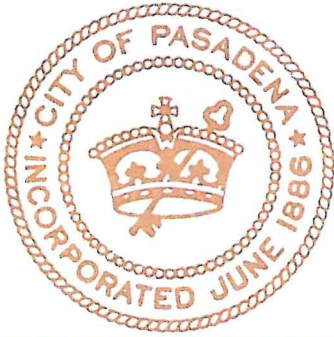




Agenda Report

August 31, 2026

TO: Honorable Mayor and City Council

THROUGH: Municipal Services Committee (August 25, 2026)

FROM: Department of Transportation

SUBJECT: APPROVAL OF THE RULES AND REGULATIONS FOR THE SOUTH LAKE PARKING PLACE COMMISSION AND PASADENA PLAYHOUSE PARKING METER ZONE ADVISORY COMMISSION

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action herein is not a project subject to the California Environmental Quality Act ("CEQA") pursuant to Public Resources Code Section 21065 and within the meaning of State CEQA Guidelines Section 15378;
2. Approve the Rules and Regulations of the South Lake Parking Place Commission (SLPPC); and
3. Approve the Rules and Regulations of the Pasadena Playhouse Parking Meter Zone Advisory Commission (PPPMZAC).

BACKGROUND:

Chapters 2.130 and 2.98 of the Pasadena Municipal Code states that each Commission shall adopt Rules and Regulations for the conduct of the Commission's business consistent with the municipal code. These Rules and Regulations do not become effective until final approval by the City Council.

South Lake Parking Place Commission

In October 1982, the South Lake Parking Place Commission (SLPPC) approved and adopted their Rules and Regulations, which were subsequently amended and approved in 1988. In June 2007, the South Lake Parking Meter Zone District was authorized by City Council action. While that action's Agenda Report stated that the bylaws for the Commission would need to be updated to account for the Commission's new

responsibilities for the meter zone, a recent staff audit discovered that the bylaws had not been updated. Staff from the Department of Transportation have met with the Commission, and the attached rules and regulations have been approved by the Commission and have been reviewed by the City Attorney.

The rules and regulations have been updated to a more current format and have been updated to include the parking meter responsibilities. The rules and regulations were unanimously approved at the July 24, 2025 regular meeting of the South Lake Parking Place Commission.

Playhouse Parking Meter Zone Advisory Commission

Being a new Commission, established in 2025, Pasadena Playhouse Parking Meter Zone Advisory Commission (PPPMZAC) leadership, comprised of the Chair, Vice Chair, and three Commissioners, began meeting periodically with Department of Transportation (DOT) staff to identify and advance the Commission's objectives, including its mission to launch a paid parking program in the Playhouse Village area. During these meetings, PPPMZAC and DOT staff developed Rules and Regulations to formalize and support the Commissions' effort, pursuant to PMC 2.98, ensuring the language remains relevant and standardizes the Commission's goals. The commission has established a regular quarterly meeting schedule, meeting on the second Thursday of every third month.

The attached Rules and Regulations were unanimously adopted by the PPPMZAC at its November 10, 2025, Special Meeting. The Rules and Regulations are similar in format to the Rules and Regulations of other parking meter zone advisory commissions.

The Commission meetings ensure consistent communication and collaboration between the Commissions and DOT staff, thereby strengthening the Commissions' role and effectiveness in fulfilling their purpose and functions.

COUNCIL POLICY CONSIDERATION:

The proposed action aligns with one of the City's top five priorities, to implement Economic Development Strategic Plan with placemaking focus, by defining the purpose, rules and procedures for the Commissions to operate in addressing this priority. In addition, the proposed action is consistent with the City Council's Strategic Planning Goal of maintaining fiscal responsibility and stability.

ENVIRONMENTAL ANALYSIS:

CEQA excludes, from environmental review, actions that are not "projects" as defined by Public Resources Code Section 21065 and within the meaning of CEQA Guidelines Section 15378. Sections 21065 and 15378 define a project as an action which may cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. Section 15378(b) excludes from the definition of "project" organizational or administrative activities of governments that will not result in

direct or indirect physical changes in the environment. The actions proposed herein, an amendment to the Rules and Regulations of meetings of the South Lake Parking Place Commission and the Pasadena Playhouse Parking Meter Zone Advisory Commission, is an administrative activity that will not result in direct or indirect physical changes in the environment, and therefore is not a "project" as defined by CEQA. Since the action is not a project subject to CEQA, no environmental document is required.

FISCAL IMPACT:

Approving the Rules and Regulations of the South Lake Parking Place Commission (SLPPC) and the Pasadena Playhouse Parking Meter Zone Advisory Commission (PPPMZAC) would not entail a fiscal impact.

Respectfully submitted,



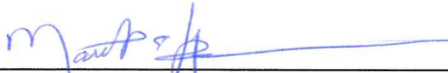
JOAQUIN T. SIQUES
Director of Transportation

Prepared by:



Jon Hamblen
Parking Manager

Approved by:



MATTHEW E. HAWKESWORTH
Interim City Manager

Attachments:

Attachment A – Rules and Regulations for the Pasadena Playhouse Parking Meter Zone Advisory Commission

Attachment B – Rules and Regulations for the South Lake Parking Place Commission