

CITY OF PASADENA

Land Use and Planning-Related COMMISSIONS AND BOARDS

Summary of composition, responsibilities, and meeting schedules.

Current agendas and staff reports for each commission can be found on the City's website www.cityofpasadena.net

Planning Commission

Comprised of nine members who must be Pasadena residents; one each appointed by each council member and two by the mayor. Advisory to the City Council; works with staff on the preparation and adoption of the General Plan; implementation and oversight of programs of the General Plan, review and approval of the capital improvements program, application of the zoning code, modification and administration of zoning regulations, environmental determinations, as well as the adoption or implementation of programs under the General Plan including the adoption of new codes and overlay districts as well as other programs.

Meets the 2nd and 4th Wednesday of the month at 6:30 pm at City Council chamber.

Board of Zoning Appeals

An appeals body comprised of five Planning Commissioners. It has the authority to make decisions on appeal. It can consider staff decisions that may include environmental determination, and decisions from the Zoning Hearing Officer, the Zoning Administrator, the Film Liaison, the Planning Director, and/or the Environmental Administrator. A Board of Zoning Appeals' decision is often a final ruling unless it is able to be appealed to City Council under a CEQA issue.

Meets the 3rd Wednesday of the month at 6:30 pm at City Council chamber.

Hearing Officer

This is a professional contractual post hired by the Director of Planning. Hearing Officers have the responsibility and authority to render zoning decisions for applications, administrative permits, and approvals assigned to the Director. The Hearing Officer is also—under authority from the City Council, Planning Director and Commissions—able to render decisions specifically identified as Hearing Officer level in Pasadena's Zoning Code (Section 17.60 and 17.70).

Meetings are scheduled on Wednesdays at 6:00 pm in the Hearing Room of the Hale Building

Design Commission

The Commission is comprised of 9 members who must be Pasadena residents; five directly appointed by the Mayor, and four—one each—from each of the Arts and Culture, Transportation, Planning, and Historic Preservation commissions. The Commission oversees the establishment of design standards, criteria, concepts and policies for the implementation of public and private projects. It serves as the Historic Preservation oversight body for the Central District. It reviews projects for the purpose of creating and applying uniform design concepts and to ensure the application of acceptable design standards and excellence for the City. The Design Commission reviews all commercial buildings of 25,000 square feet or more, multi-family residential (10 units or more), and mixed use projects. The Design Commission does not review residential construction under 10 units or single-family homes.

Meets the 2nd and 4th Tuesday of the month at 6:00 pm in City Hall basement training room

Historic Preservation Commission

The Commission has 9 regular members who must be Pasadena residents—one from each district—and has representatives from Pasadena’s landmark districts who sit on the Commission only when projects within their assigned district are being reviewed. It is advisory to the City Council on the promotion, protection and use of Pasadena’s historic structures and cultural resources. It recommends the designation of landmarks and landmark districts; hears certificate of appropriateness cases, major remodels and rehabilitation to historic resources; and prepares brochures and other materials designed to promote public awareness of Pasadena’s unique heritage. The HPC also sponsors the yearly Historic Preservation Awards by the City of Pasadena for projects of outstanding integrity and/or effort.

Meets the 1st and 3rd Tuesday of the month at 6:00 pm in the Hearing Room of the Hale Building

Recreation and Parks Commission

The Recreation and Parks Commission has 9 members and advises the city council on all matters concerning parts and recreation, Arroyo Seco, and parks throughout the city, recreation programs and more.

Meetings are scheduled on the 1st Tuesday of each month at 4:00 pm at 6:00 p.m. at the City Yards, 233 East Mountain Street.

Urban Forestry Advisory Committee

This seven member advisory body advises and makes recommendations to the City Council related to the City’s master street tree plan and conducts other reviews pertaining to public trees and the tree protection ordinance, section 8.52.050. They also develop materials and programs to inform the public about the planting and care of trees.

Meetings are scheduled on the 2nd Wednesday of each month at 6:00 pm at the City Yards, 233 East Mountain Street.

Transportation Advisory Commission

TAC is composed of 9 members; Pasadena residency is required. The Commission is advisory to the City Council on policies affecting the City’s transportation system. The Commission is instrumental—along with City Transportation staff—for devising and implementing the mobility section of the City’s General Plan. In recent years, TAC has also taken an active role in multi-modal (not only vehicular) transportation, providing plans for bicycle and pedestrian transportation modalities and implementing the “Complete Streets” program.

Meetings are scheduled on the 4th Thursday of each month except August and November at 4:00 pm at 221 E. Walnut St, Suite 210

Arts and Culture Commission

The Commission is comprised of 9 members, one appointed by each council member and 2 by the Mayor. Pasadena residency is required. The Commission is advisory to the City Council for programs that foster public and private partnerships to provide arts and cultural programs to promote access for the public and youth quality arts opportunities. The Commission also reviews cultural and arts components for public and private construction projects, as well as the selection of public art.

Meets monthly the 2nd Wednesday of the month at 5:30 pm in the Hale Building hearing room