



CITY OF GLENDALE, CALIFORNIA
COMMUNITY DEVELOPMENT DEPARTMENT
Planning Division

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www.ci.glendale.ca.us

March 7, 2013

Nardi Associates, LLP
Atten: Matias Creimer
805 South Shamrock Avenue
Monrovia, CA 91016

**RE: 4551 SAN FERNANDO ROAD
PARKING EXCEPTION PERMIT NO. PPEX 1231816
(His Life City Church)**

(SEE: Conditional Use Permit No. 1231815)

Dear Mr. Nardi:

Pursuant to Chapter 30.32.020, the Director of Community Development has processed an application for a Parking Exception for the property located at **4551 San Fernando Road**, Glendale.

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

PROJECT PROPOSAL

The applicant is requesting a change of use from a food processing use to a place of worship (church) without providing on-site parking for the property located at **4551 San Fernando Road**, in the "IMU" – Industrial/Commercial Mixed Use zone, described as Portion of Lot 11, Watt's subdivision of a part of the Rancho San Rafael, in the City of Glendale, County of Los Angeles.

ENVIRONMENTAL RECOMMENDATION: Exempt.

SUMMARY AND BACKGROUND

The applicant, Nardi Associates, LLP, is proposing to locate His Life City Church in an existing building at 4551 San Fernando Road. The subject site, approximately 34,000 square feet, is located on the west side of San Fernando Road between Garfield Avenue and Chevy Chase Drive and contains a two story multi-tenant building. Access to the site is from San Fernando



WE RECYCLE

Road. A ramp leading to the second level is located in the northeastern portion of the site. The building contains approximately 21,000 square feet on the ground level and 11,000 square feet on the second level. On the site, there are 29 parking spaces at the ground level and 27 parking spaces at the second level. A gate located near the entrance to the site restricts access to the ground level parking spaces. Tenants in the building include clothing manufacturers, artists, printing shops, a cabinet maker and a sewing machine repair shop. The site is zoned "IMU" - Industrial/Commercial Mixed Use. A church in the "IMU" zone requires the approval of a conditional use permit.

The church is requesting to occupy what are currently two tenant spaces (Units 212 and 213) on the second floor of the building and combine them through tenant improvements to create an assembly space of approximately 1,100 square feet. The total area of the space is approximately 1,247 square feet and includes an existing storage room and bathroom, which will not be altered as a result of the project. The church will be using the assembly area of the tenant space in the evenings and on weekends.

The church is not providing the minimum number of parking spaces required and because it is in the San Fernando Road Corridor redevelopment area, is requesting approval of a parking exception.

PARKING EXCEPTION REQUEST

The Code requires that upon the change of use within an existing building, additional parking spaces be provided for the new use over and above the number of spaces required by the prior use. In many cases, a strict application of the parking code to require full on-site parking for these uses is not practical and would prevent businesses from locating in the project area.

The previous food processing use required 2 spaces per 1,000 square feet of floor area. The new church will require 28.6 spaces per 1,000 square feet of seating or viewing area. According to Chapter 30.32.030 and 050 of the Glendale Municipal Code, the parking shortfall for the new church will be 29 parking spaces.

Use(s)	Parking Required	Comments
Previous: 1,247 SF Food Processing use	2 spaces per 1,000 SF = 2 spaces	Two spaces exist from the previous use based upon 2/1,000 for the 1,247 SF food processing use. Only the additional spaces need to be provided.
Proposed: 1,247 SF Church use	28.6 spaces per 1,000 SF of seating/viewing area (1,100 SF) =31 spaces	Conversion of food processing use to church use requires 31 spaces. Credit is received for the two spaces attributed to the prior use, a net of 29 spaces are required.

REQUIRED/MANDATED FINDINGS

After considering the evidence presented with respect to this application, the Director of Community Development has determined that Parking Exception Case No. PPEX 1231816, a request for a 29-space parking exception in conjunction with a new church at 4551 San Fernando Road, meets the findings of Section 30.32.020 as follows:

- A. Parking spaces required for the proposed use or construction proposal cannot reasonably be provided in size, configuration, number of spaces or locations specified by the provisions of this title without impairment of the project's viability;**

Parking spaces required for the proposed use or construction proposal cannot reasonably be provided in size, configuration, number of spaces or locations specified by the provisions of this Title without impairment of the project's viability. The required parking for the church cannot be met on site. The site is developed with an L-shaped building along the southern and western property lines. Fifty-six parking spaces are located in the center of the site. There is no vacant area on the site to locate additional parking nor could the existing parking be arranged more efficiently to accommodate new spaces.

- B. The parking exception will serve to promote specific goals and objectives of the adopted plan for the San Fernando Road Corridor Redevelopment Project Area and will be consistent with the various elements of the General Plan and will promote the general welfare and economic well being of the area.**

The parking exception will serve to promote specific goals and objectives of the adopted plans for the Glendale Redevelopment Areas and be consistent with the various elements of the General Plan and promote the general welfare and economic well-being of the area. The subject site is located within the San Fernando Road Corridor Redevelopment Project Area. Goals of this Area include the elimination and prevention of blight, the provision for increased revenues to the city, and the promotion of private sector investment to facilitate commercial sales activity. The subject tenant spaces are currently vacant. Church occupancy of this space will, in small part, assist in the prevention of blight. While the church is not a commercial use and will not directly generate revenue or sales activity, members of the church may patronize nearby businesses on Sundays and in the evenings, which will activate the area and indirectly result in increases in revenue to the city.

The site is located in a Mixed Use Development land use designation, which encourages a compatible mix of industrial, commercial and residential land uses. The church is an institutional use that will provide support to residents in the neighborhood as well as the city as a whole. Additionally, the church will help invigorate the neighborhood during days and times where commercial and industrial areas are generally not dynamic and will indirectly foster economic and commercial activity. San Fernando Road, classified as a major arterial street in the Circulation

Element, can accommodate the incremental additional automobile traffic generated by the proposed use. Public and private utilities can accommodate the church use. The Engineering and Traffic Section and Glendale Water and Power did not cite any concerns related to traffic circulation regarding the proposed use.

C. The project involves exceptional circumstances or conditions applicable to the property involved, or the intended use or development of the property that do not apply generally to other property in the area;

The project involves exceptional circumstances or conditions applicable to the property involved, or the intended use or development of the property that do not apply generally to other property in the area. His Life City Church will have an approximately 1,100 square-foot seating area, which will accommodate a maximum of approximately 80 people. The church is proposing to use the facility only in the evenings during the week and on Sundays. Most other current building tenants operate until 7:00 p.m. during the week and on Saturday and, therefore, shared parking on the site is feasible if limitations are placed on the operating hours of the proposed church. The limited size of the congregation and restricted hours in which the church will use the site are the exceptional circumstances regarding the project, which warrants making this variance finding in the affirmative.

D. There are mitigating circumstances whereby the exception will not be materially detrimental to the public welfare or injurious to property or improvements in the vicinity of the property or in the neighborhood in which the property is located.

There are mitigating circumstances whereby the exception will not be materially detrimental to the public welfare or injurious to property or improvements in the vicinity of the property or in the neighborhood in which the property is located. The applicant is requesting a parking exception for 29 spaces. There are 56 spaces on the site. Most of the other tenants in the building operate during the weekdays and on Saturday until 7:00 p.m. Staff made two weekday evening site visits. At both visits, the front gate was closed and it appeared only one car was parked in the parking area (Portions of the second level parking area are not visible from the street). The church use proposes to operate in the evenings and on Sunday. A condition of approval of this parking exception requires that they be limited only to those operating hours so that existing businesses will not be impacted by the church use and that existing on-site parking is most efficiently utilized. Further, a condition is also imposed requiring an on-site security guard when the church is in operation to monitor the site and ensure the gate leading to the parking remains unlocked and open.

Therefore, Parking Exception PPEX 1231816 is hereby **APPROVED**, subject to the following conditions:

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 Department.
- 2) That all necessary licenses (i.e. building, fire, engineering, etc.) shall be obtained from the Building and Safety division 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 the church comply with all conditions of approval of Conditional Use Permit No. 1231815.
- 4) That the parking exception only remains valid as long as the conditional use permit for the church remains in effect.
- 5) That the church shall only operate between 7:00 pm. and midnight, Monday through Saturday and all day Sunday.
- 6) That the gates on the ground level of the site shall remain unlocked and open during the hours in which the church will be operating and shall be closed and locked immediately after the church ceases operating.
- 7) That an on-site security guard shall be posted at the site during all operating hours of the church.
- 8) The applicant shall comply with all requirements of Fire Engineering, as specified in the memo dated October 12, 2012 to the satisfaction of the Fire Department.
- 9) That all music, lighting, noise and odors shall be confined to the occupancy so as not to disturb occupants of other adjacent businesses or properties and patrons on the public right-of-way. The Director of Community Development Department's opinion shall prevail to arbitrate any conflicts.
- 10) 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.
- 11) That the proposed church shall obtain a zoning use certificate.

APPEAL PERIOD, TIME LIMITS, LAPSE OF PRIVILEGES, TIME EXTENSIONS

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 Building and Safety Division upon request and must be filed with the prescribed fee prior to expiration of the 15-day period, on or before **March 22, 2013**, in the Building and Safety Division, 633 East Broadway, Room 101.

APPEAL FORMS available on-line:

<http://www.ci.glendale.ca.us/planning/SubmittingAProject.asp>

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 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.

Section 30.64 – Enforcement, of the Glendale Municipal Code, provides for the Director of Community Development Department to have continuing jurisdiction over all requests for Parking Exception Permit approval which is or has been granted and may revoke such approval in whole or in part at any time after due hearing and notification for failure to comply with any condition or requirement imposed at the time of approval.

GMC CHAPTER 30.41 PROVIDES FOR

TERMINATION: Every right or privilege authorized by a Parking Exception 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 Exception 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 conditional use permit.

REVOCAION, CONTINUING JURISDICTION

Section 30.64.020 – Revocation – The Community Development Department shall have continuing jurisdiction over Parking Exception Permit.

To consider the revocation, the Director of Community Development Department shall hold a public hearing after giving notice by the same procedure as for consideration of a Parking Exception Permit at least ten (10) days notice by mail to the applicant or permittee. Continuing jurisdiction over any case is the purview of the Director of Community Development.

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 (Roger Kiesel @ 818.937.8152) who acted on this case. This would include clarification and 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.

for *Timothy Fry*
Hassan Haghani, Director of Community Development

 3.6.13
Date

BCollin:RKiesel:sm

CC: City Clerk (K.Cortes); Police Dept. (Tim Feeley/Z.Avila); City Attorney's Dept. (G. van Muyden/M.Yun); Fire Prevention Engineering Section-(D.Nickles); City Engineer and Traffic & Transportation Section (Roubik Golanian/G.Tom); Director of Public Works and General Manager for Glendale Water and Power (Stephen Zurn); Glendale Water & Power--Water Section (R.Takidin); Glendale Water & Power--Electric Section (M.Kelley/M.Jackson); Parks, Recreation and Community Services Dept. (Emil Tatevosian); 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); N. F. Nardi – architect on the project; L. Lopez, Church Minister; R. Slovis, Property Manager representing Lilly Property Management Company; A. Corvalan; G.Avalos; G.Grogoryan; Apo Jabarian; J. Peach; Tim Howell;; and case planner – Roger Kiesel.

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

DATE: October 10, 2012 DUE DATE: October 24, 2012
(PLEASE submit your response by above DATE)

TO: _____
FROM: Roger Kiesel, Case Planner Tel. # 818-937-8152

PROJECT ADDRESS: _____
Applicant: Nardi Associates LLP
Property Owner: Reid Slovis

PROJECT DESCRIPTION: The applicant is proposing to locate a church in an existing building in an IMU zone, which requires approval of a conditional use permit. The church use requires a total of 33 on-site parking spaces and two spaces are provided. The applicant is requesting approval of a parking exception to allow the use to be located without providing the total number of on-site parking spaces.

PLEASE CHECK:

- | | |
|---|--|
| <input checked="" type="checkbox"/> A. CITY ATTORNEY | <input type="checkbox"/> G. INFORMATION SERVICES
(Wireless Telecom) |
| <input checked="" type="checkbox"/> B. COMMUNITY DEVELOPMENT: | <input checked="" type="checkbox"/> H. PUBLIC WORKS (ADMINISTRATION): |
| <input checked="" type="checkbox"/> • (1) Building & Safety | <input checked="" type="checkbox"/> • (1) Engineering |
| <input checked="" type="checkbox"/> • (2) Economic Development | <input checked="" type="checkbox"/> • (2) Environmental Management |
| <input checked="" type="checkbox"/> • (3) Housing | <input checked="" type="checkbox"/> • (3) Facilities (city projects only) |
| <input checked="" type="checkbox"/> • (4) Neighborhood Services | <input checked="" type="checkbox"/> • (4) Integrated Waste |
| <input type="checkbox"/> • (5) Planning & Urban Design
EIF/Historic District | <input checked="" type="checkbox"/> • (5) Maintenance Services/Urban
Forester |
| <input checked="" type="checkbox"/> • (6) Redevelopment | <input checked="" type="checkbox"/> • (6) Traffic & Transportation |
| <input checked="" type="checkbox"/> D. COMMUNITY SERVICES/PARKS: | <input checked="" type="checkbox"/> J. GLENDALE POLICE |
| <input checked="" type="checkbox"/> E. FIRE ENGINEERING (PSC) | <input type="checkbox"/> K. OTHER: |
| <input type="checkbox"/> F. GLENDALE WATER & POWER: | <input type="checkbox"/> • (1) STATE-Alcohol Beverage
Control (ABC) |
| <input checked="" type="checkbox"/> • (1) Water | <input type="checkbox"/> • (2) CO Health dept. |
| <input checked="" type="checkbox"/> • (2) Electric | <input type="checkbox"/> • (3) City Clerk's Office |

FROM

ENTITLEMENT(S) REQUESTED

Variance Case No.: _____ Tentative Tract/Parcel Map No.: _____
CUP Case No.: PCUP 1231815 Zone Change/GPA: _____
DRB Case No.: _____ Other PPPEX 1231816 _____

INTER-DEPARTMENTAL COMMUNICATION
PROJECT CONDITIONS AND COMMENTS

Project Address: 4551 San Fernando Road #212/213 Project Case No.: 1231815 and 1231816

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: 10.12.12
Print Name: D. NUNES
Title: PFC Dept. FIRE Tel.: x3207

a. ADDITIONAL COMMENTS:

1. CHANGE OF OCCUPANCY (B → A)

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

1. REQUIRES ASSEMBLY PERMIT FROM FIRE DEPT.

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

- 1.