



DATE: February 23, 2021  
TO: Mayor and Councilmembers  
FROM: Carlo Tomaino, Assistant City Manager  
VIA: Greg Humora, City Manager *GH*  
SUBJECT: 2021 Boards and Commissions Work Plans

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At the start of each calendar year, the City's Boards and Commissions meet to update their respective Work Plans. The Work Plans provide a roadmap for the major initiatives and projects each commission will work to achieve over the year.

During the two meetings in February, each Chair will present their commission's updated Work Plan to the City Council. Staff has attached the Work Plans that will be presented during the February 23, 2021, meeting.

Attachments:

- A. Historic Preservation Commission
- B. Mobility Commission
- C. Planning Commission
- D. Parking Commission



**HISTORIC PRESERVATION COMMISSION**

**Work Plan  
FY2021**

**Goals should be consistent with the City's goals:**

- Safe Community
- Maintain a Financially Sound and Affordable City Government
- Continue to Improve High Quality Municipal Services
- Revitalize Neighborhoods and Corridors
- Enhanced Recreation and Quality of Life Opportunities
- Effective and Efficient Traffic Circulation and Transportation
- Ensure Safe and Affordable Homes for All Current and Future Residents

**Staffing Department:** Community Development Department

GOALS	DUE DATE	TRACKING MILESTONES	STATUS
1. Ordinance/Policy Updates	As-needed	<ul style="list-style-type: none"> <li>• Develop an ordinance amendment to require a review process for properties 50 years or older and assess community support for the ordinance.</li> <li>• Update historic district eligibility criteria</li> </ul>	On-going
2. Update Historic Resources Inventory	On-going and as staffing support permits	<ul style="list-style-type: none"> <li>• Continue field survey and research with assistance from SDSU/LMHS</li> <li>• Develop a phased program to implement update procedures.</li> <li>• Develop assessment ranking criteria.</li> <li>• Bring the first completed submissions forward for consideration.</li> </ul>	On-going
3. Improve public understanding of historic preservation.	On-going and as staffing support permits	<ul style="list-style-type: none"> <li>• Develop outreach tools, such as a web page, story maps, and brochures to promote the City's historic preservation program and the benefits of historic preservation.</li> </ul>	On-going
4. Regular Duties as identified in LMMC 25.01.060. G.	As-needed		On going

LMMC  
25.01.060 - Historic preservation commission.

G. Powers and Duties. The Commission shall have the power and duty to:



## **HISTORIC PRESERVATION COMMISSION**

1. Conduct a continuing survey of all cultural resources in the City which the Commission, on the basis of information available or presented to it, has reason to believe may be eligible for designation as a historic landmark or historic district or for recognition as a structure of merit.
2. Review the La Mesa Historic Resources Inventory according to the criteria set forth in the Historic Preservation Element of the General Plan.
3. Recommend to the City Council amendments to the La Mesa Historic Resources Inventory.
4. Recommend to the City Council that certain areas, places, buildings, structures, natural features, works of art or other improvements having significant historical, cultural, architectural, archaeological, community or aesthetic value as part of the heritage of the City be designated as a historic landmark or historic district.
5. Maintain a local register of designated landmarks and historic districts within the City.
6. Approve or disapprove, in whole or in part, applications for a Certificate of Appropriateness pertaining to alteration, modification, or removal of any exterior architecture feature of a designated landmark or improvement within a historic district.
7. Adopt guidelines to be used by the Commission in reviewing applications for Certificates of Appropriateness.
8. Review and comment upon applications for demolition permits pertaining to designated cultural resources and applications for demolition and alteration permits for cultural resources included in the La Mesa Historic Resources Inventory.
9. Explore means for protection, retention and use of any designated or potential landmark including, but not limited to, appropriate legislation and financing.
10. Recommend and encourage the protection, enhancement, appreciation and use of structures of historical, cultural, architectural, community or aesthetic value which have not been designated as landmarks but are deserving of recognition as structures of merit so as to emphasize their importance in the lifestyle of La Mesa.
11. Encourage public understanding of an involvement in the unique architectural and environmental heritage of the City through educational and interpretative programs. Such may include, but shall not be limited to, lectures, tours, walks, reports, publications, films, open houses, special events.
12. Encourage private efforts to acquire property and raise money on behalf of historic preservation; however, the Commission is specifically denied the power to acquire property or invest therein for or on behalf of itself or the City.
13. Render advice and guidance on any structure at the request of the property owner as time permits (i.e., painting, color, materials, landscaping, fencing, lighting). This advice shall not be construed to impose any controls, but shall be offered in a spirit of friendly help.
14. Investigate and report to the City Council on the use of various federal, state, local or private funding sources and mechanisms available to promote historic resource preservation in the City.
15. Cooperate with local, county, state and federal governments in the pursuit of the objectives of historic preservation.
16. Implement other historic preservation plans and programs including, but not limited to, those listed as Complementary Programs in the General Plan Element.
17. Prepare or cause to be prepared nominations to the National Register of Historic Places, as time permits.



## **HISTORIC PRESERVATION COMMISSION**

18. Consult with professionals and experts in fields such as archaeology, paleontology, history, preservation, architecture, design and engineering whenever such consultation is desired or necessary.



**MOBILITY COMMISSION**

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2021**

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**Staffing Department:** Public Works Department – Traffic Engineering Section

GOALS	DUE DATE	TRACKING MILESTONES	STATUS
1. Continuation of the Neighborhood Traffic Management Program implementation and program adjustments	Annual	a. Prepare and present draft annual report to Mobility Commission for approval prior to City Council b. Staff to recommend program adjustments as needed	
2. Vision Zero policy implementation and monitoring	Annual	a. Annual report to be provided at date determined by staff b. Recommendations of Capital Improvements Projects based on budget	
3. Climate Action Plan	Annual	a. Annual report to be provided at date determined by staff b. Recommendations of Capital Improvements Projects based on budget	
4. Regular business of the Mobility Commission	Ongoing		
5. Commissioners to attend mobility related public meetings on a rotating basis.	Ongoing		
6. Commissioners to attend continuing education as available and/or provide updates at meetings.	Ongoing		
7. Solicit applications for Mobility Commission vacancies	As Needed		



**PLANNING COMMISSION**

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2021**

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**Staffing Department:** Community Development

GOALS	DUE DATE	TRACKING MILESTONES	STATUS
1. Regular Duties as identified in LMMC 2.60.060 and 24.02.010	As needed		Ongoing
2. Review and comment on Annual Zoning Code Clean-up Amendments	As needed		Ongoing
3. Review of Draft 2021 Housing Element	February 2021		Pending
4. Downtown Village Specific Plan Update	2022		Pending
5. Coordination with Historic Preservation Commission on Historic Preservation Ordinance / Policy	N/A		Ongoing

LMMC  
2.60.060 - Powers and duties.

The Planning Commission shall have, and is hereby vested with all the powers and duties provided by said act and amendments thereto, and such other powers and duties as may be conferred upon the Planning Commission by any and all laws of the State of California and the City Council.

2.60.140 - La Mesa relocation appeals board.

The Planning Commission shall also act as the "La Mesa relocation appeals board" and shall have the power when it acts in that capacity as provided by the by-laws for the relocation appeals board and shall carry out its duties and obligations pursuant to said by-laws. Said by-laws shall be adopted at the first meeting of the planning commission acting as the relocation appeals board and shall not thereafter be amended without the prior approval of the city council.



## PLANNING COMMISSION

Title 24 – Zoning Ordinance  
24.02.010 - Administration and enforcement agencies

B. Planning Agency. The City Council, Planning Commission, Development Advisory Board, and Community Development Department are hereby designated collectively as the Planning Agency. The Planning Agency shall perform all functions required by California state law. The specific duties and functions of the council, commission, and departments relative to this title are given below.

1. Perform all functions required by California law of a planning agency.
2. Furnish information and general assistance to the public in the administration of this title.
3. Maintain the Zone Map.
4. Review site development plans as to their compliance with the requirements of this title.
5. Review applications for adjustments in development regulations.
6. Interpret, administer and enforce this title.
7. Assist the planning commission in performance of its functions.

E. Planning Commission. The authority and functions of the planning commission in the administration of this title shall be to:

1. Review and approve plans, including site development plans when either required of or when appealed or referred to the commission, and to perform such other functions as provided by this title.
2. Resolve the question as to whether or not a proposed use is permitted in one or more zones in keeping with the general description and intent of such zones and the Land Use Element of the General Plan.
3. Consider appeals from any determination made in the administration or enforcement of this title.
4. Review applications for special permits, conditional use permits and variances.
5. Perform other functions as provided by state law.
6. Resolve questions or alleged ambiguity on appeal from the determination of the Community Development Department.



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**Staffing Department:** Community Development

<b>GOALS</b>	<b>DUE DATE</b>	<b>TRACKING MILESTONES</b>	<b>STATUS</b>
1. Online parking permit processing	Near-term	Ready for deployment	Target 1 <sup>st</sup> or 2nd quarter 2021.
2. Allison Lot Lighting	Near-term	Plans Completed Funding Appropriation Construction bid docs	Tabled: Pending return of pre-COVID funding streams.
3. Lemon Lot Lighting	Near-term	Plans Completed Funding Appropriation Construction bid docs	Tabled: Pending return of pre-COVID funding streams.
4. Parking survey	Annual	Field Counts	Counts in May 2021; Present to PC July. 2021.
5. Repair & Maintenance of Parking Lots	Near-term		Every 4 years; due 2021
6. Replacement of coin-only meter mechanisms	Near-term	Scope of Work Cost Estimate Appropriation	Preliminary review
7. Review of Parking Meter and Parking Permit Pricing	Near-term		Preliminary review complete; formal review 2022.
8. Research & Evaluation of EV Charging Stations	Near-term	Site(s) Selection	Project on hold until 2022.
9. Evaluate Parking Structure	Long-term		Feasibility study completed 2011.

La Mesa Municipal Code

2.80.080 - Powers and duties.

The La Mesa community parking commission shall exercise the powers and duties as provided in this title. In addition, the commission may consider other parking issues as directed by the city council of the city of La Mesa and as set forth within the organization, rules, and procedures of the La Mesa Community Parking Commission.