



November 3, 2023

Vahan Mkrtchyan
717 N Howard Street, APT 105
Glendale, CA 91206

RE: 3706 PARK PLACE
ADMINISTRATIVE USE PERMIT NO. PAUP-001383-2023
(KB Dance Academy)

Dear Mr. Mkrtchyan:

Pursuant to the provisions of the Glendale Municipal Code, Title 30, Chapter 30.49, the Community Development Department has processed your application for an Administrative Use Permit to allow the operation of a physical instruction school (KB Dance Academy) within an existing 1,997 square-foot building, located at **3706 Park Place**, in the "IND" - (Industrial) Zone, described as Portion of Lot 2, Tract No. 1701, (APN: 5613-002-011), in the City of Glendale, County of Los Angeles

CODE REQUIRES

- 1) The establishment of a physical instruction school requires an administrative use permit in the IND (Industrial) zone.

APPLICANT'S PROPOSAL

- 1) To allow the operation of a new physical instruction school (dance school).

ENVIRONMENTAL DETERMINATION

The project is exempt from CEQA review as Class 1 "Existing Facilities", exemption pursuant to State CEQA Guidelines Section 15301 because the project consists of operation of a new physical instruction school without expansion of the existing building.

REQUIRED/MANDATED FINDINGS

After thorough consideration of the statements contained in the application, the plans submitted therewith, and the analysis by Community Development Department staff, this Administrative 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 proposed use as a physical instruction school (KB Dance Academy) is consistent with the intent of the land use designation in the IND zoning district. The proposed use is also consistent with the various elements and objectives of the General Plan for the area. The zoning land use designation for the subject site is IND (Industrial) and the General Plan Land Use Element designation is Industrial. The IND zone allows for a variety of land uses, such as, but not limited to, services, education, recreation, public assembly, entertainment production, office, retail, manufacturing and research, in conformance with the General Plan. Physical instruction school uses are consistent with the intent of the land use designation and are allowed by special consideration by an Administrative Use Permit (AUP) in the IND zoning district.

The site is located in the North Glendale Community Plan area, which identifies the subject neighborhood as Indian Springs. The primary goal of the North Glendale Community Plan is to develop, enhance, and preserve the existing independent and variety of small businesses within the existing urban footprint, particularly for the area, where the subject site is located (Area of Enhance in the Indian Springs neighborhood). The proposed physical instruction school will replace the existing medical office use, within the existing building footprint and will promote diversity and economic opportunities for the area. This meets the goal and objectives of the North Glendale Community Plan.

The City's Zoning Code similarly supports the mix of low-scale educational and recreational type uses including physical instruction schools in the IND zone by special consideration through an Administrative Use Permit (AUP). The proposed use within the existing building will help to improve the economic vitality of the neighborhood with an operable business that complements the mix of industrial and commercial uses within the area. This will add to the diversity of the project's area while remaining consistent with and complementary to other uses within this area of North Glendale.

The subject property is located on the east side of Park Place, which is identified by the Circulation Element as a local street. Park Place directly connects with Verdugo Boulevard to the north, which is identified as Major Arterial and Broadview Drive to the south, which is identified as Community Collector. These streets will be able to accommodate the increase in traffic that the proposed use will generate, and this is consistent with the Circulation Element. Given the subject application requests to allow the operation of the proposed physical instruction school within the existing commercial/industrial building, other elements of the general plan, including the Open Space, Recreation, and Housing, will not be impacted.

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 use as a physical instruction school will not be detrimental to the public health or safety, the general welfare, or the environment. The project site is surrounded by industrial and commercial uses to the north, south, east and the west side of the site

(across Park Place). The proposed dance school (KB Dance Academy) will operate within the building and does not propose to physically expand the footprint of the building, nor expand its operations to locate any physical instructions outdoors. According to the applicant, the dance lessons will be provided to five groups of students simultaneously with an average of ten (10) students in each group, ranging in age from four to adult; and the hours of operation will be Monday through Saturday, from 11 a.m. to 7:00 p.m. The school will offer a membership program and the members-only policy will preclude renting of the facility to other organizations and the unexpected participation of random non-members. As a result, the operation hours for the physical instruction school does not anticipate coinciding with the surrounding industrial and commercial uses. Therefore, the proposed physical instruction school does not anticipate presenting an impediment to the safety and public welfare of the neighborhood. Furthermore, no concern was raised regarding the new physical instruction school at the existing 1,997 square-foot tenant space by the City's Neighborhood Services Division, Public Works, Traffic Division, Fire Engineering, Building and Safety Division, or Police Department.

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

The proposed physical instruction school will not impede the normal development of the surrounding area since the site is already fully developed. The proposed physical instruction school does not anticipate presenting an impediment to the safety and public welfare of the neighborhood. The proposed physical instruction school (dance school) will not be detrimental to the public health or safety, the general welfare, or the environment. The project site is located on the east side of Park Place (south of Verdugo Boulevard) and is surrounded by industrial and commercial uses to the north, south, and east, and the west side. The proposed dance school does not propose to physically expand the footprint of the building. It is anticipated that the proposed dance school will not coincide with peak operational hours of the surrounding commercial and industrial uses and the proposed use will not conflict with the surrounding commercial and industrial uses since the proposed physical instruction will be conducted entirely within the building and does not propose to include any outdoor physical instruction activity.

D. That adequate public and private facilities such as utilities, landscaping, parking spaces and traffic circulation measures are or will be provided for the proposed use.

Adequate public and private facilities are provided for the existing building. The project site provides the existing 22 parking spaces including two disabled parking spaces. The parking spaces are adequate and meet the zoning code requirement because the change of use from the existing medical office to the proposed physical instruction school, in a space under 2,000 square feet may be interchanged without the need to provide additional parking beyond that currently provided on-site (GMC 30.32.030 C.2). Based on the similar physical instruction facilities, approximately 75% of participants are dropped off and picked up, while approximately 25% of participants' parents typically park their vehicles and accompany their child(ren) to the event. The existing 22 parking spaces on-site are expected to be adequate for the proposed use.

The subject property is located on the east side of Park Place, which is identified by the Circulation Element as a local street. Park Place directly connects with Verdugo Boulevard to the north, which is identified as Major Arterial and Broadview Drive to the south, which is identified as Community Collector. These streets will be able to accommodate the increase in traffic that the proposed use will generate, and this is consistent with the Circulation Element. Other elements of the general plan, including the Open Space, Recreation, and Housing, will not be impacted.

CONDITIONS OF APPROVAL

APPROVAL of this Administrative 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 except for any modifications as may be required to meet specific code standards or other conditions stipulated herein to the satisfaction of the Director of Community Development.
2. That all necessary permits 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.
3. That all necessary licenses, approvals and permits as required from Federal, State, County or City authorities including the City Clerk shall be obtained and kept current at all times.
4. That any expansion or modification of the facility or use which intensifies the existing Administrative Use Permit shall require a new Administrative Use Permit application. Expansion shall constitute adding floor area, increased hours of operation, changes to the use or operation, or any physical change as determined by the Director of Community Development.
5. That the premises shall be maintained in a clean and orderly condition, free of weeds, trash, and graffiti.
6. That adequate means shall be provided for the collection of solid waste generated at the site and that all recyclable items shall be collected and properly disposed of to the satisfaction of the Integrated Waste Management Administrator of the City of Glendale. No trash containers shall be stored in any parking, driveway, or landscaping area.
7. That the premises shall be operated in full accord with applicable State, County, and local laws.

8. That access to the premises shall be made available to all City of Glendale Planning and Neighborhood Services Division, Police Department, and Fire Department staff upon request for the purpose of verifying compliance with all laws and conditions of this approval.
9. That the applicant shall apply for a Business Registration Certificate (BRC) for a physical instruction school, subject to the findings and conditions outlined in this decision letter. Approval for a BRC shall be obtained prior to opening the physical instruction school.
10. That all signs require a separate sign permit.
11. That design review approval or exemption shall be obtained for any changes to the exterior of the building prior to the issuance of a building permit.
12. That all activities shall be conducted within the building.
13. That all facilities shall be used by and available for its members only. Rental of the any facilities to other organizations, parties or persons is prohibited.
14. That any new rooftop equipment shall be appropriately screened from the public right-of-way.
15. That all music, lighting, and noise shall be confined to the inside of the premises so as not to disturb occupants of other businesses or properties and patrons on the public right-of-way.
16. That the authorization granted herein shall be valid for a period of **TEN (10) YEARS, UNTIL NOVEMBER 3, 2033.**

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 so that imperfections/incompleteness may be corrected before the appeal period expires.

All appeals must be filed using the City's online permit portal: www.glendaleca.gov/Permits. Create an account, click "Apply," "Skip...", then type "appeal" in the search bar, and apply for "Appeal of Planning Decision." Any appeal must be filed within fifteen (15) days following the actual date of the decision with the prescribed fee prior to the expiration of the 15-day appeal period, on or before **NOVEMBER 20, 2023**. Information regarding appeals and appeals and fees may be obtained by calling the Community Development Department staff at 818-548-2140, or contacting the case planner, Aileen Babakhani at ababakhani@glendaleca.gov or 818-937-8331.

GMC CHAPTER 30.41 PROVIDES FOR

Termination

Every right or privilege authorized by an administrative 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.

Cessation

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

Extension

An extension of the administrative 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 Administrative Use 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 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, CONTINUING JURISDICTION

Section 30.64.020 – Revocation – The Community Development Department shall have continuing jurisdiction over administrative use 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 an Administrative Use Permit at least ten (10) day notice by mail to the applicant or permittee.

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, Aileen Babakhani at (818) 937-8331 or ababakhani@glendaleca.gov.

Sincerely,
Bradley Calvert
Director of Community Development



Erik Krause
Deputy Director of Community Development

EK:AB:sm

CC: City Clerk (K.Cruz); Building and Safety (S.Hairapetian); Neighborhood Services Division (J.Sada); Design Review & Historic (J.Platt/K.Conley); Economic De. (M.Berry); Housing (P.Zovak / M. Fortney); Urban Design and Mobility F.Zohrevand); Parks, Recreation and Community Services and Park (T. Aleksanian/ A.Limayo); Information Services (G.Arnold);_City Attorney's Dept. (G. van Muyden/Y.Neukian); Fire Engineering Section-(J.Diaz/ D.Stimson); Traffic & Transportation Section (P.Casanova/S.Roudsari); General Manager for Glendale Water and Power (M.Young); Glendale Water & Power--Water Section (S.Boghosian/R.Takidin/F.Garcia); Glendale Water & Power--Electric Section (C.Babakhanlou/ S.Boghosian / F.Garcia/ H.Barkhordian/ D.Scorza); Police Dept. (Lt.S.Riley/Z.Avila); Dir. Of Public Works (Y.Emrani); Engineering and Land Development (A.Avazian/ S.Oganesyan / M.Oillataguerre/ R. Villaluna); Integrated Waste Management Admin. (D. Hardgrove); Maintenance Services/Street and Field / Urban Forester (L.Klick / C.Linares / O. Urquidez); and case planner-Aileen Babakhani.