



**CITY OF GLENDALE, CALIFORNIA**

Community Development  
Planning

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February 12, 2019

Raul Godinez  
3608 San Fernando Road  
Glendale, CA 91204

**RE: 3608 SAN FERNANDO ROAD  
3610 SAN FERNANDO ROAD (UNITS A AND B)  
PARKING EXCEPTION CASE NO. PPPEX 1826493**

Dear Mr. Godinez:

Pursuant to the provisions of the Glendale Municipal Code, Title 30, Chapter 30.32.020, the Director of Community Development has processed an application for a Parking Exception for the property located at **3608 San Fernando Road and 3610 San Fernando Road (Units A and B)**, in the "IMU-R" (Industrial/Commercial-Residential Mixed Use) Zone, and described as Portion of Lot 1 of the Treadwell Tract, in the City of Glendale, County of Los Angeles.

The application is hereby **APPROVED**, based on the following analysis and findings, and subject to the conditions of approval.

#### **PROJECT PROPOSAL**

The applicant is requesting a parking exception for an 833 square-foot office space addition to the existing office building without providing the additional required two parking spaces on-site. The proposed addition consists of the legalization of an existing 384 square-foot floor area addition and a new 449 square-foot office space addition to an existing 4,288 square-foot two-story office building on a 6,888 square-foot lot. The areas of the additions are within the existing footprint of the building and do not involve any change to the exterior of the building.

#### **ENVIRONMENTAL DETERMINATION**

The project is exempt from CEQA review as a Class 1 "Existing Facilities" exemption, pursuant to State CEQA Guidelines Sections 15301 (e)(1), because the proposed floor area addition to the existing office building will not result in an increase of more than 2,500 square feet of floor area.

## **SUMMARY AND BACKGROUND**

The project site is currently developed with a two-story office building built in 1927-1933. The property is in the IMU-R (Industrial/Commercial-Residential Mixed Use) Zone and is located on the northeast corner of San Fernando Road and Rosslyn Street, in the southern portion of Glendale, adjacent to the city of Los Angeles. Currently, the building is comprised of three tenant spaces (office uses) on two levels and contains an area for five on-site parking spaces (including one ADA parking space) on the ground level with vehicular access from Rosslyn Street. According to City records, the entire building was occupied by a warehouse/wholesale use without on-site parking spaces before its conversion to the existing office uses. In 2013, 4,288 square feet of the building, including an 897 square-foot second floor addition (within the building envelope), was converted to an office use (Building Permit No. BB1307901). As such, five on-site parking spaces were provided for the approved use inside the building. However, a total of 384 square feet of vestibule areas (hallways) on the ground level were not incorporated into the floor area calculation as required by the Zoning Code and is proposed to be legalized as part of this application.

In 2014, the approved office space was divided into the existing three tenant spaces (Building Permit No. BB1402952) addressed as 3608 San Fernando Road located on the first and second floors, that is currently occupied by a law office (2,274 square feet), 3610 San Fernando Road - Unit A, located on the first floor occupied by a general office (1,646 square-foot office space), and 3610 San Fernando Road - Unit B, on the first floor (368 square-foot office space), which is currently vacant.

The applicant is proposing to expand 3610 San Fernando Road - Unit B, by adding a new 449 square-foot office space on the second floor, within the existing building footprint for the use of the current tenant at Unit A. The applicant is also requesting to legalize an existing 384 square feet of floor area on the first floor that were designated as vestibules/hallways on the previous plans and not accounted in floor area calculation. As such, the parking shortfall for the total addition of 833 square feet will be two parking spaces, which cannot be accommodated on the subject site.

## **PARKING EXCEPTION REQUEST**

The applicant is requesting a parking exception to allow the addition of 449 square-foot office space to expand the existing second floor (within the existing building envelope) and a legalization of the existing 384 square-foot floor area previously designated as vestibules of the existing offices on the first floor without providing two required parking spaces on site.

Pursuant to Section 30.32.030 (B)(1) of the Glendale Municipal Code, upon enlargement of a building, which creates an increase in the additional floor area devoted to a use, additional parking and loading spaces shall be provided for such new floor area without diminishing the existing parking provided for the existing use.

In accordance with Section 30.32.050 of the Glendale Municipal Code, office uses require 2.7 parking spaces per 1,000 square feet of floor area; therefore, the parking shortfall for the total of 833 square-foot floor area addition for the office use is two parking spaces, which cannot be accommodated on the subject site due to the current constraints on the property as the existing building footprint covers the entire lot.

## REQUIRED FINDINGS

After considering the evidence presented with respect to this application, the Director of Community Development has determined that Parking Exception Case No. PPPEX 1826493 for a request to allow 833 square-foot office space addition to the existing office building located at 3608 San Fernando Road and 3610 San Fernando Road (Units A and B), without providing two additional required on-site parking spaces, meets the findings of Section 30.32.020 as follows:

**A. Parking spaces required for the proposed use or construction proposal cannot reasonably be provided in size, configuration, number of spaces or locations specified by the provisions of this title without impairment of the project's viability.**

The scope of the project and the existing conditions of the site result in practical difficulties that impair the project's viability if the strict requirements for the number of additional parking spaces were applied.

The subject site is a 6,888 square-foot lot located in the IMU-R (Industrial/Commercial-Residential Mixed Use) Zone in the former San Fernando Road Corridor Redevelopment Project Area. The zoning designation allows for a mix of commercial, industrial, and residential activities and office use is a permitted use in this zone. The subject office building covers the entire lot. The first floor features an existing 3,775 square-foot office space and a 3,113 square-foot parking area (five parking spaces). There is an existing 897 square-foot office space on the second level. The proposal includes an addition of 449 square feet of office space to the existing 897 square-foot office building on the second floor. The addition is within the existing building envelope and does not change the exterior of the existing building. The application also includes the legalization of an existing 384 square feet of floor area within the existing office spaces (vestibule entries/hallways) on the first floor. The increase in the floor area for a total of 833 square feet will require two additional parking spaces. Based on the current development of the property including the existing building location, there is no additional space inside or outside of the building to accommodate new parking spaces. As there are no site alternatives to locate two additional parking spaces based on the existing development of the site, the applicant would have to make significant modifications to the existing building, which would impair the viability of the proposed minor addition. Therefore, the required additional two parking spaces in conjunction with the proposed 833 square-foot office space addition cannot reasonably be provided on-site.

**B. The parking exception will serve to promote specific goals and objectives of the adopted plans for the former San Fernando Road Corridor Redevelopment Project Area and will be consistent with the various elements of the General Plan and will promote the general welfare and economic well-being of the area; and**

This project is consistent with the intent of the goals and objectives of the former San Fernando Road Redevelopment Project. The area along San Fernando Road is zoned for a mix of commercial and residential uses. Applicable goals for the San Fernando Road Corridor include upgrading and improving existing commercial and industrial buildings, which help maintain the tax base and attract a variety of business activities. The redevelopment plan calls for a mix of uses and the prevention of blighting influences in the project area. The proposed addition to the existing building will enhance the economic vitality of the neighborhood and is compatible with the types of businesses located in the vicinity. A leased and occupied building is an important factor for the economic stability of

the operator(s) and same type of uses in the neighboring commercial uses. Therefore, the project is complementary to the existing mix of land uses in the neighborhood. This continuity of operable businesses will help to revitalize this area, reduce physical blight, and improve the economic welfare of the area.

An objective of the San Fernando Road Redevelopment Plan is to ensure that there is adequate onsite parking for all land uses in order to keep traffic, noise and parking impacts from negatively impacting adjacent business and residential neighborhoods. The existing five parking spaces on-site including one handicap-accessible parking space can accommodate the parking demand for the proposed development because the proposed minor 833 square-foot office space addition to the existing office area will not necessarily increase the demand for more parking. The addition will be occupied by the existing office tenant in Unit A and continue the existing office practices, which do not require frequent customer visits since the subject office produces animated videos for its certain client. The proposed legalization of the existing 384 square feet of the vestibules/entryways of the existing offices on the ground level is also not anticipated to increase the demand for parking since it will not create a new tenant space and the area of legalization has been already incorporated within the existing office spaces as entryways to the offices. Therefore, approval of the parking exception will not be contrary to this stated objective.

The project is consistent with the various elements and objectives of the General Plan. The land use designation of the subject site is Mixed Use and is zoned IMU-R, where commercial uses are permitted. The Circulation Element classifies San Fernando Road as a Major Arterial that can accommodate the traffic and circulation patterns for the proposed office use. The portion of Rosslyn Street located within the city of Glendale boundary, is classified as a local street in the Circulation Element and can also adequately accommodate the traffic and circulation patterns. The site is not designated for a future park or open space in the Open Space and Conservation Element or the Recreation Element. The site is not in an active fault zone as shown in the Safety Element.

**C. The project involves exceptional circumstances or conditions applicable to the property involved, or the intended use or development of the property that do not apply generally to other property in the area.**

There are conditions applicable to the subject property and the intended use that do not apply generally to other property in the area. The existing building footprint covers the entire site so that it is infeasible to alter the size or configuration of the building to accommodate additional on-site parking spaces as required by the Zoning Code. Currently, the project site is developed with a two-story, 4,672 square-foot multi-tenant office building and is located on the northeast corner of San Fernando Road and Rosslyn Street. The building was originally developed in 1927-1933. Parking requirements for commercial uses were not introduced to the Glendale Municipal Code until 1952; therefore, no on-site parking was provided for the building. The original and previous warehousing/wholesaling use of the building was converted into an office use in 2013. As such, five code compliant on-site parking spaces (including one ADA parking space) were provided inside the building, in the storage area of the previous warehousing/wholesaling use. However, the existing 384 square feet of floor area within the vestibule entries/hallways of the building was not included in floor area calculation for office spaces; therefore, the applicant is requesting to legalize this area as part of this application.

The proposed office use expansion of 449 square feet with the legalization of the existing 384 square feet of the current office uses is parked at 2.7 spaces per 1,000 square feet of floor area; therefore, two additional on-site parking spaces are required in accordance with the Zoning Code for the addition totaling 833 square feet. Based on the current development on the site, including building location, it would not be possible to accommodate additional parking spaces without significantly altering the existing building, which would impair the project's viability. The additional floor area is necessary for the successful operation of the tenant. Therefore, there are exceptional circumstances that warrant approval of the requested parking exception for this project.

**D. There are mitigating circumstances whereby the exception will not be materially detrimental to the public welfare or injurious to property or improvements in the vicinity of the property or in the neighborhood in which the property is located.**

The granting of the parking exception to allow the floor area addition to the existing office building with two parking spaces shortfall will not be detrimental to the public welfare or other developments in the surrounding neighborhood. The building was previously occupied by a wholesale/warehouse use for many years with no onsite parking spaces. The change of use to an office use was permitted in 2013 (Building Permit No. BB1307901) with the five required parking spaces being provided inside the building. In 2014, the office space was divided into three tenant spaces (Building Permit No. BB1402952). However, when the permit was obtained for the office use conversion, vestibule entries/hallways of the building (a total of 384 square feet) were not calculated as part of the floor area of offices. These areas are proposed to be legalized as part of this application. The proposed legalization and a new 449 square-foot office space addition are not anticipated to increase the demand for parking. The vestibule entries/hallways are not used as separate tenant spaces to increase demand for parking and the proposed 449 square-foot office space addition will expand the second floor of the building to provide additional space for the existing office that produces animated videos for its client; therefore, limited patrons are anticipated to drive and visit the office regularly because the existing office does not operate based on frequent customer visits. Furthermore, there are on-street parking spaces located on San Fernando Road and Rosslyn Street that could be utilized. Therefore, approval of the requested exception for a deficit of two parking spaces would not be detrimental to the public welfare or surrounding neighborhood.

Lastly, pursuant to GMC Section 30.32.020, approval of the parking exception is valid so long as the land use remains the same as at the time of permit issuance. The approval of this Parking Exception permit does not run with the land. Accordingly, the parking provided will be sufficient for the proposed use, and any potential future uses would need to obtain a new parking exception, if required.

Therefore, Parking Exception Case No. PPPEX1826493 is hereby **APPROVED**, subject to the following conditions:

**CONDITIONS OF APPROVAL**

**APPROVAL** of this Parking Exception Permit shall be subject to the following conditions:

1. That the development shall be in substantial accord with the plans submitted with the application except for any modifications as may be required to meet specific code standards or other conditions stipulated herein to the satisfaction of the Director of Community Development. Nothing in this approval letter shall authorize the proposed project to deviate

from any other Zoning Code requirements that are not specifically advertised in this application.

2. That all necessary licenses, approvals and permits as required from Federal, State, County or City authorities including the City Clerk shall be obtained and kept current at all times.
3. That the Parking Exception is valid only insofar as the specific use for which it was granted remains the same. The permit runs with the office use as long as there is no intensification of the use or that other uses proposed will not require more parking as provided herein as determined by the Director of Community Development.
4. That any other changes on this project shall be subject to review and approval of the Director of Community Development.
5. That Business Registration Certificates (BRC) shall be obtained to reflect the new expanded office uses.
6. That all necessary permits shall be obtained from the Building and Safety Division and all construction shall be in compliance with the Glendale Building Code and all other applicable regulations.
7. That access to the premises shall be made available to all City of Glendale Community Development Department, Police Department, and Fire Department staff upon request for the purpose of verifying compliance with all laws and conditions of this approval.

#### APPEAL PERIOD

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 Permit Services Center (PSC) or the Community Development Department (CDD) upon request and must be filed with the prescribed fee prior to expiration of the 15-day period, **on or before February 27 , 2019**, at the Permit Services Center (PSC), 633 East Broadway, Room 101, Monday thru Friday 7:00 a.m. to 12:00 p.m., or at the Community Development Department (CDD), 633 East Broadway, Room 103, Monday thru Friday 12:00 p.m. to 5 p.m.

#### APPEAL FORMS available on-line:

<https://www.glendaleca.gov/home/showdocument?id=11926>

## **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.

## **REVOCAION, CONTINUING JURISDICTION**

Section 30.64.020 – Revocation – The Community Development Department shall have continuing jurisdiction over parking exception permits. To consider the revocation, the Community Development Department shall hold a public hearing after giving notice by the same procedure as for consideration of a parking exception permit at least ten (10) days notice by mail to the applicant or permittee. Continuing jurisdiction over any case is the purview of the Director of Community Development.

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

### TERMINATION

Every right or privilege authorized by a parking exception 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 parking exception 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 parking exception.

### CESSATION

Any parking exception may be terminated by the review authority upon any interruption or cessation of the use permitted by the parking exception for one year or more in the continuous exercise in good faith of such right and privilege.

## **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. This would include clarification, 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. You should have any questions regarding this issue, please do not hesitate to contact the case planner, Aileen Babakhani at (818) 937-8331 or [ababakhani@glendaleca.gov](mailto:ababakhani@glendaleca.gov).

Sincerely,



Philip Lanzafame  
Director of Community Development

PL:EK:AB:sm

CC: City Clerk (K.Cruz); Police Dept. (A.Jenks/Z.Avila); City Attorney's Dept. (G. van Muyden/Y.Neukian); Fire Prevention Engineering Section-(J.Halpert); Traffic & Transportation Section (Larry Tan/S. Vartanian); General Manager for Glendale Water and Power (S.Zurn); Glendale Water & Power--Water Section (G. Tom/S. Boghosian); Glendale Water & Power -Electric Section (V. Avedian/B. Ortiz); Parks, Recreation and Community Services Dept. (T. Aleksanian); Neighborhood Services Division (Rene Sada); Integrated Waste Management Admin. (D. Hartwell); Maintenance Services Section Admin. (D. Hardgrove); Street and Field Services Admin.; Engineering and Environmental Management (C.Chew/R. Villaluna); letters and emails received; and case planner Aileen Babakhani.