




## MEMORANDUM

**TO:** Cynthia Kurtz, Interim City Manager  
**FROM:**  David M. Reyes, Director of Planning & Community Development  
**DATE:** January 27, 2022  
**SUBJECT:** Monthly Activity Reports: December 2021

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Attached are the following reports:

### Planning:

- 1) New Zoning Cases – Nine current planning (zoning) projects were submitted in December 2021.
- 2) Zoning Cases of Communitywide Significance – Five ongoing Major Construction projects as of December 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 December, a total of 102 new cases were opened, and 285 inspections were completed. A total of 95 cases have been closed. The average response time for an initial inspection was approximately 2 calendar days. Code Compliance is responding to COVID19 complaints for businesses and construction sites, 5 complaints were received in the month of December.

### Building and Safety:

Building Permits Issued and Valuation: 587 Building Permits and Sub trade Permits were issued in November; 2,033 Building Inspections Completed; and, 2,132 Plan Reviews Completed.

**All Reports can be found 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
Conditional Use Permit (Expedited Alcohol)	6962	1717	E	Washington Blvd	2	Administrative CUP for the sale of limited alcohol at Deluxe 1717.	Beilin Yu (626) 744-6726 byu@cityofpasadena.net	12/02/21	Staff
Affordable Housing Concession Permit	11949	141	S	Lake Ave.	7	AHCP #11949 to allow the construction of a new mixed-use building with 134 units, 3,954 square feet of commercial space, and 281 parking spaces	Jennifer Driver (626) 744-6756 jdriver@cityofpasadena.net	12/03/21	HO
Single Family Neighborhood Compatability Permit	6961	1492	N	Arroyo Blvd.	1	Request to exceed the permitted allowed square-footage as determined by the NCA (2,055 sf)	Katherine Moran (626) 744-6740 kmoran@cityofpasadena.net	12/02/21	HO
Minor Variance	11950	1710		La Cresta Dr.	1	The applicant is requesting a new 5'-6" fence for the pool enclosure on a double frontage lot. The fence is proposed on the North Arroyo Blvd side of the property.	Fatima Benitez (626) 744-6754 fbenitez@cityofpasadena.net	12/06/21	HO
Minor Conditional Use Permit	6965	1990		Navarro Ave.	1	MCUP for a 220sf addition to a nonconforming duplex on an RS-6 lot.	Joseph Weaver (626) 744-3813 joweaver@cityofpasadena.net	12/07/21	HO
Preliminary Plan Check	2021-00009	2434		Oswego St.	4	PPC for new five unit condominium complex.	Alison Walker (626) 744-6742 awalker@cityofpasadena.net	12/13/21	Staff
Tentative Tract Map	83656	439	N	Holliston Ave.	2	TTM to create nine air parcels for residential condominium purposes.	Fatima Benitez (626) 744-6754 fbenitez@cityofpasadena.net	12/13/21	HO
Minor Conditional Use Permit	6975	150	S	Los Robles Ave.	7	New Telecommunications Antenna Facilities (Minor) on an existing building.	Katherine Moran (626) 744-6740 kmoran@cityofpasadena.net	12/16/21	Staff

**Planning and Community Development - New Zoning Cases**

CASE TYPE	CASE #			ADDRESS	CC DIST	BRIEF DESCRIPTION	CASE PLANNER	RECEIVED DATE	REVIEW BODY
Single Family Neighborhood Compatability Permit	6976	1590	N	Arroyo Blvd.	1	To exceed Neighborhood Compatability (2180sf) by 1,253 sf to facilitate the construction of a 513 sf second floor addition and 722 sf first floor addition	Jennifer Driver (626) 744-6756 jdriver@cityofpasadena.net	12/17/21	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	465-577	S	Arroyo Pkwy	6	Planned Development to rezone the site from CD-6 to PD-39, and allow construction of two new buildings: A) a 154,000-sf, 7-story (aboveground) medical office building with ground-floor commercial uses; and B) 184,376-sf, 7-story (aboveground) assisted living building with 85,800 sf of assisted living uses and 98,576 sf of independent living uses including up to 95 senior housing units. Includes a Variance for Historic Resources to allow an increase in allowable building height of the two new buildings to preserving two historic structures on the project site.	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

Planning and Community Development - Major Zoning Cases

CASE TYPE	CASE #			ADDRESS	CC DIST	BRIEF DESCRIPTION	CASE PLANNER	RECEIVED DATE	REVIEW BODY
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. seven-story mixed-use project consisting of 191,250 gross square feet (14,000 sf retail; 29,000 sf restaurant), 98 residential units, and 401 parking spaces. Approvals requested include: 1) CUP (major construction >25k); 2) Variance for building height; 3) Variance to reduce minimum commercial depth; 4) MCUP for shard parking (reduced parking); 5) MCUP for tandem parking (nonresidential); 6) MCUP for triple stack parking (nonresidential); and 7) Private tree removal permit to remove one protected tree.	Jason Van Patten (626) 744-6760 jvanpatten@cityofpasadena.net	03/18/19	HO
Conditional Use Permit	6918	760-766	S	Fair Oaks Avenue	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
Conditional Use Permit	6926	2915	E	Colorado Blvd.	4	CUP#6926 - CUP to allow the construction of a new 135,064 square-foot vehicle sales structure. A CUP is required for Major Project exceeding 25,000 square feet of gross floor area & CUP for Vehicle Services - Sales and Leasing use. The application includes a Minor Variance to deviate from setback requirement along Colorado Boulevard & a Minor Variance to deviate from the setback requirement along Sunnyslope Ave. The project proposes to vacate the dead-end section of Nina Street.	Beilin Yu (626) 744-6726 byu@cityofpasadena.net	09/16/21	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	David Sanchez (626) 744-6707 dasanchez@cityofpasadena.net	-	-
OTHER				Citywide	-	Housing Element: 2014-2021 Cycle Implementation Process	David Sanchez (626) 744-6707 dasanchez@cityofpasadena.net	-	Other
OTHER				Citywide	-	SCAG Coordination	David Sanchez (626) 744-6707 dasanchez@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	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	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 Institutional Facility Sites	Martin Potter (626) 744-6710 mpotter@cityofpasadena.net	07/08/20	PC/CC
ZCA				Citywide	-	Extension of Urgency Ordinance in response to Senate Bill 9	Martin Potter (626) 744-6710 mpotter@cityofpasadena.net	-	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
PPR	2021-00007	2025	E	Colorado	2	PPR for a 193 unit mixed-use project with 15,000 sf of retail space	Martin Potter (626) 744-6710 mpotter@cityofpasadena.net	09/02/21	CC

Planning and Community Development - New Design and Historic Preservation Cases

CASE #	CASE TYPE	ADDRESS			CC District	BRIEF DESCRIPTION	CASE PLANNER	RECEIVED DATE	REVIEW BODY
DHP2021-00363	CERTIFICATE OF APPROPRIATENESS	711	EAST	CLAREMONT ST	5	REAR ADDITION AT FULL WIDTH OF EXISTING HOUSE.	B. Keating (626)744-7309 rkeatinge@cityofpasadena.net	12/8/2021	STAFF
DHP2021-00365	CERTIFICATE OF APPROPRIATENESS	1414	WEST	COLORADO BLVD	6	ALTERATION OF HISTORIC SIGN COPY FOR NEW TENANT "OHANA DENTAL"	B. Keating (626)744-7309 rkeatinge@cityofpasadena.net	12/8/2021	STAFF
DHP2021-00366	CERTIFICATE OF APPROPRIATENESS	464		BELLEFONTAINE ST	6	NEW FENCING AND GATES	B. Keating (626)744-7309 rkeatinge@cityofpasadena.net	12/8/2021	STAFF
DHP2021-00368	CONSOLIDATED DESIGN REVIEW	173	SOUTH	LAKE AVE	7	ONE NEW BLADE SIGN AND WALL SIGN FOR "IDEAL IMAGE"	B. Keating (626)744-7309 rkeatinge@cityofpasadena.net	12/8/2021	STAFF
DHP2021-00369	CONCEPT DESIGN REVIEW	995	SOUTH	FAIR OAKS AVE	6	FIVE STORY RESIDENTIAL CARE FACILITY WITH UP TO 76 UNITS AND SUBTERRANEAN PARKING	E. SISSI (626) 744-6738 esissi@cityofpasadena.net	12/8/2021	DC
DHP2021-00371	FINAL DESIGN REVIEW	3452	EAST	FOOTHILL BLVD	4	CONSTRUCTION OF NEW THREE, 6-STORY RESIDENTIAL BUILDINGS WITH 233 UNITS; 5-STORY PARKING GARAGE; 5,570 S.F. RESTAURANT AND RETAIL, & RENOVATION TO EXISTING PANDA INN RESTAURANT	K.JOHNSON (626) 744-7806 kevinjohnson@cityofpasadena.net	12/10/2021	DC
DHP2021-00372	PRELIMINARY CONSULTATION	2434		OSWEGO ST	4	DEMOLITION OF TWO DETACHED UNITS AND CONSTRUCTION OF A NEW 5-UNIT MFR	E. SISSI (626) 744-6738 esissi@cityofpasadena.net	12/10/2021	STAFF
DHP2021-00374	CONSOLIDATED DESIGN REVIEW	234	EAST	COLORADO BLVD	6	MINOR EXTERIOR ALTERATIONS: NEW AWNING, METAL DECAL AT MAIN ENTRANCE, NEW ENTRY CANOPY, CONCEALED EXTERIOR LIGHTING.	B. Keating (626)744-7309 rkeatinge@cityofpasadena.net	12/10/2021	STAFF
DHP2021-00375	LANDMARK DESIGNATION	171	SOUTH	GRAND AVE	6	APPLICATION TO DESIGNATE THE FORMER JOSEPHINE EVERETT HOUSE AS A HISTORIC MONUMENT	Michelle Van Meter mvan-contractor@cityofpasadena.net	12/10/2021	HPC
DHP2021-00378	PROPERTY RESEACH AND EVALUATION	1451	SOUTH	EL MOLINO AVE	7	HRE OF NON-SURVEYED SFR CONSTRUCTED IN 1963 AND PROPOSED FOR MAJOR FRONT FACADE ALTERATIONS.	Michelle Van Meter mvan-contractor@cityofpasadena.net	12/15/2021	STAFF
DHP2021-00379	FINAL DESIGN REVIEW	100	NORTH	GREENWOOD AVE	2	DEMOLITION OF EXISTING SFR AND CONSTRUCTION OF A NEW 3-UNIT MFR	E. SISSI (626) 744-6738 esissi@cityofpasadena.net	12/15/2021	STAFF
DHP2021-00380	PRELIMINARY CONSULTATION	71		PALMETTO DR	6	DEMOLITION OF DETACHED DUPLEX AND CONSTRUCTION OF NEW 2,397 S.F. CHILD DAY CARE FACILITY	E. SISSI (626) 744-6738 esissi@cityofpasadena.net	12/15/2021	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
DHP2021-00382	CONSOLIDATED DESIGN REVIEW	37	SOUTH	FAIR OAKS AVE	6	NEW SIGN FOR TACOS SUPER GALLITO	K.JOHNSON (626) 744-7806 kevinjohnson@cityofpasadena.net	12/15/2021	STAFF
DHP2021-00384	CERTIFICATE OF APPROPRIATENESS	965	NORTH	HOLLISTON AVE	2	NEW FENCING AND GARAGE DOORS	B. Keating (626)744-7309 rkeatinge@cityofpasadena.net	12/16/2021	STAFF
DHP2021-00386	CERTIFICATE OF APPROPRIATENESS	1060	EAST	COLORADO BLVD	7	MODIFICATION OF DESIGNATED ALLIED AUTO SUPPLY HISTORIC SIGN	B. Keating (626)744-7309 rkeatinge@cityofpasadena.net	12/16/2021	STAFF
DHP2021-00390	FINAL DESIGN REVIEW	710	NORTH	FAIR OAKS AVE	3	NEW 3-STORY SENIOR HOUSING	E. SISSI (626) 744-6738 esissi@cityofpasadena.net	12/20/2021	DC
DHP2021-00392	CERTIFICATE OF APPROPRIATENESS	919		LA LOMA RD	6	REPLACEMENT OF DECK/RAILING, ROOFING, AND RESTORATION OF FENESTRATION PATTERNS	E. SISSI (626) 744-6738 esissi@cityofpasadena.net	12/22/2021	STAFF
DHP2021-00393	CERTIFICATE OF APPROPRIATENESS	1145		ARDEN RD	7	CONSTRUCTION OF A 300 S.F. POOL HOUSE	B. Keating (626)744-7309 rkeatinge@cityofpasadena.net	12/22/2021	STAFF
DHP2021-00396	CERTIFICATE OF APPROPRIATENESS	487	WEST	CALIFORNIA BLVD	6	REPLACEMENT OF SIDE YARD FENCING	B. Keating (626)744-7309 rkeatinge@cityofpasadena.net	12/29/2021	STAFF
DHP2021-00397	CERTIFICATE OF APPROPRIATENESS	851	NORTH	MICHIGAN AVE	5	REPLACEMENT OF (5) WOOD WINDOWS	B. Keating (626)744-7309 rkeatinge@cityofpasadena.net	12/29/2021	STAFF
ZENT2021-00158	REQUEST FOR COMMENTS	141	SOUTH	LAKE AVE	7	AHCP #11949 TO ALLOW THE CONSTRUCTION OF A NEW MIXED-USE BUILDING WITH 134 UNITS, 3,954 SQUARE FEET OF COMMERCIAL SPACE, AND 281 PARKING SPACES	K.JOHNSON (626) 744-7806 kevinjohnson@cityofpasadena.net	12/3/2021	STAFF
ZENT2021-00163	REQUEST FOR COMMENTS	1990		NAVARRO AVE	1	MCUP FOR 220SF ADDITION TO NONCONFORMING DUPLEX ON RS-6 LOT	K.JOHNSON (626) 744-7806 kevinjohnson@cityofpasadena.net	12/7/2021	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
SCP	Single-Family Compatibility Permit	Staff
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

# New Code Compliance Cases – December 2021

<b>Complaint Type</b>	<b>Number of New Cases</b>
<b>Building and Safety</b>	<b>5</b>
<b>Noise</b>	<b>8</b>
<b>Property Maintenance</b>	<b>60</b>
<b>Tree</b>	<b>13</b>
<b>Zoning</b>	<b>11</b>
<b>COVID19 – Businesses in Violation of Order</b>	<b>5</b>

**Total New Cases Opened: 102**

**Number of Cases Closed: 95**



Monthly Activity Report

**DECEMBER, 2021**

**Permits & Fees**

**PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT**

**Building Permits Issued and Valuation**

	Year over Year Comparison - Monthly			
	December, 2021		December, 2020	
	# of Permits	Valuation	# of Permits	Valuation
<b>Building Permits</b>				
Residential*	165	\$ 3,539,643	139	\$ 1,576,981
Multi-Family*	20	\$ 230,282	17	\$ 2,314,004
Commercial*	37	\$ 2,732,225	30	\$ 4,132,126
Building Temporary Structure	0	\$ -	0	\$ -
Building Mixed Use	0	\$ -	0	\$ -
<b>Subtrade Permits</b>				
Electrical	136	\$ -	96	\$ -
Electrical - Express ePermit	29	\$ -	0	\$ -
Mechanical	62	\$ -	59	\$ -
Mechanical - Express ePermit	28	\$ -	0	\$ -
Plumbing	87	\$ -	49	\$ -
Plumbing - Express ePermit	23	\$ -	0	\$ -
<b>Totals</b>	<b>587</b>	<b>\$ 6,502,150</b>	<b>390</b>	<b>\$ 8,023,111</b>

	Year over Year Comparison - Year To Date			
	July - December, 2021		July - December, 2020	
	# of Permits	Valuation	# of Permits	Valuation
<b>Building Permits</b>				
Residential*	1023	\$ 18,494,453	1185	\$ 14,950,236
Multi-Family*	153	\$ 11,350,797	159	\$ 19,787,436
Commercial*	241	\$ 17,938,836	254	\$ 27,103,919
Building Temporary Structure	78	\$ 90,597	7	\$ 7
Building Mixed Use	3	\$ 10,835,670	2	\$ 62,800
<b>Subtrade Permits</b>				
Electrical	834	\$ -	827	\$ -
Electrical - Express ePermit	176	\$ -	0	\$ -
Mechanical	435	\$ -	564	\$ -
Mechanical - Express ePermit	248	\$ -	0	\$ -
Plumbing	557	\$ -	526	\$ -
Plumbing - Express ePermit	139	\$ -	0	\$ -
<b>Totals</b>	<b>3887</b>	<b>\$ 58,710,353</b>	<b>3524</b>	<b>\$ 61,904,398</b>

**Fees Collected**

	December, 2021	December, 2020	July-Dec, 2021	July-Dec, 2020
Permit Fees	\$ 232,716	\$ 159,679	\$ 1,616,467	\$ 1,591,134
Plan Check Fees - Building	\$ 414,479	\$ 83,691	\$ 1,363,036	\$ 1,021,351
Construction Tax	\$ 104,782	\$ 124,549	\$ 859,495	\$ 1,061,349
Residential Dev. Impact	\$ 87,980	\$ -	\$ 625,471	\$ 446,868
Transportation Improvement	\$ 3,573	\$ -	\$ 27,773	\$ 62,848
<b>Totals</b>	<b>\$ 843,530</b>	<b>\$ 367,919</b>	<b>\$ 4,492,242</b>	<b>\$ 4,183,550</b>

**Building Inspections Completed**

	December, 2021	December, 2020	July-Dec, 2021	July-Dec, 2020
<b>Totals</b>	<b>2033</b>	<b>1963</b>	<b>11322</b>	<b>11519</b>

**Plan Reviews Completed\***

	December, 2021	December, 2020	July-Dec, 2021	July-Dec, 2020
<b>Totals</b>	<b>2132</b>	<b>1352</b>	<b>13299</b>	<b>12031</b>

\* Includes individual reviews from all departments