




## MEMORANDUM

**DATE:** FEBRUARY 23, 2021

**TO:** DESIGN COMMISSION

**FROM:** DAVID M. REYES, DIRECTOR OF PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT 

**SUBJECT:** DESIGN COMMISSION ANNUAL REPORT – JULY 2019 THROUGH JUNE 2020 AND WORK PLAN FOR 2020 - 2021

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Staff has prepared the attached 2019-2020 annual report of accomplishments of the Design Commission for the purpose of reporting the Commission's activities and work plan to the City Council. The annual report tabulates project types reviewed by the Design Commission such as Design Review for private and City projects; historic preservation review in the Central District; advisory reviews of proposals for updates to specific plans, planned developments, and amendments to master development plans, and revisions to design guidelines; appeals and calls for review of staff-level decisions; and Preliminary Consultations of new development projects.

The report also notes the Commission's participation on City-sponsored task forces, committees, and training sessions pertinent to design guidelines, CEQA, historic preservation, Secretary of the Interior's Standards for Rehabilitation, architecture and urban design. At the February 23, 2021, Commission meeting, there will be an opportunity on the agenda for Commissioners to provide comments on the report and work plan before it is transmitted to the City Council.

Attachments:

- A. Design Commission Annual Report (July 2019 through June 2020)
- B. Design Commission Work Plan (2020 – 2021)
- C. Design Commission – Meeting attendance record (July 2019 through June 2020)

**CITY OF PASADENA DESIGN COMMISSION**  
**WORK PLAN PERFORMANCE: July 1, 2019 – June 30, 2020**

***Year End Report of Accomplishments: June 30, 2020***

**MISSION** (as stated in Pasadena Municipal Code Section 2.80.110):

The purpose of this commission is to: establish procedures for developing design policies for the city; establish procedures and criteria for review of alterations to the urban and natural environments to assure appropriate design; encourage public understanding of and involvement in the design quality of the city, and strengthen civic pride in the beauty of Pasadena; protect and enhance the city's attraction to residents seeking a pleasant way of life, increase its attraction for tourists and visitors, and support and stimulate business and industry by encouraging excellence of design; and safeguard and enhance the visual and aesthetic character, diversity and quality of the city.

**OBJECTIVES:**

- I. At bimonthly meetings, review applications for design review as specified in the PMC (17.61.030).

*Status: COMPLETED.*

A total of 31 projects were reviewed during the year including two (2) Advisory Reviews, two (2) Information Items, and one (1) Time Extension Request. The remaining projects consisted of nine (9) Preliminary Consultations, nine (9) Concept Design Reviews, one (1) Consolidated Design Review, four (4) Final Design Reviews, and three (3) Major Changes to an Approved Project.

- 745-765 North Orange Grove Boulevard (Concept Design)
- 231 N. Hill Avenue (Preliminary Consultation)
- 690-700 N. Orange Grove Boulevard (Final Design)
- 913 Boston Court (Time Extension for Final Design)
- 444 N. Fair Oaks Avenue (Preliminary Consultation)
- 135 S. Catalina Avenue (Concept Design)
- 1813 E. Colorado Boulevard (Consolidated Design)
- Colorado Street Bridge Suicide Mitigation Enhancement Project (Advisory Review)
- 33-45 W. Green Street (Major Changes to Approved Project)
- 140 Chestnut Street (Major Changes to Approved Project)
- 417 N. Madison Avenue (Final Design Review)
- 439 N. Hill Avenue (Preliminary Consultation)
- 300 E. Colorado Boulevard (Preliminary Consultation)
- 810 N. Marengo Avenue (Concept Design)
- 1435 Lincoln Avenue (Final Design)
- 500 S. Pasadena Avenue (Preliminary Consultation)
- 650 S. Raymond Avenue (Concept Design)
- 83 N. Lake Avenue (Concept Design)
- Amendment to City's Master Street Tree Plan (Advisory Review)
- 1307 Lincoln Avenue (Information item)
- 164 Chestnut Street (Preliminary Consultation)
- 231 N. Hill Avenue (Concept Design)
- 127 N. Madison Avenue (Concept Design)
- 1000 E. Walnut Street (Preliminary Consultation)
- 3452 E. Foothill Boulevard (Major Change to Approved Project)
- Certified Local Government Annual Report (Information Item)

- 274 N. Oakland Avenue (Preliminary Consultation)
- 254 E. Union Street (Concept Design)
- 745-765 N. Orange Grove Boulevard (Final Design)
- 810 N. Marengo Avenue (Concept Design)
- Specific Plan Update Process – *Our Pasadena* (Advisory Update)
- 270-282 N. Los Robles Avenue (Preliminary Consultation)

II. Conduct design reviews of City projects, as specified in the PMC (2.80.110).

*Status: COMPLETED.*

The Commission reviewed and provided advisory comments on the Colorado Street Bridge Suicide Mitigation Project.

III. Conduct historic preservation reviews in the Central District as specified in the PMC (17.62).

*Status: COMPLETED.*

The Commission conducted design review of the following projects, which also included historic preservation review.

- 33-45 W. Green Street (Major Changes to Approved Project)
- 254 E. Union Street (Concept Design)
- 135 S. Catalina Avenue (Concept Design)
- 140 Chestnut Street (Major Changes to Approved Project)
- 127 N. Madison Avenue (Concept Design)

IV. Attend training sessions on design guidelines, CEQA, historic preservation, Secretary of the Interior's Standards for Rehabilitation, architecture and urban design.

*Status: COMPLETED.*

Commission members attended workshops and presentations on historic preservation, architecture, and urban design-related topics.

V. Conduct advisory reviews of proposals for updates to specific plans, planned developments, and amendments to master development plans, and revisions to design guidelines.

*Status: COMPLETED.*

The Commission conducted an advisory review of the following:

- Updates to the City's Specific Plan update process and procedures through a newly developed portal and information hub, *Our Pasadena*.

VI. Provide comments on Environmental Impact Reports affecting aesthetics, biological resources, cultural resources, and other issues related to design and historic preservation.

*Status: NOT APPLICABLE.*

There were no EIRs that required review by the Commission during the reporting period.

VII. Advise the Planning Commission and City Council on proposed code amendments, ordinances, and other projects as they may affect urban design, trees, and aesthetics and – in the Central District – historic preservation.

*Status: COMPLETED.*

The Commission conducted an advisory review of the following:

- Amendment to the City's Master Street Tree Plan

VIII. Act, when required, as decision maker on environmental studies when the Design Commission is the initial decision-maker for a project.

*Status: COMPLETED.*

The Commission adopted six Categorical Exemptions for the projects listed below. The Commission did not adopt any Negative Declarations or certify any Environmental Impact Reports.

- 745-765 North Orange Grove Boulevard (Concept Design)
- 135 S. Catalina Avenue (Concept Design)
- 1813 E. Colorado Boulevard (Consolidated Design)
- 650 S. Raymond Avenue (Concept Design)
- 231 N. Hill Avenue (Concept Design)
- 810 N. Marengo Avenue (Concept Design)

IX. Hear appeals of staff-level decisions (or calls for review of staff-level decisions), as needed.

*Status: NOT APPLICABLE.*

Appeals of staff-level decisions were not presented to the Commission for review during the reporting period, nor did the Commission call any staff-level decisions for review.

X. Participate on City-sponsored task forces and committees.

*Status:*

*COMPLETED.* Members of the Commission participated in the following task forces, committees and subcommittees:

1. Urban Forestry Advisory Committee
2. Rose Bowl Subcommittee
3. Concept Design Review Application Subcommittee
4. Las Encinas Psychiatric Hospital & Barn Subcommittee
5. Specific Plan Implementation Process Subcommittee
6. 100 West Walnut Street Subcommittee (PARSONS)
7. Olivewood (North and South) Subcommittee
8. 130-140 N. Fair Oaks Ave. Subcommittee
9. 3200 E. Foothill Blvd. (SpaceBank) Subcommittee
10. 94 S. Los Robles Ave. (Kaiser) Subcommittee
11. 1539 E. Howard St. (EF Academy) Subcommittee
12. Design Awards Subcommittee
13. Design Commission Annual Field Trip Subcommittee
14. Alexandria Subcommittee
15. 270 Bellevue Drive Subcommittee

By code, the Commission also has representatives from the Transportation Advisory Committee, the Historic Preservation Commission, the Planning Commission, and the Arts and Culture Commission.

XI. Conduct preliminary consultations of projects that require Commission level Design Review.

*Status: COMPLETED.*

The Commission conducted 9 preliminary consultations of the following projects:

- 231 N. Hill Avenue
- 444 N. Fair Oaks Avenue
- 439 N. Hill Avenue
- 300 E. Colorado Boulevard
- 500 S. Pasadena Avenue
- 164 Chestnut Street
- 1000 E. Walnut Street
- 274 N. Oakland Avenue
- 270-282 N. Los Robles Avenue

XII. Review requests for time extensions as specified in the PMC (17.64.040).

*Status: COMPLETED.*

The Commission reviewed one request for a time extension on the following projects:

- 913 Boston Court

XIII. Conduct a tour of completed projects approved through the design review process.

*Status: COMPLETED.*

The Commission conducted their annual project tour at a specially held meeting on November 16, 2019. The Commission visited the following projects:

- 655 Westminster Drive
- 1081 N. Fair Oaks Avenue
- 106 E. Orange Grove Boulevard
- 179 S. Orange Grove Boulevard
- 928 E. Colorado Boulevard
- 388 E. Cordova Street
- 177 N. Holliston Avenue
- 1769 E. Walnut Street
- 1200 E. California Boulevard
- 2460 Oswego Street

XIV. Design Commission Organization training.

*Status: COMPLETED.*

Design Commission conducted an organization training meeting, which included review of Commission by-laws, rules, procedures and Robert's rules of order.

**CITY OF PASADENA DESIGN COMMISSION**  
**PROPOSED WORK PLAN: July 1, 2020 – June 30, 2021**

**MISSION** (Pasadena Municipal Code §2.80.110):

The purpose of the Design Commission is to advise and make recommendations to the City Council for developing design policies of the city; establish procedures and criteria for review of alterations to the urban and natural environments to assure appropriate design; to encourage design quality and civic pride in the beauty of Pasadena; to protect and enhance the city's attraction to residents seeking a pleasant way of life, increase its attraction for tourists and visitors, and support and stimulate business and industry by encouraging excellence in design; and to safeguard and enhance the visual and aesthetic character, diversity and quality of the city.

**OBJECTIVES:**

- I. At bimonthly meetings, review applications for design review as specified in the municipal code (Ch. 17.61.030).
- II. Conduct design reviews of City projects, as specified in the municipal code (Ch. 2.80.110).
- III. Conduct historic preservation reviews in the Central District as specified in the municipal code (Ch. 17.62).
- IV. Attend training sessions on design guidelines, CEQA, historic preservation, Secretary of the Interior's Standards for Rehabilitation, architecture and urban design.
- V. Conduct advisory reviews of proposals for updates to specific plans, planned developments, amendments to master development plans, and revisions to design guidelines.
- VI. Provide comments on environmental impact reports affecting aesthetics, biological resources, cultural resources, and other issues related to design and historic preservation.
- VII. Advise the Planning Commission and City Council on proposed code amendments, ordinances, and other projects as they may affect urban design, trees, and aesthetics and, in the Central District, historic preservation.
- VIII. Act, when required, as decision maker on environmental studies when the Design Commission is the initial decision-maker for a project.
- IX. Hear appeals of staff-level decisions (or calls for review of staff-level decisions) as needed.
- X. Participate on City-sponsored task forces and committees.
- XI. Conduct preliminary consultations of projects that require Commission level Design Review.
- XII. Review requests for time extensions as specified in the municipal code (Ch. 17.64.040).
- XIII. Conduct tour of completed projects approved through the design review process.

**Design Commission  
MEETING ATTENDANCE RECORD  
July 2019 - June 2020**

MEMBERS	7/09/19	7/23/19	8/13/19	8/27/19	9/10/19	9/24/19	10/8/19	10/22/19	11/12/19	11/16/19	11/26/19	12/10/19	12/24/19	1/14/20	1/28/20	2/11/20	2/25/20	3/10/20	3/24/20	4/14/20	4/28/20	5/12/20	5/26/20	6/9/20	6/23/20	TOTAL MEETINGS ATTENDED	ATTENDANCE RECORD PERCENTAGE	
	REG	REG	CAN	CAN	REG	CAN	CAN	REG	REG	SPEC	REG	REG	CAN	REG	REG	REG	REG	REG	REG	CAN	CAN	CAN	SPEC	SPEC	SPEC			SPEC
Jose Noel Toro	A	P	XX	XX	P	XX	XX	P	P	P	P	P	XX	P	A	P	P	P	CO-19	CO-19	CO-19	A	A	P	P	13	76%	
Robert Carpenter	A	P	XX	XX	P	XX	XX	P	A	A	A	P	XX	P	P	P	P	P	CO-19	CO-19	CO-19	P	P	P	P	13	76%	
Ali Barar																						P	P	P	P	4	100%	
Philip Chiao	P	P	XX	XX	P	XX	XX	P	P	A	P	P	XX	P	P	P	P	P	CO-19	CO-19	CO-19	P	P	P	P	16	94%	
Michael Coppess					P	XX	XX	A	A	A	U	P	XX	A	P	P	A	P	CO-19	CO-19	CO-19					5	56%	
Carrie Elfarra									P	A	P	P	XX	P	P	P	A	P	CO-19	CO-19	CO-19	P	P	P	A	10	77%	
Adriana Lim					P	XX	XX	P	P	P	P	A	XX	P	P	P	P	P	CO-19	CO-19	CO-19	P	P	P	P	14	93%	
Alan Loomis	P	P	XX	XX	P	XX	XX	P	P	P	P	P	XX	P	P	P	P	P	CO-19	CO-19	CO-19	P	P	P	P	17	100%	
Srinivas Rao								P	P	A	A	A	XX	P	P	P	P	P	CO-19	CO-19	CO-19	P	P	P	P	11	79%	
Yolanda Sepulveda	P	P	XX	XX	P	XX	XX	P	P	A	A	P	XX	A	P	A	P	P	CO-19	CO-19	CO-19	P	P	P	P	13	76%	
Andrea Rawlings	P	P	XX	XX	P	XX																				3	100%	
Gary Floyd	P	P																								2	100%	
																												0%
																												0%

LEGEND
P - PRESENT
A - EXCUSED ABSENCE
U - UNEXCUSED ABSENCE
XX - CANCELED MEETING
NQ - NO QUORUM