




MEMORANDUM

TO: Steve Mermell, City Manager
FROM:  David M. Reyes, Director of Planning & Community Development
DATE: April 23, 2020
SUBJECT: Monthly Activity Reports: March 2020

Attached are the following reports:

Planning:

- 1) New Zoning Cases – Nine current planning (zoning) projects were submitted in March 2020.
- 2) Zoning Cases of Communitywide Significance – Five ongoing Major Construction projects as of March 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 March, a total of 183 new cases were opened, and 499 inspections were completed. Of the 142 new cases opened, 112 have been closed. The average response time for an initial inspection was approximately 3 calendar days.

- 2) COVID19 – Code Compliance is responding to COVID19 complaints for businesses and construction sites, 41 complaints were received in March. Staff is also proactively conducting inspections, 21 proactive contacts were made with non-compliant businesses and contractors.

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
PLN2020-00095	11924	395		San Palo Pl.	4	MV to allow an addition to a SFR with reduced rear yard setback of 14'2", where the required setback is 25'	Carlos Chacon (626) 744-7123 cchacon@cityofpasadena.net	03/04/20	HO
PLN2020-00096	376	1450 & 412		Capinero Dr. & Glen Holly Dr.	6	Certificate of Compliance for CE #356 for the creation of two lots - 1450 Capinero Dr and 412 Holly Dr.	Jennifer Driver (626) 744-6756 jdriver@cityofpasadena.net	03/05/20	Staff
PLN2020-00101	6826	268	W	Claremont St	3	MCUP expand a nonconforming multi-family use.	Kristen Johnston (626) 744-6709 kjohnston@cityofpasadena.net	03/05/20	HO
PLN2020-00097	82996	750 & 752		Manzanita Ave.	3	TPM FOR TWO AIR PARCELS ON ONE LOT FOR RESIDENTIAL CONDO PURPOSES	Alison Walker (626) 744-6742 awalker@cityofpasadena.net	03/05/20	HO
PLN2020-00104	11925	1595		Rose Villa Ave	7	Minor Variance to allow swimming pool in corner side yard and to allow over-height fence (5') in corner side yard.	Alison Walker (626) 744-6742 awalker@cityofpasadena.net	03/09/20	HO
PLN2020-00103	6827	3373	E	Foothill Blvd	4	CUP to allow Walk-Up Window and On-Site Sale of Beer and Wine in conjunction with a restaurant (Blaze Pizza).	Jason Van Patten (626) 744-6760 jvanpatten@cityofpasadena.net	03/09/20	HO
PLN2020-00106	6828	316		Glenullen Dr	6	HDP to allow second story addition of 886 square feet.	Jason Van Patten (626) 744-6760 jvanpatten@cityofpasadena.net	03/09/20	HO
PLN2020-00109	6829	135	S	Catalina Ave	7	MCUP to allow for tandem parking.	Kristen Johnston (626) 744-6709 kjohnston@cityofpasadena.net	03/10/20	HO

Planning and Community Development - New Zoning Cases

CASE TYPE	CASE #			ADDRESS	CC DIST	BRIEF DESCRIPTION	CASE PLANNER	RECEIVED DATE	REVIEW BODY
PLN2020-00127	39	491-577	S	Arroyo Pkwy	6	Application for a new Planned Development, a Certificate of Exception, and a Variance for Historic Resources. The project includes demolition of 48,980 square feet and construction of 2 new buildings consisting of building 1:147,500 square feet of Medical Office with 3,000 square feet of ground floor commercial and building 2: 184,500 square feet of Assisted Living Facility & Senior Housing (90 units).	Luis Rocha (626) 744-6747 lrocha@cityofpasadena.net	03/26/20	CC

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	Ana Española (626) 744-6754 aespanola@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	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
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
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

Planning and Community Development - Community Planning Cases

CASE TYPE	CASE #			ADDRESS	CC DIST	BRIEF DESCRIPTION	CASE PLANNER	RECEIVED DATE	REVIEW BODY
MP	2019-00574	2900	E	Del Mar		Las Encinas Hospital Master Plan 5-year Review	Natsue Sheppard (626) 744-7527 nsheppard@cityofpasadena.net		PC

Planning and Community Development - New Design and Historic Preservation Cases

CASE #	CASE TYPE	ADDRESS			CC District	BRIEF DESCRIPTION	CASE PLANNER	RECEIVED DATE	REVIEW BODY
PLN2020-00088	CONSOLIDATED DESIGN REVIEW	48	SOUTH	DE LACEY AVE	6	NEW SIGNAGE, BUILDING PAINT, NEW AWNINGS AND EXTERIOR LIGHT FIXTURES FOR NEW BUSINESS: ROOM & BOARD	E. Sissi (626) 744-6738 esissi@cityofpasadena.net	3/3/2020	Staff
PLN2020-00085	MASTER SIGN PLAN	474	SOUTH	LAKE AVE	7	A NEW MASTER SIGN PLAN FOR EXISTING MOBILE GAS STATION	R. Pelayo (626) 744-7309 rpelayo@cityofpasadena.net	3/2/2020	Staff
PLN2020-00084	MASTER SIGN PLAN	200	NORTH	HILL AVE	7	A MASTER SIGN PLAN AMENDMENT TO KEEP AND REFACE EXISTING MONUMENT SIGN PREVIOUSLY PROPOSED FOR REMOVAL @ GAS STATION	E. Sissi (626) 744-6738 esissi@cityofpasadena.net	3/2/2020	Staff
PLN2020-00094	PRELIMINARY CONSULTATION	274	NORTH	OAKLAND AVE	3	A NEW 200-UNIT SINGLE ROOM OCCUPANCY (SRO) PROJECT WITH ALL AFFORDABLE HOUSING.	A. Landry (626)744-7137 alandry@cityofpasadena.net	3/4/2020	DC
PLN2020-00093	CONSOLIDATED DESIGN REVIEW	110		MARTIN ALLEY	6	REPLACEMENT OF AN EXISTING SIGN WITH NEW BUSINESS SIGN.	E. Sissi (626) 744-6738 esissi@cityofpasadena.net	3/4/2020	Staff
PLN2020-00110	FINAL DESIGN REVIEW	135	SOUTH	CATALINA AVE	7	A MIXED USE DEVELOPMENT CONSISTING OF 75 NEW RESIDENTIAL UNITS AND EXISTING MEDICAL OFFICES WITH SUBTERRANEAN PARKING	K.Johnson (626) 744-7806 kevinjohnson@cityofpasadena.net	3/10/2020	DC
PLN2020-00107	CERTIFICATE OF APPROPRIATENESS	669		LA LOMA RD	6	REBUILD THE TOP 10 FEET OF (E) 27 FOOT BRICK CHIMNEY, REMOVE UNORIGINAL STUCCO TOP	R. Pelayo (626) 744-7309 rpelayo@cityofpasadena.net	3/10/2020	Staff
PLN2020-00111	CERTIFICATE OF APPROPRIATENESS	567		JACKSON ST	3	NEW REAR YARD 512 S.F. ACCESSORY STRUCTURE W/ 160 S.F. TRELLIS ARBOR, AND NEW 76 S.F. TRELLIS ARBOR AT REAR OF PRIMARY STRUCTURE	E. Sissi (626) 744-6738 esissi@cityofpasadena.net	3/11/2020	Staff
PLN2020-00113	CHANGE TO APPROVED PROJECT	98	SOUTH	LOS ROBLES AVE	7	MINOR CHANGES TO AN APPROVED PROJECT	K.Johnson (626) 744-7806 kevinjohnson@cityofpasadena.net	3/12/2020	Staff
PLN2020-00118	CONSOLIDATED DESIGN REVIEW	1001		ROSE BOWL DR	1	PROVIDING NEW STEEL CATWALK AND EXPANDED SCOREBOARD	K.Johnson (626) 744-7806 kevinjohnson@cityofpasadena.net	3/18/2020	Staff
PLN2020-00119	CERTIFICATE OF APPROPRIATENESS	1500		NORMANDY DR	6	THE PARTIAL INTERIOR REMODEL OF MASTER SUITE AND TWO BATHROOMS, RESTORE AND PRESERVE EXISTING CANTILEVERED WOOD BALCONY	A. Landry (626)744-7137 alandry@cityofpasadena.net	3/18/2020	Staff

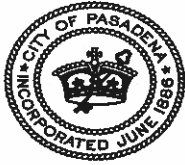
Planning and Community Development - New Design and Historic Preservation Cases

CASE #	CASE TYPE	ADDRESS			CC District	BRIEF DESCRIPTION	CASE PLANNER	RECEIVED DATE	REVIEW BODY
PLN2020-00117	CONSOLIDATED DESIGN REVIEW	70	WEST	UNION ST.	3	RAISING HEIGHT OF EXISTING MEZZANINE TO ACCOMMODATE ADA TOILET	E. Sissi (626) 744-6738 esissi@cityofpasadena.net	3/17/2020	Staff
PLN2020-00115	CERTIFICATE OF APPROPRIATENESS	405	SOUTH	BONNIE AVE	7	A 951 S.F. TWO-STORY ADDITION AT REAR TO SFR AND FULL WINDOW AND DOOR CHANGE OUT THROUGHOUT HOUSE.	A. Landry (626)744-7137 alandry@cityofpasadena.net	3/17/2020	Staff
PLN2020-00116	CONSOLIDATED DESIGN REVIEW	45	SOUTH	FAIR OAKS AVE	6	A NEW SIGN AND REFACE EXISTING BLADE SIGN	R. Pelayo (626) 744-7309 rpelayo@cityofpasadena.net	3/17/2020	Staff
PLN2020-00120	CONSOLIDATED DESIGN REVIEW	32	WEST	COLORADO BLVD	6	FACADE IMPROVEMENTS/ STOREFRONT ALTERATIONS TO AN EXISTING BUILDING	K.Johnson (626) 744-7806 kevinjohnson@cityofpasadena.net	3/19/2020	Staff
PLN2020-00122	TIME EXTENSION	1105	EAST	VILLA ST	5	TIME EXTENSION FOR A FINAL DESIGN REVIEW APPROVAL	A. Landry (626)744-7137 alandry@cityofpasadena.net	3/23/2020	DC
PLN2020-00124	CERTIFICATE OF APPROPRIATENESS	1501	NORTH	MAR VISTA AVE	2	WINDOW ALTERATIONS FOR AN EXISTING BUILDING	E. Sissi (626) 744-6738 esissi@cityofpasadena.net	3/24/2020	Staff
PLN2020-00123	CONCEPT DESIGN REVIEW	439	NORTH	HILL AVE	2	DEMOLISH AN EXISTING SFR & DETACHED GARAGE AND DEVELOP A NEW 13- UNIT 2-3 STORY APARTMENT BUILDING	A. Landry (626)744-7137 alandry@cityofpasadena.net	3/24/2020	DC
PLN2020-00129	CONSOLIDATED DESIGN REVIEW	199	SOUTH	LOS ROBLES AVE	6	EXTERIOR RE-PAINTING OF THE EXISTING BUILDING.	R. Pelayo (626) 744-7309 rpelayo@cityofpasadena.net	3/31/2020	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
MARCH, 2020
Permits & Fees

Permits & Valuation

	<i>Month Mar-20</i>	<i>Month Mar-19</i>	<i>YTD FY 2020</i>	<i>YTD FY 2019</i>
Total Value	\$ 40,268,244	\$ 33,944,306	\$ 205,738,691	\$ 239,688,217
Total Permits	198	217	2556	2227
Residential - New				
Valuation	\$ 32,659,398	\$ 20,441,685	\$ 97,186,937	\$ 90,277,704
Permits	7	5	41	36
Residential - Rehab				
Valuation	\$ 1,725,489	\$ 2,662,965	\$ 35,308,031	\$ 25,055,436
Permits	156	174	2064	1801
Non-Residential - New				
Valuation	\$ -	\$ 7,033,963	\$ 20,221,834	\$ 81,988,640
Permits	0	1	5	2
Non-Residential - Rehab				
* Valuation	\$ 5,883,357	\$ 3,805,693	\$ 53,021,889	\$ 42,366,437
Permits	35	37	446	388

Fees Collected

Permit and Plan Check	\$ 442,333	\$ 351,486	\$ 4,721,093	\$ 4,418,513
Residential Development Impact	\$ 1,973,308	\$ 83,460	\$ 7,444,732	\$ 10,281,393
Transportation Improvement Fee	\$ 398,096	\$ 6,386	\$ 1,213,272	\$ 3,693,039
Construction Tax	\$ 744,412	\$ 184,008	\$ 3,756,111	\$ 4,470,022

Fees Waived

Northwest Enterprise Zone	\$ -	\$ -	\$ -	\$ -
Research and Development	\$ -	\$ -	\$ -	\$ -
Affordable Housing	\$ -	\$ 22,896	\$ 22,972	\$ 22,896

Other

Inspections	2,708	2,312	23,313	19,806
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**PLANNING &
COMMUNITY DEVELOPMENT
DEPARTMENT**

Monthly Activity Report
MARCH, 2020

PLAN CHECK OVER \$ 500,000

225 S LAKE AVE 4TH FLOOR

Office tenant improvement @ 15,714 square feet
Project value \$ 932,511

225 S LAKE AVE 8TH FLOOR

Office tenant improvement @ 9,877 square feet
Project value \$ 586,128

1577 N FAIR OAKS AVE

Tenant improvement for a retail and light manufacturing space @ 13,718 square feet
Project value \$ 555,133

BUILDING PERMITS OVER \$ 500,000

111 N MADISON AVE

New construction of a 2-6 story, 81-unit apartment building @ 88,403 square feet, with 2 levels of subterranean parking @ 70,994 square feet
Project value \$ 16,098,840

88 N OAKLAND AVE

New construction of a 6-story mixed-use building, with 55 apartment units @ 61,669 square feet, retail @ 20,495 square feet, and basement/garage @ 49,146 square feet
Project value \$ 12,758,932

533 E UNION ST

New construction of a 5-story mixed-use building, with 5 apartment units @ 12,269 square feet, commercial offices @ 5,265 square feet, mercantile @ 5,571 square feet, and terraces/balconies @ 3,112 square feet
Project value \$ 2,806,976

21 MILLER ALY

Core and shell only: Reconfigure interior layout, basement, first floor, and second floor for future tenant spaces. New elevator and stairs from first floor to base, new storefront, new skylights core @ 49,950 square feet
Project value \$ 1,594,542

251 S LAKE AVE

Tenant improvement for office space @ 16,005 square feet on 7th floor
Project value \$ 914,976

251 S LAKE AVE

Tenant improvement for office space @ 16,005 square feet on 8th floor
Project value \$ 914,976

New Code Compliance Cases – March 2020

Complaint Type	Number of New Cases
Abandoned Bulky Items	3
Construction – Incomplete/Illegal/Hrs	18
Junk and Debris	5
Vacant BLD/ Vacant Lot	4
Noise	14
Property Maintenance	49
Trees- Damaged/Hazardous/Protected	2
Overgrown Vegetation	15
Zoning Code Violations	31
COVID19 – Businesses in Violation of Order	41
Other	1

Total New Cases Opened	183
Average Time for 1st Inspection	3 Calendar Days
Number of Cases Closed	112
Number of Cases Remaining Open	71