



CITY OF GLENDALE, CALIFORNIA  
COMMUNITY DEVELOPMENT DEPARTMENT  
Planning Division

633 East Broadway, Room 103  
Glendale, California 91206-4386  
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www.ci.glendale.ca.us

March 7, 2013

Nardi Associates, LLP  
Atten: Matias Creimer  
805 South Shamrock Avenue  
Monrovia, CA 91016

**RE: 4551 SAN FERNANDO ROAD  
CONDITIONAL USE PERMIT NO. PCUP 1231815  
(His Life City Church)**

(SEE: Planning Parking Exception PPEX 1231816)

Dear Mr. Nardi:

On February 6, 2013, the Planning Hearing Officer conducted and closed a public hearing, pursuant to the provisions of the Glendale Municipal Code, Title 30, Chapter 30.42, on your application for a conditional use permit to allow a church located at **4551 San Fernando Road**, in the "IMU" – Industrial/Commercial Mixed Use zone, described as Portion of Lot 11, Watt's subdivision of a part of the Rancho San Rafael in the City of Glendale, County of Los Angeles.

APPLICANT'S PROPOSAL

Conditional Use Permit

- 1) Locate a church in the "IMU" zone

CODE REQUIRES

Conditional Use Permit

- 1) Places of worship (churches) in the "IMU" zone require the approval of a conditional use permit

ENVIRONMENTAL RECOMMENDATION: Exempt.

**REQUIRED/MANDATED FINDINGS**

After thorough consideration of the statements contained in the application, the plans submitted therewith, the report by the Community Development Department staff thereon, and the statements made at the public hearing with respect to this application, the Planning Hearing Officer has **GRANTED WITH CONDITIONS** your application based on the following:

**A. The proposed use will be consistent with the various elements and objectives of the general plan.**

The proposed church use will be consistent with the various elements and objectives of the General Plan. The site is located in a Mixed Use Development land use designation, which encourages a compatible mix of various land uses. The church is an institutional use that will provide services and support to the residents in the neighborhood and the city. This use will help invigorate the neighborhood during days and times where commercial and industrial areas are generally not dynamic and will indirectly foster economic and commercial activity. San Fernando Road is classified as a major arterial street in the Circulation Element and can accommodate the incremental additional automobile traffic generated by the proposed use. No other elements of the General Plan should be impacted as a result of the proposed project.

**B. The use and its associated structures and facilities will not be detrimental to the public health or safety, the general welfare, or the environment.**

The church use will not be detrimental to the public health or safety, the general welfare, or the environment. The church will locate in tenant spaces of an existing building. Aside from tenant improvements to the interior of the tenant space, neither the existing building nor site will be altered. Hours of operation for the church are proposed during the evenings and weekend, when the majority of businesses operating on the site are closed.

**C. The use and facilities will not adversely affect or conflict with adjacent uses or impede the normal development of surrounding property.**

The church use will not adversely affect or conflict with adjacent uses or impede the normal development of the surrounding property. The subject site as well as the surrounding area is already developed, therefore, the proposed church will not impede development of the neighborhood. Since the church is proposing to operate in the evening and on the weekend when most of the other on-site businesses are closed, the church should not conflict with the existing businesses that currently are located at the site.

**D. Adequate public and private facilities such as utilities, landscaping, parking spaces and traffic circulation measures are provided for the proposed use.**

That adequate public and private facilities such as utilities, landscaping, parking spaces and traffic circulation measures are or will be provided for the proposed use. The area surrounding the subject site has been developed for many years and utilities such as water, sewer and storm drainage are in place. These utilities were designed for commercial/industrial users and, therefore, can accommodate a less intense church use. San Fernando Road can accommodate the incremental additional automobile traffic generated from the church, particularly since it will operate during "off-peak" travel hours.

The Engineering and Traffic Section and Glendale Water and Power did not cite any concerns regarding the adequacy of utilities or traffic circulation. If the requested parking exception is approved with conditions restricting operating hours and requiring the ground level gate to remain unlocked and open when the church is using the facility, on-site parking will be adequate for the proposed use.

#### **SUMMARY OF PLANNING HEARING OFFICER'S DECISION**

The Planning Hearing Officer was able to make all four required findings in favor of the subject conditional use permit application in Section 30.42.030, Glendale Municipal Code. Parking and traffic circulation measures are not anticipated to be impacted as a result of allowing the church at the subject property. The conditions attached to the approval will control the use in a manner necessary to allow the use to properly fit into the specific location.

#### **CONDITIONS OF APPROVAL**

**APPROVAL** of this Conditional Use Permit shall be subject to the following:

1. That the development shall be in substantial accord with the plans submitted with the application and presented at the hearing except for any modifications as may be required to meet specific Code standards or other conditions stipulated herein to the satisfaction of the Planning Hearing Officer.
2. That all necessary licenses (i.e. building, fire, engineering, etc.) shall be obtained from the Building and Safety division and Public Works Department and all construction shall be in compliance with the Glendale Building Code UBC (Universal Building Code) and all other applicable regulations.
3. That the premises shall be made available and accessible to any authorized City personnel for inspection to ascertain that all conditions of approval of this conditional use permit are complied.
4. That the church comply with all conditions of approval of Parking Exception No. 1231816.
5. **The hours of operation for the church are Monday through Saturday 7 p.m. to midnight and Sunday all day.**
6. The applicant shall comply with all requirements of Fire Engineering, as specified in the memo dated October 12, 2012 to the satisfaction of the Fire Department.
7. That all music, lighting, noise and odors shall be confined to the occupancy so as not to disturb occupants of other adjacent businesses or properties and patrons on the public right-of-way. The Planning Hearing Officer's opinion shall prevail to arbitrate any conflicts.

8. That any expansion or modification of the facility or use that intensifies the existing Conditional Use Permit shall require a new Conditional Use Permit application. Expansion shall constitute adding floor area, changes to the use or operation, or any physical change as determined by the Planning Hearing Officer, with concurrence from the Director of Community Development.
9. That access to the premises shall be made available upon request to all City of Glendale authorized staff (i.e. Community Planning Department, Building and Safety Division, Fire Department, Police Department, etc.) for the purpose of verifying compliance with all laws and the conditions of this approval.
10. That the proposed church shall obtain a Zoning Use Certificate.

**APPEAL PERIOD (effective date), TIME LIMIT, LAPSE OF PRIVILEGES, TIME EXTENSION**

The applicant's attention is called to the fact that this grant is not a permit or license and that any permits and licenses required by law must be obtained from the proper City and public agency.

Under the provisions of the Glendale Municipal Code, Title 30, Chapter 30.62, any person affected by the above decision has the right to appeal said decision to the Planning Commission if it is believed that the decision is in error or that procedural errors have occurred, or if there is substantial new evidence which could not have been reasonably presented. It is strongly advised that appeals be filed early during the appeal period and in person so that imperfections/incompleteness may be corrected before the appeal period expires. Any appeal must be filed on the prescribed forms within fifteen (15) days following the actual date of the decision. Information regarding appeals and appeal forms will be provided by the Building and Safety Division upon request and must be filed with the prescribed fee prior to expiration of the 15-day period, on or before **March 22, 2013**, in the Building and Safety Division, 633 East Broadway, Room 101.

**APPEAL FORMS available on-line:**  
<http://www.ci.glendale.ca.us/planning/SubmittingAProject.asp>

To save you time and a trip - please note that some of our FORMS are available on line and may be downloaded. AGENDAS and other NOTICES are also posted on our website.

**TRANSFERABILITY**

This authorization runs with the use for which it was intended for and approved. In the event the property is to be leased, rented or occupied by any person or corporation other than yourself, it is incumbent that you advise them regarding the conditions and/or limitations of this grant.

## **VIOLATIONS OF THESE CONDITIONS**

Violations of conditions required by this determination may constitute a misdemeanor or infraction under section 1.20.010 of the Glendale Municipal Code (GMC) and/or a violation of other local, State or Federal laws or regulations. Unless a specific penalty is provided, any person convicted of a misdemeanor shall be punished by a fine not to exceed one thousand dollars (\$1,000.00), or imprisonment for a term not to exceed six (6) months, or by both fine and imprisonment. Infractions are punishable by a fine not exceeding the sum of five hundred dollars (\$500.00) for each violation.

Violations of conditions required by this determination may be grounds for a revocation.

**Section 30.16.610 of the Glendale Municipal Code, 1995, provides for the Director of Community Development to have continuing jurisdiction over any conditional use permit which is or has been granted and may revoke any conditional use permit in whole or in part at any time for failure to comply with any condition or requirement imposed at the time of approval.**

### **GMC CHAPTER 30.41 PROVIDES FOR**

**TERMINATION:** Every right or privilege authorized by a conditional use permit shall terminate two (2) years after the granting of such, unless the exercise of such right or privilege has commenced in good faith prior to such time, except as otherwise provided for.

**EXTENSION:** An extension of the conditional use permit may be requested one time and extended for up to a maximum of one (1) additional year upon receipt of a written request from the applicant and demonstration that a reasonable effort to act on such right and privilege has commenced within the two (2) years of the approval date. In granting such extension the applicable review authority shall make a written finding that neighborhood conditions have not substantially changed since the granting of the conditional use permit.

## **REVOCATION, CONTINUING JURISDICTION**

Section 30.64.020 – Revocation – The Community Development Department shall have continuing jurisdiction over variances and conditional use permits (individual cases heard and decided upon by the Planning Hearing Officer).

To consider the revocation, the Planning Hearing Officer shall hold a public hearing after giving notice by the same procedure as for consideration of a conditional use permit at least ten (10) days notice by mail to the applicant or permittee. Continuing jurisdiction over any case is the purview of the Planning Hearing Officer, with concurrence by the Director of Community Development.

**NOTICE – subsequent contacts with this office**

The applicant is further advised that all subsequent contact with this office regarding this determination must be with the case planner (Roger Kiesel @ 818.937.8152) who acted on this case. This would include clarification and verification of condition compliance and plans or building permit applications, etc., and shall be accomplished **by appointment only**, in order to assure that you receive service with a minimum amount of waiting. You should advise any consultant representing you of this requirement as well.

Sincerely,



Bradley M. Collin  
Planning Hearing Officer

BC:sm

CC: City Clerk (K.Cortes); Police Dept. (Tim Feeley/Z.Avila); City Attorney's Dept. (G. van Muyden/M.Yun); Fire Prevention Engineering Section-(D.Nickles); City Engineer and Traffic & Transportation Section (Roubik Golanian/G.Tom); Director of Public Works and General Manager for Glendale Water and Power (Stephen Zurn); Glendale Water & Power--Water Section (R.Takidin); Glendale Water & Power--Electric Section (M.Kelley/M.Jackson); Parks, Recreation and Community Services Dept. (Emil Tatevosian); Neighborhood Services Division (A.Jimenez); Integrated Waste Management Admin. (D.Hartwell); Maintenance Services Section Admin. (D.Hardgrove); Street and Field Services Admin.; Environmental Management (M.Oillataguerra); N. F. Nardi – architect on the project; L. Lopez, Church Minister; R. Slovis, Property Manager representing Lilly Property Management Company; A. Corvalan; G.Avalos; G.Grogoryan; Apo Jabarian; J. Peach; Tim Howell; and case planner Roger Kiesel.

**CITY OF GLENDALE**  
**INTERDEPARTMENTAL COMMUNICATION**  
**Community Development Department**  
**Request for Comments Form (RFC)**

**DATE:** October 10, 2012    **DUE DATE:** October 24, 2012  
**TO:** \_\_\_\_\_  
(PLEASE submit your response by above DATE)

**FROM:** Roger Kiesel, Case Planner    **Tel. #** 818-937-8152

**PROJECT ADDRESS:** \_\_\_\_\_  
 Applicant: Nardi Associates LLP  
 Property Owner: Reid Slovis

**PROJECT DESCRIPTION:** The applicant is proposing to locate a church in an existing building in an IMJ zone, which requires approval of a conditional use permit. The church use requires a total of 33 on-site parking spaces and two spaces are provided. The applicant is requesting approval of a parking exception to allow the use to be located without providing the total number of on-site parking spaces.

**PLEASE CHECK:**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> A. CITY ATTORNEY                          | <input type="checkbox"/> G. INFORMATION SERVICES<br><small>(Wireless Telecom)</small> |
| <input checked="" type="checkbox"/> B. COMMUNITY DEVELOPMENT:                 | <input checked="" type="checkbox"/> H. PUBLIC WORKS (ADMINISTRATION):                 |
| <input checked="" type="checkbox"/> (1) Building & Safety                     | <input type="checkbox"/> (1) Engineering  |
| <input checked="" type="checkbox"/> (2) Economic Development                  | <input type="checkbox"/> (2) Environmental Management                                 |
| <input checked="" type="checkbox"/> (3) Housing                               | <input type="checkbox"/> (3) Facilities (city projects only)                          |
| <input checked="" type="checkbox"/> (4) Neighborhood Services                 | <input type="checkbox"/> (4) Integrated Waste   |
| <input type="checkbox"/> (5) Planning & Urban Design<br>EIP/Historic District | <input type="checkbox"/> (5) Maintenance Services/Urban Forester                      |
| <input type="checkbox"/> (6) Redevelopment                                    | <input type="checkbox"/> (6) Traffic & Transportation                                 |
| <input checked="" type="checkbox"/> D. COMMUNITY SERVICES/PARKS:              | <input type="checkbox"/> J. GLENDALE POLICE   |
| <input checked="" type="checkbox"/> E. FIRE ENGINEERING (PSC)                 | <input type="checkbox"/> K. OTHER:  |
| F. GLENDALE WATER & POWER:  | <input type="checkbox"/> (1) STATE-Alcohol Beverage Control (ABC)                     |
| <input type="checkbox"/> (1) Water  | <input type="checkbox"/> (2) CO Health dept.  |
| <input type="checkbox"/> (2) Electric   | <input type="checkbox"/> (3) City Clerk's Office                                      |

**ENTITLEMENT(S) REQUESTED**

Variance Case No.: \_\_\_\_\_  
 CUP Case No.: PCUP 1231815  
 DRB Case No.: \_\_\_\_\_  
 Tentative Tract/Parcel Map No.: \_\_\_\_\_  
 Zone Change/GPA: \_\_\_\_\_  
 Other PPPEX 1231816

**INTER-DEPARTMENTAL COMMUNICATION  
PROJECT CONDITIONS AND COMMENTS**

**Project**  
Address: 4551 San Fernando Road #212/213      Project Case No.: 1231815 and 1231816  
*NOTE: Your comments should address, within your area of authority, concerns and potentially significant adverse physical changes to the environment regarding the project. You may also identify code requirements specific to the project, above and beyond your normal requirements. Applicant will be informed early in the development process. You may review complete plans, maps and exhibits in our office, MSB Room 103. We appreciate your consideration and look forward to your timely comments. Please do not recommend APPROVAL or DENIAL. For any questions, please contact the Case Planner ASAP, so as not to delay the case processing.*

**COMMENTS:**

- This office DOES NOT have any comment.
- This office HAS the following comments/conditions.  (See attached Dept. Master List)

Date: 10.12.12  
Print Name: D. VICKLES      Dept. FIRE      Tel: x 3207  
Title: FPC

**3. ADDITIONAL COMMENTS:**

- 1. CHANGE OF OCCUPANCY (B → A)

**4. CASE SPECIFIC CODE REQUIREMENTS:** (these are not standard code requirements)

- 1. REQUIRES ASSEMBLY PERMIT FROM FIRE DEPT.

**5. SUGGESTED CONDITIONS:** (may or may not be adopted by the Hearing Officer)

- 1.