



## MEMORANDUM

**TO:** Steve Mermell, City Manager  
**FROM:** David M. Reyes, Director of Planning & Community Development  
**DATE:** October 25, 2018  
**SUBJECT:** Monthly Activity Reports: September 2018

---

Attached are the following reports:

### Planning:

- 1) New Zoning Cases – Eight current planning (zoning) projects were submitted in September 2018.
- 2) Zoning Cases of Communitywide Significance – Seven ongoing Major Construction projects as of September 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 September, a total of 112 new cases were opened, and 412 inspections were completed. Of the 112 new cases opened, 62 have been closed. The average response time for initial inspection was approximately 3 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
Hillside Development Permit	PLN2018-00531	499		Bellefontaine St	6	HDP to add a new second floor to an existing SFR.	Jennifer Driver (626) 744-6756 jdriver@cityofpasadena.net	09/27/18	New Case: assigned		HO
Minor Variance	PLN2018-00522	2071		Lincoln Ave	1	MV to allow a reduction in the number of required parking spaces for a new coffee shop.	Jennifer Driver (626) 744-6756 jdriver@cityofpasadena.net	09/24/18	New Case: assigned		HO
Conditional Use Permit	PLN2018-00496	301	N	Orange Grove Blvd.	6	Modification of CUP #3278 to reduce daycare capacity from 69 to 45 children and increase private school student enrollment from 130 to 190.	Beilin Yu (626) 744-6726 byu@cityofpasadena.net	09/07/18	New Case: assigned		HO
Preliminary Plan Check	PLN2018-00501	91	N	Oak Ave	2	PPC to review a 6-unit City of Gardens residential development.	Abdu Lachgar alac-Contractor@cityofpasadena.net	09/11/18	New Case: assigned		Staff
Preliminary Plan Check	PLN2018-00513	983		San Pasqual St	7	PPC to review a 7-unit City of Gardens residential development.	Abdu Lachgar alac-Contractor@cityofpasadena.net	09/18/18	New Case: assigned		Staff
Predevelopment Plan Review	PPR2018-00017	540	S	Lake Ave.	7	PPR for construction of a new five-story, mixed-use project, with 62 residential units and 7,146 sf of commercial floor area.	Kent Lin (626) 744-6817 klin@cityofpasadena.net	09/18/18	New Case: assigned		Staff
Vesting Tentative Tract Map	PLN2018-00516	170	S	Euclid Ave.	6	VTTM for a 5-story mixed-use project with 42 residential units and 1,000 s.f. of commercial s.f.	Beilin Yu (626) 744-6726 byu@cityofpasadena.net	09/20/18	New Case: assigned		HO
Tentative Tract Map	PLN2018-00520	275		Cordova St	6	TPM to subdivide one parcel into two parcels.	Kristen Johnston (626) 744-6709 kjohnston@cityofpasadena.net	09/21/18	New Case: assigned		HO

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	3/5/2014	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 Mirzakhania (626) 744-7101 tmirzakhania@cityofpasadena.net	5/9/2017	Continued at hearing		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	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	8/9/2017	Incomplete		HO
Conditional Use Permit	6580	2030	E	Colorado Blvd.	7	Conditional Use Permit to establish a Vehicle Services, Sales and Leasing 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	9/12/2017	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	6/14/2018	Incomplete		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	New Case: assigned		CC

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
MP	2018-00519	1200	E	California Blvd	7	Master Plan Renewal: 10-year extension of existing Caltech Master Plan	Martin Potter (626) 744-6710 mpotter@cityofpasadena.net	07/12/18	New Case: assigned	TBD	PC
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	-	-
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	2018-00403			Citywide	-	Zoning Code Text Amendment: Outdoor Electronic Signage	Natsue Sheppard (626) 744-7527 nsheppard@cityofpasadena.net	07/16/18	Developing Recommendation	-	CC
ZCA	2018-00512			Citywide	-	Zoning Code Text Amendment: Inclusionary Housing and In-Lieu Fee. In conjunction with Housing Dept.	Andre Sahakian (626) 744-6916 asahakian@cityofpasadena.net		Developing Recommendation		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
PLN2018-00439	MASTER SIGN PLAN	3100	EAST COLORADO BLVD.	4	REPLACEMENT OF EXISTING CANOPY PANELS, CONVERT EXISTING FREESTANDING SIGN TO LED, ADD ONE NEW SECONDARY PRICE SIGN	Rodrigo Pelayo (626)744-7309 rpelayo@cityofpasadena.net	9/9/2018	INCOMPLETE - INC LETTER MAILED TO APPLICANT	Staff	10/5/2018
PLN2018-00492	APPEAL OF DECISION	639	SOUTH LOS ROBLES AVE	7	DISAPPROVAL OF A REQUEST FOR A MAJOR CHANGE TO AN APPROVED PROJECT	Kevin Johnson (626)744-7806 kevinjohnson@cityofpasadena.net	9/5/2018	COMPLETE - UNDER STAFF REVIEW - HEARING SCHEDULED	HPC	NA
PLN2018-00490	CERTIFICATE OF APPROPRIATENESS	445	PROSPECT SQUARE	1	REPLACE OF ORIGINAL WOOD ROOF SHINGLES WITH ASPHALT COMPOSITE SHINGLES	Marina Khrustaleva (626) 744-6792 mkhrustaleva@cityofpasadena.net	9/5/2018	COMPLETE - HEARING SCHEDULED	HPC	NA
PLN2018-00500	PRELIMINARY CONSULTATION	91	NORTH OAK AVE	2	NEW CONSTRUCTION OF A 6-UNIT MULTIFAMILY PROJECT.	Rodrigo Pelayo (626)744-7309 rpelayo@cityofpasadena.net	9/11/2018	COMPLETE - UNDER STAFF REVIEW	Staff	11/13/2018
PLN2018-00495	CONSOLIDATED DESIGN REVIEW	18	SOUTH FAIR OAKS AVE	6	INSTALLATION OF A NEW BLADE SIGN AND AWNINGS (BLUE BOTTLE CAFÉ)	Rodrigo Pelayo (626)744-7309 rpelayo@cityofpasadena.net	9/7/2018	COMPLETE - UNDER STAFF REVIEW	Staff	9/20/2018
PLN2018-00498	CHANGE TO APPROVED PROJECT	547	NORTH WILSON AVE	5	REVISIONS TO WINDOWS AND OMIT RETAINING WALL AT FRONT YARD	Amanda Landry (626)744-7137 alandry@cityofpasadena.net	9/10/2018	COMPLETE - UNDER STAFF REVIEW	Staff	10/12/2018
PLN2018-00502	PRELIMINARY CONSULTATION	1307	LINCOLN AVE	1	NEW CONSTRUCTION OF OF 60 TOWNHOMES (LINCOLN BEDROOM PROJECT). PROJECT INCLUDES THE DEMOLITION OF 45,072 S/F OF EXISTING BUILDINGS	Amanda Landry (626)744-7137 alandry@cityofpasadena.net	9/11/2018	COMPLETE - HEARING SCHEDULED	DC	NA
PLN2018-00507	CONSOLIDATED DESIGN REVIEW	977	EAST COLORADO BLVD.	5	INSTALLATION OF ONE NEW WALL SIGN, NON-ILLUMINATED (EXPEDITED SIGN REVIEW)	Marina Khrustaleva (626) 744-6792 mkhrustaleva@cityofpasadena.net	9/18/2018	COMPLETE - UNDER STAFF REVIEW	Staff	9/27/2018
PLN2018-00506	CERTIFICATE OF APPROPRIATENESS	747	SOUTH ORANGE GROVE BLVD.	6	REPLACEMENT OF WINDOWS ON AN ELIGIBLE HISTORIC RESOURCE (CATEGORY 2 REVIEW)	Marina Khrustaleva (626) 744-6792 mkhrustaleva@cityofpasadena.net	9/17/2018	COMPLETE - UNDER STAFF REVIEW	Staff	11/1/2018
PLN2018-00504	CONSOLIDATED DESIGN REVIEW	171	SOUTH ARROYO PKWY	6	EXTERIOR RE-PAINTING	Marina Khrustaleva (626) 744-6792 mkhrustaleva@cityofpasadena.net	9/13/2018	COMPLETE - UNDER STAFF REVIEW	Staff	10/18/2018
PLN2018-00505	CERTIFICATE OF APPROPRIATENESS	1750	LOMA VISTA STREET	2	A REAR ADDITION TO THE HOUSE, A REAR ADDITION TO EXISTING GARAGE, AND CONSTRUCTION OF A NEW GARAGE	Amanda Landry (626)744-7137 alandry@cityofpasadena.net	9/17/2018	COMPLETE - UNDER STAFF REVIEW	Staff	11/15/2018
PLN2018-00508	CONSOLIDATED DESIGN REVIEW	107	WEST COLORADO BLVD.	3	INSTALLATION OF ONE NEW WALL SIGN AND BLADE SIGN FOR "PELTON"	Rodrigo Pelayo (626)744-7309 rpelayo@cityofpasadena.net	9/18/2018	COMPLETE - UNDER STAFF REVIEW	Staff	9/27/2018

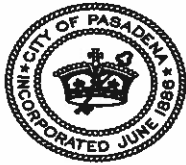
Planning and Community Development - New Design and Historic Preservation Cases

CASE #	CASE TYPE	ADDRESS		CC District	BRIEF DESCRIPTION	CASE PLANNER	RECEIVED DATE	CURRENT STATUS	MEETING DATE	REVIEW BODY
PLN2018-00510	CERTIFICATE OF APPROPRIATE NESS	1260	WENTWORTH AVENUE	7	NEW CONSTRUCTION OF A FIRST AND SECOND FLOOR ADDITION TO THE MAIN HOUSE INCLUDING THE DEMOLITION OF AN EXISTING GARAGE AND GUEST HOUSE	Kevin Johnson (626)744-7806 kevinjohnson@cityofpasadena.net	9/18/2018	COMPLETE - UNDER STAFF REVIEW	Staff	11/15/2018
PLN2018-00514	PRELIMINARY CONSULTATION	983	SAN PASQUAL STREET	7	NEW CONSTRUCTION OF A 7-UNIT RESIDENTIAL DEVELOPMENT (CITY OF GARDENS)	Rodrigo Pelayo (626)744-7309 rpelayo@cityofpasadena.net	9/19/2018	COMPLETE UNDER STAFF REVIEW	Staff	11/15/2018
PLN2018-00517	TREE REMOVAL	980	SOUTH LOS ROBLES AVE	7	REMOVAL OF ONE EUGENIA TREE CAUSING STRUCTURAL DAMAGE	Rodrigo Pelayo (626)744-7309 rpelayo@cityofpasadena.net	9/21/2018	COMPLETE - UNDER STAFF REVIEW	Staff	10/12/2018
PLN2018-00524	CERTIFICATE OF APPROPRIATENESS	646	SOUTH MADISON AVE	7	REPLACEMENT OF TWO NON-ORIGINAL WOOD WINDOWS ON (E) SFD	Kevin Johnson (626)744-7806 kevinjohnson@cityofpasadena.net	9/25/2018	COMPLETE UNDER STAFF REVIEW	Staff	11/29/2018
PLN2018-00525	CERTIFICATE OF APPROPRIATENESS	810	NORTH HILL AVE	2	REPLACEMENT OF A WOOD ROOF WITH CONCRETE TILES	Rodrigo Pelayo (626)744-7309 rpelayo@cityofpasadena.net	9/26/2018	COMPLETE - UNDER STAFF REVIEW	Staff	11/29/2018
PLN2018-00530	TREE REMOVAL	980	SOUTH MADISON AVE	7	REMOVAL ONE COAST LIVE OAK (QUERCUS AGRIFOLIA) IN FRONT YARD DUE TO DECLINING HEALTH AND SUBJECT TO FAILURE.	Marina Khrustaleva (626) 744-6792 mkhrustaleva@cityofpasadena.net	9/27/2018	COMPLETE - UNDER STAFF REVIEW	Staff	10/19/2018
PLN2018-00527	CERTIFICATE OF APPROPRIATENESS	1681	LOMA VISTA STREET	2	NEW CONSTRUCTION OF A 215 SQUARE FOOT ADDITION AT REAR OF HOUSE	Amanda Landry (626)744-7137 alandry@cityofpasadena.net	9/27/2018	COMPLETE - UNDER STAFF REVIEW	Staff	11/29/2018
PLN2018-00528	CONCEPT DESIGN REVIEW	745	NORTH ORANGE GROVE BLVD.	3	NEW CONSTRUCTION OF A 35-UNIT MULTIFAMILY PROJECT WITH SUBTERRANEAN PARKING	Amanda Landry (626)744-7137 alandry@cityofpasadena.net	9/27/2018	COMPLETE - SCHEDULED FOR HEARING	DC	NA

**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  
**SEPTEMBER, 2018**  
Permits & Fees

**Permits & Valuation**

	<u>Month Sep-18</u>	<u>Month Sep-17</u>	<u>YTD FY 2019</u>	<u>YTD FY 2018</u>
<b>Total Value</b>	\$ 5,149,844	\$ 8,476,377	\$ 20,612,796	\$ 30,872,782
<b>Total Permits</b>	277	236	782	802
<b>Residential - New</b>				
Valuation	\$ 1,082,763	\$ 688,483	\$ 6,032,569	\$ 5,896,451
Permits	4	3	12	12
<b>Residential - Rehab</b>				
Valuation	\$ 1,886,676	\$ 5,374,093	\$ 8,032,342	\$ 11,489,283
Permits	223	179	642	612
<b>Non-Residential - New</b>				
Valuation	\$ -	\$ -	\$ -	\$ 531,935
Permits	0	0	0	1
<b>Non-Residential - Rehab</b>				
* Valuation	\$ 2,180,405	\$ 2,413,801	\$ 6,547,885	\$ 12,955,113
Permits	50	54	128	177

**Fees Collected**

Permit and Plan Check	\$ 289,258	\$ 314,630	\$ 1,060,948	\$ 1,660,267
Residential Development Impact	\$ 41,122	\$ -	\$ 196,640	\$ 762,901
Transportation Improvement Fee	\$ 15,283	\$ 13,805	\$ 32,628	\$ 96,418
Construction Tax	\$ 80,285	\$ 101,916	\$ 343,925	\$ 541,997

**Fees Waived**

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

**Other**

Inspections	2,093	2,156	6,960	6,952
-------------	-------	-------	-------	-------







**PLANNING &  
COMMUNITY DEVELOPMENT  
DEPARTMENT**

Monthly Activity Report  
**SEPTEMBER, 2018**

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

85 N GRAND OAKS AVE

New construction of a 2-story, 6-unit  
condominium/apartment building @ 6,421  
square feet with subterranean parking @ 5,500  
square feet  
Project value \$ 1,224,267

61 N GRAND OAKS AVE

New construction of a 2-story, 5-unit  
condominium building @ 6,393 square feet  
with subterranean parking @ 6,955 square feet  
Project value \$ 1,337,758

S

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

50 ALESSANDRO PL

Tenant improvement to change use from  
medical office to adult day care ground level @  
3,098 square feet and basement level @ 8,270  
square feet (WelbeHealth Pace Center)  
Project value \$ 555,329

## New Code Compliance Cases – September 2018

Complaint Type	Number of New Cases
Abandoned Bulky Items	1
Construction – Incomplete/Illegal/Hrs	12
Junk and Debris	6
Inoperable Vehicle	4
Vacant BLD/ Vacant Lot	1
Noise	14
Property Maintenance	32
Trees- Damaged/Hazardous/Protected	3
Overgrown Vegetation	8
Zoning Code Violations	18
Sign Code Violations/ Yard Sales	7
Home Occupation Permit/Cert of Inspection Required	1
Other	5

<b>Total New Cases Opened</b>	<b>112</b>
<b>Average Time for 1<sup>st</sup> Inspection</b>	<b>3 days</b>
<b>Number of Cases Closed</b>	<b>62</b>
<b>Number of Cases Remaining Open</b>	<b>50</b>