CITY OF GLENDALE, CALIFORNIA
Community Development

633 E. Broadway, Suite 103
Glendale, CA 91206-4311
Tel. (818) 548-2140
glendaleca.gov

October 16, 2023

Vahan Mkrtchyan
717 N Howard Street, APT 105
Glendale, CA 91206

RE: 3706 Park Place
Administrative Use Permit Case No. PAUP-001383-2023
(KB Dance Academy)

Dear Mr. Mkrtchyan:

The Director of Community Development will render a final decision on or after **October 26, 2023**, for the following project:

Project proposal: An application for an Administrative Use Permit to allow the operation of a physical instruction school (KB Dance Academy) within an existing 1,997 square-foot building, located in the IND (Industrial) Zone.

STAFF RECOMMENDATION: APPROVE WITH CONDITIONS

DRAFT CONDITIONS

1. That the development shall be in substantial accord with the plans submitted with the application except for any modifications as may be required to meet specific code standards or other conditions stipulated herein to the satisfaction of the Director of Community Development.

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 all necessary licenses, approvals and permits as required from Federal, State, County or City authorities including the City Clerk shall be obtained and kept current at all times.

4. That any expansion or modification of the facility or use which intensifies the existing Administrative Use Permit shall require a new Administrative Use Permit application. Expansion shall constitute adding floor area, increased hours of operation, changes to the use or operation, or any physical change as determined by the Director of Community Development.

5. That the premises shall be maintained in a clean and orderly condition, free of weeds, trash, and graffiti.

6. That adequate means shall be provided for the collection of solid waste generated at the site and that all recyclable items shall be collected and properly disposed of to the satisfaction of the Integrated Waste Management Administrator of the City of Glendale. No trash containers shall be stored in any parking, driveway, or landscaping area.

7. That the premises shall be operated in full accord with applicable State, County, and local laws.

8. That access to the premises shall be made available to all City of Glendale Planning and Neighborhood Services Division, Police Department, and Fire Department staff upon request for the purpose of verifying compliance with all laws and conditions of this approval.

9. That the applicant shall apply for a Business Registration Certificate (BRC) for a physical instruction school, subject to the findings and conditions outlined in this decision letter. Approval for a BRC shall be obtained prior to opening the physical instruction school.

10. That all signs require a separate sign permit.

11. That design review approval or exemption shall be obtained for any changes to the exterior of the building prior to the issuance of a building permit.

12. That all activities shall be conducted within the building.

13. That all facilities shall be used by and available for its members only. Rental of the any facilities to other organizations, parties or persons is prohibited.

14. That any new rooftop equipment shall be appropriately screened from the public right-of-way.

15. That all music, lighting, and noise shall be confined to the inside of the premises so as not to disturb occupants of other businesses or properties and patrons on the public right-of-way.

DRAFT

16. That the authorization granted herein shall be valid for a period of ***TEN (10) YEARS, UNTIL OCTOBER 26, 2033.***

PROJECT BACKGROUND

Previous Permits for the Site:

On July 8, 1959, a change of setback application to erect a canopy and planter wall with zero setback from property line was approved by the Zoning Administrator for property located at 3700 Park Place.

On November 18, 1966, Certificate of Use and Occupancy No. 4825 was issued for “United States Mfg. company” for “Assembly of orthopedic devices” use located at 3700 Park Place.

On August 31, 1978, Certificate of Use and Occupancy No. 1768A was issued for “Don Snow dba C.G.I. Calif. Gear & Inst” for “Mfg. & Assembly of tools for medical & dental” use located at 3700 Park Place.

On November 12, 1993, Certificate of Use and Occupancy No. 14722 was issued for “Lynch Sign” for “General Office” use located at 3700 Park Place.

On April 27, 2007, Certificate of Use and Occupancy No. PZUC-22070231 was issued for “Wellspring Therapy, Inc.” for “Medical Therapy Office” use located at 3700 Park Place.

On July 26, 2007, a Change of the Address Request was approved by Building and Safety Division for the change of address from 3700 Park Place to 3700 Park Place, 3702 Park Place, and 3704 Park Place.

On January 20, 2009, Certificate of Use and Occupancy No. PZUC-20080814 was issued for “HCC Office” for “General Office” use located at 3700 Park Place, # B.

On January 20, 2009, Certificate of Use and Occupancy No. PZUC-20080813 was issued for “PFPC Office” for “General Office” use located at 3700 Park Place, # A.

On January 30, 2009, a Change of the Address Request was approved by Building and Safety Division for the change of address from 3700 A and 3700 B Park Place to 3704 Park Place and 3706 Park Place.

On October 20, 2009, Certificate of Use and Occupancy No. PZUC-20060615 was issued for “Personal Fitness Center” for “Medical Office” use located at 3706 Park Place.

Related Concurrent Permit Application(s): None.

DRAFT

Environmental Recommendation: The project is exempt from CEQA review as Class 1 "Existing Facilities", exemption pursuant to State CEQA Guidelines Section 15301 because the project consists of operation of a new physical instruction school without expansion of the existing building.

General Plan: Industrial

Zone: IND

Description of existing property and uses: The subject site is an approximately 18,200 square-foot interior lot located in the IND (Industrial) zone in the North Glendale area. The lot is irregular in shape and is fronting Park Place to the west. The property features an existing one-story 7,298 square-foot multi-tenant commercial building, constructed in 1959 with 22 parking spaces, including two disabled parking spaces. The building is currently addressed as 3700, 3702, 3704, and 3706 Park Place and has been mostly occupied by manufacturing, medical office, and general office uses over the time. The subject tenant space (3706 Park Place) is approximately 1,997 square feet in area and occupies the westerly portion of the existing building. It has recently become vacant and the most recent Zoning Use Certificate issued for this tenant was a medical office land use (Personal Fitness Center). The applicant proposes to change the use of the existing medical office to a physical instruction school (dance school) and does not propose any interior or exterior changes.

Additional uses on the site include 1,776 square-foot physical therapy (3702 Park Place), 1,526 square-foot personal service (3704 Park Place), and 1,999 square-foot office (3700 Park Place). As depicted on the provided floor plan by the applicant, the subject tenant's floor plan consists of two bathrooms and an open area which will be used for the proposed physical instruction school (dance school). The site's parking area is accessed directly from Park Place (west side).

Neighboring zones and uses:

	Zoning	Existing Uses
North	IND	One-story Industrial and Commercial
South	IND	One-story Industrial and Commercial (parking, maintenance service)
East	IND	One-story Industrial and Commercial uses (parking, maintenance service)
West	IND (across Park Place)	Two-story commercial building (self-storage)
Project Site	IND	One-story Commercial (general office, medical office, personal service)

COMMENTS FROM OTHER CITY DEPARTMENTS: No major concerns were received from the various city divisions/departments regarding the new physical instruction school at the existing 1,997 square-foot tenant space. Departmental comments are attached to this report as Attachment 4.

DRAFT

PROJECT ANALYSIS

The proposed use as a physical instruction school (KB Dance Academy) is consistent with the various elements and objectives of the General Plan for the area. The Land Use Element of the Glendale General Plan designates the subject site as Industrial. The Industrial zone allows for a variety of land uses, such as, but not limited to, services, education, recreation, public assembly, entertainment production, office, retail, manufacturing and research. Physical instruction school uses are consistent with the intent of the land use designation and are allowed by special consideration by an Administrative Use Permit (AUP) in the IND zoning district. The site is located in the North Glendale Community Plan area, which identifies the subject neighborhood as Indian Springs. The primary goal of the North Glendale Community Plan is to develop, enhance, and preserve the existing independent and variety of small businesses within the existing urban footprint, particularly for the area where the subject site is located (Area of Enhance in the Indian Springs neighborhood). The proposed physical instruction school will replace the existing medical office use, within the existing building footprint and will promote diversity and economic opportunities for the area. This meets the goal and objectives of the North Glendale Community Plan.

The City's Zoning Code similarly supports the mix of low-scale educational and recreational type uses including physical instruction schools in the IND zone by special consideration through an Administrative Use Permit (AUP). The proposed use within the existing building will help to improve the economic vitality of the neighborhood with an operable business that complements the mix of industrial and commercial uses within the area. This will add to the diversity of the project's area while remaining consistent with and complementary to other uses within this area of the North Glendale.

The subject property is located on the east side of Park Place, which is identified by the Circulation Element as a local street. Park Place directly connects with Verdugo Boulevard to the north, which is identified as Major Arterial and Broadview Drive to the south, which is identified as Community Collector. These streets will be able to accommodate the increase in traffic that the proposed use will generate and is consistent with the Circulation Element. Given the subject application requests to allow the operation of the proposed physical instruction school within the existing commercial/industrial building, other elements of the general plan, including the Open Space, Recreation, and Housing will not be impacted.

The proposed physical instruction school will not impede the normal development of the surrounding area since the site is already fully developed. The proposed physical instruction school does not anticipate presenting an impediment to the safety and public welfare of the neighborhood. The proposed school (dance school) will not be detrimental to the public health or safety, the general welfare, or the environment. The project site is located on the east side of Park Place (south of Verdugo Boulevard) and is surrounded by industrial and commercial uses to the north, south, and east, and the west side (across the street). The proposed dance school does not propose to physically expand the footprint of the building. According to the applicant, the dance lessons will be provided to five groups of students simultaneously with an average of 10 students in each group, ranging in age from four to adult; and the hours of operation will be Monday through Saturday, from 11 a.m. to 7:00 p.m.

The school will offer a membership program and the members-only policy will preclude renting of the facility to other organizations and the unexpected participation of random non-members. Therefore, it is anticipated that the proposed dance school will not coincide with the surrounding commercial and industrial uses since the proposed physical instruction will be conducted entirely within the building with members-only policy and does not propose to include any outdoor physical instruction activity.

Adequate public and private facilities are provided for the existing building. The project site currently provides 22 parking spaces including two (2) handicapped parking spaces. The parking spaces are adequate and meet the zoning code requirement because the change of use from the existing medical office to the proposed physical instruction school, in a space under two thousand (2,000) square feet may be interchanged without the need to provide additional parking beyond that currently provided on-site (GMC 30.32.030 C.2). Furthermore, based on the similar physical instruction facilities, approximately 75% of participants are dropped off and picked up, while approximately 25% of participants' parents typically park their vehicles and accompany their child(ren) to the event. The existing 22 parking spaces on-site are expected to be adequate for the proposed use.

DRAFT FINDINGS

A. That the proposed use will be consistent with the various elements and objectives of the general plan.

The proposed use as a physical instruction school (KB Dance Academy) is consistent with the intent of the land use designation in the IND zoning district. The proposed use is also consistent with the various elements and objectives of the General Plan for the area. The zoning land use designation for the subject site is IND (Industrial) and the General Plan Land Use Element designation is Industrial. The IND zone allows for a variety of land uses, such as, but not limited to, services, education, recreation, public assembly, entertainment production, office, retail, manufacturing and research, in conformance with the General Plan. Physical instruction school uses are consistent with the intent of the land use designation and are allowed by special consideration by an Administrative Use Permit (AUP) in the IND zoning district.

The site is located in the North Glendale Community Plan area, which identifies the subject neighborhood as Indian Springs. The primary goal of the North Glendale Community Plan is to develop, enhance, and preserve the existing independent and variety of small businesses within the existing urban footprint, particularly for the area, where the subject site is located (Area of Enhance in the Indian Springs neighborhood). The proposed physical instruction school will replace the existing medical office use, within the existing building footprint and will promote diversity and economic opportunities for the area. This meets the goal and objectives of the North Glendale Community Plan.

The City's Zoning Code similarly supports the mix of low-scale educational and recreational type uses including physical instruction schools in the IND zone by special consideration through an Administrative Use Permit (AUP). The proposed use within the

existing building will help to improve the economic vitality of the neighborhood with an operable business that complements the mix of industrial and commercial uses within the area. This will add to the diversity of the project's area while remaining consistent with and complementary to other uses within this area of North Glendale.

The subject property is located on the east side of Park Place, which is identified by the Circulation Element as a local street. Park Place directly connects with Verdugo Boulevard to the north, which is identified as Major Arterial and Broadview Drive to the south, which is identified as Community Collector. These streets will be able to accommodate the increase in traffic that the proposed use will generate, and this is consistent with the Circulation Element. Given the subject application requests to allow the operation of the proposed physical instruction school within the existing commercial/industrial building, other elements of the general plan, including the Open Space, Recreation, and Housing, will not be impacted.

B. That the use and its associated structures and facilities will not be detrimental to the public health or safety, the general welfare, or the environment.

The proposed use as a physical instruction school will not be detrimental to the public health or safety, the general welfare, or the environment. The project site is surrounded by industrial and commercial uses to the north, south, east and the west side of the site (across Park Place). The proposed dance school (KB Dance Academy) will operate within the building and does not propose to physically expand the footprint of the building, nor expand its operations to locate any physical instructions outdoors. According to the applicant, the dance lessons will be provided to five groups of students simultaneously with an average of 10 students in each group, ranging in age from four to adult; and the hours of operation will be Monday through Saturday, from 11 a.m. to 7:00 p.m. The school will offer a membership program and the members-only policy will preclude renting of the facility to other organizations and the unexpected participation of random non-members. As a result, the operation hours for the physical instruction school does not anticipate coinciding with the surrounding industrial and commercial uses. Therefore, the proposed physical instruction school does not anticipate presenting an impediment to the safety and public welfare of the neighborhood. Furthermore, no concern was raised regarding the new physical instruction school at the existing 1,997 square-foot tenant space by the City's Neighborhood Services Division, Public Works, Traffic Division, Fire Engineering, Building and Safety Division, or Police Department.

C. That the use and facilities will not adversely affect or conflict with adjacent uses or impede the normal development of surrounding property.

The proposed physical instruction school will not impede the normal development of the surrounding area since the site is already fully developed. The proposed physical instruction school does not anticipate presenting an impediment to the safety and public welfare of the neighborhood. The proposed physical instruction school (dance school) will not be detrimental to the public health or safety, the general welfare, or the environment. The project site is located on the east side of Park Place (south of Verdugo Boulevard)

and is surrounded by industrial and commercial uses to the north, south, and east, and the west side. The proposed dance school does not propose to physically expand the footprint of the building. It is anticipated that the proposed dance school will not coincide with peak operational hours of the surrounding commercial and industrial uses and the proposed use will not conflict with the surrounding commercial and industrial uses since the proposed physical instruction will be conducted entirely within the building and does not propose to include any outdoor physical instruction activity.

D. That adequate public and private facilities such as utilities, landscaping, parking spaces and traffic circulation measures are or will be provided for the proposed use.

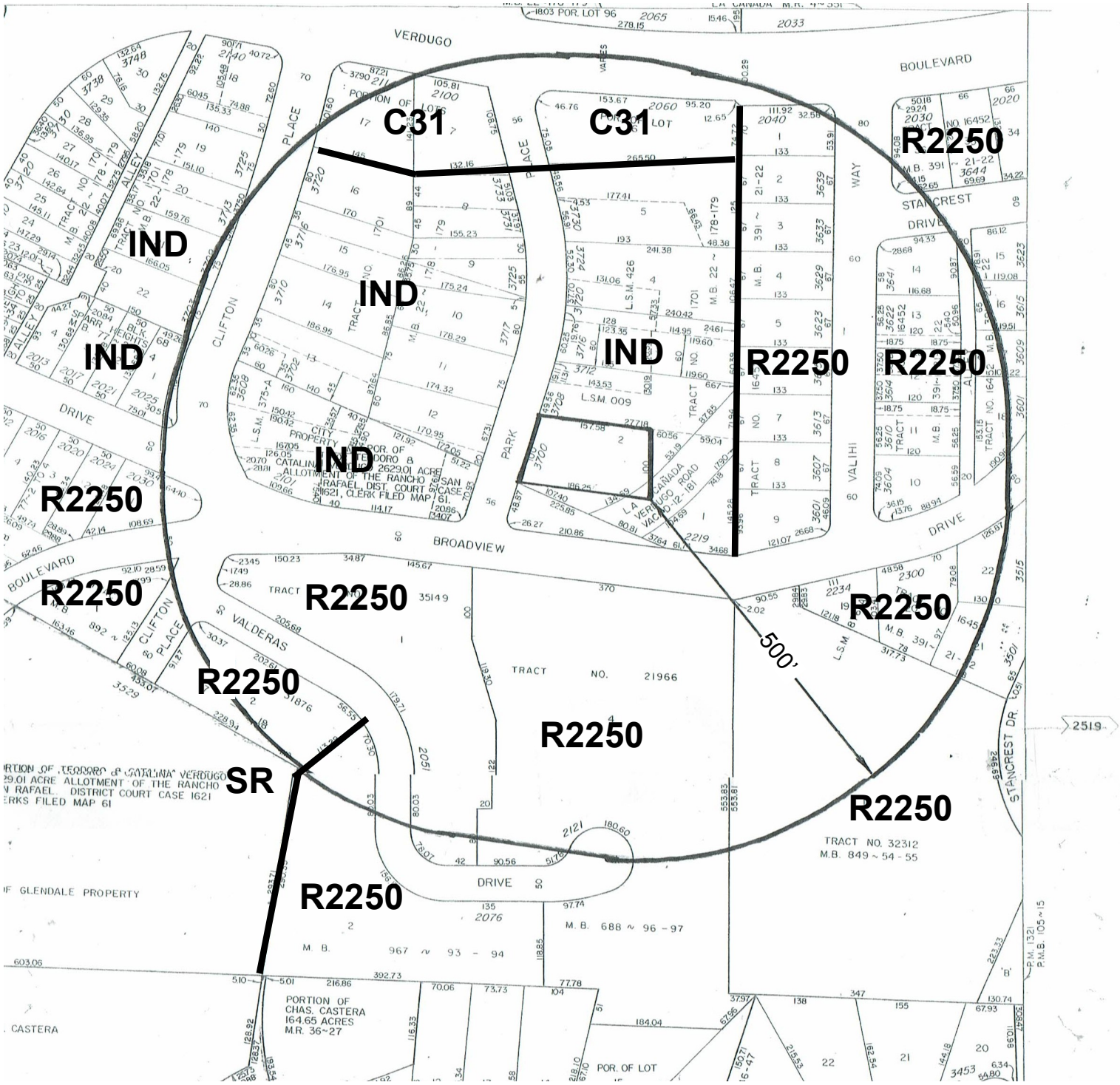
Adequate public and private facilities are provided for the existing building. The project site provides the existing 22 parking spaces including two disabled parking spaces. The parking spaces are adequate and meet the zoning code requirement because the change of use from the existing medical office to the proposed physical instruction school, in a space under 2,000 square feet may be interchanged without the need to provide additional parking beyond that currently provided on-site (GMC 30.32.030 C.2). Based on the similar physical instruction facilities, approximately 75% of participants are dropped off and picked up, while approximately 25% of participants' parents typically park their vehicles and accompany their child(ren) to the event. The existing 22 parking spaces on-site are expected to be adequate for the proposed use.

The subject property is located on the east side of Park Place, which is identified by the Circulation Element as a local street. Park Place directly connects with Verdugo Boulevard to the north, which is identified as Major Arterial and Broadview Drive to the south, which is identified as Community Collector. These streets will be able to accommodate the increase in traffic that the proposed use will generate, and this is consistent with the Circulation Element. Other elements of the general plan, including the Open Space, Recreation, and Housing, will not be impacted.

For more information or to submit comments, please contact Aileen Babakhani, at (818) 937-8331 or ababakhani@glendaleca.gov.

ATTACHMENT:

1. Location Map
2. Photos
3. Plans
4. Departmental Comments



ZONING

3706 PARK PLACE
MONTROSE CA 91020

1"= 200'

APN: 5613-002-011
PROPERTY OWNER: ROGER D STEWART
Prepared by Williams Land Use Services 818-542-4109

500' Radius

- Front - Right side -

- Electric generator -

Entrance – Front

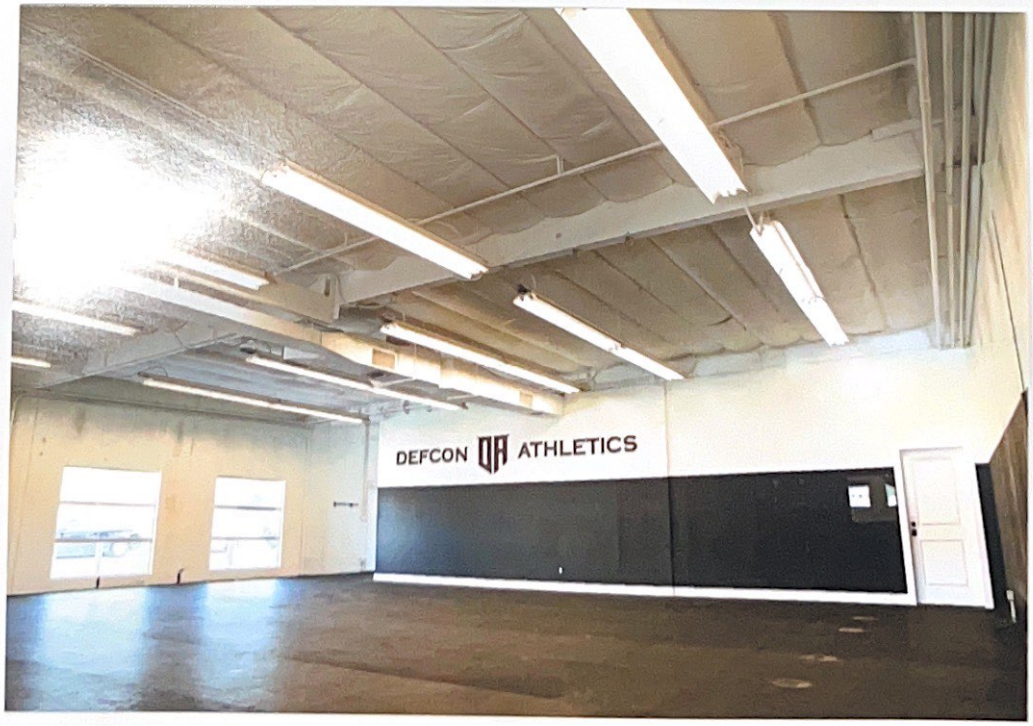
Front door

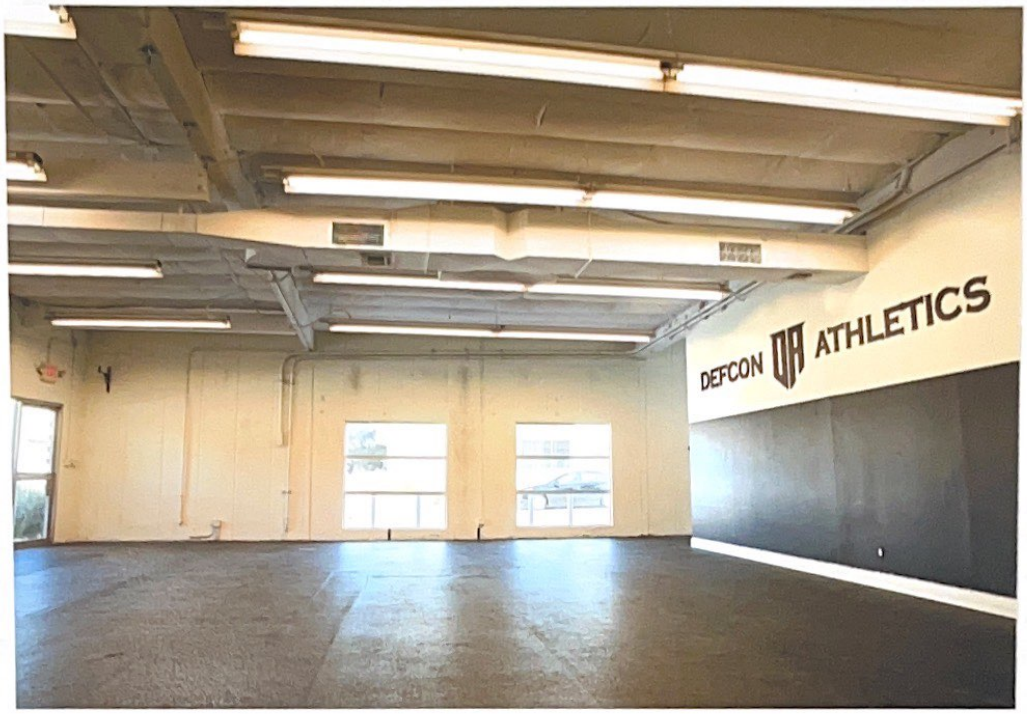
- Dance hall -

- Dance hall -

- Dance hall -

- Dance hall -





- Dance hall -

- Dance hall -

- Dance hall ceiling -

- Dance hall ceiling, AC -

Hallway, entrance door

Hallway - entrance door

Foyer

- Toilet 1, Toilet 2 -

- Toilets 1, 2 -

Toilet 1
(Restroom 1)

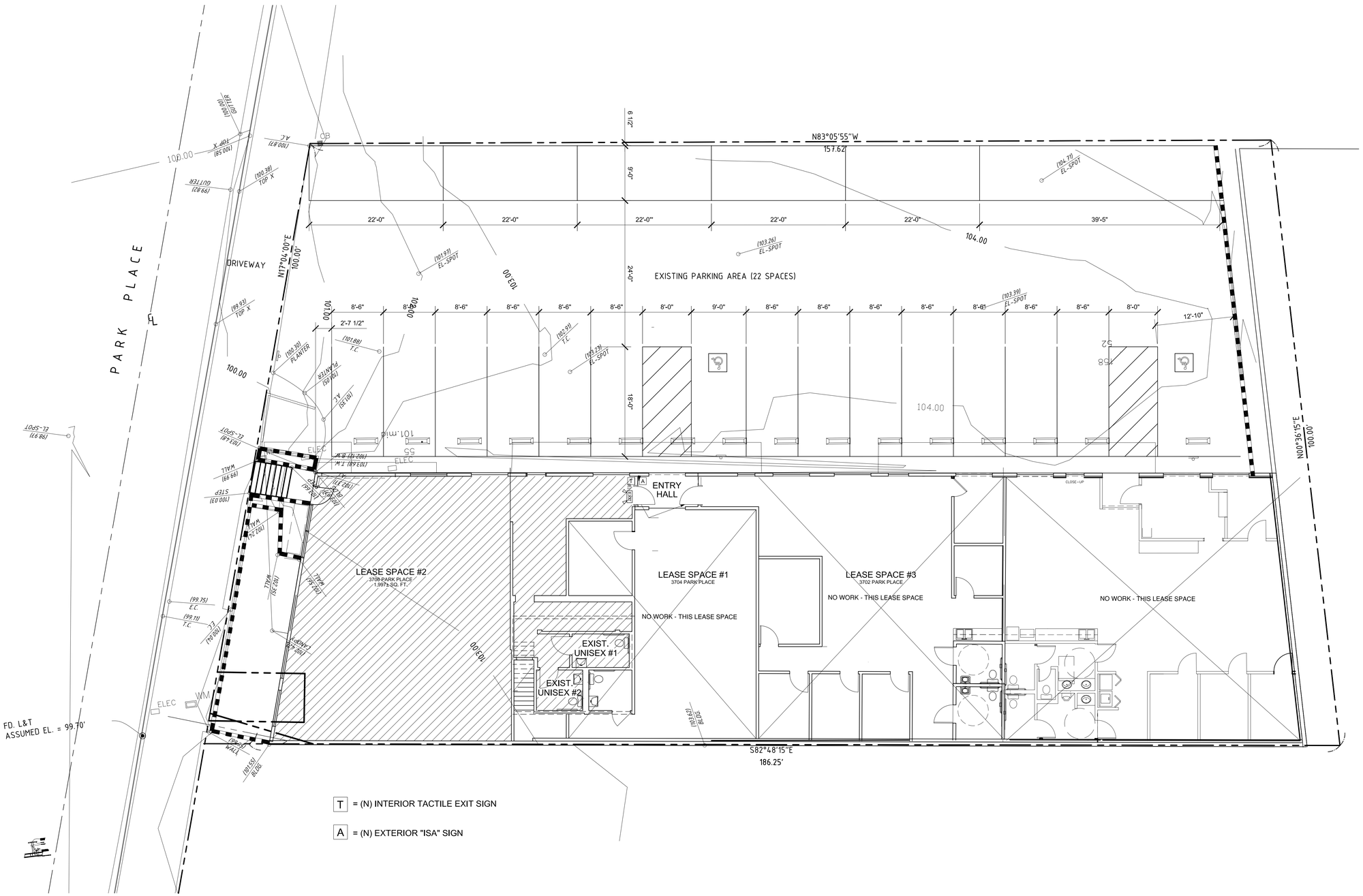
Toilet 2
(Restroom 2)

- Front, parkings -

- Front, parkings -

- Stairs (right from the front) entrance 2 -

- Stairs (right from the front) entrance 2 -



SITE PLAN / FLOOR PLAN

SCALE: 1/8" = 1'-0"

Nakaishi Associates
Architects
2910 West Broadway Los Angeles, California 90041 Telephone (323) 255-1008

A TENANT IMPROVEMENT FOR

MR. ROGER STEWART

3706 PARK PLACE MONTROSE, CA

Date: 03-03-23

Revisions
1
2
3
4
5
6

Job No. 2330

Sheet No.
A-1
of

INTER-DEPARTMENTAL COMMUNICATION
PROJECT CONDITIONS AND COMMENTS

Project Address: 3706 PARK PLACE	**Project Case No.:** PAUP-001383-2023

If project comments are not received by the due date, it will be assumed that your department has no comments.

NOTE: *Your comments should address, within your area of authority, concerns and potentially significant adverse physical changes to the environment regarding the project. You may also identify code requirements specific to the project, above and beyond your normal requirements. Applicant will be informed early in the development process. You may review complete plans, maps and exhibits in our office, MSB Room 103. We appreciate your consideration and look forward to your timely comments.* Please do not recommend APPROVAL or DENIAL. *For any questions, please contact the Case Planner ASAP, so as not to delay the case processing.*

COMMENTS:

☐ **This office DOES NOT have any comment.**

☒ **This office HAS the following comments/conditions.** ☐ (See attached Dept. Master List)

Date: August 10, 2023

Print Name: Miroslav Lhotsky, S.E. CBO
Title: Deputy Building Official Dept. CDD/ B&S Tel.: 818-937-8128

CONDITIONS:

1. All submittals shall be digital through City of Glendale **GlendalePermits** portal at https://www.glendaleca.gov/government/departments/community-development/building-safety/permit-services-center

2. The following separate permits will be required to be obtained through Building & Safety.
   a. Building: For architectural and structural design
   b. Electrical: For all electrical work
   c. Mechanical: For all mechanical systems besides cell site equipment
   d. Plumbing: For all water or gas.
   e. Fire: (Separate permits may be required through Glendale Fire Dept.)

3. Obtain approvals from the following city departments/divisions:
   a. Planning/Zoning
   b. Building And Safety
   c. Glendale Fire Department
   d. Glendale Water & Power – Electrical — If any exterior work
   e. Glendale Water & Power – Water — If any exterior work
   f. Public Works Engineering — If any exterior work
   g. Public works traffic — For all signs

4. Project shall comply with the following codes. Reference each on the Title Sheet of submittal plans.
   2023 - Glendale Building & Safety Codes GBSC
   2023 - Glendale Reach Codes, GRC (For New Buildings)
   2022 - California Building Code, CBC
   2022 - California Fire Code, CFC
   2022 - California Electrical Code, CEC
   2022 - California Mechanical, Code, CMC
   2022 - California Plumbing Code, CPC
   2022 - California Energy Code, CEnC
   2022 - California Green Building Standards Code, CGBSC

5. The following are common comments observed for this type of project. This is by no means a complete review. ***A complete review shall be conducted upon formal submittal to building and safety for an application for permits to construct. Additional plan check comments may follow***.
    a. All plans shall be stamped and signed by California registered professional engineers for their appropriate expertise in accordance with California Board for Professional Engineers, Land Surveyors, and Geologists and California Architects Board.
    b. State on plans: existing and proposed Occupancy and Use per CBC Chp 3, Type of Construction per CBC Chp 5, Fire Sprinkler System Yes or No, areas of construction and areas to remain as existing and full scope work including type of business.
    c. Occupancy greater than 50 is considered a change of occupancy from “B” Occupancy to “A-3” Occupancy which will require additional code compliance accessibility upgrade, egress, compliance with CBC Chapter 5, 6, 7 & 9.
    d. If scope of work it is determined that the tenant space shall remain a “B” Occupancy, alteration construction will require full compliance with accessibility CBC Chapter 11B Accessibility; and upgrades to existing facilities will be required per CBC Section 11B-202 Existing Buildings and Facilities.
    e. Identify the type of construction of the building per CBC Chapter 5 & 6, and CBC Section 1511. Provide structural members with the required fire rated assembly protections that meets the type of construction of this building per CBC Chapters 6 and 7.
    f. Changes to the exterior walls, interior bearing and/or shear walls, posts’ columns and beams and any other structural members shall require a Structural design that is prepared by a California license Civil/structural engineer or California license Architect.

From:	Riley, Sean
To:	Babakhani, Aileen
Cc:	Avila, Zazil
Subject:	FW: RFC_3706 PARK PLACE_ PAUP-001383-2023
Date:	Thursday, July 27, 2023 3:50:28 PM
Attachments:	RFC_3706 PARK PLACE__PAUP-001383-2023_Location Map.pdf RFC_3706 PARK PLACE__PAUP-001383-2023_Site Plan.pdf RFC_3706 Park Place__AUP_CDD(RFC)UPDATED-July 26 2023.docx RFC_3706 PARK PLACE__PAUP-001383-2023_Photos.pdf image006.png image008.png image009.png

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Hi Aileen,

We have no comments for this type of project.

Best,
Sean

Lieutenant Sean Riley | City of Glendale | Police Department, Special Investigations Bureau
131 North Isabel St. | Glendale, CA 91206 | (818) 937-8704 | sriley@glendaleca.gov

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From: Avila, Zazil <ZFernandez@GlendaleCA.GOV>
Sent: Thursday, July 27, 2023 3:47 PM
To: Riley, Sean <SRiley@Glendaleca.gov>
Subject: FW: RFC_3706 PARK PLACE_ PAUP-001383-2023

Zazil Avila ● City of Glendale ● Police Department – Vice/Narcotics
131 N Isabel St ● Glendale, CA 91206 ● (818) 548-3120 ● zavila@glendaleca.gov

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From: Babakhani, Aileen <ABabakhani@Glendaleca.gov>
Sent: Thursday, July 27, 2023 3:38 PM
To: Hairapetian, Sarkis <shairapetian@Glendaleca.gov>; Lhotsky, Miroslav <mlhotsky@Glendaleca.gov>; Sada, Jessica <jsada@Glendaleca.gov>; Diaz, Jovan <jodiaz@Glendaleca.gov>; Stimson, Dave <DStimson@Glendaleca.gov>; Riley, Sean <SRiley@Glendaleca.gov>; Avila, Zazil <ZFernandez@GlendaleCA.GOV>; Casanova, Pastor <PCasanova@Glendaleca.gov>; Roudsari, Saed <sroudsari@Glendaleca.gov>
Cc: Babakhani, Aileen <ABabakhani@Glendaleca.gov>
Subject: RFC_3706 PARK PLACE_ PAUP-001383-2023

Hello all,
Planning received an Administrative Use Permit application (AUP) for change of use from “Medical Office” to a new “Dance School”, located at 3706 Park Place in the IND (industrial) zone.
Attached to this email, please find RFC form, site plan, photos, and location map.

I appreciate if you can provide your comments by August 11, 2023.
Thank you,

Aileen Babakhani, Planner● City of Glendale ● Community Development Department
633 E. Broadway, Rm. 103 ● Glendale, CA 91206 ● (818) 937-8331 ● ababakhani@glendaleca.gov

From:	Babakhani, Aileen
To:	Stimson, Dave
Subject:	RE: RFC_3706 PARK PLACE_ PAUP-001383-2023
Date:	Thursday, August 17, 2023 5:16:00 PM
Attachments:	RFC_3706 Park Place_ AUP_CDD(RFC)UPDATED-July 26 2023.docx

Thank you –

Aileen Babakhani, Planner● City of Glendale ● Community Development Department
633 E. Broadway, Rm. 103 ● Glendale, CA 91206 ● (818) 937-8331 ● ababakhani@glendaleca.gov

From: Stimson, Dave <DStimson@Glendaleca.gov>
Sent: Thursday, August 17, 2023 5:02 PM
To: Babakhani, Aileen <ABabakhani@Glendaleca.gov>
Subject: RE: RFC_3706 PARK PLACE_ PAUP-001383-2023

Hi Alieen - Please FIRE comments below:

1. **Architectural**

Address / Suite numbers shall be shown on applicable elevations.

Provide a **wall** legend on all applicable sheets:

Clarify **new** versus **existing** walls

Include distinct **symbology** for all rated walls on all floor plans and sections (i.e. electrical, mechanical, trash, recycle, occupancy separations, floor/ceiling assembly, stairwell, corridor, exit passageway, etc.).

Fire barriers may be required and should be shown on all floor plans and sections; see Building and Safety for details.

Show all **storage racks** and shelves on plans; provide all details and dimensions.

Provide a complete **finish schedule** (including any panel assembly); provide compliance according to Chapter 8 of CBC and CFC. Provide manufacturer's specifications (cut sheets) and test reports from an approved laboratory testing agency for all finishes.

2. **Fire Protection**

Extend/modify the existing building's **automatic fire sprinkler system** to provide complete sprinkler protection throughout the addition or remodeled area of work. Add note and obtain sprinkler permit within 30 days of building permit issuance – see notes section.

Extend/modify the existing building's **fire alarm system** to provide complete protection throughout the addition or remodeled area of work. Add note and obtain permit – see notes section.

Show location of all **fire extinguishers** on plans. Specify recessed or semi-recessed.

Show locations of **automatic fire sprinkler** riser, backflow and FDC. Coordinate FDC location with architectural and landscaping plans to provide a six foot clear pathway from FDC to sidewalk; pathway shall be clearly marked on the plans.

Provide penetration detail for the **fire sprinkler supply line** into garage on the plans.

Remit fee for **fire flow test** prior to approval of plans (1500 GPM @ 20 psi required).

Installation of a hydrant is required; provide receipt from GWP prior to approval of plans.

Installation of a fire line is required; provide GWP wet-stamp of approval on these plans.

Show location of **Fire Alarm Control Panel** (FACP) on plans.

Identify new / existing **hood extinguishing system** on plans. Show entire ducting route until termination.

3. Glendale Water and Power (GWP)

Installation of a **backflow prevention device** may be required for this project (must be obscured so it is not visible from the street). Show location on site and/or floor plans, and indicate on elevation sheets how it will be concealed from street view.

A **water main upgrade** may be required for this project. Provide written documentation from GWP prior to approval of these plans.

A hydrant upgrade may be required. Provide written documentation from GWP prior to approval of these plans.

4. Egress

Provide a complete **door and hardware schedule** including dimensions, code compliant hardware descriptions, and fire rating information. Include all **"existing"** doors **and** hardware.

Clearly show all **exiting** routes until termination of public right-of-way (site plan).

Provide proper rated **opening protections** for the means of egress system.

Provide **emergency lighting** throughout the path of egress (reflected ceiling plan).

Provide **exit signs** throughout the path of egress (reflected ceiling plan).

Provide a **means of egress analysis** on the plans in accordance with the CBC Chapter 10. Analysis shall include, but not limited to the following:

Occupant load (showing detailed calculation and signage location)

Required number of exits (including exit separation).

Provide detailed calculation of all stairwells, aisles, exit widths, and travel distance.

Provide the minimum number of **exits and continuity** per CBC CH.10 within all rooms, spaces, and levels.

5. Notes

The following Fire Department notes are required to be on the plans word for word. All notes shall be kept together in one location under a "Fire Department Notes" section. Remove all non-applicable notes. Notes that are taped onto the plans will not be accepted.

Address Numbers: Approved address numbers, building numbers or approved building identification shall be placed in a position that is plainly legible and visible from the street, road, alley, and walkways giving access to and within the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 6 inches (152 mm) high with a minimum stroke width of 0.5 inch (12.7 mm) and shall be illuminated in an approved manner (if numbers are on the exterior). Number height and stroke width shall be increased as needed for legibility based on visibility distance.

Knox Box: Mounting height for the Knox Box and/or Key Switch shall not to exceed six (6) feet above the ground level / finished floor. Provide three (3) sets of keys (with permanent engraved identification) for all exterior doors, gates, fire alarm panel, and others as directed by the fire inspector.

Fire Extinguishers: Provide a fire extinguisher (min. 2A-10BC) within a recessed or semi-recessed cabinet within 75 feet travel distance from all points in the occupancy; the extinguisher shall be mounted on a hook within the cabinet (elevated off cabinet floor); the top of the extinguisher cabinet shall be *no higher* than 48 inches (1219 mm) above the floor;

extinguisher shall be placed in a easily accessible locations where they will be readily accessible and immediately available for use.

Fire sprinklers:

Existing System: For tenant improvement projects, extend/modify the existing building's automatic fire sprinkler system to provide complete sprinkler protection throughout the addition or remodeled area of work. Alterations to the fire sprinkler system shall be approved under separate permit. Plans and permit application **shall be submitted within 30 days of issuance of the building permit.**

New System: A complete automatic fire sprinkler system shall be installed throughout the structure in accordance with the recommendations of NFPA 13 and the requirements of the Glendale Fire Department. Plans and permit application **shall be submitted within 30 days of issuance of the building permit.** Riser and all sprinkler piping shall be concealed; no exposed piping on exterior permitted. Quick response sprinkler heads are required throughout the structure unless contra-indicated. Flat concealed sprinkler heads are required in all habitable areas.

Fire Alarm:

Existing Systems: Extend/modify the existing building's fire alarm system to provide complete protection throughout the addition or remodeled area of work. Alterations to the fire alarm system shall be approved under separate permit. Plans and permit application **shall be submitted within 30 days of issuance of the building permit** by the contractor in possession of the U.L. Certificate for the building.

New Systems: Provide a fire alarm system capable of notifying the occupants, audibly and visually, upon activation of the automatic fire sprinkler system. The fire alarm system shall be installed by a U.L. listed fire alarm installation company. Upon completion of the installation a serialized certificate shall be issued in accordance with the listing agreement between the installer and Underwriters Laboratories. Plans and permit application **shall be submitted within 30 days of issuance of the building permit.** Work on the fire alarm system shall be done only by a qualified UL listed form alarm contractor who will provide the Glendale Fire Department with a copy of a UL certificate certifying proper installation of the system and minimum one (1) year testing and maintenance agreement prior to final inspection. Such system shall be monitored by a U.L. listed central station in accordance with 2022 CFC

Hood and/or Spray booth extinguishing systems:

Existing Systems: Alterations to the hood fire suppression system will be required and shall be under separate permit. Plans and permit application **shall be submitted within 30 days of issuance of building permit.**

New Systems: Installation of hood fire suppression system shall be approved under separate permit. Plans and permit application **shall be submitted within 30 days of issuance of building permit.**

Spray Booth only: Spray booth shall be approved under separate permit. Plans and permit application **shall be submitted within 30 days of issuance of building permit**.

Emergency lighting: Emergency lighting shall comply with the provisions of 2022 CBC The means of egress illumination shall not be less than one (1) foot-candle at the walking surface level. In the event of power supply failure, an emergency electrical system shall automatically illuminate all areas per code.

Exit Signs: Exit signs shall be readily visible from any direction of egress travel. Exit signs shall comply with provisions of the 2022 CBC and be illuminated at all times.

Door operations: All exit doors shall be openable from the inside without key, special

knowledge, or effort. The unlatching of any exit door shall not require more than one operation.

Locks and Latches: The locking device for the main exterior exit door(s) shall be readily distinguishable as locked. Door shall also have a visible durable sign stating: "THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED." The sign shall be in letters one inch high on contrasting background (above the door); posted on the egress side or adjacent to the door."

Emergency responder radio coverage: All new buildings shall have approved radio coverage for emergency responders within the building based upon the existing coverage levels of the City of Glendale public safety communications systems (CFC 510). Providing such coverage shall not require improvement of the existing public safety communications systems. **Plans and Fire Permit application to install a wired communication system shall be submitted within 30 days of issuance of the building permit**. For technical specifications and system installation, coordinate with the City of Glendale's Information Systems Department – Wireless Communications Section. Final inspection on the system shall be approved prior to any occupancy or FPB Final Inspection.

Fire Permits: The following permits are required from the Fire Department, if applicable:

Fire Sprinkler
Fire Alarm
Assembly
Industrial Waste
Hazardous Materials
Emergency responder radio coverage
Low-rise Building
Mid-rise Building
High-rise Building
Extinguishing system _____

Required Fire Department inspections: For all inspections, request online at GlendalePermits.org. Fire Inspections required are, if applicable:

Overhead sprinkler rough inspection (prior to covering any piping)
Fire alarm rough inspection (prior to covering any wiring/conduit)
Sprinkler final
Fire alarm final
Assembly
Industrial Waste
Hazardous Materials
Emergency responder radio coverage
Extinguishing system _____
Other _____
Fire Prevention Final; CONTRACTOR MUST REQUEST A SEPARATE INSPECTION.
Inspection includes, but is not limited to: fire extinguishers; signage; door hardware and means of egress; emergency/exit lighting;Knoxbox etc.

From: Babakhani, Aileen <ABabakhani@Glendaleca.gov>
Sent: Thursday, August 17, 2023 7:47 AM
To: Stimson, Dave <DStimson@Glendaleca.gov>

Subject: RE: RFC_3706 PARK PLACE_ PAUP-001383-2023

Good morning Dave,
No – I have not received comments from Fire.

Aileen Babakhani, Planner● City of Glendale ● Community Development Department
633 E. Broadway, Rm. 103 ● Glendale, CA 91206 ● (818) 937-8331 ● ababakhani@glendaleca.gov

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From: Stimson, Dave <DStimson@Glendaleca.gov>
Sent: Thursday, August 17, 2023 6:30 AM
To: Babakhani, Aileen <ABabakhani@Glendaleca.gov>
Subject: RE: RFC_3706 PARK PLACE_ PAUP-001383-2023

Good morning – I apologize for the delay; did you receive a comment from FIRE yet?

ds

From: Babakhani, Aileen <ABabakhani@Glendaleca.gov>
Sent: Thursday, July 27, 2023 3:38 PM
To: Hairapetian, Sarkis <shairapetian@Glendaleca.gov>; Lhotsky, Miroslav <mlhotsky@Glendaleca.gov>; Sada, Jessica <jsada@Glendaleca.gov>; Diaz, Jovan <jodiaz@Glendaleca.gov>; Stimson, Dave <DStimson@Glendaleca.gov>; Riley, Sean <SRiley@Glendaleca.gov>; Avila, Zazil <ZFernandez@GlendaleCA.GOV>; Casanova, Pastor <PCasanova@Glendaleca.gov>; Roudsari, Saed <sroudsari@Glendaleca.gov>
Cc: Babakhani, Aileen <ABabakhani@Glendaleca.gov>
Subject: RFC_3706 PARK PLACE_ PAUP-001383-2023

Hello all,
Planning received an Administrative Use Permit application (AUP) for change of use from "Medical Office" to a new "Dance School", located at 3706 Park Place in the IND (industrial) zone.
Attached to this email, please find RFC form, site plan, photos, and location map.
I appreciate if you can provide your comments by August 11, 2023.
Thank you,

Aileen Babakhani, Planner● City of Glendale ● Community Development Department
633 E. Broadway, Rm. 103 ● Glendale, CA 91206 ● (818) 937-8331 ● ababakhani@glendaleca.gov

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[i] **Fire Department Connection (FDC):** The use of "sod" or "low ground cover" is acceptable. Obtain approval from the fire department.

[ii] **Fire Line Penetration Detail**:
http://fire.ci.glendale.ca.us/pdf/UndergroundFireLinePenetrationStandardDetail.pdf

CITY OF GLENDALE
INTERDEPARTMENTAL COMMUNICATION
Community Development Department
Request for Comments Form (RFC)

DATE: 7/27/2023 **DUE DATE: 8/11/2023**

NOTE: If project comments are not received by the due date, it will be assumed that your department has no comments.

FROM: Aileen Babakhani **Tel. #** 818-937-8331

PROJECT ADDRESS: **3706 PARK PLACE GLENDALE, CA 91208**

Applicant: Vahan Mkrtchyan

Property Owner: Stewart Property Management

PROJECT DESCRIPTION:

Administrative Use Permit application for a change of use from "Medical Office" to "Dance School" in IND (Industrial) zone.

PLEASE CHECK:

____ **A. CITY ATTORNEY**	____ **G. INFORMATION SERVICES (Wireless Telecom)**
B. COMMUNITY DEVELOPMENT:	**H. PUBLIC WORKS (ADMINISTRATION):**
X • **(1) Building & Safety**	____ • **(1) Engineering & Land Development**
X • **(2) Neighborhood Services**	X • **(2) Traffic**
____ • **(3) Design Review & Historic**	____ • **(3) Facilities (city projects only)**
____ • **(4) Economic Development**	____ • **(4) Integrated Waste**
____ • **(5) Housing**	____ •
____ • **(6) Urban Design & Mobility**	____ • **(5) Maintenance Services/Urban Forester**
____ **D. COMMUNITY SERVICES/PARKS:**	X **J. GLENDALE POLICE**
X **E. FIRE ENGINEERING (PSC)**	**K. OTHER:**
F. GLENDALE WATER & POWER:	____ • **(1) STATE-Alcohol Beverage Control (ABC)**
____ • **(1) Water**	____ • **(2) Tribal Consultations (EIFs)**
____ • **(2) Electric**	____ • **(3) City Clerk's Office**

ENTITLEMENT(S) REQUESTED

Variance Case No.:		Tentative Tract/Parcel Map No.:	
AUP/CUP Case No.:	**PAUP-001383-2023**	Zone Change/GPA:	
ADR/DRB Case No.:		Other	

INTER-DEPARTMENTAL COMMUNICATION
PROJECT CONDITIONS AND COMMENTS

Project Address: 3706 PARK PLACE	**Project Case No.: PAUP-001383-2023**

If project comments are not received by the due date, it will be assumed that your department has no comments.

NOTE: *Your comments should address, within your area of authority, concerns and potentially significant adverse physical changes to the environment regarding the project. You may also identify code requirements specific to the project, above and beyond your normal requirements. Applicant will be informed early in the development process. You may review complete plans, maps and exhibits in our office, MSB Room 103. We appreciate your consideration and look forward to your timely comments.* Please do not recommend APPROVAL or DENIAL. *For any questions, please contact the Case Planner ASAP, so as not to delay the case processing.*

COMMENTS:

☒ **This office DOES NOT have any comment.**

☐ **This office HAS the following comments/conditions.** ☐ (See attached Dept. Master List)

Date: October 3, 2023

Prepared by: Saed Roudsari, P.E., Traffic Engineer II Saed Roudsari, P.E.
Reviewed by: Pastor Casanova, T.E., Principal Traffic Engineer

Dept. Public Works-Traffic Engineering **Tel.: 818-937-8317**

a. ADDITIONAL COMMENTS:

☐ 1.

b. CASE SPECIFIC CODE REQUIREMENTS: (these are not standard code requirements)

☐ 1.

c. SUGGESTED CONDITIONS: (may or may not be adopted by the Hearing Officer)

☐ 1.