



**PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT**

**STAFF REPORT**

**DATE:** AUGUST 28, 2019

**TO:** PLANNING COMMISSION

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

**SUBJECT:** ANNUAL REPORT- JULY 2018 THROUGH JUNE 2019 AND WORKPLAN FOR 2019-2020

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**RECOMMENDATION:**

It is recommended that the Planning Commission receive and provide comments for the following:

1. Report of the Workplan Performance for July 1, 2018 through June 30, 2019;
2. Proposed Workplan for July 1, 2019 through June 30, 2020; and
3. Report of the Commission Attendance for July 1, 2018 through June 30, 2019

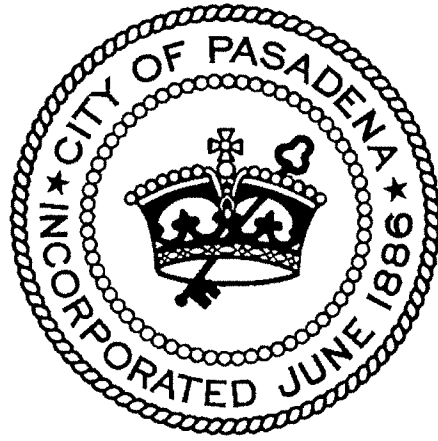
The Planning Commissions' comments will be provided to the City Council.

Respectfully Submitted,



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David M. Reyes  
Director of Planning & Community  
Development Department



**CITY OF PASADENA**  
**PLANNING COMMISSION**  
**ANNUAL REPORT FOR FY 2018 - 2019**

**CITY OF PASADENA PLANNING COMMISSION  
YEAR END REPORT OF ACCOMPLISHMENTS: 7/1/18 TO 6/30/19  
AND WORKPLAN: 7/1/19 - 6/30/20**

**PURPOSE:**

The City's Municipal Code spells out the functions 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 zoning districts, 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 and 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. The latter are appointed for three years and may be reappointed to serve a maximum of six years. See Attachment A for a roster of Commission members. Commissioner Jason D. Ryan and Commissioner Blair Miller joined the Commission on July 25, 2019. At the beginning of the fiscal year, the Commission elects a chair and vice-chair to serve for the upcoming fiscal year. In FY2019, Commissioner Williamson was nominated Chair and Commissioner Coher was nominated Vice Chair. For FY2020 Commissioner Coher was nominated as Chair and Commissioner Wendler was nominated as Vice-Chair.

The Commissioners serve on committees to address specific issues and provide policy direction on planning matters (see Attachment A). 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, interpretations, and sign exceptions in accordance with the provisions of the City's Zoning Code. Commissioner Michael Coppess serves on the Design Commission.

During the past year, the Commission received updates on the status of the Zoning Code Updates and Specific Plan Update process that effectuate the policies of the General Plan. Additionally, they have held meetings on the implementation of the Housing Element of the General Plan.

The Commission also reviewed revisions to the City's Zoning Code including; Hotel and Motel Conversions to Affordable Housing, Inclusionary Housing and Affordable Concession Menu, Citywide Single-Family Residential Design, and Sexually Oriented Businesses. The Commission also reviewed a revision to a major project, PD 35 – Hill Colorado.

The Commission regularly meets on the second and fourth Wednesday of each month. Of the 24 regularly scheduled meetings this past fiscal year, 11 were cancelled. See Attachment - B for an attendance record of the Commission members.

## STATUS OF WORKPLAN FOR FISCAL YEAR 2018 – 2019

### 1. **Major Projects**

**STATUS:** COMPLETED. The Commission served as an advisory body for the following projects:

- a. Revision to PD 35 – Hill Colorado Planned Development

### 2. **Conduct scoping sessions and provide comments for Environmental Impact Reports**

**STATUS:** ON-GOING. The Commission did not conduct a scoping session or provide comments on an Environmental Impact Report in the fiscal year.

### 3. **General Plan Land Use Implementation**

**STATUS:** ON-GOING. The Commission received two informational updates on the status of the General Plan Land Use Element Implementation.

- a. An update on the Specific Plan Update program.
- b. An update on the Zoning Code Update program.

### 4. **Housing Element Implementation**

**STATUS:** ON-GOING. The Commission held two meetings related to Housing Element Implementation and other housing issues, which included the following items:

- a. Two updates of the 2014-2021 Housing Element, including the City's progress on achieving the Regional Housing Needs Assessment (RHNA) targets and status of the Implementation Programs
- b. Summaries of recently adopted and pending statewide housing-related legislation.

### 5. **Master Plans**

**STATUS:** ON-GOING. The Commission did not review a Master Plan in the fiscal year.

### 6. **Landmark Districts**

**STATUS:** COMPLETED. The Commission reviewed the following proposed Landmark District Zone Change:

- a. Arden Road Landmark District

### 7. **CIP Items for 2020-2024**

**STATUS:** COMPLETED. The Commission approved staff's recommendation for the proposed inclusion of 28 new projects for consistency in the General Plan's CIP for FY 2020-2024.

### 8. **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.

### 9. **Zoning Code Amendments**

**STATUS:** ON-GOING. The Commission recommended the Zoning Code Amendments for:

- a. Hotel and Motel Conversion to Affordable Housing
- b. Inclusionary Housing and Affordable Concession Menu
- c. Citywide Single-Family Residential Design
- d. Sexually Oriented Businesses

## **WORKPLAN FOR FISCAL YEAR 2019 - 2020:**

1. Continue to serve as hearing body for major projects.
2. Conduct scoping sessions and provide comments for Environmental Impact Reports.
3. General Plan Implementation
  - a. Specific Plan/Zoning Code Updates
4. Housing Element Implementation Work program
  - a. Housing Element Annual Report
  - b. Housing Element Implementation Work Program
  - c. Housing Workshop
5. Zoning Code Amendments:
  - a. Single Room Occupancy/Micro Unit Housing
  - b. Valet Parking
  - c. General Plan Implementation Code Updates
6. Review new projects in the Capital Improvement Program for consistency with the General Plan.
7. Review Planned Development projects, Master Development Plans and other potential Zoning Map Amendments, Specific Plan Amendments, General Plan Amendments or Street Vacations as they arise.

### Attachments:

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

## ATTACHMENT A

### PLANNING COMMISSION ROSTER FISCAL YEAR 2018-2019

<b>MEMBER</b>	<b>DISTRICT</b>
David Coher	District 1
Ali Barar	District 6
Donald C. Nanney	District 4
Patricia Keane	District 2
Felicia Williams	Mayor
Michael Coppess	At Large/4
Tim Wendler	District 5
Steven Olivas	District 3
Michael Williamson	District 7

### FISCAL YEAR 2019-2020

<b>MEMBER</b>	<b>DISTRICT</b>
David Coher	District 1
Ali Barar	District 6
Donald C. Nanney	District 4
Blair Miller	District 2
Felicia Williams	Mayor
Michael Coppess	At Large/4
Tim Wendler	District 5
Steven Olivas	District 3
Jason D. Lyon	District 7

**ATTACHMENT B**  
**PLANNING COMMISSION**  
**2018-2019 COMMITTEE ASSIGNMENTS**

**Design Commission**

Commissioner Keane

Meets 2nd and 4th Tuesday of each month

**Board of Zoning Appeals**

Chair Williamson, Vice-Chair Coher, Commissioners; Barar, Nanney and Williams  
(Commissioners Williamson, Olivas and Coppess to serve as Backups)

Meets on 3rd Wednesday of each month

**CIP Subcommittee**

Vacant

Meets as needed

**PLANNING COMMISSION**  
**2019-2020 COMMITTEE ASSIGNMENTS**

**Design Commission**

Commissioner Coppess (nominated by Planning Commission)

Meets 2nd and 4th Tuesday of each month

**Board of Zoning Appeals**

Chair Williams, Vice-Chair Nanney, Commissioners Coher, Olivas and Wendler  
(Commissioners Barar, Coppess, Lyon and Miller to serve as Backups)

Meets on 3rd Wednesday of each month

**CIP Subcommittee**

Vacant - to be appointed subsequently as needed

Meets as needed

**ATTACHMENT C**

**PLANNING COMMISSION ATTENDANCE RECORD  
FISCAL YEAR 2018-2019**

<b>MEMBERS</b>	07/11/18	07/25/18	08/08/18	08/22/18	09/12/18	09/26/18	10/10/18	10/24/18	11/14/18	11/28/18	12/12/18	12/26/18	01/09/19	01/23/19	02/13/19	02/27/19	03/13/19	03/27/19	04/10/19	04/24/19	05/08/19	05/22/19	06/12/19	06/26/19
Ali Barar	C	P	C	A	A	C	C	A	A	C	A	C	C	C	P	P	P	C	A	C	C	P	C	A
Felicia Williams	C	P	C	P	C	C	C	A	P	C	P	C	C	C	A	P	A	C	P	C	C	P	C	P
Donald Nanney	C	P	C	C	P	C	C	P	P	C	P	C	C	C	P	P	P	P	P	P	P	P	P	P
Tim Wendler	C	P	C	P	P	C	C	P	P	C	A	C	C	C	P	P	P	C	A	C	C	P	C	P
Michael Williamson	C	P	C	P	P	C	C	P	A	C	P	C	C	C	P	P	P	C	P	P	P	P	C	P
David Coher	C	P	C	P	P	C	C	P	A	C	A	C	C	C	P	P	P	C	A	C	C	A	C	P
Patricia Keane	C	P	C	P	P	C	C	P	A	C	P	C	C	C	P	P	P	C	P	C	C	P	C	P
Michael Coppess	C	P	C	P	P	C	C	P	P	C	P	C	C	C	P	P	P	C	P	C	C	P	A	C
Steven Olivas	-	P	C	P	P	C	C	P	P	C	A	C	C	C	P	P	P	C	P	C	C	P	C	P

- P - Present
- A - Excused absence
- C - Cancelled Meeting
- Shaded Green- Special Meeting

All absences excused unless otherwise noted