

**MINUTES OF THE SPECIAL MEETING OF THE
CITY OF SOUTH PASADENA PLANNING COMMISSION
CONVENED THIS 30th DAY OF JULY 2013, 6:30 P.M.
AT THE AMEDEE O. DICK RICHARDS JR.
CITY COUNCIL CHAMBERS, 1424 MISSION STREET**

ROLL CALL	<p>Meeting convened at: 6:34 p.m.</p> <p>Commissioners Present: Anthony George, Chair Kristin Morrish, Vice-Chair Evan Davis, Secretary</p> <p>Council Liaison: Robert S. Joe</p> <p>Staff Present: David G. Watkins, Director of Planning and Building Richard L. Adams II, City Attorney John Mayer, Senior Planner Knarik Vizcarra, Assistant Planner</p> <p>Commissioners Absent: J. Stephen Felice Steven Friedman</p> <p>City Attorney Adams led the pledge of allegiance.</p>
PUBLIC COMMENTS	None
CONTINUED HEARINGS	<p>Zoning Code Amendment – Density Bonus Update</p> <p>This item was continued from the June 24, 2013 meeting.</p> <p>Assistant Planner, Knarik Vizcarra presented her staff report, regarding the approval of a Zoning Code Amendment revising regulations for Density Bonuses to comply with state law and to remove governmental constraints. Ms. Vizcarra noted that staff worked with the City Attorney’s office to address concerns raised by the Planning Commission, regarding the elimination of the Conditional Use Permit requirement and the application process. Ms. Vizcarra pointed out that the ordinance consists of the minimum requirements based on government codes sections pertaining to density bonus law. Ms. Vizcarra noted the following changes were made to the ordinance, regarding the processing of Density Bonus applications, [minimal discretion vs. no discretion]: 1) <u>A Density Bonus Review would be required for density bonus requests solely based on the percentage of affordable housing to be included in a given development, according to the formulas provided by state law. Since the requests are “black and white”,</u></p>

	<p><u>they would be reviewed by the Director, administratively.</u> If requirements prescribed by the code are met, the application would be approved. 2) An <u>Affordable Housing Review (AHR)</u> would be required for requests that include incentives/concessions and additional density bonuses based on inclusion of childcare facilities in a proposed development. Since state law allows for some, although little, discretion for these requests, an AHR would be reviewed and approved by the Planning Commission, unless one of the denial findings outlined by state law can be made. The AHR would allow the Commission to impose provisions to be included in the affordable housing covenant, subject to City Attorney's approval of such provision, prior to be included in the final covenant. The Commission did not have questions for Ms. Vizcarra at the conclusion of her presentation.</p> <p>Comm. Davis inquired as to the process of affordable housing enforcement and private rights and if regulations need to be included in the covenant. Robert Khu, from the City Attorney's office, noted that generally neighbors will call if there is an infraction and staff will investigate, whether covenant regulations are being followed. Nothing needs to be included in the covenant because assessment will be done on a case by case basis excluding liquidated damages.</p> <p>Vice-Chair Morrish & Chair George had questions regarding the following topics: 1) incentives and concessions; 2) affordable housing review; 3) transfer of rent; 4) senior housing density bonus; and 5) Design Review – Planning Commission purview.</p> <p>Chair George declared the public hearing open. Seeing that there were no speakers in favor or in opposition to the project, Chair George declared the public hearing closed.</p> <p>After considering the staff report and draft resolution, a motion was made by Comm. Davis, seconded by Comm. Morrish to approve the Zoning Code amendment as submitted by staff.</p> <p>The motion carried 3-0. (Resolution 13-24)</p>
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<p>PUBLIC HEARINGS</p>	<p>2</p>	<p>606 Fair Oaks Avenue – (Conditional Use Permit Modification)</p> <p>Assistant Planner, Knarik Vizcarra presented her staff report, regarding approval for a Conditional Use Permit Modification (CUP MOD), which would allow Bristol Farms to provide the service of distilled spirits onsite in the café area for tasting events and seminars, and for catering event. Ms. Vizcarra noted that this is a procedural process and that this action is for the purpose of Bristol Farms obtaining an ABC license. Afterwards, the license will be transferred to a different location, such as the Rose Bowl. Staff did not receive inquires for this item and all of the required findings for a CUP MOD were made. At the conclusion of her presentation, Ms. Vizcarra noted that the applicant applied for 2 licenses from ABC #47 – sale of beer/wine/distilled spirits and #58 – Catering. She also noted that the hours to distribute beer and wine will not change. They will remain as they are currently.</p> <p>Chair George declared the public hearing open. The applicant, Lynn Melillo noted that she is applying for a type 47 and type 58 licenses and will maintain the existing hours of operation for the distribution of beer and wine at Bristol Farms. Ms. Melillo noted that the intention of Bristol Farms is to acquire approval through ABC, transfer the approval to the Rose Bowl, and operate under their new licensing for their contract, as the sole provider of food and beverage for the Rose Bowl. Once the transfer is made, the selling of beer and wine will remain at Bristol Farms, but the selling of distilled spirits will be removed by the following day. Ms. Melillo noted that this application does not apply to catering.</p> <p>Seeing that there were no speakers in favor of or in opposition to this item, Chair George declared the public hearing closed.</p> <p>After considering the staff report and draft resolution, a motion was made by Vice-Chair Morrish, seconded by Comm. Davis approve the application as submitted by staff.</p> <p>The motion carried 3-0. (Resolution 13-25)</p>
	<p>3</p>	<p>2045 Ashbourne Drive (Variance – Single Family Addition)</p> <p>Ms. Vizcarra presented her staff report, regarding approval for 3 variances to demolish and construct a new garage. Ms. Vizcarra noted that the approval for 3 variances was needed for this project as follows: 1) The first variance is for the purpose of locating the garage in front of the house; 2) <u>The second and third variances are for the purpose of allowing encroachment</u> into the front and east side setbacks. Ms. Vizcarra noted that the design elements of the additions are in keeping with the existing materials, massing, and architectural fees for the house. Staff did not receive any inquires for this project. All of the required findings for Design Review and for the three variances were made. At the conclusion of her presentation, Chair George</p>

	<p>had questions for Ms. Vizcarra, regarding the plans in relationship to the existing garage/existing residence and the two roof plans.</p> <p>Chair George declared the public hearing open. Odom Stamps represented architect Susan Masterman, whom was unable to be present at the meeting. He reviewed the details and the history of the house. He noted that the house was built in 1968 and that Petri Wilson, a local resident, built the Ranch Style home. He noted that the garage will not be completely demolished and that the Castaic brick front, which is the most significant element of the garage, will be maintained. Additional brick will be added to the existing brick, resulting in a roof pitch change, thereby making provision for larger cars. The breeze way will become the addition to the guest suite. Mr. Stamps noted that the redesigning of the project will retain the character and the intent of the original designer. At the conclusion of his presentation, Chair George verified with Mr. Stamps that the North brick façade of the garage will remain and that the front yard setback and the side yard setback relative to the project will remain the same.</p> <p>Chair George declared the public hearing open. Seeing that there were no speakers in favor or in opposition to this item, He declared the public hearing closed.</p> <p>The Commission noted that Mr. Stamps presented them with an excellent design.</p> <p>A motion was made by Vice-Chair Morrish, seconded by Comm. Davis to approve the project as submitted by staff.</p> <p>The motion carried 3-0. (Resolution 13-26)</p>
4	<p>Zoning Code Amendment – Community Gardens</p> <p>Senior Planner, John Mayer presented staff's request to continue this item to the next regularly scheduled meeting on August 26, 2013, for the purpose of obtaining a quorum for this item.</p> <p>Chair George declared the public hearing open to entertain a motion for continuance.</p> <p>A motion was made by Vice-Chair Morrish, seconded by Comm. Davis to continue this item to the next regularly scheduled meeting on August 26, 2013.</p> <p>The motion carried 3-0.</p>

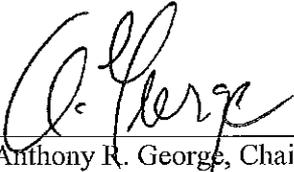
	<p>5 Zoning Code Amendment – Mobile Food Vendors</p> <p>Senior Planner John Mayer, presented his staff report, regarding approval for a Zoning Code Amendment, which would allow mobile food vending on private property with approval of a Temporary Use Permit (TUP). Site plans will be reviewed on a case by case basis. Mr. Mayer noted that the City Council selected an AdHoc Mobile Food Vending Committee to review the City’s ordinance and to make changes to it, after the City Council repealed an ordinance, which banned mobile food vending in the city. Mr. Mayer reviewed the requirements for mobile food vending approval. At the Conclusion of his presentation, the Commission had questions for Mr. Mayer therefore, Mr. Mayer noted the following: 1) a sink and a bathroom within 200 feet of the mobile unit is required; 2) public property amendments are related to street parking and not mobile vending trucks; 3) issues in the past, regarding mobile vending have been related to public property not to private property; and 4) mobile food vending on private property is allowed as a temporary use only.</p> <p>The Commission discussed the differences between catering trucks and food trucks with Mr. Mayer and the City Attorney.</p> <p>Chair George declared the public hearing open. Seeing that there were no speakers in favor of or in opposition to this item, Chair George declared the public hearing closed.</p> <p>The Commission continued discussion on this item, regarding changing the language of the ordinance, in relationship to the definition of mobile food vending.</p> <p>City Attorney Adams suggested approving the ordinance with a recommendation to the City Council to change the definition and note that it is not for individual sale but for a specific client.</p> <p>The commission continued discussing different language options.</p> <p>After considering the staff report and draft resolution, a motion was made by Comm. Davis, seconded by Vice-Chair. Morrish to approve the Zoning Code amendment as written with the additional direction or suggestion from the Planning Commission that the final sentence of subsection j.(1) be stricken and not replacing it, if the definition is sufficient. If it is not sufficient, a clarifying statement should be included, which states, “a mobile food vendor is a business that prepares food for individual sale to the general public”.</p> <p>The motion carried 5-0. (Resolution 13-27)</p>
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6	<p>Zoning Code Amendment Initiation - Commercial General Zone Parking – Historic & Nonconforming Buildings</p> <p>Mr. David Watkins, the Director of Planning and Building, presented his staff report, requesting the initiation of a Zoning Code Amendment to address parking issues in the Commercial General Zone. Mr. Watkins noted the following changes: 1) <u>Historic Buildings</u> – the same parking regulations for the Mission Street Specific Plan apply for historic buildings; 2) <u>Non-Historic Buildings</u> – extend the non-conforming expiration date from 12 months to 18 - 24 months or remove parking the requirement completely. It was also proposed to use the existing AUP process to allow more intense uses on a case by case basis.</p> <p>3) <u>Off Site Parking</u> – remove the portion of the Zoning Code, which states that the receiver’s site must be parked over code, and replace it with a parking study to allow shared parking, if the receiver’s site shows it has adequate parking based on the actual demand for parking; and 4) <u>Bike Parking Spaces</u> – change the number of bike parking spaces allotted for parking lots. At the conclusion of his presentation, the Commission did not have questions for Mr. Watkins.</p> <p>Chair George declared the public hearing open.</p> <p>Ellen Daigle, 215 St. Albans, noted that the current parking standards are stringent and create an economic hardship for local businesses on Mission Street.</p> <p>Chair George declared the public hearing closed.</p> <p>The Commission discussed the elements of the parking study needed for this amendment.</p> <p>After considering the staff report and draft resolution, a motion was made by Comm. Morrish, seconded by Comm. Davis to adopt the resolution of intent.</p> <p>The motion carried 3-0. (Resolution 13-28)</p>
8	<p>Minutes from the Planning Commission’s June 24, 2013 meeting</p> <p>The minutes from the June 24, 2013 meeting were continued to the next regularly scheduled meeting on August 26, 2013.</p>
9	<p>Comments from City Council Liaison</p> <p>Council member Joe reviewed different decisions made by the City Council.</p>

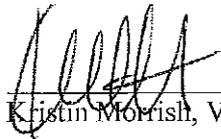
	10	Comments from Planning Commissioners None
	11	Comments from Staff: Planning Director, David Watkins noted that he will not be attending the next regularly scheduled meeting on August 26, 2013.
ADJOURN- MENT	12	The meeting adjourned at 8:15 p.m. to the Planning Commission meeting scheduled for August 26 2013.

I HEREBY CERTIFY that the foregoing minutes were adopted by the Planning Commission of the City of South Pasadena at a meeting held on August 26, 2013.

AYES: DAVIS, GEORGE & MORRISH
NOES: NONE
ABSENT: NONE
ABSTAIN: FELICE & FRIEDMAN

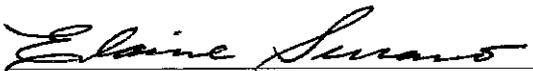


Anthony R. George, Chair



Kristin Morrish, Vice-Chair

ATTEST:



Elaine Serrano, Recording Secretary