



**MINUTES
PLANNING COMMISSION
REGULAR MEETING - 6:30 P.M.
Wednesday, April 24, 2024**

**City Hall, Council Chambers, Room S249
100 North Garfield Avenue, Pasadena, CA 91101**

For a complete and detailed recap of the meeting, please log on to:
<https://www.cityofpasadena.net/commissions/audio-video-recordings/>

- 1. ROLL CALL** - Chair Hansen called the meeting to order at 6:35 p.m.
Present: Commissioners Sims, Olivas, Higginbotham, Giessinger, Delgado, Cole (6:36 p.m.), Vice Chair Hernandez, Chair Hansen
Absent: None
Staff: Jennifer Paige, Jason Mikaelian, Luis Rocha, Anita Cerna, David Sinclair, Theresa Fuentes, Liana Muradian, Miguel Márquez
- 2. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**
 - None
- 3. APPROVAL OF MINUTES**
 - A. JANUARY 10, 2024**

Commissioner Delgado moved approval of the January 10, 2024 meeting minutes. Seconded by Vice Chair Hernandez. Minutes approved 8-0.

AYES: Commissioners Sims, Olivas, Higginbotham, Giessinger, Delgado, Cole, Vice Chair Hernandez, Chair Hansen
NOES: None
ABSENT: None
ABSTAIN: None
 - B. JANUARY 24, 2024**

Commissioner Delgado moved approval of the January 24, 2024 meeting minutes. Seconded by Vice Chair Hernandez. Minutes approved 8-0.

AYES: Commissioners Sims, Olivas, Higginbotham, Giessinger, Delgado, Cole, Vice Chair Hernandez, Chair Hansen
NOES: None
ABSENT: None
ABSTAIN: None

C. MARCH 27, 2024

Commissioner Delgado moved approval of the March 27, 2024 meeting minutes. Seconded by Vice Chair Hernandez. Minutes approved 8-0.

AYES: Commissioners Sims, Olivas, Higginbotham, Giessinger, Delgado, Cole, Vice Chair Hernandez, Chair Hansen

NOES: None

ABSENT: None

ABSTAIN: None

4. PUBLIC HEARING

A. ZONING CODE AMENDMENTS: 1) ALCOHOL SALES, WALK-UP WINDOWS, AND OUTDOOR DINING AT RESTAURANTS; 2) LAND USE ENTITLEMENT TIME LIMITS AND EXTENSIONS; 3) TECHNICAL CHANGES AND ADMINISTRATIVE CORRECTIONS TO IMPLEMENT THE ZONING CODE

The proposed project includes three sets of Zoning Code Amendments: 1) Codification of three pandemic-era measures for restaurants (walk-up windows, Administrative Conditional Use Permits for the on-site sale of alcohol, and outdoor dining on private property [e.g. parking lots]); 2) Revisions to Section 17.64.040 of the Zoning Code (Time Limits and Extensions) to simplify time limits for land use entitlements and streamline the time extension process; and 3) technical changes to streamline implementation of the Zoning Code and administrative corrections for internal consistency within the Zoning Code.

It is recommended that the Planning Commission:

- 1) Recommend that the City Council find that the proposed amendments are exempt from environmental review pursuant to the guidelines of the State California Environmental Quality Act, Section 15305 (Class 5 – Minor Alterations in Land Use Limitations);
- 2) Recommend that the City Council adopt the Findings for the Zoning Code Amendments in Attachment A; and
- 3) Recommend that the City Council approve the Zoning Code Amendments as outlined in the staff report.

Case Manager: David Sinclair

Public Comment

- Nina Chomsky

Staff received written correspondence from one group prior to the meeting, which was distributed to the Planning Commission, posted online, and made part of the record.

Motion

Commissioner Cole moved staff recommendation with the following changes:

1. Parking lot dining within 50 feet of an abutting residential use shall require the approval of a Minor Conditional Use Permit. This shall not apply to properties within the Central District Specific Plan.
2. An Administrative Minor Conditional Use Permit shall be required for materials that are reflective. Industry standards should be used by staff to identify when a material is considered reflective.

Commissioner Delgado provided a friendly amendment:

3. Clarify that walkup windows are for food and beverages.
4. Amend the Zoning Code to state that projects with legislative or quasi-judicial approval should be processed under the rules in effect when the project is deemed complete.

Seconded by Commissioner Delgado. Approved 8-0.

AYES: Commissioners Sims, Olivas, Higginbotham, Giessinger, Delgado, Cole, Vice Chair Hernandez, Chair Hansen

NOES: None

ABSENT: None

ABSTAIN: None

5. INFORMATION ITEM

A. DISCUSSION WITH THE CITY MANAGER

As requested by the Planning Commission, a meeting with Miguel Márquez, City Manager.

The Planning Commission discussed various topics with the City Manager.

6. COMMENTS AND REPORTS FROM STAFF

- Director Paige informed the Planning Commission that the Planning and Community Development Department received an American Planning Association (APA) award for the Central District Specific Plan from the Los Angeles Chapter for the Neighborhood Planning category. The Plan will be forwarded for state consideration in the same category.
- This meeting was Assistant City Attorney Theresa Fuentes's last meeting. She was presented with a certificate and thanked for her time serving the Planning and Community Development Department and Planning Commission from 2005 to 2024.

7. COMMENTS AND REPORTS FROM COMMITTEES

A. Design Commission (Delgado)

- No meeting was held since the last update

- B. Board Of Zoning Appeals (Giessinger)**
 - No meeting was held since the last update
- C. CIP Subcommittee (Higginbotham)**
 - No meeting was held since the last update

8. COMMENTS FROM COMMISSIONERS

- Commissioner Cole asked when Objective Design Standards would return to Planning Commission. Director Paige and Deputy Director Mikaelian responded that it is going before Design Commission in June and will come back to Planning Commission shortly after.
- Chair Hansen shared that Vinayak Bharne of the local firm Moule & Polyzoides also received an APA award from the Los Angeles Chapter for the John Chase Visionary Award.

9. ADJOURNMENT – Chair Hansen adjourned the meeting at 8:17 p.m.

Luis Rocha, Planning Manager

Tess Varsh, Recording Secretary