



**CITY OF SOUTH PASADENA  
PLANNING COMMISSION**

**AGENDA  
REGULAR MEETING  
TUESDAY, JANUARY 9, 2024 AT 6:30 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:** Councilmember 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](mailto: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 September 14, 2021**
- 3. **Minutes from the Regular Meeting of October 12, 2021**
- 4. **Minutes from the Regular Meeting of November 9, 2021**
- 5. **Minutes from the Special Meeting of November 15, 2021**
- 6. **Minutes from the Regular Meeting of December 14, 2021**
- 7. **Minutes from the Special Meeting of July 26, 2022**
- 8. **Minutes from the Regular Meeting of September 13, 2022**

**PUBLIC HEARING – CONTINUED ITEM**

- 9. **Project No. 2500-HDP/DRX/VAR/PM/TRE** – The proposed project is for a Hillside Development Permit (HDP) and Design Review Permit (DRX) for the construction of a new 3,214-square-foot, two-story, single-family dwelling along with a Parcel Merger (PM) application of the two existing lots within the Southwest Monterey Hills area, located at 4931 Harriman Avenue (APN: 5312-016-016 & 5312-016-017). The project includes two Variance (VAR) requests: 1) for a side yard setback of five feet in lieu of required seven feet and six inches, and 2) for an attached garage in front of the main structure. The project includes a Tree Removal Permit (TRE) for the removal four (4) trees. In accordance with the California Environmental Quality Act (CEQA), this project qualifies for a Categorical Exemption under Section 15303, Class 3 (New Construction or Conversion of Small Structures).

Recommendation:

Staff recommends that the Planning Commission continue this item to the February 13, 2024 Planning Commission meeting.

**PUBLIC HEARING**

**10. PROPOSED ZONING TEXT AMENDMENT** – The Planning Commission will review and make a recommendation to City Council to adopt proposed amendments to South Pasadena Municipal Code (SPMC) Chapter 36 (Zoning) related to increased density by rezoning certain parcels identified in the Housing Element Sites Inventory (Table VI-50 Site 3 and Site 6) to be consistent with the 2021-2029 (6<sup>th</sup> Cycle) Housing Element. The affected parcels are Site 3 (APNs 5311-010-001, 5311-010-002, and 5311-015-035) and Site 6 (APN 5311-012-040) in the Residential Medium Density (RM) zone and to allow up to 30 dwelling units per acre for said parcels. The environmental impacts anticipated were analyzed in accordance with California Environmental Quality Act (CEQA). An Environmental Assessment (EA) was prepared and adopted by City Council on May 30, 2023 and a Program Environmental Impact Report (PEIR) was prepared and adopted by City Council on September 27, 2023.

Recommendation:

Staff recommends that the Planning Commission continue this item to a future meeting date to be determined.

**11. Project No. 2495-NID/DRX/CUP** – A request for a Notice of Intent to Demolish (NID) a 643-square-foot convenience store and a 1,221-square-foot repair garage; a Design Review Permit (DRX) to construct a 1,981-square-foot convenience store with a trash enclosure; and a Conditional Use Permit (CUP) for off-sale beer and wine at 1400 Mission Street (APN: 5315-002-030). In accordance with the California Environmental Quality Act (CEQA), this project qualifies for a Categorical Exemption under Section 15302, Class 2 (Replacement or Reconstruction) and Section 15303, Class 3 (New Construction or Conversion of Small Structures).

Recommendation:

Staff recommends that the Planning Commission adopt a Resolution taking the following actions:

1. Finding the project exempt from California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section 15302, Class 2 – Replacement or Reconstruction and Section 15303, Class 3 – New Construction or Conversion of Small Structures.
2. Approve Project No. 2495-NID/DRX/CUP, subject to the recommended conditions of approval.

**ADMINISTRATION**

- 12. Comments from City Council Liaison
- 13. Comments from Planning Commissioners
- 14. Comments from Staff

**ADJOURNMENT**

- 15. Adjourn to the Regular Planning Commission meeting scheduled for February 13, 2024.

**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](mailto:CityClerk@southpasadenaca.gov) or calling the City Clerk's Division at (626) 403-7230.

**ACCOMMODATIONS**



The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

*I declare under penalty of perjury that I posted this notice of agenda on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City's website as required by law.*

1/4/2024

Date

Robert (Dean) Flores, Senior Planner