



Ordinance Fact Sheet

TO: CITY COUNCIL August 9, 1999

FROM: CITY MANAGER

SUBJECT: AN ORDINANCE OF THE CITY OF PASADENA AMENDING
CHAPTER 17.84 OF THE PASADENA MUNICIPAL CODE
(PREDEVELOPMENT PLAN REVIEW)

TITLE OF PROPOSED ORDINANCE

AN ORDINANCE OF THE CITY OF PASADENA AMENDING CHAPTER 17.84 OF
THE PASADENA MUNICIPAL CODE (PREDEVLEOPMENT PLAN REVIEW).

BACKGROUND

The City's predevelopment plan review process is being modified in an effort to better inform City Council members, the public at large and the developer of the development review process to be followed, and to establish a project review schedule for the project.

PURPOSE OF ORDINANCE

The proposed ordinance would require projects of community wide significance to go through predevelopment plan review and that such Predevelopment Plan Review Report be presented at a City Council meeting for the purpose of informing the Council and the public of the proposed project.

REASON WHY LEGISLATION IS NEEDED

Since the predevelopment plan review requirement has been codified in the municipal code, legislation is necessary to amend the code.

PROGRAMS, DEPARTMENTS OR GROUPS AFFECTED

Planning and Permitting will primarily be affected as well as those other departments that participate in the predevelopment plan review process.

MEETING OF _____ 08/09/99
AGENDA ITEM NO. 9.A.(1)

ENVIRONMENTAL IMPACT

The Environmental Administrator has determined that the proposed ordinance amendment is exempt from the California Environmental Quality Act (CEQA) under CEQA section 15061 Review for Exemption (b) (3). This section states that CEQA does not apply to an activity which has no potential for causing a significant effect on the environment.

FISCAL AND SERVICE IMPLICATIONS

There will be minimal additional direct costs beyond the expenses of additional staff time.

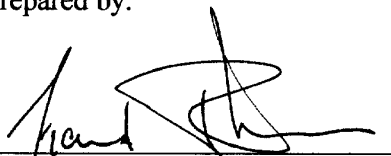
ATTACHMENTS

The guidelines that have been proposed to implement this ordinance are attached.


Respectfully submitted,


for CYNTHIA J. KURTZ
City Manager

Prepared by:


Frank L. Rhemrev
Sr. Deputy City Attorney

Approved by:


Darrell L. Lewis
Director of Planning and Permitting

**PREDEVELOPMENT PLAN REVIEW
ADMINISTRATIVE GUIDELINES
ISSUED _____
PURSUANT TO P.M.C. 17.84.040**

A. Predevelopment Plan Review Format.

1. Predevelopment Plan Review is conducted as required or needed but at a regularly scheduled day, time and location.
2. The meetings when needed are held, at a regular time, day, and place as follows: Day: Wednesday; Time: 10:30 a.m.; Place: Hale Building Hearing Room.
3. Predevelopment Plan Review shall occur before an application for a qualified project may be deemed complete. For subsequent phases of a project, Predevelopment Plan Review may be conducted after the application is deemed complete.
4. Department participation in Predevelopment Plan Review meetings shall be required unless determined unnecessary by the Permit Center Manager. Department heads are responsible for ensuring attendance by the staff representatives from their department.

B. Responsibilities.

1. Permit Center Manager – or Project Case Manager, if designated:
 - Identify potential project reviews.
 - Ensuring set-up of Predevelopment Plan Review meeting and staff attendance.
 - Where a project involves multiple discretionary reviews, discussing application sequencing with appropriate department and division representatives.
 - Assembling written report containing comments from department or division representatives for applicant with copies to attendees.
2. Department heads or designated staff representatives:
 - Identify submittal requirements including fees and deposits for different project reviews.

- Attending Predevelopment Plan Review meetings and submitting preliminary written comments on the project.
- Identifying mandatory requirements and possible conditions to be recommended or issues likely to be considered during discretionary reviews.

C. Initiation of Predevelopment Plan Review.

1. The Case Manager for the project, reviews the project application, and uses the Predevelopment Plan Review checklist to determine project reviews.
2. The Case Manager determines if additional submittal materials are needed from the applicant. After obtaining these, the Case Manager completes the checklist and forwards this along with the materials to department heads or designated staff representatives. The Permit Center Manager sets the date for the Predevelopment Plan Review and notifies the departments. This is done at least two weeks prior to the Predevelopment Plan Review meeting date.

D. Predevelopment Plan Review Meeting.

1. The Case Manager facilitates the meeting.
2. At the Predevelopment Plan Review meeting the project is reviewed and discussed and written comments presented. The Case Manager is responsible for the Predevelopment Plan Review follow-through, including assembling written comments on the project, and providing them to the applicant and the participating staff representatives.
3. The applicant is given the names and addresses of contact people for the appropriate neighborhood organizations, and encouraged to contact them directly.
4. The following items shall be addressed at Predevelopment Plan Review:
 - Identification of discretionary reviews needed for the project, and probable sequence.
 - Code and other regulatory requirements.
 - Environmental requirements of the project.
 - Possible neighborhood concerns.
 - Issues likely to be considered or possible conditions of discretionary approval to be recommended by staff.

- General and Specific Plan consistency issues and possible recommendation to decision-making bodies.

E. Projects of Community-Wide Significance

For projects of community wide significance the PPR Report is forwarded by the Case Manager to the City Council for its information. The PPR Report is presented at a regular meeting of the City Council. The project developer is given an opportunity to comment on the project and the PPR Report. Chairs of all relevant Commissions or approval authorities are also invited to the meeting and given an opportunity to comment on the PPR Report.

The City Council may accept the PPR Report as presented or it could modify it with additional review process requirements. It can not, however, reduce the minimum review requirements and thresholds set forward in the report.

A project will be categorized as a “project of community-wide significance” under any one of the following circumstances.


1. Any project of greater than 100,000 square feet of gross floor area with two or more discretionary actions in any non-residential zoning district.
2. Any project of greater than 50,000 square feet of gross floor area with two or more discretionary actions in any residential zoning district.
3. Any project of greater than 50,000 square feet of gross floor area that involves city financial assistance.
4. Any other project the Director of Planning and Permitting finds of major importance and significance to the City. Factors that might lead to this determination would include adverse impact on historic structures, non-conformity with the General Plan, non-conformity with Specific Plans, adverse impact on City financial resources and other similar determinations.
5. Any project located within a designated redevelopment area the Director of Housing and Development finds of major importance and significance too the City. Factors that might lead to this determination would include non-conformity with the General Plan, non-conformity with Specific Plans, conflicts with redevelopment plans, adverse impact on City financial resources and other similar determinations.

A detailed project review time schedule shall be included in the PPR Plan Review Report. Potential impediments to following such a schedule include delays as a result of court actions, appeals, calls for review, the developer failing to submit complete information according to schedule, project design changes and tabling actions. When any of these events occur that cause more than a cumulative 30 day extension of the projected timeline; a revised project review time schedule shall be prepared and forwarded by the Case Manager to the developer and City Council

for information purposes. If the cumulative delay reaches 60 days the revised project review time schedule and PPR Report shall be returned to the City Council.

Project delays resulting from significant project changes may require restarting the approval process. When this occurs a new PPR Report and review time schedule will be prepared and returned for City Council.

Signed


for CYNTHIA J. KURTZ
City Manager

8 | 4 | 99
Date

Introduced by Councilmember:

ORDINANCE NO.

AN ORDINANCE OF THE CITY OF PASADENA AMENDING CHAPTER 17.84 OF THE PASADENA MUNICIPAL CODE (PREDEVELOPMENT PLAN REVIEW).

The People of the City of Pasadena ordain as follows:

SECTION 1. Section 17.84.010 of the Pasadena Municipal Code, Purposes, is hereby amended by adding a subsection "E" which shall read as follows:

"E. To inform the city council and the public of proposed projects defined in the administrative guidelines to be of community wide significance, by presenting the Predevelopment Plan Review Report of such a proposed project at a City Council Meeting. This presentation shall only be for the purpose of informing the Council and the public of such a proposed project and not for the purpose of discussing the merits of the proposed project."

SECTION 2. Subsection A of Section 17.84.020, Applicability, is amended by adding a new paragraph to read as follows:

"9. Projects that are defined in the administrative guidelines to be of community wide significance."

SECTION 3. Subsection D of Section 17.84.030, Procedures, is hereby amended to read as follows:

"D. Written Report. A written report containing the results of the predevelopment plan review meeting and the staff comments on the project shall be provided to the sponsor of a project. For projects that are defined in the administrative guidelines to be of community wide significance, the written report shall also be presented to the City Council."

SECTION 4. Projects pending approval and whose submissions fully complied with the prior ordinance as of the effective date of this amendment shall be exempt from its provisions.

SECTION 5. The City Clerk shall certify the adoption of this ordinance and shall cause this ordinance to be published in full text.

SECTION 6. This ordinance shall take effect upon its publication.

Signed and approved this _____ day of _____, 1999.

William J. Bogaard
Mayor of the City of Pasadena

I HEREBY CERTIFY that the foregoing ordinance was adopted by the City Council of the City of Pasadena at its meeting held _____, 1999, by the following vote:

YES:

NOES:

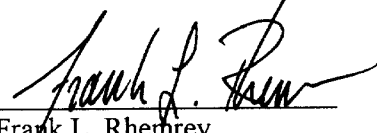
ABSENT:

ABSTAIN:

Published:

Jane Rodriguez
City Clerk

APPROVED AS TO FORM:



Frank L. Rhemrev
Senior Deputy City Attorney