



## MEMORANDUM

**TO:** Steve Mermell, City Manager  
**FROM:** David M. Reyes, Director of Planning & Community Development  
**DATE:** November 16, 2017  
**SUBJECT:** Monthly Activity Reports: October 2017

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Attached are the following reports:

### Planning:

- 1) New Zoning Cases - Nine current planning (zoning) projects were submitted in October 2017.
- 2) Zoning Cases of Communitywide Significance - Three Major Construction projects as of October 1, 2017. 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 October 142 new cases were opened. Staff closed 39 cases and 103 remain open. The average time from the received date to the date of inspection is approximately 1.4 calendar days.

Reports can also be found here at this link: <http://ww5.cityofpasadena.net/planning/>

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
Minor Variance	PLN2017-00488	1299		Inverness Dr	6	Minor Variance to allow a fence within the established front yard with a height of five feet, where the maximum permitted is four feet.	Carlos Chacon (626) 744-7123 cchacon@cityofpasadena.net	10/06/17	Incomplete		HO
Predevelopment Plan Review	PPR2017-00016	990	S	San Rafael Ave.	6	Predevelopment Plan Review for construction of a new 6,950 square-foot single-family residence.	Jason Van Patten (626) 744-6760 jvanpatten@cityofpasadena.net	10/10/17	New Case: assigned		Staff
Conditional Use Permit	PLN2017-00474	30	W	Green St	6	Conditional Use Permit to allow for the on-site sale and consumption of full alcohol (beer, wine and distilled spirits) in conjunction with the operation of a proposed restaurant.	Jennifer Driver (626) 744-6756 jdriver@cityofpasadena.net	10/02/17	New Case: assigned		HO
Hillside Development Permit	PLN2017-00496	3740		Greenhill Rd	4	Neighborhood Development Permit to allow first floor additions that total 987 sf to an existing 2,135 sf one-story residence with an attached garage	Kristen Johnston (626) 744-6709 kjohnston@cityofpasadena.net	10/11/17	Incomplete		HO
Predevelopment Plan Review	PPR2017-00017	740-790	E	Green	7	Predevelopment Plan Review to demolish 34,668 sf of commercial office buildings and construct a new 6 story mixed use building with 273 residential units and 19,660 sf of commercial space.	Luis Rocha (626) 744-6747 lrocha@cityofpasadena.net	10/16/17	New Case: assigned		Staff
Conditional Use Permit	PLN2017-00519	2707	E	Foothill Blvd.	4	CUP to establish a vehicle/equipment repair service land use in an existing commercial building	Carlos Chacon (626) 744-7123 cchacon@cityofpasadena.net	10/24/17	New Case: assigned		HO
Preliminary Plan Check	PLN2017-00526	41	S	Daisy Ave	4	Preliminary Plan Check for a six-unit City of Garden residential development	Kristen Johnston (626) 744-6709 kjohnston@cityofpasadena.net	10/26/17	New Case: assigned		Staff

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	PLN2017-00525	645	S	San Rafael Ave.	6	Hillside Development Permit to allow second floor additions that total 876 sf to an existing 3,661 st two-story residence with an attached garage	Jennifer Driver (626) 744-6756 jdriver@cityofpasadena.net	10/26/17	New Case: assigned	-	HO
Predevelopment Plan Review	PPR2017-00019	420	S	Oakland Avenue	6	PPR to construct five residential units (multi-family: City of Gardens).	Carlos Chacon (626) 744-7123 cchacon@cityofpasadena.net	10/26/17	New Case: assigned		Staff

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
CUP	6294	262	N	Los Robles Ave.	3	Demolish 172 units and construct 307 apartment units in three buildings. 1) Amend Fuller Seminary Master Plan; 2) Vesting Tentative Tract Map; and 3) Tree Removal.	David Sanchez (626) 744-6707 dasanchez@cityofpasadena.net	01/29/15	Completing environmental	-	CC
CUP	6545	500	S	Raymond Ave.	6	Conditional Use Permit to construct a new 26,560 sf office (KPCC) building with three levels of subterranean parking. Also includes a request to exceed parking in TOD area and to exceed floor area ratio in the Central District.	Jason Van Patten (626) 744-6760 jvanpatten@cityofpasadena.net	03/06/17	Incomplete		PC
PD	36	3202	E	Foothill Blvd.	4	Planned Development application for demolition of all structures on-site and construction of mixed-use project (retail, restaurant, live/work, 550 units) arranged in 8 buildings.	David Sanchez (626) 744-6707 dasanchez@cityofpasadena.net	07/08/16	Completing environmental		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	2009-00461	100	W	California Blvd.	6	Huntington Hospital: Master Plan Amendment to include the reconfiguration of the plan's boundary area, rehabilitation, demolition, and new construction that will occur in phases over the next 20 years.	Martin Potter (626) 744-6710 mpotter@cityofpasadena.net	12/03/09	Continued at hearing	TBD	PC
MP	2014-00157	135	N	Oakland Ave.	3	Fuller Seminary: Master Plan Amendment to modify boundaries to exclude several parcels that are no longer owned by Fuller and exclude development on these parcels. The proposed project does not include any new development, only a change in map boundaries and development schedule. The Development Agreement is proposed to be terminated.	David Sinclair (626) 744-6766 dsinclair@cityofpasadena.net	04/20/14	Continued at hearing	TBD	PC
MP	2015-00341	1700		Lida St.	6	Art Center College of Design: 15-year Master Plan Amendment to replace and enhance existing academic facilities, parking, and circulation, and add student housing and parking at the South Campus. Hillside Campus: demolish 17,000 s.f. temporary classroom building; enclose 3,500 s.f. pavilion; and construct 15,300 s.f. maintenance shed.: Total: 18,800 s.f. South Campus: 988 building: 130,000 s.f.; 1,111 building: 22,000 s.f.; 888 building: 200,000 s.f.; 950 building: 40,000 s.f.: Total: 392,000 s.f. Overall total: 410,800 s.f.	David Sinclair (626) 744-6766 dsinclair@cityofpasadena.net	06/23/15	Completing Environmental	TBD	PC/CC
MP	2015-00562	1030	E	California Blvd.	7	Polytechnic School: Demolition of two existing gyms and construction of two new gyms (net increase 38,214 s.f.) and increase of student enrollment by 80 students from 861 to 941 students.	David Sinclair (626) 744-6766 dsinclair@cityofpasadena.net	10/15/15	Approved	11/13/17	CC
MP	2016-00486	1539	E	Howard St	2	William Carey International University: Revise and update the existing Master Plan to a new 20-year Master Plan for Venture Center Campus.	Natsue Sheppard (626) 744-7527 nsheppard@cityofpasadena.net	09/21/16	Application Incomplete	TBD	PC/CC
OTHER				Citywide	-	Housing Element: Implementation Process	Arlene Granadosin-Jones (626) 744-6743 agranadosin-jones@cityofpasadena.net	-	On-going	-	Other
OTHER				Citywide	-	Climate Action Plan	Anita Cerna (626) 744-6767 acerna@cityofpasadena.net	-	Developing Recommendation	TBD	PC/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
SP			Citywide	-	General Plan Implementation/Specific Plan Updates	Anita Cerna (626) 744-6767 acerna@cityofpasadena.net	-	Contract Approved 11/13/17 by CC	TBD	PC/CC
ZCA			Citywide	-	Mansionization: Phase 2	Martin Potter (626) 744-6710 mpotter@cityofpasadena.net	-	Developing Recommendation	TBD	PC/CC
ZCA			Citywide	-	Accessory Dwelling Units	Arlene Granadosin-Jones (626) 744-6743 agranadosin-jones@cityofpasadena.net	-	Complete: scheduled	12/11/17	CC
ZCA			Citywide	-	Short-Term Rental Regulations	Perry Banner (626) 744-7101 pban-contractor@cityofpasadena.net	-	Approved	10/02/17	CC
ZCA			Citywide	-	Marijuana Regulations	Perry Banner (626) 744-7101 pban-contractor@cityofpasadena.net	-	Approved	11/06/17	CC

Planning and Community Development - New Design and Historic Preservation Cases

CASE TYPE	CASE #	ADDRESS		CC District	BRIEF DESCRIPTION	CASE PLANNER	RECEIVED DATE	CURRENT STATUS	MEETING DATE	REVIEW BODY
COA	PLN2017-00479	841	EAST MOUNTAIN ST	5	NEW FRONT YARD FENCE	Amanda Landry (626)744-7137 alandry@cityofpasadena.net	10/3/2017	ACTIVE	11/21/2017	HPC
COA	PLN2017-00476	851	SOUTH ORANGE GROVE BLVD.	6	PER APPROVED MILLS ACE WORK PLAN, REPLACE NON-ORIGINAL VINYL WINDOWS WITH MILGARD ALUMINUM WINDOWS.	Kevin Johnson (626)744-7806 kevinjohnson@cityofpasadena.net	10/2/2017	ACTIVE	NA	Staff
COA	PLN2017-00475	843	SOUTH ORANGE GROVE BLVD.	6	PER APPROVED MILLS ACT WORK PLAN, REPLACE EXISTING NON-ORIGINAL FRONT DOORS WITH NEW FRONT DOORS.	Martin Potter (626)744-6710 mpotter@cityofpasadena.net	10/2/2017	ACTIVE	NA	Staff
CHANGE TO AN APPROVED PROJECT	PLN2017-00481	160	NORTH SAN RAFAEL AVE	6	CHANGE TO AN APPROVE PROJECT	Kevin Johnson (626)744-7806 kevinjohnson@cityofpasadena.net	10/4/2017	ACTIVE	NA	Staff
CONSOLIDATED DESIGN REVIEW	PLN2017-00490	54	SOUTH SAN MARINO AVE	7	CONSOLIDATED DESIGN REVIEW FOR 3-UNIT CITY OF GARDENS PROJECT	Amanda Landry (626)744-7137 alandry@cityofpasadena.net	10/10/2017	ACTIVE	NA	Staff
MASTER SIGN PLAN	PLN2017-00483	210	NORTH SIERRA MADRE BLVD.	4	SERVICE STATION	Martin Potter (626)744-6710 mpotter@cityofpasadena.net	10/5/2017	ACTIVE	NA	Staff
CONSOLIDATED DESIGN REVIEW	PLN2017-00485	281	PLEASANT STREET	6	DESIGN REVIEW FOR NEW SEVEN UNIT COG	Amanda Landry (626)744-7137 alandry@cityofpasadena.net	10/5/2017	ACTIVE	NA	staff
COA	PLN2017-00492	627	SOUTH MARENGO AVE	6	COA FOR NEW FENCE IN SIDE YARD	Martin Potter (626)744-6710 mpotter@cityofpasadena.net	10/10/2017	ACTIVE	NA	Staff
COA	PLN2017-00497	968	NORTH MENTOR AVE	2	COA TO DEMOLISH AN EXISTING GARAGE AND BUILD A NEW GARAGE.	Amanda Landry (626)744-7137 alandry@cityofpasadena.net	10/11/2017	ACTIVE	NA	Staff
COA	PLN2017-00486	1600	SAN PASQUAL ST	7	COA FOR EXPANSION OF SECOND FLOOR AREA	Kevin Johnson (626)744-7806 kevinjohnson@cityofpasadena.net	10/5/2017	ACTIVE	NA	Staff
CONSOLIDATED DESIGN REVIEW	PLN2017-00501	11	WEST DEL MAR BLVD.	6	DESIGN REVIEW FOR NEW SIGN FOR ORTHO MATTRESS	Martin Potter (626)744-6710 mpotter@cityofpasadena.net	10/12/2017	ACTIVE	NA	Staff
Preliminary consultation	PLN2017-00502	1813	EAST COLORADO BLVD.	2	CONCEPT DESIGN REVIEW FOR MAJOR ALTERATIONS / REBUILD OF AN EXISTING MOBILE GAS STATION.	Amanda Landry (626)744-7137 alandry@cityofpasadena.net	10/12/2017	ACTIVE	1/9/2017	DC
CONCEPT DESIGN REVIEW	PLN2017-00508	217	SOUTH FAIR OAKS AVE	6	DESIGN APPROVAL FOR FAÇADE ALTERATIONS.	Leon White (626)744-7346 lwhite@cityofpasadena.net	10/16/2017	ACTIVE	NA	Staff
PRELIMINARY CONSULTATION	PLN2017-00505	740	EAST GREEN ST	7	PRELIMINARY CONSULTATION FOR A NEW 273 UNIT MIXED USE DEVELOPMENT	Kevin Johnson (626)744-7806 kevinjohnson@cityofpasadena.net	10/16/2017	ACTIVE	1/9/2017	DC
COA	PLN2017-00500	661	LANDOR LANE	7	COA FOR A REMODEL AND ADDITION	Kevin Johnson (626)744-7806 kevinjohnson@cityofpasadena.net	10/12/2017	ACTIVE	-	Project withdrawn because not needed
PRELIMINARY CONSULTATION	PLN2017-00506	1307	LINCOLN AVE	1	PRELIMINARY CONSULTATION FOR A NEW 64 UNIT PLANNED DEVELOPMENT	Amanda Landry (626)744-7137 alandry@cityofpasadena.net	10/16/2017	ACTIVE	1/8/2017	DC

**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  
**OCTOBER, 2017**

**Permits & Valuation**

	<i>Month Oct-17</i>	<i>Month Oct-16</i>	<i>YTD FY 2018</i>	<i>YTD FY 2017</i>
<b>Total Value</b>	\$ 8,494,017	\$ 6,525,603	\$ 35,058,082	\$ 49,358,492
<b>Total Permits</b>	283	124	1076	1007
<b>Residential - New</b>				
Valuation	\$ 1,189,165	\$ 1,723,454	\$ 2,776,899	\$ 20,077,528
Permits	3	3	6	16
<b>Residential - Rehab</b>				
Valuation	\$ 3,230,107	\$ 1,725,676	\$ 14,719,390	\$ 11,216,088
Permits	224	86	836	803
<b>Non-Residential - New</b>				
Valuation	\$ -	\$ -	\$ 531,935	\$ -
Permits	0	0	1	0
<b>Non-Residential - Rehab</b>				
* Valuation	\$ 4,074,745	\$ 3,076,473	\$ 17,029,858	\$ 18,064,876
Permits	56	35	233	188

**Fees Collected**

Permit and Plan Check	\$ 733,060	\$ 500,454	\$ 2,381,327	\$ 1,756,443
Residential Development Impact	\$ 10,606	\$ 91,593	\$ 773,507	\$ 1,029,924
Transportation Improvement Fee	\$ -	\$ 13,868	\$ 96,418	\$ 210,320
Construction Tax	\$ 145,447	\$ 122,884	\$ 687,444	\$ 872,062

**Fees Waived**

Northwest Enterprise Zone	\$ -	\$ -	\$ -	\$ -
Research and Development	\$ -	\$ -	\$ -	\$ -
Affordable Housing	\$ -	\$ -	\$ -	\$ 24,507

**Other**

Inspections	2,232	2,409	9,184	10,105
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**PLANNING &  
COMMUNITY DEVELOPMENT  
DEPARTMENT**

Monthly Activity Report  
**OCTOBER, 2017**

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

**300 E COLORADO BLVD**

Tenant improvement of retail space @ 13,318  
square feet (Salon Republic)  
Project value \$ 810,000

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

**1200 E CALIFORNIA BLVD**

Tenant improvement on 3 floors @ 27,403  
square feet (Sloan Kellogg Building, Caltech)  
Project value \$ 1,331,045

**875 S ARROYO PKWY**

Tenant improvement to existing retail space @  
22,171 square feet (Marshalls)  
Project value \$ 653,010

## New Code Compliance Cases – October 2017

Complaint Type	Number of Complaints
General Property Maintenance	63
Signage	3
Zoning Violations	9
Overgrown Vegetation	12
Improper Occupancy	4
Attractive Nuisance	2
Tree Maintenance	4
Noise	7
Construction (Hours, Illegal)	5
Junk and Debris	14
Home Occupation Permit Required	2
Trash Cans	1
Oversized Vehicle Parking	3
Vacant BLD/ Vacant Lot	12
CUP Violation	1

Total New Cases Opened	142
Average Time for 1 <sup>st</sup> Inspection	1.4 Calendar Days
Number of Cases Closed	39
Number of Cases Remaining Open	103
Percentage of Cases Closed	27%