



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

STAFF REPORT

DATE: FEBRUARY 10, 2021

TO: PLANNING COMMISSION

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

SUBJECT: ANNUAL REPORT- JULY 2019 THROUGH JUNE 2020 AND WORKPLAN FOR 2020-2021

RECOMMENDATION:

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

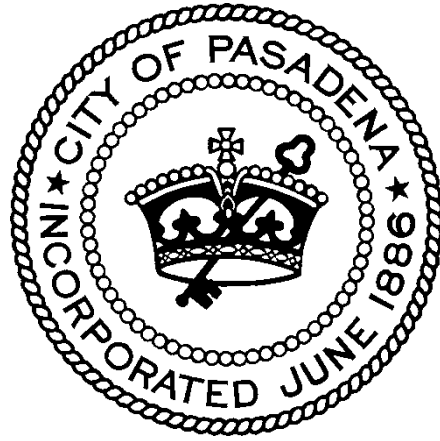
1. Report of the Workplan Performance for July 1, 2019 through June 30, 2020;
2. Proposed Workplan for July 1, 2020 through June 30, 2021; and
3. Report of the Commission Attendance for July 1, 2019 through June 30, 2020

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

Respectfully Submitted,



David M. Reyes
Director of Planning & Community
Development Department



CITY OF PASADENA
PLANNING COMMISSION
ANNUAL REPORT FOR FY 2019 - 2020

**CITY OF PASADENA PLANNING COMMISSION
YEAR END REPORT OF ACCOMPLISHMENTS: 7/1/19 TO 6/30/20
AND WORKPLAN: 7/1/20 - 6/30/21**

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. Due to the COVID-19 pandemic, Governor Gavin Newsome issued Executive Order N-29-20 on March 17, 2020, authorizing all public hearings in California to be conducted virtually via Teleconference/Videoconference.

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. Each fiscal year, the Commission elects a chair and vice-chair to serve for the upcoming fiscal year. In FY2019, Commissioner Coher served as Chair and Commissioner Wendler served as Vice Chair. For FY2020 Commissioner Williams was nominated as Chair and Commissioner Olivas was nominated as Vice-Chair. When Commissioner Williams resigned from the Commission, Commissioner Olivas was nominated as Chair and Commissioner Coppess was nominated as Vice Chair.

The Commissioners also serve on committees to address specific issues and provide policy direction on planning matters (see Attachment B). The first committee, the Board of Zoning Appeals 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. The second committee assignment is serving as a representative on the City's Design Commission.

During the past year, the Commission received updates on the status of the ADU Ordinance, Water Conservation in the City and the Specific Plan Update process. Additionally, the Commission 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; Inclusionary Housing and Density Bonus Concession Menu, Single Room Occupancy/Micro Unit Housing, Playhouse District Parking Requirements and Cannabis Regulations Amendments. The Commission also reviewed a major project, CUP #6658 at 83 N. Lake Avenue and reviewed three Conditional Use Permit applications for retail cannabis sales.

The Commission regularly meets on the second and fourth Wednesday of each month. Of the 24 regularly scheduled meetings this past fiscal year, 15 were cancelled and two

Special Meetings were scheduled. See Attachment - B for an attendance record of the Commission members. While there were some initial meeting cancellations due to the COVID-19 pandemic, the Planning Commission was the first City commission (after the City Council) to establish meetings in the new virtual format and has been conducting business regularly.

STATUS OF WORKPLAN FOR FISCAL YEAR 2019– 2020

1. **Major Projects**

STATUS: COMPLETED. The Commission served as the hearing body for the following project:

- a. CUP #6658 at 83 N. Lake Avenue

2. **Retail Cannabis Conditional Use Permits**

STATUS: COMPLETED. The Commission served as an approval body for the following retail cannabis use permits

- a. 908 E. Colorado Boulevard “Integral Associates Dena, LLC”
- b. 169 W. Colorado Boulevard “Harvest of Pasadena, LLC”
- c. 3341 E. Colorado Boulevard for “Varda, Inc”

3. **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.

4. **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.

5. **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.

6. **Master Plans**

STATUS: ON-GOING. The Commission served as the review authority for the following Master Plan reviews:

- a. Las Encinas Master Plan – Five Year Review
- b. Las Encinas Master Plan Renewal
- c. ArtCenter Master Plan Development Agreement – Annual Review

7. **Landmark Districts**

STATUS: COMPLETED. The Commission did not review any proposed Landmark District Zone Changes.

7. **Capital Improvement Projects (CIP)**

STATUS: COMPLETED. The Commission reviewed General Plan Consistency findings for the proposed inclusion of 14 new projects in the CIP for FY 2021-2025. The Commission reviewed General Plan Consistency findings for the proposed inclusion of 3 new projects in the Amended 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 Zoning Code Amendments to City Council for:

- a. Inclusionary Housing and Affordable Concession Menu
- b. Single Room Occupancy/Micro Unit Housing
- c. Playhouse District Parking Requirements
- d. Cannabis Regulations Amendments

WORKPLAN FOR FISCAL YEAR 2020 - 2021:

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 Updates
 - a. Conduct Study Session and Hearings for Proposed Specific Plans
 - b. Recommendation to City Council
4. Housing Element Implementation Work program
 - a. Housing Element Annual Report
 - b. Housing Element Implementation Work Program
 - c. Housing Workshop
5. Housing Element Update
6. Zoning Code Amendments:
 - a. Citywide Single-Family Residential Design (Mansionization)
 - b. Inclusionary Housing and Density Bonus Concession Menu Update
 - c. Animal Hospitals
 - d. Non-conforming Uses
 - e. Housing on Religious Facility Sites
7. Review new projects in the Capital Improvement Program for consistency with the General Plan.
8. 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 2019-2020

MEMBER	DISTRICT
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
D. Jason Lyon	District 7

FISCAL YEAR 2020-2021

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

*vacated during fiscal year

ATTACHMENT B

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 Barar, Olivas and Wendler
(Commissioners Coher, Coppess, Lyon and Miller to serve as Backups)
Meets on 3rd Wednesday of each month

PLANNING COMMISSION 2020-2021 COMMITTEE ASSIGNMENTS

Design Commission

Commissioner Barar (nominated by Planning Commission)
Meets 2nd and 4th Tuesday of each month

Board of Zoning Appeals

Chair Coppess, Commissioners Coher, Lyon, Miller* and Nanney
Meets on 3rd Wednesday of each month

*vacated during fiscal year

ATTACHMENT C

PLANNING COMMISSION ATTENDANCE RECORD FISCAL YEAR 2019-2020

MEMBERS	07/10/19	07/24/18	08/14/19	08/28/19	09/11/19	09/25/19	10/09/19	10/23/19	11/13/19	11/27/19	12/11/19	12/18/19	12/25/19	01/08/20	01/22/20	02/12/20	02/26/20	03/11/20	03/25/20	04/08/20	04/22/20	04/29/20	05/13/20	05/27/20	06/10/20	06/24/20
Ali Barar	C	P	C	A	C	C	P	P	P	C	C	P	C	P	C	C	C	C	C	C	C	P	C	A	A	P
Felicia Williams	C	P	C	P	C	C	P	P	P	C	C	P	C	A	C	C	C	C	C	C	C	P	C	P	P	P
Donald Nanney	C	P	C	P	C	C	P	P	P	C	C	P	C	P	C	C	C	C	C	C	C	P	C	P	P	P
Tim Wendler	C	P	C	P	C	C	P	P	A	C	C	P	C	A	C	C	C	C	C	C	C	P	C	P	P	A
David Coher	C	P	C	P	C	C	P	P	P	C	C	P	C	P	C	C	C	C	C	C	C	P	C	P	P	P
Michael Coppess	C	P	C	P	C	C	P	A	P	C	C	A	C	P	C	C	C	C	C	C	C	P	C	P	P	P
Steven Olivas	C	P	C	P	C	C	P	P	P	C	C	P	C	P	C	C	C	C	C	C	C	A	C	P	P	P
Jason Lyon	C	P	C	P	C	C	P	P	P	C	C	P	C	P	C	C	C	C	C	C	C	P	C	P	P	P
Blair Miller	-	P	C	P	C	C	P	A	P	C	C	P	C	P	C	C	C	C	C	C	C	P	C	P	P	P

P - Present

A – Excused absence

C - Cancelled Meeting

Shaded Green- Special Meeting Date (all meetings during COVID-19 pandemic are Special Meetings due to virtual location)

All absences excused unless otherwise noted