



**MINUTES
SPECIAL MEETING – 5:30 P.M.
HEARING OFFICER
Wednesday, June 1, 2022
Virtual Meeting**

For a complete and detailed recap of the meeting, please log on to:
<https://www.cityofpasadena.net/commissions/audio-video-recordings/>

Hearing Officer Present: Paul Novak
Acting Zoning Administrator: David Sinclair
Staff Present: Beilin Yu, Jennifer Driver, Alison Walker, Katherine Moran, Fatima Benitez

1. **READING OF PROCEDURES**
2. **PUBLIC HEARINGS**

MINOR CASES

A. MV #11946: 430 S. SAN RAFAEL AVENUE – COUNCIL DISTRICT #6

1. Minor Variance: To allow the construction of a new 400 square-foot, single-story, garage that would be attached to the front of an existing single-family residence, and would provide a 10'-4" front setback where a 25-foot minimum front setback is required.
2. Private Tree Removal: To allow the removal of one American Sweet Gum tree (*Liquidambar styraciflua*) and one Jacaranda tree (*Jacaranda mimosifolia*) on private property.

Staff Recommendation:

- 1) Find that the project is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15301 (Class 1, Existing Facilities); and
 - 2) Approve the Minor Variance with conditions.
- Case Manager: Jennifer Driver

APPROVED

APPEAL DATE: June 13th, 2022

EFFECTIVE DATE: June 14th, 2022

HEARING OFFICER ACTION: The Hearing Officer decided to adopt the Environmental Determination, which is an exemption, and approve the project subject to findings in Attachment A and adopted conditions found in Attachment B

B. TIME EXTENSION FOR MCUP #6586: 160 E. CALIFORNIA BOULEVARD – COUNCIL DISTRICT #6

Time Extension for Minor Conditional Use Permit #6586: To allow a one-year time extension for Minor Conditional Use Permit #6586 which was approved by the Hearing Officer on March 7, 2018. The approval permitted the alteration of an existing legal, non-conforming, Vehicle Service Station use by allowing the conversion of three existing automotive services bays into retail space for an expanded convenience store, which operates ancillary to the existing Vehicle Service Station use. The approved expanded convenience store would be approximately 2,224 square feet in size.

Staff Recommendation:

- 1) Find that the project is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15301 (Class 1: Existing Facilities); and
- 2) Approve the Time Extension for Minor Conditional Use Permit #6586.

Case Manager: Fatima Benitez

APPROVED

APPEAL DATE: June 13th, 2022

EFFECTIVE DATE: June 14th, 2022

<p>HEARING OFFICER ACTION: The Hearing Officer decided to adopt the Environmental Determination, which is an exemption, and approve the project subject to findings in Attachment A and adopted conditions found in Attachment B</p>
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REGULAR CASES

C. NDP #6929: 3840 FAIRMEADE ROAD – COUNCIL DISTRICT #4

Neighborhood Development Permit: To allow the construction of a 38 square-foot, one-story, addition to the front of an existing 2,153 square-foot, one-story, single-family residence.

Staff Recommendation:

- 1) Find that the project is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15301 (Class 1, Existing Facilities); and
- 2) Approve the Neighborhood Development Permit with conditions.

Case Manager: Alison Walker

APPROVED

APPEAL DATE: June 13th, 2022

EFFECTIVE DATE: June 14th, 2022

<p>HEARING OFFICER ACTION: The Hearing Officer decided to adopt the Environmental Determination, which is an exemption, and approve the project subject to findings in Attachment A and adopted conditions found in Attachment B</p>
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**D. MODIFICATION TO CONDITIONAL USE PERMIT #3059:
240-256 S. MICHIGAN AVENUE – COUNCIL DISTRICT #7**

Modification to Conditional Use Permit #3059: To expand an existing Child Day-Care Facility located at 250 and 256 South Michigan Avenue, originally approved by the Hearing Officer on August 2, 1995. The expanded day-care facility would be expanded to include the property to the north at 240 S. Michigan Avenue and would accommodate 23 additional school aged children (4.5-12 years old) for a total of 74 children.

Staff Recommendation:

- 1) Find that the project is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15301 (Class 1, Existing Facilities); and
 - 2) Approve the Modification to Conditional Use Permit #3059 with conditions.
- Case Manager: Katherine Moran

APPROVED

APPEAL DATE: June 13th, 2022


EFFECTIVE DATE: June 14th, 2022

HEARING OFFICER ACTION: The Hearing Officer decided to adopt the Environmental Determination, which is an exemption, and **approve** the project subject to findings in Attachment A and adopted conditions found in Attachment B

ADJOURNMENT: approximately 5:45 p.m.



David Sinclair, Senior Planner


Hayman Tam, Recording Secretary