



PASADENA RENTAL HOUSING BOARD

**REGULAR MEETING AGENDA  
PASADENA RENTAL HOUSING BOARD  
March 27, 2024  
6:00 P.M.**

**ROBINSON PARK RECREATION CENTER, MULTI-PURPOSE ROOM  
1081 N FAIR OAKS AVE, PASADENA, CA 91103**

NOTICE IS HEREBY GIVEN that a regular meeting of the Pasadena Rental Housing Board will be held on Wednesday, March 27, 2024, at 6:00 p.m., at the Robinson Park Recreation Center, Multi-Purpose Room, 1081 N Fair Oaks Ave., Pasadena, CA.

  
\_\_\_\_\_  
Ryan Bell, Chair

I HEREBY CERTIFY that this notice was posted in its entirety on the Internet at <https://www.cityofpasadena.net/commissions/pasadena-rental-housing-board/> at Pasadena City Hall in the rotunda, Council Chamber Bulletin Board Room S249, City Hall, 100 North Garfield Avenue, Robinson Park Recreation Center, 1081 N Fair Oaks Avenue, and a copy was distributed to Central Library for posting this 21st day of March, 2024, at 5:30 p.m., and that copies hereof were faxed or delivered to each member of the PRHB member, and to each local newspaper of general circulation, radio or television station requesting notice in writing, all of which recipients are identified on the distribution list set forth herein below.



\_\_\_\_\_  
Desiree Acosta  
Recording Secretary

*In compliance with the Americans with Disabilities Act, Assistive Listening Devices are available at all Pasadena Rental Housing Board Meetings. Assistive Listening headphones and neckloops can be checked out at the staff desk. To request meeting materials in alternative formats or other disability-related modifications or accommodations necessary to facilitate meeting participation, please contact the City Clerk's Office as soon as possible at (626) 744-4124 or [cityclerk@cityofpasadena.net](mailto:cityclerk@cityofpasadena.net). Providing at least 72 hours advance notice will help ensure availability.*

*Spanish language translation services will be available at each meeting of the Pasadena Rental Housing Board.*

*Los servicios de traducción en español estarán disponibles en cada reunión de la Junta de Vivienda de Alquiler de Pasadena.*

*Additional language translation services are available for this meeting by calling (626)744-4124 at least 24 hours in advance.*

*Items on the agenda may not be called in order listed. Agendas and supporting documents are available on the Internet at <https://www.cityofpasadena.net/commissions/pasadena-rental-housing-board/>*

*Materials related to an item on this Agenda submitted to the Pasadena Rental Housing Board **after** distribution of the agenda packet are available for public inspection in the City Clerk's Office at 100 N. Garfield Avenue, Room S-228, Pasadena, during normal business hours.*

**PUBLIC COMMENT AT THE PASADENA RENTAL HOUSING BOARD MEETING  
FOR March 27, 2024 AT 6:00 P.M. WILL BE ACCEPTED IN-PERSON AND BY  
VIDEOCONFERENCE/TELECONFERENCE.**

In order to facilitate public participation at meetings the Board will accept public comment in the following manner:

1. **In-person Meeting Participation**: Members of the public may provide public comment in person by submitting a speaker card prior to the start of public comment on that item.

If a public comment speaker wishes to speak on more than one agenda item, please indicate which items on the speaker card. Public comments are limited to 3 minutes each, and the Chair and Board may limit this time if reasonable under the circumstances.

2. **Virtual Meeting Participation**: For virtual participants, you may attend by connecting to the meeting using a computer, other electronic device, or by telephone. Please review the agenda to identify the published start time for the meeting and connect to the meeting just prior to, or at the start of the meeting.

To participate in public comment for an item and to be recognized to speak, members of the public may use the “raise hand” feature in the Zoom meeting. This will allow staff to locate and promote the speaker into the meeting when it is time for their public comment. Participants’ calls to the Pasadena Rental Housing Board meeting will be recorded as part of the meeting. By staying on the line and making public comment during the meeting by phone or electronic device, you are agreeing to have your call recorded. Following is the connectivity information for virtual participation:

Computer or electronic devices, join the meeting at:

<https://us02web.zoom.us/j/89816590299>

Telephone only dial-in: 1-669-900-6833, Meeting ID: 898 165 902 99

3. Members of the public may submit correspondence of any length prior to the start of the meeting, at the following email address:

[cityclerk@cityofpasadena.net](mailto:cityclerk@cityofpasadena.net)

Correspondence will be forwarded to the Board prior to the start of the meeting, posted online, and made part of the legislative record for the item.

**IF YOU NEED A REASONABLE MODIFICATION OR ACCOMMODATION PURSUANT  
TO THE AMERICANS WITH DISABILITIES ACT  
BECAUSE YOU ARE UNABLE TO PARTICIPATE ELECTRONICALLY AS SET FORTH  
ABOVE, CONTACT THE CITY CLERK'S OFFICE  
AS SOON AS POSSIBLE AT (626) 744-4124 OR  
[CITYCLERK@CITYOFPASADENA.NET](mailto:CITYCLERK@CITYOFPASADENA.NET).**



PASADENA RENTAL HOUSING BOARD

**REGULAR MEETING AGENDA  
PASADENA RENTAL HOUSING BOARD  
March 27, 2024**

**PUBLIC MEETING 6:00 P.M.**

**BOARD MEMBERS:**

Ryan Bell, Chair, District 6/Tenant  
Brandon Lamar, Vice Chair, District 3/Tenant  
Deborah Dunlop, District 7/Tenant  
Lourdes Gonzalez, At Large  
Allison Henry, At Large  
Emanuel Najera, District 1/Tenant  
Barbara Pitts, District 4/Tenant  
Dianne Romero Chavez, District 2/Tenant  
Arnold Siegel, At Large  
Yaneli Soriano Santiago, District 5/Tenant  
Adela Torres, At Large

-----

Peter Dreier, Alternate At Large  
Aaron Markowitz, Alternate Tenant

*In compliance with the Americans with Disabilities Act, Assistive Listening Devices are available at Pasadena Rental Housing Board Meetings. Assistive Listening headphones and neckloops can be checked out at with staff at the meeting. To request meeting materials in alternative formats or other disability-related modifications or accommodations necessary to facilitate meeting participation, please contact the City Clerk's Office as soon as possible at (626) 744-4124 or [cityclerk@cityofpasadena.net](mailto:cityclerk@cityofpasadena.net). Providing at least 72 hours advance notice will help ensure availability.*

*Spanish language translation services will be available at each meeting of the Pasadena Rental Housing Board.  
Los servicios de traducción en español estarán disponibles en cada reunión de la Junta de Vivienda de Alquiler de Pasadena.*

*Additional language translation services are available for this meeting by calling (626)744-4124 at least 24 hours in advance.*

*Items on the agenda may not be called in order listed. Agendas and supporting documents are available on the Internet at <https://www.cityofpasadena.net/commissions/pasadena-rental-housing-board/>*

*Materials related to an item on this Agenda submitted to the Pasadena Rental Housing Board **after** distribution of the agenda packet are available for public inspection in the City Clerk's Office at 100 N. Garfield Avenue, Room S-228, Pasadena, during normal business hours.*

**REGULAR MEETING  
AGENDA  
PASADENA RENTAL HOUSING BOARD  
MARCH 27, 2024**

Public Meeting: 6:00 P.M.  
Robinson Park Recreation Center  
1081 N Fair Oaks Ave, Pasadena, CA 91103, Multi-Purpose Room

**PUBLIC MEETING – 6:00 P.M.  
ROLL CALL**

**PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA**

*Public comment will be limited to a total of **30 minutes** at the beginning of the meeting and will continue at the conclusion of the meeting, if necessary. Please limit comments to **3 minutes** each.*

**APPROVAL OF MINUTES**

1. DECEMBER 20, 2023

**OLD BUSINESS**

**NEW BUSINESS**

2. **PROPOSED REGULATIONS ADDRESSING PERMITTING ISSUES RELATED TO EVICTIONS FOR SUBSTANTIAL REPAIRS AND DEMOLITION**  
**RECOMMENDATION:** That the Pasadena Rental Housing Board receive a presentation on the proposed regulations and consider comments.

**INFORMATION ITEM**

3. FAIR RATE OF RETURN STANDARD TRAINING
4. DEPARTMENT DIRECTOR REPORT
5. AD HOC COMMITTEE UPDATES
  - A. COMMUNITY OUTREACH
  - B. POLICY AND PROGRAM DEVELOPMENT
  - C. EXECUTIVE DIRECTOR SEARCH

**PUBLIC COMMENT – CONTINUED IF NECESSARY**

**FUTURE AGENDA ITEMS**

**ADJOURN**

**PASADENA RENTAL  
HOUSING BOARD**

**MARCH 27, 2024**

**ITEM 1**

**DECEMBER 20,  
2023**

**MINUTES**

**PASADENA RENTAL HOUSING BOARD MEETING MINUTES  
DECEMBER 20, 2023 – 6:00 P.M.  
ROBINSON PARK RECREATION CENTER, MULTI-PURPOSE ROOM**

**OPENING** Chair Bell called the meeting of the Pasadena Rental Housing Board to order at 6:00 p.m.

**ROLL CALL:** Chair Ryan Bell  
Vice Chair Brandon Lamar  
Board Member Deborah Dunlop  
Board Member Lourdes Gonzalez  
Board Member Allison Henry  
Board Member Emanuel Najera  
Board Member Barbara Pitts  
Board Member Dianne Romero Chavez  
Board Member Arnold Siegel  
Board Member Yaneli Soriano Santiago-Absent  
Board Member Adela Torres  
Alternate Board Member Peter Dreier (At-Large)  
Alternate Board Member Aaron Markowitz (Tenant)

**Staff:** Karen Tiedemann, Goldfarb Lipman Attorney-Via Zoom  
Chanée Franklin-Minor, bhyv Consulting-Via Zoom  
Agnes Cho, bhyv Consulting-Via Zoom  
Ecat Burton-bhyv Consulting-Via Zoom  
Nazanin Salehi, Goldfarb Lipman Attorney-Via Zoom  
Desiree Acosta, Recording Secretary

Chair Bell introduced Phillip Leclair the Interim Executive Director for the Pasadena Rent Stabilization Department. Mr. Leclair provided a brief description and thanked the Board for the opportunity to serve in this capacity.

**PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA** Simon Ybarra, Pasadena resident, requested that the Board consider a proposal for Ellis Act convictions and to submit this to the City Council.

Marcy Currie, Pasadena resident, requested administrative records from the PRHB and staff, and stated her concerns regarding the December 13, 2023 PRHB meeting, regarding a hearing request submitted by Dr. Gary Hampton, her husband.

Dr. Gary Hampton, Pasadena resident, stated his concerns regarding the December 13, 2023 PRHB meeting, noting the statements made by Vice Chair Lamar related to his hearing request to the PRHB.



Swaji Williams, Pasadena resident, stated concerns regarding the proposed hiring model for Rent Stabilization Department staff, and noted that the Department will not be hiring hearing officers for several months.

Peggy Names, Pasadena resident and landlord, applauded the Board's process, and for taking its time in reviewing materials and information that comes before the Board prior to making decisions.

## **INFORMATIONAL ITEMS**

### **STAFFING MODEL AND COST ANALYSIS FOR PASADENA RENT STABILIZATION DEPARTMENT**

**Recommendation:** This item is presented for information only to the Pasadena Rental Housing Board; no action is contemplated at this time.

Chair Bell introduced the item, and Chanée Franklin-Minor and Ecat Burton, representing bhyv Consulting, presented information as part of a PowerPoint presentation and provided an overview of the information item. Chanée Franklin-Minor reminded the Board that this is an informational item, and the Board will not be taking any action on any of the presented information at this time.

Alternate Board Member Dreier suggested that an Office Manager be hired to help support current work of the PRHB and Department. In response, Interim Executive Director Phillip Leclair stated that the goal is to come back to the Board in January, when the Board can consider all recommendations and will be needed to complete this task.

In response to the setting of the unit fee (needed to determine the PRHB and Rent Stabilization Department budget), Chanée Franklin-Minor stated that the per unit fee established in Oakland was too low due to politics at that time. Ecat Burton noted that the formula for establishing the per unit fee is straightforward: it is the total department budget divided by the number of units in the City.

Board Member Henry stated concerns regarding the number of reported hours that Board Members are serving in their positions, and requested that Chair Bell recalculated the figures presented as part of the presentation. She also noted that the Board had no onboarding or training as to who to fill out timecards.

In response, Chair Bell stated that explained the process to determine the figures presented as part of the presentation, and Chanée Franklin-Minor stated that the figures are an estimated average and pointed out that hours worked by Board Members will go down once full-time staff are hired.

Following Board discussion, the following individual provided public comments.

Dennis Jebbia, Pasadena resident, requested clarification regarding Page 3, Table 2, in the consultant's report.

Adam Bray-Ali, residence not stated, submitted and spoke on written correspondence suggested a tiering process when establishing the rent fee, and also expressed concerns regarding Board Members applying for the newly created City positions.

Dr. Gary Hampton, Pasadena resident, expressed his concerns regarding the hours worked and compensation received by members of the PRHB.

Peggy Names, Pasadena resident and landlord, urged the Board to take the full 20 hours per week permitted by the City Charter to study all materials in order to be well-informed when it comes time to make decisions.

Bridget, Pasadena resident, spoke in support of the per unit fee proposed in the staff report, stating it is a reasonable amount.

Desiree Acosta, Recording Secretary, reported that the City Clerk's Office received correspondence on the item, which was distributed to the Board and made part of the public record.

Following discussion, by order of the Chair, and consensus of the PRHB, the information was received and filed.

### **CONSIDERATION OF FIRST DRAFT OF PASADENA RENTAL HOUSING BOARD REGULATIONS CHAPTER 5: PETITION PROCESS AND CHAPTER 6: HEARING PROCEDURES**

**Recommendation:** It is recommended that the Pasadena Rental Housing Board:

- (1) Find that the proposed actions are exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b)(3) (common sense exemption); and
- (2) Consider the first draft of the Pasadena Rental Housing Board Regulations Chapter 5: Petition Process and Chapter 6: Hearing Procedure, provide the public with an opportunity to comment on the draft regulations, and provide staff with feedback on the draft regulations.

Chair Bell introduced the item, and Karen Tiedemann and Nazanin Salehi, legal counsel to the PRHB, who summarized the item as part of a PowerPoint presentation and responded to questions.

It was noted by Alternate Board Member Markowitz that hard copy Board agenda packet was missing a few pages regarding Chapter 6: Hearing Procedures, but pointed out that the full agenda packet is posted on the PRHB website for the public.

Board Member Santiago requested: clarification and a definition on the word subpoena for the Board's understanding; that language interpreters be at least eighteen years of age or older; and for Chapter 6: Hearing Procedures document, on Page 4, No. 3 Hearing Notice, Subsection b, Reasonable Accommodations, that language or translation be added to the list of reasonable accommodations.

Desiree Acosta, Recording Secretary, reported that the City Clerk's Office received correspondence on the item, which was distributed to the Board and made part of the public record.

Following Board discussion, the following individuals provided various public comments and inquires on the matter:

Simon Ybarra, Pasadena resident, requested clarification regarding the inspection process.

Adam Bray-Ali, residence not stated, spoke in opposition to the draft regulations and stated his concerns with the PRHB.

Dr. Gary Hampton, Pasadena resident, expressed concerns regarding the proposed petitioning process.

Eunice Aceng, Pasadena resident, thanked the Board for their work, and requested information regarding the Rental Roll-Back program, and any available resources for tenant.

Peggy Names, Pasadena resident and landlord, stated her concerns with the Board, consultants, or City staff providing legal aid to tenants.

Bridget, a Pasadena resident, stated the urgency for the Board to move forward and implement the hearing process to help tenants resolve disputes with landlords.

Following discussion, by order of the Chair, and consensus of the PRHB, the information was received and filed.

## **AD HOC COMMITTEE REPORTS:**

- A. FOUNDATIONS**
- B. STAFFING**
- C. COMMUNITY OUTREACH**
- D. POLICY AND PROGRAM DEVELOPMENT**

Chair Bell introduced the item.

With regard to an update on the Foundations ad hoc committee, Vice Chair Lamar stated there was nothing to report at this time.

Board Member Gonzalez provided an update regarding the ad hoc Staffing Committee, reporting the hiring of the interim Executive Director Phillip Leclair, and the work being done to hire the Housing Counselors positions, which will be posted on Friday for the permanent positions.

Board Member Henry reported on the work of the ad hoc Community Outreach Committee, noting that their next meeting is scheduled for January 8, 2024

Alternate Board Member Markowitz provided an update for the ad hoc Policy and Program Development Committee, noting that the Committee is seeking public comments before January 1<sup>st</sup> on the proposed hearing petition and regulations in order for the Committee to update the drafts, which he stated would not be the last opportunity for input.

Following Board discussion, the following individual provided public comments.

Dr. Gary Hampton, Pasadena resident, requested that the PRHB consider allowing public comments at the end of the meeting.

Peggy Names, Pasadena resident and landlord, urged the Board to make a public statement, and include in outreach, that the PRHB is seeking to fill staffing positions with local residents.

Following discussion, by order of the Chair, and consensus of the PRHB, the information was received and filed.

## **FUTURE AGENDA ITEMS**

Chair Bell noted that future items that will be heard by the PRHB in the at future meetings include the following:

- Eviction process and how it works under State law.
- Relocation fees for Mom-and-Pop landlords.
- Revisit location of regular Board meetings.
- Formalize Committee meetings and Ad hoc structure.

Following discussion, by order of the Chair, and consensus of the PRHB, the information was received and filed.

**ADJOURNMENT:**

On the order of the Chair, the meeting of the Pasadena Rental Housing Board was adjourned at 9:26 p.m.

---

RYAN BELL, Chair  
Pasadena Rental Housing Board

ATTEST:

---

Desiree Acosta  
Recording Secretary

PASADENA RENTAL  
HOUSING BOARD

MARCH 27, 2024

ITEM 2

MEMORANDUM,  
RESOLUTION

M David Kroot

Lynn Hutchins

Karen M. Tiedemann

Thomas H. Webber

Dianne Jackson McLean

Robert C. Mills

Isabel L. Brown

James T. Diamond, Jr.

Margaret F. Jung

Heather J. Gould

William F. DiCamillo

Amy DeVaudreuil

Barbara E. Kautz

Rafael Yaquián

Celia W. Lee

Dolores Bastian Dalton

Joshua J. Mason

Jeffrey A. Streiffer

Elizabeth R. Klueck

Jhaila R. Brown

Gabrielle B. Janssens

Rye P. Murphy

Benjamin Funk

Aileen T. Nguyen

Katie Dahlinghaus

Brandon V. Stracener

Matthew S. Heaton

Nazanin Salehi

Erin C. Lapeyrolerie

Minda Bautista Hickey

Jocelyn A. Portales

Colleen A. Wisel

Thomas J. Levendosky

Los Angeles

213 627-6336

San Diego

619 239-6336

Goldfarb & Lipman LLP

March 27, 2024

memorandum

To

Pasadena Rental Housing Board

From

Karen M. Tiedemann, General Counsel to the Board

Nazanin Salehi, General Counsel to the Board

RE

Proposed Regulations Addressing Permitting Issues Related to Evictions for Substantial Repairs and Demolition

**RECOMMENDATION:**

That the Pasadena Rental Housing Board receive a presentation on the proposed regulations and consider comments.

**BACKGROUND**

The purpose of the Pasadena Fair and Equitable Charter Amendment (“Charter Amendment”) is to promote neighborhood and community stability, healthy housing, and affordability for renters in Pasadena, in part by regulating arbitrary evictions. To achieve this purpose, Section 1806(a) of the Charter Amendment prohibits a landlord from taking action to terminate a tenancy unless one of the enumerated “just cause” conditions exist. Two of the enumerated just cause conditions are:

- **Necessary and substantial repairs (Charter § 1806(a)(8)).** A Landlord may evict a Tenant where the Landlord seeks in good faith to undertake substantial repairs that are necessary to bring the Rental Unit into compliance with health, safety and habitability laws. The Landlord must obtain all necessary permits from the City before terminating the tenancy.
- **Withdrawal of the Unit Permanently from Rental Market (Charter § 1806(a)(10)).** Subject to limitations in the Charter Amendment, a Landlord may evict a Tenant where the Landlord seeks, in good faith, to withdraw all rental units on a property from the rental market. If demolition of the rental units is the purposes of the withdrawal, the Landlord must have received all needed permits from the City of Pasadena prior to serving any notice of termination on the tenants.

In addition to Section 1811(e)(11), which generally authorizes the Rental Housing Board to enact regulations for the administration and enforcement of the Charter Amendment, Section 1806(a)(9) authorizes the Rental Housing Board to adopt regulations governing the determination of good faith related to an owner move-in eviction.

### **ANALYSIS**

The Rental Housing Board previously adopted regulations related to various aspects of just cause evictions but deferred the provisions related to obtaining permits for evictions for substantial repairs and demolition so that additional information could be obtained from the City regarding the permitting process. Members of the Ad Hoc Policy Committee and Rent Stabilization Department staff have met with staff of the City's Building and Planning and Community Development Departments several times to discuss the permitting process. As has been discussed at prior Board meetings, the provisions of the Charter Amendment related to obtaining necessary permits before issuing notices of termination are not consistent with the City's permitting processes. First, the City does not issue demolition permits for residential units until such time as the units are vacant and utilities can be shut off. Because permits cannot be issued before the property is vacated, Landlords seeking to demolish residential units cannot comply with the terms of Measure H requiring permits prior to issuing termination notices.

With regards to permits for substantial repairs, Measure H requires that the City independently confirm that the repairs to be undertaken necessitate the Tenant to vacate the Rental Unit because the work would render the unit uninhabitable for a period of not less than 30 days. The City does not have a standard for determining habitability currently.

The attached regulations provide a process by which Landlords could obtain an "in-lieu permit" to comply with the requirement to obtain necessary permits prior to issuing termination notices in the event of substantial repairs or demolition.

As currently drafted the proposed regulations would require that if a landlord is unable to obtain the necessary permits from the City, the landlord can submit a request to the Rent Stabilization Department for an In-Lieu Permit. The landlord would be required to provide in its request for an in-lieu permit information on the work to be done, including the duration of repairs if the in-lieu permit is for substantial repairs or the projected date for demolition if the in-lieu permit is for demolition. The landlord would also have to submit a signed and notarized declaration under penalty of perjury that the landlord has submitted any relevant applications to the City for the necessary permits and intends to complete the repairs or the demolition.

As currently drafted, the landlord would also have to obtain a signed statement from the City's Planning & Community Development Department verifying that the landlord has submitted that appropriate permit applications, paid all fees, and that the City cannot issue the permits necessary prior to the vacation of the property by all occupants. The



verification statement requirement can be waived by the Rent Stabilization Department if the landlord is unable to obtain the verification statement.

Upon receipt of the landlord's request for an in-lieu permit, Department staff would review the request and issue the in-lieu permit if the information provided is complete or notify the landlord if the information is incomplete. The proposed regulations establish time frames for staff to review and respond to the request for the in-lieu permits, but the time frames are not mandatory and failure to comply with the time frames would not result in the in-lieu permit being deemed issued.

The Ad Hoc Policy Committee is recommending that the Rental Housing Board review these regulations and provide comments on the regulations for consideration by the Committee. Additionally, the Ad Hoc Policy Committee is seeking input from the public as well as the City's Planning & Community Development Department and Building Department before recommending approval of the regulations. The Ad Hoc Policy Committee expects to bring the regulations to the Rental Housing Board for approval in April.

**FISCAL IMPACT:**

At this time, the adoption of these regulations is not intended to impact the budget of the Pasadena Rental Housing Board.

**ATTACHMENTS:**

**Attachment A – PROPOSED PASADENA RENTAL HOUSING BOARD REGULATIONS CHAPTER 4- JUST CAUSE FOR EVICTION.**

**EXHIBIT A**  
**PASADENA RENTAL HOUSING BOARD REGULATIONS**

Chapter 4 (Just Cause for Eviction) of the Pasadena Rental Housing Board Regulations is amended to add Section C as follows:

**C. No-Fault Just Causes Requiring Permits.**

1. **Purpose.** Charter Amendment Section 1806(a)(8)(Necessary and Substantial Repairs Requiring Temporary Vacancy) permits the eviction of a Tenant where the Landlord, after having obtained “all necessary permits from the City of Pasadena,” seeks in good faith to undertake substantial repairs that are necessary to bring the Covered Rental Unit into compliance with all applicable healthy and safety laws. Charter Amendment Section 1806(a)(10) (Withdrawal of the Unit Permanently from Rental Market) permits an owner to evict a Tenant where the Landlord seeks to withdraw all of the Rental Units in the Property from the rental market; if demolition is the purpose of the withdrawal, then the Landlord can only evict the Tenants after having received “all needed permits from the City of Pasadena.” The Charter Amendment does not clarify which permits are “needed” or “necessary” for the purposes of these just causes.
2. **Necessary or Needed Permits.** For the purposes of Charter Amendment Sections 1806(a)(8) and (a)(10), “necessary” or “needed” permits shall mean any permit(s) that the City of Pasadena’s Planning & Community Development Department, or other City department, normally issues prior to requiring the shut off of utilities to the Property and/or the vacation of the Property by all occupants.
3. **In-Lieu Permit.** For the purposes of Charter Amendment Sections 1806(a)(8) and (a)(10), if the Landlord is unable to obtain any “necessary” or “needed” permits from the City because vacation of the building is a prerequisite to issuance of the permit or because the City does not issue permits that meet the Charter Amendment requirements, then the Landlord shall instead submit a Request for In-Lieu Permit to the Rent Stabilization Department, on a form provided by the Rent Stabilization Department.
  - a. **Request Requirements.** At a minimum, the Request for In-Lieu Permit shall include the following:
    - i. **Project Information.** A description of the substantial remodel to be completed and the approximate expected duration of the substantial remodel, or if the Property is to be demolished, the expected date by which the Property will be demolished.

- ii. **Landlord Declaration.** A signed and notarized declaration by the Landlord, under penalty of perjury, that they have (i) submitted one (1) or more application(s) to the relevant City departments for the “necessary” or “needed” permit and (ii) intend to follow through with the necessary and substantial repairs and/or the demolition of the Property, on a form provided by the Rental Housing Board.
  
- iii. **Verification Statement.** A signed statement from an official of the City of Pasadena’s Planning & Community Development Department, or other responsible City department, on a form provided by the Rent Stabilization Department, verifying that (i) the Landlord has submitted the application(s) indicated on the Request for In-Lieu Permit; (ii) that the Landlord has paid all of the fees necessary to begin processing the permit(s); and (iii) their Department is unable to issue any permits to the Landlord prior to the vacation of the Property by all occupants. Notwithstanding the foregoing, the Rent Stabilization Department may, in its sole discretion, waive the requirement that a Landlord submit a Verification Statement if it is able to directly obtain and verify the information that would be provided in the Verification Statement from the City of Pasadena’s Planning & Community Development Department, or other responsible City department.
  - **Confirmation of Necessary and Substantial Repairs.** Where the Landlord seeks to terminate the tenancy on the basis of Charter Amendment Section 1806(a)(8)(Necessary and Substantial Repairs Requiring Temporary Vacancy), the Verification Statement shall also confirm that the repairs to be undertaken by Landlord are (i) necessary to bring the Rental Unit into compliance with applicable health and safety codes and/or laws and (ii) of the type that require the Tenant to vacate the Covered Rental Unit for a period of thirty (30) days or more.
  
- b. **Determination and Issuance.** The Rent Stabilization Department will review the Request for In-Lieu Permit within twenty (20) business days after receipt of the request.
  - i. Complete. If the information in the Request for In-Lieu Permit is complete, the Rent Stabilization Department, will issue an In-Lieu Permit, in a form authorized by the Rent Stabilization Department, within ten (10) business days after completing its review.

- ii. **Incomplete**. If the information in the Request for In-Lieu Permit is incomplete, the Rent Stabilization Department, will inform the Landlord of the information that is missing. Upon resubmission of the Request for In-Lieu Permit, the timeline set forth in this Section 3(b) shall restart.
  - c. **Satisfaction of Charter Amendment Requirement**. The In-Lieu Permit shall be sufficient to satisfy the requirements of Charter Amendment Sections 1806(a)(8) and (a)(10) and shall allow the Landlord to issue a notice of termination of tenancy in accordance with either of these sections.
- 4. **Deadlines Directory**. All deadlines in this Section are directory, not mandatory. Any failure by the Rental Housing Board, Rent Stabilization Department, or their designees, to act in accordance with this Section C and the deadlines set forth herein shall not result in automatic issuance of an In-Lieu Petition and shall not authorize a Landlord to terminate a tenancy without receipt of all necessary or needed permits.
- 5. **Copy of Permit(s)**. Regardless of whether the Landlord receives “necessary” or “needed” permits or an In-Lieu Permit, the Landlord shall include a copy of the permit(s) with the notice(s) of termination of tenancy served on all affected Tenant(s).