
  
**City of South Pasadena**  
**DESIGN REVIEW BOARD**  
**Amedee O. "Dick" Richards, Jr. City Council Chambers**  
**(Mayor's Conference Room)**  
**1424 Mission Street**

**Tuesday, December 18, 2012 7:00 p.m.**

Susan Masterman (Chair), Lawrence Abelson (Vice Chair), James Fenske, Amy Nettleton, and Conrado Lopez  
 Knarik Vizcarra, Staff Liaison

**NON-AGENDA ITEMS**

**REVIEW TYPE**

1. Time reserved for those in the audience who wish to address the Design Review Board. The audience should be aware that the Design Review Board may not discuss details or vote on non-agenda items. Your concerns may be referred to staff or placed on a future agenda.

**Note:** Public input will also be taken during all agenda items.

**CONTINUED ITEMS**

**REVIEW TYPE**

2. None

**NEW ITEMS**

3. **509 Mound Avenue**

**Applicant: Holland Builders LLC**

**Project #:**

**Description:**

The applicant is requesting approval for unpermitted work at the subject property. The work done consists of the following: 1. Reconfiguration of the roof and removal of a chimney at the front of the house to create a porch 2. Addition of columns at the front porch 3. Replacement of wood siding with Hardy board 3. Addition of skylights 4. Replacement of two windows with doors along the north and west elevations of the house 5. Conversion of attic space into a bedroom. Materials used for this project were Hardy Board, vinyl windows, Composition shingle roofing, and Velux skylights.

**DISCUSSION ITEMS**

**REVIEW TYPE**

4. **1325 Oak Hills Place**

A conceptual review for a proposal to demolish an existing single family house and construct a two story house with an attached garage located toward the front of the house. This item is for discussion purposes only; no decision shall be made at this time.

Discuss and Provide  
Comment

5. **Feedback for City Strategic Planning Session**

The Mayor has asked that the Design Review Board provide input for the 2012 Strategic Planning Session, as well as designate one Board member to attend the November 3, 2012 Planning Session as a Board representative.

Discuss, and Provide  
Input, and Designate  
Board  
Representative

**6. Rescheduling of January 1, 2012 Meeting**

The Board will consider rescheduling the first meeting of 2013 as it falls on New Years Day.

Set Date for First Meeting of 2013

**7. Staff Comments**

Comment

**6. Board Member Comments**

Comment

**APPROVAL OF MINUTES**

**RECOMMENDED ACTION**

**7. Minutes of the regular meeting of October 2, 2012**

Approve

**ADJOURNMENT**

**RECOMMENDED ACTION**

**8. Adjourn to the next regular meeting on December 18, 2012 at 7:00 pm**

Adjourn

Project plans and related documents are on file in the Planning & Building Department and available for public review. Any person who has a question concerning the nature of an agenda item may call the Planning & Building Department at (626) 403-7220.

**NOTICE**

**General:** Pursuant to South Pasadena Ordinance No. 2001, the above projects have been scheduled to appear before the South Pasadena Design Review Board. The date, time, and location of the meeting are indicated on this agenda.

**Contents:** The contents of this agenda provide information prescribed by §65094 of the Government Code. The Planning and Building Department does not assume any liability to the accuracy of the project description provided. The project description provided is based on application information initially submitted. Reviews may require material change to the initial submittal, which may or may not be reflected on subsequent agendas. Agenda errors and omissions may not necessarily invalidate the occurrence of any scheduled meetings. The project description may not include information such as exterior finishes, method of construction, extent of demolition, or architectural style. Interested or affected party may review the design materials either at the Planning and Building Department at 1414 Mission Street, South Pasadena, and submit written comments regarding any of the above projects to the Department and/or attend the Design Review Board meeting and comment on the projects at the meeting.

**Noticing:** This agenda is provided in accordance with the noticing requirements of the ordinance. All continued items are posted on subsequent agendas for the Design Review Board renders a continuous period of 60 days or until such decisions. The 60-day review period in which projects expire is indicated below the review type. Future notices are not provided for any continued items. Notices may not be provided for a new item continued to a subsequent meeting due to a lack of quorum. A decision on a project not rendered by the Design Review Board after 60 days shall be forwarded to the Planning Commission for action or considered as inactive and removed from the agenda with no further action. Under certain circumstances and upon agreement between the Planning and Building Department and the applicant, the Design Review Board may continue to review a project after 60 days if material changes to the initial project warrant additional review. The additional review period is subject to initial noticing requirement. Notices may not be provided for projects approved with a condition that they are resubmitted prior to permit issuance. It is the responsibility of any interested party to be kept updated and informed as to the progression of any of the projects listed above.

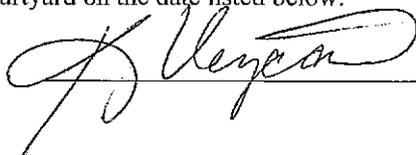
**Appeals:** Any person who owns real property or resides within 300 feet of any of the above projects aggrieved by a decision rendered by the Design Review Board for the above projects may appeal the decision before the South Pasadena Planning Commission. Appeals must be filed within 15 calendar days of the Board's decision. Appeals should be filed with the Planning and Building Department. Instruction on appeals, forms, and fee schedule may be obtained at the South Pasadena Planning and Building Department, 1414 Mission Street, South Pasadena.

**Meeting:** Please plan to attend the meeting earlier than your scheduled time, as some projects may require less time than their allotted 15 minute discussion.

State of California )  
City of South Pasadena ) SS  
County of Los Angeles )

I declare under penalty of perjury that I am employed by the City of South Pasadena in the Planning and Building Department, and that I posted this notice on the Bulletin Board in the City Hall courtyard on the date listed below:

12/14/2012

  
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