

October 14, 2015

Robert Kerr
(for Saint Mark's Episcopal Church)
1632 Ocean Park Boulevard
Santa Monica, CA 90405

**RE: 120 EAST DRYDEN STREET
CONDITIONAL USE PERMIT NO. PCUP 1513049**

Dear Mr. Kerr:

On September 2, 2015, the Planning Hearing Officer conducted and closed a public hearing, pursuant to the provisions of the Glendale Municipal Code, Title 30, Chapter 30.42, on your application for a Conditional Use Permit to allow a new day care center in conjunction with existing church facilities in the "R-1250" - (High Density Residential) Zone, located at **120 East Dryden**, described as Tract No. 870, Lot 7, in the City of Glendale, County of Los Angeles.

A conditional use permit is required for day care centers in the "R-1250" Zone, when operated at a church.

CODE REQUIRES

(1) Day care centers require a Conditional Use Permit in the R-1250 Zone.

APPLICANT'S PROPOSAL

(1) Allow a new day care center in operation with the existing church facilities.

ENVIRONMENTAL DETERMINATION

The project is exempt from CEQA review as a Class 1 "Existing Facilities" exemption pursuant to State CEQA Guidelines Section 15301.

REQUIRED/MANDATED FINDINGS

After thorough consideration of the statements contained in the application, the plans submitted therewith, the report by the Community Development Department staff thereon, and the statements made at the public hearing with respect to this application, the Planning Hearing Officer has **GRANTED WITH CONDITIONS** your application based on the following:

- A. The proposed day care center operated at the existing church facility will be consistent with the various elements and objectives of the General Plan. The Land Use Element of the General Plan designates the area for high density residential use. The property is located in the "R1250" (High Density Residential) Zone, which allows day care centers subject to conditional use permit approval. The property is served by East Dryden Street to the north, which is classified as a Neighborhood Collector with low and high density residential uses predominant on frontage property. Brand Boulevard, in front of the church is classified as a Minor Thoroughfare and is designed to carry a heavy volume of traffic. Both streets can accommodate the slight increase in traffic as a result of the proposed use. Conditions of approval limit the maximum number of children to 20 to stop any further increase.
- B. The continued use of the property as a day care with a minor expansion is not expected to be detrimental to the public health or safety, the general welfare, or the environment, since the existing church uses have been in operation at this site since 1991, and on the adjacent lots, the existing pre-school has been in operation since 1989. The church has been in operation for over 60 years and has not proven to have a negative impact. The proposed infant and toddler care will fulfill a need for such services in Glendale and provide a public benefit for 20 children. The day care will supplement the existing preschool, which has operated successfully for approximately 26 years with a capacity of 78 children. In addition, the new building will house church offices and an apartment for the adjacent church which has operated for over 60 years.
- C. The use and facilities will not adversely affect or conflict with adjacent uses or impede the normal development of surrounding property. The church and preschool have not precluded new development in the area. The day care is proposed to operate in the same manner as the existing pre-school. The hours of operation will be from 7:00 a.m. until 6:00 p.m. Monday through Friday, parents drop their children off between the hours of 7:00 a.m. and 9:30 a.m., and pick them up between the hours of 1:00 p.m. and 6:00 p.m. Since these times are staggered, traffic can be accommodated on adjacent streets. No new employees will be added. The Traffic and Transportation Division determined that any traffic impacts would be mitigated by limiting the maximum number of children to 20.
- D. Adequate private and public facilities, such as utilities, landscaping and parking, are provided for the church facility. No changes are proposed to the location of parking and landscaping approved in 1991 by Standards and Setback Variance 8771-S. In 1994 Standards Variance 9173-S was approved permitting a total of 33 parking spaces for the entire church facility including an expansion of the school classrooms. This proposal to demolish the existing 2,460 square foot building containing office, meeting and choir rehearsal space, replaced with a 3,620 square foot building for day care, offices,

rehearsal and meeting space and residence requires no increase in the number of code required parking spaces. Therefore, the 11 parking spaces allocated are adequate for parking and traffic circulation.

CONDITIONS OF APPROVAL

APPROVAL of this Conditional Use Permit shall be subject to the following:

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 Planning Hearing Officer.
2. That all necessary permits (i.e., building, fire, engineering, etc.) 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 the premises be maintained in a clean and orderly condition, free of weeds, trash, and graffiti.
4. That day care enrollment be limited to 20 children.
5. That any expansion or modification of the facility or use shall require a new conditional use permit application. Expansion shall constitute adding of an additional floor area or any physical change as determined by the Planning Hearing Officer.
6. That the previously required landscaping areas in the parking area and decorative masonry shall be maintained along the easterly property line, and all landscaping areas be maintained in good condition with live plants and free of weeds and trash.
7. That for the Day Care required parking spaces, one space for each 12 clients the facility is licensed to serve, must be marked as "Drop-off Space – Ten Minute Parking Only – 6-9 a.m. and 4-7 p.m."
8. That the applicant shall record a lot tie with the Los Angeles County Recorder's office to hold all the church parcels as one for purposes of use and parking. The lot tie shall include following lots: Portions of Lots 1, 2, 3, 4 and Lots 5, 6 and 7 of Tract No. 870 as recorded in Map Book 16, Page 90 of Maps in the Office of the County Recorder of the County of Los Angeles.
9. That the parking areas be maintained and accessible for the parking of automobiles during church and school functions and special events.

10. That any lights used to illuminate the exterior area be adequately shielded so as not to shine on adjacent properties.
11. That adequate means be provided for the collection of solid waste generated at the site and that all recyclable items be collected and properly disposed of to the satisfaction of the Integrated Waste Management Administrator of the City of Glendale.
12. That adequate measures be taken to provide necessary facilities to handle storm water runoff.
13. That noise be contained to the site, such that persons of normal sensitivity off-site are not disturbed. The Planning Hearing Officer's opinion shall prevail to arbitrate any conflicts.
14. That access to the premises shall be made available upon request to all City of Glendale authorized staff (i.e. Community Development Department, Fire Department, Police Department, etc.) for the purpose of verifying compliance with all laws and the conditions of this approval.
15. That State Accessibility Standards be met for all parking requirements and building entrance accessibility as required by the Building and Safety Division.
16. That additional or other building code requirements or specific code requirements (i.e. CA Green Building Code, etc.) may be require upon submittal of plans for building plans check and permit.
17. That Glendale Water and Power requirements, as noted in their July 20, 2015 comments, be met.
18. That the authorization granted herein shall be valid for a period of **TEN (10) YEARS**, until **OCTOBER 14, 2025**, at which time, a reapplication must be made.

APPEAL PERIOD

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 (COD) upon request and must be filed with the prescribed fee prior to expiration of the 15-day period, on or before **October 29, 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 (COD), 633 East Broadway, Room 103, Monday thru Friday 12:00 p.m. to 5 p.m.

APPEAL FORMS available on-line: <http://www.glendaleca.gov/appeal>

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

GMC CHAPTER 30.41 PROVIDES FOR

Termination: Every right or privilege authorized by a Conditional 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.

Cessation: A Conditional Use Permit may be terminated by the review authority upon any interruption or cessation of the use permitted by the Conditional Use Permit for one year or more in the continuous exercise in good faith of such right and privilege.

Extension: Conditional Use Permit 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 such variance.

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, CONTINUING JURISDICTION

Section 30.64.020 – Revocation – The Community Development Department shall have continuing jurisdiction over Conditional Use Permits (individual cases heard and decided upon by the Planning Hearing Officer).

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

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 (Kathy Duarte at 818-937-8163) first and then, the Planning 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.

Sincerely,



Kristen Asp
 Planning Hearing Officer
 KA:KD:sm

CC: City Clerk (K.Cruz); Police Dept. (S.Bickle/Z.Avila); City Attorney's Dept. (G. van Muyden/Y.Neukian); Fire Prevention Engineering Section-(J.Halpert); Traffic & Transportation 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. (T. Aleksanian); Neighborhood Services Division (S. Mirzaian); 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); Susie Fowler Kenny – applicant; and case planner –Kathy Duarte.

CITY OF GLENDALE
INTERDEPARTMENTAL COMMUNICATION

DATE: July 20, 2015

TO: Kathy Duarte, Community Development Department

FROM: Gerald Tom, GWP Water Engineering
Varoojan Avedian, GWP Electrical Engineering

SUBJECT: PCUP1513049
120 E. Dryden St.

Glendale Water & Power (GWP) Engineering has reviewed the Conditional Use Permit.

Requirements are as follows:

Electric Engineering

Customer Service (818) 548-3921

- Project to contact GWP Customer Service Engineering to determine electric service requirements before starting the permitting process. Final construction plans must incorporate the electric service plan information for GWP Electric Engineering to sign off the building plan application.
- Permanent structures above ground will not be allowed under high voltage power lines, with the exception of fencing (e.g., wood, chain link, or block wall). All fences shall comply with the required overhead line clearances as specified by GWP Customer Service Engineering. In order to build any fencing, contact GWP Customer Service Engineering to obtain a Permit to Occupy (PTO) application and pay applicable fee.
- Project to provide electric service - size, single line diagram and electric load calculation per National Electric Code (NEC).
- The location of power poles shall be clearly shown on the proposed plans for approval. Project to maintain a minimum of five (5) feet clearance from face of power pole in all horizontal directions. Clearance shall extend from below ground level and clear to sky. Contact GWP Customer Service Engineering to obtain pole height and line clearance requirements.

Fiber Optics (818) 548-3923

- No conflict.

Street Lighting (818) 548-4877

- No Conflict

Transmission & Distribution (818) 548-3923

- The existing electrical facilities (vaults, pull boxes, power poles, etc.) shall be protected in place and be accessible to GWP personnel at all times.
- Any possible power pole relocations shall be coordinated with GWP Electrical Engineering in advance at the project's expenses.
- Project personnel are responsible for maintaining a ten foot (10') radial clearance from all overhead

electrical lines during construction, including construction equipment. If the ten foot (10') radial clearance cannot be met, contact GWP Electrical Engineering Department to determine the appropriate actions. Any work required by GWP to maintain proper clearance shall be done at the project's expense.

- Additional comment(s) and/or attachment(s).
There are existing power poles and overhead conductors in the rear property line as well as the west property line of this project. The requestor shall grant the City a recorded easement for these existing facilities. No excavation shall be permitted within a 5ft. radius of the existing power poles.

Water Engineering

Potable Water (818) 548-2062

- A complete set of plumbing plans and fire sprinkler plans shall be submitted to GWP Water Engineering for review and approval prior to request of new domestic water service and new fire line respectively
- Any water service or fire line connection, when no longer needed by the customer, must be permanently abandoned (disconnected at water main and water meter removed) by GWP following payment of the necessary fee.
- Any water service or fire line shall have a separate connection to the potable water main. A single connection that combines domestic and fire protection uses is not allowed.
- Fire Department approval/exemption shall be obtained when determining if existing fire flow is adequate. The applicant shall pay the cost of any necessary fire or domestic water services and recycled water service to the property, as well as offsite water facility improvements necessary to provide fire flow as required by the Glendale Fire Department.
- All water facilities shall be protected in place during construction of the subject project. All water valves, water meter boxes, water vaults and fire hydrants must be relocated and set to finished grade when necessary at project's expense.

Recycled Water (818) 548-2062

- No conflict.

Backflow Prevention (818) 548-2062

- Backflow prevention (BFP) devices are required for the following water services:
 - Potable Water, Commercial
 - Potable Water, Irrigation
 - Potable Water, Fire
- Backflow prevention (BFP) devices are required for each service connection(s) listed above from the City of Glendale, per the GWP Cross-Connection Control Program and Glendale Municipal Code (Chapter 13.32). BFP device locations must be approved by both GWP and Planning Departments prior to installation. All BFP's are required to be installed as close as practical to the point of connection for meter service/water distribution system protection on the domestic, irrigation, and fire services. Installation of the BFP's must meet the 12" MIN – 36" MAX above finished street grade, 24" minimum front clearance, 12" minimum back and side clearance, and in a manner where it is readily accessible for inspection, testing and maintenance. The backflow installation must be inspected prior to burying or covering the pipes to confirm no cross-connection exists. GWP will also need to inspect the installed facilities prior to receiving service to ensure adequate backflow protection. The BFP device must be tested immediately upon installation and annually thereafter by a certified tester licensed by the Los Angeles County Department of Public Health (626) 430-5290 before service can be granted. A list of approved backflow prevention assemblies can be found at www.usc.edu/dept/fccchr/list.html.

- A separate fire line is required for this project. A Double Check Detector Assembly (DCDA) is required to be installed as close as practical to the point of connection and the property line. Customer must submit plans to GWP Cross-Connection Control Program showing the location, size, manufacturer, and model number of the approved DCDA. Please refer to the City of Glendale's Standard Detail Drawing 6561-A for installation requirements. Please contact GWP's Cross-Connection Control Program (818)-937-8948 for approval of BFP installation location, questions and scheduling a final inspection. (PER CA CODE OF REGULATIONS, TITLE 17 & CITY OF GLENDALE ORD NO. 5678)
- A Reduced Pressure Principle (RP) Backflow Prevention Assembly is required to be installed as close as practical to the potable service for multi-family (4 units +), commercial and irrigation use. A RP Backflow Prevention Assembly is required to be installed as close as practical to the recycled water service for dual plumbed, commercial and irrigation use. Customer must submit plans to GWP Cross-Connection Control Program showing the location, size, manufacturer, and model number of the approved RP. Please refer to the City of Glendale's Standard Detail Drawing 6528-A for installation requirements. Please contact GWP's Cross-Connection Control Program (818)-937-8948 for approval of BFP installation location, questions and scheduling a final inspection. (PER CA CODE OF REGULATIONS, TITLE 17 & CITY OF GLENDALE ORD NO. 5678)

Varoojan Avedian
Principal Electrical Engineer

Gerald Tom
Senior Civil Engineer



VA/GT:bo