



Ordinance Fact Sheet

TO: CITY COUNCIL **DATE:** DECEMBER 7, 1998
FROM: CITY MANAGER
SUBJECT: AMEND THE ADMINISTRATIVE CODE AS IT RELATES TO THE DURATION OF CONSTRUCTION PROJECTS

AN ORDINANCE OF THE CITY OF PASADENA AMENDING THE UNIFORM ADMINISTRATIVE CODE AS ADOPTED BY TITLE 14 SECTION 14.03.010 OF THE PASADENA MUNICIPAL CODE REGARDING CONSTRUCTION PERMIT EXPIRATION

PURPOSE OF ORDINANCE:

The ordinance will limit the duration of a building permit in residential zoning districts, in order to minimize neighborhood disruption.

SUMMARY OF ORDINANCE REQUIREMENTS

Currently a building permit can theoretically last forever. A permit expires 180 days after the last activity on the project, so each time an inspection is conducted the permit extends 180 more days.

This ordinance will restrict jobs in residential zoning districts to 18 months. Provisions are included that would allow the Building Official to grant a 180 day extension with whatever conditions he deemed necessary to protect the neighborhood. An additional 180 days could be granted by a hearing officer after receiving any input the neighborhood wished to bring forward.

When the time expires for a project the site must be secured and equipment and vehicles removed. Work must then cease for 1 year after which time a new permit may be obtained with a 180-day expiration which can only be extended after a hearing before a hearing officer.

Interior work with no materials or equipment exposed to the neighborhood is exempt from the provisions of this amendment.

MEETING OF 12/7/98

AGENDA ITEM NO. 9.A.2.

REASONS WHY LEGISLATION IS NEEDED

This amendment is necessary to prevent long term disruptions in neighborhoods caused by private construction projects.

PROGRAMS DEPARTMENTS OR GROUPS AFFECTED

The Permit Center Division of the Planning and Permitting Department will bear the primary enforcement responsibilities. It will enable the Division to respond to frequent neighborhood concerns.

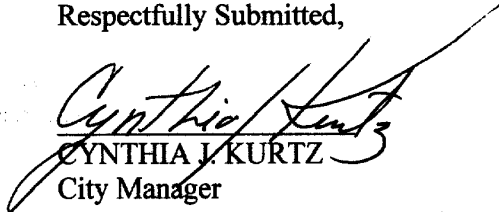
FISCAL IMPACT

The fiscal impact associated with this amendment will be limited to the occasional repermitting fee received and the fees associated with the required hearings. It is estimated that this will be less than \$5,000 per year.

POLICY CHANGES


The only policy changes necessary to implement this amendment will be changes in the permit tracking times now established in our automated system.

Respectfully Submitted,



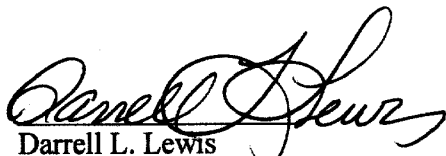
CYNTHIA J. KURTZ
City Manager

Prepared by:



Bob J. Fowler
Building Official

Approved by:



Darrell L. Lewis
Director of Planning & Permitting

Introduced by Councilmember:

ORDINANCE NO.

AN ORDINANCE OF THE CITY OF PASADENA AMENDING THE
UNIFORM ADMINISTRATIVE CODE AS ADOPTED BY
TITLE 14 SECTION 14.03.010 OF THE PASADENA MUNICIPAL CODE,
REGARDING CONSTRUCTION PERMIT EXPIRATION.

The People of the City of Pasadena ordain as follows:

SECTION 1. The Uniform Administrative Code, as adopted by Section 14.03.010 of Title 14 of the Pasadena Municipal Code, is hereby amended by adding a Section 303.4.1 which reads as follows:

“Uniform Administrative Code Section 303.4.1 - Residential Zoning Districts

A. Duration of Initial Permit

Notwithstanding any other provisions of this section entitled “Permits -Issuance”, in residential zoning districts, all work for which a permit is required shall be completed within 18 months from the date of issuance of the permit. When work at a single site is authorized under multiple permits, the maximum duration as described above shall be determined by the issuance date of the earliest permit.

B. Initial Permit Extension

Should additional time be required, the permittee may apply for and request an extension of time to complete the work. The building official may extend the time to complete the work for a period not to exceed 180 days upon written request by permittee showing good cause for such an extension of time. The building official may place conditions upon the granting of such an extension to protect the neighborhood.

C. Additional Permit Extension

If the work is still not completed after having been granted an extension by the building official, the permittee may apply for a second extension of time to complete the work for a period of time not to exceed 180 days. Such application shall be subject to a fee as set forth in the City's fee schedule and shall be heard by a hearing officer in a noticed public hearing. The hearing officer may extend the time to complete the work for a period of time not to exceed 180 days upon written application by permittee showing good cause for the extension. The hearing officer may place conditions on the extension to protect the neighborhood.

D. Required Acts When Permit Expires

When the maximum duration for the completion of the work has expired, the permittee shall do the following, even if the work is not completed:

1. Cease all work at the site.
2. Fill or secure all open excavations.
3. Secure and make weathertight all structures.
4. Remove all vehicles and heavy equipment associated with the work from the site and/or from adjacent streets and alleys.
5. Remove all portable sanitation facilities.

E. Permits After a Work Moratorium

Work at a site that has continued for the maximum duration may not continue or resume for a period of one year. At the end of this period, work may resume. However, a new permit must first be obtained at the full fee prescribed and a plan, detailing a schedule of construction

phases that will ensure that the project will be completed in a period of 6 months or less, must be submitted concurrently with the permit application to the building official for approval. Upon approval of the building official, the permit will be issued and such permit will expire 6 months after the date of issuance. If the work has not been completed within the 6 month of the issuance of the permit, work may only continue upon application and payment of the appropriate fee for an extension. Such application will be considered by a hearing officer in a noticed public hearing and will only be granted upon a finding of special conditions that make the completion of the work within the mandated time impractical. The decision of the hearing officer may be appealed to the Board of Zoning Appeals.

F. Exception

Work that is limited exclusively to interior work may be extended according to section 303.1.4 provided that no construction related vehicles are parked on the street or alley, and that no construction material is stored in view of any adjacent property.”

SECTION 3. This ordinance shall take effect upon the expiration of 30 days from its publication.

Signed and approved this ____ day of _____ 1998.

Chris Holden
Mayor of the City of Pasadena

I HEREBY CERTIFY that the foregoing ordinance was adopted by the City Council of
the City of Pasadena at its meeting held _____, 1998, by the following vote:

YES:

NOES:

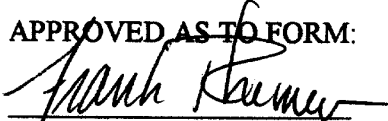
ABSENT:

ABSTAIN:

Published:

Jane Rodriguez
City Clerk

APPROVED AS TO FORM:


Frank L. Rhemrev
Senior Deputy City Attorney