



MEMORANDUM

TO: Steve Mermell, City Manager
FROM: David M. Reyes, Director of Planning & Community Development
DATE: March 26, 2020
SUBJECT: Monthly Activity Reports: February 2020

Attached are the following reports:

Planning:

- 1) New Zoning Cases – Nine current planning (zoning) projects were submitted in February 2020.
- 2) Zoning Cases of Communitywide Significance – Five ongoing Major Construction projects as of January 1, 2020. A Major Construction project is defined in Section 17.61.050.J.2 of the Zoning Code as the new construction of a nonresidential project, or a nonresidential portion of a mixed use project, that exceeds 25,000 square feet of gross floor area.
- 3) Community Planning Active Cases - Master Plans, and Zoning Code Amendments in process.
- 4) Design Review and Certificate of Appropriateness applications.

Building and Safety:

- 1) Permits and Fees Activity
- 2) New Dwelling Units
- 3) Plan Check and Building Permits for Projects with Valuation over \$500,000

Code Compliance:

- 1) For the month of February, a total of 127 new cases were opened, and 358 inspections were completed. Of the 127 new cases opened, 58 have been closed. The average response time for initial inspection was approximately 3 calendar days.

Reports can also be found here at this link: <https://ww5.cityofpasadena.net/planning/monthly-activity-reports/>

Planning and Community Development - New Zoning Cases

CASE TYPE	CASE #			ADDRESS	CC DIST	BRIEF DESCRIPTION	CASE PLANNER	RECEIVED DATE	REVIEW BODY
Hillside Development Permit	PLN2020-00045	1660		Poppy Peak	6	To allow the construction of 337 sf addition to an existing two-story SFR.	Alison Walker (626) 744-6742 awalker@cityofpasadena.net	02/07/20	HO
Conditional Use Permit	PLN2020-00050	1615	E	Washington Blvd.	2	CUP to allow the on-site sale and consumption of full alcohol in conjunction with a proposed restaurant (George) and CUP to allow extended hours of operation.	Alison Walker (626) 744-6742 awalker@cityofpasadena.net	02/11/20	HO
Tentative Parcel Map	PLN2020-00056	193	S	Allen Ave	7	TPM to allow the creation of three air parcels on one land lot for residential condominium purposes.	Carlos Chacon (626) 744-7123 cchacon@cityofpasadena.net	02/18/20	HO
Conditional Use Permit	PLN2020-00080	2302-2304	E	Colorado Blvd.	4	CUP to allow an Industry Restricted, Small Scale use and CUP to allow the on-site and off-site sale of alcohol (Type 23 ABC license - Beer Manufacturer with On-Site Tasting Room)	Jason Van Patten (626) 744-6760 jvanpatten@cityofpasadena.net	02/26/20	HO
Neighborhood Development Permit	PLN2020-00057	3810		Greenhill Rd.	4	Neighborhood Development Permit to allow remodel and addition to existing residence, including new roof	Jennifer Driver (626) 744-6756 jdriver@cityofpasadena.net	02/18/20	Staff
Variance	PLN2020-00051	700	S	Orange Grove	6	Variance to allow a second driveway at a single-family residential property.	Katherine Moran (626) 744-6740 kmoran@cityofpasadena.net	02/11/20	HO
Sign Exception	PLN2020-00060	60	W	Bellevue	6	SE to allow a sign above 2nd Story Window	Katherine Moran (626) 744-6740 kmoran@cityofpasadena.net	02/19/20	HO
Hillside Development Permit	PLN2020-00076	1065		La Loma Rd.	6	Hillside Development Permit for new 2-story 5,235 sf SFR with 819 SF basement and 756 SF garage.	Katherine Moran (626) 744-6740 kmoran@cityofpasadena.net	02/26/20	HO

Planning and Community Development - New Zoning Cases

CASE TYPE	CASE #			ADDRESS	CC DIST	BRIEF DESCRIPTION	CASE PLANNER	RECEIVED DATE	REVIEW BODY
Conditional Use Permit	PLN2020-00068	1909	N	Fair Oaks Avenue	1	CUP to allow expansion of an existing church	Kristen Johnston (626) 744-6709 kjohnston@cityofpasadena.net	02/20/20	HO

Planning and Community Development - Major Zoning Cases

CASE TYPE	CASE #			ADDRESS	CC DIST	BRIEF DESCRIPTION	CASE PLANNER	RECEIVED DATE	REVIEW BODY
Affordable Housing Concession Permit	6172	922-936	E	Green St.	7	Demo existing buildings and construct a mixed-use project with 14,791 SF of commercial and 45 residential units.	Luis Rocha (626) 744-6747 lrocha@cityofpasadena.net	3/5/2014	HO
Affordable Housing Concession Permit	11869	253	S	Los Robles Ave.	6	Affordable Housing Concession Permit for two concessions (Height, FAR) for a six-story, 92-unit multifamily residential project.	Talyn Mirzakhanian (626) 744-7101 tmirzakhanian@cityofpasadena.net	5/9/2017	HO
Affordable Housing Concession Permit	11870	250	E	Union St	3	Affordable Housing Concession Permit for two concessions (FAR and Height) for a six-story mixed-use project containing 1,953 square feet of commercial space and 59 residential units	Beilin Yu (626) 744-6726 byu@cityofpasadena.net	5/16/2017	HO
Conditional Use Permit	6658	83	N	Lake Ave.	3	CUP for construction of a mixed-use project exceeding 25,000 sf of non-residential floor area. Mixed-use project with 54 residential units and 118,919 sf of office space.	Jason Van Patten (626) 744-6760 jvanpatten@cityofpasadena.net	6/14/2018	PC
Planned Development	37	740	E	Green Street	7	PD for mixed-use project with 273 units; AHCP to exceed FAR and height	Luis Rocha (626) 744-6747 lrocha@cityofpasadena.net	7/24/2018	CC

Planning and Community Development - Community Planning Cases

CASE TYPE	CASE #			ADDRESS	CC DIST	BRIEF DESCRIPTION	CASE PLANNER	RECEIVED DATE	REVIEW BODY
OTHER				Citywide		Housing Element: 2022-2029 Cycle Development	Arlene Granadosin-Jones (626) 744-6743 agranadosin-jones@cityofpasadena.net		
OTHER				Citywide	-	Housing Element: 2014-2021 Cycle Implementation Process	Arlene Granadosin-Jones (626) 744-6743 agranadosin-jones@cityofpasadena.net	-	Other
OTHER				Citywide	-	Climate Action Plan Implementation	Martin Potter (626) 744-6710 mpotter@cityofpasadena.net	-	-
SP				Citywide	-	General Plan Implementation/Specific Plan Updates	Anita Cerna (626) 744-6767 acerna@cityofpasadena.net	-	CC
ZCA				Citywide	-	Mansionization: Phase 2	Martin Potter (626) 744-6710 mpotter@cityofpasadena.net	-	CC
ZCA	2018-00403			Citywide	-	Zoning Code Amendment: Outdoor Electronic Signage	Natsue Sheppard (626) 744-7527 nsheppard@cityofpasadena.net	07/16/18	CC
ZCA				CG and CD 1 - CD 6 Zoning Districts	-	Zoning Code Amendment: Single-Room Occupancy/Micro-Unit Regulations	Andre Sahakian (626) 744-6916 asahakian@cityofpasadena.net		CC
ZCA	2019-00356	351	S	Hudson Avenue	7	Zoning Map Amendment: Planned Development (PUSD)	David Sinclair (626) 744-6766 dsinclair@cityofpasadena.net	06/03/19	CC
ZCA	2019-003255			CD-4 Zoning District	3 & 7	Zoning Code Amendment: Use Conversion Parking Reduction - Playhouse Subdistrict	Andre Sahakian (626) 744-6916 asahakian@cityofpasadena.net	07/01/19	CC
MP	2020-01-MPA	135	N	Oakland Avenue	3	Fuller Theological Seminary: Master Plan Amendment, General Plan Land Use Diagram Amendment, Zoning Map Amendment, Planned Development 21 Amendment, and Development Agreement Amendment/Elimination.	David Sinclair (626) 744-6766 dsinclair@cityofpasadena.net	03/02/20	CC

Planning and Community Development - Community Planning Cases

CASE TYPE	CASE #			ADDRESS	CC DIST	BRIEF DESCRIPTION	CASE PLANNER	RECEIVED DATE	REVIEW BODY
MP	2020-00031	1700		Lida		Art Center College of Design Development Agreement Annual Review	Natsue Sheppard (626) 744-7527 nsheppard@cityofpasadena.net	01/30/20	PC
MP	2019-00435	2900	E	Del Mar		Las Encinas Hospital Master Plan Renewal	Natsue Sheppard (626) 744-7527 nsheppard@cityofpasadena.net	08/22/19	PC
MP	2019-00574	2900	E	Del Mar		Las Encinas Hospital Master Plan 5-year Review	Natsue Sheppard (626) 744-7527 nsheppard@cityofpasadena.net		PC
CUP	2019-00224	324		Madeline		Westridge School	Natsue Sheppard (626) 744-7527 nsheppard@cityofpasadena.net	05/01/19	HO

Planning and Community Development - New Design and Historic Preservation Cases

CASE #	CASE TYPE	ADDRESS			CC District	BRIEF DESCRIPTION	CASE PLANNER	RECEIVED DATE	REVIEW BODY
PLN2020-00032	CONCEPT DESIGN REVIEW	254	EAST	UNION ST.	3	CONCEPT D.R. FOR NEW MIXED-USE W/ DENSITY BONUS. 59 UNITS, 5 V.LOW INCOME, 2,002 S.F. COMMERCIAL, 153 PARKING SPACES	K.Johnson (626) 744-7806 kevinjohnson@cityofpasadena.net	2/3/2020	DC
PLN2020-00034	FINAL DESIGN REVIEW	745-765	NORTH	ORANGE GROVE BLVD.	3	MIXED USE DEVELOPMENT WITH 46 RESIDENTIAL UNITS	A. Landry (626)744-7137 alandry@cityofpasadena.net	2/3/2020	DC
PLN2020-00036	CONSOLIDATED DESIGN REVIEW	675	SOUTH	ARROYO PARKWAY	6	FOR NEW NON-ILLUMINATED WALL SIGN	A. Landry (626)744-7137 alandry@cityofpasadena.net	2/4/2020	Staff
PLN2020-00039	MASTER SIGN PLAN	283	SOUTH	LAKE AVE	7	NEW MASTER SIGN PLAN TO REPLACE EXISTING SIGNAGE AND ADD NEW SIGNAGE.	K.Johnson (626) 744-7806 kevinjohnson@cityofpasadena.net	2/5/2020	Staff
PLN2020-00040	CERTIFICATE OF APPROPRIATENESS	1535		OAKDALE ST	7	NEW FRONT YARD FENCE AND PROPERTY LINE, NEW FENCE CONNECTED TO MAIN HOUSE, AND ALTERATION TO EXISTING FRONT PORCH.	A. Landry (626)744-7137 alandry@cityofpasadena.net	2/5/2020	HPC
PLN2020-00041	CONSOLIDATED DESIGN REVIEW	1075	NORTH	LOS ROBLES AVE	3	CONVERSION OF EXISTING SFR INTO A TRIPLEX AND NEW CONSTRUCTION OF A 6-CAR GARAGE	R. Pelayo (626) 744-7309 rpelayo@cityofpasadena.net	2/6/2020	Staff
PLN2020-00046	CONSOLIDATED DESIGN REVIEW	826	NORTH	FAIR OAKS AVE	3	NEW MIXED-USE PROJECT WITH 6,602 SF OF COMMERCIAL USE AND 6 RESIDENTIAL UNITS	K.Johnson (626) 744-7806 kevinjohnson@cityofpasadena.net	2/7/2020	Staff
PLN2020-00043	CERTIFICATE OF APPROPRIATENESS	1700		LIDA ST	6	DEMOLITION OF (E) SLOPED WALKWAY AND INSTALLATION OF NEW ADA-COMPLIANT RAMP AND RAILINGS AT NORTH ELEVATION	E. Sissi (626) 744-6738 esissi@cityofpasadena.net	2/7/2020	Staff
PLN2020-00049	CERTIFICATE OF APPROPRIATENESS	1115		PALM TERRACE	5	TO REPLACE EXISTING GARAGE	A. Landry (626)744-7137 alandry@cityofpasadena.net	2/10/2020	Staff
PLN2020-00048	CONSOLIDATED DESIGN REVIEW	766	EAST	COLORADO BLVD	7	INSTALLATION OF NEW SUSPENDED WALL SIGN FOR 'THE POKE CO.'	E. Sissi (626) 744-6738 esissi@cityofpasadena.net	2/10/2020	Staff
PLN2020-00044	CONSOLIDATED DESIGN REVIEW	70	SOUTH	LAKE AVE	7	GROUND LEVEL FACADE RENOVATION, NEW SITESCAPING, NEW MONUMENT SIGN, NEW WALL SIGN	R. Pelayo (626) 744-7309 rpelayo@cityofpasadena.net	2/7/2020	Staff

Planning and Community Development - New Design and Historic Preservation Cases

CASE #	CASE TYPE	ADDRESS			CC District	BRIEF DESCRIPTION	CASE PLANNER	RECEIVED DATE	REVIEW BODY
PLN2020-00053	CERTIFICATE OF APPROPRIATENESS	85	NORTH	MADISON AVE	3	REPLACEMENT OF (1) WOOD WINDOW W/ WOOD WINDOW LIKE FOR LIKE	A. Landry (626)744-7137 alandry@cityofpasadena.net	2/18/2020	Staff
PLN2020-00053	CERTIFICATE OF APPROPRIATENESS	559		ELDORA RD	3	REPLACEMENT OF 21 (E) NON-ORIGINAL ALUMINUM WINDOWS W/ 21 (N) WOOD WINDOWS SAME SIZE SAME LOCATION OF VISIBLE WINDOWS.	K.Johnson (626) 744-7806 kevinjohnson@cityofpasadena.net	2/18/2020	Staff
PLN2020-00054	CONSOLIDATED DESIGN REVIEW	111	NORTH	LAKE AVE	3	REMOVE (E) WALL SIGN @ CORNER, INSTALL (N) WALL SIGN ALONG UNION STREET, INDIVIDUAL CHANNEL LETTERS FOR "MAGIC CLEANERS". NEED ZA APPROVAL FOR 70% WAIVER	R. Pelayo (626) 744-7309 rpelayo@cityofpasadena.net	2/18/2020	Staff
PLN2020-00059	RELIEF OF REPLACEMENT BUILDING PERMITS	409	NORTH	MADISON AVE	3	CONSTRUCT A 35-UNIT CITY OF GARDENS RESIDENTIAL DEVELOPMENT	A. Landry (626)744-7137 alandry@cityofpasadena.net	2/19/2020	Staff
PLN2020-00062	CERTIFICATE OF APPROPRIATENESS	815	NORTH	HOLLISTON AVE	2	REAR ADDITION TO AN EXISTING SINGLE-FAMILY RESIDENCE	E. Sissi (626) 744-6738 esissi@cityofpasadena.net	2/19/2020	Staff
PLN2020-00069	PRELIMINARY CONSULTATION	93	NORTH	CRAIG AVE	2	NEW 6-UNIT MULTIFAMILY RESIDENTIAL DEVELOPMENT	R. Pelayo (626) 744-7309 rpelayo@cityofpasadena.net	2/21/2020	Staff
PLN2020-00070	CONSOLIDATED DESIGN REVIEW	319	SOUTH	ARROYO PARKWAY	6	INSTALLATION OF WALL SIGN FOR "THE CODER SCHOOL"	A. Landry (626)744-7137 alandry@cityofpasadena.net	2/24/2020	Staff
PLN2020-00071	CONSOLIDATED DESIGN REVIEW	880	EAST	COLORADO BLVD	7	INSTALLATION OF (2) NEW WALL SIGNS FOR "BANK OF AMERICA"	K.Johnson (626) 744-7806 kevinjohnson@cityofpasadena.net	2/24/2020	Staff
PLN2020-00072	CONSOLIDATED DESIGN REVIEW	388	SOUTH	LAKE AVE	7	INSTALLATION OF (2) NEW WALL SIGNS FOR "BANK OF AMERICA"	E. Sissi (626) 744-6738 esissi@cityofpasadena.net	2/24/2020	Staff
PLN2020-00073	CERTIFICATE OF APPROPRIATENESS	898	NORTH	CHESTER AVE	2	REPLACE AND EXTENED (E) SIDE YARD GATE FENCE/GATE W/ 6 FOOT DOG EAR FENCE.	R. Pelayo (626) 744-7309 rpelayo@cityofpasadena.net	2/24/2020	Staff
PLN2020-00078	CERTIFICATE OF APPROPRIATENESS	1194	NORTH	HOLLISTON AVE	2	REMODEL FRONT FACADE (NEW WINDOWS AND CHANGE HIP ROOF TO GABLE), DEMO GARAGE AND REBUILD LARGER GARAGE. NEW ADDITION AT REAR OF HOUSE.	R. Pelayo (626) 744-7309 rpelayo@cityofpasadena.net	2/26/2020	Staff
PLN2020-00075	CERTIFICATE OF APPROPRIATENESS	1660		POPPY PEAK DR	6	REMODEL AND ADDITION TO AN EXISTING 2-STORY SFD; ONE ADDITION IS UNDER AN EXISTING ROOF OVERHANG; SECOND ADDITION IS 187 SF	A. Landry (626)744-7137 alandry@cityofpasadena.net	2/26/2020	Staff
PLN2020-00081	CERTIFICATE OF APPROPRIATENESS	540	SOUTH	HILL AVE	7	FOR ALTERATIONS TO EXISTING GARAGE	K.Johnson (626) 744-7806 kevinjohnson@cityofpasadena.net	2/27/2020	Staff
PLN2020-00068	REQUEST FOR COMMENTS	1909	NORTH	FAIR OAKS AVE	1	EXPANSION OF EXISTING CHURCH. NEW SANCTUARY ADDITION OF 2224 SF.	E. Sissi (626) 744-6738 esissi@cityofpasadena.net	2/20/2020	Staff
PLN2020-00074	TREE REMOVAL	535	SOUTH	PASADENA AVE	6	FOR ONE (1) OAK TREE AT SEQUOYAH SCHOOL	E. Sissi (626) 744-6738 esissi@cityofpasadena.net	2/26/2020	Staff

ACRONYMS

Acronym	Case Description	Review Body
AHCP	Affordable Housing Concession Permit	Hearing Officer
CSDR	Consolidated Design Review	Staff or Design Commission
CAP	Changes to an Approved Project	Same Review Body as Approved Project
COA	Certificate of Appropriateness	Staff or Historic Preservation Commission
CUP	Conditional Use Permit	Hearing Officer; Planning Commission if project includes over 75,000 sf of non-residential.
FDR	Final Design Review	Staff or Design Commission
HD	Historic Designation	Recommendation by Historic Preservation Commission. Final review by City Council.
HDP	Hillside Development Permit	Hearing Officer
LD	Landmark Designation	Recommendation by Historic Preservation Commission and Planning Commission. Final review by City Council.
MCUP	Minor Conditional Use Permit	Hearing Officer
MP	Master Plan	Recommendation by Planning Commission. Final review by City Council.
MSP	Master Sign Plan	Staff
MV	Minor Variance	Hearing Officer
PD	Planned Development	Recommendation by Planning Commission. Final review by City Council.
PPC	Preliminary Plan Check	N/A
PPR	Predevelopment Plan Review	City staff. Projects of community-wide significance presented to City Council as an info item.
RRBP	Relief From Replacement Building Permit	Staff or Design Commission
TPM	Tentative Parcel Map	Hearing Officer
TR	Tree Removal	Staff or Commission
TTM	Tentative Tract Map	Hearing Officer
V	Variance	Hearing Officer
VTPM	Vesting Tentative Parcel Map	Hearing Officer
VTTM	Vesting Tentative Tract Map	Hearing Officer
ZA	Zoning Administrator Interpretation	N/A
ZCA	Zoning Code Amendment	Recommendation by Planning Commission. Final review by City Council.

Acronym	Review Body
CC	City Council
DC	Design Commission
HO	Hearing Officer
PC	Planning Commission
BZA	Board of Zoning Appeals



**PLANNING &
COMMUNITY DEVELOPMENT
DEPARTMENT**

Monthly Activity Report
FEBRUARY, 2020
Permits & Fees

Permits & Valuation

	<i>Month Feb-20</i>	<i>Month Feb-19</i>	<i>YTD FY 2020</i>	<i>YTD FY 2019</i>
Total Value	\$ 8,446,478	\$ 8,040,995	\$ 165,470,447	\$ 205,743,911
Total Permits	259	262	2358	2010
Residential - New				
Valuation	\$ 2,329,690	\$ 75,850	\$ 64,527,539	\$ 69,836,019
Permits	2	1	34	31
Residential - Rehab				
Valuation	\$ 2,705,561	\$ 2,710,622	\$ 33,582,542	\$ 22,392,471
Permits	211	226	1908	1627
Non-Residential - New				
Valuation	\$ -	\$ -	\$ 20,221,834	\$ 74,954,677
Permits	0	0	5	1
Non-Residential - Rehab				
* Valuation	\$ 3,411,227	\$ 5,254,523	\$ 47,138,532	\$ 38,560,744
Permits	46	35	411	351

Fees Collected

Permit and Plan Check	\$ 323,691	\$ 364,827	\$ 4,278,760	\$ 4,067,027
Residential Development Impact	\$ 294,576	\$ 874,643	\$ 5,471,424	\$ 10,197,933
Transportation Improvement Fee	\$ 42,875	\$ -	\$ 815,176	\$ 3,686,653
Construction Tax	\$ 141,802	\$ 142,036	\$ 3,011,699	\$ 4,286,014

Fees Waived

Northwest Enterprise Zone	\$ -	\$ -	\$ -	\$ -
Research and Development	\$ -	\$ -	\$ -	\$ -
Affordable Housing	\$ -	\$ -	\$ 22,972	\$ -

Other

Inspections	2,893	1,861	20,605	17,494
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**PLANNING &
COMMUNITY DEVELOPMENT
DEPARTMENT**

Monthly Activity Report
FEBRUARY, 2020

PLAN CHECK OVER \$ 500,000

3363 E FOOTHIL BLVD

Interior tenant improvement of existing 2nd floor retail space @ 42,093 square feet
Project value \$ 1,587,131

BUILDING PERMITS OVER \$ 500,000

919 BOSTON CT

New construction of a 5-story, 12-unit apartment building @ 14,123 square feet, with basement garage and first floor garage @ 6,903 square feet, and lobby
Project value \$ 2,229,960

301 N LAKE AVE

Exterior plaza update work including planter revisions, new tile pavers, and building entry portal @ 5,200 square feet
Project value \$ 500,000

388 CORDOVA ST

Tenant improvement on existing 2nd floor commercial space @ 14,073 square feet
Project value \$ 835,134

New Code Compliance Cases – February 2020

Complaint Type	Number of New Cases
Construction – Incomplete/Illegal/Hrs	21
Junk and Debris	1
Vacant BLD/ Vacant Lot	2
Noise	9
Property Maintenance	50
Trees- Damaged/Hazardous/Protected	7
Overgrown Vegetation	5
Zoning Code Violations	32

Total New Cases Opened	127
Average Time for 1st Inspection	3 Calendar Days
Number of Cases Closed	58
Number of Cases Remaining Open	69