



CITY OF GLENDALE, CALIFORNIA

Community Development
Planning

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Glendale, CA 91206-4311
Tel. (818) 548-2140 Fax (818) 240-0392
glendaleca.gov

February 9, 2021

Mr. Nareg Khodadadi
213 North Orange Street, Suite E
Glendale, CA 91203

**RE: 616 EAST COLORADO STREET
ADMINISTRATIVE EXCEPTION CASE NO. PAE 2020207**

Dear Mr. Khodadadi:

Pursuant to the provisions of the Glendale Municipal Code, Title 30, Chapter 30.44.020(E) for a maximum 20% deviation from one or more numeric standards in this Title, the Community Development Department has processed your application for an Administrative Exception to allow a reduction of four (4) parking spaces from the required amount of off-street parking spaces (24 parking spaces are required per GMC 30.32.050, Table 30-32-A; 20 parking spaces are proposed), which is a seventeen (17) percent deviation, in conjunction with the proposed tenant improvements and change of use from retail spaces to a child day care center and a general office within the existing one-story, 8,275 square-foot commercial building on an 18,833 square-foot lot, located at **616 East Colorado Street**, in the "C3 – I" - Zone (Commercial Service, Height District I) and described as Portions of Lots 8, 9, and 10, Tract No. 1164, in the City of Glendale, County of Los Angeles.

ENVIRONMENTAL DETERMINATION

This project is exempt from environmental review as a Class 1 "Existing Facility" exemption (Section 15301 (a) of the State CEQA Guidelines) because the proposed project involves modifications to the existing parking lot, tenant improvement, and minor exterior alterations.

REQUIRED/MANDATED FINDINGS

After considering the evidence presented with respect to this application, all of the required three findings can be made in support of the application. The Director of Community Development has **APPROVED WITH CONDITIONS** your application based on the following findings:

- A. The granting of the exception will result in design improvements, or there are space restrictions on the site that preclude full compliance with the Code requirements without hardship.**

The subject property is a 18,833 square-foot, interior lot, located on the south side of Colorado Street and developed in 1946/1961 with the existing 8,275 square-foot, one-story commercial building with retail spaces. The applicant proposes to convert 6,725 square feet of the existing building to a new child day care center and the remaining 1,550 square feet to a general office use. The building is currently vacant (since November of 2020). The last permitted uses were retail stores. The proposed project's goal is to revitalize the building by introducing new businesses and to refresh the exteriors. The proposed child day care center will cater to children ages 1- to 6-year olds and would be open Monday through Sunday between 7 A.M. and 7 P.M. The applicant proposes to have four to five employees for the child day care center. No permit records were found for the existing striping on the paved parking area which currently has 24 non-conforming parking spaces. The applicant proposes to modify the existing parking layout to a new code-complaint parking layout with 20 parking spaces. The modification will result in a total of 4 (four) parking space shortfall. The Zoning Code requires three (3) parking spaces per one thousand (1,000) square feet of floor area for a day care center (child care center) use and 2.7 parking spaces are required per 1,000 square feet of an office use. A total of 24 parking spaces are required for the two proposed uses; however, the project provides only 20 parking spaces including one ADA parking space and 12 drop-off and pick-off spaces for the new childcare center. Therefore, the applicant is requesting a 17 percent deviation (4 parking spaces) from the required 24 parking spaces.

There are space restrictions on the site, which preclude full compliance with the code requirements without hardship. The subject lot has been fully developed with existing building and the surface parking since 1946/1961. The proposed parking modifications, in conjunction with the proposed tenant improvements/change of use, include a new five-foot landscaping strip between the parking lot and the public right-of-way along Colorado Street and a landscaped buffer along the west property line (interior setback). The required modifications per the Zoning Code limit the area of the hardscaped parking lot that will also include new play areas for the new child day care center. The subject lot cannot accommodate additional parking spaces without significantly modifying the existing building onsite, or without substantially reconfiguring the existing vehicular access pattern to the existing parking area. Moreover, the new parking layout will bring the parking in conformance with the current parking requirements in terms of turning radius, stall dimensions, landscaping, etc. Additionally, the proposed project includes a complete façade remodel consistent with the commercial design guidelines. This will result in design improvements over the existing condition.

B. The granting of the exception will not be materially detrimental to the public welfare or injurious to the property or improvements in such zone or neighborhood in which the property is located.

Granting the administrative exception for a 17 percent deviation (4 parking spaces reduction) from the required 24 parking spaces will not be materially detrimental to the public welfare or injurious to the property or improvements in the zone or neighborhood in where the property is located.

The Police Department, Public Works Department (Traffic and Transportation Section), Fire Engineering, and Building and Safety Division did not cite concerns after they reviewed the project. The two, proposed uses (day care center and general office) are permitted in the C3 zone and not anticipated to have high parking demand at the same peak periods based on the nature of the businesses. For the day care center, the children will be generally dropped off and picked up in designated parking spaces (12 stalls), while the general office use is not anticipated to have a long-term guest parking demand. Thus, given the high turnover of parking spaces, it is not expected that the patrons and employees of the proposed uses will occupy all proposed 20 parking spaces at the same time and if the shared parking area reaches its maximum capacity, the four-space parking shortfall could be accommodated on the street.

Overall, the exception to deviate four (4) parking spaces from the code-required 24 parking spaces allows reasonable redevelopment of the property without being materially detrimental to the public welfare or injurious to the surroundings, considering that the footprint of the existing building will remain unchanged, the existing non-conforming parking layout will be brought in conformance with the current parking requirements, and the neighborhood will benefit the new uses, mostly the new child day care center in the property surrounded by commercial and multifamily residential buildings.

C. The granting of the exception will not be contrary to the objectives of the applicable regulations.

The purpose of the administrative exception process is to provide a simplified means for considering applications for minor deviations from Code standards. These standards have been developed to allow reasonable use of properties in order to promote the public health, safety, and general welfare. Granting an administrative exception to allow a deviation from the minimum code-required parking for a four (4) parking spaces reduction, where 24 parking spaces are required, will allow reasonable redevelopment of the site that meets other zoning regulations without a significant change. The proposed parking layout will comply with all other code requirements of the design for a surface parking area in the C3 zone such as paving, parking stall dimensions (width, length and back-up), wheel stops, lightings, minimum amount of landscaping, etc. The objective of the parking regulations in the Zoning Code is to assure adequate on-site parking so as to not impact neighbors. The proposed uses (child day care center and general office) will have a four (4) space shortfall, yet the parking demand for the two proposed uses are anticipated to be met and accommodated on-site based on the nature of the businesses. Therefore, granting the exception will not be contrary to the objectives of the applicable regulations.

CONDITIONS OF APPROVAL

APPROVAL of this Administrative Exception shall be subject to the following conditions:

- (1) That the development shall be in substantial accord with the plans presented in conjunction with the application for the Administrative Exception for the day care and general office tenant spaces, except 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 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.
- (3) That any expansion or modification of the dwelling which is different than what is represented as part of this Administrative Exception application, shall require a new application as determined by the Planning Hearing Officer.
- (4) That Design Review Board (DRB) approval/exemption shall be obtained prior to issuance of a building permit.
- (5) That the premises shall be maintained in a clean orderly condition, free of weeds, trash, and graffiti.

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. Appeals must be filed prior to expiration of the 15-day period, on or before **February 24, 2021**. Information regarding appeals, appeal forms and fees may be obtained by calling the Community Development Department (CDD) staff at 818-548-2140, or the case planner at 818-937-8157. APPEAL FORM is also available on-line:

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

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 February 24, 2021 deadline (mailed to Community Development Department – Planning Division, Attention Aileen Babakhani, 633 East Broadway, Room 103, Glendale, CA 91206) OR emailed to the case planner (Aileen Babakhani at ababakhani@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 Aileen Babakhani at 818-937-8331 to make arrangements with the cashier. Note: The standard 2.5% fee for credit card payment applies.

GMC CHAPTER 30.41 PROVIDES FOR

TERMINATION

Every right or privilege authorized by an Administrative Exception 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.

CESSATION

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

EXTENSION

Permits granted by such right or privilege may be requested one time and extended for up to a maximum of one 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 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 exception.

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 sold, 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 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

Section 30.64.020 – Revocation – The Community Development Department shall have continuing jurisdiction over administrative exceptions. To consider the revocation, the Director of Community Development shall hold a public hearing after giving notice by the same procedure as for consideration of an administrative exception at least 10 days' notice by mail to the applicant or permittee.

NOTICE – subsequent contacts with this office

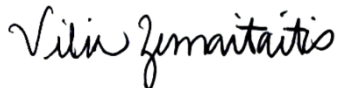
The Applicant is further advised that all subsequent contacts with this office regarding this determination must be with the Case Planner first and then, the Hearing Officer who acted on

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this case. 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 may contact the case planner, Aileen Babakhani during normal business hours at her direct line (818) 937-8331 or ababakhani@glendaleca.gov, between 8:30 a.m. to 5:30 p.m. weekdays.

Sincerely,



VILIA ZEMAITAITIS, AICP
Planning Hearing Officer

VZ:AB: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); Traffic & Transportation Section (P.Casanova/Mark Bueno-Traffic Engineer Assoc.); General Manager for Glendale Water and Power (S.Zurn); Glendale Water & Power--Water Section (G. Tom/S. Boghosian/R.Takidin/C.Babakhanlou/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); and case planner – Aileen Babakhani.