




## MEMORANDUM

**TO:** Miguel Márquez, City Manager

**FROM:** Jennifer Paige, AICP, Director of Planning & Community Development

**DATE:** May 4, 2023

**SUBJECT:** Monthly Activity Reports: March 2023



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Attached are the following reports:

Planning:

- 1) New Zoning Cases – Nine current planning (zoning) projects were submitted in March 2023.
- 2) Zoning Cases Major Construction – Three ongoing Major Construction projects as of March 1, 2023. 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.

Code Compliance:

131 new cases were opened, 380 inspections were completed, and 145 cases were closed; the average response time for an initial inspection was approximately 3 days. There were 86 Presale certificates issued and 247 Quadrennial rental units inspected.

Building and Safety:

742 building and subtrade permits were issued with a valuation of \$9,339,578; 14 ADU permits were issued; and 3,447 building inspections were completed.

**All Reports can be found at this link:**

<https://www.cityofpasadena.net/planning/monthly-activity-reports/>

**Planning and Community Development - New Zoning Cases**

CASE #	CASE #			ADDRESS	CC DIST	BRIEF DESCRIPTION	CASE PLANNER	RECEIVED DATE	REVIEW BODY
408	COC2023-00001	231	N	Sierra Bonita Ave.	2	Certificate of compliance to verify legal lot	Joseph Weaver (626) 744-3813 joweaver@cityofpasadena.net	03/28/23	Staff
7107	ZENT2023-00018	945		Linda Vista Ave.	6	HDP #7107 for a two-story addition and a MCUP for a metal standing seamed roof.	Joseph Weaver (626) 744-3813 joweaver@cityofpasadena.net	03/08/23	HO
7109	ZENT2023-00028	264		Patrician Way	6	HDP to allow 1,850 sf addition to existing single-story single-family residence.	Philip Coronel (626) 744-7123 pcolonel@cityofpasadena.net	03/28/23	HO
11967	ZENT2023-00025	3131		Alameda St.	4	Minor Variance to encroach within the required front setback and Minor Variance to encroach within the required rear setback.	Philip Coronel (626) 744-7123 pcolonel@cityofpasadena.net	03/16/23	HO
35	ZENT2023-00016	1336	E	Colorado Blvd.	7	Time Extension request for PD-35	Katherine Moran (626) 744-6740 kmoran@cityofpasadena.net	03/07/23	PC
2023-00004	PPR2023-00004	1145		Glen Oaks Blvd.	6	New SFR in HD	Jennifer Driver (626) 744-6756 jdriver@cityofpasadena.net	03/29/23	Staff
2023-00002	PPC2023-00002	370	S	Los Robles Ave.	7	PPC for the construction of a new 9-unit city of gardens development.	Ivan Galeazzi (626)744-7124 igaleazzi@cityofpasadena.net	03/03/23	Staff
84110	ZENT2023-00029	465	S	Arroyo Pkwy	6	Tentative parcel map #84110 to create four parcels in association with approved PD-39 (Affinity Project). See files tab for PD-39 decision letter with approved conditions fo reference.	Jason Van Patten (626) 744-6760 jvanpatten@cityofpasadena.net	03/31/23	HO
11968	ZENT2023-00	8		Mills Place	6	Variance to permit a 374 sf addition and exceed the permitted FAR.	Jennifer Driver (626) 744-6756 jdriver@cityofpasadena.net	03/23/23	HO

Planning and Community Development - Major Zoning Cases

CASE TYPE	CASE #			ADDRESS	CC DIST	BRIEF DESCRIPTION	CASE PLANNER	RECEIVED DATE	REVIEW BODY
Planned Development	40	444	N	Fair Oaks Avenue	5	PD to allow 206 residential units	Beilin Yu (626) 744-6726 byu@cityofpasadena.net	06/12/20	CC
Conditional Use Permit	6737	150	E	Colorado Blvd.	6	Seven-story mixed-use project consisting of 191,250 gross square feet (14,000 sf retail; 29,000 sf restaurant), 98 residential units, and 401 parking spaces. Approvals requested include: 1) CUP (major construction >25k); 2) Variance for building height; 3) Variance to reduce minimum commercial depth; 4) MCUP for shared parking (reduced parking); 5) MCUP for tandem parking (nonresidential); 6) MCUP for triple stack parking (nonresidential); and 7) Private tree removal permit to remove one protected tree.	Jason Van Patten (626) 744-6760 jvanpatten@cityofpasadena.net	03/18/19	HO
Conditional Use Permit	6926	2915	E	Colorado Blvd.	4	CUP#6926 - CUP to allow the construction of a new 135,064 square-foot vehicle sales structure. A CUP is required for Major Project exceeding 25,000 square feet of gross floor area & CUP for Vehicle Services - Sales and Leasing use. The application includes a Minor Variance to deviate from setback requirement along Colorado Boulevard & a Minor Variance to deviate from the setback requirement along Sunnyslope Ave. The project proposes to	Beilin Yu (626) 744-6726 byu@cityofpasadena.net	TBD	PC

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 Implementation	David Sanchez (626) 744-6707 dasanchez@cityofpasadena.net	07/18/22	CC
OTHER				Citywide		METRO Grant Administration	Anita Cerna (626) 744-6767 acerna@cityofpasadena.net	-	-
OTHER				Citywide	-	Climate Action Plan Implementation	Martin Potter (626) 744-6710 mpotter@cityofpasadena.net	-	-
OTHER				Citywide	-	High Density Multifamily Objective Design Guidelines	Martin Potter (626) 744-6710 mpotter@cityofpasadena.net	-	PC/CC
OTHER				Citywide	-	Accessory Dwelling Unit Zoning Code Amendment	Guille Nunez (626) 744-7634 gnunez@cityofpasadena.net	-	PC/CC
OTHER				Citywide	-	Emergency Shelter Zoning Code Amendment	Martin Potter (626) 744-6710 mpotter@cityofpasadena.net	-	PC/CC
GPA	2021-00001			No Address. APN: 5825-018-048	1	General Plan Land Use Diagram Amendment and Zoning Map Amendment to allow construction of 3 detached single-family homes on a single parcel.	Steven Counts (626) 744-7096 scounts@cityofpasadena.net	-	PC/CC
SP				Citywide	-	General Plan Implementation/Specific Plan Updates	Anita Cerna (626) 744-6767 acerna@cityofpasadena.net	05/23/22	PC/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.	Martin Potter (626) 744-6710 mpotter@cityofpasadena.net	-	CC

**Planning and Community Development - Community Planning Cases**

CASE TYPE	CASE #			ADDRESS	CC DIST	BRIEF DESCRIPTION	CASE PLANNER	RECEIVED DATE	REVIEW BODY
MP	2022-00006	324		Madeline	6	Incorporation of Merwin Property (267 W. State St.) into Westridge Campus by changing zoning from RS-4 to PS zone, as well as installation of new accessory structures, shade structures, cold food storage, and master plan time extension.	Melanie Hall (626) 744-7101 mhall@cityofpasadena.net	-	PC
PPR	2022-00008	861	E	Walnut	5	Demolition of existing building and construction of a six-story assisted living/memory care facility and 60 subterranean parking spaces	Steven Counts (626) 744-7096 scounts@cityofpasadena.net	-	CC
MP	2022-00008	169	S	St. John	6	Amendment to Maranatha Master Plan to incorporate Fowler Gardens parcel.	Martin Potter (626) 744-6710 mpotter@cityofpasadena.net	-	CC

Planning and Community Development - New Design and Historic Preservation Cases

CASE #	CASE TYPE	ADDRESS			CC District	BRIEF DESCRIPTION	CASE PLANNER	RECEIVED DATE	REVIEW BODY
<a href="#">DHP2023-00057</a>	PRELIMINARY CONSULTATION	370	SOUTH	LOS ROBLES AVE	7	NEW 9-UNIT CONDOMINIUM DEVELOPMENT	R. DUONG (626)744-7346 rduong@cityofpasadena.net	3/2/2023	STAFF
<a href="#">DHP2023-00059</a>	CONSOLIDATED DESIGN REVIEW	180	NORTH	FAIR OAKS AVE	3	CHANGE IN COPY OF FOUR EXISTING SIGNS	B. KEATINGE (626)744-7309 rkeatinge@cityofpasadena.net	3/2/2023	STAFF
<a href="#">DHP2023-00060</a>	CERTIFICATE OF APPROPRIATENESS	1167	NORTH	HOLLISTON AVE	2	INSTALLATION OF A NEW DRIVEWAY GATE	B. KEATINGE (626)744-7309 rkeatinge@cityofpasadena.net	3/2/2023	STAFF
<a href="#">DHP2023-00061</a>	CERTIFICATE OF APPROPRIATENESS	1651		PALOMA ST	2	CONVERSION OF SIDE ELEVATION WINDOW INTO DOOR OF SAME WIDTH.	E. SISSI (626) 744-6738 esissi@cityofpasadena.net	3/2/2023	STAFF
<a href="#">DHP2023-00064</a>	PRELIMINARY CONSULTATION	1200	EAST	CALIFORNIA BLVD	7	NEW 4-STORY OFFICE, MEETING SPACE, SEMINAR AND LASER LABORATORY BUILDING (CENTER FOR QUANTUM PRECISION MEASUREMENT / CQPM)	S. CISNEROS (626)744-7219 scisneros@cityofpasadena.net	3/3/2023	DC
<a href="#">DHP2023-00065</a>	CERTIFICATE OF APPROPRIATENESS	551		PROSPECT BLVD	1	AFTER-THE-FACT COA FOR GARAGE DOOR REPLACEMENT (MILLS ACT ITEM COMPLETED BEFORE NEW OWNER PURCHASED)	E. SISSI (626) 744-6738 esissi@cityofpasadena.net	3/6/2023	STAFF
<a href="#">DHP2023-00066</a>	CERTIFICATE OF APPROPRIATENESS	1364		ELIZABETH ST	2	FOR TRANSPARENT AWNINGS ABOVE BASEMENT WINDOWS (MILLS ACT PROPERTY)	S. CISNEROS (626)744-7219 scisneros@cityofpasadena.net	3/6/2023	STAFF
<a href="#">DHP2023-00067</a>	CERTIFICATE OF APPROPRIATENESS	2160		CANYON CLOSE RD	4	WINDOW REPLACEMENT ON A CONTRIBUTOR TO SURVEYED DISTRICT (FOX RIDGE ESTATES HISTORIC DISTRICT)	E. SISSI (626) 744-6738 esissi@cityofpasadena.net	3/6/2023	STAFF
<a href="#">DHP2023-00068</a>	CONSOLIDATED DESIGN REVIEW	95	NORTH	RAYMOND AVE	3	MINOR FACADE RENOVATION (STARBUCKS)	B. KEATINGE (626)744-7309 rkeatinge@cityofpasadena.net	3/7/2023	STAFF
<a href="#">DHP2023-00072</a>	MINOR CHANGE TO APPROVED PROJECT	1202		ARDEN RD	7	MINOR CHANGES TO APPROVED COA PLN2019-00402	S. CISNEROS (626)744-7219 scisneros@cityofpasadena.net	3/7/2023	STAFF
<a href="#">DHP2023-00073</a>	TIME EXTENSION	3202	EAST	FOOTHILL BLVD	4	TIME EXTENSION FOR PLN2019-00032	R. DUONG (626)744-7346 rduong@cityofpasadena.net	3/7/2023	DC
<a href="#">DHP2023-00074</a>	CERTIFICATE OF APPROPRIATENESS	686	SOUTH	MADISON AVE	7	FOR A NEW GATE ACROSS THE DRIVEWAY AND FENCE ALONG THE SIDE OF DRIVEWAY (SOUTH MADISON LANDMARK DISTRICT)	S. CISNEROS (626)744-7219 scisneros@cityofpasadena.net	3/7/2023	STAFF
<a href="#">DHP2023-00075</a>	HISTORIC RESOURCE EVALUATION	1936		SAN PASQUAL ST	7	NON-SURVEYED SFR CONSTRUCTED IN 1947	Michelle Anderson mand-contractor@cityofpasadena.net	3/8/2023	STAFF
<a href="#">DHP2023-00076</a>	HISTORIC RESOURCE EVALUATION	1138	NORTH	SIERRA BONITA AVE	2	NON-SURVEYED SFR CONSTRUCTED IN 1913	Michelle Anderson mand-contractor@cityofpasadena.net	3/8/2023	STAFF
<a href="#">DHP2023-00077</a>	CERTIFICATE OF APPROPRIATENESS	512		LINCOLN AVE	3	REPLACEMENT OF WOOD WINDOWS TO FIBREX ON CONTRIBUTING SFR	S. CISNEROS (626)744-7219 scisneros@cityofpasadena.net	3/9/2023	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
<a href="#">DHP2023-00078</a>	HISTORIC RESOURCE EVALUATION	2635		MORNINGSIDE ST	4	FOR UNSURVEYED SFR CONSTRUCTED 1941	Michelle Anderson mand-contractor@cityofpasadena.net	3/14/2023	STAFF
<a href="#">DHP2023-00079</a>	HISTORIC RESOURCE EVALUATION	1904		WAGNER ST	2	NON-SURVEYED SFR CONSTRUCTED IN 1926	Michelle Anderson mand-contractor@cityofpasadena.net	3/15/2023	STAFF
<a href="#">DHP2023-00080</a>	CERTIFICATE OF APPROPRIATENESS	1062	NORTH	MENTOR AVE	2	FOR SINGLE-STORY REAR ADDITION TO CONTRIBUTING RESIDENTIAL PROPERTY	E. SISSI (626) 744-6738 esissi@cityofpasadena.net	3/15/2023	STAFF
<a href="#">DHP2023-00081</a>	HISTORIC RESOURCE EVALUATION	185	SOUTH	GREENWOOD AVE	7	FOR UNSURVEYED SFR CONSTRUCTED CA. 1920/1922 (MULTIPLE BUILDINGS ON PROPERTY)	Michelle Anderson mand-contractor@cityofpasadena.net	3/16/2023	STAFF
<a href="#">DHP2023-00082</a>	MINOR CHANGE TO APPROVED PROJECT	3488	EAST	FOOTHILL BLVD	4	MINOR CHANGES TO SOME EXTERIOR FINISHES AND LANDSCAPE PALETTE/DESIGN FOR PANDA INN RESTAURANT.	R. DUONG (626)744-7346 rduong@cityofpasadena.net	3/21/2023	STAFF
<a href="#">DHP2023-00083</a>	HISTORIC RESOURCE EVALUATION	270		REDWOOD DR	6	FOR AN UNSURVEYED SFR (1950)	Michelle Anderson mand-contractor@cityofpasadena.net	3/21/2023	STAFF
<a href="#">DHP2023-00084</a>	PRELIMINARY CONSULTATION	779	NORTH	MARENGO AVE	3	NEW 3-STORY 8-UNIT TOWNHOUSE STYLE MULTI-FAMILY BUILDING	B. KEATINGE (626)744-7309 rkeatinge@cityofpasadena.net	3/21/2023	STAFF
<a href="#">DHP2023-00085</a>	HISTORIC RESOURCE EVALUATION	3800		RANCH TOP RD	4	FOR AN UNSURVEYED SFR (1958)	Michelle Anderson mand-contractor@cityofpasadena.net	3/21/2023	STAFF
<a href="#">DHP2023-00086</a>	HISTORIC RESOURCE EVALUATION	975		SAN PASQUAL ST	7	FOR AN UNSURVEYED APARTMENT BUILDING (1972)	Michelle Anderson mand-contractor@cityofpasadena.net	3/21/2023	STAFF
<a href="#">DHP2023-00087</a>	MINOR CHANGE TO APPROVED PROJECT	417	NORTH	MADISON AVE	3	CHANGES TO AN APPROVED PROJECT: ADD SCUPPERS AND DOWNSPOUTS ON EXTERIOR ELEVATIONS AND DESIGN/MATERIAL OF ROLL-DOWN GARAGE DOOR /GATE.	R. DUONG (626)744-7346 rduong@cityofpasadena.net	3/23/2023	STAFF
<a href="#">DHP2023-00088</a>	FINAL DESIGN REVIEW	1027	NORTH	ALTADENA DR	4	FINAL DESIGN REVIEW FOR NEW 2-STORY, 9-UNIT MULTI-FAMILY RESIDENTIAL BUILDING.	R. DUONG (626)744-7346 rduong@cityofpasadena.net	3/23/2023	STAFF
<a href="#">DHP2023-00089</a>	CERTIFICATE OF APPROPRIATENESS	247		CRYSTAL LN	3	MAJOR ALTERATIONS AND ADDITIONS TO A NON-CONTRIBUTING SFR	R. DUONG (626)744-7346 rduong@cityofpasadena.net	3/23/2023	STAFF
<a href="#">DHP2023-00090</a>	HISTORIC RESOURCE EVALUATION	1453	NORTH	LAKE AVE	5	HRE OF NON-SURVEYED COMMERCIAL BUILDING PROPOSED FOR MAJOR FRONT FACADE ALTERATIONS	Michelle Anderson mand-contractor@cityofpasadena.net	3/23/2023	STAFF
<a href="#">DHP2023-00091</a>	CONSOLIDATED DESIGN REVIEW	71		PALMETTO DR	6	NEW CONSTRUCTION FOR A CHILD DAY CARE CENTER	E. SISSI (626) 744-6738 esissi@cityofpasadena.net	3/23/2023	STAFF
<a href="#">DHP2023-00092</a>	MAJOR CHANGE TO APPROVED PROJECT	39	NORTH	BERKELEY AVE	2	MAJOR CHANGE TO AN APPROVED PROJECT (PLN2019-00556 FINAL DESIGN REVIEW) FOR A NEW 5-UNIT MFR PROJECT	E. SISSI (626) 744-6738 esissi@cityofpasadena.net	3/23/2023	STAFF
<a href="#">DHP2023-00093</a>	HISTORIC RESOURCE EVALUATION	911	EAST	UNION ST	5	FOR COMMERCIAL BUILDING BUILT IN 1943 DUE TO PROPOSED DEMOLITION	Michelle Anderson mand-contractor@cityofpasadena.net	3/29/2023	STAFF
<a href="#">DHP2023-00094</a>	RELIEF OF REPLACEMENT BUILDING PERMIT	911	EAST	UNION ST	5	FOR EXPIRED APPROVAL PLN2016-00030 IN CONJUNCTION WITH HRE CASE DHP2023-00093	Michelle Anderson mand-contractor@cityofpasadena.net	3/29/2023	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
<a href="#">DHP2023-00095</a>	FINAL DESIGN REVIEW	93	NORTH	HOLLISTON AVE	2	FOR CONSTRUCTION OF A NEW 9-UNIT CONDOMINIUM DEVELOPMENT.	R. DUONG (626)744-7346 rduong@cityofpasadena.net	3/30/2023	STAFF
<a href="#">DHP2023-00096</a>	HISTORIC RESOURCE EVALUATION	350	SOUTH	LAKE AVE	7	COMMERCIAL BUILDING CONSTRUCTED IN 1953	Michelle Anderson mand-contractor@cityofpasadena.net	3/30/2023	STAFF
<a href="#">DHP2023-00097</a>	CONSOLIDATED DESIGN REVIEW	17	EAST	COLORADO BLVD	3	INSTALLATION OF NEW BLADE SIGN AND NEW AWNING FOR "DR MARTENS"	B. KEATINGE (626)744-7309 rkeatinge@cityofpasadena.net	3/30/2023	STAFF
<a href="#">DHP2023-00098</a>	CERTIFICATE OF APPROPRIATENESS	1207		MAR VISTA AVE	2	FRONT PORCH FLOORING REPLACEMENT & NEW FASCIA AT FRONT	E. SISSI (626) 744-6738 esissi@cityofpasadena.net	3/30/2023	STAFF
<a href="#">DHP2023-00099</a>	CERTIFICATE OF APPROPRIATENESS	990		ATCHISON ST	2	WINDOW REPLACEMENTS TO CONTRIBUTOR TO HISTORIC HIGHLANDS	S. CISNEROS (626)744-7219 scisneros@cityofpasadena.net	3/30/2023	STAFF



**ACRONYMS**

<b>Acronym</b>	<b>Case Description</b>	<b>Review Body</b>
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
SCP	Single-Family Compatibility Permit	Staff
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.

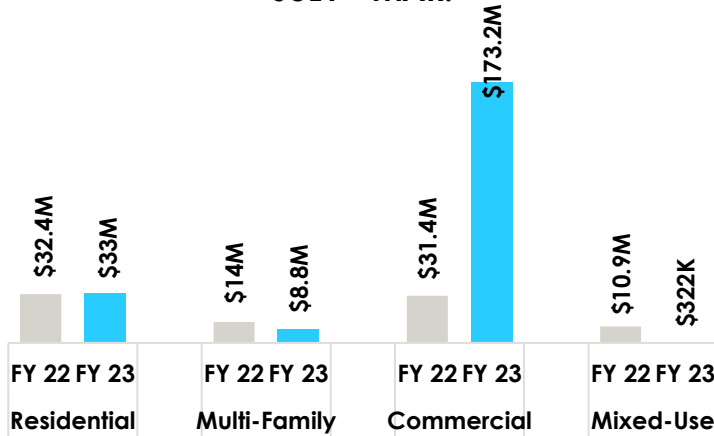
<b>Acronym</b>	<b>Review Body</b>
CC	City Council
DC	Design Commission
HO	Hearing Officer
PC	Planning Commission
BZA	Board of Zoning Appeals

# MONTHLY ACTIVITY REPORT

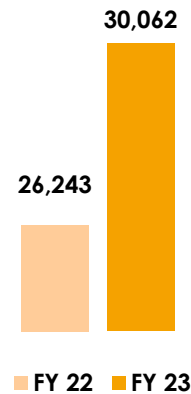


## DEVELOPMENT ACTIVITY (Year Over Year Comparison)

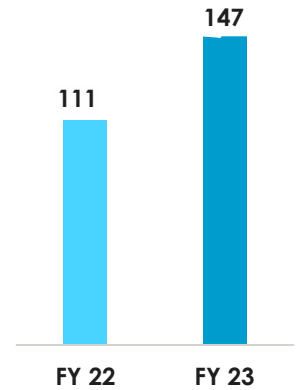
**BUILDING PERMITS ISSUED (VALUATION)  
JULY - MAR.**



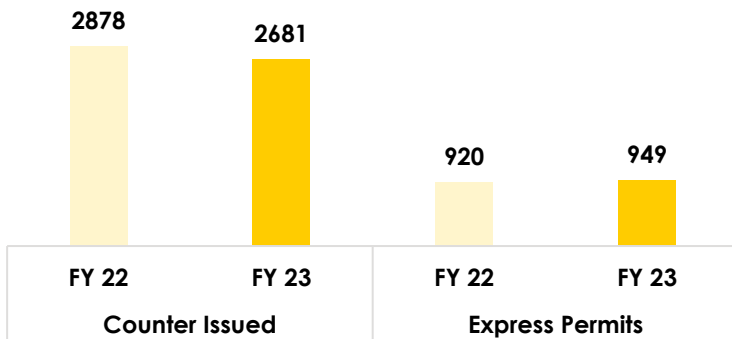
**BLD. INSPECTIONS  
JULY - MAR.**



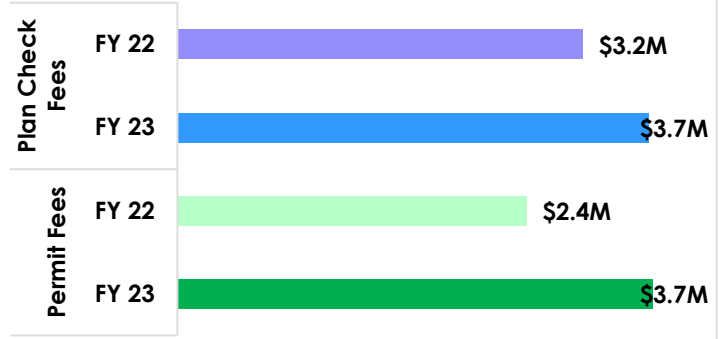
**ADU PERMITS  
ISSUED  
JULY - MAR.**



**SUB-TRADE PERMITS ISSUED, JULY - MAR.**



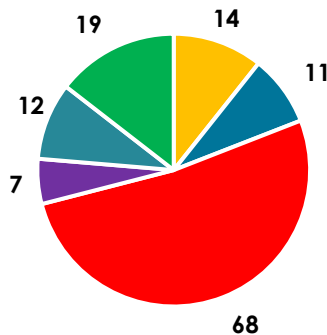
**PERMIT REVENUES, JULY - MAR.**



## CODE COMPLIANCE ACTIVITY (MAR. ACTIVITY)

**NEW CODE COMPLIANCE CASES - 131**

- Building & Safety
- Noise
- Property Maintenance
- Tree
- Housing
- Zoning



Presale Certificates Issued:	86
Quadrennial Units Inspected:	247
Zoning/Property Maintenance Inspections:	380
Average Response Time for Initial Inspection:	3
Cases Resolved (Closed):	145