



**CITY OF GLENDALE, CALIFORNIA**

Community Development  
Planning

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Glendale, CA 91206-4311  
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glendaleca.gov

November 3, 2021

ADS Group, Architecture  
ATTN: Alexander Semchenko  
5700 Ralston Street, Suite # 302  
Ventura, CA 93003

&

Terrace J. Manning  
3100 Country Club Drive  
Glendale, CA 91208

**RE: 3100 COUNTRY CLUB DRIVE**  
**(OAKMONT COUNTRY CLUB)**  
**SPECIAL RECREATION - "SR" ZONE DEVELOPMENT PLAN REVIEW**  
**CASE NO. PSRZDR2108285**

Dear Applicants:

The Planning Commission of the City of Glendale, at its meeting held on November 3, 2021, conducted a public hearing on your application and **APPROVED WITH CONDITIONS (thirty-two (32) conditions)**, for a Special Recreation Review Plan application to upgrade the existing golf course maintenance yard and structures located within the existing Oakmont Country Club golf course at **3100 Country Club Drive**. The project will construct a total of 7,380 square feet of equipment storage structures (consisting of enclosed buildings and canopies), of which 2,630 square feet is a floor area addition to the existing 10,290 square-foot floor area, in the "SR" - (Special Recreation) Zone, described as Portions of the 2629.01 Acre Tract of Land in Rancho San Rafael, in the City of Glendale, Allotted to Theodore and Marie Catalina Verdugo, by Decrees of Partition in Case No. 1621 of District Court of County of Los Angeles.

**ENVIRONMENTAL DETERMINATION**

The project is categorically exempt from California Environmental Quality Act (CEQA) review as a Class 1 "Existing Facilities" exemption pursuant to Section 15301 (e)(1) of the State CEQA Guidelines, because the proposed addition to the existing structure will not result in an increase of more than 50 percent of the floor area of existing structures before the proposed additions.

A copy of the adopted motion is enclosed.

Under the provisions of Section 16.24.180 of the Glendale Municipal Code, any person affected by the above decision may appeal said determination to the City Council within **fifteen (15) days (NOVEMBER 18, 2021)**, following the date of the Planning Commission's action.

Information regarding appeals and appeal forms will be provided by the Building and Safety Section or the Community Development Department (CDD) upon request and must be filed with the prescribed fee prior to expiration of the ten (10)-day period, on or before **NOVEMBER 18, 2021**, at the Building and Safety Section, 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 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 NOVEMBER 18, 2021 deadline (mailed to Community Development Department – Planning Division, Attention Aileen Babakhani, 633 East Broadway, Room 103, Glendale, CA 91206) OR emailed to the case planner (Aileen Babakhani at [ababakhani@glendaleca.gov](mailto:ababakhani@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 Aileen Babakhani at 818-937-8331 to make arrangements with the cashier. *Note:* The standard 2.5% fee for **credit card payment** applies. If you have any questions, please do not hesitate to call me at (818) 937-8331..

Sincerely,

Phil Lanzafame  
Director of Community Development Department

Aileen Babakhani  
Planner



AB: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-(S.Demirjian/F.McLean);

Traffic & Transportation Section (P.Casanova/Mark Bueno-Traffic Engineer Assoc.); General Manager for Glendale Water and Power (M.Young); 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); 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-Aileen Babakhani.

### MOTION

Moved by Planning Commissioner Chraghchian, seconded by Planning Commissioner Fuentes, that upon review and consideration of SR (Special Recreation) Zone Development Plan, Case No. PSRZDR2108285, and after reviewing the records, files, report, and all documentary evidence submitted with regard to said case to upgrade the existing golf course maintenance yard with the following scope of work (pages PR – 1 and PR – 1A of proposed plans):

1. Demolition of an existing 3,030 square-foot equipment storage building and construction of a new one-story 3,520 square-foot equipment storage building including an attached 880 square-foot canopy (Building C).
2. Demolition of an existing 2,300 square-foot equipment storage building and construction of a new one-story 4,720 square-foot building for office and equipment storage (Building D).
3. Construction of an attached 4,320 square-foot canopy for equipment maintenance and storage (Building D1).
4. Construction of a new detached 750 square-foot wash canopy (Building E).
5. Relocation and reconstruction of the landscape course material bin area (Area F).
6. Construction of a new recycled landscape and trash/recycling bin areas (Area G and H).
7. New 22 parking spaces in compliance with the GMC 30.32.

There are no proposed changes to the existing 5,560 square-foot equipment storage and employee breakroom (Building A) and its attached 450 square-foot equipment repair building. There is no proposed change to the existing above ground fueling station (Building B).

The SR (Special Recreation) Zone Development Plan Case No. PSRZDR2108285 located at 3100 Country Club Drive is hereby approved subject to compliance with Chapter 30.15 of Title 30 of the Glendale Municipal Code, and the thirty-two (32) additional conditions listed below; and the Planning Commission hereby makes each and all of the following findings of fact:

- A. Provided the project's design and improvements are implemented in conformance with the conditions of approval, the project will be consistent with the current General Plan Elements. No Specific Plans are applicable to the project site and its environs.

- B. The proposed development is consistent with the provisions of the "SR" Special Recreation Zone, because Golf courses, country clubs, driving ranges and related facilities are permitted land uses in SR zone; and compatible with the purpose and intent of the Land Use Element with land use designation of Recreation/Open Space.

## **CONDITIONS**

### **Community Development Department Requirements**

#### **Planning Division**

1. The subject property shall be developed, maintained, and operated in full compliance with the conditions of this approval and any law, statute, ordinance or other applicable regulation.
2. The project approved herein shall be constructed as depicted on those sets of plans stamped approved by staff. Any modification to these plans must be approved by the Planning Division staff prior to the changes on the working drawings or in the field. Changes considered substantial must be reviewed by the Planning Commission. The determination of whether or not a change is substantial shall be made by the Director of Community Development.
3. All exterior colors and materials used for the construction of the project shall be in substantial conformance with the approved materials and color exhibit presented.
4. Prior to the issuance of building permits, plans shall be reviewed and approved by the Planning Division to ensure compliance with the plans approved by the Planning Commission. The plans shall comply with the conditions contained herein, the Glendale Municipal code, and all City Resolutions and Ordinances.
5. All ground and roof-mounted equipment is required to be fully screened from view.
6. All lighting shall be shielded and designed to prevent off-site light spillage.

### **Community Development Department Requirements**

#### **Building and Safety Division**

7. All necessary permits (i.e., building, fire, engineering, etc.) shall be obtained from the Building and Safety Division and all construction shall comply with the Glendale Building Code and all other applicable regulations. Separate application is required for separate detached structures, demolition, retaining walls, fences and swimming pool.

8. 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 this approval are complied with.
9. F.O.G. (Fats, Oils and Grease) clearance is required by P.W. Engineering. Coordinate location of grease interceptor with plumbing and show location on plans.
10. Site grading shall be limited to 50 cubic yard or less for the excavations of the proposed footings and grade slabs. Greater than 50 cubic yard will require grading application and grading permit.
11. State Accessibility Standards per chapter 11B requirements is required:  
The State of California delegates to the local jurisdiction the authority to ensure compliance with Title 24, Part 2 of the California Code of Regulations which are applicable to the project. The owner and his/her consultants are responsible for compliance with the most current Federal Regulations contained in the Americans with Disabilities Act (ADA) and Fair Housing Act (FHA).
12. 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 plan check and permit. New construction shall comply with Glendale's CALGreen Sections 4.106.4.2 (items #6) to facilitate the future installation and use of electric vehicle (EV) chargers. Electric vehicle supply equipment (EVSE) when installed, shall be in accordance with the California Electrical Code.
13. The project shall comply with the "Refuse and Recycling" Storage requirements (GBC 117), GBSC 2020.
14. All Designated Projects must retain 100 percent of the SWQDv on-site through infiltration, evapotranspiration, stormwater runoff harvest and use, or a combination thereof unless it is demonstrated that it is technically infeasible to do so. Any proposed drainage infrastructures shall be constructed per City standards.
15. The Storm Water Pollution Prevention Plan (SWPPP) Report, with WDID #, will be required for projects of 1-Acre or greater in area.

Public Works Department Requirements  
Engineering & Land Development

16. The project shall comply with all National Pollutants Discharge Elimination System (NPDES) requirements, and 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 a Low Impact Development (LID) drainage system

to the Building and Safety Division for review and approval. All proposed LID devices shall comply with the Low Impact Development Standards Manual of the Los Angeles County Department of Public Works.

17. The applicant shall enter into a Covenant & Agreement with the City for the replacement, installation, and continued maintenance of all LID drainage devices on the property and granting inspection rights to the City. For Covenant & Agreement details and requirements, contact the Public Works department.

18. Separate permits shall be required for any work in the public right-of-way.

#### Public Works Department Requirements

##### Maintenance Services/Urban Forester

19. The applicant shall apply for an Indigenous Tree Permit during plan check.

20. The applicant shall adhere the Indigenous Tree Protection Guideline issued by Forestry throughout construction.

#### Fire Engineering Requirements

21. Fire sprinkler system: A complete automatic fire sprinkler system shall be installed throughout all new structures in accordance with the recommendations of NFPA 13 and the requirements of the Glendale Building and Safety Code. Plans and permit application shall be submitted to the Fire Department within 30 days of issuance of the building permit. Riser and all sprinkler piping shall be concealed; no exposed piping on exterior permitted.

22. Fire extinguishers: Fire extinguishers shall be installed and maintained in accordance with the CFC & GBSC. Locations shall be identified on the architectural plans and subject to review by the Fire Department.

23. Backflow prevention: Contact GWP Water Engineering regarding the location and model of a backflow prevention device and water meter when installing a fire water line. Coordinate model, location, setback and obscuring of backflow prevention device (may not be visible from the street) with GWP Water Engineering, CDD Zoning and the Fire Department. GWP and CDD Zoning approval is required prior to submitting plans for Fire Department approval.

24. Industrial Waste Pre-treatment: If the wash area generates industrial waste, provide pre-treatment (clarifier) to serve the facility; minimum size 750 gallons located outside the building and connected to the sewer. Show location on architectural site plan and plumbing plans for review. Submit application and payment to obtain an Industrial Waste Permit.

### GWP (Electric Engineering) Requirements

25. Provide electric service - size, single line diagram and electric load calculation per National Electric Code (NEC).
26. The existing electrical facilities shall be depicted on the plans. Project shall verify location of the two electrical facilities (meter panel and transformer enclosure) and draw them on the construction plans.
27. That no excavation is allowed within 5' of the existing transformer enclosure.
28. The applicant shall contact GWP for any upgrade to the existing electrical service,

### GWP (Water Engineering) Requirements

#### Backflow Prevention

29. Backflow prevention (BFP) devices are required for the following water services:

- Potable Water, Commercial
- Potable Water, Fire

BFP requirements shall apply as below:

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.

30. 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.

31. 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. Contact GWP's Cross-Connection Control Program (818)-937-8948 for approval of BFP installation location, questions and scheduling a final inspection.
32. 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.

VOTE AS FOLLOWS

Ayes: Chraghchian, Fuentes, Minassian  
Noes: None  
Absent: Lee, Shahbazian  
Abstain: None