

# Memorandum

**To:** Honorable Mayor and Members of the City Council

**From:** Elaine I. Aguilar, City Manager *EA*

**Date:** January 5, 2017

**Subject:** City Manager's Report

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## CITY MANAGER

### NEXT UPCOMING MEETINGS

- Tuesday, January 10<sup>th</sup> – City Council at 6:30 pm (Closed Session at 6:00 pm)
- Thursday, January 12<sup>th</sup> – ~~Public Safety Committee~~ *rescheduled to January 5*
- Thursday, January 12<sup>th</sup> – **SPECIAL** Senior Community Commission at 3:00 pm

### UPCOMING COMMUNITY EVENTS

- Sunday, March 12<sup>th</sup> – Wistaria Festival
- Saturday, May 27<sup>th</sup> – Mount Wilson Trail Race

### HOLIDAY CLOSURES

City Hall, the Hart Park Senior Center, and The Sierra Madre Library will be closed on Monday, January 16<sup>th</sup>, in observance of the Martin Luther King, Jr. holiday. However, public safety offices will remain open. Normal business hours will resume on Tuesday, January 17.

### ACADEMY GRADUATES JOIN SMPD

Last year the City Council authorized a new program aimed at improving staffing levels in the Police Department. For the first time, the City sponsored two Recruits in the Sheriff Department Academy. The two Recruits were Lara Leduc and Thomas Onderdonk. The Academy graduation ceremony was held on December 23<sup>rd</sup> and both Lara Leduc and Thomas Onderdonk graduated in the top of the class. I am especially proud to announce that Sierra Madre's Thomas Onderdonk was selected as the "Top Honor Recruit" of Class 417! This award is given to the recruit who achieves the highest numerical average based upon leadership qualities, academics, marksmanship, and physical performance throughout the training period.



A total of 82 Recruits graduated on Thursday, December 23, 2016. Academy Class 417, was comprised of 63 male and ten female deputy sheriffs, and eight male and one female police officers from the Culver City, El Segundo, Glendale, Glendora, Sierra Madre, and West Covina Police Departments; and the California Department of Insurance, Fraud Division.

Please join me in welcoming Officers Leduc and Onderdonk to Sierra Madre. Officers Leduc and Onderdonk “officially” began working as sworn law enforcement officers on December 25, 2016.

#### UPCOMING COUNCIL MEETING ITEMS

Please note, this is staff’s best estimate of the scheduling of future agenda items. This schedule is subject to revision as agenda items may be rescheduled to a future meeting, and are occasionally moved forward. Items may be rescheduled due to staff needing additional time to complete an item, too many items on a single agenda, or other issues impacting scheduling. Items are not listed in the order that they will appear on the Council’s agenda. Additionally, agenda items are occasionally dropped from the list. (Agenda items are only deleted when it is a staff generated item that is no longer necessary, or if a Council Member withdraws a requested item.) Lastly, the Mayor determines the scheduling and order of agenda items.

24-Jan	Presentation	Proclamation for Tree City USA
24-Jan	Presentation	Water Conservation Update & Monthly Water Quality Report
24-Jan	Consent	Economic Partnership Membership
24-Jan	Consent	Authorization to Bid for Playground ADA Project
24-Jan	Consent	Authorization to go out to Bid for FY 17/18 Street Project
24-Jan	Consent	Treasurer's Report
24-Jan	Consent	Warrants
24-Jan	Public Hearing	Consideration of Ordinance for Group Homes (tentative)
24-Jan	Discussion	Storm water Update
24-Jan	Discussion	Update regarding City's Investment Portfolio
24-Jan	Discussion	Water Rate Study – Request for Direction for New Study
14-Feb	Consent	Phase III Document Scanning Project: Resolutions, Ordinances, Minutes, Bldg. Permits
14-Feb	Consent	Award of Bid for Sewer Project
14-Feb	Consent	Warrants
14-Feb	Discussion	Library Facility Master Plan

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28-Feb	Presentation	Water Conservation Update & Monthly Water Quality Report
28-Feb	Consent	Update regarding the new Library and Community Services Department
28-Feb	Consent	Warrants
28-Feb	Discussion	SMFD Mid and Long Range Plan
28-Feb	Discussion	Revenue Committee Report
28-Feb	Discussion	Fiscal Year 2015/2016 City Audit
28-Feb	Discussion	Mid-Year Budget Update
28-Feb	Discussion	Unbudgeted Budget Requests and Tree Removal Estimates
28-Feb	Discussion	Water System Strategic Plan
14-Mar	Consent	Warrants
14-Mar	Public Hearing	Consideration of Modifications to Ordinance 1371 Medical Marijuana Dispensaries
14-Mar	Public Hearing	Discretionary Demolition Permit Ordinance Amendments
14-Mar	Discussion	Public Safety Annual Reports - SMFD and SMPD
14-Mar	Discussion	Fiscal Year 2015/2016 City Audit (Continued from 2/28)

## **COMMUNITY SERVICES DEPARTMENT**

### 2017 MT. WILSON TRAIL RACE

The 2017 Mount Wilson Trail Race will be held on Saturday, May 27<sup>th</sup>. This unique and grueling foot race up Mt. Wilson Trail was first staged in 1908, making this the second oldest race in California. Total round trip of the race measures 8.6 miles, with an elevation gain of over 2,100 feet.

To encourage youngsters to get involved, we will be bringing back our popular “Hill Climb for Kids,” a one-mile race for kids that runs up and down Baldwin Avenue while the adults are on the mountain.

The Mount Wilson Committee is seeking sponsorship of the event to assist in covering the expenses of operating the race and providing a one of a kind experience for the runners.

For more information, please contact Tim Shepard or Clarissa Lowe at (626) 264-8923 or email at [tshepard@cityofsierramadre.com](mailto:tshepard@cityofsierramadre.com) or [clowe@cityofsierramadre.com](mailto:clowe@cityofsierramadre.com)

## **FIRE DEPARTMENT**

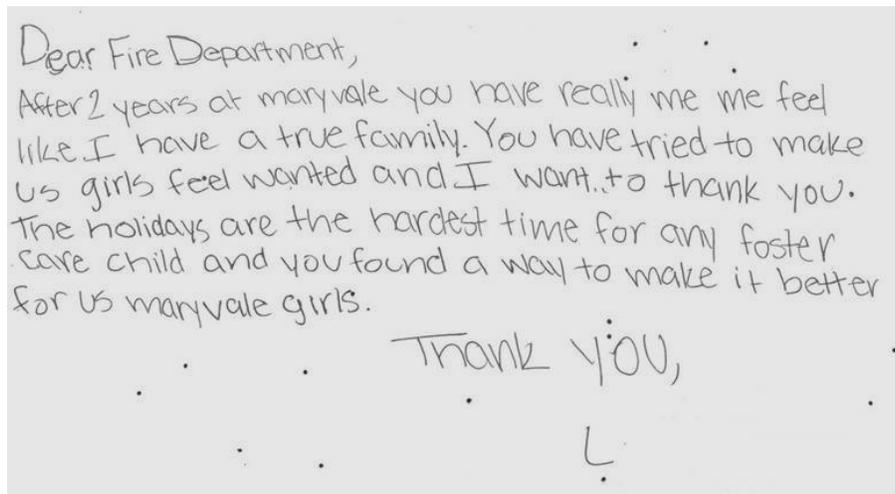
### END OF YEAR INCIDENTS

The Fire Department ended 2016 with 1,093 total incidents; a 123 call increase over 2015. Call volume has increased an average of 6% per year over the last 5 years. Of the 1,093 incidents in 2016, 75% were for Emergency Medical Services.

### CHILDREN’S TOY DONATIONS

The Sierra Madre Volunteer Firefighters’ Association was honored to meet with the heroes and children of City of Hope and Maryvale orphanage on Wednesday, December 21<sup>st</sup>. Donating gifts to the children of City of Hope has become an annual event, and the Fire Department was excited to include Maryvale in this and future years’ traditions.

All gifts and donations for the children of City of Hope and Maryvale were provided thanks to the generous donations to the Sierra Madre Volunteer Firefighters' Association.



## **LIBRARY SERVICES**

### **EVENTS**

PRE-SCHOOL STORY TIME 10:00 am, Mondays

BABY RHYME TIME 10:00 am, Tuesdays

TEEN BOOK CLUB 4:00 pm, Wednesdays

BARKS AND BOOKS January 12<sup>th</sup> and on the second Thursday of every month at 3:30 pm

COLORING NIGHT This month, Coloring Night has moved to Tuesday, December 17<sup>th</sup> and will be held along with game night from 5:00 – 8:00 pm.

BOARD GAME NIGHT Tuesday, January 17<sup>th</sup>, 5:00 – 8:00 pm. Everyone is welcome to join the fun.

THIRD THURSDAY BOOK CLUB Thursday, January 19<sup>th</sup> at 11:00 am. This month, adults drop in for a lively discussion of books by Pearl Buck.

LIBRARY STEAM CLUB Thursday, Jan 19<sup>th</sup> and on every third Thursday of the month at 4:00 pm for children ages 9-12. Pre-registration required to hold your spot.

FRIDAY ART CLASSES for children ages 9 – 12 from 4:30 pm to 6:00 pm

ADULT READING CHALLENGE - Expand your horizons by reading outside your comfort zone with a different genre each month. Sign up, log your books, and receive monthly incentives with a grand prize drawing at the end of the year. In January, read a Nobel Prize Winner.

ONE BOOK ONE CITY – February 2017

Rise of the Rocket Girls by Nathalia Holt starts Wednesday, February 1<sup>st</sup> at 7:00 pm with Dr. Steve Cornford from JPL, at the Library.

#### LIBRARY E SERVICES

- Download eBooks and e audio books through Overdrive
- Download and keep over 50 free digital magazines with Zinio.
- Text the Library at (626)662-1254 to check your account, renew items, or ask questions.

#### **PLANNING & COMMUNITY PRESERVATION**

##### PLANNING COMMISSION MEETING

The next Planning Commission meeting is scheduled for Thursday, January 19, 2017 at 7:00 pm. The Planning Commission will conduct a public hearing regarding Municipal Code Text Amendment 16-05 (MCTA-16-05) to amend Chapter 17.60.056-Discretionary Demolition Permit for single family dwellings and duplexes 75-years of age or older. Concerns have been raised by the Commission and community regarding the practical application of the Discretionary Demolition Permit process specific to the requirement to obtain a historical resource evaluation report and the 25% construction exemption requirement. The Planning Commission is recommending elimination of the 25% construction exemption and expanding the application of the ordinance to all structures 75 years of age or older. The Commission also amended the definition of “demolition,” to include the destruction and removal, in part or in whole, of the foundation, exterior walls, roof structure, exterior framing, exterior siding, finish cladding material, porches, chimney and architectural details, thereby requiring all applications proposing one or more above to prepare a historical resource evaluation report.

The Commission will also continue a public hearing scheduled for January 19, 2017, for a certificate of appropriateness for 126 E. Mira Monte Avenue to February 16, 2017 at the request of the applicant.

##### STONEGATE

The Planning and Community Preservation Department is continuing to review the resubmitted applications for Hillside Development Permits and Conditional Use Permits for properties within the Stonegate development. The Department received resubmittals the week of May 9, 2016 consisting of Lots 7, 21, and 22, resubmittals the week of June 6, 2016 for Lots 1 and 2, and resubmittals the week of August 1, 2016 for lots 16, 17, 19, 25, and 26. A submittal for Lot 23 was received on September 15, 2016. The plans are in various stages of review by staff to determine if the applications are complete and to confirm if staff comments were addressed since the last submittal prior to being scheduled before the Planning Commission at a noticed public hearing.

##### CODE ENFORCEMENT ACTIVITY

The Code Enforcement Division has 33 ongoing cases at various stages of enforcement regarding various public nuisances or other violations of the Municipal Code. Staff opened 10 new cases in the month of December and closed 14 cases during the same reporting period, receiving compliance from property owners and contractors conducting work without permits and without a business license.

##### PLANNING & BUILDING AND SAFETY ACTIVITY

The Planning and Community Preservation Department is currently processing 41 development applications. Attached is a “Current Planning Projects” table which provides information and the status

of these applications. Also attached is the “Current Plan Check” activity list showing the plan checks that the City is reviewing for issuance of building permits.

The table below shows a six month overview of Planning and Community Preservation Department activities including the number of counter visits, plan checks, issuance of permits, and building inspections.

Activities	2016					
	July	Aug	Sept	Oct	Nov	Dec
Counter Visits	190	156	168	164	138	<b>107</b>
Plan Checks	10	14	9	6	7	<b>15</b>
Building Permits	18	25	29	30	17	<b>22</b>
Electrical Permits	14	20	26	22	21	<b>13</b>
Mechanical Permits	8	11	11	9	15	<b>10</b>
Plumbing Permits	13	14	14	22	22	<b>15</b>
Total Properties	46	41	48	42	48	<b>44</b>
Building inspections	114	122	120	136	127	<b>122</b>

For the month of December, staff received and processed 15 plan check applications and issued 60 permits for 44 properties. In some instances, multiple permits are obtained for a single property (i.e. building, electrical, mechanical, and plumbing.). There were 122 building inspections conducted for construction projects throughout the City. There were 107 members of the public who visited the Planning and Community Preservation counter seeking information on zoning, land use, and building permit requirements.

ATTACHMENTS (2)

- Project Planning List
- Current Plan Check List

**POLICE DEPARTMENT**

PASADENA HUMANE SOCIETY

Attached is the December 2016 report from the Pasadena Humane Society.

**PUBLIC WORKS**

WATER CONSERVATION

Rain-Rain everywhere so what is the drought condition?

Sierra Madre has received above normal rainfall for the beginning of this winter but the drought is NOT over. One good rain year will be a huge step in countering the past drought seasons but it will take several years of above normal rainfall to get us out of this drought.

The City is continuing with the spreading of the SGVMWD Water Program. In 2016 we spread 2,500 acre feet of water compared to the 2,100 acre feet of water we pumped from the ground and our levels in the aquifer have gained 12 feet. This means our program is working and we are no longer depleting the water level due to our pumping. With increased conservation efforts, recent rain runoff, the water spread

in our spreading grounds for basin recharge from both Big Santa Anita Dam and our local Sierra Madre Dam, we are headed in the right direction. We are in a good weather pattern, it has been said by local climatologist the high pressure that has been keeping us from receiving rain storms in Southern California is gone so we should be getting more storms this season.

Conservation is still our best weapon in solving our water shortage; please keep up the good work. Remember to turn your sprinkler clocks off before and after rain storms. For example the sprinklers in the City Parks have been off since the first storms of the season and parks are still green and lush for your enjoyment.

Attachments (3)

## Current Plan Checks

Rev. 01/04/2016

Date Submitted	Project Address	Description	Status
2/18/2015	430 Auburn	Add 464 sf deck	approved
2/18/2015	430 Auburn	Add 10' x 30' pool	approved
1/3/2017	609 W. Alegria	Demolition & Replacement of 600 sf garage	in process
6/20/2016	632 W. Alegria	solar	approved
3/19/2015	619 W Alegria	Add 875 sf living area, 404 sf garage, 465 sf remodel	in process
12/15/2014	645 Auburn Ave	Add Deck, install bath & laundry in basement	In process
7/27/2016	21 E. Bonita	Demo existing 360 sf garage, add 581 sf master bd & 594 sf garage	In process
2/4/2016	235 S. Baldwin	Porch repair	In process
9/14/2015	118 W Bonita	1,014 addition to Existing SFR	approved
1/3/2017	339 Camillo Rd.	493 sf single story addition	In process
7/9/2014	415 N Canon	658 sf addition and remodel	approved 3/10/15
9/16/2015	576 Elm	Roof & Retaining Wall	In process
12/13/2016	665 Edgeview	add 552 sf	In process
8/18/2016	140 E. Grandview	Demo existing carport, portion s of roof & driveway. Construct new 318 sf single staory addition and 486 sf garage.	In process
7/5/2016	241 Grove	demo existing home, new 2312 SFR	In process
7/6/2015	347 Grove	garage conversion to guest house	In process
11/10/2015	174 S. Lima	Add 911 sf	In process
11/12/2014	367 N Lima	as built garage	In process
12/22/2016	673 Mariposa	Remodel & addition	In process
12/12/2016	190 Mira Monte	add 600 sf guest house add 71 sf to ( E ) house	In process
11/1/2016	190 Olivera Lane	Interior remodel of 1,324 sf & add 12 sf to single family	in process
6/16/2016	658 Orange Dr.	Convert 434 sf garage into second unit	In process
12/20/2016	425 W. Orange Grove	Addition of 400 sf family room	In process
10/31/2016	449 W. Orange Grove	985 sf room addition and remodel	in process
11/16/2015	Oak Meadow Rd	wireless communications facility	In process
11/9/2016	110 Rancho	Solar	in process
5/18/2016	251 Rancho Rd.	solar	In process
2/2/2016	222 Ramona	add 437 sf garage, convert garage & breezeway to living space	In process
8/9/2016	696 Ramona	Demo existing 930 sf sfr, construct new 2990 sf 4 bd/3 ba sfd	In process
9/26/2016	164 San Gabriel Ct	add/alter 520 sf - renovate existing home, conver part of basement to master suite.	In process
8/10/2016	695 W. Sierra Madre Bl	Modification to existing AT&T wireless facility	In process
11/12/2014	115 W. Sierra Madre Blvd	Wireless facility modification for Sprint	approved 12/02/2014
4/21/2016	611 E. Sierra Madre Bl	wireless AT&T facility revision	approved 05/23/16
8/23/2016	762 Valle Vista	Addition to first floor and complete remodel of an existing 2nd story sf	In process
10/13/2016	2075 Vista	Remodel kitchen, bath and add 29 sf to bedroom	in process
6/29/2015	755 Valle Vista Dr	solar	approved 7/13/2015

## CURRENT PLANNING PROJECTS LIST

Rev. January 3, 2017

Date Submitted	Project Address	Type of Application	Description	Status	Planner
8/12/2014	11 Nathaniel Terrace	HDP 14-01/CUP 14-05	Stonegate - Construction of new 4,392 sq.ft. SFR	Project went to PC on August 20, 2015, continued to date uncertain.	LC
12/24/2015	9 Nathaniel Terrace	HDP 14-02/CUP 14-08	Stonegate - Construction of new 4,377 sq. ft. SFR	Notice of incomplete application sent to applicant on 01/22/15. Materials submitted to applicant on 3/19/2015. Notice of incomplete application sent 4/17/15.	LC
1/6/2015	15 Nathaniel Terrace	HDP 15-01/CUP 15-01	Stonegate - Construction of new 6,126 sq. ft. SFR	Notice of incomplete application sent to applicant on 2/5/15. Resubmitted 3/19/2015. NOI sent to applicant 4/17/15. Resubmitted 05/10/16, NOI sent 06/09/16.	LC
1/6/2015	603 Baldwin Ct	HDP 15-02/CUP 15-02	Stonegate - Construction of new 3,593 sq. ft. SFR	Notice of incomplete application sent to applicant on 2/5/15. Resubmitted 3/19/2015, NOI sent to applicant 4/17/15. Resubmitted 06/07/16, NOI sent 07/06/16.	LC
1/6/2015	605 Baldwin CT	HDP 15-03/CUP 15-03	Stonegate - Construction of new 4,572 sq. ft. SFR	Notice of incomplete application sent to applicant on 2/5/15. Resubmitted 3/19/2015, NOI sent to applicant 4/17/15. Resubmitted 06/07/16, NOI sent 07/06/16.	LC
1/6/2015	707 Baldwin Ct	HDP 15-04/CUP15-04	Stonegate - Construction of new 4,561 sq. ft. SFR	Notice of incomplete application sent to applicant on 2/5/15. Applicant submitted materials 3/19/2015. Notice of incomplete application sent to applicant 4/17/15. Resubmitted, NOI sent 08/30/16.	LC
1/6/2015	710 Baldwin Ct	HDP 15-05/CUP 15-05	Stonegate - Construction of new 5,009 sq. ft. SFR	Notice of incomplete application sent to applicant on 2/5/15. Applicant submitted materials 3/19/2015. Notice of incomplete application sent to applicant 4/17/15. Resubmitted, NOI sent 08/30/16.	LC
1/6/2015	608 Baldwin Ct	HDP 15-06/CUP 15-06	Stonegate - Construction of new 4,525 sq. ft. SFR	Notice of incomplete application sent to applicant on 2/5/15. Applicant submitted materials 3/19/2015. Notice of incomplete application sent to applicant 4/17/15. Resubmitted, NOI sent 08/30/16.	LC
1/8/2015	600 Baldwin Ct	HDP 15-07/CUP 15-07	Stonegate - Construction of new 4,309 sq. ft. SFR	Notice of incomplete application sent to applicant on 2/5/15. Applicant submitted materials 3/19/2015. Notice of incomplete application sent to applicant 4/17/15. Resubmitted, NOI sent 08/30/16.	LC
1/8/2015	660 Baldwin Ct	HDP 15-08/CUP 15-08	Stonegate - Construction of new 4,940 sq. ft. SFR	Notice of incomplete application sent to applicant on 2/5/15. Applicant submitted materials 3/23/2015. Notice of incomplete application sent to applicant 4/22/15. Resubmitted, NOI sent 08/30/16.	LC
1/8/2015	700 Baldwin Ct	HDP 15-09/CUP 15-09	Stonegate - Construction of new 5,529 sq. ft. SFR	Notice of incomplete application sent to applicant on 2/5/15. Applicant submitted materials 3/23/2015. Notice of incomplete application sent to applicant 4/22/15. Resubmitted, NOI sent 08/30/16.	LC
1/21/2015	63 Carter Ave	HDP 15-10/CUP 15-10	Stonegate - Construction of new 2,952 sq. ft. SFR	Notice of incomplete application sent to applicant on 2/19/15. Applicant submitted materials 3/19/2015. Notice of incomplete application sent to applicant 4/22/15.	LC
1/21/2015	718 Baldwin Ct	HDP 15-11/CUP 15-11	Stonegate - Construction of new 5,420 sq. ft. SFR	Notice of incomplete application sent to applicant on 2/19/15. Applicant submitted materials 3/19/2015. Notice of incomplete application sent to applicant 4/17/15.	LC

## CURRENT PLANNING PROJECTS LIST

Rev. January 3, 2017

Date Submitted	Project Address	Type of Application	Description	Status	Planner
1/21/2015	61 Carter Ave	HDP 15-12/CUP 15-12	Stonegate - Construction of new 3,239 sq. ft. SFR	Notice of incomplete application sent to applicant on 2/19/15. Applicant submitted materials 3/23/2015. Notice of incomplete application sent to applicant on 4/22/2015.	LC
1/21/2015	59 Carter Ave	HDP 15-13/CUP 15-13	Stonegate - Construction of new 3,225 sq. ft. SFR	Notice of incomplete application sent to applicant on 2/19/15. Applicant submitted materials 3/23/2015. Notice of incomplete application sent to applicant 4/22/15.	LC
1/29/2015	720 Baldwin Ct	HDP 15-14/CUP 15-14	Stonegate - Construction of new 3,310 sq. ft. SFR	Notice of incomplete application sent to applicant on 2/27/2015. Applicant submitted materials on 3/19/2015. Notice of incomplete application sent to applicant 4/17/15.	LC
1/29/2015	620 Baldwin Ct	HDP 15-15/CUP 15-15	Stonegate - Construction of new 3,529 sq. ft. SFR	Notice of incomplete application sent to applicant on 2/27/2015. Applicant submitted materials on 3/19/2015. Notice of incomplete application sent to applicant 4/17/15. Resubmitted on 09/15/16, staff reviewing for completeness.	LC
1/29/2015	716 Baldwin Ct	HDP 15-16/CUP 15-16	Stonegate - Construction of new 4,993 sq. ft. SFR	Notice of incomplete application sent to applicant on 2/27/2015. Applicant submitted materials on 3/19/2015. Notice of incomplete application sent to applicant 4/17/15. Resubmitted, NOI sent on 08/30/16.	LC
1/29/2015	730 Baldwin Ct	HDP 15-17/CUP 15-17	Stonegate - Construction of new 2,898 sq. ft. SFR	Notice of incomplete application sent to applicant on 2/27/2015. Applicant submitted materials on 3/19/2015. Notice of incomplete application sent to applicant 4/17/15.	LC
2/5/2015	738 Baldwin Ct	HDP 15-18/CUP 15-19	Stonegate - Construction of new 3,467 sq. ft. SFR	Notice of incomplete application sent to applicant on 3/5/2015. Applicant submitted materials on 3/19/2015. Notice of incomplete application sent to applicant 4/17/15. Notice of incomplete application sent to applicant on 11.21.16.	LC
2/19/2015	7 Nathaniel Terrace	HDP 15-19/CUP 15-20	Stonegate - Construction of new 6,375 sq. ft. SFR	Currently under review for application completeness. Applicant submitted materials 3/23/2015. Notice of incomplete application sent to applicant 4/22/15.	LC
3/5/2015	1 Nathaniel Terrace	HDP 15-20/CUP 15-21	Stonegate - Construction of new 4,235 sq. ft. SFR	Application submitted on 3/5/15. Notice of incomplete application sent to applicant on 4/2/15.	LC
9/25/2012	498 Woodland	MCUP 12-04/SUP 12-03	Demo/remodel, new Second Unit	Met with applicant on 5/5/15. Pending resubmittal of plans. Elaine Aguilar sent applicant email to schedule a meeting, per his request, and has not heard back as of 10/21/15.	LC
1/14/2014	576 Elm	Pre-Application Review	New 2-story single-family residence exceeding 4,000 SF	Conducted pre-application review meeting; pending submittal of HDP application for Planning Commission review.	LC

## CURRENT PLANNING PROJECTS LIST

Rev. January 3, 2017

Date Submitted	Project Address	Type of Application	Description	Status	Planner
11/13/2012	630 Baldwin Ct.	HDP 12-02 / CUP 12-09	Stonegate - construction 3,512 SF home	PC Workshop held on March 6, 2014. Revised plans submitted on 3/3/2015, comment letter provided to applicant on 06.01.15. Applicant provided reply to comments by email on Aug. 11, and staff requested revised plans to review, which applicant submitted on May 10, 2016. Staff provided comment letter on 07.25.16.	LC
11/13/2012	638 Baldwin Ct.	HDP 12-03 / CUP 12-10	Stonegate - construction 3,528 SF home	PC Workshop held on March 6, 2014. Revised plans submitted on 3/3/2015, comment letter provided to applicant on 06.01.15. Applicant provided reply to comments by email on Aug. 11, and staff requested revised plans to review, which applicant submitted on May 10, 2016. Staff provided comment letter on 07.25.16.	LC
12/1/2014	Stonehouse	TTM 14-01	Tract Map subdivision including 13 new lots.	Staff provided incomplete letter to applicant, pre-development meeting occurred on Feb. 3, 2015. Applicant addressing comments.	VG
N/A	Citywide	Priority Water Conservation Policies	Study, review, and consideration to implement various water conservation policies during water moratorium period (up to 31 policies for consideration and ranked from 1-3 in priority)	Various policies to be agendized for City Council meetings within the next 9 months	Staff
4/27/2015	150 S Baldwin Ave	SUP 15-01/ CUP 16-01	Add 2nd unit with attached garage. Second unit is 756 sq. ft. and attached a garage is 310 sq. ft. In addition, add 88 sq. ft to the existing garage.	CUP approved on May 5, 2016. SUP notices mailed out by staff on 05.23.16 to initiate the 20-day comment period. Staff emailed covenant to applicant on 06.17.16, needs to sign and notarize prior to building permit issuance. Staff notified applicant that proposed changes to covenant are not acceptable to city attorney on 12.07.16.	LC
6/15/2015	St. Rita's Parish 318 N Baldwin	Pre-Application Review	Master Plan	Staff met with applicant on 08.11.15 to review comment letter. RFP for traffic study released on Jan. 15, 2015, Gibson Transportation selected, doing parking counts week of 0303.21.16. Vincent and Bruce met with consultant to discuss traffic study scope.	LC
6/27/2016	196 N. Sunnyside Ave.	SUP 16-03	Convert an existing 669 s.f. backhouse (currently used as an office space) into a second unit, and the creation of a 9'x 20' gravel pad to meet the second unit parking requirement.	6/27/16: Applicant submitted application and paid fees. Staff reviewing for completeness. 7/11/16: Incomplete Letter sent. 7/21/16: Applicant turned in revised plans, reviewing project. Staff site visit, applicant directed to address health & safety issues and add bath tub prior to approval letter.	JP

## CURRENT PLANNING PROJECTS LIST

Rev. January 3, 2017

Date Submitted	Project Address	Type of Application	Description	Status	Planner
7/13/2016	14 W. Sierra Madre Blvd.	CUP 16-02	Establish an optometry use in existing 1,440 s.f space that was formerly a retail clothing store	7/13/16: Applicant submitted application, reviewing 8/11/16: Incomplete letter sent to applicant 8/18/16: Applicant submitted revisions 9/14/16: Incomplete letter sent to applicant 10/31/16: Applicant resubmitted plans tentatively scheduled for Dec. 1 PC mtg.	JP
7/13/2016	14 W. Sierra Madre Blvd.	CUP 16-02	CUP for establishment of optometrist office in existing 1,400 sq.ft. commercial tenant space.	Application deemed complete on 11/09/16, PC meeting scheduled for 01.05.17.	LC
7/26/2016	674 Manzanita Ave.	SUP 16-04	New 800-square foot one-story second unit.	07/27/16: Staff emailed incomplete letter to applicant. Applicant resubmitted on 08/30/16, staff reviewing for completeness. Application complete letter issued on 09.15.16, noticed mailed, noticing period ends on 10.10.16. Complete letter and covenant emailed to applicant on 11/07/16.	LC
8/31/2016	101 W. Bonita Ave.	Mills Act application		Staff reviewing application. PC recommended approval to CC; CC to consider on Dec. 13 mtg. CC approved, staff working on covenant.	LC/VG
10/21/2016	126 E. Mira Monte Ave.	DDP-16-01	Reconstruction of roof and exterior walls.	The PC conducted a public hearing on November 3rd and recommended denial of DDP-01 requiring the applicant to submit a Certificate of Appropriateness based on the findings of the historical evaluation report. The public hearing was continued to January 19, 2017 and at the request of the applicant, the Commission continued the public hearing to February 16, 2017.	VG
10/31/2016	308 Adams St	MCUP16-02	MCUP for construction of modular prefab home	10.31.6 -Staff Reviewing for Completeness 11.23.16 - Staff sent out notice to 300 ft radius residents	JP
11/30/2016	190 Mira Monte	SUP 16-05	Second Unit Permit for 600 s.f 2nd unit	11.30.16 - applicant submitted, staff reviewing for completeness	JP
11/29/2016	305 E. Alegria Ave.	MCUP 16-03	To allow max. 10% encroachment into side yard s/b	12.07.16 Incomplete letter issued.	LC
12/12/2016	94 N. Baldwin Ave.	CUP 16-05	Convert existing bldg. into restaurant/tea room use in the Commercial Zone.	Staff reviewing application for completeness.	LC
12/13/2016	140 E. Grandview	MCUP 16-04	To allow max. 10% encroachment into front yard s/b for new garage.	Staff reviewing application for completeness.	JP

PC - Planning Commission  
HDP - Hillside Development Permit  
CUP - Conditional Use Permit  
MVAR - Minor Variance

## CURRENT PLANNING PROJECTS LIST

Rev. January 3, 2017

Date Submitted	Project Address	Type of Application	Description	Status	Planner
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SUA - Second Use Permit Amnesty

MCUP - Minor Conditional Use Permit

TPM - Tentative Parcel Map

MCTA - Municipal Code Text Amendment

CA - Certificate of Appropriateness

DDP - Discretionary Demolition Permit



pasadena humane society & spca  
compassion and care for all animals

**Animal Control**  
**12/1/2016 to 12/31/2016**  
**SIERRA MAD**

**Field Officer Statistics**

12/1/2016 to 12/31/2016

SIERRA MAD

	ANC	ASST	DEAD	INV	LUNC H	OTHE R	PATR OL	STRA Y	TRAN S	UNLO AD	WILD	XSER V	TOTAL
	3	0	0	0	1	2	10	0	0	0	0	2	18
ANIML	0	0	0	0	0	0	0	0	0	8	0	0	8
FLWUP	0	0	0	2	0	0	0	0	0	0	0	0	2
INU	0	0	0	0	0	0	0	1	0	0	3	0	4
MUNI	0	0	0	3	0	0	0	0	0	0	0	0	3
NEG	0	0	0	3	0	0	0	0	0	0	0	0	3
OTHER	0	1	0	0	0	0	0	0	0	0	0	0	1
OWNED	0	0	1	0	0	0	0	0	0	0	0	0	1
PD	0	2	0	0	0	0	0	0	0	0	0	0	2
PHS	0	1	0	0	0	0	0	0	0	0	0	0	1
PUBLIC	0	1	0	0	0	0	0	0	0	0	0	0	1
RELO	0	0	0	0	0	0	0	0	1	0	0	0	1

	ANC	ASST	DEAD	INV	LUNCH	OTHER	PATROL	STRAY	TRANS	UNLOAD	WILD	XSERV	TOTAL
ROAM	0	0	0	0	0	0	0	3	0	0	2	0	5
WILD	0	0	2	0	0	0	0	0	0	0	0	0	2
TOTAL	3	5	3	8	1	2	10	4	1	8	5	2	52

**Impounded Animal Report**  
**is between 12/1/2016 and 12/31/2016**  
**SIERRA MAD**

		ACTIVE	DECEASED	TOTAL
BIRD		1	1	2
	PIGEON	2	0	2
CAT		7	0	7
DOG		1	1	2
MAMMAL	RACCOON	0	1	1
RODENT	SQUIRREL	0	1	1
<b>TOTAL</b>		11	4	15

**Wildlife Impounded Animal Report for All Cities**

12/1/2016 to 12/31/2016

**SIERRA MAD**

		ACTIVE	DECEASED	TOTAL
BIRD	HAWK	0	1	1
	HUMMINGBIRD	1	0	1
	PIGEON	2	0	2
	Total	3	1	4
MAMMAL	RACCOON	0	1	1
	Total	0	1	1
RODENT	SQUIRREL	0	1	1
	Total	0	1	1
<b>TOTAL</b>		<b>3</b>	<b>3</b>	<b>6</b>

**Live Animal Intake Reason Report**

12/1/2016 to 12/31/2016

**SIERRA MAD**

		OWNE R	PROT	REQ EUTH	STRAY	WILD	<b>TOTAL</b>
BIRD		0	0	0	0	1	1
	PIGE	0	0	0	0	2	2
CAT		1	4	1	1	0	7
DOG		0	0	1	0	0	1
<b>TOTAL</b>		1	4	2	1	3	11

**Euthanasia Reason Report**

12/1/2016 to 12/31/2016

**SIERRA MAD**

		EUTH			TOTAL
		NA INJU	NA SICK	Total	
BIRD	PIGEON	1	0	1	1
CAT		0	1	1	1
<b>TOTAL</b>		<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>

**Animals Euthanized for Space: 0**

**Owner Requested Euthanasia Reason Report**

12/1/2016 to 12/31/2016

**SIERRA MAD**

		REQ EUTH			TOTAL
		NA OLD	NA SICK	Total	
CAT		0	1	1	1
DOG		1	0	1	1
<b>TOTAL</b>		<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>

**Animal Outcome Report**

12/1/2016 to 12/31/2016

**SIERRA MAD**

		ADOPTION	DIED	EUTH	RELEASE	REQ EUTH	TOTAL
BIRD		0	0	0	1	0	1
	PIGEON	0	1	1	0	0	2
	Total	0	1	1	1	0	3
CAT		3	0	1	0	1	5
	Total	3	0	1	0	1	5
DOG		1	0	0	0	1	2
	Total	1	0	0	0	1	2
<b>TOTAL</b>		<b>4</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>10</b>

**Animals Still Here at End of Month  
as of 12/31/2016  
SIERRA MAD**

	ACTIVE
CAT	2
OTHER	4
<b>TOTAL</b>	<b>6</b>

**RTO List for SIERRA MAD**  
**During from 12/1/2016 to 12/31/2016**

<b>DATE OUT</b>	<b>TYPE</b>	<b>AID #</b>	<b>RECPT #</b>	<b>PRICE</b>	<b>PID #</b>	<b>NAME (FIRST LAST)</b>	<b>STREET</b>	<b>CITY, STATE ZIP</b>
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**Impound Fee Totals for =**

**Impound Fee Totals for SIERRA MAD =**