




MEMORANDUM

TO: Steve Mermell, City Manager
FROM:  David M. Reyes, Director of Planning & Community Development
DATE: September 30, 2021
SUBJECT: Monthly Activity Reports: August 2021

Attached are the following reports:

Planning:

- 1) New Zoning Cases – Nine current planning (zoning) projects were submitted in August 2021.
- 2) Zoning Cases of Communitywide Significance – Six ongoing Major Construction projects as of August 1, 2021. 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:

For the month of August, a total of 132 new cases were opened, and 396 inspections were completed. A total of 151 cases have been closed. The average response time for an initial inspection was approximately 3 calendar days. Code Compliance is responding to COVID19 complaints for businesses and construction sites, 17 complaints were received in the month of August.

Building and Safety:

Building Permits Issued and Valuation

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
Minor Conditional Use Permit	6913	240	N Altadena Dr	4	MCUP #6913 for 33% tandem parking spaces (10 spaces of 30 total) at proposed Medical Office Building	Emma Carrico (626)744-7361 ecarrico@cityofpasadena.net	08/02/21	HO
Hillside Development Permit	6915	122	Patrician Way	6	Hillside Development Permit and NCA (no fee but included for HDP), after the fact legalization of an enclosed breezeway between the house and garage 120 square feet, addition to entry 39 square feet, demolish existing unpermitted office and enlarge garage (217 square foot addition), addition of 2nd story above garage (879 square foot), patio cover 410 square feet, and a front porch of 53 square feet. Missing radius map and ownership labels, slope analysis and tree inventory on plans but not on application, findings are not made on application.	Alison Walker (626) 744-6742 awalker@cityofpasadena.net	08/03/21	HO
Preliminary Plan Check	2021-00004	1255	Linda Ridge Rd.	6	Proposed first story addition of 73 square feet and new second story of 767 square feet.	Ivan Galeazzi (626)744-7124 igaleazzi@cityofpasadena.net	08/03/21	Staff
Conditional Use Permit	6971	23	Meridith Ave. #M200	2	CUP #6917: for a Personal Services-Restricted land use (body art) for Grey Theory Studio.	Katherine Moran (626) 744-6740 kmoran@cityofpasadena.net	08/06/21	HO
Minor Variance	11946	430	S San Rafael Ave.	6	MV #11946: minor variance request to allow a new attached 494 sf garage to encroach within front setback (9'-4" proposed) and exceed maximum allowed far.	Emma Carrico (626)744-7361 ecarrico@cityofpasadena.net	08/11/21	HO
Conditional Use Permit	6919	233	W Mountain St	1	CUP to replace Sunset Reservoirs 1 and 2, and associated appurtenances and replace them with 2 new pre-stressed concrete reservoirs, GAC, IX, and chemical facilities (Utility, Major) in the PS zoning district.	David Sinclair (626) 744-6766 dsinclair@cityofpasadena.net	08/12/21	HO

Planning and Community Development - New Zoning Cases

CASE TYPE	CASE #			ADDRESS	CC DIST	BRIEF DESCRIPTION	CASE PLANNER	RECEIVED DATE	REVIEW BODY
Vesting Tentative Tract Map	74184	709	E	Walnut St	3	Time Extension for Vesting Tentative Tract Map #74184, for 115 air parcels for residential condominiums and six air parcels for commercial.	Emma Carrico (626)744-7361 ecarrico@cityofpasadena.net	08/18/21	Staff
Preliminary Plan Check	2021-00005	304	E	Orange Grove Blvd.	5	PPC for the construction of a new 7 unit town home to include individual enclosed garages for each unit. Proposal also includes the demolition of existing structures.	Emma Carrico (626)744-7361 ecarrico@cityofpasadena.net	08/20/21	HO

Planning and Community Development - Major Zoning Cases

CASE TYPE	CASE #	ADDRESS	CC DIST	BRIEF DESCRIPTION	CASE PLANNER	RECEIVED DATE	REVIEW BODY
Planned Development	37	740 E Green St	7	PD for mixed-use project with 273 units; AHCP to exceed FAR and height	David Sinclair (626) 744-6766 dsinclair@cityofpasadena.net	07/24/18	CC
Planned Development	39	491-S Arroyo Pkwy 577	6	Application for a new Planned Development, a Certificate of Exception, and a Variance for Historic Resources.	Jason Van Patten (626) 744-6760 jvanpatten@cityofpasadena.net	03/26/20	CC
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	CUP for new nonresidential construction exceeding 25,000 sf, MCUPs for shared and tandem parking, MV for additional height.	Jason Van Patten (626) 744-6760 jvanpatten@cityofpasadena.net	03/18/19	HO
Conditional Use Permit	6855	550 E Colorado Blvd.	7	CUP for 6 story, 195 room hotel with 5,000 square feet of retail and CUP for on-site sale and consumption of full alcohol.	David Sinclair (626) 744-6766 dsinclair@cityofpasadena.net	09/10/20	PC
Conditional Use Permit	6918	760-S Fair Oaks Avenue 766	6	CUP for construction of new building exceeding 75,000sf in South Fair Oaks Specific Plan zone SP-2.	Beilin Yu (626) 744-6726 byu@cityofpasadena.net	08/09/21	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 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	-	SCAG Coordination	Arlene Granadosin-Jones (626) 744-6743 agranadosin-jones@cityofpasadena.net	-	
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	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	09/15/21	PC/CC
SP		Citywide	-	General Plan Implementation/Specific Plan Updates	Anita Cerna (626) 744-6767 acerna@cityofpasadena.net	-	PC/CC
ZCA		Citywide	-	Updates to Residential Regulations regarding basement excavations in single-family zones and placement of detached garages in Hillside Overlay Districts.	Andre Sahakian (626) 744-6916 asahakian@cityofpasadena.net	-	PC
ZCA	2019-00356	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	CC

Planning and Community Development - Community Planning Cases

CASE TYPE	CASE #			ADDRESS	CC DIST	BRIEF DESCRIPTION	CASE PLANNER	RECEIVED DATE	REVIEW BODY
ZCA				Citywide	-	Housing on Religious Institution Sites	Martin Potter (626) 744-6710 mpotter@cityofpasadena.net	07/08/20	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.	David Sinclair (626) 744-6766 dsinclair@cityofpasadena.net	03/02/20	CC
MP	MP2021- 00003	405 S		Euclid	6	Master Plan for Mayfield Junior High School of the Holy Child Jesus.	Natsue Sheppard (626) 744-7527 nsheppard@cityofpasadena.net	05/11/21	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
DHP2021-00208	CERTIFICATE OF APPROPRIATENESS	628 HUDSON AVE SOUTH	7	AFTER THE FACT REVIEW FOR A CERTIFICATE OF APPROPRIATENESS FOR NEW FRONT YARD FENCING	A. LANDRY(626)744-7137 alandry@cityofpasadena.net	8/3/2021	STAFF
DHP2021-00211	CONSOLIDATED DESIGN REVIEW	110 WEST COLORADO BLVD	6	NEW WALL SIGN AND BLADE SIGN FOR "LOVESAC"	c.WENDT cwen-contractor@cityofpasadena.net	8/4/2021	STAFF
DHP2021-00212	PRELIMINARY CONSULTATION	240-250 NORTH ALTADENA DR	4	NEW CONSTRUCTION OF TWO-STORY, 7,734 SQUARE FOOT MEDICAL OFFICE BUILDING	K.JOHNSON (626) 744-7806 kevinjohnson@cityofpasadena.net	8/4/2021	STAFF
DHP2021-00215	CERTIFICATE OF APPROPRIATENESS	1527 LOMA VISTA ST	2	ALTERATION OF GARAGE TO BE STYLISTICALLY COMPATIBLE WITH THE PRIMARY STRUCTURE.	E. SISSI (626) 744-6738 esissi@cityofpasadena.net	8/5/2021	STAFF
DHP2021-00217	CERTIFICATE OF APPROPRIATENESS	1286 NORTH LOS ROBLES AVE	3	REPLACEMENT OF SIDE YARD FENCING TO A CONTRIBUTING PROPERTY IN A DESIGNATED LD	A. LANDRY(626)744-7137 alandry@cityofpasadena.net	8/12/2021	STAFF
DHP2021-00219	CONSOLIDATED DESIGN REVIEW	614 EAST COLORADO BLVD	7	NEW WALL SIGN FOR "MODERN ANIMAL"	c.WENDT cwen-contractor@cityofpasadena.net	8/12/2021	STAFF
DHP2021-00220	MASTER SIGN PLAN	3425 EAST COLORADO BLVD	4	SIGN	K.JOHNSON (626) 744-7806 kevinjohnson@cityofpasadena.net	8/12/2021	STAFF
DHP2021-00221	CERTIFICATE OF APPROPRIATENESS	984 EAST HOWARD ST	2	VISIBLE REAR ADDITION TO (E) DETACHED GARAGE INCLUDING NEW GARAGE DOOR AND WINDOWS.	A. LANDRY(626)744-7137 alandry@cityofpasadena.net	8/12/2021	STAFF
DHP2021-00222	CERTIFICATE OF APPROPRIATENESS	378 SOUTH MARENGO AVE	6	RE-ROOF TILE ROOF (MILLS ACT PROPERTY)	K.JOHNSON (626) 744-7806 kevinjohnson@cityofpasadena.net	8/16/2021	STAFF
DHP2021-00224	CONCEPT DESIGN REVIEW	760 SOUTH FAIR OAKS AVE	6	PROPOSED 100,000 SQ/FT 4-STORY MOB WITH SUBTERRANEAN PARKING	A. LANDRY(626)744-7137 alandry@cityofpasadena.net	8/16/2021	DC
DHP2021-00225	CERTIFICATE OF APPROPRIATENESS	945 NORTH CHESTER AVE	2	AFTER-THE-FACT APPLICATION FOR REPLACEMENT OF FRONT DOOR	E. SISSI (626) 744-6738 esissi@cityofpasadena.net	8/17/2021	STAFF
DHP2021-00226	CERTIFICATE OF APPROPRIATENESS	953 CORNELL RD	7	REPLACEMENT OF FRONT YARD FENCE ALONG SIDE PROPERTY LINE	c.WENDT cwen-contractor@cityofpasadena.net	8/17/2021	STAFF
DHP2021-00227	MINOR CHANGE TO APPROVED PROJECT	409 NORTH MADISON AVE	3	MINOR CHANGES TO PREVIOUSLY APPROVED MULTI-FAMILY RESIDENTIAL PROJECT	A. LANDRY(626)744-7137 alandry@cityofpasadena.net	8/19/2021	STAFF
DHP2021-00228	CERTIFICATE OF APPROPRIATENESS	741 SOUTH MADISON AVE	7	REPLACEMENT OF SIDE YARD FENCE AND RELOCATION OF EXISTING DRIVEWAY GATE	C.WENDT cwen-contractor@cityofpasadena.net	8/20/2021	STAFF
DHP2021-00236	CONSOLIDATED DESIGN REVIEW	169 WEST GREEN ST	6	(RETAIL EXPEDITED) STOREFRONT ALTERATIONS FOR GREEN BAKERY CAFE	E. SISSI (626) 744-6738 esissi@cityofpasadena.net	8/25/2021	STAFF
DHP2021-00233	MAJOR CHANGE TO APPROVED PROJECT	843 NORTH FAIR OAKS AVE	3	MAJOR CHANGE TO A MIXED USE PROJECT TO ADD TWO ADDITIONAL RESIDENTIAL UNITS	A. LANDRY(626)744-7137 alandry@cityofpasadena.net	8/24/2021	STAFF
DHP2021-00238	CONSOLIDATED DESIGN REVIEW	87 WEST COLORADO BLVD	3	(2) NEW WALL SIGNS AND (2) NEW BLADE SIGNS FOR "AVOCADO"	C.WENDT cwen-contractor@cityofpasadena.net	8/26/2021	STAFF
DHP2021-00239	PRELIMINARY CONSULTATION	304 EAST ORANGE GROVE BLVD	5	DEMOLITION OF THREE MULTI-FAMILY UNITS LOCATED IN TWO EXISTING STRUCTURES AND CONSTRUCTION OF NEW 7-UNIT MULTI-FAMILY ATTACHED TOWNHOMES.	E. SISSI (626) 744-6738 esissi@cityofpasadena.net	8/26/2021	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
DHP2021-00240	CONSOLIDATED DESIGN REVIEW	46 NORTH LOS ROBLES AVE	3	INSTALLATION OF SAFETY RAIL/MECHANICAL SCREEN ABOVE THE NORTH ELEVATION ROOF PARAPET	K. JOHNSON (626) 744-7806 kevinjohnson@cityofpasadena.net	8/26/2021	STAFF
DHP2021-00241	CONSOLIDATED DESIGN REVIEW	2956 EAST COLORADO BLVD	4	INSTALLATION OF NEW SECONDARY WALL SIGN ALONG DRIVEWAY ELEVATION.	C. WENDT cwen-contractor@cityofpasadena.net	8/26/2021	STAFF
DHP2021-00243	PRELIMINARY CONSULTATION	398 NORTH HOLLISTON AVE	2	DEMOLITION OF TWO DETACHED RESIDENTIAL STRUCTURES AND CONSTRUCTION OF A NEW NINE-UNIT MULTI-FAMILY RESIDENTIAL DEVELOPMENT AND SUBTERRANEAN PARKING.	E. SISSI (626) 744-6738 esissi@cityofpasadena.net	8/26/2021	STAFF
DHP2021-00244	CERTIFICATE OF APPROPRIATENESS	1580 OLD HOUSE RD	4	REPLACE WINDOWS AND DOORS WITH NEW MATERIAL ON FRONT FACADE OF A HOUSE IN AN ELIGIBLE, UNDESIGNATED LANDMARK DISTRICT	K. JOHNSON (626) 744-7806 kevinjohnson@cityofpasadena.net	8/31/2021	STAFF
DHP2021-00245	CERTIFICATE OF APPROPRIATENESS	827 NORTH CHESTER AVE	2	REPLACE GARAGE DOOR	E. SISSI (626) 744-6738 esissi@cityofpasadena.net	8/31/2021	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

New Code Compliance Cases – August 2021

Complaint Type	Number of New Cases
Building and Safety	12
Noise	15
Property Maintenance	83
Tree	12
Zoning	10

Total New Cases Opened: 132

Total Cases Closed: 151



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

Building Permits Issued and Valuation

	Year over Year Comparison - Monthly			
	August, 2021		August, 2020	
	# of Permits	Valuation	# of Permits	Valuation
Building Permits				
Residential*	179	\$ 2,469,643	204	\$ 2,009,066
Multi-Family*	33	\$ 565,096	36	\$ 461,583
Commercial*	48	\$ 4,388,959	42	\$ 2,034,312
Building Temporary Structure*	1	\$ 2,000	0	\$ -
Building Mixed Use*	0	\$ -	1	\$ 62,800
Subtrade Permits				
Electrical	137	\$ -	123	\$ -
Electrical - Express ePermit	30	\$ -	0	\$ -
Mechanical	67	\$ -	102	\$ -
Mechanical - Express ePermit	42	\$ -	0	\$ -
Plumbing	87	\$ -	84	\$ -
Plumbing - Express ePermit	27	\$ -	0	\$ -
Total Express Permits	99	\$ -	0	\$ -
Totals	651	\$ 7,425,698	592	\$ 4,567,761

Fees Collected

	Year over Year Monthly and Year To Date Comparison			
	August, 2021	August, 2020	July-Aug. 2021	July-Aug. 2020
Permit Fees	\$ 253,055	\$ 201,516	\$ 473,298	\$ 461,057
Plan Check Fees - Building	\$ 173,438	\$ 90,674	\$ 464,262	\$ 258,552
Construction Tax	\$ 120,429	\$ 92,599	\$ 233,725	\$ 251,171
Residential Dev. Impact	\$ 27,832	\$ 20,738	\$ 56,736	\$ 69,927
Transportation Improvement	\$ -	\$ -	\$ -	\$ 7,235.46
Totals	\$ 574,755	\$ 405,527	\$ 1,228,021	\$ 1,047,942

Building Inspections Completed

	August, 2021	August, 2020	July-Aug. 2021	July-Aug. 2020
Totals	1710	1746	3,421	3,475

Plan Reviews Completed*

August, 2021	August, 2020	July-Aug. 2021	July-Aug. 2020