



## MEMORANDUM

**TO:** Steve Mermell, City Manager  
**FROM:** David M. Reyes, Director of Planning & Community Development  
**DATE:** August 30, 2018  
**SUBJECT:** Monthly Activity Reports: July 2018

---

Attached are the following reports:

### Planning:

- 1) New Zoning Cases – Seventeen current planning (zoning) projects were submitted in July 2018.
- 2) Zoning Cases of Communitywide Significance – Six ongoing Major Construction projects as of July 1, 2018. 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 July, a total of 203 new cases were opened, and 613 inspections were completed. Of the 203 new cases opened, 77 have been closed. The average response time for initial inspection was approximately 1.5 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	CURRENT STATUS	MEETING DATE	REVIEW BODY
Tentative Tract Map	82248	388	S	Los Robles Ave.	6	Creation of 16 residential condominium parcels for a multi-family residential project under construction.	Jamie Peltier (626) 744-7096 jpeltier@cityofpasadena.net	07/02/18	New Case: assigned		HO
Predevelopment Plan Review	2018-00011	140	E	Orange Grove Blvd.	5	Three-story mixed-use building with 26 apartment units and 3,400 sq. ft of commercial office.	Jennifer Driver (626) 744-6756 jdriver@cityofpasadena.net	07/09/18	New Case: assigned		Staff
Expressive Use Permit	6666	3887	E	Sierra Madre	4	Banquet facility with Live Entertainment and CUP for full alcohol sales and extended hours of operation.	Kent Lin (626) 744-6817 klin@cityofpasadena.net	07/09/18	New Case: assigned		HO
Preliminary Plan Check	2018-00376	720	W	Holly St.	1	Construction of 6-unit City of Gardens project.	Beilin Yu (626) 744-6726 byu@cityofpasadena.net	07/10/18	New Case: assigned		Staff
Planned Development	PD-34	100	W	Walnut St	3	Minor Modification to PD-34 (minor change to delivery/haul route hours)	Jason Van Patten (626) 744-6760 jvanpatten@cityofpasadena.net	07/12/18	Incomplete		Staff
Sign Exception	11894	39		Congress St	6	Allow three building ID signs on building less than 75' in height	Jamie Peltier (626) 744-7096 jpeltier@cityofpasadena.net	07/12/18	Incomplete		HO
Hillside Development Permit	6667	1644		Kaweah Dr.	6	Remodel and addition of 738 SF to existing SFR, and demo unpermitted pool house.	Jennifer Driver (626) 744-6756 jdriver@cityofpasadena.net	07/17/18	Incomplete		HO
Variance	11895	635	E	Union St	3	Deviate from the min 50' commercial depth requirement for mixed-use project	Jason Van Patten (626) 744-6760 jvanpatten@cityofpasadena.net	07/19/18	Incomplete		HO

Planning and Community Development - New Zoning Cases

CASE TYPE	CASE #			ADDRESS	CC DIST	BRIEF DESCRIPTION	CASE PLANNER	RECEIVED DATE	CURRENT STATUS	MEETING DATE	REVIEW BODY
Preliminary Plan Check	2018-00398	884	S	Marengo Ave	7	9 unit City of Garden project	Jamie Peltier (626) 744-7096 jpeltier@cityofpasadena.net	07/19/18	New Case: assigned		Staff
Predevelopment Plan Review	2018-00013	464	E	Walnut St	3	PPR to convert existing sanctuary space for events food, beverages; convert admin areas to residential or long term stay	Beilin Yu (626) 744-6726 byu@cityofpasadena.net	07/19/18	New Case: assigned		Staff
Conditional Use Permit	6669	1200	N	Fair Oaks Avenue	3	Allow establish a wholesale, distribution, and storage land use (Zephyr Express).	Jamie Peltier (626) 744-7096 jpeltier@cityofpasadena.net	07/24/18	Incomplete		HO
Hillside Development Permit	6668	990	S	San Rafael Ave	6	Allow the construction of a new SFR; Variance to exceed FAR; Variance to allow existing accessory structure to remain in front of main residence; Variance to allow existing accessory structure to exceed max acc structure size	Jason Van Patten (626) 744-6760 jvanpatten@cityofpasadena.net	07/24/18	New Case: assigned		HO
Planned Development	37	740	E	Green Street	7	Mixed-use project with 273 units; AHCP to exceed FAR and height	Luis Rocha (626) 744-6747 lrocha@cityofpasadena.net	07/24/18	New Case: assigned		PC

Planning and Community Development - Major Zoning Cases

CASE TYPE	CASE #			ADDRESS	CC DIST	BRIEF DESCRIPTION	CASE PLANNER	RECEIVED DATE	CURRENT STATUS	MEETING 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	41703	Incomplete	-	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 Mirzakhian (626) 744-7101 tmirzakhian@cityofpasadena.net	42864	Completing environmental		HO
Affordable Housing Concession Permit	11870	250	E	Union St	3	Affordable Housing Concession Permit for two concessions: FAR and Height	Beilin Yu (626) 744-6726 byu@cityofpasadena.net	42871	Completing environmental		HO
Affordable Housing Concession Permit	11873	690-700	N	Orange Grove Blvd.	3	Affordable Housing Concession Permit requesting two concessions related to height and floor area to facilitate the development of a mixed-use bldg with 48 units (12 moderate income) and 123 parking spaces.	Beilin Yu (626) 744-6726 byu@cityofpasadena.net	42956	Incomplete		HO
Conditional Use Permit	6580	2030	E	Colorado Blvd.	7	Conditional Use Permit to establish a Vehicle Services, Sales and Leaseing land use of motorcycles. The project includes the development of 33,586 sq. ft. of floor area.	Jason Van Patten (626) 744-6760 jvanpatten@cityofpasadena.net	42990	Incomplete		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	43265	Incomplete		PC

Planning and Community Development - Community Planning Cases

CASE TYPE	CASE #			ADDRESS	CC DIST	BRIEF DESCRIPTION	CASE PLANNER	RECEIVED DATE	CURRENT STATUS	MEETING DATE	REVIEW BODY
OTHER				Citywide	-	Housing Element: Implementation Process	Arlene Granadosin-Jones (626) 744-6743 agranadosin-jones@cityofpasadena.net	-	On-going	-	Other
OTHER				Citywide	-	Climate Action Plan Implementation	Ana Española (626) 744-6754 aespanola@cityofpasadena.net	-	On-going	-	-
PPR	2018-00012	1539	E	Howard St	2	Education First (EF) Master Plan that includes the demolition of three existing academic buildings, construction of a 72,000 square-foot student housing building, and alteration of remaining existing buildings on the former William Carey International University Campus.	David Sinclair (626) 744-6766 dsinclair@cityofpasadena.net	07/18/18	Complete: scheduled	09/17/18	CC
SP				Citywide	-	General Plan Implementation/Specific Plan Updates	Anita Cerna (626) 744-6767 acerna@cityofpasadena.net	-	On-going	-	CC
ZCA				Citywide	-	Mansionization: Phase 2	Martin Potter (626) 744-6710 mpotter@cityofpasadena.net	-	Developing Recommendation	-	PC/CC
ZCA				Citywide	-	Interim Development Intensity	Anita Cerna (626) 744-6767 acerna@cityofpasadena.net		Developing Recommendation	TBD	CC
ZCA	2018-00403			Citywide	-	Digital signage.	David Sinclair (626) 744-6766 dsinclair@cityofpasadena.net	07/16/18	New Case: assigned	-	CC
ZCA	2018-00484			Citywide	-	Zoning Code Text Amendment to allow conversions of hotels and motels to affordable housing.	Andre Sahakian (626) 744-6916 asahakian@cityofpasadena.net		Developing Recommendation	08/22/18	PC/CC



Planning and Community Development - New Design and Historic Preservation Cases

CASE #	CASE TYPE	ADDRESS		CC District	BRIEF DESCRIPTION	CASE PLANNER	RECEIVED DATE	CURRENT STATUS	MEETING DATE	REVIEW BODY
PLN2018-00364	FINAL DESIGN REVIEW	226	NORTH EL MOLINO AVE	3	NEW CONSTRUCTION OF 115-UNIT MIXED USE PROJECT.	Kevin Johnson (626)744-7806 kevinjohnson@cityofpasadena.net	7/3/2018	COMPLETE-HEARING SCHEDULED	9/25/2018	DC
PLN2018-00359	CERTIFICATE OF APPROPRIATENESS	623	SOUTH MENTOR AVE	7	REMOVAL OF FRONT PORCH ENCLOSURE INCLUDING WINDOWS AND EXTERIOR SIDING MATERIAL THAT IS NON-ORIGINAL .	Marina Khrustaleva (626) 744-6792 mkhrustaleva@cityofpasadena.net	7/2/2018	COMPLETE-UNDER STAFF REVIEW	NA	Staff
PLN2018-00370	CERTIFICATE OF APPROPRIATENESS	1025	ATCHISON ST	2	A REAR ADDITION TO THE GARAGE (THE PROJECT IS VISIBLE FROM CATALINA STREET)	Kevin Johnson (626)744-7806 kevinjohnson@cityofpasadena.net	7/9/2018	COMPLETE-UNDER STAFF REVIEW	NA	Staff
PLN2018-00372	CERTIFICATE OF APPROPRIATENESS	851	FAIRFIELD CIR	7	CONSTRUCTION OF A NEW FREESTANDING ACCESSORY STRUCTURE (BBQ ISLAND)	Amanda Landry (626)744-7137 alandry@cityofpasadena.net	7/10/2018	COMPLETE-UNDER STAFF REVIEW	NA	staff
PLN2018-00368	RELIEF OF REPLACEMENT BUILDING PERMITS	1579	LOMBARDY RD	7	DEMOLITION OF ONE RESIDENCE (NON-CONTRIBUTING TO AN ELIGIBLE HISTORIC DISTRICT)	Amanda Landry (626)744-7137 alandry@cityofpasadena.net	7/9/2018	COMPLETE-UNDER STAFF REVIEW	NA	Staff
PLN2018-00369	APPEAL OF TREE REMOVAL DECISION	1132	WOTKYNS DR	1	APPEAL OF A TREE REMOVAL DENIAL DECISION	Marina Khrustaleva (626) 744-6792 mkhrustaleva@cityofpasadena.net	7/9/2018	COMPLETE-BOZA HEARING SCHEDULED	9/5/2018	BOZA
PLN2018-00366	MASTER SIGN PLAN	497	S LAKE AVE	7	MASTER SIGN PLAN - NEW WALL SIGN, NEW BLADE SIGN AND 6 AWNINGS (TALBOTS)	Marina Khrustaleva (626) 744-6792 mkhrustaleva@cityofpasadena.net	7/9/2018	COMPLETE-UNDER STAFF REVIEW	NA	Staff
PLN2018-00365	CERTIFICATE OF APPROPRIATENESS	901	LAGUNA RD	6	RE-CREATION OF A DECORATIVE SCREEN, REPLACEMENT OF ONE NON-ORIGINAL WINDOW ON THE FRONT ELEVATION, AND RESTORATION OF A DECK	Amanda Landry (626)744-7137 alandry@cityofpasadena.net	7/9/2018	COMPLETE-UNDER STAFF REVIEW	NA	Staff
PLN2018-00378	APPEAL OF A RELIEF FROM REPLACEMENT PERMIT DECISION	36	PICO ST	6	APPEAL OF DISAPPROVAL DECISION OF RELIEF FROM REPLACEMENT PERMIT (PLN2018-00167)	Rodrigo Pelayo (626)744-7309 rpelayo@cityofpasadena.net	7/11/2018	COMPLETE-UNDER STAFF REVIEW	9/18/2018	HPC
PLN2018-00385	CERTIFICATE OF APPROPRIATENESS	1775	ROSE VILLA ST	7	CONSTRUCTION OF A REAR BUILDING ADDITION	Kevin Johnson (626)744-7806 kevinjohnson@cityofpasadena.net	7/16/2018	COMPLETE-UNDER STAFF REVIEW	NA	Staff
PLN2018-00383	CERTIFICATE OF APPROPRIATENESS	180	S SAN RAFAEL AVE	6	ALTERATION OF THE PROPORTIONS OF 10 EXISTING WINDOWS, RESTORE ORIGINAL KITCHEN WINDOWS AND ADD NEW CLERESTORY WINDOWS TO MASTER BEDROOM AN AN 320 SQUARE FOOT ADDITION	Amanda Landry (626)744-7137 alandry@cityofpasadena.net	7/12/2018	COMPLETE-UNDER STAFF REVIEW	NA	Staff
PLN2018-00399	CERTIFICATE OF APPROPRIATENESS	1508	EAST MOUNTAIN STREET	2	CONSTRUCTION OF NEW FRONT YARD FENCE	Amanda Landry (626)744-7137 alandry@cityofpasadena.net	7/19/2018	COMPLETE-UNDER STAFF REVIEW	NA	Staff
PLN2018-00384	PRELIMINARY CONSULTATION	884	SOUTH MARENGO AVE	7	NEW CONSTRUCTION OF 9-UNIT TOWNHOUSE. PROJECT INCLUDES THE DEMOLITION OF AN EXISTING HOUSE (1912)	Kevin Johnson (626)744-7806 kevinjohnson@cityofpasadena.net	7/13/2018	COMPLETE-UNDER STAFF REVIEW	NA	Staff
PLN2018-00392	CONSOLIDATED DESIGN REVIEW	168	SOUTH LOS ROBLES AVE	7	EXTERIOR PAINTING OF A HOTEL (THE HILTON HOTEL)	Kevin Johnson (626)744-7806 kevinjohnson@cityofpasadena.net	7/17/2018	COMPLETE-UNDER STAFF REVIEW	NA	Staff

Planning and Community Development - New Design and Historic Preservation Cases

CASE #	CASE TYPE	ADDRESS		CC District	BRIEF DESCRIPTION	CASE PLANNER	RECEIVED DATE	CURRENT STATUS	MEETING DATE	REVIEW BODY
PLN2018-00391	CONCEPT DESIGN REVIEW	1005	ARMADA DRIVE	1	NEW CONSTRUCTION OF A NEW TWO-STORY CLASSROOM ADDITION (CHANDLER SCHOOL).	Rodrigo Pelayo (626)744-7309 rpelayo@cityofpasadena.net	7/17/2018	COMPLETE-UNDER STAFF REVIEW	9/25/2018	DC
PLN2018-00396	CERTIFICATE OF APPROPRIATENESS	1097	RIO GRANDE ST	2	REPLACEMENT OF GARAGE DOORS	Kevin Johnson (626)744-7806 kevinjohnson@cityofpasadena.net	7/18/2018	COMPLETE-UNDER STAFF REVIEW	NA	Staff
PLN2018-00389	CONSOLIDATED DESIGN REVIEW	65	WEST DAYTON ST	6	FAÇADE ALTERATION AND NEW WALL SIGN REVIEW (GYU-KAKU)	Marina Khrustaleva (626) 744-6792 mkhrustaleva@cityofpasadena.net	7/16/2018	COMPLETE-UNDER STAFF REVIEW	NA	Staff
PLN2018-00395	CONSOLIDATED DESIGN REVIEW	120	NORTH OAK AVE	2	NEW CONSTRUCTION OF A THREE UNIT MULTI-FAMILY RESIDENTIAL PROJECT. PROJECT INCLUDES A REQUEST TO REMOVE A TREE	Amanda Landry (626)744-7137 alandry@cityofpasadena.net	7/17/2018	COMPLETE-UNDER STAFF REVIEW	NA	Staff
PLN2018-00414	CERTIFICATE OF APPROPRIATENESS	920	WORCESTER AVE	3	REQUEST TO ALTER THE WINDOWS AND DOORS TO A STREET FACING ELEVATION, REPAIR EXTERIOR SIDING, ADD EXTERIOR PATIO COVERS	Kevin Johnson (626)744-7806 kevinjohnson@cityofpasadena.net	7/26/2018	COMPLETE-UNDER STAFF REVIEW	NA	Staff
PLN2018-00416	CERTIFICATE OF APPROPRIATENESS	430	MADELINE DRIVE	6	NEW CONSTRUCTION OF 4-CAR GARAGE AT BASEMENT LEVEL ON THE BACK OF THE HOUSE	Marina Khrustaleva (626) 744-6792 mkhrustaleva@cityofpasadena.net	7/27/2018	COMPLETE-UNDER STAFF REVIEW	NA	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
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





**PLANNING &  
COMMUNITY DEVELOPMENT  
DEPARTMENT**

Monthly Activity Report  
**JULY, 2018**  
Permits & Fees

**Permits & Valuation**

	<i>Month Jul-18</i>	<i>Month Jul-17</i>	<i>YTD FY 2019</i>	<i>YTD FY 2018</i>
<b>Total Value</b>	\$ 7,078,797	\$ 10,084,295	\$ 7,078,797	\$ 10,084,295
<b>Total Permits</b>	246	265	246	265
<b>Residential - New</b>				
Valuation	\$ 1,591,518	\$ 1,587,734	\$ 1,591,518	\$ 1,587,734
Permits	3	3	3	3
<b>Residential - Rehab</b>				
Valuation	\$ 3,055,621	\$ 2,669,895	\$ 3,055,621	\$ 2,669,895
Permits	203	203	203	203
<b>Non-Residential - New</b>				
Valuation	\$ -	\$ 531,935	\$ -	\$ 531,935
Permits	0	1	0	1
<b>Non-Residential - Rehab</b>				
Valuation	\$ 2,431,658	\$ 5,294,731	\$ 2,431,658	\$ 5,294,731
Permits	40	58	40	58

**Fees Collected**

Permit and Plan Check	\$ 303,881	\$ 832,734	\$ 303,881	\$ 832,734
Residential Development Impact	\$ 39,552	\$ -	\$ 39,552	\$ -
Transportation Improvement Fee	\$ -	\$ -	\$ -	\$ -
Construction Tax	\$ 117,123	\$ 174,325	\$ 117,123	\$ 174,325

**Fees Waived**

Northwest Enterprise Zone	\$ -	\$ -	\$ -	\$ -
Research and Development	\$ -	\$ -	\$ -	\$ -
Affordable Housing	\$ -	\$ -	\$ -	\$ -

**Other**

Inspections	2322	2194	2322	2194
-------------	------	------	------	------





**PLANNING &  
COMMUNITY DEVELOPMENT  
DEPARTMENT**

Monthly Activity Report  
**JULY, 2018**

**PLAN CHECK OVER \$ 500,000**

**300 N LAKE AVE**

Tenant improvement of an interior office space  
@ 13,730 square feet (Lacera)  
Project value \$ 600,000

**74 N PASADENA AVE**

Tenant improvement of existing 3<sup>rd</sup> floor @  
24,671 square feet  
Project value \$ 1,198,344

**301 N LAKE AVE**

Tenant improvement of 5<sup>th</sup> floor @ 16,973  
square feet  
Project value \$ 977,746

**45 EUREKA ST**

Tenant improvement for a private college @  
20,791 square feet  
Project value \$ 935,595

**BUILDING PERMITS OVER \$ 500,000**

**1185 PARKVIEW AVE**

New construction of a 2-story single-family  
residence with attached garage @ 4,635  
square feet, with habitable basement @ 2,121  
square feet and covered decks @ 858 square  
feet  
Project value \$ 1,011,404

**155 N LAKE AVE 4<sup>th</sup> FLOOR**

Tenant improvement of an interior office space  
@ 7,962 square feet  
Project value \$ 507,530

## New Code Compliance Cases – July 2018

Complaint Type	Number of New Cases
Abandoned Bulky Items	4
Construction – Incomplete/Illegal/Hrs	3
Improper Occupancy/Life/Safety	6
Inadequate Landscaping	1
Junk and Debris	8
Inoperable Vehicle	1
Vacant BLD/ Vacant Lot	11
Noise	9
Property Maintenance	61
Trees- Damaged/Hazardous/Protected	7
Overgrown Vegetation	13
Zoning Code Violations	75
Sign Code Violations/ Yard Sales	3
Attractive Nuisance	1

<b>Total New Cases Opened</b>	<b>203</b>
<b>Average Time for 1<sup>st</sup> Inspection</b>	<b>1.5 days</b>
<b>Number of Cases Closed</b>	<b>77</b>
<b>Number of Cases Remaining Open</b>	<b>126</b>