



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

STAFF REPORT

DATE: SEPTEMBER 23, 2021

TO: PLANNING COMMISSION

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

SUBJECT: ANNUAL REPORT- JULY 2020 THROUGH JUNE 2021 AND WORKPLAN FOR 2021-2022

RECOMMENDATION:

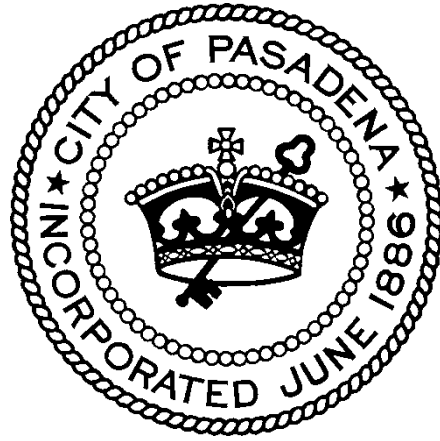
It is recommended that the Planning Commission receive and provide comments for the following:

1. Report of the Workplan Performance for July 1, 2020 through June 30, 2021;
2. Proposed Workplan for July 1, 2021 through June 30, 2022; and
3. Report of the Commission Attendance for July 1, 2020 through June 30, 2021

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 2020 - 2021

**CITY OF PASADENA PLANNING COMMISSION
YEAR END REPORT OF ACCOMPLISHMENTS: 7/1/20 TO 6/30/21
AND WORKPLAN: 7/1/21 - 6/30/22**

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. Executive Order N-29-20 was in effect for all of FY 2020-2021 (FY 2021).

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 FY2021, Commissioner Williams served as the Chair until she took office on the City Council and Commissioner Olivas was nominated as Chair. Commissioner Olivas served as Vice-Chair until he was nominated as Chair, and Commissioner Lyon was nominated as Vice Chair. For FY2022, Commissioner Olivas was nominated to remain Chair and Commissioner Lyon was nominated to remain 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 religious facilities housing ordinance, the affordable housing concession menu for density bonus projects, and the 2021-2029 Housing Element update.

The Commission also reviewed revisions to the City's Zoning Code including; standards for basements in single family residences, detached garage standards, revised development standards for single family dwellings within various RS zones, historic preservation ordinance amendments, animal services uses, and amendments for parking requirements for existing single family homes that make additions

The Commission regularly meets on the second and fourth Wednesday of each month. Of the 24 regularly scheduled meetings this past fiscal year, 8 were cancelled. See Attachment - C for an attendance record of the Commission members. All of the meetings in FY 2021 were held virtually due to the COVID-19 pandemic.

STATUS OF WORKPLAN FOR FISCAL YEAR 2020– 2021

1. **Major Projects**

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

- a. CUP #6831 at 590 S. Fair Oaks Avenue
- b. PD #37 at 740-790 E Greet Street, 118 S. Oak Knoll Avenue, and 11 S. Hudson Street (Information Item)
- c. PD #37 at 1307-1309 and 1355 Lincoln Avenue and 460-466 W. Washington Boulevard (Information Item)
- d. ArtCenter Development Agreement Annual Review

2. **Retail Cannabis Conditional Use Permits**

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

- a. 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 conducted a study session to provide feedback Lincoln Avenue Specific Plan Update and a public hearing formally recommending the Specific Plan Update to the City Council.

5. **Housing Element Implementation**

STATUS: ON-GOING. The Commission held two meetings related to the Housing Element Update and other housing issues, which included status updates on the 2021-2029 Housing Element Update.

6. **Master Plans**

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

- a. Maranatha High School Master Plan – Five Year Review
- b. Villa Esperanza Master Plan – Five Year review
- c. Hillside Master Plan – Five Year Review

7. **Landmark Districts**

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

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

STATUS: COMPLETED. The Commission reviewed General Plan Consistency findings for the proposed inclusion of 10 new projects in the CIP for FY 2022-2026 and two Amendments to the FY 2022-2026 CIP for 2 additional projects.

9. **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.

10. Zoning Code Amendments

STATUS: ON-GOING. The Commission recommended Zoning Code Amendments to City Council for:

- a. Revised dev standards for single family dwellings within RS-1, 2, 4, and 6 zones,
- b. Amend the Historic preservation ordinance,
- c. Animal services uses,
- d. Modify code for non-conforming uses subject to operation license or permit,
- e. Amend parking requirement for additions to existing single family homes.
- f. Updates to the inclusionary and affordable housing concession menu (as a part of the one-year review).

WORKPLAN FOR FISCAL YEAR 2021 - 2022:

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 - Specific Plan Updates
 - a. Conduct Study Session and Hearings for Proposed Specific Plans
 - b. Recommend to City Council
4. Housing Element Update and Implementation
 - a. Housing Element Annual Report
 - b. Housing Element Update Recommendation to City Council
 - c. Housing Element Implementation Work Program
5. Zoning Code Amendments:
 - a. Affordable Housing on Religious Facility Sites
 - b. Accessory Dwelling Units
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 2020-2021

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

*vacated during fiscal year

FISCAL YEAR 2021-2022

MEMBER	DISTRICT
Mic Hansen	Mayor
David Coher	District 1
Julianna Delgado	District 2
Steven Olivas	District 3
Lambert Giessinger	District 4
Tim Wendler	District 5
Andrea Rawlings	District 6
D. Jason Lyon	District 7
Carol Hunt Hernandez	At Large/5

ATTACHMENT B
PLANNING COMMISSION
2019-2020 COMMITTEE ASSIGNMENTS

Design Commission

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

Board of Zoning Appeals

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

*vacated during fiscal year

PLANNING COMMISSION
2020-2021 COMMITTEE ASSIGNMENTS

Design Commission

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

Board of Zoning Appeals

Chair Coher, Commissioners Vice Chair Lyon, Commissioners Hansen, Hunt
Hernandez and Rawlings
Meets on 3rd Wednesday of each month

ATTACHMENT C

PLANNING COMMISSION ATTENDANCE RECORD FISCAL YEAR 2020-2021

MEMBERS	07/08/20	07/22/20	08/12/20	08/26/20	09/09/20	09/23/20	10/14/20	10/28/20	11/11/20	11/19/20	11/25/20	12/09/20	12/17/20	12/23/20	01/13/21	01/27/21	02/10/21	02/24/21	03/10/21	03/24/21	04/14/21	04/28/21	05/12/21	05/26/21	06/09/21	06/23/21
Ali Barar	A	P	P	C	A	P	A	C	C	P	C	C	A	C	C	P	P	P	C	A	P	P	P	A	A	P
Felicia Williams	P	P	P	C	P	A	P	C	C	P	C	C	P	C	C	P	P	P	C	P	P	P	P	P	P	P
Donald Nanney	P	P	P	C	P	A	P	C	C	P	C	C	P	C	C	P	P	P	C	P	P	P	P	P	P	P
Tim Wendler	P	P	P	C	P	P	P	C	C	P	C	C	P	C	C	P	P	P	C	P	P	P	P	P	A	P
David Coher	P	P	P	C	P	P	P	C	C	P	C	C	P	C	C	P	P	P	C	P	P	P	P	P	P	P
Michael Coppess	P	P	P	C	P	P	P	C	C	P	C	C	P	C	C	P	P	P	C	P	P	P	P	P	P	P
Steven Olivas	P	P	P	C	P	P	P	C	C	P	C	C	P	C	C	P	P	P	C	P	P	P	P	P	P	P
Jason Lyon	P	P	P	C	P	A	P	C	C	A	C	C	P	C	C	P	P	P	C	P	P	P	P	P	P	P
Blair Miller	P	P	P	C	P	P	A	C	C	P	C	C	P	C	C	P	P	P	C	P	P	P	P	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