



Planning & Development
Land Use Planning Division

MEMORANDUM

October 6, 2026

To: Zoning Adjustments Board

From: Karen C. Hernandez, Assistant Planner

Subject: Continuation of Item #6C Use Permit #ZP2026-0031, 3048-3050 Shattuck Avenue

Chair Gaffney and Members of the Zoning Adjustments Board,

Staff has been notified of recent work done without permits for Consent Calendar Item #6C Use Permit #ZP2026-0031, 3048-3050 Shattuck Avenue.

BACKGROUND AND ANALYSIS:

On October 2, 2026, a stop work order was issued by the Building and Safety Division due to the initiation of demolition at the project site without permits. The work completed includes the demolition of all interior and exterior walls down to wall studs and the removal of all windows and doors.

There are three separate building permits associated to this project:

- 1) #B2026-01383 – To replace the roof with the shingle material and color, and installation of new gutter and downspouts

Status: Approved with Conditions. Permit issued.

- 2) #B2026-01382 – To replace windows with same size, material, and color.

Status: Corrections List Issued. Permit not issued.

- 3) #B2026-01466 – To convert existing office into single-family residence. Reconfigure the interior floor plan to include a living room, family room, kitchen, bedrooms, and bathrooms. Remove the existing rear stair, extend the deck and construct a new stair providing access to the garage door. Modify and relocate doors and windows as necessary to accommodate the proposed floor plan layout.

Status: Under Review. Permit not issued.

The current scope of work for Use Permit #ZP2026-0031 does not include the demolition of all outer walls of the existing building. Additional documents are required from the applicant for staff to review the revised work scope. Additional use permits and review by other City commissions may be required.

RECOMMENDED ACTION:

Staff recommends that ZAB continue this item to a date uncertain to conduct additional review.

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