



CITY OF GLENDALE, CALIFORNIA

Community Development
Planning

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July 16, 2020

Garo Nazarian
C/o Domus Design
109 E. Harvard St. #306
Glendale, CA 91207

**RE: 3628 FOOTHILL BOULEVARD
PARKING REDUCTION PERMIT NO. PPRP2003777**

Dear Mr. Nazarian:

On July 1, 2020 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 request for Parking Reduction Permit to allow a change of use from general office to medical office for an existing 2,352 square-foot building in the "CH" - (Commercial Hillside) Zone, without providing the five additional parking spaces required by Glendale Municipal Code Title 30 (GMC or "Code"), Section 30.32.050, located at **3628 Foothill Boulevard**, described as portion of Lot 27 as per LS Map, Book 14, Pages 27 and 28, in the City of Glendale, County of Los Angeles

APPLICANT'S PROPOSAL

Parking Reduction Permit:

- (1) Approval of a Parking Reduction Permit (PPRP 2003777) to allow a change in use from general office to medical office without providing the required five additional parking spaces in the Commercial Hillside zone.

CODE REQUIRES

Parking Reduction Permit:

- (1) Medical Offices require five parking spaces per 1000 square feet of floor area per Glendale Municipal Code Section 30.32.050.

ENVIRONMENTAL DETERMINATION

The project is categorically exempt from California Environmental Quality Act (CEQA) review under Section 15301 "Existing Facilities," because the project involves negligible expansion of an existing use (a change of use from general office to medical office).

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:

D. 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 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.**

In this case, the required parking exceeds that which will be needed by the land use, due to specific building features and business operations, as described below:

- The proposed medical office consists of two separate operations: a doctor's office on the second floor and an in-home services administrative office on the first floor. The doctor's office will receive patients on-site and will only operate on the second floor (entrance at street level). The in-home services are provided off-site with only the administrative operations being conducted on the first floor (no patients are seen on-site). This results in the first floor being used as General Office, which is the same as the existing use, and thus does not result in an intensification of use requiring more parking. In effect, the only intensification of use that will occur is on the second floor. The second floor is 1,176 square feet.

Code currently includes a provision to allow a change of use between general office and medical office without proving additional parking, for any space with a floor area of 2,000 square feet or less (GMC 30.32.030(C)(2)). This provision recognizes that for small operations, parking demand is limited even when intensifying between certain uses. The subject building is 2,352 square feet, slightly over the 2,000 square feet threshold, which would have allowed a change of use for the entire building without providing additional parking. Under the same logic just described, it is reasonable to assume that a change of use within half of this building (1,176 square feet), will not result in a parking demand increase sufficient enough to necessitate the provision of additional off-street parking.

- The true intensification takes place only on the upper half of the building (change from Office to Medical Office), the additional parking requirement would be three, not five spaces. The reason is that the first floor of the building will continue to be used as General Office and only the second floor will be used as Medical Office. For General Office, the first floor area (1,176 square feet) requires three parking

spaces (2.7 parking spaces per thousand square feet). As Medical Office it would require six parking spaces (five parking spaces per thousand square feet). The difference is three parking spaces, the true parking demand increase for the proposed change of use.

- The proposed hours of operation of the doctor’s office and in-home services administrative offices will be staggered, and thus result in the on-site parking only being used by one building floor at a time; a condition of approval is included to address this issue. Please see below chart.

	Hours of Operation	
	Mon - Fri, 9am - 5pm	Mon - Fri, 5pm - 7pm
Doctor’s office (2 nd floor)	X	-
Administrative office (1 st floor)	-	X

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

The intent of the parking regulations is to ensure the provision of suitable off-street parking and loading facilities and to protect the public safety by lessening traffic congestion on the public streets (GMC 30.32.010).

As described earlier, Code currently includes a provision to allow a change of use between general office and medical office without proving additional parking, for any space with a floor area of 2,000 square feet or less (GMC 30.32.030(C)(2)). This provision recognizes that for small operations, parking demand is limited even when intensifying between certain uses. The subject site is 2,436 square feet, just slightly over the 2,000 square feet threshold, which would have allowed a change of use for the entire building without providing additional parking. Under the same logic just described, it is reasonable to assume that a change of use within half of this building (1,176 square feet), will not result in a parking demand increase sufficient enough to necessitate the provision of additional off-street parking.

Further, the true intensification of only the upper half of the building is considered (change from Office to Medical Office), the additional parking requirement would be three, not five spaces. Based on historical aerial imagery from CONNECT Explorer by Eagle View and Google for six different weekdays prior to year 2020, it was demonstrated there were at least three spaces located on the same block, and up to five spaces on occasion, with 20-30 additional spaces located on the next block east or west of the site, within a walking distance of one-fourth (¼) mile.

Because the intensification of use is limited, the building is only 2,352 square feet, and there is sufficient street parking to accommodate any additional parking needs, the intent of the parking regulations can be met within close proximity to the project site.

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

As just described, the site has three parking spaces, and the increased parking demand anticipated by the intensification of use may be from zero to three spaces, of which there is sufficient on-street parking to accommodate. The Conditions of Approval ensure that any future uses inappropriate for this parking reduction permit will be subject to a new discretionary parking approval.

APPROVAL of the 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 any expansion or modification of the facility or use shall require a new Parking Reduction Permit. Expansion shall constitute adding floor area, adding patient rooms or expanding on-site patient services to the first floor, expanding hours of operation, or any physical change as determined by the Planning Hearing Officer, with concurrence from the Director of Community Development.
3. That the hours of operation for on-site patient services on the second floor shall be limited to Monday through Friday until 5:00 p.m., and the hours shall be posted in a prominent location (e.g., at entrances). At no time shall the on-site patient services be performed at the same time the in-home service staff are on site.
4. That the hours of operation for the in-home services staff, on the first floor of the building, shall be Monday through Friday after 5:00 p.m., and the hours shall be posted in a prominent location (e.g. at entrances). At no time shall the in-home service staff be on-site during operating hours of the on-site patient services.
5. That the project shall comply with all provisions of Variance Case No. 6603-S, dated Sep 7, 1978, including but not limited to maintaining live landscaping in the front planters.
6. That all necessary permits (i.e. from 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.
7. That Design Review approval or exemption shall be obtained prior to the issuance of any building permit.

8. That the premises shall be made available and accessible to any authorized City personnel (Building, Fire, Police, Neighborhood Services, Planning, etc.), for inspection to ascertain that all conditions of approval of this parking reduction permit are complied with.
9. That the new medical office shall obtain a Business Registration Certificate which shall reference this Parking Reduction Permit and its corresponding Conditions of Approval.
10. That failure to abide by or fully comply with any and all conditions attached to, or made a part of, this Parking Reduction Permit constitutes grounds for its revocation.
11. That the premises shall be maintained in a clean and orderly condition, free of weeds, trash, and graffiti.
12. That all signs displayed shall conform to the requirements of the Glendale Municipal Code.
13. That the business shall adhere to the City's Fresh Air (smoking) Ordinance.

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 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 by **JULY 31, 2020** following the actual date of the decision. Information regarding appeals, appeal forms and fees will be provided by the Community Development Department (CDD) staff upon request by calling 818-548-2140.

Due to the current COVID-19 social distancing and work from home orders issued by federal, state and local governmental agencies, in order for any appeal to be considered timely, **the appeal must be postmarked by the JULY 31, 2020, deadline (mailed to Community Development Department – Planning Division, Attention: Cassandra Pruett, 633 East Broadway, Room 103, Glendale, CA 91206) OR emailed to the case planner (Cassandra Pruett at cpruett@glendaleca.gov) prior to the close of said business day.** The prescribed fee must be included along with the appeal application and may be submitted either in the form of a check or credit card payment. For credit card payment, please contact the case planner to make arrangements with the cashier. Note: The standard 2.5% fee for credit card payment applies.

APPEAL FORMS available on-line

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

If you have any questions, please do not hesitate to call me at (818) 937-8178.

(email: mhahm@glendaleca.gov).

TRANSFERABILITY

This authorization runs with the land or 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 30.64.020 – Revocation – The Community Development Department shall have continuing jurisdiction over Parking Reduction 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 Parking Reduction 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.

GMC CHAPTER 30.41 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 Parking Reduction 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 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,
Phil Lanzafame
Director of Community Development



Bradley M. Collin
Planning Hearing Officer

BC:CP: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 (P.Casanova/M.Bueno); General Manager for Glendale Water and Power (S.Zurn); Glendale Water & Power--Water Section (G. Tom/S. Boghosian/R.Takidin/CBabakhanlou/D.Scorza); Glendale Water & Power--Electric Section (B. B.Ortiz/E.Olsen/ M.Navareete/M.Kouassi); Parks, Recreation and Community Services Dept. (T. Aleksanian); Neighborhood Services Division (R.Sada/J.Jouharian/); 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); D.Gokcen; L.Lederma; F.Mitchell; and case planner – Cassandra Pruett