

**MINUTES OF THE MEETING OF THE
CITY OF SOUTH PASADENA PLANNING COMMISSION
CONVENED THIS DECEMBER 3rd 2012, 6:30 P.M.
AT THE AMEDEE O. DICK RICHARDS JR.
CITY COUNCIL CHAMBERS, 1424 MISSION STREET**

<p>ROLL CALL</p>		<p>Meeting convened at: 6:30 p.m.</p> <p>Commissioners Present: Steven Friedman, Chair Anthony George, Vice-Chair Evan Davis J. Stephen Felice Kristin Morrish</p> <p>Council Liaison: Robert S. Joe</p> <p>Staff Present: David G. Watkins, Director of Planning and Building Ivy M. Tsai, Deputy City Attorney John Mayer, Senior Planner Knarik Vizcarra, Assistant Planner</p> <p>Comm. Davis led the pledge of allegiance.</p>
<p>PUBLIC COMMENTS</p>		<p>Gretchen Robinette, 921 Indiana Avenue, represented the AdHoc Community Gardens Committee. Ms. Robinette requested the assistance of the Planning Commission to expedite the process of establishing a community garden in the City of South Pasadena. Ms. Robinette noted that the committee is considering two locations for the community garden. One is located on Fairview Avenue and the other is located on Magnolia Street.</p>
<p>CONTINUED HEARINGS</p>	<p style="text-align: center;">1</p>	<p>700 La Portada (Conditional Use Permit – Telecom)</p> <p>This item was continued from the October 22, 2012 meeting.</p> <p>Ms. Vizcarra reviewed the details of the project and noted that coverage maps were included in the staff report, as requested by the Commission at the October 22, 2012 meeting. Ms. Vizcarra noted that the project met the required findings for approval. At the conclusion of her presentation, the Commission did not have questions for Ms. Vizcarra.</p> <p>The public hearing remained open from the October 22, 2012 meeting.</p> <p>After considering the staff report and draft resolution, a motion was made by Chair Friedman, seconded by Vice-Chair George to approve the project as submitted by staff.</p> <p>The motion carried 5-0. (Resolution 12-26)</p>

<p>PUBLIC HEARINGS</p>	<p>2</p>	<p>1730 Hanscom Drive (Hillside Development Permit - New Deck)</p> <p>Ms. Vizcarra presented her staff report, regarding a Hillside Development Permit for a new deck on a down sloped lot at 1730 Hanscom Drive. Ms. Vizcarra noted that the proposed materials consisted of vertical iron railings, wooden balusters and Trex decking to match the materials of the existing lower deck. The proposed materials for the new windows and doors are Milgard vinyl with a Z bar installation. Staff received one inquiry from a neighbor, regarding the proximity of the deck to her property during deck cleaning time. She expressed her concerns about water spray projecting onto her property. Her property is 9 feet away from the project site; therefore, staff did not see this as a viable issue. Ms. Vizcarra noted that the project met the required findings for a Hillside Development Permit and Design Review. At the conclusion of her presentation, the Commission did not have questions for Ms. Vizcarra.</p> <p>Chair Friedman declared the public hearing open.</p> <p>The project owner, Mr. Richard Tsang noted that the existing building appearance will not change and additional square footage will not be added to the house. The addition of an upper deck to the project is the only change.</p> <p>Vice-Chair George expressed his concerns regarding the vinyl window trim. Per the plans, he noted that there would be a good 2 ¼ inch to 3 inch thick piece of vinyl around the windows, which may result in the diminishing of all of the reliefs on the building, relative to windows and doors. In other words, the vinyl trim will cover the existing wood trim, resulting in the appearance that everything was applied from the outside. He noted that the house was very charming and that the trim was great for water proofing purposes. He also noted that the window treatment will work for the house because the details will not be visible, due to the location of the garage door and the front door. He wanted to provide the other Commissioners with a clear picture of what the trim may look like, since it was not depicted on the elevations.</p> <p>Chair Friedman declared the public hearing closed.</p> <p>Chair Friedman verified with Vice-Chair George that the trim will work for this project.</p> <p>After considering the staff report and draft resolution, a motion was made by Vice-Chair George, seconded by Comm. Felice, to approve the project as submitted by staff.</p> <p>The motion carried 5-0. (Resolution 12-27)</p>
-------------------------------	-----------------	--

<p>NEW BUSINESS</p>	<p>3</p>	<p>Zoning Code Amendment (Development Standards – Exception for Historic Garages)</p> <p>Senior Planner John Mayer presented his staff report, regarding approval for a Zoning Code Amendment, which would allow homeowners, of historic homes located on the Historic Registry, to apply for a waiver. The waiver would allow homeowner’s with existing historic garages to satisfy the current parking requirements of the Zoning Code. This amendment was created with the purpose to decrease the amount of historic garages that are currently being demolished or altered to satisfy the existing Zoning Code requirements of a two car garage when an addition is made to a historical house.</p> <p>The following criteria must be met for a homeowner to acquire a waiver:</p> <ol style="list-style-type: none"> 1) Documentation must be provided demonstrating that the existing garage contributes to the historic significance of the house. 2) The existing garage must accommodate at least one vehicle 3) A second required parking space must be accommodated outside of the garage. 4) The increasing square footage to the house must not exceed 50% of the first floor area. 5) The proposed work is not associated with the building of a new dwelling unit. It is only granted for an addition to an existing dwelling unit on the property. <p>At the conclusion of his staff report, Mr. Mayer answered questions from the Commission, regarding extenuating circumstances for the restoration of dilapidated historic garages and the process for the right of appeal, if a homeowner is denied by the Cultural Heritage Commission.</p> <p>Chair Friedman inquired if problems would arise if a homeowner decided to restore a dilapidated garage prior to making a new addition to their home, resulting in the homeowner having to tear down the newly replaced garage and replace it with a two car garage.</p> <p>Planning Director, David Watkins clarified that if a homeowner restores their garage prior to a home addition; the Cultural Heritage Commission would need to make a finding that the garage contributes to the historical significance of the property. Once that is done, the Director would have the grounds to waive the requirement for a two car garage.</p> <p>Chair Friedman declared the public hearing open.</p> <p>Mr. John Lesak, Vice-Chair of the Cultural Heritage Commission noted that</p>
----------------------------	-----------------	--

		<p>if the garage was constructed appropriately, an argument could be made that it has significance and sufficient integrity to be a contributing part of the resource. Mr. Lesak noted that the purpose for this amendment is to keep homeowners from making unusual modifications to contributing elements of a Cultural Resource to satisfy current requirements. He noted that there is a conflict between the Preservation Element, the Zoning Code and the current ordinance.</p> <p>Seeing that there were no other speakers in favor or in opposition to this item, Chair Friedman declared the public hearing closed.</p> <p>A motion was made by Vice-Chair George, seconded by Chair Friedman to adopt the resolution, regarding the Zoning Code amendment for non-conforming garages as submitted by staff.</p> <p>The motion carried 5-0. (Resolution 12-28)</p>
<p>NEW BUSINESS</p>	<p>4</p>	<p>Land Use/Parking in Ostrich Farms (Policy Rec to City Council)</p> <p>Assistant Planner, Knarik Vizcarra presented her staff report, requesting a Planning Commission recommendation to the City Council regarding the initiation of a Zoning Code amendment to codify policy changes represented in the staff report. Ms. Vizcarra noted that staff compiled suggestions for a Zoning Code amendment, regarding Land Use Permit requirements and current parking regulations that affect the Ostrich Farm area. Ms. Vizcarra noted that the City Council instructed staff to study existing land use restrictions and parking regulations that make it difficult for new businesses to reside in the Ostrich Farm area. The area is zoned Business Park with Commercial General parcels around the periphery. The Ostrich Farm has been underutilized for many years and most of the buildings are non-conforming because, they lack the number of required parking spaces. The suggested amendments included in the report are intended to revitalize the Ostrich Farm area by revising parking standards and Land Use Permit requirements. The amendments consist of the following elements:</p> <ol style="list-style-type: none"> 1) <u>Parking Regulations</u> – Staff proposed to revise the way that the number of the required parking spaces is calculated. Net floor Area will be used to calculate parking instead of Gross Floor Area. 2) <u>Net Floor Area (redefine)</u> – Staff proposed to include additional structural elements in areas of buildings that can be deducted from the Gross Floor Area to further clarify the definition. 3) <u>Required Parking Spaces</u> – Staff proposed to reduce the number of required parking spaces required for uses as follows: [a] reduce the number of parking spaces required for offices and research and development uses by one (3/1,000 sq.ft.); [b] a requirement change for banks from 4/1,000 sq.ft. to (4/1,000 sq.ft. for financial customer service area and 3/1,000 sq.ft. for office space); [c] the warehouse requirement will change to 2/1,000 sq.ft.

- 4) Land Use Requirements – Staff proposed to allow banks, financial services and business support services by right.
- 5) Extended Hours of Operation – Staff proposed to resolve inconsistencies.

At the conclusion of her staff report, Ms. Vizcarra answered questions from the Commission, regarding restaurant parking requirements, the definition for “Net Floor Area” (Zoning Code), the Zoning Code Amendment process, the definition of Business Support Services and the development for the Specific Plan Area.

Chair Friedman noted the probability of an abundance of Business Support Services located in the Ostrich Farm area, if such services are allowed by right instead of by a Conditional Use Permit (CUP).

Ms. Vizcarra noted that the majority of inquiries for the Ostrich Farm area have been for office space instead of for Business Support Services.

Chair Friedman verified with Ms. Vizcarra that the proposed changes related to net floor area and the required number of parking spaces applies to all Commercial Zones in the city.

Chair Friedman declared the public hearing open.

Brian Rhodes spoke in support of the proposed amendment. He noted that the approval of the proposed amendment would result in 6 surplus parking spaces for his building located in the Ostrich Farm area.

Seeing that there were no other speakers in favor of or in opposition to the item, Chair Friedman declared the public hearing closed.

The Commission continued discussion on this item.

Chair Friedman requested information from staff, as to how the proposed changes to the parking requirements would have affected some of the large projects approved by the Planning Commission, regarding large projects over the past two years and the result, if the proposed parking requirements were in effect during that time period.

Comm. Davis proposed striking the Language, “which are not necessary to satisfy any requirement of this code”. He proposed to provide the Director with full discretion.

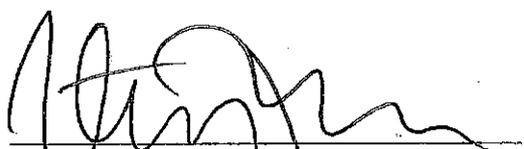
Comm. Felice noted that the intent of the amendment is to make the Ostrich Farm properties economically viable and attractive to new businesses. If the Ostrich Farm thrives with Businesses Support Services, it would be appropriate to have such services acquired by right instead of by CUP.

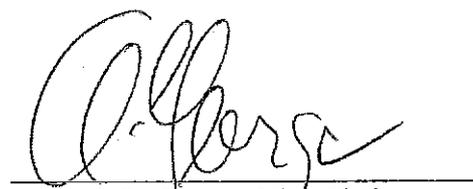
		<p>Vice-Chair George requested to include restrooms in the definition of "Net Floor Area".</p> <p>After considering the staff report and draft resolution, a motion was made by Comm. Felice, seconded by Comm. Morrish, to approve and recommend that the City Council initiate a Zoning Code amendment.</p> <p>The motion carried 5-0.</p>
	5	<p>Selection of a Date for Planning Commission Retreat (No Report)</p> <p>By general consent, the Commission selected Monday, 12/17/12 at 6:30 p.m. for their retreat.</p>
REPORT	6	<p>2100 Hanscom Drive (Status Report – Harry How’s Concerns)</p> <p>Senior Planner, John Mayer presented a brief report on the status of Mr. How’s concerns. Mr. Mayer noted that previously, Mr. How addressed his concerns with Public Works staff; therefore, two of Mr. How’s issues have been resolved. Mr. Mayer noted that Public Works staff is requesting that Mr. How post a Material and Performance bond to protect the city from any damage inadvertently done to Hanscom Drive, as a result of construction taking place at his property.</p>
	7	<p>Minutes of the Planning Commission’s October 22, 2012 Meeting)</p> <p>The minutes were approved with minor corrections.</p> <p>4-0 with one abstention (Comm. Davis)</p>
	8	<p>Comments from City Council Liaison</p> <p>Council Liaison Robert Joe noted that the City Council adopted an ordinance to create a Public Works Commission. One of the Commission’s responsibilities will be to make recommendations to the City Council, regarding the prioritization of Public Works projects and other Public Works related matters. He also noted that the City Council repealed an ordinance prohibiting mobile food vending in the city because a ban on mobile food vending is prohibited by state law. The City Council directed staff to return with a regulatory ordinance for mobile vending in the city right-of-way. He also noted that an ordinance will be presented to regulate water conservation and landscape and a proposed water rate increase.</p>
	9	<p>Comments from Planning Commissioners</p> <p>Comm. Felice suggested decreasing the amount of Planning Commissioners on the Sign Subcommittee by acquiring committee members from different agencies.</p> <p>Chair Friedman clarified that the Committee is made up of the Planning</p>

		<p>Commissioners; therefore, Comm. Felice had the option to relinquish his seat, if he chose to do so.</p> <p>Comm. Felice relinquished his seat.</p> <p>Comm. Morrish volunteered to replace Comm. Felice on the Sign Committee.</p> <p>This action was approved by general consent.</p>
	10	<p>Comments from Staff</p> <p>Mr. Watkins noted that if the Landscape Ordinance is approved, it will be followed by a Zoning Code Amendment. Mr. Margrave's appeal will be presented to the City Council on December 19, 2012. The Southwest Hills Committee has had three meetings. Their recommendations were drafted and will be presented to the City Council on Dec. 19, 2012.</p>
ADJOURNMENT	11	<p>The meeting adjourned at 7:45 p.m. to the next meeting of the Planning Commission scheduled for January 28, 2012.</p>

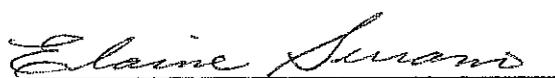
I HEREBY CERTIFY that the foregoing minutes were adopted by the Planning Commission of the City of South Pasadena at a meeting held on January 28, 2013.

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


 Steven Friedman, Chair


 Anthony R. George, Vice-Chair

ATTEST:


 Elaine Serrano, Recording Secretary