



CITY OF GLENDALE, CALIFORNIA

Community Development
Planning

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glendaleca.gov

April 14, 2022

Jessica Rusnanto
515 S. Figueroa Street, Suite 1275
Los Angeles, CA 90071

**RE: 414 NORTH CENTRAL AVENUE
ADMINISTRATIVE EXCEPTION CASE NO. PAE 2201723
(CITIBANK)**

Dear Ms. Rusnanto:

Pursuant to the provisions of the Glendale Municipal Code, Title 30, Chapter 30.44 an Administrative Exception has been processed allow a ten-inch reduction, or 17 percent deviation, from the required five-foot wide planting strip between the right-of-way and reconfigured parking lot, as required by Chapter 30.32.160 (A) of the Glendale Municipal Code, and Chapter 30.44.020 (F) to allow a one parking space reduction (17 parking spaces required; 16 parking spaces proposed) in the number of total parking spaces required in conjunction with a change of use from a retail bank (formerly Citibank) to a retail store, as required by Chapter 30.32.050 of the Glendale Municipal Code. The subject property is located at **414 North Central Avenue**, in the "DSP/OC" (Downtown Specific Plan – Orange Central District) Zone, and described as Book 127 of page 87 of Parcel Map, Lot A, Glendale, in the City of Glendale, County of Los Angeles.

ENVIRONMENTAL RECOMMENDATION

This project is exempt from environmental review as a Class 1 "Existing Facility" exemption (Section 15301 (a) of the State CEQA Guidelines), as the proposed change of use, as compared with the former use, is permitted as a principal use by the Glendale Municipal Code, and the project includes minor exterior alterations to the parking lot, such as restriping and additional landscaping.

REQUIRED/MANDATED FINDINGS

After considering the evidence presented with respect to this application, the plans submitted therewith, the Community Development Department has **GRANTED 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 developed with an existing 10,400 square-foot, two-story, commercial building, on a 17,186 square-foot lot, located on the southeast corner of North Central Avenue and West Milford Street. Since 2003, city records indicate the project site was previously occupied by a retail bank (Citibank) and was improved with a 17-space parking lot. And, in 2015, the Citibank obtained approval of a Parking Use Permit by the Planning Hearing Officer to relocate 10 of the 17 parking spaces offsite and onto a separate parcel to accommodate a drive-thru automatic teller machine (ATM) – which the drive-thru ATM was constructed soon after. Recently, circa 2019/2020, Citibank vacated the property and removed the drive-thru ATM from the parking lot with 7 parking spaces remaining. The applicant wishes to return as many code compliant parking spaces and improve the parking lot with as much code compliant amount of parking and landscaping.

By current standards, banks and financial institutions are required to provide 4 spaces per 1,000 square feet of financial customer service area, plus 2.7 spaces per 1,000 square feet of office floor area. City records indicate that Citibank's floor plan consisted of 5,000 square-feet of financial customer service area and 5,400 square-feet of office floor area, resulting with 20 and 15 parking spaces (35 parking spaces total) required for the Citibank's customer service and office areas, respectively. However, because Citibank was established by a previous version of the Zoning Code that allowed a total of 17 parking spaces total to establish the retail bank, the former use is credited with 18 parking spaces to satisfy today's 35 parking space requirement.

The applicant proposes to change the land use of the subject site to a new retail store, which requires 3 parking spaces per 1,000 square feet of floor area (for properties located in the DSP zone). The subject property is currently improved with a 10,400 square-foot building, which the Zoning Code requires 31 parking spaces total for the change of use. While the proposed retail store requires fewer parking spaces than the prior bank use, Chapter 30.32.030 (c) of the GMC allows for changes of use resulting with an equal (or fewer) parking requirement without additional parking spaces, provided that the previous use was legally established and the number of parking spaces are not decreased. Because there are space restrictions preventing the site to return the 17 parking spaces as the previous retail bank with code compliant landscaping, the applicant is requesting a ten-inch reduction (17 percent deviation) from the required five-foot wide planting strip between the right-of-way, and a one parking space reduction (16 parking spaces proposed; 17 parking spaces required).

There are space restrictions on the site that preclude full compliance with the Code compliant amount of parking and required amount of landscaping adjacent to the right-of-way. The subject property is completely developed without available area to further expand the parking lot. The subject lot is approximately 17,186 square-foot parcel improved with an existing 10,400 square-foot, two-story, commercial building, an approximately 6,680 square-foot at-grade parking lot and an approximately 14-foot wide by 115-foot (1,610 square-feet) one-way drive aisle connecting the existing parking lot to Milford Street. While the previous parking lot design consisted of 17 parking spaces, the layout was almost entirely occupied by parking spaces and did not include any landscaping along the right-of-way. As a result, reconfiguring the entire parking lot with 17 parking spaces and a five-foot landscaped strip adjacent to the public right-of-way will be infeasible due to space restrictions. The subject lot cannot be improved with any additional parking spaces without demolishing portions of the existing commercial building.

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.

The request for a ten-inch reduction, or 17 percent deviation, from the required five-foot wide planting strip and the elimination of a single parking space will not be material detrimental to the public welfare or injurious to the property or improvements in the DSP/OC zoned neighborhood in which the property is located. The applicant proposes to change the use of the building from a retail bank to a retail store and revise the parking lot design with 16 code compliant parking stall widths, lengths, and backup dimensions. The applicant's request to change the land use to retail and eliminate one parking space on the site is not anticipated to be materially detrimental to the public welfare or the subject property. The project does not propose new floor area and will not require additional new parking. The proposed design of the revised parking lot introduces a new 4-foot, 2-inch landscaped strip along the public right-of-way enhancing the curb appeal from the street. City records indicate that the project site has operated for the past two decades as a retail bank without incident of parking issues. And, as noted in Finding A, the required parking ratio for a retail bank is greater than retail stores; thus, it is not anticipated the reduction of a single parking space, in conjunction with the change of land use to a retail store, will not be materially detrimental to the public welfare or the property.

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

The purpose of the administrative exception procedure 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. The purpose for parking space requirement standards are to provide sufficient off-street parking, as well as access to that parking. And, the purpose of landscaping standards is to assure that an effective separation is provided to foster compatibility, identity, privacy, light, air and ventilation, and visual relief. As noted in Finding B above, the subject site has operated as a retail bank for two decades without incident on record regarding parking. Furthermore, the current Zoning Code requires a greater parking ratio for retail banks than retail stores. The proposed parking design meets all other Zoning Code requirements, such as parking space width, lengths, and back-up dimensions, and is reasonable for the development for this site. The new 4-foot, 2-inch landscaping strip along the Central Avenue will introduce a landscaped separation between the parking lot and the public right-of-way and enhance curb appeal viewed from the street. Therefore, granting the exemptions 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, except any modifications as may be required to meet specific Code standards or other conditions stipulated herein to the satisfaction of the Community Development Department.
- 2) That all necessary permits shall be obtained from the Building and Safety Section 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 approval shall require a new application as determined by the Hearing Officer.
- 4) That the premises be maintained in a clean orderly condition, free of weeds, trash, and graffiti.
- 5) That any required Design Review approval or exemption shall be obtained prior to the issuance of a building permit.

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.

APPEAL PERIOD

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 **April 29, 2022**, any appeal must be filed on the prescribed forms within fifteen (15) days 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, 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 April 29, 2022 deadline (mailed to Community Development Department – Planning Division, Attention Dennis Joe, 633 East Broadway, Room 103, Glendale, CA 91206) OR emailed to the case planner (Dennis Joe at djoe@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 Dennis Joe at 818-937-8157 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 (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 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 (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

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 ten (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 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, Dennis Joe, during normal business hours at (818) 937-8157 or via e-mail at djoe@glendaleca.gov.

Sincerely,
Director of Community Development



Milca Toledo
Senior Planner
MLT:DJ: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 – Dennis Joe.