



CITY OF GLENDALE, CALIFORNIA  
Community Development  
Planning

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January 6, 2020

Rodney Khan  
1111 North Brand Boulevard – Suite 403  
Glendale, CA 91202

**RE: 214 EAST ELK AVENUE, &  
209 and 400 EAST LOMITA AVENUE, & 404 SOUTH LOUISE STREET**  
• **CONDITIONAL USE PERMIT NO. PCUP 1906936**

(SEE: STANDARDS VARIANCE CASE NO. PVAR 1906937, &  
PARKING REDUCTION PERMIT CASE NO. PPRP 1906938)

Dear Applicant:

On November 20, 2019, 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 No. PCUP 1906936, located at **214 East Elk Avenue, & 209 and 400 East Lomita Avenue, & 404 South Louise Street**, in the County of Los Angeles, in the City of Glendale, County of Los Angeles.

#### Project Description

The proposed project encompasses the expansion of and improvements to the Holy Family Campus (“Campus”) in conjunction with its proposed “Master Plan”. The Campus is located in the R-1650 (Medium-High Density Residential) Zone and includes the Holy Family Elementary School, Holy Family Church, and Holy Family High School. The proposed project includes the demolition of two ancillary buildings and development of two new buildings on the Holy Family High School site. The proposed buildings to be demolished include the Parish Hall, built in 1923, and an existing ancillary storage building, constructed in 1964. New buildings include a 12,600 square-foot, two-story building and a 2,900 square-foot, one-story building. The project will provide a reconfigured, surface parking lot with 162 parking stalls on the high school site, where 287 parking spaces are required. On the Holy Family Church site, the proposed building to be demolished includes an existing two-story 3,055 square-foot Parish

Office/Rectory building, built in 1977, which will be replaced with a 22 space surface parking lot. When the project phasing is completed, there will be a total of 184 parking stalls to serve the Campus. The applicant is requesting the following discretionary approvals: a parking reduction permit to provide a total of 162 stalls (minimum number of stalls on the site during phasing of the project) for the private school and new buildings, where 287 parking spaces are required; a conditional use permit to allow the expansion of the existing private school; and a setback and standards variance to allow the construction of a new fence in the street-front and street-side setback areas and to provide less landscaping than required by Code.

There were several letters/e-mails related to historic concerns regarding the project, including two that were received after the public comment period for the CEQA document and the public hearing for the Planning Hearing Officer. Staff provided responses to comments received during the public comment period for the CEQA document. All correspondence was taken into account with regard to this decision letter.

#### LEGAL DESCRIPTION

- Holy Family Church: All of Lot 62, Portion of Lots 63 and 64, Grider and Hamilton's Lomita Park Tract.
- Holy Family High School: All of Lots 101 thru 105 and 113, Portion of Lots 106 and 112, Grider and Hamilton's Lomita Park Tract.
- Holy Family Elementary School: Portion of Lot 58, all of Lots 59-61, Grider and Hamilton's Lomita Park Tract.

#### APPLICANT'S PROPOSAL

##### Conditional Use Permit

- (1) A conditional use permit to allow the expansion of an existing private school (Holy Family High School), which includes the construction of two new buildings on-site.

#### CODE REQUIRES

##### Conditional Use Permit

- (1) A conditional use permit is required for a private school in the R-1650 zone (GMC 30.11.020.B, Table 30.11-A).

#### ENVIRONMENTAL RECOMMENDATION

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

After considering the evidence presented with respect to this application, the Director of Community Development has **APPROVED WITH CONDITIONS** your request based on the following findings:

### **REQUIRED/MANDATED FINDINGS**

After thorough consideration of the statements contained in the application, the plans submitted therewith, the report by the Community Development staff thereon, and statements made at the public hearing with respect to this application, this Conditional Use Permit application is **APPROVED WITH CONDITIONS**, based on the following:

**A. That the proposed use will be consistent with the various elements and objectives of the general plan.**

The applicant's request to allow the expansion of an existing private school, Holy Family High School, will be consistent with the various elements and objectives of the General Plan for the area. The Land Use Element of the Glendale General Plan designates the subject site as Medium High Density Residential, which primarily focuses on multi-family residential housing. Educational land uses, such as the proposed expansion of an existing private school, are allowed in the R-1650 – Medium Density Residential Zone, subject to the approval of a conditional use permit. The proposed project is consistent with the Land Use Element, which designates the project site for residential uses and allows churches and private schools to operate with a conditional use permit. As such, the applicant's request to allow the expansion of an existing private school at this location is appropriate.

The Land Use Element is the most directly related to the approval of this use. All other elements of the General Plan, including the Open Space, Recreation, Safety and Housing Elements, will not be impacted as a result of the applicant's request. The project site has been fully developed with the church and schools for decades, and will not reduce any housing potential as identified in the Housing Element. The site has not been slated for open space or recreation. The proposed expansion of the existing private school will be consistent with the City's Noise Element. The current student capacity for the high school will remain at 280 students, and the project does not include increasing the enrollment capacity. As such, noise created from outdoor activities typically associated with a school is not anticipated to increase above existing conditions, and the uses must comply with the City's Noise Ordinance.

The Circulation Element identifies East Lomita Avenue, South Louise Street and East Chestnut Street as local streets. These streets are fully developed and can adequately handle the traffic circulation around the site. The City's Traffic Engineer reviewed the proposed project and determined that no significant increase in traffic would occur as a result of the project, as it would not generate a significant increase in the number of trips and/or vehicles.

**B. That the use and its associated structures and facilities will not be detrimental to the public health or safety, the general welfare, or the environment.**

The proposed expansion of the existing private school, Holy Family High School, in relation to the demolition of two existing buildings and construction of two new buildings, is not anticipated to be detrimental to the public health or safety, the general welfare, or the environment, as conditioned. City records indicate that the existing private school began operating at this location sometime between 1935 and 1940. The project includes the demolition of two ancillary buildings on the existing private school site and the construction of two new buildings which includes a 12,600 square-foot, two-story, Parish Center, and a new 2,900 square-foot, one-story building. The new Parish Center will contain meeting rooms, offices for school and clergy staff, a chapel, and a welcome center. The new one-story building will be ancillary to the private school use and will be used for the school's "Lifeteen" and music programs. These new buildings will be used by the high school students during regular school hours for academic, musical, and spiritual activities. During the evenings and weekends when school is not in session, parishioners will use the new buildings. The proposed facilities will replace older, outdated buildings that are located throughout the Holy Family Campus and increase the efficiency of current program operations and delivery of service for the entire organization. No increase in the current 280 student enrollment is proposed. Directly to the north of the project site is Holy Family Elementary School, and to the north-west is Holy Family Church. The remainder of the immediate neighborhood features single-family and multi-family residential uses. Holy Family High School has operated at this location for decades without any major incident, and neither the Police Department, nor Neighborhood Services Division cited any concerns related to the proposed conditional use permit to expand the existing private school.

**C. That the use and facilities will not adversely affect or conflict with adjacent uses or impede the normal development of surrounding property.**

Approval of the conditional use permit to allow the improvements to the existing private school is not anticipated to adversely affect or conflict with adjacent uses, nor impede the normal development of surrounding properties since these properties are already developed. To the north and north-west of the high school is the remainder of the Holy Family Campus. The rest of the surrounding neighborhood includes single-family and multi-family residential uses. A variety of commercial uses located nearby along Glendale Avenue, East Colorado Street, and South Brand Boulevard. The project includes demolition of two existing ancillary buildings on the existing high school campus and construction of two new buildings: a new Parish Center to be used by the high school and the church, and a new ancillary building to be used for the "Lifeteen" and music programs. These structures will enhance the operations of the school and church, and will not impede the normal development of the surrounding neighborhood.

The proposed expansion is not anticipated to conflict with adjacent uses, and no other City divisions cited concerns with the proposed operation. Conditions of approval will ensure that there will be no negative impacts to the surrounding neighborhood.

**D. That adequate public and private facilities, such as utilities, parking spaces and traffic circulation measures are provided for the use.**

The proposed project will provide adequate public and private facilities, such as utilities, landscaping, parking spaces and traffic circulation. The proposed improvements to the existing private school site involves new construction that will be required to comply with requirements for various City Departments including Building and Safety, Public Works Engineering, and Glendale Water and Power. As described in Finding A, South Louise Street, East Lomita Avenue, and East Chestnut Street are designated as local streets in the Circulation Element. Local streets are designed to function and accommodate vehicular, bicyclist and pedestrian traffic and carry low volumes of traffic to and from collector and arterial streets, including nearby East Colorado Street, South Brand Boulevard, and South Glendale Avenue. The City's Traffic Engineer has reviewed the proposal and determined that no significant increase in traffic would occur as a result of the project, as it will not generate a significant increase in the number of trips and/or vehicles. The applicant is requesting approval of a Parking Reduction Permit in conjunction with the expansion of the existing high school site, and a variance to provide fencing within the street-front and street-side setback areas and less landscaping than what is required by the Zoning Code. Overall, these requests to deviate from the minimum code standards for parking, landscaping and fencing are appropriate to the proposed Master Plan for the Holy Family Campus and functionally compatible with and complementary to the church/school campus set within the residential neighborhood.

## CONDITIONS OF APPROVAL

**APPROVAL** of this Conditional Use 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 licenses and permits as required or approvals from Federal, State, County or City authorities shall be obtained and kept current at all times.
3. That the premises shall be operated in full accordance with applicable State, County, and local laws.
4. That no live entertainment shall be permitted.

5. That the proprietor and his/her employees shall make an active and conscientious effort to keep customers and employees from trespassing on other nearby properties or otherwise making disturbances in the area.
6. That all music and noise shall be contained within the edifice of the establishment and the Campus shall comply with all state and local laws and ordinances concerning excessive noise and disturbing the peace.
7. That any expansion or modification of the facility or use which intensifies the existing conditional use permit shall require a new conditional use permit application. Expansion shall include additional floor area, changes to the use or operation, or any physical change as determined by the Planning Hearing Officer.
8. That the applicant shall comply with all Section/Department requirements as specified in their memos/interdepartmental communications to the satisfaction of the City or Department Director.
9. That full access to the premises shall be made available to all City of Glendale representatives, including, but not limited to, personnel from Community Development Department, Neighborhood Services Division, Police Department, and Fire Department, and Los Angeles County Department of Health Services representatives, upon request, for the purpose of verifying compliance with all laws, or verifying the conditions of this approval, or both.
10. 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.
11. That a Business Registration Certificate shall be obtained to reference this conditional use permit, the parking reduction permit, and the setback and standards variance.
12. That Design Review Board approval shall be obtained for the project prior to the issuance of a building permit.
13. That the business shall adhere to the City's Fresh Air (smoking) Ordinance.
14. That the premises shall be maintained in a clean and orderly condition, free of weeds, trash and graffiti.
15. That a separate application for a variance shall be required for any additional signage.
16. That the project shall comply with the approval for Setback and Standards Variance Case No. PVAR 1906937.
17. That the project shall comply with the approval for Parking Reduction Permit Case No. PPRP 1906938.

## 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 21, 2020**, 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:** <http://www.glendaleca.gov/appeals>

## 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 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.

## REVOCACTION, CONTINUING JURISDICTION

Section 30.64.020 – Revocation – The Community Development Department shall have continuing jurisdiction over conditional use permits, and (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.

## GMC CHAPTER 30.4 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.

### Extension

An extension of the conditional use 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 conditional use permit.

### Cessation

Any 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.

## 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, 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, Vista Ezzati at (818) 937-818 or [vezzati@glendaleca.gov](mailto:vezzati@glendaleca.gov).

Sincerely,  
Philip Lanzafame  
Director of Community Development



Roger Kiesel  
Planning Hearing Officer  
RK:VE: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. B.Ortiz/E.Olsen/ M.Navareete/M.Kouassi); 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); Street and Field Services Admin.; Engineering and Environmental Management (C.Chew/R. Villaluna); Father James Bevacqua-ownwer; S. Ruddan-architect; M.Sullivan-architect; K.Compton; S.Hunt; C.Jurca; F.Smith; and case planner – V.Ezzati.

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

**WHEREAS**, The Director of Community Development considered the Initial Study prepared on behalf of Conditional Use Permit No. PCUP 1906936, Setback and Standards Variance Case No. PVAR 1906937, and Parking Reduction Permit Case No. PPRP 1906938 to allow the expansion of and improvements to the Holy Family Campus in conjunction with the proposed Master Plan, located at 214 E. Elk Ave., 209 E. Lomita Ave., 400 E. Lomita Ave., and 404 S. Louise St. and approved on January 6, 2020, a Proposed Negative Declaration prepared pursuant to the California Environmental Quality Act; and

**WHEREAS**, the Proposed Negative Declaration 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 Final 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 Planning Division has been identified as the custodian of record for the Negative Declaration.

**NOW, THEREFORE, BE IT RESOLVED** that the Planning Hearing Officer of the City of Glendale finds on the basis of the whole record, including the Initial Study, 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 Final Negative Declaration prepared on behalf of Conditional Use Permit Case No. PCUP 1906936, Setback and Standards Variance Case No. PVAR 1906937, and Parking Reduction Permit Case No. PPRP 1906938.

Adopted this 6<sup>th</sup> day of January, 2020.



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Planning Hearing Officer