



**CITY OF SOUTH PASADENA
Planning Commission
Meeting Minutes
Tuesday, March 12, 2024, 6:30 PM
Amedee O. "Dick" Richards Jr. Council Chambers
1424 Mission Street, South Pasadena, CA 91030**

CALL TO ORDER:

A Regular Meeting of the South Pasadena Planning Commission was called to order by Chair Padilla on Tuesday, March 12, 2024 at 6:31 p.m. The meeting was held at 1424 Mission Street, South Pasadena, California.

ROLL CALL:

Present: Chair: Lisa Padilla
Commissioners: Jason Claypool, Laura Dahl, Mark Gallatin

Absent: Vice-Chair: Amitabh Barthakur

Council Liaison: Mayor Pro Tem: Jack Donovan

City Staff

Present: Stephanie Cao, Assistant City Attorney
Alison Becker, Deputy Community Development Director
Matt Chang, Planning Manager
Dean Flores, Senior Planner
Sandra Robles, Associate Planner
Lillian Estrada, Administrative Secretary

APPROVAL OF AGENDA:

Approved, 4-0.

DISCLOSURE OF SITE VISITS AND EX-PARTE CONTACTS:

Commissioner Dahl and Chair Padilla drove by Agenda Item 5 at 2089 Hanscom Drive.

PUBLIC COMMENT:

1. **Public Comment – General (Non-Agenda Items)**
None.

CONSENT CALENDAR ITEM:

2. Minutes from the Regular Meeting of February 13, 2024

Approved, 4-0, with the suggested corrections and clarifications recommended by Commissioner Gallatin and Commissioner Claypool.

PUBLIC HEARING – CONTINUED ITEM:

- 3. 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 of 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 April 9, 2024 Planning Commission meeting.

Commissioner Discussion:

Commissioner Dahl directed Staff to notify the neighbors and anyone who provided public comments about the project when it was initially presented of the continuance date.

Decision:

Commissioner Gallatin moved, seconded by Commissioner Dahl, to continue this item to the regularly scheduled Planning Commission meeting on April 9, 2024.

Chair Padilla directed Staff to call the Roll:

Commissioner Claypool	Yes
Commissioner Gallatin	Yes
Commissioner Dahl	Yes
Vice-Chair Barthakur	Absent
Chair Padilla	Yes

Motion carried, 4-0.

DISCUSSION

4. Proposed Inclusionary Housing Ordinance In-lieu Fee

Recommendation:

Staff recommends the Planning Commission review the analysis prepared by the City's consultant and recommend that the City Council adopt a fee resolution.

Staff Presentation:

Senior Planner Flores provided a short background of the project and introduced City's consultant Julie Cooper of Economic & Planning Systems, Inc. (EPS) who gave a PowerPoint presentation.

Questions for Staff:

The Commissioners asked several questions, including, but not limited to, clarifications in the April 2022 Planning Commission Staff Report; the number of projects currently subject to the IHO requirement; comparison of the proposed fee to the fee amounts of other cities; the annual review requirement; indexing the in-lieu fee; fee waivers; the growth capital requirement impact fee; the type of account the IHO funds are deposited in; clarification of the findings in the feasibility analysis between rental units vs. for sale units; the choice of prototypes modeled for the report statistics; the assumed land costs; the timeline for the creation of the affordable housing fund; and where the new fees would be channeled.

Public Comments:

Josh Albrektson (via Zoom), resident, spoke about the IHO and the feasibility study conducted by the City's consultant.

Commissioner Discussion:

Planning Manager Chang acknowledged that it has been two (2) years since Staff brought this item before the Commission and said the purpose of this item was for the Staff and Consultant to refresh the Commission on the updated ordinance and the new study prepared by the Consultant. Staff encouraged the Commission to provide comments or suggestions for Staff to incorporate into Staff Report which will be presented in a formal recommendation to the City Council.

The Commissioners expressed support for having an average fee and agreed that an index should be added.

Planning Manager Chang appreciated the Commission's input and will keep the Commission informed of the future City Council date where this item will be considered.

Chair Padilla thanked the public for their comments provided in writing and on Zoom.

PUBLIC HEARING

5. **Project No. 2461 HDP/DRX/VAR** – A request for a Hillside Development Permit (HDP) and Design Review Permit (DRX) for a 234 square-foot first-story addition and a 605 square-foot second-story addition to an existing 1,990 square-foot single-family dwelling located at 2089 Hanscom Drive (APN: 5308-022-010). The project includes a raised deck, a one-car garage, and a carport. The request also includes a Variance (VAR) for a fence, located within the front yard setback, exceeding three (3) feet in height. In accordance with the California Environmental Quality Act (CEQA), this project qualifies for a Categorical Exemption under Section 15301, Class 1 (Existing Facilities).

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 15301 (Class 1).
2. Approve Project No. 2461 HDP/DRX/VAR, subject to the recommended Conditions of Approval.

Staff Presentation:

Associate Planner Robles provided a PowerPoint presentation.

Questions for Staff:

The Commissioners inquired about a proposed ADU referenced in the site plan and Staff Report; the location of the proposed carport; the requirement that part of the site be remediated to its natural state; and information regarding the impact of the project on existing trees. They also inquired about the preliminary grading and drainage plan; a concern for the public right-of-way; the driveway gate.

Applicant's Presentation:

None.

Public Comment:

Walter Quinn, 2111 Hanscom Drive, expressed his concerns about the project.

Applicant's Rebuttal:

Eric Tsang of Eric Tsang Architects addressed questions regarding the window and door schedule; clarified that the existing house is already a two-story house;

the carport; and the intention behind the proposed roof area; the balcony; the driveway gate and questions regarding exterior lighting.

The meeting recessed for 10 minutes.

Commissioner Discussion:

The Commissioners engaged in a robust discussion about several substantive issues. The Commissioners determined that additional information was needed, and recommended this item be continued to a future meeting.

Decision:

Chair Padilla moved, seconded by Commissioner Gallatin, to reopen the Public Hearing and continue this item to the regularly scheduled Planning Commission meeting on May 14, 2024.

Chair Padilla directed Staff to call the Roll:

Commissioner Claypool	Yes
Commissioner Gallatin	Yes
Commissioner Dahl	Yes
Vice-Chair Barthakur	Absent
Chair Padilla	Yes

Motion carried, 4-0.

ADMINISTRATION

6. Comments from City Council Liaison

None.

7. Comments from Planning Commissioners

Commissioner Claypool thanked the Staff for welcoming him to the Commission.

Chair Padilla thanked the Staff, the participants, those providing public comments and the team providing support for running Planning Commission meetings.

8. Comments from Staff

Planning Manager Chang spoke about a letter received from California Department of Housing and Community Development (HCD) regarding the Housing Element and reported that it has been posted on the City's webpage. He also spoke about the Community Development Department assessment survey being circulated to the community, residents, and business owners. He encouraged community members to provide their comments and feedback on the Department. The survey will close on March 15, 2024.

ADJOURNMENT:

9. Adjournment to the Regular Planning Commission meeting scheduled on April 9, 2024 at 6:30 pm:

There being no further matters, Chair Padilla adjourned the meeting at 8:48 p.m.



Lisa Padilla, Chair