

February 6, 2015

John Harrington  
(for Citibank N.A.)  
201 West Lexington Drive  
Glendale, CA 91203

**RE: 414 NORTH CENTRAL AVENUE**  
(CitiBank retail bank branch)

**201 WEST LEXINGTON DRIVE**  
(Off-site parking for CitiBank retail bank branch)

➤ **PARKING USE PERMIT NO. PPUP 1422331**

(Also See: Variance Case No. PVAR 1421886)

DIRECTOR OF COMMUNITY DEVELOPMENT REVIEW
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Dear Mr. Harrington:

Pursuant to Chapter 30.51.030, the Director of Community Development has processed an application for a Parking Use Permit (PPUP 1422331) to allow a portion of the required parking for the CitiBank retail bank branch located at 414 North Central Avenue at the existing parking structure located at 201 West Lexington Drive, in the "DSP" – Orange Central District zone, described as Book 127 of page 87 of Parcel Map, Lot A, in the City of Glendale, County of Los Angeles.

**ENVIRONMENTAL RECOMMENDATION:** The project is exempt from environmental review as a Class 3: "New Construction or Conversion of Small Structures" exemption pursuant to State CEQA Section 15303.

The application is hereby **APPROVED**, based on the following analysis and findings and subject to the following conditions.

## PROJECT PROPOSAL

The applicant is requesting that a portion of the required parking for the existing CitiBank retail bank branch located at 418 North Central Avenue be located at an existing adjacent parking structure located at 201 West Lexington Drive.

## SUMMARY AND BACKGROUND

The existing CitiBank retail bank branch at 414 North Central Avenue has been located on the subject site for many years. The site includes 17 parking spaces for the bank. Drive-thrus associated with CitiBank are currently off-site, located immediately south of the retail bank at 201 West Lexington Drive. Recently, a mixed-use project was approved on the 201 West Lexington Drive site. The applicant (John Harrington for CitiBank NA) has requested to relocate the drive-thru lanes to the bank site and recently received approval of a variance to allow the proposed drive-thru lanes to be less than the minimum length required for these facilities. The location of the proposed drive-thru lanes at 414 North Central will be on what is now on-site parking for the bank. The drive-thru lanes will eliminate 10 on-site parking spaces. The applicant is requesting a parking use permit to allow some of the required parking (seven spaces will remain on the site of the bank) for the bank to be located within an existing parking structure located immediately east of the bank at 201 West Lexington Drive. Aside from locating two drive-thrus at the bank site, no changes will be made to either the bank or parking structure sites as a result of this application.

## PARKING USE PERMIT REQUEST/REQUIRED FINDINGS

A parking use permit for the use of off-site parking facilities to satisfy the parking requirements for a proposed use shall be granted only if the reviewing authority finds that certain findings can be met. After thorough consideration of the statements contained in the application and the plans submitted therewith, the Director of Community Development has **GRANTED WITH CONDITIONS** your application based on the following:

- (1) **The off-site parking is a permitted or conditionally permitted use allowed within the applicable zoning district and complies with all of the applicable provisions of this Zoning Ordinance.**

The parking structure on which the off-site parking is proposed is located at 201 West Lexington Drive. Besides the parking structure, this site is also developed with an office building and a large open area with ATM drive-thrus for the adjacent CitiBank retail branch (the subject of the current parking use permit). The site is zoned DSP Orange Central district, where parking structures are a permitted use. The parking structure complies with all the provisions of the City's Zoning Ordinance.

parking spaces at the adjacent and off-site existing parking garage described above. Given the excess parking, the existing parking structure can easily accommodate the off-site parking proposed for the bank site.

**(5) Access to the site is adequate to accommodate the proposed off-site parking and any resulting excess traffic to the facility.**

No changes to the access of either the retail bank branch or the parking structure sites are proposed as a result of the parking use permit request and access to the sites are adequate to accommodate the off-site parking. The existing parking structure located at 201 West Lexington Drive proposed for the off-site parking is located immediately east of the retail bank branch, located at 414 North Central Avenue. No excess traffic on the surrounding streets is anticipated since no changes to the bank or its operation are proposed and existing patrons of the bank already utilize the surrounding street network.

**(6) The design, location, size and operating characteristics of the proposed off-site parking are compatible with the existing and future land uses on-site and in the vicinity of the subject property.**

The parking structure in which the off-site parking is proposed has existed for a number of years and is compatible with surrounding development, which is largely commercial/office in nature.

**(7) The establishment, maintenance, or operation of the proposed parking at the location proposed does not endanger, jeopardize, or otherwise constitute a nuisance for persons residing or working in the neighborhood of the proposed parking lot or structure.**

The parking structure in which the off-site parking is proposed has existed for a number of years. No code compliance issues have been identified with regard to the parking structure. Therefore, it is not anticipated that the use of the parking structure for off-site parking for the adjacent retail bank building will endanger, jeopardize or cause a nuisance for people living or employed in the neighborhood.

**(8) Any off-site parking spaces in close proximity to residential uses must be designed and operated to comply with the City's noise requirements in Chapter 8.36 of the Municipal Code.**

No residential uses are adjacent to the site. The existing parking structure has operated and will continue to operate in compliance with the City's noise requirements.

- (9) Any proposed valet parking use will not generate excessive traffic on surrounding public streets and shall not utilize any residential street.**

No valet parking is proposed.

- (10) For shared parking, different peak hour parking demands existing between the separate uses or a single trip is likely to be made to two or more of the businesses proposed to share the parking.**

The existing parking structure has sufficient excess parking (128 parking spaces) located within it to accommodate the existing office building (which is currently mostly vacant) also located at 201 West Lexington Drive and the proposed off-site parking for the CitiBank retail branch.

#### **CONDITIONS OF APPROVAL**

1. That the development shall be in substantial accord with the plans submitted with the application and presented at the hearing except for any modifications as may be required to meet specific Code standards or other conditions stipulated herein to the satisfaction of the Director of Community Development.
2. That all necessary licenses (i.e. building, fire, engineering, etc.) shall be obtained from the Building and Safety section and Public Works Department and all construction shall be in compliance with the Glendale Building Code UBC (Universal Building Code) and all other applicable regulations.
3. That access to the premises shall be made available upon request to all City of Glendale authorized staff (i.e. Community Planning Department, Building and Safety Division, Fire Department, Police Department, etc.) for the purpose of verifying compliance with all laws and the conditions of this approval.
4. That the parking use permit is valid only insofar as the specific use for which it was granted or similar use (as determined by the Director of Community Development). The permit runs with this specific land use as long as there is no intensification of the use or that other uses proposed will not require more parking as provided herein 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. An Acceptance Affidavit accepting the permit and all its conditions shall be signed, notarized and submitted prior to the issuance of a Business Registration Certificate. The Acceptance Affidavit shall be recorded with the Los Angeles County Assessor's Office with proof of such recording provided to the city.
7. That all necessary licenses as required from Federal, State, County or City authorities including the City Clerk shall be obtained and kept current at all times.
8. That the applicant shall comply with all applicable conditions of Variance Case No. PVAR 1421886.

**APPEAL PERIOD (effective date), TIME LIMIT, LAPSE OF PRIVILEGES,  
TIME EXTENSION**

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. 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 **FEBRUARY 23, 2015** at the Permit Services Center (PSC), 633 East Broadway, Room 101, Monday thru Friday 7:00 a.m. to 12:00 p.m., or at the Community Development Department (CDD), 633 East Broadway, Room 103, Monday thru Friday 12:00 p.m. to 5 p.m.

**APPEAL FORMS available on-line: <http://glendale.ca.gov>**

To save you time and a trip - please note that some of our FORMS are available on line and may be downloaded. AGENDAS and other NOTICES are also posted on our website.

## **TRANSFERABILITY**

This authorization runs with the land or the use for which it was intended for and approved. In the event the property is to be leased, rented or occupied by any person or corporation other than yourself, it is incumbent that you advise them regarding the conditions and/or limitations of this grant.

## **VIOLATIONS OF THESE CONDITIONS**

Violations of conditions required by this determination may constitute a misdemeanor or infraction under section 1.20.010 of the Glendale Municipal Code (GMC) and/or a violation of other local, State or Federal laws or regulations. Unless a specific penalty is provided, any person convicted of a misdemeanor shall be punished by a fine not to exceed one thousand dollars (\$1,000.00), or imprisonment for a term not to exceed six (6) months, or by both fine and imprisonment. Infractions are punishable by a fine not exceeding the sum of five hundred dollars (\$500.00) for each violation.

Violations of conditions required by this determination may be grounds for a revocation.

## **REVOCACTION**

Section 30.64.020 – Revocation – The Community Development Department shall have continuing jurisdiction over parking use permits (individual cases heard and decided upon by the Hearing Officer). To consider the revocation, the Hearing Officer shall hold a public hearing after giving notice by the same procedure as for consideration of a variance at least 10 days notice by mail to the applicant or permittee.

## **GMC CHAPTER 30.41 PROVIDES FOR**

### **Termination**

Every right or privilege authorized by a parking use permit shall terminate two (2) years after the granting of such, unless the exercise of such right or privilege has commenced in good faith prior to such time, except as otherwise provided for.

### **Extension**

An extension of the parking use permit may be requested one time and extended for up to a maximum of one (1) additional year upon receipt of a written request from the applicant and demonstration that a reasonable effort to act on such right and privilege has commenced within the two (2) years of the approval date. In granting such extension the applicable review authority shall make a written

finding that neighborhood conditions have not substantially changed since the granting of the parking reduction permit.

**NOTICE – subsequent contacts with this office**

The applicant is further advised that all subsequent contact with this office regarding this determination must be with the case planner who acted on this case. This would include clarification, verification of condition compliance and plans or building permit applications, etc., and shall be accomplished **by appointment only**, in order to assure that you receive service with a minimum amount of waiting. You should advise any consultant representing you of this requirement as well.

Sincerely,

  
Hassan Haghani, Director of Community Development

2-6-15  
Date

TF:RK:sm

CC: City Clerk (K.Cruz); Police Dept. (Lt.S.Bickle/Z.Avila); City Attorney's Dept. (G. van Muyden/Y.Neukian); Fire Prevention Engineering Section- (D.Nickles); Dir. Of Public Works (R.Golanian); Traffic Engineering Section (W. KO/S. Vartanian); General Manager for Glendale Water and Power (S.Zurn); Glendale Water & Power--Water Section (G. Tom/S. Boghosian); Glendale Water & Power--Electric Section (V. Avedian/B. Ortiz); Parks, Recreation and Community Services Dept. (J.Duran/T.Alexanian); Neighborhood Services Division (A. Jimenez); Integrated Waste Management Admin. (D. Hartwell); Maintenance Services Section Admin. (D. Hardgrove); Street and Field Services Admin.; Environmental Management (M. Oillataguerra; and case planner Roger Kiesel.