

June 4, 2019

Janelle Williams
Williams Land Use Services
2418 Honolulu Avenue, Unit "B"
Montrose, CA 91020

**RE: 2225 HONOLULU AVENUE
PARKING REDUCTION CASE NO. PPRP 1810024**

(TECHNIX ACADEMY)

(Also see: CONDITIONAL USE PERMIT NO. PCUP 1810021)

Dear Ms. Williams:

On May 15, 2019, the Planning Hearing Officer conducted and closed a public hearing, pursuant to Section 30.50.040, subsection (B) of the Glendale Municipal Code, on your application for a Parking Reduction Permit No. PPRP 1810024, to continue providing six parking spaces shared with the adjacent retail tenant in the building, whereas 17 additional parking spaces are required for the proposed use, located at **2225 Honolulu Avenue**, in the "CR" - Commercial Retail Zone, described as Lot 69, Tract No. 1701, in the City of Glendale, County of Los Angeles, as per map recorded in Book 22, Pages 178-179 of Maps in the Office of County Recorder of the County of Los Angeles, in the City of Glendale, County of Los Angeles.

CODE REQUIRES

- (1) For "Schools, private specialized education and training," 28.6 spaces per 1,000 square feet of floor area used for instruction; four (4) spaces per 1,000 if there is no classroom seating, subject to approval of a floor plan. The 990 square-foot tenant space will have 738 square feet of instructional area, requiring 21 parking spaces, with a credit of four spaces for the existing use. This will result in a total parking shortage of 17 spaces.

APPLICANT'S PROPOSAL

- (1) To continue providing six existing parking spaces, shared with the adjacent retail tenant, instead of providing the additional 17 parking spaces required for a change of use from retail to private specialized education and training school.

ENVIRONMENTAL DETERMINATION

The project is exempt from CEQA review as a Class 3, Conversion of Small Structures exemption pursuant to State CEQA Guidelines Section 15303 because it is for a change of use with no exterior modifications and the structure is less than 2,500 SF in floor area.

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 B. REGARDING ANY OTHER CIRCUMSTANCE WHERE THE APPLICANT WISHES TO REQUEST A PARKING REDUCTION. SUCH REDUCTION MAY BE GRANTED WHERE THE REVIEW AUTHORITY FINDS THAT:

- B. For the proposed intensification of use within an existing building that is determined by the review authority to be located within a reasonable distance of an off-street City parking facility, a request for parking reduction may be granted by the review authority, based on the type of use and its associated parking characteristics, including:**
- 1. Peak hours of use and turnover rate;**
 - 2. The ability of the use to meet parking requirements through other means;**
 - 3. The availability of spaces in the nearby city parking facility;**
 - 4. The distance to the use from the parking facility; and**
 - 5. Measures proposed by the applicant to ensure employee and patron use of the city parking facility.**

The applicant is requesting approval of a Parking Reduction Permit, in accordance with GMC 30.50.040(B), to allow six shared parking spaces in conjunction with a change of use of a 990 square-foot retail space to a private specialized education and training school (Technix Academy). The parking requirement for the proposed use is 28.6 spaces per 1,000 square feet of floor area used for instruction. The floor plans indicate the total instruction area is 738 square feet, for a total of 21 spaces required. The prior retail use was credited with four spaces per thousand square feet for a total of four spaces, and thus, the parking shortage is 17 spaces for the change of use.

The proposed intensification of use within an existing building is located within reasonable distance to several off-street City parking facilities. City Parking Lot 3 (with 323 parking spaces) is located approximately 110 feet (.02 miles) from the back door of the subject site; City Parking Lot 1 (with 36 parking spaces) is located approximately 165 feet (.03 miles) from the front entrance to the subject site; and City Parking Lot 7 (with 92 parking spaces) is located approximately 530 feet (.1 miles) walking distance from the front door of the subject site.

All three parking lots are highly accessible to the subject site. Parking Lot 3 is adjacent to the subject site at the north, and is separated from it by a small alley that can be safely traversed by pedestrians. Parking Lots 1 and 7 are located across Honolulu Avenue to the south, and there is a marked pedestrian crosswalk in front of the subject building providing access in that direction.

The applicant provided parking demand data for the proposed use and conducted a parking availability study of the nearby City parking lots. The data shows there is sufficient public parking available to accommodate the proposed use, as further described below.

Peak Hours of Use and Turnover Rate

Technix Academy school year hours of operation are Monday through Friday from 3:00 p.m. to 8:00 p.m., and Saturday from 9:00 a.m. to 6:00 p.m. The summer hours are Monday through Saturday from 9:00 a.m. to 6:00 p.m. Peak hours are from 2:00 p.m. to 6:00 p.m. every day, with a current average of approximately one to two and a half students being serviced at one time, and a current total of approximately six students per day. The turnover rate is approximately one and a half (1 ½) hours per student. The rear parking lot with six shared parking spaces typically has one to two parking spaces available, and both of Technix Academy employees park in that lot.

Availability of Spaces in Nearby City Parking Facility

A parking study was conducted in January 2019 that counted the number of open and parked spaces in all three City parking lots during Technix Academy's school year hours of operation (Weekdays from 3:00 p.m. to 8:00 p.m. and Saturday from 9:00 a.m. to 6:00 p.m.). Total parking availability in these lots averaged 176 parking spaces. During Technix Academy's peak hours of use (2 p.m. – 6 p.m. daily), parking availability averaged 186 parking spaces in the City lots. These studies show there is ample parking available in the nearby City parking facilities.

Ability of Use to Meet Parking Requirement Through Other Means As discussed above, there are, on average, 176 parking spaces available in nearby City parking lots during Technix Academy's hours of operation. This evidence supports the fact that there is a surplus of parking to meet the demand of the required 17 parking spaces for a change of use from retail to private, specialized education and training school as long as the nearby City public parking lots are accounted for and utilized.

Measures Proposed by the Applicant to Ensure Employee and Patron Use of the City Parking Facility

As conditioned, the business operator is required to provide measures to ensure employees and patrons use the City parking facilities, including but not limited to site posting and notice included in emails, promotional materials, etc.

The parking regulations required by GMC Chapter 30.32 are intended to provide sufficient on-site parking and loading for land uses in order to avoid negative impacts to surrounding uses. The applicant's proposal to provide six shared parking spaces, in conjunction with the use of three City public parking lots, meets the intent of this standard because the parking demand for the proposed use can be met. The parking study analyzed parking demand and availability for the subject use and three nearby City parking lots. Based on this information, the study shows that the proposed six shared parking spaces, in conjunction with the three nearby City parking lots, is adequate to accommodate the use (private specialized

education and training school). There will be no negative impacts to the surrounding uses due to the reduced number of parking spaces.

For the reasons stated above, sufficient parking will be provided to serve the proposed use as a private specialized education and training school in accordance with GMC 30.50.040(B). The conditions of approval stipulate that the Parking Reduction Permit is valid only for the specific use for which it is granted or similar land uses, as determined by the Planning Hearing Officer in concurrence with the Director of Community Development. The permit will run with the specific land use as long as there is no intensification of the use or that other uses proposed will not require more parking as provided herein. In addition, any expansion or modification of the use which intensifies the use shall require a new Parking Reduction Permit application.

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 any expansion or modification of the facility or use shall require a new Parking Reduction Permit. Expansion shall constitute adding floor area, changes to the use or operation, or any physical change as determined by the Planning Hearing Officer.
3. That the applicant shall comply with all the conditions of Conditional Use Permit Case No. PCUP1810021.
4. That all necessary licenses as required from Federal, State, County or City authorities including the City Clerk shall be obtained and kept current at all times.
5. 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.
6. That the parking reduction is valid only insofar as the specific use for which it was granted or similar land use (as determined by the Planning Hearing Officer). The permit runs with this specific land use as long as there is no intensification of the use or that other uses proposed will not require more parking as provided herein as determined by the Planning Hearing Officer.
7. That the premises shall be maintained in a clean and orderly condition, free of weeds, trash and graffiti.
8. That Technix Academy shall obtain a Business Registration Certificate which shall be subject to the conditions in this Parking Reduction Permit.

9. That Technix Academy shall encourage and propose measures to ensure employees and patrons use the nearby City parking facilities, including but not limited to site posting and notice included in emails, promotional materials, etc.
10. That the facilities shall not be rented, leased or otherwise occupied for purposes not specified.
11. That the authorization granted herein shall be valid for a period of **ten (10) years, until June 4, 2029**, 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 (CDD) upon request and must be filed with the prescribed fee prior to expiration of the 15-day period, on or before **JUNE 19, 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 Parking Reduction 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, Cassandra Pruett, during normal business hours at (818) 937-8186 or via e-mail at cpruett@glendaleca.gov.

Sincerely,

Milca Toledo
Planning Hearing Officer

MT:CP:sm

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); 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); and case planner Cassandra Pruett.