

March 22 2017

Alberto Del Toro  
1648 West Glenoaks Boulevard  
Glendale, CA 91201

**RE: 1648 WEST GLENOAKS BOULEVARD  
ADMINISTRATIVE EXCEPTION NO. PAE 1700695**

Dear Mr. Del Toro:

Pursuant to the provisions of the Glendale Municipal Code, Title 30, Chapter 30.44, an Administrative Exception has been processed to allow 13 percent deviation (less than 20 percent deviation) from perimeter parking lot landscaping strip dimension standard as required by Chapter 30.32.160 A. of the Glendale Municipal Code, in conjunction with restriping the on-grade parking lot and a tenant improvement within the existing commercial building located at **1648 West Glenoaks Boulevard**, in the "C2" (Community Commercial) Zone and described as Lot 23, Tract 3196, in the City of Glendale, County of Los Angeles.

**ENVIRONMENTAL DETERMINATION**

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

**REQUIRED/MANDATED FINDINGS**

After considering the evidence presented with respect to this application, all of the required three findings can be made in support of the application. The Director of Community Development has **APPROVED 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 subject property is approximately 10,406 square-feet. It is a flat corner lot, with frontage on West Glenoaks Boulevard and its side-street along Western Avenue. It was developed in 1977 with a 3,775 square-foot, one-story general office building located at the front of the property and 11 on-grade parking spaces located at the rear of the lot. Per the zoning ordinance only ten parking spaces are required. The applicant is currently in the process of upgrading their parking lot which includes adding ADA parking spaces and modifying the parking lot landscaping. To provide code compliant parking lot landscaping, the applicant will only be able to provide 13 legal parking spaces; whereas, 14 parking spaces would be optimal for the property. The zoning code requires perimeter landscaping strips to be a minimum of five feet

wide. This causes the 14<sup>th</sup> parking space to be substandard in width and not functional. The applicant is requesting this administrative exception application to provide one of the two perimeter landscaping strips with a four-foot four-inch width instead of the required five-foot, eight-inches short of the code requirement or a deviation of 13%. The other perimeter landscape planter will maintain the required five foot width. The increase in on-site parking would result in improvements to the site design by enhancing the usability of the existing building. In addition the improved site design would reduce the need for off-site parking.

**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 proposed eight-inch reduction in one of the perimeter landscaping planter widths will still allow for a buffer of the parking lot from the street since four-foot, four-inches is adequate enough to provide various types of plants. In so doing an additional code compliant parking space can be provided within the existing parking lot. Therefore, granting this Administrative Exception will not be materially detrimental to the public welfare or injurious to the property in this zone or neighborhood because the proposed perimeter landscaping strip, while being four-foot four inches wide, will still provide the necessary buffer required for parking lots adjacent to the street. This reduced planter width would provide a benefit to the neighborhood by providing one additional on-site parking space reducing potential need for off-site parking.

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

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 proposed four-foot four-inch wide perimeter landscaping strip will still provide an adequate buffer for the parking lot adjacent to the street that was intended by the five-foot required width. Granting an administrative exception for up to 20 percent deviation from perimeter parking lot landscaping dimension standard will allow reasonable improvement of the existing parking lot while allowing an additional code compliant parking space. Therefore, granting of this exception will not be contrary to the objective 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 Director of the Community Development Department.

- 2) That all necessary permits shall be obtained from the Building and Safety Division 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 building which is different than what is represented as part of this Administrative Exception application, shall require a new application as determined by the Hearing Officer.
- 4) That Design Review Board (DRB) approval/exemption shall be obtained prior to issuance of a building permit.
- 5) That the premises be maintained in a clean orderly condition, free of weeds, trash, and graffiti.

#### **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 **April 6, 2017**, 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 [www.glendaleca.gov/appeals](http://www.glendaleca.gov/appeals)**

#### **GMC CHAPTER 30.41 PROVIDES FOR**

##### Termination

Every right or privilege authorized by an Administrative Exception shall terminate two 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 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 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.

## **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 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**

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.

Should you have any questions regarding this issue, please do not hesitate to contact the case planner, Brad Collin during normal business hours at her direct line (818) 548.3210 or [bcollin@glendaleca.gov](mailto:bcollin@glendaleca.gov), between 8:00 a.m. to 5:00 p.m. weekdays.

Sincerely,



Erik Krause  
Interim Deputy Director of Planning  
EK:BC:sm

CC: City Clerk (K. Cruz); City Attorney's Dept. (G. van Muyden); Fire Prevention Engineering Section-(J. Halpert); Dir. Of Public Works (R.Golanian); 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. Mirzaians); 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 Brad Collin.