

EXHIBIT "B"

The following rules and regulations were adopted by the Pasadena Community Development Committee on July 28, 1988, for the conduct of its business consistent with the Pasadena Municipal Code.

PASADENA COMMUNITY DEVELOPMENT COMMITTEE

RULES AND REGULATIONS

ARTICLE I

NAME

The name of this advisory body is the Pasadena Community Development Committee (hereinafter called the "committee").

ARTICLE II

PHILOSOPHY

The purpose of this committee is to review and recommend to the Community Development Commission or the City Board of Directors, as the case may be, on all matters related to community development which come before the Commission for action, or are delegated to the committee by the City Board of Directors, except emergency matters and matters which the Commission, by resolution, excludes from committee review and recommendation.

ARTICLE III

MEMBERSHIP

SECTION 1. The membership of this committee shall be limited to seven (7) members.

SECTION 2. Members shall be appointed in conformity with applicable provisions in Chapter 2.70, Title 2 of the Pasadena Municipal Code.

SECTION 3. Any member desiring to resign from the committee shall submit his/her resignation in writing to the chair of the committee and to the member of the Board of Directors who appointed and/or nominated the member to the committee, or his/her successor.

SECTION 4. Any member with three consecutive unexcused absences may be removed from the committee by the Board of Directors. The chair of the committee is empowered to excuse absences for good cause. A member must advise the chair in advance of any anticipated absence from a scheduled meeting.

SECTION 5. Absent members cannot vote by proxy on issues before the committee at scheduled meetings.

SECTION 6. Upon appointment, all members shall receive a copy of these rules and regulations and Chapter 2.70 of the Pasadena Municipal Code relating to this committee.

SECTION 7. Each member has the right:

- a. To receive timely notice of all meetings with accompanying documents;
- b. To receive a copy of the minutes prior to approval;
- c. To make motions or to second them;
- d. To debate motions;
- e. To vote on motions;
- f. To hold office on the committee; and
- g. To make recommendations to the committee.

SECTION 8. No member shall purport to represent or speak on behalf of the committee without the prior approval of four (4) members of the committee.

SECTION 9.

a. Service as an appointed member of the committee provides a unique opportunity for service to the community. Such service also imposes an obligation of ethical conduct and personal integrity that will foster public respect, confidence and trust. The service of the members of the committee is expected to comply with the following standards:

- (1) To understand fully the role and scope of responsibility of the committee;
- (2) To perform responsibilities in a manner that is efficient, courteous, responsive and impartial, providing fair and uniform treatment of all persons and actions coming before the committee;

- (3) To seek in making decisions the overall public good, and not the interest of a particular group even when the member has been chosen in whole or in part to represent a particular group;
- (4) To ensure equal treatment of all persons and issues without unlawful discrimination because of race, age, religious creed, sex, national origin, or political affiliation;
- (5) To establish effective, courteous and cooperative working relations with fellow members of the committee, the City staff, and members of other advisory bodies;
- (6) To serve as a communicator between the community and the Commission and/or City Board of Directors, as the case may be, and to facilitate the expression of citizen views;
- (7) To provide advice to the Commission and the City Board of Directors, as the case may be, respecting the authority and responsibility of the City Directors or Commission members to make final decisions and of the City staff to carry out official Commission or City actions;
- (8) To avoid participation in any official decision which could affect the member's personal financial interest, and to disclose possible

conflicts of interest and refrain from voting or attempting to influence the vote on any such matter;

- (9) To avoid any action which could be construed by an objective person to create the appearance of
- using public office for personal gain;
 - giving preferential treatment to any person or group;
 - impeding governmental responsiveness or efficiency;

- (10) To avoid disclosing information, which is confidential or not generally known or readily available to the public, concerning the business or property of the City or the Commission for the purpose of benefiting any private interest;

- (11) To identify personal opinions and recommendations, avoiding any implication that personal opinions and recommendations are those of the committee unless such position has been duly voted;

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- (12) To recognize that Pasadena City government is non-partisan and to avoid use of the appointed position title to further political activities; and

- (13) To refuse gifts, favors, services or any promise of future benefit which could be

construed to compromise independence of judgment or action as a public official.

b. If, due to any of the following factors, a member has a conflict of interest in a matter before the committee, that member shall declare the interest publicly, refrain from participating in the deliberations, abstain from voting on the matter, leave the hearing room during any hearing and deliberations and not discuss with any other committee member prior to final action by the committee.

- (1) Member is a client, employee or business associate of a party with a matter before the committee;
- (2) Member is related by blood, marriage or adoption to a party with a matter before the committee;
- (3) Member has a financial interest in the matter before the committee;
- (4) Member and the party with a matter before the committee are affiliates in an association which would cause a reasonable person to question the committee member's impartiality in resolving the matter before the committee;

c. No member shall participate in any matter before the committee in which he/she may have a bias prejudicial to the interests of the public or which would give the appearance of impropriety.

d. If a member is required by City ordinance and the Political Reform Act to file a Statement of Economic Interest and fails or declines to do so, that member is disqualified from further service on the committee.

ARTICLE IV

OFFICERS

SECTION 1. The officers of the committee shall be a chair, a vice chair and a secretary. The secretary may be a member of the city staff.

SECTION 2. The chair shall have the following responsibilities: preside at all meetings of the committee; vote on every motion as other members; call special meetings; compose the agenda; prepare the annual report for submission to the Board of Directors; fix the date, hour and place of meeting; make appointments to subcommittees; execute official communications; sign orders or recommendations of the committee; advise the Board of Directors of the names of members with three (3) unexcused absences and of upcoming vacancies; and conduct committee business in a manner consistent with these rules and regulations.

SECTION 3. The vice-chair shall perform the duties of an absent or disabled chair and perform such other duties as are assigned by the chair. In the absence of both the chair and vice-chair, the members shall select a temporary chairperson.

SECTION 4. The secretary shall have the following responsibilities: record the minutes of all proceedings before the committee; maintain the records of the committee in complete and up-to-date order; report all correspondence to the committee; advise the chair three months prior to expiration of appointments; advise the chair of any members with three consecutive unexcused absences; assist in the preparation of the agendas; and make and serve all notices.

SECTION 5. The rules contained in the current edition of Robert's Rules of Order (newly revised) shall govern the committee in all cases to which they are applicable and are not inconsistent with these rules, the Pasadena Municipal Code, or the Ralph M. Brown Act.

SECTION 6. The officers shall be elected by open ballot to serve for one year or until their successors are elected. The officers' terms of office shall begin at the close of the annual meeting at which they were elected.

SECTION 7. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office.

ARTICLE V

MEETINGS - GENERAL RULES

SECTION 1. The regular meetings of the committee shall be held on the second and fourth Thursdays of each month at 5:00 p.m. Workshop meetings of the committee shall be held on the first Thursday of each month at 5:00 p.m.

Written notice of these meetings, including the date, time and location, shall be given to each member, the Board of Directors and the City Manager.

SECTION 2. The first regular meeting in July shall be known as the annual meeting and shall be for the purpose of electing officers, and for any other business that may arise.

SECTION 3. Special meetings may be scheduled by the chair or a majority of the committee. The purpose of the meeting shall be stated in the notice. Except in cases of emergencies, notice of special meetings shall be given at least twenty-four (24) hours in advance.

SECTION 4. Four (4) members of the committee shall constitute a quorum. A smaller number may adjourn from time to time until a quorum is obtained. Action may be taken by the members only upon a favorable vote of four members.

SECTION 5. All meetings of the committee shall be held in accordance with the Ralph M. Brown Act and shall be open to the public as provided by law.

SECTION 6. A matter shall be on the agenda to be discussed and acted upon. A matter may be placed on the agenda by a member, by a request from a non-member agreed to by a member, or by staff.

ARTICLE VI

MEETINGS - SPECIAL RULES

SECTION 1. Scheduled meetings shall begin no later than 5:30 p.m.

SECTION 2. The order of business at all meetings shall be as follows:

- a. Call to order
- b. Roll call
- c. Comments from the audience
- d. Approval of minutes of previous meeting(s)
- e. Old business
- f. Consent calendar items
- g. New business
- g. Information items.
- h. Committee/Subcommittee reports
- i. Report on Board of Directors and other Commission/Committee items
- j. Comments from committee members
- k. Comments from the audience
- l. Discussion of agenda for next meeting
- m. Adjournment

ARTICLE VII

MEETINGS - MOTIONS

SECTION 1. The committee may employ five motions

in reaching decisions:

- a. Motion for Action: A proposal by a member that the committee do a special thing; e.g., "I move that the committee recommend that the

Community Development Commission authorize execution of a Disposition and Development Agreement with XYZ Company."

- b. Motion to Amend: A proposal to amend a motion made by insertion, addition, deletion, or substitution; e.g., "I move to amend the motion by the addition of the condition that XYZ Company furnish evidence of its construction financing no later than February 1, 1989, rather than July 1, 1989."
- c. Motion to Rescind: A proposal to repeal a motion before a different course of action is decided. (Once a motion has been approved, reflection or investigation may prove it to be impractical. Because the motion is in the minute book, it must be repealed.) E.g., "I move that the action ordering demoliton of the building be rescinded."
- d. Motion to Table: A proposal to cut off discussion and action on a motion that has been made. (This allows time for further investigation and ends heated discussion. The motion must be voted upon at once and can be brought back at a future meeting.) E.g., "I move that the motion be tabled until the committee has a chance to review the staff report."

e. Motion to Suspend the Order of Business:

A proposal made when circumstances such as an interruption, late arrival, or early departure necessitate an alteration or change in the agenda; e.g., "I move that the order of business be suspended immediately after the reading of the minutes to first consider Agenda Item No. 9."

SECTION 2. Once a motion is before the committee, the chair shall not permit the public to speak or comment during the committee's discussion of that motion.

SECTION 3. All votes on issues before the committee shall be by roll call requested by the chair. There shall be no secret ballots.

SECTION 4. After a motion has been made and seconded, the chair may repeat the motion for the committee. The chair may rule the motion out of order or restate the motion so that the committee may know what is before it for consideration and action.

SECTION 5. The chair shall announce the vote on the motion. In announcing the vote, the chair shall state whether the motion carried or failed and the number of votes for and against.

ARTICLE VIII

MEETINGS - HEARING PROCEDURES

The committee shall follow the procedure outlined below in conducting public hearings:

- a. The title of the matter shall be announced by the chair.
- b. The Director of Development or a city staff member shall then present the matter to the committee.
- c. The chair shall call for the applicant, proponent, or opponent to present his/her view, additional facts, or evidence.
- d. The chair shall call for statements from other persons favoring the matter; then from persons opposing the matter under consideration.
- e. The applicant, proponent or opponent shall be given an opportunity for rebuttal at the completion of the statements.
- f. The chair shall declare the hearing closed.
- g. By motion, the committee shall take action on the matter.

- h. The chair shall announce the decision of the committee.
- i. All decisions of the committee relating to matters requiring a hearing shall be in writing and shall be mailed to the parties within a reasonable time after the hearing.

ARTICLE IX

SUBCOMMITTEES AND PANELS

SECTION 1. The chair may appoint members to ad hoc subcommittees or panels necessary to carry the work of the committee. The chair shall define their area of operation and concern, and establish rules of operation. The chair shall be an ex officio member of all subcommittees so created.

SECTION 2. The committee hereby establishes a nominating subcommittee which shall recommend nominees for office on the committee. The nominating subcommittee shall consist of three persons appointed by the chair. The subcommittee shall be activated at the first regular meeting in May and shall report its nominees at the annual meeting in July.

SECTION 3. The committee hereby establishes an executive subcommittee. The executive subcommittee shall consist of three (3) persons. The chair and vice-chair shall be members of the subcommittee and one other member appointed by the chair. The executive subcommittee shall be responsible for assisting with the preparation of the agenda and special projects as designated by the committee.

ARTICLE X

AMENDMENT OF RULES

SECTION 1. These rules may be amended at any regular meeting of the committee by the affirmative vote of four (4) members, provided that the amendment has been submitted in writing at the previous meeting. Proposed amendments must be submitted to the Board of Directors for final approval and shall not become effective until approval and ordered filed by the Board of Directors.

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Chapter 2:80

DESIGN COMMISSION

Sections:

- 2.80.010 Short title.
- 2.80.020 Establishment.
- 2.80.030 Membership—Appointment and terms.
- 2.80.040 Qualifications.
- 2.80.050 Absences and vacancies.
- 2.80.060 Election of officers.
- 2.80.070 Meetings—Records.
- 2.80.080 Rules and regulations.
- 2.80.090 Annual report.
- 2.80.100 Disclosure requirements.
- 2.80.110 Purpose and functions.
- 2.80.120 Definition.
- 2.80.130 Design review committee.
- 2.80.135 Urban forestry advisory committee.
- 2.80.140 Procedure for assignment to committee.
- 2.80.150 Fees.

2.80.010 Short title.

This chapter shall be known as the "Design Commission Ordinance." (Ord. 6229 § 2 (part), 1987)

2.80.020 Establishment.

There is created and established a commission of the city to be known as the "design commission" and hereinafter called "commission." (Ord. 6229 § 2 (part), 1987)

2.80.030 Membership—Appointment and terms.

A. The commission shall consist of 9 members, who shall be appointed as follows:

1. The mayor shall nominate 6 members from persons nominated by the city council.

2. The community development committee, the cultural heritage commission and the planning commission shall each nominate 1 member for a total of 3 members.

3. All appointments are subject to ratification by the city council.

B. Members shall be appointed for a term of 3 years, and shall serve no more than 2 consecutive terms. A term of less than 1 year shall not be considered a full term. Terms expire on June 30th of the applicable years. A member shall continue in office for the term for which he/she was appointed or until his/her successor is appointed. No member who has served 2 consecutive terms shall be eligible for reappointment to the commission prior to the passage of a 2-year interval.

C. If a member ceases to reside in the city prior to the expiration of a term, the member may complete the term only upon approval by the city council pursuant to Section 2.45.020.

D. Any member of the commission may be removed by the city council at its pleasure. (Ord. 6820 §§ 18, 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

2.80.040 Qualifications.

A. All members shall be residents of the city; provided however, that a person nominated by a director need not reside in the director's district.

B. The criteria for selection of members shall be a demonstrated interest in the community and professional expertise and experience in one or more of the following fields:

1. Architecture;
2. Landscape architecture;
3. City planning;
4. Historic preservation. (Ord. 6229 § 2 (part), 1987)

2.80.050 Absences and vacancies.

A. In the event a member has 3 consecutive unexcused absences from meetings of the commission, the city council may declare the office of such member vacant. The staff to the commission shall advise

the secretary to the mayor of any member with 3 consecutive unexcused absences. The chair of the commission may excuse absences.

B. Vacancies, whether scheduled or unscheduled, shall be filled by the person who nominated the member to the vacant office, or by his/her successor, in the same manner as set forth in Section 2.80.030. (Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

2.80.060 Election of officers.

At the first meeting of the commission, and thereafter at its first meeting of each subsequent calendar year, the members shall elect a chair and a vice chair. In the absence or disability of the chair and vice chair, the commission may designate a temporary chair. The director of planning, housing and development services or his designee shall act as the non-voting secretary to the commission. The city council, through the planning, housing and development services, shall provide the commission with adequate staff to perform the duties prescribed in this chapter. (Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

2.80.070 Meetings—Records.

A. The commission shall meet at least once a month. All its meetings shall be held in accordance with the Ralph M. Brown Act and shall be open to the public except as provided by law. Special meetings may be called by the chair or a majority of the commission.

B. A quorum shall be a majority of the commission seats filled by the city council. A seat is deemed to be filled after a nominee has been sworn in by the city clerk. No action of the commission shall be valid without the affirmative vote of at least three members.

C. The commission shall keep a record, which shall be available for public inspection, of all of its resolutions, proceedings, and other actions. (Ord. 6675 § 2 (part), 1996; Ord. 6229 § 2 (part), 1987)

2.80.080 Rules and regulations.

The commission shall adopt and amend, by the affirmative vote of 5 members, rules and regulations for the conduct of the commission's business consistent with this chapter. Such rules and regulations shall be submitted to the city council and shall not become effective until approved and ordered filed by the council. (Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

2.80.090 Annual report.

The commission shall submit an annual report and workplan to the city council no later than September 1st of each year. Attendance records of members shall be included as part of the annual report. (Ord. 6930 § 8, 2003; Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

2.80.100 Disclosure requirements.

Members of the commission shall be required to file annual statements of economic interest pursuant to the city's conflict of interest code. (Ord. 6229 § 2 (part), 1987)

2.80.110 Purpose and functions.

A. The city council declares that the achievement of quality in the architecture and urban design of the city is required in the interest of the prosperity, social and cultural enrichment, and general welfare of the people. The purpose of this commission is to:

1. Establish procedures for developing design policies for the city;
2. Establish procedures and criteria for review of alterations to the urban and natural environments to assure appropriate design;
3. Encourage public understanding of and involvement in the design quality of the city, and strengthen civic pride in the beauty of Pasadena;
4. 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;
5. Safeguard and enhance the visual and aesthetic character, diversity and quality of the city.

B. The commission shall:

1. Review plans of all publicly owned structures, whether federal, state, county, district or city, including water and power, to be constructed or altered in Pasadena, and to make recommendations thereon to the council, according to procedures of Section 2.80.130. Jurisdiction shall include architecture, materials, scale, massing, color, lighting, landscaping, open space and any other design concept;

a. In reviewing exterior alterations to city-owned buildings of historic significance pursuant to this subsection, the commission shall consult with and receive the advice of the cultural heritage commission. City-owned buildings of historic significance include:

- City Hall
- Grace Nicholson Building
- Wrigley Mansion
- Rose Bowl
- Pasadena Civic Auditorium
- Pasadena Central Library

b. In addition to consulting with the cultural heritage commission for all exterior alterations to the foregoing listed buildings, the commission shall consult with and receive the advice of the cultural heritage commission for alterations to the following interior rooms and areas of the buildings:

- Central Library
 - Main stack area
 - Main hall
 - Fine arts room
 - Reference room
 - Business-industry services
 - Children's room
 - Auditorium
 - Restrooms
- Civic Auditorium
 - Stage and main auditorium
 - Lobby, 1st and 2nd floors
 - Restrooms, 1st and 2nd floors
 - Gold Room

- City Hall
 - Building code and zoning department reception area
 - City manager and city clerk reception area
 - Council chambers
 - Public works reception and information desk
 - Planning department reception area
 - Personnel reception area
 - Municipal services reception area
 - Elevator hall, 1st floor
 - Main staircase
 - Rotunda above 4th floor
 - City attorney reception area
- Rose Bowl
 - Restrooms
 - Concession stands
 - Alterations to the Rose Bowl structure
- Wrigley Mansion
 - All rooms through which tours are conducted
- Grace Nicholson Building
 - Galleries and gift shops
 - Auditorium

2. Develop and recommend to the city council objectives and criteria of design for all streetscapes and all features thereof within the public right-of-way, including, but not limited to, street lights, poles, benches, signs, hydrants, trash receptacles and other street furniture and street trees, sidewalks, parkways and special paving treatments for traffic islands and pedestrian crossings. This paragraph shall not affect the installation, maintenance or removal of traffic control devices described in Title 10 of this code, provided, however, that the commission may advise on such matters as the mounting and positioning of traffic control devices within the context of developing overall streetscape design criteria;

3. Review and recommend to the city council the aesthetic design concepts of all construction undertaken by the city, including structures, streets, bridges, subways, sidewalks, street trees, parkways, landscaping, street furniture and street lights. This paragraph includes projects in which the city is a participant;

4. Develop and recommend to the city council general objectives and standards of aesthetic design for use by all departments of the city;

5. Undertake design reviews and hear such matters as are required by Title 17 of this code, according to procedures of Section 2.80.130 of this code;

6. Develop and recommend to the city council general design objectives, goals and criteria for areas and districts in the city, and for areas of city development, such as the civic center area, redevelopment areas and park areas.

7. Develop and recommend to the city council policies relating to architecture and urban design;

8. Work closely with the planning commission, cultural heritage commission, community development committee and other advisory bodies and city departments to assure changes to the built environment will be orderly and will not diminish the architectural, aesthetic or design quality of the city;

9. Comment and make recommendations upon all environmental impact reports for proposed amendments to the zoning ordinance or map, subdivisions, general plan amendments, redevelopment projects, significant public improvements, and such other land use proposals or projects that may affect the architectural, aesthetic or design quality of Pasadena. The director of planning, housing and development services shall refer all such matters to the commission whether or not an environmental impact report is required;

10. Participate in revisions of the urban design element of the general plan of the city.

11. Review, advise and make recommendations to the city council relating to the city's master street tree plan and undertake such other reviews pertaining to public trees as are specified in the city trees and tree protection ordinance, section 8.52.050 of this code. (Ord. 6894 § 1, 2002; Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

2.80.120 Definition.

Unless is plainly evident from the context that a different meaning is intended, "committee" means the design review committee established by this chapter. (Ord. 6229 § 2 (part), 1987)

2.80.130 Design review committee.

Design review of city-owned buildings as provided in Section 2.80.110 (B)(1) of this chapter, and of projects as required in Title 17 of this code may, at the discretion of the commission, be delegated to the committee. The committee shall be composed of three members of the commission. (Ord. 6229 § 2 (part), 1987)

2.80.135 Urban forestry advisory committee.

The design commission may delegate to the urban forestry advisory committee the following: the reviews, advice and recommendations with respect to street trees as are specified in Sections 2.80.110 (B)(2) and (3), related to streetscapes and city construction, respectively; the reviews, advice and recommendations specified in section 2.80.110(B)(11); and for projects sent to the commission for review under Title 17 of this code, the review of landscape design plans, and related permits and tree protection plans for protected trees on public and private property as well as for planting new trees on such property. The urban forestry advisory committee is a subcommittee of the design commission and shall be composed of 7 members which shall include the following: 2 members of the design commission, 2 representatives of the recreation and parks commission, 1 representative from the Pasadena Beautiful Foundation; in addition, 2 members of the public shall be appointed by the city council who have demonstrated knowledge and experience in arboriculture or, in the alternative, one of whom may be another representative of the Pasadena Beautiful Foundation. (Ord. 6894 § 2, 2002)

2.80.140 Procedure for assignment to committees.

Procedures for assigning commission members to the committees, for convening and recognizing committees and for conducting design and other reviews and recommendations, shall be established by resolution of the commission. Procedures to implement the objectives of this chapter where not specified in Title 17 of this code shall be adopted by resolution of the commission. (Ord. 6894 § 3, 2002; Ord. 6229 § 2 (part), 1987)

2.80.150 Fees.

The city council shall by resolution prescribe fees for all applications, reviews and appeals authorized by this chapter. (Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)