



**ACTION MINUTES
REGULAR MEETING
Design Commission**

**Tuesday April 24, 2018 at 6:30 p.m.
City Hall, Council Chambers – Room S249
100 N. Garfield Avenue, Pasadena CA 91101**

1. **ROLL CALL** – Chair Yoo called the meeting to order at 6:38 p.m.
Present: Commissioners Edwards, Chiao, Toro, Rawlings, Loomis, Keane and Yoo
Absent: Commissioner Floyd
Staff: Leon White, Theresa Fuentes and Claudia Burciaga-Ramos
2. **APPROVAL OF MINUTES**
Moved and seconded by Commissioners Rawlings and Edwards to approve the February 13, 2018 minutes. No opposition, the minutes were approved. Commissioner Rawlings abstained and Commissioner Floyd was absent.
3. **PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA** – No comments received.
4. **APPROVAL OF THE AGENDA ORDER** – The content and order of the agenda was approved.
5. **DESIGN COMMISSION ORGANIZATION**
 - A. **Administration**
 1. PMC Chapter 2.80 - Design Commission Ordinance
 2. Design Commission By-laws, April 26, 1988
 3. Roberts Rules of Order
 4. General Meeting Protocol
 5. Presentation expectations
 - a. Staff presentations
 - b. Applicant presentations
 - c. Commission discussion protocol
 6. Design Review Submittal Requirements
 - a. Preliminary Consultation
 - b. Concept Design Review
 - c. Final Design Review
 - d. Other issues
 - B. **Recurring design issues**
 1. General discussion

Public comments:

John Byram

Commission comments:

Commissioners made comments on the following: Changing the name of the Design Commission to the Design Review Commission; discussed Urban Forestry Advisory Committee (UFAC) and Design Commission by-laws, Brown Act; Commission meeting protocol, the order of the public comments; limitations on public comments; motion procedures; making a motion when taking a break halfway to the meeting; public comments on items not on the agenda during a special meeting; discussed digital copies and items online under the Public Records Act; conflicts of interest; posting a presumed schedule of meetings on the website, and updating the by-laws.

6. COMMENTS AND REPORTS FROM STAFF

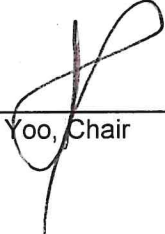
Leon White, Principal Planner mentioned he will work with Theresa Fuentes, Assistant City Attorney to make the changes to reflect what was talked about tonight.

- 7. COMMENTS AND REPORTS FROM COMMISSION** – Commissioner Rawlings mentioned the Colorado Bridge Committee went to Council on Monday; a consultant has been hired to study the raising of the barriers on the bridge.

8. COMMENTS AND REPORTS FROM COMMITTEES

1. **Urban Forestry Advisory Committee** - (Rawlings) The committee is looking to solidify their regulations that they operate by, which will be brought over to this Commission before going to Council.
2. **Historic Preservation Commission** – (Floyd) The Preservation Awards recipients were chosen; the event will be on May 24.
3. **Planning Commission** - (Keane) No report.
4. **Transportation Advisory Commission** - (Edwards) No report.
5. **Arts & Culture Commission** - (Stern) No report.
6. **Rose Bowl Subcommittee** - (Rawlings) No report.
7. **Concept Design Review Application Subcommittee** - (Loomis, Toro) No report.
8. **Las Encinas Psychiatric Hospital & Barn Subcommittee** - (Floyd, Rawlings) No report.
9. **Specific Plan Implementation Process Subcommittee** - (Loomis, Keane) No report.
10. **770 East Walnut St. Subcommittee**- (Rawlings, Floyd) No report.
11. **100 West Walnut St. Subcommittee (PARSONS)** – (Loomis, Rawlings, Toro) No report.
12. **Design Commission Annual Field Trip Subcommittee** - (Stern, Keane, Loomis) This will be removed from this list.
13. **Alexandria Subcommittee** - (Keane, Yoo, Stern) No report.

- 9. ADJOURNMENT** - Chair Yoo adjourned the meeting at 9:48 p.m.



Yong Yoo, Chair



Claudia Burciaga-Ramos, Recording Secretary