



CITY OF GLENDALE, CALIFORNIA

Community Development  
Planning

633 E. Broadway, Suite 103  
Glendale, CA 91206-4311  
Tel. (818) 548-2140 Fax (818) 240-0392  
glendaleca.gov

March 20 , 2019

William James  
415 West Ninth Street  
San Pedro, CA 90731

**RE: 1304 – 1310 SOUTH BRAND BOULEVARD, &  
110 – 116 EAST CYPRESS STREET  
PARKING REDUCTION PERMIT NO. PPRP 1829835**

(SUBARU CAR DEALERSHIP)

Dear Applicant:

On March 6, 2019, the Planning Hearing Officer conducted and closed a public hearing, pursuant to Section 30.50.040, subsection (D) of the Glendale Municipal Code, on your application for a Parking Reduction Permit No. PPRP 1829835 to construct an approximately 107,000 square-foot, five story automobile dealership building on an approximately 35,500 square-foot site, located at **1304-1310 South Brand Boulevard & 110-116 East Cypress Street**, in the "CA" - Commercial Auto Zone, described as Lots 2 through 6, Tract No. 5268 and Portions of Lots 1, 2 and 22, Block 2, MR 42-21, in the City of Glendale, County of Los Angeles.

CODE REQUIRES

(1) Vehicle sales, leasing and rental agencies require four (4) parking spaces per 1,000 square feet of floor area. There is approximately 107,000 square feet of floor area within the proposed dealership and 428 parking spaces are required.

APPLICANTS PROPOSAL

(1) A Parking Reduction Permit to provide a total of 130 on-site parking spaces, including 82 accessible parking spaces and 48 tandem parking spaces.

ENVIRONMENTAL DETERMINATION

The Community Development Department, after having conducted an Initial Study, has prepared a Mitigated Negative Declaration (MND) for the project.

**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 **APPROVED WITH CONDITIONS** your parking reduction application based on the following:

**FOR A PARKING REDUCTION PERMIT BASED ON FINDINGS PURSUANT TO SECTION 30.50.040, SUBSECTION D. REGARDING ANY OTHER CIRCUMSTANCE WHERE THE APPLICANT WISHES TO REQUEST A PARKING REDUCTION. SUCH REDUCTION MAY BE GRANTED WHERE THE REVIEW AUTHORITY FINDS THAT:**

- 1. The parking need for the land use is not as great as for similar land uses or the parking requirement for the land use established in the Zoning Code is greater than what will be needed by the land use;**

The parking requirement for the proposed automobile dealership building established in the Zoning Code is greater than what will be needed by the automobile dealership building because the configurations of automobile dealerships in Glendale are changing and while automobile dealerships are a retail use (and require retail parking), they are unlike many general retail uses. Vehicle sales, leasing and rental agencies are required to provide four (4) parking spaces per 1,000 square feet of floor area, which is the same parking standard as all typical general retail uses are required to provide. The automobile dealership includes 107,000 square feet of floor area and will required 428 on-site parking spaces pursuant to the City's Zoning Ordinance. The project is providing 130 parking spaces, including 82 accessible parking spaces, and the applicant is requesting a parking reduction permit for 346 spaces.

In Glendale and other urban areas, because of land costs and availability, configuration of automobile dealerships are changing from a more suburban development model, where the showroom/service building is surrounded by surface parking lots, to a more urban configuration where all components of the dealership are contained in a multi-story building. In the present case, the fourth level of the dealership building contains parking. Of the 428 spaces required for the project, 128 spaces are generated by this 31,923 square-foot floor. The parking contained on this level of the project does not in and of itself generate the need for additional parking. Had this parking been provided in a surface parking lot, no parking spaces would have been required.

The third floor of the project contains 26 service bays and areas like a parts manager office, parts storage and service technicians break room, which support the automobile maintenance taking space. This floor also requires 128 parking spaces according to the City's Zoning Ordinance but realistically the need is much less. According to the applicant, one automotive technician is responsible for two service bays and when office and parts storage areas are incorporated, a need for 15 parking spaces on the third floor is generated.

The amount of required parking for the first and second floors is a more realistic measurement of parking needs for these floors, although still excessive. The 31,923 square-foot first floor requires 128 parking spaces. The showroom and lounge areas totaling 4,500 square feet, result in a need for 18 parking spaces. If all 20 offices proposed on this floor are occupied at the same time, a need for 20 parking spaces is created. This calculation represents a worst case scenario; however, and in fact, parked at the standard office rate of 2.7 per 1,000 square feet, the zoning code would only require seven (7) parking spaces. A 770 square-foot service writer's area (2.7/1,000) results in a need for two (2) parking spaces. A 3,110 square-foot parts storage area (1/1,000) results in a need for three (3) parking spaces. Three service bays results in a need for two (2) parking spaces. While the zoning code would require the proposed dealership to provide 128 parking spaces for this floor, 45 parking spaces is a more realistic need.

The 11,200 square-foot second floor would require 45 parking spaces. Using similar reasoning to the analysis used for the first floor, a more realistic parking need would require four (4) parking spaces for the four offices, seven (7) parking spaces for the 2,700 square feet of various office, training and support areas and 4 spaces for the 3,650 square-foot parts storage area for a total of 15 parking spaces.

The fifth floor contains a car washing area. The zoning code requires a full service car wash to provide a minimum of ten (10) parking spaces; however, the car wash area will not be open to the general public. While it seems unlikely that the operation of the proposed car wash would employ anywhere near ten (10) people resulting in the need for that many parking spaces, like the on-site offices, this assumes a worst case scenario.

While the City's zoning code would require the proposed use to provide 428 parking spaces, a more realistic need for parking of the dealership is summarized below:

First floor	= 45
Second floor	= 15
Third floor	= 15
Fourth floor	= 0
<u>Fifth floor</u>	<u>= 10</u>
Total	= 85 parking spaces

Automobile dealerships are unlike many general retail uses. The products that dealerships sell, cars, are large and take up a significant amount of space to store and display. Customers also typically do not shop for their product on a regular basis. These facts also argue against the need to provide four (4) parking spaces per 1,000 square feet of floor area for automobile dealerships like most other general retail outlets.

**2. The intent of the parking regulations, in compliance with all other applicable provisions of this Chapter, is met;**

The intent of the parking regulations, in compliance with all other applicable provisions of this Chapter, is met because the project will provide 130 parking spaces and the actual parking need for the dealership is 85 spaces. Conditions of approval will added to the project to ensure appropriate off-street parking is provided on the site for employees and customers. The intent of the parking regulations is to provide suitable off-street parking and protect the public safety by lessening traffic congestion. The dealership would be required to provide 428 parking spaces pursuant to the zoning code; however, the actual parking need is much less and includes 45 spaces for the first floor, which includes showroom, offices, parts storage and service bays, 15 spaces for the second floor, which includes office and supports areas and parts storage, 15 spaces for the third floor, which contains 26 vehicle service bays as well as accessory areas to this use, no required parking for the fourth floor and ten (10) spaces for the fifth floor, which includes car wash areas. While the total number of parking spaces provided exceeds the demonstrated need for parking, several of these spaces are not accessible. Of the 130 parking spaces provided, 82 will be accessible and 48 will be non-accessible because they are in tandem. Conditions added to approval of the project, including designating customer and employee parking, requiring all employees to park on the site and providing a valet/attendant service for customers and employees such that all spaces are easily accessible and usable so the intent of the parking regulations are met.

**3. Sufficient parking would be provided to serve the use intended and potential future uses of the subject parcel.**

Sufficient parking would be provided to serve the intended use and potential future uses of the subject parcel because the project will provide 130 parking spaces with a demonstrated need for the project of only 85 spaces. While the Zoning Code would require the dealership building to provide 428 parking spaces, analysis determined that 85 spaces would be sufficient to adequately accommodate the use as proposed. Valet service or a parking attendant will be required as a condition of approval to assist customers and employees (who are required to park on the site) park their vehicles and access the few tandem spaces that may be necessary to provide sufficient customer and employee parking.

Parking reduction permits are tied to the use under which they are requested and do not “run with the land”. Should the proposed automobile dealership close and a new use is proposed, the applicant for the proposed use would either need to provide code-required parking for the proposed use or apply for another parking reduction permit and receive approval for this request, to ensure sufficient parking is provided for the use.

#### **CONDITIONS OF APPROVAL**

**APPROVAL** of this Parking Reduction Permit shall be subject to the following conditions:

- 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 licenses or permits as required from Federal, State, County or City shall be obtained and kept current at all times, including a Business Registration Certificate from the City of Glendale.
- 3) 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.
- 4) That the parking reduction permit is valid for the specific use for which it was granted or similar land use (as determined by the Planning Hearing Officer in concurrence with the Director of Community Development). The permit runs with this specific land use as long as there is not intensification of the use or that other uses proposed will not require more parking as provided herein as determined by the Planning Hearing Officer.
- 5) That the applicant shall mark 85 spaces of the on-site parking spaces for customer or employee parking.
- 6) That employee parking shall be provided on the site of the dealership.

- 7) That the applicant shall provide valet service or a parking attendant for customers and employees parking on the site at all times that the dealership is in operation.
- 8) That any expansion or modification of the facility or use which intensifies the existing use shall require a new Parking Reduction Permit application. Expansion shall constitute adding floor area, changes to the use or operation, or any physical change as determined by the Planning Hearing Officer, with concurrence from the Director of Community Development.
- 9) That all existing and proposed exterior lighting at the Subaru dealership shall be directed downward and away from neighboring uses and the public right-of-way. Additionally, lighting shall be designed and installed to preclude light trespass onto adjacent property. To determine this, lighting intensity shall not exceed one-half foot candle measured at the property line utilizing a light meter held four feet above ground level directed at the light source.
- 10) That landscaping areas shall be maintained in good condition with live plants and free of weeds and trash.
- 11) That the premises shall be maintained in a clean and orderly condition, free of weeds, trash and graffiti.
- 12) That all mitigation measures listed in the Mitigated Negative Declaration prepared for the project and adopted shall be met.
- 13) That the applicant shall comply with all the requirements of the Public Works Department in their memo dated 12/19/2018
- 14) That the applicant shall comply with all the requirements of the Building and Safety Division in their memo dated 12/19/2018
- 15) That the applicant shall comply with all the requirements of Glendale Water and Power in their memo dated 12/ 19/2018
- 16) 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.
- 17) That an Acceptance Affidavit accepting the parking reduction permit and all its conditions shall be signed and notarized and submitted to the Community Development Director prior to the issuance of a Business Registration Certificate.

#### **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 5, 2019**, at the Permit Services Center (PSC), 633 East Broadway, Room 101, Monday thru Friday 7:00 am to 12:00 pm, 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://www.glendaleca.gov/appeals>**

#### **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.

#### **REVOCATION, CONTINUING JURISDICTION**

Section 30.41.010 of the Glendale Municipal Code, 1995, provides for the Director of Community Development to have continuing jurisdiction over any Parking Reduction Permit which is or has been granted and may revoke any Parking Reduction Permit in whole or in part at any time for failure to comply with any condition or requirement imposed at the time of approval.

## **GMC CHAPTER 30.4 PROVIDES FOR**

### TERMINATION

Every right or privilege authorized by a Parking Reduction 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 Reduction 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 administrative use permit.

### CESSATION

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

## **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. 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.

You may contact the case planner, Roger Kiesel, during normal business hours at (818) 937-8152 or via e-mail at rkiesel@glendaleca.gov.

Sincerely,



Laura Stotler  
Planning Hearing Officer

LS:RK:sm

Attachment: Resolution of the Planning Hearing Officer

CC: City Clerk (K.Cruz); Police Dept. (A.Jenks/Z.Avila); City Attorney's Dept. (G. van Muyden/Y.Neukian); Fire Prevention Engineering Section-(J.Halpert); Traffic & Transportation Section (P.Casanova); General Manager for Glendale Water and Power (S.Zurn); Glendale Water & Power--Water Section (G. Tom/S. Boghosian/R.Takidin);

1304 – 1310 SOUTH BRAND BOULEVARD, &  
110 – 116 EAST CYPRESS STREET  
PARKING REDUCTION PERMIT NO. PPRP 1829835

Glendale Water & Power--Electric Section (B. Alshanti/B.Ortiz/E.Olsen); Parks, Recreation and Community Services Dept. (T. Aleksanian); Neighborhood Services Division (R.Sada/J.Jouharian/); Integrated Waste Management Admin. (D. Hartwell); Maintenance Services Section Admin. (D. Hardgrove/J.Cawn); Street and Field Services Admin.; Engineering and Environmental Management (C.Chew/R. Villaluna); T.Dominguez; M.B.W.DoraN; and case planner Roger Kiesel.



**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE PLANNING HEARING OFFICER OF THE CITY OF  
GLENDALE, CALIFORNIA, ADOPTING A CERTAIN NEGATIVE DECLARATION  
PURSUANT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT**

**WHEREAS**, in connection with the proposed project, a parking reduction at 1304 – 1310 South Brand Boulevard and 110 – 116 East Cypress Street, the Director of Community Development considered the Initial Study, prepared on behalf of Community Development Department and approved on February 13, 2019, a Proposed Negative Declaration prepared pursuant to the California Environmental Quality Act; and

**WHEREAS**, the proposed Negative Declaration, which is attached hereto as Exhibit A and incorporated herein as if fully set forth, was made available for a 20-day public review and comment period; and

**WHEREAS**, a final Negative Declaration has been prepared incorporating any comments received during the review period and any responses to those comments; and

**WHEREAS**, the Negative Declaration reflects the independent judgment of the City of Glendale; and

**WHEREAS**, the Planning Hearing Officer has read and considered the Negative Declaration; and

**WHEREAS**, the Planning Hearing Officer acknowledges the findings of the Director of Community Development with respect to the preparation of the Negative Declaration; and

**WHEREAS**, the Glendale Community Development Department has been identified as the custodian of record for the Negative Declaration.

**NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING HEARING OFFICER OF THE CITY OF GLENDALE THAT:**

**SECTION 1.** All the recitals set forth above are true and correct.

**SECTION 2.** The Negative Declaration for the project was prepared pursuant to the California Environmental Quality Act and State and Local Guidelines.

**SECTION 3.** Same has been presented to the Planning Hearing Officer, that the Planning Hearing Officer has reviewed and considered the information contained in the Initial Study, the Negative Declaration, and public comments, and finds that there is no substantial evidence that the Project will have a significant effect on the environment and that the Planning Hearing Officer adopts the Negative Declaration prepared for the Project.

Adopted this 18 day of March, 2019.

  
\_\_\_\_\_  
Planning Hearing Officer

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

**DATE:** December 17, 2018 **DUE DATE:** December 24, 2018  
**NOTE:** If project comments are not received by the due date, it will be assumed that your department has no comments.

**FROM:** Roger Kiesel **Tel. #** 8152

**PROJECT ADDRESS:** 1304 – 1310 S. Brand and 110 – 116 E. Cypress  
**Applicant:** Bill James  
**Property Owner:** Sam Ershadi

**PROJECT DESCRIPTION:**

The applicant is requesting approval for a new Subaru of Glendale automobile dealership. The five level building will be approximately 96,600 square feet in area. The first level will include the dealership showroom, sales offices, service writers' offices, parts storage and vehicle service lifts. Access to vehicle service will be from Brand Boulevard. Vehicle access (entrance and exit) to the dealership will be from Cypress Street. The second level will include offices and parts storage. The third level will include vehicle service lifts. The fourth and fifth levels will include parking for customers and employees and inventory. The subject site is approximately 35,500 square feet in area. The existing Subaru dealership on the site will be demolished. The project requires 346 on-site parking spaces. The applicant is proposing 172 on-site parking spaces, 113 spaces of which are accessible.

**PLEASE CHECK:**

- |   |  |
|---|--|
| <p><b>A. CITY ATTORNEY</b></p> <p><b>B. COMMUNITY DEVELOPMENT:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> (1) Building &amp; Safety</li> <li><input checked="" type="checkbox"/> (2) Economic Development</li> <li><input checked="" type="checkbox"/> (3) Housing</li> <li><input checked="" type="checkbox"/> (4) Neighborhood Services</li> <li><input checked="" type="checkbox"/> (5) Planning &amp; Urban Design<br/>EIF/Historic District</li> </ul> <p><b>D. COMMUNITY SERVICES/PARKS:</b></p> <p><input checked="" type="checkbox"/> <b>E. FIRE ENGINEERING (PSC)</b></p> <p><b>F. GLENDALE WATER &amp; POWER:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> (1) Water</li> <li><input checked="" type="checkbox"/> (2) Electric</li> </ul> | <p><b>G. INFORMATION SERVICES</b><br/>(Wireless Telecom)</p> <p><b>H. PUBLIC WORKS (ADMINISTRATION):</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> (1) Engineering &amp; Land Development</li> <li><input checked="" type="checkbox"/> (2) Traffic &amp; Transportation</li> <li><input checked="" type="checkbox"/> (3) Facilities (city projects only)</li> <li><input checked="" type="checkbox"/> (4) Integrated Waste</li> <li><input checked="" type="checkbox"/> (5) Maintenance Services/Urban Forester</li> </ul> <p><input checked="" type="checkbox"/> <b>J. GLENDALE POLICE</b></p> <p><b>K. OTHER:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> (1) STATE-Alcohol Beverage Control (ABC)</li> <li><input type="checkbox"/> (2) Tribal Consultations (EIFs)</li> <li><input type="checkbox"/> (3) City Clerk's Office</li> </ul> |
|---|--|

**ENTITLEMENT(S) REQUESTED**

Variance Case No.: \_\_\_\_\_

Tentative Tract/Parcel Map No.: \_\_\_\_\_

**PUBLIC WORKS: ENGINEERING**  
**- Land Development Section-**

Comments/Conditions

No Comments

1. A grading/drainage plan shall be submitted for the Engineering Division's review and approval, and shall be made a part of the building plans submitted with the shoring permit application, or if no shoring permit is required, with the building permit application.

2. A separate Demolition Permit issued by the City's Building and Safety Division is required. All existing sewer laterals serving the project site shall be capped at the property line prior to the start of demolition operations.

3. The proposed sewer lateral connection(s) shall be of adequate size to accommodate the needs of the proposed development.

A sewage capacity increase fee in the amount of \$TBD will be assessed. The fee is based on the increase in sewage flow generated by the project compared to the sewage flow from the current use of the site.

4. The method of discharge of the onsite drainage shall be approved by the Director of Public Works:

a. Drainage from all new improved surfaces, roof, and on-site drainage shall be conveyed to the street via cast iron pipes and/or parkway drains from the property line and exiting through the curb per Standard Plans for Public Works Construction (SPPWC) manual, and under separate permit.

b. All onsite drainage inlet devices shall meet the NPDES requirements, and the applicant shall enter into a Covenant and Agreement with the City for the replacement, installation and continued maintenance of all NPDES-related drainage inlet devices on the property and granting inspection rights to the City.

5. The applicant shall perform at its sole expense, and at no cost to the City, the following street improvements along the entire frontage of the property on Brand Boulevard and Cypress Street in accordance with the SPPWC manual, to match and join the existing street improvements, under separate permit, and to the satisfaction of the Director of Public Works:

a. Remove all broken curb, gutter, sidewalk, driveway apron, landscaping, and irrigation along the entire street frontage of the property and construct new concrete integral curb and gutter, driveway apron, sidewalk, landscaping, and irrigation, under separate permit, and to the satisfaction of the Director of Public Works.

b. Any unused driveway apron shall be removed and replaced with new PCC integral curb and gutter, sidewalk, landscaping, and irrigation as necessary.

c. All new driveway aprons on shall be constructed per SPPWC Standard Plan No. 110-2. All new driveways shall conform to Chapter 30.32.130 – Chart IV of the Glendale Municipal Code.

d. The applicant shall bear all costs involved in the relocation/reconstruction and/or adjustment to new finished grade of all utilities (underground and overhead) within the public right-of-way that may be affected by the proposed street improvements, and shall coordinate all such work with the respective utility companies, including the Los Angeles County Department of Public Works, Glendale Water and Power, and the City's Traffic and Transportation Division. In addition, the applicant shall restore all traffic lane striping, curb painting and markings, and pavement markings to the satisfaction of the Director of Public Works.

6. The entire asphalt concrete roadway pavement and concrete alley within the vicinity of the property will be inspected after the completion of the construction of the project. In the event of damage, as a result of construction-related activities, the applicant may be required to perform additional street improvement repairs, up to the reconstruction of the asphalt concrete pavement and the restoration of all parking restriction curb painting, traffic delineation, striping, and pavement markings, per California Department of Transportation (CALTRANS) Standards, at no cost to the City and to the satisfaction of the Director of Public Works.

7. Separate permits are required for all work within the public-right-of-way. The applicant shall bear all fees for the necessary permits and construction inspections for work within the public right-of-way.

8. The project shall comply with all National Pollutants Discharge Elimination System (NPDES) requirements, including the submittal and certification of plans and details showing preconstruction, during construction, and post-construction Best Management Practices (BMPs) that are integrated into the design of the project. In addition, the applicant shall submit an approved LID to be integrated into the design of the project.

9. Comments from Parking Section, shall be provided separately.

10. The proposed project is estimated to generate more than 50 vehicles trips during the peak hours. A traffic impact study is required for this project. The Applicant shall be responsible for the design and construction of mitigation measures, identified in the traffic impact study.

11. The Contractor shall not store trash bins, construction equipment, construction materials, or construction vehicles (concrete truck, dump truck, etc.) on the City's Right-Of-Way (sidewalk, parkway, or street) without first obtaining a "Street-Use" permit from the Public Works-Engineering Division. Permit must be displayed at job site.

12. An approved Traffic Control Plan shall be required. The plan shall identify all traffic control measures, signs, and delineators to be implemented by the construction contractor through the duration of demolition and construction. The plan shall also identify contractor information, hours of construction, construction worker parking information, as well as the proposed haul route.

13. Additional comments may be forth coming depending on the results of the Traffic Impact Study.

14. Additional requirements may apply after the initial submittal of the final engineering plans for building plan checking.

**Case No.: PPRP 1829835**

**Address: 1304-1310 S. Brand Boulevard and 110-116 E. Cypress Street**

**Case Planner: Roger Kiesel**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Roubik R. Golanian, P.E.  
Assistant City Manager

CITY OF GLENDALE  
**INTERDEPARTMENTAL COMMUNICATION**

**DATE:** December 19, 2018

**TO:** Roger Kiesel, Community Development Department

**FROM:** Gerald Tom, GWP Water Engineering  
Darrell Hahn, GWP Electric Engineering

**SUBJECT: PPRP 1829835**  
**1304-310 S. Brand and 110-116 E. Cypress**

Glendale Water & Power (GWP) Engineering has reviewed the plans.  
Requirements are as follows:

**Electric Engineering**

**Customer Service (818) 548-3921**

- ⌚ Additional comment(s) and/or attachment(s).  
Customer to contact GWP to confirm which Arch Plans are current, as we received revised Arch Plans as late as Oct 2018. If, in fact, the Plans submitted here are current, then the customer must start all over with GWP regarding clearances and the vault room.

**Fiber Optics (818) 548-3923**

- ⌚ No conflict.

**Street Lighting (818) 548-4877**

- ⌚ The existing street light facilities (pull boxes, street light poles, conduits, etc.) shall be protected in place and be accessible to GWP personnel at all times.
- ⌚ Relocation of any existing underground street light system in conflict with project will be at the project's expense. All connections, splices and wiring of the system shall be done by GWP. The relocation of the street light substructure can be done by the project in accordance with the plans approved by GWP Street Light Engineering. Contact GWP at (818) 548-4877 for more information.
- ⌚ Any work to be done by Glendale Water & Power, as a result of this project, shall be coordinated with GWP Street Light Engineering department in advance at the project's expense.

**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.
- ⌚ The proposed development/project conflicts with the existing power poles and/or overhead conductors. Contact GWP Electrical Engineering Department for more information.
- ⌚ Additional comment(s) and/or attachment(s).  
The proposed stairway at the south east corner of the building doesn't have the required electrical clearances from overhead conductors.

**Water Engineering**

**Recycled Water (818) 548-2062**

- ε No conflict.

**Backflow Prevention (818) 548-2062**

- ε Backflow prevention (BFP) devices are required for the following water services:
  - ε Potable Water, Commercial
  - ε Potable Water, Irrigation
  - ε Potable Water, Fire
- ε See BFP requirements below:
- ε 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](http://www.usc.edu/dept/fccchr/list.html).
- ε 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)
- ε 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)
- ε Additional comment(s) and/or attachment(s).  
Please insert STD Detail Drawings 6561-A, 6528-A & 6762-A on plans and specify location/manf/model/size of backflow prevention assembly and adhere to clearance requirements. All backflow prevention assemblies are required to be installed at street grade and as close as practical to property line/service connection. SUB-LEVEL INSTALLATIONS ARE NOT ALLOWED.

**Potable Water (818) 548-2062**

- ε Developer is responsible for the current cost of a water service or fire line installation in accordance with



the current water fee schedule.

- ⌚ 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.

Darrell Hahn                      Gerald Tom  
Electrical Services Administrator    Senior Civil Engineer



DH/GT:fg/sb

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

**DATE:** December 17, 2018

**DUE DATE:** December 24, 2018

**NOTE:** If project comments are not received by the due date, it will be assumed that your department has no comments.

**FROM:** Roger Kiesel

**Tel. #** 8152

**PROJECT ADDRESS:** 1304 – 1310 S. Brand and 110 – 116 E. Cypress

**Applicant:** Bill James

**Property Owner:** Sam Ershadi

**PROJECT DESCRIPTION:**

The applicant is requesting approval for a new Subaru of Glendale automobile dealership. The five level building will be approximately 96,600 square feet in area. The first level will include the dealership showroom, sales offices, service writers' offices, parts storage and vehicle service lifts. Access to vehicle service will be from Brand Boulevard. Vehicle access (entrance and exit) to the dealership will be from Cypress Street. The second level will include offices and parts storage. The third level will include vehicle service lifts. The fourth and fifth levels will include parking for customers and employees and inventory. The subject site is approximately 35,500 square feet in area. The existing Subaru dealership on the site will be demolished. The project requires 346 on-site parking spaces. The applicant is proposing 172 on-site parking spaces, 113 spaces of which are accessible.

**PLEASE CHECK:**

**A. CITY ATTORNEY**

**B. COMMUNITY DEVELOPMENT:**

- (1) Building & Safety

- (2) Economic Development

- (3) Housing

- (4) Neighborhood Services

- (5) Planning & Urban Design  
EIF/Historic District

**D. COMMUNITY SERVICES/PARKS:**

**E. FIRE ENGINEERING (PSC)**

**F. GLENDALE WATER & POWER:**

- (1) Water

- (2) Electric

**G. INFORMATION SERVICES**  
(Wireless Telecom)

**H. PUBLIC WORKS (ADMINISTRATION):**

- (1) Engineering & Land Development

- (2) Traffic & Transportation

- (3) Facilities (city projects only)

- (4) Integrated Waste

- (5) Maintenance Services/Urban Forester

**J. GLENDALE POLICE**

**K. OTHER:**

- (1) STATE-Alcohol Beverage Control (ABC)

- (2) Tribal Consultations (EIFs)

- (3) City Clerk's Office

**ENTITLEMENT(S) REQUESTED**

Variance Case No.: \_\_\_\_\_

Tentative Tract/Parcel Map No.: \_\_\_\_\_

**INTER-DEPARTMENTAL COMMUNICATION  
PROJECT CONDITIONS AND COMMENTS**

**Project**  
**Address: 1304 – 1310 S. Brand**

**Project**  
**Case No.: PPRP 1829835**

***If project comments are not received by the due date, it will be assumed that your department has no comments.***

***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:** 1219/2018

**Print Name:** Sarkis Hairapetian  
**Title:** Pr., B.C.S. Dept. B & S. Tel.: X-3209

**Conditions:**

- 1. That all necessary permits (i.e., building, fire, engineering, etc.) 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.
- 2. That the premises shall be made available and accessible to any authorized City personnel (Building, Fire, Police, Neighborhood Services, Planning, etc.), for inspection to ascertain that all conditions of approval of this conditional use permit are complied with.
- 3. That State Accessibility Standards be met for all parking requirements and building entrance accessibility as required by the Building and Safety Division.
- 4. That additional or other building code requirements or specific code requirements (i.e. CA Green Building Code, etc.) will be required upon submittal of plans for building plans check and permit.