



January 6, 2020

Rodney Khan  
1111 North Brand Boulevard – Suite 403  
Glendale, CA 91202

**RE: 214 EAST ELK AVENUE, &  
209 and 400 EAST LOMITA AVENUE, & 404 SOUTH LOUISE STREET**  
• PARKING REDUCTION PERMIT CASE NO. PPRP 1906938

(SEE: CONDITIONAL USE PERMIT NO. PCUP 1906936, &  
STANDARDS VARIANCE CASE NO. PVAR 1906937)

Dear Applicant:

On November 20, 2019, the Planning Hearing Officer conducted and closed a public hearing, pursuant to the provisions of the Glendale Municipal Code, Title 30, Chapter 30.50, on your application for a Parking Reduction Permit Case No. PPRP 1906938), located at **214 East Elk Avenue, & 209 and 400 East Lomita Avenue, & 404 South Louise Street**, in the County of Los Angeles, in the City of Glendale, County of Los Angeles.

#### Project Description

The proposed project encompasses the expansion of and improvements to the Holy Family Campus (“Campus”) in conjunction with its proposed “Master Plan”. The Campus is located in the R-1650 (Medium-High Density Residential) Zone and includes the Holy Family Elementary School, Holy Family Church, and Holy Family High School. The proposed project includes the demolition of two ancillary buildings and development of two new buildings on the Holy Family High School site. The proposed buildings to be demolished include the Parish Hall, built in 1923, and an existing ancillary storage building, constructed in 1964. New buildings include a 12,600 square-foot, two-story building and a 2,900 square-foot, one-story building. The project will provide a

reconfigured, surface parking lot with 162 parking stalls on the high school site, where 287 parking spaces are required. On the Holy Family Church site, the proposed building to be demolished includes an existing two-story 3,055 square-foot Parish Office/Rectorial building, built in 1977, which will be replaced with a 22 space surface parking lot. When the project phasing is completed, there will be a total of 184 parking stalls to serve the Campus. The applicant is requesting the following discretionary approvals: a parking reduction permit to provide a total of 162 stalls (minimum number of stalls on the site during phasing of the project) for the private school and new buildings, where 287 parking spaces are required; a conditional use permit to allow the expansion of the existing private school; and a setback and standards variance to allow the construction of a new fence in the street-front and street-side setback areas and to provide less landscaping than required by Code.

There were several letters/e-mails related to historic concerns regarding the project, including two that were received after the public comment period for the CEQA document and the public hearing for the Planning Hearing Officer. Staff provided responses to comments received during the public comment period for the CEQA document. All correspondence was taken into account with regard to this decision letter.

#### LEGAL DESCRIPTION

- Holy Family Church: All of Lot 62, Portion of Lots 63 and 64, Grider and Hamilton's Lomita Park Tract.
- Holy Family High School: All of Lots 101 thru 105 and 113, Portion of Lots 106 and 112, Grider and Hamilton's Lomita Park Tract.
- Holy Family Elementary School: Portion of Lot 58, all of Lots 59-61, Grider and Hamilton's Lomita Park Tract.

#### APPLICANT'S PROPOSAL

##### Parking Reduction Permit

- (1) To provide a minimum of 162 parking spaces for the proposed expansion to the existing private high school.

#### CODE REQUIRES

##### Parking Reduction Permit

- (1) For private school uses, GMC 30.32.050 requires 28.6 parking spaces for every 1,000 square-feet of floor area used for instruction or 1 space for each 5 fixed seats. For this project, a total of 287 parking spaces are required.

#### ENVIRONMENTAL RECOMMENDATION

The Community Development Department, after having conducted an Initial Study, has prepared a Negative Declaration for the project.

## 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 **APPROVED WITH CONDITIONS** your parking reduction application based on the following:

**For any other circumstance where the applicant wishes to request a parking reduction, such reduction may be granted where the review authority finds that:**

- 1. The parking need for the land use is not as great as that for similar land uses or the parking requirement for the land use established in the Zoning Code is greater than what will be needed by the land use.**

A parking reduction is being requested to allow a total of 162 stalls during construction and a total of 204 code-compliant spaces upon project completion for the private school and new buildings, where 287 parking spaces are required. The parking requirement for a private school that includes grades 10 or above is 28.6 spaces per 1,000 square-feet of floor area used for instruction. The proposed expansion of and improvements to the existing private school, Holy Family High School, will require a total of 287 parking spaces. This tabulation includes the 177 parking spaces that are currently on-site for the Campus, as well as 110 parking spaces for the instruction area within the new buildings. The parking reduction request is to provide a total of 162 stalls on-site, which will be the minimum number of zoning code-compliant spaces available during Phase 1A and Phase 1B construction of the Master Plan. When Phase 2 of the Master Plan for the Holy Family Campus is completed, there will be a total of 182 code compliant stalls located on the high school site and an additional 22 parking spaces located on the church site for the Campus use. An additional 33 parking spaces will be available in the grass play field area located on the high school site that can be used for overflow parking. Since this area has a dual-use as a play field and overflow parking area, it cannot be counted either towards the required parking or towards the required landscaping for the project site. At the completion of the final phase, the total number of parking spaces available for the Holy Family Campus will be 237 stalls (204 code-compliant stalls plus 33 spaces available in the grass play field area). Additional overflow parking can be accommodated at the Holy Family Elementary School campus located directly across the street, as needed for special events or operational necessity.

The improvements to the high school site include two new buildings: A Parish Center which will contain meeting rooms, offices for school and clergy staff, a

chapel, and a welcome center, and a new ancillary building for the school's "Lifeteen" and music programs. The parking need for these additions to the private school is not as great as the parking requirement established in the Zoning Code. First, these new buildings will replace older, outdated buildings that are currently located throughout the Holy Family Campus and will increase the efficiency of current programs, operational needs and delivery of service for the organization. As new construction, the project is required to comply with the current Zoning Code requirements for parking, as there is no allowance in the Code for a parking credit, so the parking requirement appears greater than the demand. Secondly, the current capacity for Holy Family High School is 280 students, and the proposal does not include increasing the enrollment; with no new students and no increase in subsequent parking demand for the school. Lastly, the applicant has prepared a parking study that evaluated Holy Family Campus operations and peak parking demands. The parking study illustrates occupied spaces on the site during a weekday (7am-9pm), and a Saturday (7am-7pm). The applicant also included parking counts with their application that compare the occupied number of spaces with the number of spaces available on a weekday, Saturday, and Sunday from 6am until midnight. The study indicated that at no time did the parking demand exceed the parking supply, as detailed in Finding 2. For these reasons, adequate parking will be provided for the project, and no impacts to the surrounding neighborhood are anticipated.

**2. The intent of the parking regulations, in compliance with all other applicable provisions of this Chapter, is met.**

The intent of the code is to ensure that adequate off-street parking spaces for land uses be provided so as not to impact the surrounding area. The requested parking reduction meets the intent of this standard because the demand for parking can adequately be met on the Holy Family Campus. The applicant submitted a parking study that evaluated the hours of operation for the Campus and peak parking demands. In most instances, there were 100 or more vacant parking stalls. The study established the peak demand for the Campus was a Sunday evening (6 pm) with 171 parking spaces occupied, with six spaces of the existing 177 spaces unoccupied. According to the analysis, at no time did the parking demand exceed the current parking supply of 177 parking spaces. During Phase 1A and 1B, when the new Parish Center is being constructed on the high school site and the Parish Rectory is being demolished to make way for the new surface parking lot adjacent to the Church, the overall parking will drop to 162 spaces on the high-school site. When all project phasing is completed, the total number of parking spaces available for the Campus will be 237 stalls (204 code-compliant stalls, plus 33 available in the grass play field area). Additionally, overflow parking can be accommodated at Holy Family Elementary School located directly across the street, as needed by the high school for special events or operational necessity when not used by the grade school. For these reasons, adequate off-street



parking spaces are provided for the use, and the intent of the parking regulations in the Zoning Code is met.

**3. Sufficient parking would be provided to serve the use intended and potential future uses of the subject parcel.**

As stated in Finding 1 and 2 above, the proposal to provide a minimum of 162 parking spaces will be sufficient for the project based on the overall proposal and operation, and the submitted parking study. Conditions of approval are included to mitigate any negative impacts to the surrounding neighborhood.

Pursuant to GMC Section 30.50.070, approval of the Parking Reduction Permit is valid so long as the specific land use remains the same as at the time of permit issuance, including, but not limited to, tenancy, hours of operation, clientele served, services or goods offered and mix of activities within the use. The permit does not run with the land. Accordingly, the parking provided will be sufficient for the high school and greater church uses, and any potential future uses or intensification/modification to the facility would require a new parking reduction permit.

## **CONDITIONS OF APPROVAL**

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

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 permits (i.e. building, fire, engineering, etc.) shall be obtained from the Building and Safety section 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 applicant shall comply with all Section/Department requirements as specified in their memos/interdepartmental communications to the satisfaction of the City or Department Director.
4. That full access to the premises shall be made available to all City of Glendale representatives, including, but not limited to, personnel from Community Development Department, Neighborhood Services Division, Police Department, and Fire Department, and Los Angeles County Department of Health Services representatives, upon request, for the purpose of verifying compliance with all laws, or verifying the conditions of this approval, or both.

5. That landscaped areas shall be maintained in good condition with live plants and free of weeds and trash.
6. That any expansion or modification of the facility or use shall require a new parking reduction permit. Expansion shall constitute adding of additional floor area or any physical change as determined by the Planning Hearing Officer, with concurrence from the Director of Community Development.
7. That a Business Registration Certificate shall be obtained to reference this parking reduction permit, the conditional use permit, and the setback and standards variance.
8. That the project shall comply with Lot Line Adjustment Case No. PLLA 1906939 to combine the new surface parking lot with 22 parking spaces located at 209 East Lomita Avenue with the Holy Family Church located at 214 East Elk Avenue.
9. That the project shall comply with the approval for Setback and Standards Variance Case No. PVAR 1906937.
10. That the project shall comply with the approval for Conditional Use Permit Case No. PCUP 1906936.

#### 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 **January 21, 2020**, at the Permit Services Center (PSC), 633 East Broadway, Room 101, Monday thru Friday 7:00 am to 12:00 pm, 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: <http://www.glendaleca.gov/appeals>**

### **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.

### **REVOCAION, CONTINUING JURISDICTION**

Section 30.41.010 of the Glendale Municipal Code, 1995, provides for the Director of Community Development to have continuing jurisdiction over any Parking Reduction Permit which is or has been granted and may revoke any Parking Reduction 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 30.4 PROVIDES FOR**

#### **TERMINATION**

Every right or privilege authorized by a Parking Reduction 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 Reduction 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 administrative use permit.

### CESSATION

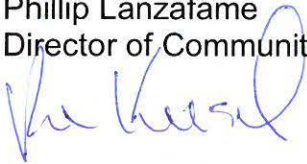
A Parking Reduction Permit may be terminated by the review authority upon any interruption or cessation of the use permitted by the Parking Reduction Permit for one year or more in the continuous exercise in good faith of such right and privilege.

### **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 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.

You may contact the case planner, Vista Ezzati, during normal business hours at (818) 937-8180 or via e-mail at [vezzati@glendaleca.gov](mailto:vezzati@glendaleca.gov).

Sincerely,  
Phillip Lanzafame  
Director of Community Development



Roger Kiesel  
Planning Hearing Officer

RK:VE:sm

cc: City Clerk (K.Cruz); Police Dept. (J.Newton/Z.Avila); City Attorney's Dept. (G. Van Muyden/Y.Neukian); Fire Prevention Engineering Section-(J.Halpert); Dir of Public Works (Y.Emrani);Traffic & Transportation Section (P.Casanova); Integrated Waste Management Admin. (D. Hartwell); Maintenance Services Section Admin. (D. Hardgrove/T.Dodson); Street and Field Services Admin.; Engineering and Environmental Management (C.Chew/R. Villaluna); General Manager for Glendale Water and Power (S.Zurn); Glendale Water & Power--Water Section (G. Tom/S. Boghosian/R.Takidin); Glendale Water & Power--Electric Section (B. Alshanti/B.Ortiz/E.Olsen); Parks, Recreation and Community Services Dept. (T. Aleksanian); Neighborhood Services Division (R.Sada/J.Jouharian); Father James Bevacqua; S. Ruddan-architect; M.Sullivan-architect; K.Compton; S.Hunt; C.Jurca; F.Smith; and case planner Vista Ezzati.



**A RESOLUTION OF THE PLANNING HEARING OFFICER  
OF THE CITY OF GLENDALE, CALIFORNIA,  
ADOPTING A CERTAIN NEGATIVE DECLARATION  
PREPARED PURSUANT TO THE CALIFORNIA  
ENVIRONMENTAL QUALITY ACT**

**WHEREAS**, The Director of Community Development considered the Initial Study prepared on behalf of Conditional Use Permit No. PCUP 1906936, Setback and Standards Variance Case No. PVAR 1906937, and Parking Reduction Permit Case No. PPRP 1906938 to allow the expansion of and improvements to the Holy Family Campus in conjunction with the proposed Master Plan, located at 214 E. Elk Ave., 209 E. Lomita Ave., 400 E. Lomita Ave., and 404 S. Louise St. and approved on January 6, 2020, a Proposed Negative Declaration prepared pursuant to the California Environmental Quality Act; and

**WHEREAS**, the Proposed Negative Declaration was made available for a 20-day public review and comment period; and

**WHEREAS**, a Final Negative Declaration has been prepared incorporating any comments received during the review period and any responses to those comments; and

**WHEREAS**, the Final Negative Declaration reflects the independent judgment of the City of Glendale; and

**WHEREAS**, the Planning Hearing Officer has read and considered the Negative Declaration; and

**WHEREAS**, the Planning Hearing Officer acknowledges the findings of the Director of Community Development with respect to the preparation of the Negative Declaration; and

**WHEREAS**, the Glendale Planning Division has been identified as the custodian of record for the Negative Declaration.

**NOW, THEREFORE, BE IT RESOLVED** that the Planning Hearing Officer of the City of Glendale finds on the basis of the whole record, including the Initial Study, that there is no substantial evidence that the project will have a significant effect on the environment, and that the Planning Hearing Officer adopts the Final Negative Declaration prepared on behalf of Conditional Use Permit Case No. PCUP 1906936, Setback and Standards Variance Case No. PVAR 1906937, and Parking Reduction Permit Case No. PPRP 1906938.

Adopted this 6<sup>th</sup> day of January, 2020.

  
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Planning Hearing Officer