




REGULAR MEETING OF THE
MUNICIPAL SERVICES COMMITTEE
Tuesday, February 14, 2012, 4:00 P.M.
100 North Garfield Avenue, Pasadena, Council Chambers

AGENDA

1. **CALL TO ORDER/ROLL CALL**
2. **PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA**
3. **APPROVAL OF MINUTES** – November 22, 2011 and December 27, 2011 – Cancelled Meetings*
December 13, 2011 – Regular Meeting*
January 10, 2012 and January 24, 2012 – Cancelled Meetings*
4. **INFORMATION ITEMS**
 - A. Advanced Meter Pilot (APPA Grant)
 - B. Catalog Choice (Public Works)*
 - C. Receive and File Annual Report for July 1, 2010 through June 30, 2010 and Proposed Work Plan for July 1, 2011 through June 30, 2012 for the Planning Commission*
5. **ADJOURNMENT**

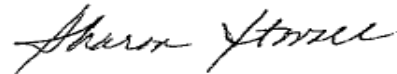


Margaret McAustin, Chair
Municipal Service Committee

*Attachment

POSTING STATEMENT:

I HEREBY CERTIFY that this Agenda, in its entirety, was posted on the Council Chamber Bulletin Board S249, the bulletin board in the rotunda area at City Hall, 100 North Garfield Avenue, the City Clerk's Office, and a copy was distributed to the Central Library for posting on the 9th day of February, 2012 by 4:00 p.m.



Sharon Stovall

DISTRIBUTION:

MSC Committee Members	Central Library	General Manager	Pasadena Weekly
City Council	City Clerk	Director of Planning and Permitting	Pasadena Star-News
City Manager	Director of Public Works	Los Angeles Times	Neighborhood Connections
City Attorney	Public Information Officer	La Opinion	Pasadena Journal

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**CITY OF PASADENA
REGULAR MEETING OF THE CITY COUNCIL
MUNICIPAL SERVICES COMMITTEE
NOVEMBER 22, 2011
COUNCIL CHAMBERS – ROOM S-249
100 N. GARFIELD AVENUE (2ND FLOOR)**

The regular meeting of the Municipal Services Committee, scheduled for Tuesday, November 22, 2011 at 4:00 p.m., was cancelled as ordered on November 17, 2011, and posted as required by law.

Margaret McAustin, Chair
Municipal Services Committee

ATTEST:

Sandra S. Robles
Recording Secretary

**CITY OF PASADENA
REGULAR MEETING OF THE CITY COUNCIL
MUNICIPAL SERVICES COMMITTEE
DECEMBER 27, 2011
COUNCIL CHAMBERS – ROOM S-249
100 N. GARFIELD AVENUE (2ND FLOOR)**

The regular meeting of the Municipal Services Committee, scheduled for Tuesday, December 27, 2011 at 4:00 p.m., was cancelled as ordered on December 22, 2011, and posted as required by law.

Margaret McAustin, Chair
Municipal Services Committee

ATTEST:

Sandra S. Robles
Recording Secretary

**CITY OF PASADENA
REGULAR MEETING OF THE CITY COUNCIL
MUNICIPAL SERVICES COMMITTEE
DECEMBER 13, 2011
COUNCIL CHAMBERS
100 N. GARFIELD AVENUE (2ND FLOOR)**

OPENING The Chair called the regular meeting of the Municipal Services Committee to order at 4:06 p.m.

ROLL CALL: Vice Mayor Margaret McAustin, Chair
Mayor Bill Bogaard
Councilmember Terry Tornek

Staff: Michael Beck, City Manager
Julie Gutierrez, Assistant City Manager
Phyllis Currie, General Manager of Water and Power
Brad Fuller, Assistant City Attorney
Thanos Gauthier, Public Works Superintendent
Sandra Robles, Recording Secretary

PUBLIC COMMENT No one appeared for public comment.

APPROVAL OF MINUTES It was moved by Councilmember Tornek, seconded by Mayor Bogaard, to approve the minutes of October 25, 2011 and November 8, 2011, as submitted. (Motion unanimously carried)

INFORMATION ITEMS AB 341 (CHESBRO) – SOLID WASTE DIVISION – PUBLIC WORKS

Thanos Gauthier, Public Works Superintendent, provided a PowerPoint presentation summarizing the Assembly Bill requirements, the City's compliance actions, and responded to questions.

Following discussion, on the order of the Chair, and by consensus of the Committee, the information was received and filed.

OLD BUSINESS CONSIDERATION OF UTILITY GOVERNING COMMITTEE/COMMISSION

Michael Beck, City Manager, summarized the agenda report, provided comparative information on similar cities' committees or boards, discussed recommended qualifications of a proposed utility board, and responded to questions.

Phyllis Currie, General Manager of Water and Power, responded to concerns regarding the complexity of information provided to the Committee and provided feedback on the item.

Dave Czamanske, Pasadena Sierra Club, provided comment in support of the item.

Following discussion, it was moved by Councilmember Tornek, to forward the item to the City Council for discussion. (Motion unanimously carried)

RECEIVE AND FILE ANNUAL REPORTS FOR JULY 1, 2010 THROUGH JUNE 30 2011 AND WORK PLANS FOR JULY 1, 2011 THROUGH JUNE 30, 2012 FOR THE LIBRARY COMMISSION

Following a brief discussion, on the order of the Chair, and by consensus of the Committee, the information was received and filed.

The Committee agreed to cancel the regular meeting of December 27, 2011.

Following discussion regarding upcoming committee agenda items, the Mayor requested that staff make available copies of agenda reports providing information regarding the stranded reserve and utility grounding.

ADJOURNMENT

On the order of the Chair, the regular meeting of the Municipal Services Committee was adjourned at 5:17 p.m.

ATTEST:

MARGARET McAUSTIN, Chair
Municipal Services Committee

Sandra S. Robles
Recording Secretary

**CITY OF PASADENA
REGULAR MEETING OF THE CITY COUNCIL
MUNICIPAL SERVICES COMMITTEE
JANUARY 10, 2012
COUNCIL CHAMBERS – ROOM S-249
100 N. GARFIELD AVENUE (2ND FLOOR)**

The regular meeting of the Municipal Services Committee, scheduled for Tuesday, January 10, 2012 at 4:00 p.m., was cancelled as ordered on January 5, 2012, and posted as required by law.

Margaret McAustin, Chair
Municipal Services Committee

ATTEST:

Sandra S. Robles
Recording Secretary

**CITY OF PASADENA
REGULAR MEETING OF THE CITY COUNCIL
MUNICIPAL SERVICES COMMITTEE
JANUARY 24, 2012
COUNCIL CHAMBERS – ROOM S-249
100 N. GARFIELD AVENUE (2ND FLOOR)**

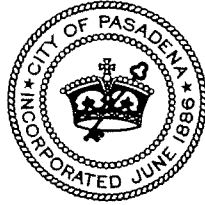
The regular meeting of the Municipal Services Committee, scheduled for Tuesday, January 24, 2012 at 4:00 p.m., was cancelled as ordered on January 19, 2012, and posted as required by law.

Margaret McAustin, Chair
Municipal Services Committee

ATTEST:


Sandra S. Robles
Recording Secretary

4.B



February 14, 2012

TO: Municipal Services Committee

FROM: Siobhan Foster 
Director of Public Works

SUBJECT: Catalog Choice

This item is for information only.

The City has set an aggressive goal to achieve a 75 percent waste diversion from landfill and incinerators by 2015 and zero waste by 2040, as adopted in the Urban Environmental Accords and the Green City Action Plan. The City's current diversion rate is 73%. To improve the City's diversion, the Department of Public Works (DPW) implements and/or enhances programs and ordinances. DPW has identified Catalog Choice, a program that reduces waste at the source as an effective diversion technology.

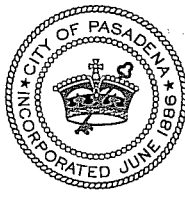
DPW will team with Catalog Choice, a non-profit organization whose mission is to reduce unwanted mail, save resources and protect privacy. Pasadena households will be able to reduce unwanted junk mail and catalogs with the help of Catalog Choice, an online service that is free to Pasadena residents and businesses. Catalog Choice will develop and maintain an easy-to-use online service at www.pasadena.catalogchoice.org that is customized for Pasadena, with relevant local information and an ad slot to advertise City programs.

The service will allow both households and businesses to opt out of receiving direct mail advertising and request that their name and address not be sold or traded with affiliates or other companies. Nearly 1.3 million Catalog Choice members have sent more than 19 million opt-out requests to 3,100 brands and companies since the service began in October 2007. To make a request, a member needs only select a company, input name/address, and submit a request to be removed from that company's mailing list and request personal information not be shared with other companies.

Catalog Choice provides a centralized portal with all the information and tools members need to implement their privacy choices. Members first create a free account, which they verify by confirming receipt of a registration e-mail. Members begin the opt-out process by selecting on a title-specific basis, the companies or brands to which they would like to send opt-out requests. There are already 1,844 Pasadena households who use Catalog Choice – about 3.5% of the city's households.

The City's annual cost to maintain and operate the online service is \$2,995. DPW estimates that the service will generate a cost savings of \$1,739 through reduced collection and tipping fees, based on a 6% percent participation rate. The expected participation rate is a conservative estimate based on results from similar communities.

4.C



RECEIVED

'12 JAN 17 A9:59

PLANNING DEPARTMENT
PLANNING DIVISION

CITY CLERK
CITY OF PASADENA

TO: CITY COUNCIL **DATE:** JANUARY 17, 2012
FROM: CAROLYN NABER, PLANNING COMMISSION CHAIR
SUBJECT: ANNUAL REPORT - JULY 2010 THROUGH JUNE 2011 and
WORK PLAN FOR 2011 - 2012

RECOMMENDATION:

This report is submitted for information purposes only.

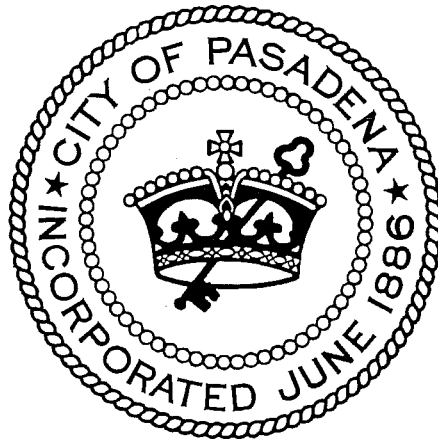
Attached is the following:

- Report of Work Plan Performance for July 1, 2010 through June 30, 2011
- Proposed Work Plan for July 1, 2011 through June 30, 2012
- Report of Commission Attendance for July 1, 2010 through June 30, 2011

These documents were reviewed and approved by the Planning Commission at our meeting of January 11, 2012.

Respectfully submitted,

Carolyn Naber
Planning Commission Chair



**CITY OF PASADENA
PLANNING COMMISSION
ANNUAL REPORT FOR FY 2011**

**CITY OF PASADENA PLANNING COMMISSION
YEAR END REPORT OF ACCOMPLISHMENTS: 6/30/11 AND
WORK PLAN: 7/1/11-6/30/12**

PURPOSE:

The City's Municipal Code spells out the function of the Planning Commission (the Commission) in Section 2.105.110. The purpose of the Commission is to advise the City Council on the preparation and review of the General Plan, as well as the adoption or implementation of programs under the plan, including the creation of districts and zones, modification to and administration of zoning regulations, review of the Capital Improvements Program, and review of other programs and projects which affect city development. State law also grants the Commission the broad responsibility for advising the City Council on all land use planning issues. The Commission meets twice a month on the second and fourth Wednesdays. These meetings are open to the public and advertised as required by law.

The Commission consists of nine members with each Councilmember appointing one member and the Mayor appointing two members. See Attachment A for a roster of Commission member for FY 11. Members are appointed for three years and may be reappointed to serve a maximum of six years. At the beginning of the fiscal year, the Commission elects a chair and vice-chair to serve for the upcoming year.

The Commission has two committees to address specific issues and provide policy direction on planning matters (Attachment B). The first committee, the Board of Zoning Appeals, is required by the Municipal Code, and has the authority to hear appeals and calls for review of decisions on applications for use permits, variances and exceptions in accordance with the provisions of the City's Zoning Code. The second committee is the Capital Improvements Committee, which oversees the Capital Improvements Program. In addition, the Commission has representatives appointed to other advisory commissions or committees such as the Design Commission, the General Plan Update Committee, the Open Space and Conservation Element Update Committee and other ad hoc committees.

During the past year, the Commission continued its work on the implementation of the General Plan, updating and amending the Housing Element, the Open Space and Conservation Element, and the Land Use and Mobility Elements. The Commission also reviewed revisions to the City's Zoning Code. The Commission had 24 regularly scheduled meeting. Twelve or half of the meetings were canceled. See Attachment C for an attendance record of the Commission member for FY 11. The following is a list of the major projects considered by the Commission during the past year.

YEAR END ACCOMPLISHMENTS FROM 7/1/10 – 6/30/11:

1. Update the Land Use and Mobility Elements of the General Plan.

STATUS: IN PROCESS. In July of 2010, staff presented the Metrics Report for review and comments. Staff gave a brief presentation of the General Plan Update Metrics Report and answered questions. The presentation included data regarding the statistical changes that have occurred in the City since the 1994 and 2004 General Plan Land Use and Mobility Elements. In April of 2011, staff presented the General Plan June Survey and

Workshops. At this time, the Department of Transportation also presented an update to the Mobility Element.

2. Update the Open Space and Conservation Element of the General Plan.

STATUS: IN PROCESS. A citizen committee has worked this year to guide the process of updating this element. That committee includes representation from the Commission. A draft Element has been prepared and presented to the community for comments. In FY2012, the document will be the subject of a public hearing before the Commission and is expected to be adopted by the City Council in the 2nd quarter. Implementation activities will commence in FY2012.

3. Preparation of Lincoln Avenue Specific Plan.

STATUS: IN PROCESS. The preparation of a specific plan for Lincoln Avenue was authorized by the City Council on August 10, 2009. The Commission received updates on the status updates of the Specific plan on September 8, 2010, and was asked to provide comments on the Draft Specific Plan on January 26, 2011. The City has initiated the environmental review process with the preparation of an Initial Study. Staff anticipates an EIR will be necessary and that the Notice of Preparation will be released in December.

4. Review additional Planned Development projects, Master Development Plans and other potential zone changes (aka Zoning Map Amendments), Specific Plan or General Plan Amendments and Development Agreements.

STATUS: COMPLETE. One Master Development Plan (Valley Hunt Club) and; one amendment to a Master Plan (Chandler School) were reviewed. The Commission conducted an annual review hearing of the Fuller Seminary Development Agreement as well as a review of the Development Agreement for SMV Project at Foothill Blvd. and Sierra Madre Villa St. There were no Planned Developments reviewed. The Commission reviewed a proposed zone change for the Weston-Bungalow Craft Landmark District on Annandale Road. The Commission recommended approval of this district which was subsequently approved by the Council.

5. Review of proposed amendments to the Zoning Code.

STATUS: COMPLETE. The Commission held two Public Hearings to consider amendments to the Zoning Code. The first was an amendment for Major Project Processing which would allow the Commission to review major projects greater than 75,000 square feet. The second was an update of the development standards for the Lower Hasting Ranch Neighborhood Overlay District. The Commission recommended approval of both amendments which were subsequently approved by the City Council.

6. Review of draft Environmental Impact Reports.

STATUS: COMPLETE. The Commission held two public meetings to review and receive comments on the Draft Environmental Impact Report for the All Saints Episcopal Church Master Development Plan. After the first meeting, additional alternatives

were added to the EIR resulting in recirculation. In FY2012, it is expected that the Commission will make a recommendation on this project to the City Council.

7. Review new projects in the Capital Improvement Program for consistency with the General Plan.

STATUS: COMPLETE. The FY2012-2016 Capital Improvement Program was reviewed and a recommendation for a finding of consistency with the General Plan was approved on March 23, 2011.

Recommendations and General Plan Consistency Findings for new projects to be included in the recommended FY2012-2016 Five Year Capital Improvement Program:

- Renovation and/or Replacement of Fire Station # 32
- Renovation and/or Replacement of Fire Station # 39
- Orange Grove Boulevard Road Diet (Pedestrian and Bicycle Improvement Project)
- Washington Boulevard Road Diet (Pedestrian and Bicycle Improvement Project)
- Mobility Corridors - Rose Bowl Access System
- Traffic Signal Improvements at Pasadena Avenue and Walnut Street
- Left Turn Signal Phasing at Colorado Boulevard and Orange Grove Boulevard and at Orange Grove Boulevard and Holly Street
- Pedestrian Safety Enhancements at Signalized Intersections
- Civic Center Parking Structure Study
- Villa Parke Community Center Boxing Ring and Gymnasium
- Tree Replacement/Planting - Citywide
- Virtual Desktop Infrastructure
- Integration of DoIT and DOT Fiber Networks
- City Fiber Network Expansion
- Data Center Consolidation

8. Consider requests for Calls for Review of decisions of the Director and Hearing Officer.

STATUS: COMPLETE. The Commission considered one request for a Call for Review. This request was to review minor modifications to the Adjustment Permit for Playhouse Plaza at 680 E. Colorado. This call for review was approved.

9. Consider requests to approve entitlements or amendments related to individual projects.

STATUS: COMPLETE. The Commission reviewed major modifications to the Ambassador West (City Ventures) project and the Ambassador West (Sunrise Senior Living) project. The modification was a change in the conditions to allow the entitlement an additional year.

10. Information Items/Updates.

STATUS: COMPLETE. Housing staff gave an oral presentation using PowerPoint on the Housing Department overview and answered questions. Transportation staff

gave a presentation on the draft Bicycle Transportation Plan and an update on the Mobility Element. Planning staff gave an update on the Open Space/Conservation Element and the General Plan Survey and Workshops.

11. Board of Zoning Appeals:

STATUS: ON-GOING. The Board of Zoning Appeals meets to consider appeals to decisions of the Zoning Hearing Officer and determinations and interpretations made by the Zoning Administrator or Planning Director. The Board of Zoning Appeals met six times during the previous fiscal year to consider various appeals or calls for review on eight separate cases.

WORK PLAN FOR FISCAL YEAR 2011 - 2012:

1. Review the Open Space and Conservation Elements of the General Plan. (Completed)
2. Review the proposed Zoning Code Amendment regarding Time Limits on Planning Land Use Entitlements (Completed)
3. Review of items implementing the adopted Housing Element of the General Plan (i.e. Revisions to the 2nd Unit Ordinance, Zone Change for emergency shelters, etc.). (Emergency shelter reviewed)
4. Complete 5-year review of the following existing Master Plans:
 - a. St. Philip the Apostle Church and School Master Plan
 - b. Art Center College of Design - South Campus Master Plan
 - c. Fuller Seminary Master Plan
5. Conduct yearly review of Housing Element
6. Review the proposed All Saints Master Development Plan
7. Review the Update of the Land Use and Mobility Elements of the General Plan. (On-going)
8. Serve as hearing body for major projects. (Currently one major project has been reviewed)
9. Conduct scoping sessions for the following Environmental Impact Reports:
 - a. Madison/Colorado Medical Office Building (Completed)
 - b. Huntington Hospital Expansion (Completed)
 - c. Lincoln Ave. Specific Plan
 - d. Parsons Project
10. Review new projects in the Capital Improvement Program for consistency with the General Plan
11. Review Zoning Code and Map Amendments to implement the Open Space and Conservation Element of the General Plan
12. Review additional Planned Development projects, Master Development Plans and other potential zone changes, Specific Plan, General Plan Amendments or Street Vacations as they arise
13. Conduct Study Sessions to receive briefings on topics of general planning interest and Work Sessions to provide preliminary input to the preparation of proposed planning documents. (Completed: General Plan Policy Discussion)

Attachments:

- Attachment A - Roster
- Attachment B - Committee Assignments
- Attachment C - Attendance Record

ATTACHMENT A

PLANNING COMMISSION ROSTER FISCAL YEAR 2010-2011

MEMBER	DISTRICT
Chair Richard Quirk	District 5
Vice-Chair Carolyn Naber	At large/4
Secretary Dante Hall	District 3
Richard Janisch	District 4
Richard D. Norton	Mayor
Andrew Wilson	District 7
Mark Persico	District 2
Anne Marie Hickambottom	District 1
Mic Hansen	District 6

ATTACHMENT B

PLANNING COMMISSION 2010-2011 COMMITTEE ASSIGNMENTS

Design Commission

Commissioner Wilson

Meets 2nd and 4th Monday of each month

Board of Zoning Appeals

Commissioners Naber (Chair), Hall, Hickambottom, Norton and Hansen

Meets on 3rd Wednesday of each month

CIP Subcommittee

Commissioners Persico and Hickambottom

Open Space and Conservation Committee

Commissioner Janisch

General Plan Update Committee

Commissioners Naber and Hall

ATTACHMENT C

PLANNING COMMISSION ATTENDANCE RECORD/FISCAL YEAR 2010-2011

MEMBERS	6-09-10	6-23-10	7-14-10	7-28-10	8-11-10	8-25-10	9-08-10	9-22-10	10-13-10	10-27-10	11-10-10	11-24-10	12-8-10	1-12-11	1-26-11	2-09-11	2-23-11	3-09-11	3-23-11	4-13-11	4-27-11	5-11-11	5-25-11	6-8-11	6-22-11
Richard Quirk	C	C	C	P	C	C	P	P	P	C	C	C	P	P	P	P	C	P	A	C	P	C	P	C	C
Carolyn Naber	C	C	C	P	C	C	P	P	P	C	C	C	P	P	P	P	C	A	P	C	P	C	P	C	C
Dante Hall	C	C	C	P	C	C	P	P	P	C	C	C	A	P	P	P	C	A	P	C	P	C	P	C	C
Richard Janisch	C	C	C	P	C	C	P	P	P	C	C	C	A	P	A	P	C	P	P	C	P	C	P	C	C
Richard Norton	C	C	C	P	C	C	P	P	P	C	C	C	P	P	P	P	C	A	P	C	P	C	P	C	C
Andrew Wilson	C	C	C	P	C	C	P	P	P	C	C	C	P	P	P	P	C	P	P	C	P	C	P	C	C
Mark Persico	C	C	C	P	C	C	P	P	P	C	C	C	P	P	A	P	C	P	P	C	A	C	P	C	C
Ann Hickambottom	C	C	C	P	C	C	P	P	P	C	C	C	P	P	P	P	C	P	P	C	P	C	P	C	C
Mic Hansen	C	C	C	P	C	C	P	P	P	C	C	C	P	P	P	P	C	P	P	C	P	C	A	C	C

A - Absent from meeting
 C - Cancelled Meeting
 P - Present at meeting

All absences excused unless otherwise noted