



**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

June 7, 2021

Rodney Khan  
Khan Consulting  
2233 Honolulu Avenue #209  
Montrose, CA 91020

**RE: 306 EAST HARVARD STREET (ALSO 200 SOUTH LOUISE STREET)  
PARKING REDUCTION PERMIT CASE NO. PPRP 2017608**

(see Density Bonus Case No. PDB 2017607)

Dear Mr. Khan:

On March 31, 2021, the Planning Hearing Officer conducted and closed a public hearing, pursuant to the provisions of the Glendale Municipal Code, Title 30, Section 30.50, Parking Reduction Permit to allow for the reduction of eight parking spaces (12 parking spaces provided; 20 parking spaces required) in conjunction with the demolition of an existing at-grade parking lot and the construction of a new 3-story, 14-unit, 6,263 square-foot, residential building, featuring two affordable units and 12 market rate units and a one-level subterranean parking garage. The new project will be attached to the existing two-story, approximately 6,500 square-foot office building (to remain), located on a 12,000 square-foot lot. The subject property is located at **200 South Louise Street (also addressed as 306 East Harvard Street)**, in the "DSP/EB" - (Downtown Specific Plan/East Broadway District), and described as Lot 5 and Portions of Lot 6, Block 60, Portion of Town of Glendale. The requested Parking Reduction Permit is being considered as the same time as the Density Bonus for the subject project.

**CODE REQUIRES:**

- 1) Per GMC 30.36.090, for housing developments which include at least eleven (11) percent very-low income units and is located within one-half mile of a major transit stop and there is unobstructed access to the major transit stop from the housing development, the city shall not impose a vehicular parking ratio, inclusive of handicapped and guest parking, that exceeds one-half (0.5) space per bedroom. Per GMC 30.32.050, a minimum of two parking spaces are required per 1,000 square-foot of general office space in the DSP.

**APPLICANT'S PROPOSAL**

- 1) To provide a total of 12 parking spaces for the new 14-unit, affordable housing development and the existing office building in the DSP/EB (Downtown Specific

Plan/East Broadway District) zone, when a total of 20 space would be required for the new 14-unit affordable housing development, which includes two very low income units (14%) and is located within 0.5 miles of a major transit stop, and the existing 6,517 square-foot, general office building to remain.

**ENVIRONMENTAL DETERMINATION:**

The proposed project is exempt from CEQA as a Class 32 “In-fill Development Projects” exemption, pursuant to § 15332 of the State CEQA Guidelines.

After considering the evidence presented with respect to this application, the plans submitted therewith, the Community Development Department has **APPROVED**, with conditions, the Parking Reduction Permit, based on the following findings:

**REQUIRED/MANDATED FINDINGS**

**C. For a commercial or residential use proposed adjacent to local or regional mass transit lines or routes. A request for parking reduction may be granted when the review authority determines that the reduction is justified based on documented mass transportation use characteristics of the patrons and employees of the use.**

The building is occupied by a single tenant, Pharmaceutique LTC, and operates as an administrative office. The business’ operational hours are seven hours a day and five days a week (Monday - Friday). The business has a total of eight employees that begin and end their work days at 9:00 am until 3:00 pm. The business’ owner and employees live within the City of Glendale or the general area, and report that 25 percent of its employees (2 of the 8 employees) takes public transit to the office.

Approximately 0.3 mile of walking distance from the project site is the intersection of North Brand Boulevard and West Broadway. This intersection is a transit-rich crossing serviced by multiple local and regional bus transit lines, such as Metro Bus Routes 92, 180, 181, 183, 201, and 780, and the City of Glendale Beeline Routes 3, 4 and 11. According to the City of Glendale and Metro’s bus route schedules, this intersection is serviced by any of the above specified bus route with an interval no longer than 15 minutes during peak commute hours. Given the frequency of service intervals for any of these bus routes is 15 minutes or less during peak hours, this intersection is defined major transit stop by California Public Resource Code (Section 21064.3). In addition, the proposed project is providing parking spaces consistent with the state’s Density Bonus Law of one-half (0.5) of a parking space per bedroom for the affordable housing development.

Given the vicinity of walkable destinations for retail, restaurant, entertainment and civic uses, coupled with project’s proximity to mass transportation and the use characteristics of the existing office’s employees, the reduction of eight parking spaces is justified by the documented mass transportation use characteristics of the employees of the use.

**Note: Zoning Code Section 30.50 – Parking Reduction Permit only requires one of the four available findings be made in a positive manner. Supplemental findings to further support the project are provided within sub-section D below.**

**D. For 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; and**

The project site is located at the southeast corner of East Harvard Street and South Louise Street, and is zoned the DSP/EB (Downtown Specific Plan – East Broadway District). Approximately 0.3 mile of walking distance from the project site is the intersection of North Brand Boulevard and West Broadway. This intersection is serviced by Metro Bus Routes 92, 180, 181, 183, 201, and 780, and the City of Glendale Beeline Routes 3, 4 and 11 with an interval no longer than 15 minutes during peak commute hours. As described within the analysis for sub-section C (above), the existing office building is occupied by a single tenant and where 25 percent of its employees (2 of the 8 employees) take public transit to the office. Given the project's proximity to mass transportation and the use characteristics of the existing office's employees, the parking need for this site is not as great as for similar office uses.

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

The intent for the regulations is to provide suitable off-street parking and to protect the public safety by lessening traffic congestion on the public streets. A total of 20 parking spaces are required for the new housing development and the existing office building. The applicant proposes to provide a total of 12 parking spaces within the one-level subterranean garage, where a code compliant amount of seven parking spaces is provided for the affordable housing development, and five spaces total for the existing general office building resulting in an eight space parking deficiency for the office use.

A parking count for the existing office was conducted by the applicant in September 2020, which observed the existing business' utilization of the 14 at-grade spaces use on a typical weekday between the hours of 6 am and 4 pm (the office is closed on Saturday and Sunday). The parking count observed that the peak demand by the existing office is between the hours of 10 am until 4pm, where five of the 14 parking spaces were utilized. During the day time hours of the weekday, the general office is the busiest, as expected. However, during the evening hours and weekends, the parking lot is not being utilized, and therefore has no parking demand. Future tenants of the 14 one bedroom/studio units will be able to utilize the office parking spaces during off peak hours.

Based upon parking counts observed for the existing office during the typical weekday and weekend, the reduction of eight parking spaces for the office use

would be sufficient. Comments provided by the Police Department and Neighborhood Services Division did not indicate concerns related to the application. The Public Work's Department commented that street parking demand in this area is in high demand, and any reduction of on-site parking spaces may impact street parking availability. Because the submitted parking counts demonstrate the amount of parking spaces are sufficient, on the weekday and weekends, for this specific operation, no street parking impact is anticipated. No major concerns were expressed by other departments.

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

Sufficient parking is provided to serve the existing use and potential future uses of the subject parcel. As mentioned within sub-section D2 (above), a parking count discovered that the peak demand for the existing office is between the hours of 10 am until 4pm, where five of the 14 parking spaces were utilized. During the evening hours and weekends, the parking lot is not being utilized by the office use and the parking space demand is zero. As a result, future tenants of the 14 one bedroom/studio units will be able to utilize the office parking spaces during these weekday and weekend office off peak hours.

Although on-site parking conflicts between future tenants and the existing office are not anticipated during weekday work hours, the applicant has indicated interest in the acquisition of 8 monthly parking passes for the office which can be purchased within the Marketplace garage to mitigate any potential parking conflict. This is also included as a proposed condition of approval to securing these 8 monthly parking passes to serve the existing office use. Per the Downtown Parking Analysis (2019), the Marketplace Garage weekday peak utilization was during the evening (6 pm) at 74.95 percent – which allows to accommodate offset parking shortfalls during the weekday work hours.

## CONDITIONS OF APPROVAL

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

1. That the use 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 permits (i.e. building, fire, engineering, etc.) shall be obtained from the Building and Safety section and Public Works Department and all construction shall be in compliance with the Glendale Building Code UBC (Universal Building Code) and all other applicable regulations.

3. That any expansion or modification of the facility or use (Pharmaceutique LTC), which intensifies the use described in the Planning Hearing Officer's staff report, shall require a new Parking Reduction Permit application. Expansion shall constitute subdivision of existing office area, additional floor area, or any physical change as determined by the Planning Hearing Officer, with concurrence of the Director of Community Development.
4. That a total of eight monthly parking passes within the Marketplace garage shall be acquired and maintained from the Public Works Department for as long as the existing on-site general office land use (Pharmaceutique LTC) remains in business and occupies the commercial building. Proof of the monthly passes shall be submitted to the Planning Department on a yearly basis in January for the subsequent year.
5. That the premise shall be made available and accessible to any authorized City personnel for inspection to ascertain that all conditions of approval of this parking reduction permit are complied.
6. That the premises shall be maintained in a clean and orderly condition, free of weeds, trash and graffiti.
7. That landscaped areas shall be maintained in good condition with live plants and a functioning irrigation system.
8. That adequate means be provided for the collection of solid waste generated at the site and that all recyclable items be collected and properly disposed of to the satisfaction of the Integrated Waste Management Administrator of the City of Glendale.
9. That the facilities shall not be rented, leased or otherwise occupied for purposes not specified in this application.
10. That Design Review approval shall be obtained prior to the issuance of a building permit.
11. That the parking reduction permit may not be implemented and is not valid until and unless the owner of the property for which the parking reduction has been requested signs a notarized affidavit in a form acceptable to the City Attorney accepting the permit and all its conditions, records the document against the property with the Los Angeles County Assessor's Office and provides proof to the City of such recording.
12. That the existing, onsite use shall obtain a new zoning use certificate to reflect the approval of the current Parking Reduction Permit.

## APPEAL PERIOD

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. Appeals must be filed prior to expiration of the 15-day period, on or before **JUNE 22, 2021**. Information regarding appeals, appeal forms and fees may be obtained by calling the Community Development Department (CDD) staff at 818-548-2140, or the case planner at 818-937-8157.

APPEAL FORM is also available on-line:

<https://www.glendaleca.gov/home/showdocument?id=11926>

Due to the current COVID-19 social distancing and work from home orders issued by federal, state and local governmental agencies, in order for any appeal to be considered timely, **the appeal must be postmarked by the JUNE 22, 2021, deadline (mailed to Community Development Department – Planning Division, Attention Dennis Joe, 633 East Broadway, Room 103, Glendale, CA 91206) OR emailed to the case planner (Dennis Joe at [DJoe@glendaleca.gov](mailto:DJoe@glendaleca.gov)) prior to the close of said business day.** The prescribed fee must be included along with the appeal application and may be submitted either in the form of a check or credit card payment. For credit card payment, please contact Dennis Joe at 818-548-2140 to make arrangements with the cashier. Note: The standard 2.5% fee for **credit card payment** applies.

## GMC CHAPTER 30.41 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.

### 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.

### EXTENSION

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

### **TRANSFERABILITY**

This authorization runs with the land or the use for which it was intended for and approved. In the event the property is to be sold, leased, rented or occupied by any person or corporation other than yourself, it is incumbent that you advise them regarding the conditions and/or limitations of this grant.

### **VIOLATIONS OF THESE CONDITIONS**

Violations of conditions required by this determination may constitute a misdemeanor or infraction under section 1.20.010 of the Glendale Municipal Code (GMC) and/or a violation of other local, State or Federal laws or regulations. Unless a specific penalty is provided, any person convicted of a misdemeanor shall be punished by a fine not to exceed one thousand dollars (\$1,000.00), or imprisonment for a term not to exceed six (6) months, or by both fine and imprisonment. Infractions are punishable by a fine not exceeding the sum of five hundred dollars (\$500.00) for each violation. Violations of conditions required by this determination may be grounds for a revocation.

### **REVOCAION**

Section 30.64.020 – Revocation – The Community Development Department shall have continuing jurisdiction over Parking Reduction Permits. 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 parking reduction permit at least ten (10) days' notice by mail to the applicant or permittee.

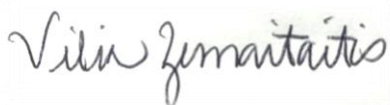
### **NOTICE – subsequent contacts with this office**

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

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

Sincerely,

Philip Lanzafame  
Director of Community Development



Vilia Zemaitaitis, AICP  
Principal Planner

VZ:mh:sm

CC: City Clerk (K.Cruz); Police Dept. (J.Newton/Z.Avila); City Attorney's Dept. (G. van Muyden/Y.Neukian); Fire Prevention Engineering Section-(J.Halpert); Traffic & Transportation Section (P.Casanova/Mark Bueno-Traffic Engineer Assoc.); General Manager for Glendale Water and Power (S.Zurn); Glendale Water & Power--Water Section (G. Tom/S. Boghosian/R.Takidin/C.Babakhanlou/D.Scorza); 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); and case planner – Dennis Joe.