



**MEETING MINUTES  
SPECIAL MEETING  
DESIGN COMMISSION  
Tuesday, November 22, 2022**

**SPECIAL PUBLIC MEETING AT 6:30 P.M.  
Virtual Meeting**

**FOR A COMPLETE AND DETAILED RECAP OF THE MEETING, PLEASE VISIT:**  
<https://www.cityofpasadena.net/commissions/audio-video-recordings/>

**1. ROLL CALL- CHAIR SEPULVEDA CALLED THE MEETING TO ORDER AT 6:30PM**

Present: Commissioners Toro, Litwin, Chiao, Carpenter, Delgado and Sepulveda

Absent: Commissioner Rao (Excused)

Staff: Kevin Johnson and Rathar Duong

**2. APPROVAL OF MINUTES**

Motion to approve **September 27, 2022** minutes was moved and second by Commissioners Delgado and Chiao; Commissioner Rao was absent; no opposition, the minutes were approved.

Motion to approve **October 11, 2022** minutes was moved and second by Commissioners Toro and Chiao; Commissioner Rao was absent, Commissioner Sepulveda abstained: no opposition, the minutes were approved

**3. MAJOR CHANGES TO APPROVED PROJECT**

**A. 747 E. GREEN ST (COUNCIL DISTRICT 7) (CONTINUED FROM 11/8/2022)**

Changes to an approved Concept Design Review from a previously proposed 7-story, 83,802 square-foot mixed-use building with 5,303 square-feet of ground floor commercial space and 72 residential units above 3 levels of subterranean parking to a new 6-story, 80,800 square-foot mixed-use building with 5,303 square feet of ground floor commercial space and 60 residential units above 2.5 levels of subterranean parking, including façade renovation and conversion of the upper floors of an existing 4-story office building into residential use.

(This section continued to next page.)

(Case Planner: Rathar Duong)  
Owner/Applicant: 747 E. Green St. Development, LLC – Arthur Liu  
Architect: Tyler+Kelly Architecture

Public Comments: Pasadena Heritage and B. Bruegge

Commission Comments:

- Provide for Final Design Review additional details and specifications of the ground-level courtyard space between the existing building and the project driveway, including amenities it will include to ensure its usability and the interface between the courtyard, pedestrian walkway and vehicular driveway.
- Provide a clear diagram of the driveway and pedestrian interface and a perspective rendering of the garage entrance to ensure that it is attractive and that any mechanical equipment or utilities are concealed from public view.
- Provide detail of high quality metal canopies at the commercial storefronts, or consider an alternative awning type.
- Review the pergola materials and present options that are consistent with the design of the building.
- Indicate in a rendering what window treatments would look like in the highly glazed central volume facing Oak Knoll Avenue.
- Provide a detail of recessed windows.
- Present renderings that accurately reflect existing streetscape elements to remain and any new streetscape elements proposed. Respect the City sidewalk and public realm specifications.
- The roof terrace and all common outdoor spaces and associated amenities shall be further detailed to ensure they are appropriately designed and programmed to maximize their usability and attractiveness.
- The fenestration of the eastern section of the south elevation shall be further studied to readdress the composition and solid-to-void ratio to achieve a consistent and complementary treatment with all other elevations.
- Provide a landscape plan for the existing building, including the newly created common open space proposed above the covered loggia.
- A tree protection plan prepared by a Certified Arborist shall be incorporated into the plans submitted for Final Design Review and building plan check and shall include the City of Pasadena Tree Protection Guidelines dated 5/13/2019 (see Attachment C to the staff report dated November 22, 2022). Prior to issuance of a demolition or building permit associated with this project, the required fencing and signage components of the approved tree protection plan shall be installed and the project Arborist shall inspect the fencing and signage in the field and shall complete and submit to Design & Historic Preservation (DHP) staff the Tree Protection Certification Form in Attachment D to the staff report dated November 22, 2022. The tree, which will be protected, is tree number 13 as shown in the plans included in Attachment B to the staff report dated November 22, 2022.

- The elevations shall be revised to depict provision of a stone base at the existing office building, consistent with the locations shown on the submitted perspective renderings.
- The applicant, or the successor in interest, shall enter an agreement with the Housing Division for the provision of six designated very low income units.
- A final landscape and irrigation plan, in compliance with Chapter 17.44 (Landscaping) of the Zoning Code, identifying all remaining and proposed vegetation and trees shall be submitted along with plans for building permit. The plan shall include a mix of plant size and materials. Plant materials shall emphasize drought-tolerant and/or native species.

Motion:

Approve the application for Major Changes to an Approved Project subject to conditions, to be further reviewed by the Design Commission during Final Design Review. Moved and seconded by Commissioners Delgado and Carpenter.

AYES: Commissioners Litwin, Carpenter, Delgado and Sepulveda  
 NOES: Commissioner Toro  
 ABSENT: Commissioner Rao (Excused)  
 ABSTAIN: Commissioner Chiao  
 APPROVED: 4-1-1

**4. FINAL DESIGN REVIEW**

**A. 253 S. LOS ROBLES AVE. – (COUNCIL DISTRICT 6)**

Construction of a new six-story, 90-unit, multi-family building above two levels of subterranean parking with 125 spaces.

(Case Planner: Rathar Duong)  
 Owner/Applicant: Zhuang & Zhong Los Robles LLC  
 Architect: Tyler+Kelly Architecture

Public Comments: None

Commission Comments:

- The Little Ragu Sweet Bay proposed against the low patio walls along and facing the north garden (paseo) shall be replaced with a different, but similar species with a low and compact growing habit.
- The landscape plan shall show the different paving/hardscape materials and their proposed pattern. Similarly, specify the size, texture and pattern of the concrete pavers, including details on spacing and grout dimension and provide a detail showing the transition between stone and concrete pavers.

- All awnings/canopies throughout the project shall be wrapped entirely in prefinished aluminum, with the exception of the topside. The topside may be finished in an alternative roofing material that is consistent and/or complementary with the color of the prefinished aluminum.
- The ground floor/base material of the building shall be modified to a higher-quality more durable material such as board-formed concrete or stone to achieve a stronger grounding of the building to the site along the street-facing (Los Robles Avenue) and shall wrap to portions of the north and south side elevations that will be publicly visible. The applicant shall work with staff to determine the appropriate or natural termination points for the material as it wraps the side elevations.
- To achieve and maintain a unified appearance, metalwork finishes and colors shall be consistent throughout the project for the same or similar design elements. For example, all exterior light fixtures shall have the same color, awnings/canopies shall have the same finish/color, the color of all fencing or metal railings shall be the same...etc., independent of the manufacturers and product colors.
- Provide further detail and specifications of the exhaust ventilation/vent caps to ensure quality and integrated finish of the caps.
- The drainage detail at the balcony shall be provided and shall be integrated into the design to avoid the need for scuppers, gutters and downspouts or shall be provided internally.
- Similar to the planter seat provided in the front courtyard, planter seat or similar seating design shall be incorporated into the north paseo where possible. Additionally, consider lowering the height of all planter seat/seat walls to 18" high.
- For all raised or depressed planters that are not on grade, provide a section for each typical condition and specify the planter and soil height.
- Provide a hardscape plan depicting the design, pattern and material in all outdoor areas.
- All site and planter walls located within the front of the building and courtyard shall be consistent with material selected for the ground floor at the front of the building and shall not be finished in heavy dash coat stucco.
- The front portion of the driveway to the subterranean parking garage shall incorporate paving design/concrete pattern of same or similar hardscape design proposed in the outdoor areas, such as the front courtyard.
- The proportions and scale of individual panels for each cladding system proposed shall ensure that the in-plane transition of the cladding materials exhibit a well-integrated design. The alignment and widths of control joint/reveals, and nuances in the material colors shall contribute to the integration of the cladding systems.
- The locations of the Fire Department connection, backflow preventer, gas service/water meters shall be identified in the final plans and screened from public view to the greatest extent feasible.
- The address/building identification sign(s) shown on the east (front) elevation requires a separate design review application.

- The lighting temperature specified on the final plans shall not rise above 3,000 kelvin for all proposed exterior fixtures. Replacement lighting elements should be regulated by maintenance staff in the future.
- The project shall comply with the Model Water Efficient Landscape Ordinance and any changes to the proposed landscape design that may be required shall be reviewed and approved by staff prior to issuance of a building permit.
- This decision letter, including written responses to each condition indicating how and where they are addressed in the building plans, shall be included in the plans submitted for building permit plan check.
- An 8' x 8' minimum mock-up panel of the building finishes shall be provided and, shall be reviewed and approved by staff prior to construction and installation.
- The locations of the Fire Department connection, backflow preventer, gas service/water meters shall be shown in the final plans submitted for a building permit and screened from public view to the extent allowed by the utility company.
- Any changes to the Design Commission-approved design may require submittal and review of an application for Changes to an Approved Project.
- This project will be subject to a framing, exterior sheathing/lathing, and final site inspection (50%, 75%, and 100% inspection points) and sign-off by the Design & Historic Preservation section staff to ensure that the project is constructed as approved and specified in the decision letter and that all work is performed consistent with the approved plans.

Motion:

Approve the application for Final Design Review subject to conditions, to be further reviewed by staff before issuing permits. Moved and seconded by Commissioners Toro and Delgado.

AYES: Commissioners Toro, Litwin, Chiao, Carpenter, Delgado and Sepulveda  
 NOES: None  
 ABSENT: Commissioner Rao (Excused)  
 ABSTAIN: None  
 APPROVED: 6-0-1

**5. COMMENTS AND REPORTS FROM STAFF**

**A. CONCEPT DESIGN REVIEW SUBMITTAL CHECKLIST UPDATE**

- Staff presented a summary of an updated Concept Design Review submittal checklist, with changes proposed by staff and subcommittee. Commissioners provided comments for the Director's consideration in updating the checklist.

- Staff also updated Commission on upcoming agenda items.

**6. COMMENTS AND REPORTS FROM COMMISSION - NONE**

**7. COMMENTS AND REPORTS FROM COMMITTEES**

1. Urban Forestry Advisory Committee - (Carpenter) - None
2. Historic Preservation Commission - (VACANT)
3. Planning Commission - (Delgado) - None
4. Transportation Advisory Commission - (Litwin) - None
5. Arts & Culture Commission - (Sepulveda) - None
6. Concept Design Review Application Subcommittee - (Toro, Rao, TBD) - None
7. Las Encinas Psychiatric Hospital & Barn Subcommittee - (Carpenter, TBD) - None
8. Olivewood (North and South) Subcommittee - (Chiao, TBD) - None
9. 1336 E. Colorado Blvd Subcommittee – (Chiao, Carpenter, TBD) - None
10. 139 & 150 S. Oak Knoll Ave Subcommittee (Sepulveda, Delgado) - None
11. 1200 E. California Blvd Subcommittee (Hawthorne, Delgado, Rao) - None
12. 280 Ramona St Subcommittee (Chiao, Delgado, TBD) - None

**Projects on Hold**

13. 3200 East Foothill Boulevard (SpaceBank) - (Chiao, Carpenter)
14. 130-140 N. Fair Oaks Avenue Subcommittee - (TBD, TBD, TBD)
15. Design Awards Subcommittee – (TBD, TBD)

**8. ADJOURNMENT – Chair Sepulveda adjourned the meeting at 9:20 p.m.**



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Kevin Johnson, Principal Planner



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Michi Takeda, Recording Secretary