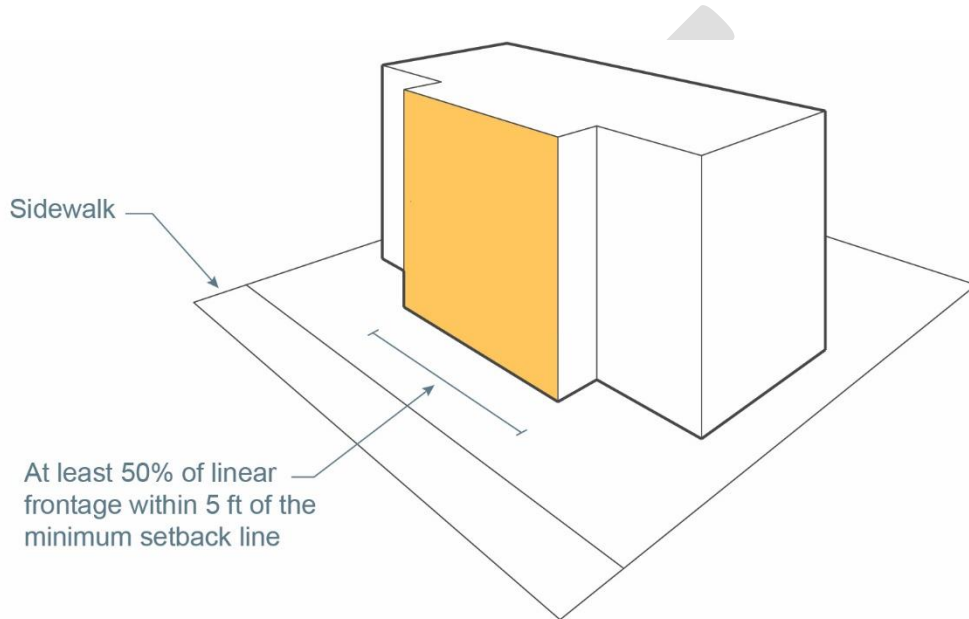
- Street setback standards help contribute to an area's urban form by establishing either a traditional, pedestrian character in which buildings are placed directly adjacent to the street; or alternatively, by establishing a more auto-oriented character where buildings are placed towards the rear of the parcel, typically with parking in front.
- Low to medium-density residential developments typically have larger setbacks than higher-intensity uses in order to give residents privacy and separation from the public realm. At least 5 to 10 feet is recommended.
- Buildings with consistent setbacks create a comfortable rhythm along the street and contribute to the walkability of the neighborhood.
- The flexibility provided by requiring only a percentage of the parcel frontage to be placed within the range is important for the accommodation of open space areas, driveways, and/or limited parking on the sides of buildings where desired.
- An alternative to using a setback range map, shown in the sample standard below, is to require a percentage (e.g. 70%) of the building's frontage to be within 5 ft of the minimum setback. This is a simple yet effective way to achieve a similar outcome when a 5-foot setback range is desired.
- Landscaping within the setback area provides an opportunity to contribute to the street's character, enhance a street's appeal and ensure privacy for residents when desired.

Intent

To provide a consistent street edge that defines the pedestrian environment, enhances the character of the public right-of-way, and creates a sense of place.

Standards

Setbacks: Buildings shall be set back a minimum of 5 feet from the property line. A minimum of 50 percent of ground-floor building frontage shall be placed at or within 5 feet of the front setback.



Corner buildings: On corner lots, buildings must be placed at or within 5 feet of the setback line for a minimum of 25 feet along the front and street side setback lines.

Landscaping: Setbacks shall be landscaped with the exception of driveways and pedestrian paths.

Stepbacks

Considerations

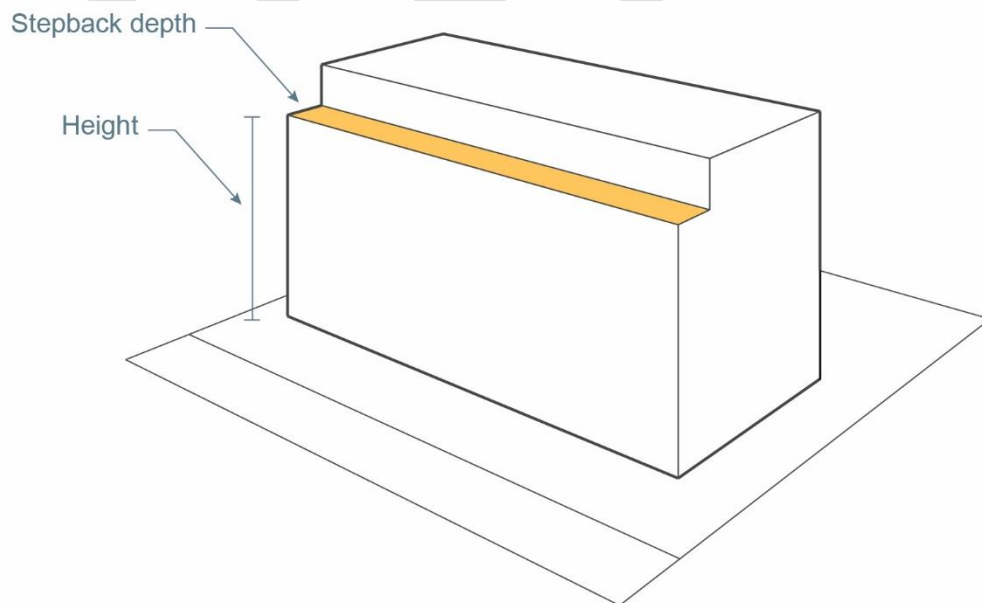
- Street stepbacks are used where there may be sensitivity to massing along the street frontage and/or where new development is permitted to be significantly higher than existing development and height transitions are desired.
- Portions of a building that are set back from the street frontage are generally more hidden from view and can give the appearance of a shorter building to those on the street.
- Interior stepbacks are used to step down building massing to less intensive uses (e.g. where mixed-use meets single-family residential).

Intent

To encourage building scales that are responsive to the surrounding context, including opportunities to reinforce the built character along streets and transition to lower-density surroundings.

Standards

Street Stepbacks: On street-facing façades, portions of a building above the third story shall be stepped back a minimum of 5 feet, measured from the building façade.



Interior Stepbacks: On façades abutting RE, RS, or AM zoning districts, portions of a building above the second story shall be stepped back a minimum of 5 feet, measured from the building façade.

Modulation

Considerations

- Building modulation/articulation standards help to avoid monotonous and flat façades by requiring portions of a building façade to be stepped back from the street.
- There are several potential approaches to modulation standards, some that are more prescriptive than others in dictating building form. The menu of standards options included below emphasize flexible approaches to modulation that are not specific to a particular architectural style and that allow for creativity in design.
- Note that the two example façade modulation standards included below should not be used together, as they represent two slightly different approaches to encouraging modulation.
- When modulation, length, and corner treatment standards are used together, it is important to understand how they relate to each other in specific areas with unique parcel sizes and development typologies so that unintended consequences are avoided.
- Façade lengths, areas, and depth requirements may be modified to better fit the individual style or objectives of the city.

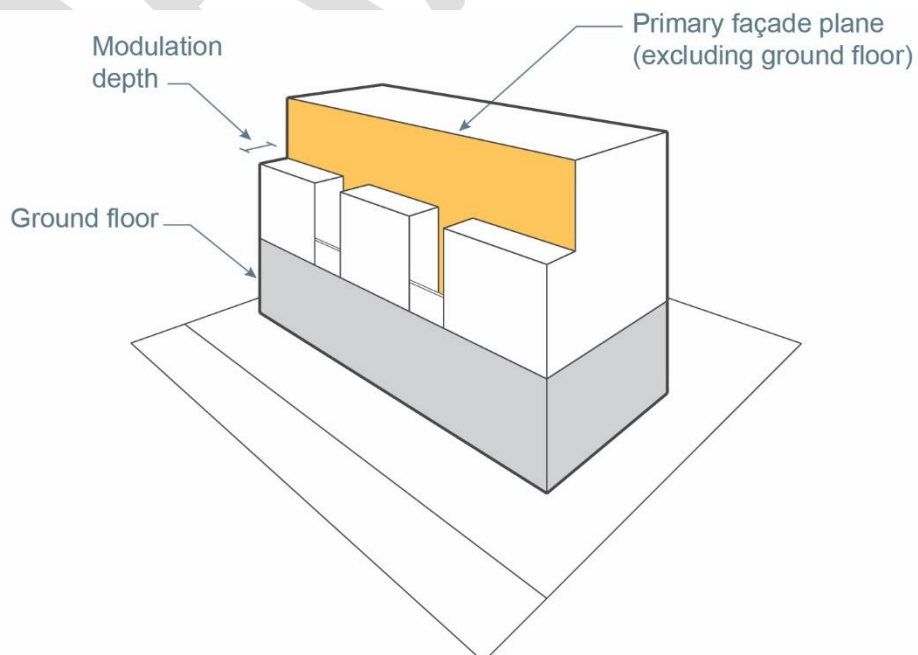
Intent

To design buildings with sensible forms and a unified architectural vision, creating visual patterns and rhythms in the façade while mitigating the monolithic appearance of larger buildings and avoiding flat or featureless design.

Standards

Façade area: Street-facing façades of 50 feet or longer shall modulate a minimum of 25 percent of the area above the ground floor between 2 and 12 feet in depth from the primary façade plane, defined as the vertical plane with the greatest surface area above the ground floor.

Modulation shall be a minimum depth of 2 feet, may be recessed or projected (but not into the public right-of-way), and is not required to be continuous or open to the sky.



Building length: Buildings shall be no longer than 6 units or 150 feet in length, whichever is less, with a minimum separation of 10 feet between buildings.

Façade modulation. Street-facing façades over 2 stories in height shall incorporate two of the following:

- a) A sloped roof with a pitch greater than 3/12.
- b) A flat roof with a minimum 2-foot vertical height difference for a minimum of 10 feet in length and depth.
- c) A top-level stepback of at least 2 feet for a minimum of 25 percent of the length of the façade.
- d) An open deck at least 5 feet in depth and 8 feet in width.

Façade break. Façade planes facing RE, RS, or AM zoning districts shall not exceed 45 feet in width without a façade break of at least 5 feet deep and 10 feet wide.

Roofline variation. Street-facing façade planes over 45 feet in length shall incorporate a variation of roof form, shape, type, or height of at least 5 feet.

Frontages

Ground Floor

Considerations

- Standards are designed for individual residential unit entries – townhome development being the most likely product below 25 dwelling units per acre.
- Activation of the street through high-quality design is especially important at lower densities since there are fewer people/businesses to make the street active.
- Entrances oriented toward the street and direct pathways help maintain connection to the public realm, while setbacks and an elevation change of at least a few steps can help physically separate them from passers-by.
- Walls, fences, and hardscape over 30 inches in height adjacent to the sidewalk can constrain the public realm, so it's recommended to set those back from the sidewalk and provide a landscaped buffer.

Intent

To promote an active, accessible, and comfortable pedestrian environment that enhances the public realm at a human scale, promotes a sense of openness, and enables flexible uses over time.

Standards

Entrances: Residential units located adjacent to a street shall have a primary entrance facing the street.

Entrances shall have a minimum 3-foot covered landing area at the same grade as the interior floor.

Entrances shall incorporate at least three of the following:

- a) Recession at least 2 feet from the building façade;
- b) Overhead projection of at least 2 feet in depth (e.g. porch roof);
- c) A sidelight window, adjacent window, or door with a window;
- d) At least one stair, up or down, from the pedestrian pathway;
- e) Paving material, texture, or pattern differentiated from the pedestrian pathway.

Elevation: Buildings shall have a finished floor between two and four feet above the nearest sidewalk elevation. On sloping sites, up to 25 percent of units may have finished floors up to 6 feet above the nearest sidewalk.

Paths: Pedestrian pathways to all primary entrances and common areas shall have a minimum width of 3 feet, including to lobbies, open space, parking, and refuse collection areas.

Where located parallel to a driveway, a change of material or pattern shall distinguish pedestrian pathways from vehicular travel lanes.

Walls and fences: Freestanding walls, fences, and raised planters taller than 30 inches shall be set back a minimum of 18 inches from the property line, separated by planted area.

Stoops and patios: The side of a patio or stoop (when parallel to a sidewalk) taller than 30 inches shall be set back a minimum of 18 inches from the property line, separated by planted area.

Façades

Considerations

- Architectural elements can be difficult to standardize – especially when they must account for different architectural styles – and the standards here are meant to be flexible to allow architects creative license for various kinds of façade detailing.
- Transparency is important – though residential units require less than commercial uses. Solar heat gain in the summer can also be a reason to limit the transparency required, though that can be partially mitigated by appropriate shading.
- Allowing balconies to project a certain amount from the building façade – but only counting them towards the Open Space requirements with a larger dimension (see following section) – means they will need to be inset, adding another level of plane variation to the building façade.
- Lighting is important for safety in large projects, but is also a common complaint among neighbors of new development. These standards are designed to reduce or eliminate light trespass.
- General material standards are provided to prevent incongruent building façades with excessive changes in materials. The City may opt to include specific materials and/or colors standards based on the existing character of the street.

Intent

To address the incorporation of architectural elements and features for attractive articulation, creating well-designed and coherent building façades with sufficient detail, relief and/or variation.

Standards

Composition: Street-facing façades shall include at least three of the following, consistent with the architectural style:

- a) Pattern of modulation or fenestration;
- b) Datum lines along the length of the building (e.g. cornice) at least 4 inches in depth;
- c) Repeated projections (e.g. architectural detail, shading) at least 4 inches in depth;
- d) Balconies over 20 percent of the elevation;
- e) Screening (e.g. lattices, louvers);
- f) Individual exterior material not to exceed eight inches in a visible dimension (e.g. brick).

Transparency: Street-facing façades shall incorporate glazing for at least 25 percent of the façade.

Side-loaded townhomes shall incorporate glazing for at least 30 percent of the front-facing façade.

Windows: Windows shall be recessed at least 2 inches from the face of the façade; flush windows may be permitted per review authority approval.

Mirrored, tinted or highly reflective glazing is prohibited.

Vinyl windows are prohibited.

Materials: A minimum of two materials shall be used on any building façade, in addition to glazing, railings, and trim, and shall correspond to variations in building plane.

A primary material shall cover at least 40 percent of any building façade, excluding windows.

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No more than four colors shall be applied to the building façade (one primary color and up to three trim colors), excluding art (e.g. a mural).

Balconies: Balconies shall project a maximum of 4 feet from the building façade, and shall not be located within 6 feet of any interior property line.

Side-loaded townhomes shall incorporate at least one front-facing balcony.

Lighting: All structures, entrances, parking areas, common open spaces, and pedestrian pathways shall be lit from dusk to dawn.

Lighting shall be located to illuminate only the intended area, and a minimum of 90 percent of lighting shall be directed downward.

Lighting shall not extend beyond an interior property line, and light sources shall not be visible from adjacent properties.

Screening: Rooftop equipment, excluding solar photovoltaic, shall be screened from public view.

Fences and walls: Barbed wire, chain-link, and razor wire are prohibited.

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Open Space

Considerations

- Minimum area recommendations are based on the size of the project.
- Some cities have moved from a per unit requirement to one based on gross floor area (Los Angeles) or per bedroom (Pasadena) in order to better correlate the amount of open space to the size of the building and the expected number of residents.
- Basing the residential open space requirement on gross floor area is the simplest calculation for staff, yet the amount of floor area can change throughout the design process, making it harder for developers who don't provide beyond the minimum.

Intent

To provide a variety of open spaces that contribute enhanced livability by providing residents access to light and air, and tie open space requirements to the size of buildings and number of residents.

Standards

Minimum Area

Minimum Open Space shall comply with the applicable design standards depending on type of open space. Areas used for parking, loading, or storage shall not be counted towards minimum Open Space.

Based on Gross Floor Area:

- **Residential Open Space:** Projects with a residential component shall provide a minimum of 15 percent of the residential GFA as Private Open Space and 5 percent of the residential GFA as Common Open Space.

Private Open Space

Access: Private Open Space shall abut and have direct access to the associated tenant space.

Dimensions: Private Open Space shall have a minimum area of 40 square feet and a minimum dimension of 5 feet in each direction, with a vertical clearance of at least 8 feet.

Distribution: Private Open Space shall be outdoors and may be located within a required setback.

Common Open Space

Access: Common Open Space shall be available to all tenants of the building at no cost.

Types: Common Open Space shall be provided by at least one of the following and designed to comply with the associated standards:

- a) Backyard or courtyard on the ground floor;

Dimensions: Common Open Space shall have a minimum area of 400 square feet and a minimum dimension of 15 feet in each direction.

Distribution: Common Open Space shall be outdoors, and a minimum of 80 percent of Common Open Space shall be open to the sky.

Landscaping: A minimum of 15 percent of Common Open Space shall be planted area with a minimum dimension of 30 inches in length, width, and depth.

Trees: A minimum of one 24-inch box tree per project or for every 500 square feet of Common Open Space, whichever is greater, shall be planted within the Common Open Space. At least 50 percent shall be shade trees.

Hardscape: A maximum of 50 percent of Common Open Space may be paved in standard concrete, with the remainder using enhanced paving such as brick, natural stone, unit concrete pavers, textured/colored concrete, or similar.

Water features: A maximum of 10 percent of Common Open Space shall be decorative water features, such as fountains or reflecting pools.

- b) Roof deck, terrace, or similar on upper floors;

Dimensions: Common Open Space shall have a minimum area of 400 square feet and a minimum dimension of 15 feet in each direction.

Distribution: Common Open Space shall be outdoors, and a minimum of 80 percent of Common Open Space shall be open to the sky.

Landscaping: A minimum of 15 percent of Common Open Space shall be planted area with a minimum dimension of 30 inches in length, width, and depth.

Hardscape: A maximum of 50 percent of Common Open Space may be paved in standard concrete, with the remainder using enhanced paving such as brick, natural stone, unit concrete pavers, textured/colored concrete, or similar.

Water features: A maximum of 10 percent of Common Open Space shall be decorative water features, such as fountains or reflecting pools.

- c) Multi-use driveway.

Permeable pavers. The entire surface of the driveway shall be comprised of permeable pavers.

Landscaped buffer. The driveway shall be lined by a minimum 2-foot wide planted area, except at garage entries and pedestrian pathways. If the landscaped buffer is adjacent to a wall, it shall include shrubs or vines of at least 24 inches in height.

Parking

Considerations

- According to recent state law, no parking is required for housing within a half-mile radius of high quality public transit stops. Regardless, it is expected that most new projects will include at least some parking.
- Curb cuts can create conflict between vehicles and pedestrians, as well as vehicles and other vehicles. In general, corridors should maintain building frontages while vehicular access is located on side streets.

Intent

To reduce the visual impacts of parking and the potential for conflicts between vehicles and pedestrians on the sidewalk.

Standards

Vehicle Access

Driveways: A maximum of one two-way driveway shall be permitted on sites with less than 200 feet of primary street frontage. A maximum of two two-lane driveways shall be permitted on sites with 200 feet or more of primary street frontage.

At least one driveway shall be located on a secondary street or alley, where available.

Driveways and associated curb-cuts shall have a maximum width of 25 feet.

The minimum distance between driveways on the same lot shall be 50 feet.

Controlled entrances to parking (e.g. gates) shall be located at least 20 feet from the property line to allow for a queueing vehicle.

Surface Parking

Setbacks: Parking shall be set back a minimum of 30 feet from the primary frontage, 10 feet from any secondary frontage, and 5 feet from any adjacent Residential zoning district.

Parking shall be buffered by permitted non-parking uses or a landscaped setback adjacent to the property line, except for vehicle/pedestrian access.

Landscaped setbacks shall include hedges or shrubs with a minimum height of 3 feet at the time of planting that form a continuous visual screen to block vehicle headlights.

Landscaping: A minimum of 5 percent of the parking area shall be landscaped and permeable, in addition to any landscaped setbacks. This area shall be distributed throughout the parking area.

Trees: A minimum of one shade tree for every 4 vehicle parking spaces shall be planted and evenly distributed throughout the parking area.

Structured Parking

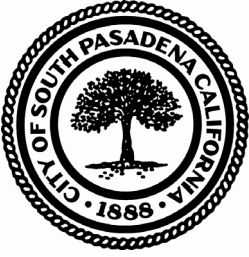
Setbacks: Structured parking (including underground) shall be set back a minimum of 5 feet from any adjacent Residential zoning district.

Above ground parking shall be buffered by permitted non-parking uses with a minimum depth of 35 feet adjacent to the street property line, except for vehicle/pedestrian access.

Semi-subterranean parking shall not extend beyond the building façade, and may not project higher than four feet above sidewalk elevation.

Parking areas with controlled entrances, including access gates, shall accommodate at minimum the length of one vehicle without queuing into the public right-of-way.

DRAFT



Planning Commission Agenda Report

ITEM NO 10

DATE: June 13, 2023
TO: Planning Commission
FROM: Angelica Frausto-Lupo, Community Development Director
PREPARED BY: Matt Chang, Planning Manager
SUBJECT: 2023 Annual Commission Report

Recommendation

It is recommended that the Planning Commission discuss and approve 2023 Annual Commission Report.

Discussion

The City Clerk's Office recently provided information to all city commissions regarding the upcoming Annual Commissioner Congress scheduled for Wednesday, June 28, 2023. The Commissioner Congress provides an opportunity for City Council to receive a year-end report from each commission on the accomplishments of the previous year and a workplan for the upcoming fiscal year.

A draft 2023 Annual Commission Report for the Planning Commission is provided as **Attachment 1**.

The purpose of this item is for the Commission to discuss and finalize the Annual Commission Report to be presented at the Annual Commissioner Congress.

Attachment

1. Draft 2023 Annual Commission Report

ATTACHMENT 1

Draft 2023 Annual Commission Report



2023 ANNUAL COMMISSION REPORT

City of South Pasadena

(DRAFT)

Planning Commission



A Message from the Commission Chair

A brief message from the Chair person should be included.

Sincerely,

Laura Dahl
Planning Commission Chair

Purpose Statement

The Planning Commission is the consulting and advisory board to the City Council. The Planning Commission makes investigations and recommendations in an advisory capacity, either upon its own initiative or upon the request of the City Council, of matters pertaining to a civic center, subdivisions, zoning, parks and boulevards, beautification of the city and in general such other subjects as have to do with the orderly and consistent physical development of the city.

Planning Commission

Laura Dahl	Commission Chair
Lisa Padilla	Commission Vice-Chair
Amitabh Barthakur	Commission Secretary
John Lesak	Commissioner
Arnold Swanborn	Commissioner
Jon Primuth Mayor	City Council Liaison
Matt Chang Planning Manager	Staff Liaison

Planning Commission meetings are held every 2nd Tuesday of the month at 6:30 p.m. Meetings are held at 1424 Mission Street, South Pasadena, CA 91030.

Accomplishments

1. The Planning Commission worked diligently on reviewing and commenting on the City's 6th Cycle Draft Housing Element. Several regular and special meetings were conducted to review the draft document. The Commission recommended an approval to the City Council. At its special meeting on May 30th, the City Council adopted the 6th Cycle Housing Element.
2. The Commission considered and approved 12 applications, including a mixed-use development at 1020 El Centro St. (former School District Building), commercial projects, and single-family projects. In 2022, 95 Accessory Dwelling Unit (ADU) applications were submitted and 59 were approved.
3. The Commission reviewed and considered several policy proposals. The Commission reviewed and recommended adoption of a Zoning Text Amendment to update the South Pasadena Municipal Code to be consistent with State laws. The amendment items included emergency shelters, transitional housing, low-barrier navigation centers, updating development standards for multi-family zone properties and updating parking requirements in compliance with State laws. In addition, the Commission advised and commented on the Draft Local Hazard Mitigation Plan, the existing Inclusionary Housing Ordinance and the proposed Objective Development Standards for multi-family and mixed-use projects.

ANNUAL WORKPLAN FY 2023-2024

(Planning Commission)



Fiscal Year 2023-2024 Work Plan

1. Review and provide input to the draft General Plan update and the proposed Downtown Specific Plan to ensure the documents meet the long-range goals of the community. Make a recommendation to City Council of the said documents.
2. Implement applicable programs identified in the Adopted Housing Element including re-zoning properties and updating the existing Inclusionary Housing Ordinance. Review the latest State laws and update city's Zoning Code accordingly.
3. Review and provide comments on the Draft Objective Development Standards for multi-family and mixed-use projects.