

PLANNING DIVISION // MONTHLY REPORT

May 2025



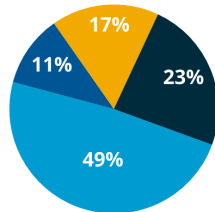
APPLICATIONS RECEIVED

21% decrease in applications from May 2024.

A total of **73** applications were received this month. **70** applications were initiated by private applicants and **3** were initiated by the City.

This report communicates the Planning Division's workload & provides analysis of trends to better understand staff capacity.

TYPE OF PETITIONS



- Zoning Administrator
- Planning Commission
- Historic Landmark
- Subdivision

TYPE OF APPROVAL PROCESS



Administrative Approval

66



Planning Commission

7

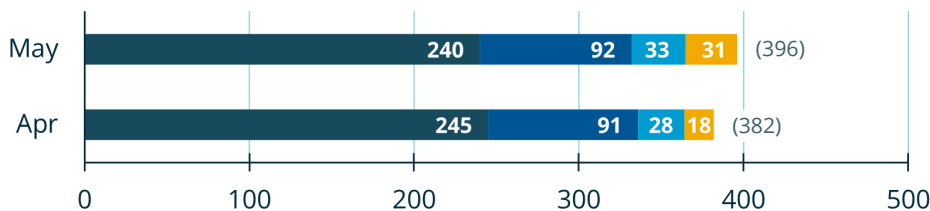


City Council Approval

5

90% of the applications can be processed administratively.

BUILDING PERMIT / ZONING REVIEWS



Number of reviews to date for 2025

1816

- 1st Review
- 2nd Review*
- 3rd Review*
- 4+ Reviews*

* Review for corrections

PLANNING COUNTER INQUIRIES

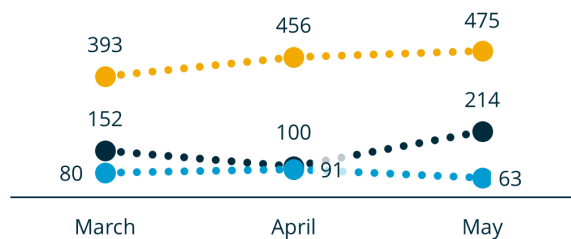
This month the Planning Division received a total of **475** phone calls, **214** email inquiries, and **63** walk-in inquiries.

PUBLIC ENGAGEMENT

Online Open Houses are hosted by the Planning Division as an opportunity for constituents to stay informed, review proposals, and provide feedback.

This month 61 Online Open Houses were hosted with a total of 945 visits.

TRENDS



- Walk-ins
- Emails
- Phone Calls

ONLINE OPEN HOUSES BREAKDOWN



New this month

6



Active from past months

43



Closed this month

12

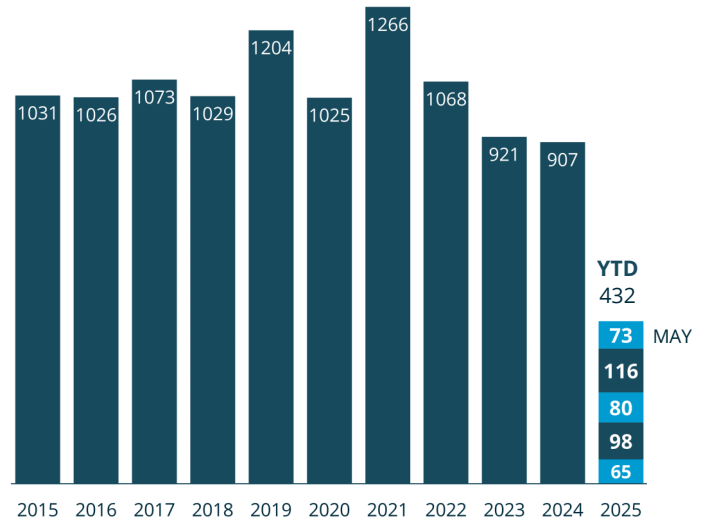


10-YEAR TREND ANALYSIS

May 2025 saw a decrease on the number of applications compared to May 2024. From 2015 through 2025, the Division has received an average of 95 applications each May.

In May 2021, the Division received the highest number of applications in a single month, with a total of 114. In contrast, May 2025 recorded the lowest number of applications for the month, with 73 applications.

This May, the total number of applications received was 23% below the monthly average for May.



FEATURED PROJECT

Planned Development - 377 E 2100 S

On May 28, the Planning Commission approved a planned development for 22 townhome units. The request before the Planning Commission was for an additional five feet of building height, allowing the units to be three stories in height. The project will make use of sustainable appliances and utilities, ensuring more efficient energy and water consumption per unit.



HIGHLIGHT

RMF-35 & RMF-45 Multi-family Zoning District Merger

On May 14, the Planning Commission forwarded a positive recommendation to City Council regarding the proposed RMF-35 & RMF-45 merger. The proposal is meant to remove barriers and enable the development of compatible infill housing. The proposal introduces design standards, reduces lot size requirements, permits multiple principal structures per lot, and offers a density bonus for preserving existing structures.

NEW PROJECTS



Local Landmark Site Designation - Sampson-Altadena Apartments 276 E 300 S, 310 S 300 E

The Sampson-Altadena Condominiums Homeowner Association submitted a petition to designate the Sampson and Altadena Apartments as a local landmark site. The 3½-story Neo-classical brick buildings were constructed in 1906. Both buildings are walk-up type apartment blocks with exterior balconies.

Architecturally significant features include a raised foundation of rock-faced sandstone (currently painted salmon) with a softer red brick on the façades of the buildings. Other notable Neo-classical features include pedimented entrances in the center of the symmetrical façades, Tuscan columns, dentilled cornices, and accentuated keystones.