



CITY OF GLENDALE, CALIFORNIA

Community Development
Planning

633 E. Broadway, Suite 103
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glendaleca.gov

June 7, 2022

Dina Elkinawy
29635 Agoura Road
Agura Hills, CA 91301

**RE: 3731 – 3733 PARK PLACE
ADMINISTRATIVE EXCEPTION CASE NO. PAE 2202977**

Dear Ms. Elkinawy:

Pursuant to the provisions of the Glendale Municipal Code, Title 30, Chapter 30.44 an Administrative Exception has been processed to allow a one space reduction in the number of total parking spaces required in conjunction with a change of a commercial use (from a printing publishing and lithographic service land use to a broadcasting studio and indoor support facility), as required by Chapter 30.32.030 (B) (5) and Chapter 30.32.050 (Table 30-32-B). The subject property is located at **3731 – 3733 Park Place**, in the “IND” (Industrial) Zone, and described as Lots 7 and 8, Tract No. 1701, 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 is a permitted use by the Glendale Municipal Code (GMC), and the project includes only 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 consists of two adjacent parcels that are approximately 6,313 square-feet and 6,787 square feet (total 13,100 square feet). The parcels are developed with a one-story, 4,837 square-foot, industrial building (3731 Park Place,

constructed 1951), and a two-story, 1,640 square-foot, commercial building (3733 Park Place, constructed 1958/1982). Since 1982, city records indicate 3733 Park Place was previously occupied by a general office use, improved with an 8-space parking lot. Since 1975, 3731 Park Place was previously occupied by a printing and publishing and lithographic services land use improved with a loading area and zero parking spaces. The applicant wishes to change the use of both buildings to a broadcasting studio and indoor support facility, and reconfigure the parking lot and loading area with code compliant parking stalls (widths and lengths), vehicular back-up dimensions, and parking lot landscaping.

By current Zoning standards, the property required a total of 14 parking spaces. The printing publishing and lithographic services required 2 spaces per 1,000 square feet of floor area, and general offices required 2.7 spaces per 1,000 square feet of floor area, as shown in the table below.

Previous Land Uses - Parking Requirement				
<u>Addresses</u>	<u>Previous Use</u>	<u>Building Area (Sq. Ft.)</u>	<u>Parking Ratio Requirement</u>	<u>Required Parking Amount</u>
3731 Park Place	Printing Publishing and Lithographic Services	4,837	2 spaces per 1,000 Sq. Ft.	9.67
3733 Park Place	General Offices	1,640	2.7 spaces per 1,000 Sq. Ft.	4.43
Subtotal				14.1
Total				14

Pursuant to GMC Section 30.32.030(C), upon the change of use of an existing building additional parking and loading spaces shall be provided for the new use as required by this chapter over and above the number of parking and loading spaces required by this chapter. Based on this code section the existing uses are considered to have a total of 14 parking spaces; although only eight parking spaces and one loading space currently exist onsite, resulting in a surplus of six parking spaces.

The applicant proposes to change the use for both buildings to a new broadcasting studio and indoor support facility. The current zoning code requires 2.7 parking spaces per 1,000 square feet of floor area, and zero loading spaces for the proposed use. The combined building areas on subject property is 6,477 square-feet, resulting in a total of 17 code required parking spaces.

Proposed Land Use - Parking Requirement				
<u>Addresses</u>	<u>Previous Use</u>	<u>Building Area (Sq. Ft.)</u>	<u>Parking Ratio Requirement</u>	<u>Required Parking Amount</u>
3731 Park Place	Broadcasting studio and indoor support facility	4,837	2.7 spaces per 1,000 Sq. Ft.	13.06
3733 Park Place	Broadcasting studio and indoor support facility	1,640	2.7 spaces per 1,000 Sq. Ft.	4.43
Subtotal				17.49
Total				17

Proposed improvements to the parking lot include a total of 10 new code compliant parking spaces and 453 square-feet of new landscaping. Based on GMC Section 30.32.030 (C), the project site is credited six parking spaces, based on the previous uses and therefore, the total amount of parking spaces provided by the change in use is 16. As a result, the applicant is requesting a single parking space reduction, pursuant to Chapter 30.44.020 (F) of the GMC, in order to satisfy the current Zoning Code requirement of 17 parking spaces needed for the proposed change of use.

There are space restrictions on the site that preclude full compliance with the Code compliant amount of parking. The properties in question are completely developed without available area to further expand the parking lot. The subject lots are 13,100 square-feet combined, and improved with an existing a 4,837 square-foot industrial building, 1,640 square-foot commercial building, approximately 2,293 square-feet of paved yards (along the western interior property line and behind the subject buildings), and approximately 4,330 square-foot of at-grade parking and loading areas. The applicant proposes to improve the parking lot with 10 new code compliant parking space dimensions, back-up and turning radii, and new landscaping. The project site has limited space available to further improve the property with additional parking spaces without demolishing portions of either of the existing commercial or industrial building. If alterations to the existing buildings were to be pursued, impractical changes to either of the existing buildings that will include, significant changes to the facades and partial of demolition of building. As a result, there are space restrictions on the site that preclude full compliance with the Code requirements without hardship to improve the site with additional parking.

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 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 IND zoned neighborhood in which the property is located. The applicant proposes to change the use of the site to a broadcasting studio and indoor support facility and improve the parking lot design with additional parking stalls and landscaping than previously configured, thus improving the functionality of the parking lot and enhancing the curb appeal of the property viewed from the street. The project does not propose the addition of new floor area. City records indicate that the project site has operated as a printing publishing and lithographic service and general office land use for several decades without incident of parking issues. It is not anticipated the request of a single parking space reduction, in conjunction with the change of land use to a broadcasting studio and indoor support facility, 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. As noted in Finding B above, the subject site has operated as a printing publishing and lithographic service and general office for several decades without incident on record regarding parking.

It is not anticipated the reduction of a single parking space will be materially detrimental to the public welfare or property in question. 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. 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 **June 23, 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 June 23, 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.

REVOCATION

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,
John Takhtalian
Interim Director of Community Development

Erik Krause
Deputy Director of Community Development

EK: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 (M.Young); 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.Mardians); 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.