



January 12, 2017

Kaaren Khoudikian  
301 East Glenoaks #3  
Glendale, CA 91207

**RE: 307 NORTH BRAND BOULEVARD  
ADMINISTRATIVE EXCEPTION CASE NO. PAE 1625322**

Dear Mr. Khoudikian:

Pursuant to the provisions of the Glendale Municipal Code, Title 30, Chapter 30.44 an Administrative Exception has been processed to allow an approximately 320 square-foot mezzanine addition located within an existing 1,605 square-foot tenant space within a two-story 10,986 square-foot, multi-tenant commercial building on a 15,567 square-foot lot without providing one parking space, as required by Chapter 30.32.050 of the Glendale Municipal Code. The subject property is located at **307 North Brand Boulevard**, in the "DSP/AT" (Downtown Specific Plan – Alex Theater District) Zone, and described as Lots 37 and 38, Glendalia Park Tract, in the City of Glendale, County of Los Angeles.

**ENVIRONMENTAL RECOMMENDATION**

This project is exempt from environmental review as a Class 1 "Existing Facility" exemption (Section 15301 (e) (1) of the State CEQA Guidelines).

**REQUIRED/MANDATED FINDINGS**

After considering the evidence presented with respect to this application, the plans submitted therewith, the Community Development Department has **GRANTED WITH CONDITIONS**, your application based on the following findings:

**A. The granting of the exception will result in design improvements, or there are space restrictions on the site that preclude full compliance with the Code requirements without hardship.**

The proposed addition is taking place within a 1,605 square-foot tenant space located within a two-story, 10,986 square-foot, multi-tenant commercial building. The lot area is 15,567 square-feet and is located on the northwest corner of North Brand Boulevard and California Avenue. At the rear of the building are 13 nonconforming parking spaces that are accessed from California Avenue via an alley and an existing 128 square-foot red brick storage building, constructed in 1929. This storage building is located along the northern property line of the rear parking lot. The subject tenant space is configured with a 1,275 square-foot first level and a 330 square-foot mezzanine. The applicant proposes to reconstruct and enlarge the existing mezzanine with an additional 320 square-feet (total area of the mezzanine will be 650 square-feet). As a result, the minor mezzanine expansion will require

an additional single vehicle parking space. The mezzanine addition will not expand the building footprint or height, and will expand entirely within the building.

There are space restrictions on the site that preclude full compliance with the Zoning Code without hardship. The subject lot cannot be improved with any additional parking spaces without significantly modifying the existing building onsite. The subject site is completely built-out with a two-story commercial building, a rear 128 square-foot red brick storage building and a paved rear parking lot configured with non-conforming stall widths, depths and back-up dimensions. No additional adjacent land can be purchased to provide space for additional parking. Reconfiguring the existing non-conforming parking lot to accommodate an additional parking space will be infeasible. A reconfigured parking lot will require enhanced parking dimensions, such as revised widths, depths and back-up dimensions, as well as new landscaping. Consequently, reconfiguring the parking lot will result in fewer parking spaces than the existing site configuration. The subject lot cannot be improved with any additional parking spaces without significantly modifying the existing building.

**B. The granting of the exception will not be materially detrimental to the public welfare or injurious to the property or improvements in such zone or neighborhood in which the property is located.**

The purpose of the 320 square-foot mezzanine addition is to increase the amount of storage area for the existing retail occupant. This proposed expansion will be located within an existing two-story building and a tenant space that is configured with a 1,275 square-foot first level and a 330 square-foot mezzanine. The applicant proposes to reconstruct and enlarge the existing mezzanine an additional 320 square-feet. The proposed project will not be materially detrimental to the public welfare or injurious to the property because the mezzanine addition will not expand the building footprint or height, and will be contained entirely within the building. The additional floor area will be above the existing sales floor and used as a storage room. The addition will not be visible from the street and will maintain the existing architectural design of the building.

**C. The granting of the exception will not be contrary to the objectives of the applicable regulations.**

The proposed addition meets all other requirements by the Zoning Code and Downtown Specific Plan. The purpose of the administrative exception procedure is to provide a simplified means for considering applications for minor deviations from Code standards. These standards have been developed to allow reasonable use of properties in order to promote the public health, safety, and general welfare. The subject administrative exception will allow the reasonable development of a minor 320 square-foot mezzanine addition on a site with space restrictions that cannot accommodate an additional parking space without hardship. Therefore, granting the minor exception to allow a 320 square-foot mezzanine addition without proving a single additional parking stall will not be contrary to the objectives of the applicable regulations.

## CONDITIONS OF APPROVAL

**APPROVAL** of this Administrative Exception shall be subject to the following conditions:

- 1) That the development shall be in substantial accord with the plans presented in conjunction with the application for the Administrative Exception, except any modifications as may be required to meet specific Code standards or other conditions stipulated herein to the satisfaction of the Community Development Department.
- 2) That all necessary permits shall be obtained from the Building and Safety Section and all construction shall be in compliance with the Glendale Building Code and all other applicable regulations.
- 3) That any expansion or modification of the tenant space which is different than what is represented as part of this Administrative Exception approval shall require a new application as determined by the Hearing Officer.
- 4) That the premises be maintained in a clean orderly condition, free of weeds, trash, and graffiti.
- 5) That adequate means be provided for the collection of solid waste generated at the site and that all recycling items be collected and properly disposed of to the satisfaction of the Integrated Waste Management Administrator.
- 6) That a new Business Registration Certificate be applied for that reflects the new addition and updated tenant space floor area.

## 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 (CDD) upon request and must be filed with the prescribed fee **prior to expiration of the 15-day period, on or before JANUARY 27, 2017**, at the Permit Services Center (PSC), 633 East Broadway, Room 101, Monday thru Friday from 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 5:00 p.m.

## **GMC CHAPTER 30.41 PROVIDES FOR**

### **TERMINATION**

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

### **CESSATION**

An Administrative Exception may be terminated by the review authority upon any interruption or cessation of the use permitted by the Administrative Exception for one year or more in the continuous exercise in good faith of such right and privilege.

### **EXTENSION**

Permits granted by such right or privilege may be requested one time and extended for up to a maximum of one (1) additional year upon receipt of a written request from the applicant and demonstration that a reasonable effort to act on such right and privilege has commenced within the two (2) years of the approval date. In granting such extension the applicable review authority shall make a written finding that neighborhood conditions have not substantially changed since the granting of the administrative exception.

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

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 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.

### **REVOCAION**

Section 30.64.020 – Revocation – The Community Development Department shall have continuing jurisdiction over variances, conditional use permits and administrative exceptions. To consider the revocation, the Director of Community Development shall hold a public hearing after giving notice by the same procedure as for consideration of a variance at least 10 days notice by mail to the applicant or permittee.

**NOTICE – subsequent contacts with this office**

The Applicant is further advised that all subsequent contacts with this office regarding this determination must be with the Case Planner first and then, the Hearing Officer who acted on this case. This would include clarification, verification of condition compliance and plans or building permit applications, etc., and shall be accomplished **By Appointment Only**, in order to assure that you receive service with a minimum amount of waiting. You should advise any consultant representing you of this requirement as well.

You may contact the case planner, Dennis Joe, during normal business hours at (818) 937-8157 or via e-mail at [djoe@glendaleca.gov](mailto:djoe@glendaleca.gov).

Sincerely,



Bradley Collin  
Senior Planner  
BC:DJ: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); and case planner Dennis Joe.