



**CITY OF SOUTH PASADENA  
PUBLIC ART COMMISSION**

**AGENDA  
REGULAR MEETING  
MONDAY, DECEMBER 15, 2025, AT 6:00 P.M.**

**AMEDEE O. "DICK" RICHARDS JR. COUNCIL CHAMBERS  
1424 MISSION STREET, SOUTH PASADENA, CA 91030**

**South Pasadena Public Art Commission Statement of Civility**

*As your appointed governing board, we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made tonight will be for the benefit of the South Pasadena community and not for personal gain.*

**NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY**

The South Pasadena Public Art Commission Meeting will be conducted in-person from the Amedee O. "Dick" Richards, Jr. Council Chambers, located at 1424 Mission Street, South Pasadena, CA 91030.

The Meeting will be available:

- In Person Hybrid – City Council Chambers, 1424 Mission Street
- Via Zoom - **Webinar ID: 823 1334 6757**

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting via Zoom in one of the three methods below.

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link:  
<https://us02web.zoom.us/j/82313346757>; or
3. You may listen to the meeting by calling: +1-669-900-6833 and entering the Zoom Meeting ID listed above.

**CALL TO ORDER:** Annalee Andres, Chair

**ROLL CALL:** Annalee Andres, Chair  
Rina Velasco, Vice-Chair  
Michael Seel  
Jeffrey Burke  
Deloris Piazza

**COUNCIL LIAISON:** Janet Braun

**APPROVAL OF AGENDA**

Majority vote of the Commission to proceed with Commission business.

**PUBLIC COMMENTS AND SUGGESTIONS**

The Public Art Commission welcomes public input. If you would like to comment on an agenda item, members of the public may participate by means of one of the following options:

Option 1: Participate in-person at the City Council Chambers, 1424 Mission Street, South Pasadena.

Option 2: Participants will be able to “raise their hand” using the Zoom icon during the meeting, and they will have their microphone un-muted during comment portions of the agenda to speak for up to 3 minutes per item.

Option 3: Email public comment(s) to [PlanningComments@southpasadenaca.gov](mailto:PlanningComments@southpasadenaca.gov). Public Comments received in writing will not be read aloud at the meeting, but will be part of the meeting record. Written public comments will be uploaded online for public viewing under Additional Documents. There is no word limit on emailed Public Comment(s). Please make sure to indicate: 1) Name (optional), and 2) Agenda item you are submitting public comment on. 3) Submit by no later than 12:00 p.m., on the day of the Commission meeting.

NOTE: Pursuant to State law, the Commission may not discuss or take action on issues not on the meeting agenda, except that members of the Commission or staff may briefly respond to statements

**PUBLIC COMMENT****1. Public Comment – General (Non-Agenda Items)****CONSENT CALENDAR****2. Minutes from Special October 27, 2025 Meeting****Recommendation:**

It is recommended that the Commission review and approve the minutes.

**DISCUSSION ITEMS****3. Project Status Updates****4. 2026 Public Art Commission Meeting Schedule, Resolution, and City Council Memo****Recommendation:**

Approve, receive, and file the 2026 Cultural Heritage Commission Meeting Schedule; receive the November 18, 2025 memo to the City Council from the City

Manager regarding Item No. 15 – Ordinance on Commissions; and adopt the Resolution of the Cultural Heritage Commission Setting the Date, Time, and Place of Its Regular Meetings.

## ADMINISTRATION

### 5. City Council Liaison Communications

### 6. Ad Hoc Committee Communications

- Public Art Inventory
- Roster of Local Artists

### 7. Commissioner Communications

### 8. Staff Liaison Communications

## ADJOURNMENT

### 9. Adjourn to the regular next Public Art Commission meeting scheduled for March 30, 2026 at 6:30 PM

## **PUBLIC ACCESS TO AGENDA DOCUMENTS**

The complete agenda packet may be viewed on the City's website at:

<https://www.southpasadenaca.gov/government/boards-commissions/public-art-commission>

## ACCOMMODATIONS



The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division via e-mail at [CityClerk@southpasadenaca.gov](mailto:CityClerk@southpasadenaca.gov) or by calling (626) 403-7230. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

*I declare under penalty of perjury that I posted this notice of agenda on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City's website as required by law.*

12/11/25

Date

Tatianna Marin, Assistant Planner



**CITY OF SOUTH PASADENA  
PUBLIC ART COMMISSION**

**MINUTES  
SPECIAL MEETING  
MONDAY, OCTOBER 27, 2025, AT 6:00 P.M.**

**AMEDEE O. "DICK" RICHARDS JR. COUNCIL CHAMBERS  
1424 MISSION STREET, SOUTH PASADENA, CA 91030**

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**CALL TO ORDER:**

The Special Meeting of the South Pasadena Public Art Commission was called to order by Chair Annalee Andres, on Monday, October 27, 2025, at 6:00 p.m. The meeting was conducted in person at the Council Chambers located at 1424 Mission Street, South Pasadena, California.

**ROLL CALL:**

**PRESENT**

|              |                |
|--------------|----------------|
| Chair        | Annalee Andres |
| Vice-Chair   | Rina Velasco   |
| Commissioner | Michael Seel   |
| Commissioner | Jeffrey Burke  |
| Commissioner | Deloris Piazza |

**CITY STAFF PRESENT**

Erika Ramirez, Community Development Director; Tatianna Marin, Assistant Planner; Lillian Estrada, Administrative Secretary.

**APPROVAL OF AGENDA**

Majority vote of the Commission to proceed with business.

The Agenda was approved as submitted.

**PUBLIC COMMENT**

**1. Public Comment – General (Non-Agenda Items)**

None.

**CONSENT CALENDAR ITEM****2. Minutes from the Regular Meeting of September 29, 2025**

Approved.

**DISCUSSION ITEMS****3. Draft Public Art Policy Handbook****Recommendation**

It is recommended that the Commission review the proposed Public Art Policy Handbook and recommend the City Council adopt the Public Art Policy Handbook.

**Staff Presentation:**

Director Erika Ramirez presented the Staff Report, including the background on the Ad Hoc Committee formed in 2023 to review and develop the Handbook.

**Questions for Staff:**

None.

**Public Comment:**

Rick Schneider, representing the South Pasadena Preservation Foundation, voiced support for the Handbook and expressed interest in a specific public art project related to the Adobe Flores monument.

**Commissioner Discussion:**

The Commissioners discussed the draft Public Art Policy Handbook, including the need for minor revisions, such as removing the requirement for permanent plaques and making the selection process optional.

The Commissioners expressed concerns about the Handbook's section on Voluntary Public Art, remarking that it creates unnecessary red tape and government overreach and decided to encourage presentations without imposing permits or fees.

The Commissioners also discussed the importance of maintaining the balance between public and private art and the role of the Commission in reviewing public art on private property.

**Commission Motion and Action:**

MOVED BY CHAIR ANDRES, SECONDED BY COMMISSIONER BURKE, to approve the Public Art Handbook as presented tonight with the revisions to the Artist Selection and Voluntary Public Art sections as discussed.

**AYES:** Seel, Piazza, Burke, Velasco, Andres  
**NOES:**  
**ABSENT:**  
**ABSTAINED:**

***Motion Carried: 5-0***

**4. Project Status Updates**

Assistant Planner Tatianna Marin provided a follow-up report to the July project status of all projects (including building valuation, proposed terms of the Public Art Program and whether there will be an in-lieu fee or on-site public art) from 2024 to 2025 and their budget allocations, remarking that the Status Report will be a standing item for each meeting.

The Commissioners reviewed the budget and expressed satisfaction with the progress and transparency of the Public Art Program.

|                       |
|-----------------------|
| <b>ADMINISTRATION</b> |
|-----------------------|

**5. Comments from City Council Liaison**

None.

**6. Comments from Ad Hoc Committees**

Public Art Inventory:

Commissioner Burke reported that there is no new public art anywhere in town.

Roster of Local Artists:

Commissioner Seel reported that the roster of local artists was waiting on the Handbook to be finalized and can now proceed.

Vice-Chair Velasco remarked that she submitted a finalized draft of the artist call section of the website to Staff.

**7. Comments from Commissioners**

Commissioner Burke commended everyone involved on an awesome job on the proposed Public Art Handbook.

**8. Comments from Staff**

Director Ramirez outlined the process for updating the website and the local artist roster, and remarked that the Public Art Policy Handbook has been placed on the City Council Agenda for the November 19<sup>th</sup> meeting for approval

The Commissioners plan to attend the City Council meeting on November 19<sup>th</sup> to support the adoption of the Public Art Policy Handbook.

**ADJOURNMENT**

9. **Adjourn to the Regular Public Arts Commission meeting scheduled for December 15, 2025, at 6:00 p.m.**

There being no further matters, Chair Andres adjourned the Public Arts Commission Special Meeting at 6:51 p.m.

APPROVED,

\_\_\_\_\_  
Annalee Andres, Chair  
Public Arts Commission

\_\_\_\_\_  
Date



# Public Art Commission Agenda Report

ITEM NO. 3

**DATE:** December 15, 2025

**FROM:** Erika Ramirez, Community Development Director  
Jasmine Kim, Planning Manager

**PREPARED BY:** Tatianna Marin, Assistant Planner

**SUBJECT:** **Public Art Program – Project Status Updates**

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## Recommendation

It is recommended that the Public Art Commission:

- a. Receive and file the following staff report.

## Executive Summary

The purpose of this report is to provide the Public Art Commission with a status update on development projects subject to the City's Public Art Program (PAP) as established under South Pasadena Municipal Code (SPMC) Division 36.395, Public Art Development.

## Background

- October 3, 2018, the City Council adopted Resolution No. 2325 declaring South Pasadena a "Creative and Innovative City," and introduced Ordinances No. 2325 and 2326 establishing the Public Art Development Fee Program and creating the Public Art Commission.
- October 17, 2018, the City Council adopted Ordinance No. 2325, establishing the Public Art Program (PAP) by adding Division 36.395, *Public Art Development* to Chapter 36 (Zoning) of the South Pasadena Municipal Code (SPMC).

## Analysis

The purpose of the Public Art Program (PAP) is to promote cultural enrichment, stimulate economic development, and enhance the community's overall welfare and quality of life through the exhibition of high-quality artwork and the implementation of programs that make art accessible to the public.

The program applies to:

- New residential developments of four or more units;
- New commercial or industrial buildings with a building valuation exceeding \$500,000; and
- Remodeling projects of existing commercial, industrial, or multi-unit residential buildings (four or more units) valued over \$250,000.



Exemptions include affordable housing developments, performing arts facilities, museums, private nonprofit and institutional uses, interior remodels or tenant improvements, seismic retrofits, and reconstruction required due to a natural disaster.

Pursuant to SPMC Section 36.395.040, developers may satisfy the public art requirement by either:

1. Installing approved site-specific public artwork or cultural/artistic facilities valued at or above the in-lieu fee amount; or
2. Paying an in-lieu fee equal to 1.5% of the building valuation into the City's Public Art Fund.

The applicable fee or installation requirement is determined at the time construction plans are submitted to the Building Division for plan check, following Planning Division approval.

At its regular meeting of September 29, 2025, the Public Art Commission requested that staff provide ongoing status updates on development projects subject to the City's Public Art Program as part of each regularly scheduled meeting. Attachment 1 provides a summary table of projects subject to SPMC Section 36.395.010.

### **Environmental Analysis**

Pursuant to the California Environmental Quality Act (CEQA) Guidelines Section 15378, this item does not qualify as a "project" subject to CEQA review, as it is limited to a discussion and status update with no potential to result in a direct or reasonably foreseeable physical change in the environment.

### **Attachments**

1. Public Art Development Project Log

## **ATTACHMENT 1**

### Public Art Development Project Log

## City of South Pasadena – Public Art Development Project Log

*As of December 15, 2025 | Public Art Fund Balance: \$12,597.50*

**Applicability:** New residential of 4 or more units, commercial/industrial > \$500,000, remodeling projects of commercial, industrial or residential of 4 or more units > \$250,000  
**Exempt Projects:** Affordable housing units, performing arts facilities, museums, private nonprofit and institutional uses, interior remodel or tenant improvements, seismic reinforcement, and rebuilding necessitated by a natural disaster

| <b>Pending Projects</b>  |                           |                 |   |                      |  |
|--------------------------|---------------------------|-----------------|---|----------------------|--|
| Project Name             | Project Address           | Status          | Public Art Requirement  | Fee Type / Status    | In-Lieu or On-Site Art                       |
| Mission Bell             | 1115 Mission Street       | Planning review | Public Art Program waived in part of state concession                         | N/A                  | State concession to waive Public Art Program |
| Monterey Project         | 181-187 Monterey Road     | Planning review | In-lieu fee   |                      | In-lieu fee                                  |
| <b>Entitled Projects</b> |                           |                 |   |                      |  |
| Project Name             | Project Address           | Approval Date   | Status  | Building Valuation   | In-Lieu or On-Site Art                       |
| Fairview Court           | 1020 El Centro Street     | 9/13/2022       | Project is separated in two phases: commercial and mixed-use. Payment pending | Commercial \$328,000 | In-lieu fee: \$4,920.00                      |
| Seven Patios             | 845-899 El Centro Street  | 6/11/2024       | Have not submitted to Building for permits. Payment pending                   | Pending              | In-lieu fee                                  |
| Von's Shopping Center    | 1101-1153 Fair Oaks Ave   | 11/2/2023       | Paid first half paid- \$3,097.50<br>Final Inspection pending                  | >\$500,000           | In-lieu fee                                  |
| 5 Pasadena               | 5 Pasadena Avenue         | 10/6/2022       | Payment pending   | \$ 500,000.00        | To pay in-lieu fee                           |
| Chevron Gas Station      | 1400 Mission Street       | 1/9/2024        | Payment pending   | \$ 610,000.00        | To pay in-lieu fee                           |
| The Giddy Ostrich        | 915 & 921 Meridian Avenue | 10/14/2025      | On-site public art under review   | \$ 1,000,000.00      | Public Art On-Site                           |
| Arbor Square             | 815 Fremont Avenue        | 9/18/2025       | Payment pending   | Pending              | In-lieu fee                                  |
| The Raymond              | 625 Fair Oaks             | 5/20/2024       | On-site public art under review   | Pending              | Public Art On-Site                           |



# Public Art Commission Agenda Report

ITEM NO. 4

**DATE:** December 15, 2025

**TO:** Public Art Commission

**FROM:** Erika Ramirez, Community Development Director

**PREPARED BY:** Jasmin Kim, Planning Manager

**SUBJECT:** **Approve and Receive the 2026 Public Art Commission Meeting Schedule, Resolution, and City Council Memo**

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## **Recommendation**

It is recommended that the Public Art Commission approve, receive, and file the 2026 Public Art Commission Meeting Schedule (Attachment No. 1); receive the November 18, 2025 memo to the City Council from the City Manager regarding Item No. 15 – Ordinance on Commissions (Attachment No. 2); and adopt the Resolution of the Public Art Commission Setting the Date, Time, and Place of Its Regular Meetings (Attachment No. 3).

## **Executive Summary**

The South Pasadena Public Art Commission follows a quarterly meeting schedule, on as-needed basis. For 2026, four (4) regular meetings have been scheduled. Meetings occurring on or near a holiday may be adjusted as necessary to accommodate City operations and community events, and special meetings may be proposed and scheduled as needed.

On November 18, 2025, the City Manager provided a memo to the City Council regarding proposed updates to South Pasadena Municipal Code (SPMC) provisions governing City Boards and Commissions. These updates address irregularities in appointment terms, procedural inconsistencies, and commission membership requirements. While the proposed ordinance affects the size for some commissions and standardizes meeting requirements, no changes were proposed to the size, structure, or meeting location and frequencies of the Public Art Commission. Staff would like to inform the Commission that the revision to SPMC Chapter 2, Article IV, 2.30 establishes a quorum as a majority of the total membership, superseding the previous commission-specific quorum counts. Additional details are provided in the attached memo (Attachment No. 3).

## **Background**

The South Pasadena Municipal Code Chapter 2, Articles IV through IV.L (2.23 through 2.79-11) establish and govern City Boards and Commissions. These Articles provide the legal authority, membership, role and operations for each commission and, in certain cases, establish standards and minimum requirements for serving on a commission or board.

At the regular City Council meeting on January 15 ,2025, the City Attorney's office brought forward a discussion item for City Council direction related to (1) certain irregularities in terms of appointment of members to various commissions; and (2) other inconsistencies in Municipal Code related to maximum length of terms, vacancies and other procedural matters related to commissions.

On November 19, 2025, the City Council reviewed and discussed the staff report provided by the City Attorney regarding the various amendments to SPMC related to amendment to the general provisions that pertain to all commissions and individual amendments that apply to the various commissions. Council provided direction to incorporate into the proposed Ordinance.

On December 3, 2025, the City Council adopted Ordinance No. 2406 amending Chapter 2 (Administration) of the South Pasadena Municipal Code related to boards and commissions. This ordinance takes into effect on January 3, 2026.

The South Pasadena Public Art Commission typically meets quarterly on the last Monday of the month at 6:30 p.m. in the South Pasadena City Council Chamber, with the option for participation via Zoom.

For 2026, four (4) regular meetings have been scheduled for the Public Art Commission:

- March 30, 2026
- July 27, 2026
- September 28, 2026
- November 30, 2026
- Meetings may be adjusted as necessary to accommodate City holidays, recesses, and other significant or special events. Special sessions may also be arranged if required as necessary.

### **Analysis**

The proposed adjustments ensure efficient city operations while honoring key local events, recesses, observances, and commission direction. Any schedule adjustments will be communicated promptly to the public.

In addition, the proposed ordinance establishes meeting requirements for all commissions and adjusts the size of certain commissions. For the Public Art Commission, staff would like to highlight the revised attendance requirements. SPMC Chapter 2, Article IV, Section 2.27 has been updated to eliminate the concept of an “excused absence.” Under the new Ordinance No. 2406, adopted by the City Council on December 3, 2025, a commissioner may be absent for no more than three consecutive meetings or for no more than one-third (1/3) of all regular meetings within a 12-months.

This replaces the current six-month attendance window. In addition, new language has been added to address quorum issues, such that, if a meeting agenda has been posted but the meeting must be cancelled due to lack of quorum, any members who do not attend will still be counted as absent for purposes of Section 2.27. Staff would like to notify the commission of these adjustments, as they have substantial implications for the commissions’ attendance expectations.

The language regarding quorums in Section 2.30 was further simplified to remove specific quorum counts for each individual commission and has defined a quorum as a majority of the total membership regardless of commission size, which applies to all commissions, including the Public Art Commission. Further details are included in the attached memo (Attachment No. 3).

### **Environmental Analysis**

The proposed amendment to the SPMC regarding commission and board membership does not constitute a “project” under the California Environmental Quality Act (CEQA), pursuant to CEQA Guidelines Section 15378(b)(5), because the action involves only administrative and organizational changes to the City’s advisory bodies and will not result in a direct or reasonably foreseeable indirect physical changes in the environment.

Furthermore, even if the amendment were to be considered a “project,” it has no potential to cause a physical environmental impact. Therefore, the proposed action qualifies for the “common sense” exemption under CEQA Guidelines Section 15061(b)(3), as there is no possibility that the modifications to commission and board membership requirements will result in a significant effect on the environment.

### **Attachments:**

Attachment No. 1 – 2026 Public Art Commission Meeting Schedule  
Attachment No. 2 – November 18, 2025, Memo to the City Council from City Manager regarding Item No. 15 – Ordinance on Commissions

Attachment No. 3 – Resolution of the Public Art Commission Setting the Date and Time  
and Place of its regular meetings

**Attachment No. 1 – 2026 Public Art Commission Meeting  
Schedule**





## Public Art Commission 2026 Meeting Schedule

**Location:** South Pasadena City Council Chamber  
1424 Mission Street, South Pasadena

**Time:** 6:30 PM (Quarterly)

| Arts Commission Meeting Date | Notes |
|------------------------------|-------|
| March 30, 2026               |       |
| July 27, 2026                |       |
| September 28, 2026           |       |
| November 30, 2026            |       |

\*Meetings scheduled on or near a holiday may be rescheduled.

# Attachment No. 2



**City of South Pasadena**  
City Manager's Office

## Memo

**Date:** November 18, 2025

**To:** The Honorable City Council

**Via:** Todd Hileman, City Manager

**From:** Roxanne Diaz, City Attorney

**Subject:** November 19, 2025, City Council Meeting Item No. 15 - Ordinance on Commissions

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Attached is a revised agenda report for the discussion on the Ordinance related to the City's Commissions. Text that was added is shown in "red." Text that was eliminated is shown in strikethrough and is also in "red."



# City Council Agenda Report

ITEM NO. 15

**DATE:** November 19, 2025

**FROM:** Todd Hileman, City Manager

**PREPARED BY:** Roxanne Diaz, City Attorney

**SUBJECT:** **DISCUSSION AND DIRECTION REGARDING THE MUNICIPAL CODE PROVISIONS RELATED TO CITY COMMISSIONS AND CONSIDERATION OF AN ORDINANCE NO. 2406 OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING CHAPTER 2 (ADMINISTRATION) AND REVISING THE GENERAL PROVISIONS APPLICABLE TO ALL COMMISSIONS AND AMENDING CERTAIN SECTIONS OF THE VARIOUS ARTICLES FOR INDIVIDUAL COMMISSIONS AND AMENDING THE SOUTH PASADENA MUNICIPAL CODE**

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## Recommendation

It is recommended the City Council introduce and waive full reading of Ordinance No. 2406 amending various articles of Chapter 2 of the South Pasadena Municipal Code related to commissions and boards of the City.

## Background

South Pasadena Municipal Code Chapter 2, Articles IV through IV.L (2.23 through 2.79-11) establish and govern City Boards and Commissions. These Articles provide the legal authority, membership, role, and operations for each commission and, in certain cases, establish standards and minimum requirements for serving on a commission or board.

At the January 15, 2025 City Council meeting, the City Attorney's office brought forward a discussion item for City Council direction related to (i) certain irregularities in the terms of appointment of members to various commissions; and (ii) other inconsistencies in Municipal Code related to maximum length of term, vacancies and other procedural matters related to commissions. These inconsistencies were discovered when providing support to Mayor Braun related to the annual appointment of members to the various commissions for open positions. The City Attorney's office has drafted the proposed ordinance to address the inconsistencies and other procedural matters. In addition, proposed are additional revisions to establish the number of meetings for each commission and to reconfigure the numerical composition of several commissions to reduce the number of members from 7 members to 5 members. The details of the ordinance is discussed further below.

## Analysis

City commissions are established by the South Pasadena Municipal Code to provide structured opportunities for community participation, subject-matter expertise, and advisory input on key policy areas. It is important to maintain consistency in the composition, duties,

and operations of these bodies to ensure that all boards and commissions function under a unified framework. By codifying a unified framework, commissions enhance public engagement, informed decision-making, and effective governance across a range of municipal functions.

**Term of Office.** The first area that was discussed by the City Council related to a commissioners maximum term of office. In researching this matter, it was discovered that there was a code change in 2019, which resulted in internal inconsistencies regarding the maximum term of office for commissioners. One section of the code provides that a commissioner is allowed to serve a full term (commencing January 1 and ending December 31) and two partial terms of varying lengths consecutively, as long as the total years of consecutive service on one commission does not exceed six years. However, another section of the code states that a commissioner may serve for not more than two consecutive full terms.

There is no alignment between these provisions that allow two full terms but yet also states that a commissioner can serve one full term and two partial terms not to exceed six years. Also, there is no provision in the code as to how to treat partial terms such as when an individual is appointed to fill a vacancy or when a full term of three years actually begins later than January 1st.

This resulted in appointments of commissioners for terms that extended beyond six years. If not revised, it could also result in the appointment of commissioners that have served more than six years on the same commission but can technically still be appointed because their six years of service was not consecutive. While the City Council strives to make appointments in December for the following January, this has not always been the case and there are full term appointments, which began in the middle of the year and no guidance as to how to treat a term of 2 years and 6 months with respect to the six-year cap.

The City Council's direction was to keep the maximum term of six years primarily because the City receives applications from many qualified individuals that desire to serve on the various commissions and in order to provide as opportunities for residents to serve.

**Term of Office - Proposed Solution.** A new Section 2.25A and revised Section 2.26 is proposed to address the term of office and the treatment of partial terms on the cap of six years on one commission as follows:

- A commissioner may now be appointed to a full term of three years or a lesser term of one or two years. An individual can also be appointed to what is now referred to as an unscheduled vacancy.
- An unscheduled vacancy occurs when a commissioner leaves office sometime during their term.
- In calculating the six-year cap, the six years will include any combination of an appointment to full term of three years or a lesser term of one or two years and an appointment of any length to fill an unscheduled vacancy.
- The six-year cap will now be calculated not as six consecutive years, but as six years in an eight-year period. This will help right-size some of the current appointments where a commissioner has been on the same commission for more than six years because of a break in service or because they were inadvertently appointed to a partial term which caused them to exceed the six year cap. This change will also help address those

appointments for unscheduled vacancies when the term may be just a few months. As we move forward and with the proposed changes, this will ensure that commissioners will not serve more than six years on one commission.

- Terms will continue to start on January 1 and end on December 31 for the three-year, two year or one year term. However, if a commissioner is appointed in April for a three-year term, the code will treat that commissioner's term to have started in January. Otherwise, it renders the start date of January meaningless.
- If an individual is appointed to serve because of an unscheduled vacancy (See, Section 2.26), the person will serve the remaining portion of the previous commissioner's term. This will mean that an individual will likely serve a term that is calculated in months and not years. With respect to the six-year cap, whatever the term is (two years and three months), the remaining portion of the term is calculated towards the six-year term limit. For example, an individual has served 2 years and 6 months and is reappointed for a full term of three years, will not be eligible for reappointment. Any new appointment of three, two or one year will cause that individual to exceed six years.
- There is now a waiting period of 12 months before a commissioner can be appointed to the same commission if they have reached their six-year cap. The 12 months is counted from the date the commissioner terminated their service on that commission.

**Youth Commissioners.** The general provisions of the code provide that the Mayor may appoint one nonvoting youth member to any board or commission of the City. This is in addition to the youth commissioner required to be appointed to the Community Services Commission. A youth member is between the ages of 14 and 18.

Irregularities were found with youth commissioner appointments in that they were being appointed to a full three year term to the Community Services Commission when the code provides that the term for a youth commissioner shall be for one school year, commencing on September 2 and ending on June 30 and youth commissioners are limited to two one-year terms. The code also provides that youth commissioners are nonvoting, however the practice has been to allow youth commissioners on the Community Services Commission to vote as well as serve as chair or vice-chair. The result of these appointments through no fault of the commissioner, has been to limit the intent of the code to provide for limited terms and have more youth members involved because of the shorter one- year or school-year terms, whether the appointment is to the Community Services Commission or other commissions of the City.

**Youth Commissioners - Proposed Solution.** Taking into consideration that the youth member is nonvoting, the proposed revision is to treat all youth commissioners the same and remove the designated youth commissioner position from the Community Services Commission. The Mayor and City Council can encourage more participation from the city's youth community and utilize the general provision allowing a resident between the ages of 14-18 to serve on a commission that may interest them. In addition, there may be students at South Pasadena High School that may not be residents but are active in their school community and the opportunity to serve on a City commission should also extend to those individuals as well.

- A revision was made to the application process to require that a parent or guardian provide consent in order for the individual to apply for a youth member position on a commission.
- A revision was made to Section 2.23 to make clear that youth members serve in an advisory capacity.

- Language was added to Section 2.24 to make clear that a youth member is a nonvoting member on all boards and commissions.
- Language was added to Section 2.24 to allow current students at South Pasadena High School (SPHS) to apply to be a youth commissioner even if they are not a resident of the City. The individual must be a student at SPHS at the time of their appointment and continuously during their term. Their membership would terminate if they cease being a current student at SPHS.
- A new Section 2.25B was added to address the term of office for a youth member. The term will now commence on January 1 and end on December 31 and will be for one calendar year. If there is an appointment to fill an unscheduled vacancy, that partial term will end on December 31 and will be considered a full one calendar year regardless of the date of appointment. A youth may be appointed for two one-year calendar terms so there is an opportunity for that person to fill a full one-year term.
- ~~Since youth commissioners are students and may have other obligations during the summer months, the vacancy provisions in Section 2.27 was revised to provide that the absence of a youth commissioner on the Community Services Commission during the months of July and August shall not be considered an absence. Under Section 2.27, commissioners that are absent without excuse for three consecutive meetings or misses one-third or more of all regular meetings within any six-month period, vacates their seat.~~

**Commission Meeting Schedules.** Staff is a key participant in working with our commissions. Various departments oversee several commissions, which includes not only staffing the meetings, but also preparing the agendas, drafting staff reports, attending the meetings and working with various commissioners from time to time on certain tasks. There are occasions when a commission agenda may not have substantive matters for discussion, but a meeting is nevertheless held, for example, to provide updates that can be transmitted in a different form. Rather than requiring staff to hold a meeting, it is proposed that the meeting frequency for various commissions be revised. In addition, revisions are proposed to make the language regarding meeting frequency more consistent among all commissions. The ordinance proposes the following:

- A new or revised provision was added to each Article for every commission (except the Library Board of Trustees) to inform the reader of the frequency of commission meetings. This language of this section in the code has been standardized for every commission. As for the Library Board, they have a meeting frequency set by the California Education Code, which is monthly.
- The Finance Commission and Public Works Infrastructure Commission will continue to meeting monthly. The Planning Commission meets monthly even though the code provides that no regular meetings are held in November and December. Section 2.37 has been revised to establish monthly meetings for the Planning Commission.
- The meeting frequency for the Community Services and Public Safety Commissions has been revised to every other month (6 meetings a year) . As with all commissions, special meetings can be called if needed. The Natural Resources and Environmental Commission already meets every other month.
- The Public Arts Commission will continue to meet once every quarter. ~~and will continue to meeting monthly.~~

**Commission Member Composition.** Absences on commissions vary but it has been noticed that there are more absences or that a meeting already posted needs to be cancelled because there is not a quorum. For some of the commissions with 7 member bodies, this can be difficult because 4 members are required to have a quorum. Commissions of 5 members tend

to be more manageable and a quorum can be reached with only 3 members. The ordinance proposes the following revisions:

- A change from 7 members to 5 members on the Public Safety, Public Works Infrastructure and Natural Resources and Environmental Commissions. This year the Public Works Infrastructure Commission (PWIC) was created when the City Council disbanded the Mobility and Transportation Infrastructure Commission and the Public Works Commission. At the time, a 7 member body was created. There were several vacancies this year on PWIC, including one vacancy currently, and the proposal is to take reduce the size to 5. This year, PWIC has not always had all members present. With the new tree ordinance, the workload for the Natural Resources and Environmental Commission will likely be reduced so it is proposed that its composition also be reduced to 5 members. This change is also recommended for public safety as well.
- With respect to the Community Services Commission, it is proposed that the commission remain at 7 members, but that there not be a designated senior or youth commission seat. The concept of designated seats was made when the youth commission and senior commissions were disbanded many years ago. Since community services looks at all recreational services across all resident constituencies, there would be more flexibility in appointing residents interested in that commission.
- As it relates to the Planning Commission, the City Council may recall that when the Design Review Commission (DRC) was eliminated, the City Council adopted an uncodified ordinance temporarily expanding the Planning Commission from 5 members to 7 members by adding the two remaining members of the DRC to the Planning Commission. The term of the two former DRC members automatically ends on December 31, 2025, and it should be noted that only one of the two former design review commissioners ultimately joined the Planning Commission.

Section 2.36 creates the planning commission. However, the zoning code also provides for the establishment of the planning commission. Section 36.600.040(B) in the zoning code, however, provides more detail regarding the composition of the membership. Specifically, it states that “to the greatest extent feasible, members shall represent the following professions/occupations: (1) Two who are state-licensed architects or retired from that status. (2) Two who are urban planners, historic preservation professionals, urban designers, landscape architects or retire from that status. (3) One who has demonstrated special interest, competence, experience, or knowledge in planning, community development and/or urban design.”

At the Planning Commission meeting of November 18, 2025, the Community Development Director has asked the Commissioners to provide feedback on having a 7-member Planning Commission. Staff, along with Mayor Pro Tem Rossi, who serves as the liaison, will be providing the City Council with an update on the Planning Commission’s discussion regarding a 7 member body during our presentation of this item. The proposed ordinance has a placeholder for the number of members at 7 (in brackets) pending the City Council’s discussion.

**Other Revisions or Deletions.** In reviewing the general and specific provisions related to Commissions, there were several areas that warranted clarification and/or general clean-up, and those revisions are as follows:

- The current code provides that all commissioners must be citizens of the City and must maintain their status as a resident of the city. Section 2.24(a) was revised to state that all members of a board or commission shall be residents of the City when appointed and continuously during their term of office. Also, if they cease to be a resident of the city, their membership on the commission terminates automatically. The same revisions were made to the provisions for youth members.
- The language regarding quorums in Section 2.30 was simplified to remove the specific quorum counts for each separate commission. A quorum, regardless of the size of a commission, is a majority of the total membership.
- Section 2.38 related to the planning commission provides that the planning commission has authority to contract for services and assistance and can enter into contracts with planning consultants if first approved by the City Council. That section has been deleted. The planning commission is not a "legal entity" that can enter into contracts with third parties and only the City Council or the City Manager under his authority delegated to him by the City Council, can enter into contracts on behalf of the City.
- There is a school district representative on the Community Services Commission. A new Section 2.45B has been added to clarify that if a representative is appointed, the position is considered advisory and not part of the seven-member commission.
- Section 2.72 related to the Finance Commission provided for the initial composition of that commission. Since the Finance Commission has been fully functioning for several years, that section has been deleted.
- Section 2.27 regarding absences has been revised to eliminate the concept of an "excused absence." Instead, a commissioner may be absent for three consecutive meetings or up to 1/3 or more of all regular meetings within 12 months (not 6 months as in the current code). With the frequency of meetings being reduced for some commissions, this may help curb absences. Also, language has been added to address the quorum issue that sometimes arises. If a meeting agenda has posted and the meeting is cancelled for lack of a quorum, the members not attending shall be considered absent for purposes of Section 2.27.

In addition to the revisions above, the ordinance contains two "uncodified provisions" to address how this ordinance will apply to those commissioners currently in office, in particular because of the six-year cap on serving on the same commission. In reviewing all the current commissioner terms, the ordinance provides that certain sections of the ordinance (those sections regarding eligibility for membership, term of office, filling vacancies) will apply to those commissioners in office as of January 1, 2025. Also if the compositions of several commissions are reduced from 7 to 5, an uncodified provision is included to allow current commissioners to serve their term notwithstanding the reduction in the body. The Mayor and City Council, however, could not make an appointment until there is vacancy and when filled, will not cause the membership to exceed 5 members.

In addition to the proposed ordinance, attached is a "legislative digest" which shows the above revisions in a redline format so that the City Council can review the language in the context of the current code.

### **Fiscal Impact**

There is no fiscal impact if the City Council adopts the proposed ordinance.

Attachment:

[Attachment No. 1 - Proposed Ordinance](#)

[Attachment No. 2 - Legislative Digest](#)



**Attachment No. 3 – Resolution of the Public Art Commission Setting  
the Date and Time and Place of its Regular Meetings**

## RESOLUTION

### **A RESOLUTION OF THE PUBLIC ART COMMISSION OF THE CITY OF SOUTH PASADENA SETTING THE DATE AND TIME AND PLACE OF ITS REGULAR MEETINGS**

**WHEREAS**, the City Council of the City of South Pasadena has created the Public Art Commission pursuant to Section 2.79-7 of Chapter 2 of the South Pasadena Municipal Code;

**WHEREAS**, Government Code Section 54954 provides that each legislative body of a local agency shall provide by ordinance or resolution the time and place for holding regular meetings; and

**WHEREAS**, the Public Art Commission of the City of South Pasadena desires to set the time and place of its regular meetings;

**NOW, THEREFORE, THE PUBLIC ART COMMISSION OF THE CITY OF SOUTH PASADENA HEREBY RESOLVES AS FOLLOWS:**

**Section 1.** Recitals. The Public Art Commission hereby finds that the above recitals are true and correct and are incorporated herein as if set forth in full.

**Section 2.** Regular Meetings. The regular meetings of the Public Art Commission of the South Pasadena ("Commission") shall be held quarterly on Monday at 6:30 p.m. The regular meeting location shall be in the Amedee O. "Dick" Richards Jr. Council Chambers, located at 1424 Mission Street, South Pasadena, California.

**Section 3.** Circumstances Under Which Regular Meeting Is Cancelled. In the event an agenda for a regular meeting of the Commission is not posted timely in accordance with the provisions of Section 54954.2 of the Government Code, such regular meeting is cancelled without any further action of the Commission, except as may be required by the Ralph M. Brown Act.

**Section 4.** Special and Adjourned Meetings. The Commission may hold special meetings or adjourn its regular meeting to other dates and times and locations as may be necessary subject to compliance with the noticing requirements of the Ralph M. Brown Act, Government Code Section 54950 et. seq.

**Section 5.** Effective Date. This Resolution shall be in full force and effect immediately upon its passage and adoption thereof. To the extent there is any inconsistency between this Resolution and any other resolution previously adopted on the same matter, this Resolution shall prevail, and the portions of the previously adopted resolution shall be automatically repealed and have no further force or effect.

**Section 6. CEQA Finding.** The Commission finds that this action is not a 'project' under California Environmental Quality Act (CEQA) and is therefore exempt from environmental review pursuant to CEQA Guidelines Sections 15378 (b)(5) and 15061(b)(3).

**PASSED, APPROVED AND ADOPTED ON** this 15th day of December, 2025.

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Annalee Andres  
Chair

**ATTEST:**

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Jasmin Kim, AICP  
Planning Manager