




MEMORANDUM

TO: Steve Mermell, City Manager
FROM: David M. Reyes, Director of Planning & Community Development 
DATE: June 25, 2020
SUBJECT: Monthly Activity Reports: May 2020

Attached are the following reports:

Planning:

- 1) New Zoning Cases – Three current planning (zoning) projects were submitted in May 2020.
- 2) Zoning Cases of Communitywide Significance – Five ongoing Major Construction projects as of May 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:

For the month of May, a total of 204 new cases were opened, and 398 inspections were completed. Of the 204 new cases opened, 72 have been closed. The average response time for an initial inspection was approximately 3 calendar days.

COVID19 – Code Compliance is responding to COVID19 complaints for businesses and construction sites, 42 complaints were received in May. In addition, proactive inspections were conducted at all retail establishments and restaurants.

Reports can also be found here at this link:

<https://www.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
PLN2020-00130	77192	941-943	E	California Blvd	7	Tentative Parcel Map to create one land lot and four air parcels for condominium sales.	Carlos Chacon (626) 744-7123 cchacon@cityofpasadena.net	04/01/20	HO
PLN2020-00136	6831	590	S	Fair Oaks Avenue	6	CUP for a 100,000 sf medical building and MCUP for shared parking	Kristen Johnston (626) 744-6709 kjohnston@cityofpasadena.net	04/03/20	PC
PLN2020-00135	6830	41		Hugus Alley	3	Conditional Use Permit to allow the on-site sale of a full line of alcoholic beverages in conjunction with the operation of a bar; a zone variance to permit the bar to be less than 250 linear feet from another bar use as required in ad-1 overlay; and expressive use permit to allow a stage to have an area of 108 square feet in lieu of the by right 75 sf.	Jennifer Driver (626) 744-6756 jdriver@cityofpasadena.net	04/03/20	HO
PLN2020-00150	6832	2122	S	Arroyo Pkwy	1	CUP for as-built major wireless telecommunications facility. Project also includes a height variance.	Alison Walker (626) 744-6742 awalker@cityofpasadena.net	04/17/20	HO
PLN2020-00154	6833	3225-3227	E	Foothill Blvd	4	CUP to allow the on-site and off-site sale of beer and wine in conjunction with a winery, wine shop, and tasting room	Katherine Moran (626) 744-6740 kmoran@cityofpasadena.net	04/21/20	HO
PLN2020-00157	2020-00157	1045		Locust St	5	PPC for 9 unit COG	Jason Van Patten (626) 744-6760 jvanpatten@cityofpasadena.net	04/28/20	Staff

Planning and Community Development - Major Zoning Cases

CASE TYPE	CASE #			ADDRESS	CC DIST	BRIEF DESCRIPTION	CASE PLANNER	RECEIVED DATE	REVIEW BODY
Minor Variance	11926	841	N	Fair Oaks Avenue	3	MV to allow a reduced front yard setback of 5 feet , where 10 feet is required for a new mixed-use project with 7 units.	Carlos Chacon (626) 744-7123 cchacon@cityofpasadena.net	05/06/20	HO
Tentative Parcel Map	74319	1046	E	Villa St	5	TPM to allow the creation of 4 air parcels for residential condominium purposes	Carlos Chacon (626) 744-7123 cchacon@cityofpasadena.net	05/11/20	HO
Minor Conditional Use Permit	6834	1915		Newport Ave	1	MCUP for to expand a nonconforming use (duplex) in the RS-6 Zoning District	Carlos Chacon (626) 744-7123 cchacon@cityofpasadena.net	05/15/20	HO

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	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				Citywide		Affordable Housing Concession Menu One Year Review	Andre Sahakian (626) 744-6916 asahakian@cityofpasadena.net	06/12/20	PC
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	06/24/20	PC

Planning and Community Development - Community Planning Cases

CASE TYPE	CASE #			ADDRESS	CC DIST	BRIEF DESCRIPTION	CASE PLANNER	RECEIVED DATE	REVIEW BODY
MP	2019-00435	2900	E	Del Mar		Las Encinas Hospital Master Plan Renewal	Natsue Sheppard (626) 744-7527 nsheppard@cityofpasadena.net	06/24/20	PC
MP	2019-00574	2900	E	Del Mar		Las Encinas Hospital Master Plan 5-year Review	Natsue Sheppard (626) 744-7527 nsheppard@cityofpasadena.net	06/24/20	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	
PLN2020-00160	CONCEPT DESIGN REVIEW	164		CHESTNUT ST	3	NEW CONSTRUCTION OF A 5-STORY, 24-UNIT MULTI-FAMILY RESIDENTIAL PROJECT WITH SUBTERRANEAN PARKING	K.Johnson (626) 744-7806 kevinjohnson@cityofpasadena.net	5/1/2020	DC
PLN2020-00161	CERTIFICATE OF APPROPRIATENESS	1200	SOUTH	ARROYO BLVD	6	NEW CONSTRUCTION OF A 2,445 SQUARE FOOT ACCESSORY STRUCTURE AND REMOVAL OF 8 PROTECTED TREES	K.Johnson (626) 744-7806 kevinjohnson@cityofpasadena.net	5/1/2020	Staff
PLN2020-00162	TREE REMOVAL	28	SOUTH	PARKWOOD AVE	7	A PRIVATE TREE REMOVAL APPLICATION FOR ONE PECAN TREE (CARYA ILLINOENSIS @28-INCH DBH, 25-FOOT SPREAD, 56-FOOT HEIGHT) WITHIN THE FRONT YARD AREA.	R. Pelayo (626)744-7309 rpelayo@cityofpasadena.net	5/4/2020	Staff
PLN2020-00171	FINAL DESIGN REVIEW	127	NORTH	MADISON AVE	3	NEW CONSTRUCTION OF A MIXED USE PROJECT WITH 49 RESIDENTIAL UNITS AND 2500 SQUARE FEET OF COMMERCIAL SPACE WITH 1.5 LEVELS OF SUBTERRANEAN PARKING	A. Landry (626)744-7137 alandry@cityofpasadena.net	5/13/2020	DC
PLN2020-00169	CERTIFICATE OF APPROPRIATENESS	620		PRESCOTT ST	3	WINDOW ALTERATIONS/REPLACEMENTS AND FRONT ENTRY DOOR ALTERATIONS	R. Pelayo (626)744-7309 rpelayo@cityofpasadena.net	5/12/2020	Staff
PLN2020-00173	TREE REMOVAL	880		LA LOMA RD	6	PRIVATE TREE REMOVAL APPLICATION FOR THE REMOVAL OF ONE OAK TREE WITHIN FRONT YARD.	E. Sissi (626) 744-6738 esissi@cityofpasadena.net	5/13/2020	Staff
PLN2020-00183	LANDMARK DESIGNATION	1500	NORTH	LOS ROBLES AVE	1	DESIGNATE PROPERTY AS LANDMARK	E. Sissi (626) 744-6738 esissi@cityofpasadena.net	5/18/2020	HPC
PLN2020-00184	CERTIFICATE OF APPROPRIATENESS	512	EAST	CLAREMONT ST	3	GARAGE DOOR REPLACEMENT	A. Landry (626)744-7137 alandry@cityofpasadena.net	5/18/2020	Staff
PLN2020-00186	FINAL DESIGN REVIEW	83	NORTH	LAKE AVE	3	NEW CONSTRUCTION OF A MIXED-USE PROJECT WITH 116,139 SF OFFICE AND 54 RESIDENTIAL UNITS	K.Johnson (626) 744-7806 kevinjohnson@cityofpasadena.net	5/19/2020	DC
PLN2020-00187	LANDMARK DESIGNATION	631	NORTH	SUNNYSLOPE AVE	4	DESIGNATE PROPERTY AS LANDMARK	K.Johnson (626) 744-7806 kevinjohnson@cityofpasadena.net	5/19/2020	HPC
PLN2020-00185	CERTIFICATE OF APPROPRIATENESS	1155		TOPEKA ST	2	MAJOR ALTERATIONS AND SECOND-STORY ADDITION TO A NON-CONTRIBUTING HOUSE IN HISTORIC HIGHLANDS LANDMARK DISTRICT	E. Sissi (626) 744-6738 esissi@cityofpasadena.net	5/19/2020	Staff
PLN2020-00188	PRELIMINARY CONSULTATION	452	NORTH	LOS ROBLES AVE	3	NEW CONSTRUCTION OF A MIXED USE DEVELOPMENT WITH 227 UNITS	A. Landry (626)744-7137 alandry@cityofpasadena.net	5/19/2020	DC

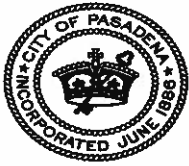
Planning and Community Development - New Design and Historic Preservation Cases

CASE #	CASE TYPE	ADDRESS			CC District	BRIEF DESCRIPTION	CASE PLANNER	RECEIVED DATE	REVIEW BODY
PLN2020-00189	CONCEPT DESIGN REVIEW	1000	EAST	WALNUT ST	5	NEW CONSTRUCTION OF A 4-STORY 68 UNIT SRO WITH GROUND FLOOR CHARITABLE INSTITUTIONAL USE (SALVATION ARMY)	A. Landry (626)744-7137 alandry@cityofpasadena.net	5/19/2020	DC
PLN2020-00190	CHANGE TO APPROVED PROJECT	320	EAST	GLENARM ST	7	REVISIONS TO THE SITE PLAN FOR AN APPROVED 5 UNIT CONDOMINIUM PROJECT	A. Landry (626)744-7137 alandry@cityofpasadena.net	5/19/2020	Staff
PLN2020-00192	CERTIFICATE OF APPROPRIATENESS	1435	NORTH	CHESTER AVE	2	REAR ADDITIONS AND WINDOW/DOOR MODIFICATIONS TO A NON-CONTRIBUTING HOUSE (HISTORIC HIGHLANDS LANDMARK DISTRICT)	R. Pelayo (626)744-7309 rpelayo@cityofpasadena.net	5/19/2020	Staff
PLN2020-00170	CONCEPT DESIGN REVIEW	936	NORTH	LOS ROBLES AVE	5	NEW CONSTRUCTION OF A 3-UNIT MULTIFAMILY RESIDENTIAL DEVELOPMENT	K.Johnson (626) 744-7806 kevinjohnson@cityofpasadena.net	5/12/2020	Staff
PLN2020-00196	CERTIFICATE OF APPROPRIATENESS	1259	NORTH	CHESTER AVE	2	THE REPLACEMENT OF ONE NON-ORIGINAL WINDOW AND STUCCOING EXTERIOR OF SUNROOM	E. Sissi (626) 744-6738 esissi@cityofpasadena.net	5/27/2020	Staff
PLN2020-00195	CONCEPT DESIGN REVIEW	150	SOUTH	OAK KNOLL AVE	7	NEW CONSTRUCTION OF A 4-STORY 19-UNIT APARTMENT BUILDING	R. Pelayo (626)744-7309 rpelayo@cityofpasadena.net	5/26/2020	DC
PLN2020-00194	CONCEPT DESIGN REVIEW	139	SOUTH	OAK KNOLL AVE	7	NEW CONSTRUCTION OF A 4-STORY 17-UNIT APARTMENT BUILDING	R. Pelayo (626)744-7309 rpelayo@cityofpasadena.net	5/26/2020	DC
PLN2020-00199	LANDMARK DESIGNATION	1145		ARDEN ROAD	7	APPLICATION FOR HISTORIC MONUMENT DESIGNATION OF THE WILLIAM KENNON JEWETT ESTATE/ARDEN VILLA	K.Johnson (626) 744-7806 kevinjohnson@cityofpasadena.net	5/28/2020	HPC
PLN2020-00198	PRELIMINARY CONSULTATION	130-140	NORTH	MAR VISTA AVE	5	NEW CONSTRUCTION OF A 23-UNIT CITY OF GARDENS PROJECT	E. Sissi (626) 744-6738 esissi@cityofpasadena.net	5/27/2020	DC

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
MAY, 2020
Permits & Fees

Permits & Valuation

	<u>Month May-20</u>	<u>Month May-19</u>	<u>YTD FY 2020</u>	<u>YTD FY 2019</u>
Total Value	\$ 6,204,359	\$ 10,139,894	\$ 217,041,395	\$ 258,152,765
Total Permits	158	252	2849	2766
Residential - New				
Valuation	\$ -	\$ 855,813	\$ 98,028,100	\$ 92,136,235
Permits	0	4	44	42
Residential - Rehab				
Valuation	\$ 2,445,637	\$ 6,801,086	\$ 38,848,385	\$ 35,906,746
Permits	130	201	2301	2246
Non-Residential - New				
Valuation	\$ -	\$ -	\$ 20,221,834	\$ 81,988,640
Permits	0	0	5	2
Non-Residential - Rehab				
* Valuation	\$ 3,758,722	\$ 2,482,995	\$ 59,943,076	\$ 48,121,144
* Permits	28	47	499	476

Fees Collected

Permit and Plan Check	\$ 207,706	\$ 352,038	\$ 5,135,420	\$ 5,374,337
Residential Development Impact	\$ 1,017	\$ 56,760	\$ 7,445,749	\$ 10,577,395
Transportation Improvement Fee	\$ -	\$ 18,455	\$ 1,223,681	\$ 3,744,737
Construction Tax	\$ 85,880	\$ 118,114	\$ 3,939,676	\$ 4,724,692

Fees Waived

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

Other

Inspections	2,341	2,342	27,790	24,750
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**PLANNING &
COMMUNITY DEVELOPMENT
DEPARTMENT**

Monthly Activity Report

MAY, 2020

Development Processing Section

PLAN CHECK OVER \$ 500,000

2923 BRADLEY ST

Office building renovation @ 108,641 square feet, to include portions of exterior cladding over existing building façade, new metal canopies at main entrances; interior scope includes lobby renovation with new finish materials as well as office renovation on the second floor, including a new suite
Project value \$ 750,000

2947 BRADLEY ST

Site upgrades to an office campus; improvements include maintenance, painting for parking stalls, new accessible paths to public right-of-way and accessible parking, and new tenant amenity areas to include decks and shading canopies.
Project value \$ 750,000

2923 BRADLEY ST

Site upgrades to an office campus; improvements include maintenance painting for parking stalls, new accessible paths to public right-of-way and accessible parking; new amenity areas to include decks and shading canopies @ 14,800 square feet
Project value \$ 750,000

2947 BRADLEY ST

Office building renovation @ 120,024 square feet, to include portions of exterior cladding over existing building façade and new metal canopies at main entrances; interior scope

includes lobby renovation with new finish materials as well as office renovation on the second floor
Project value \$ 750,000

BUILDING PERMITS OVER \$ 500,000

255 S LAKE AVE 4TH FLOOR

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

255 S LAKE AVE 8TH FLOOR

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

New Code Compliance Cases – May 2020

Complaint Type	Number of New Cases
Abandoned Bulky Items	6
Construction – Incomplete/Illegal/Hrs	49
Junk and Debris	9
Vacant BLD/ Vacant Lot	15
Noise	16
Property Maintenance	46
Trees- Damaged/Hazardous/Protected	3
Overgrown Vegetation	19
Zoning Code Violations	41
COVID19 – Businesses in Violation of Order	42*

Total New Cases Opened	246
Average Time for 1st Inspection	3 Calendar Days
Number of Cases Closed	114
Number of Cases Remaining Open	132