glendale california

City of Glendale
Community Development
Planning & Neighborhood Services

633 E. Broadway, Room 103
Glendale, CA 91206-4386
Tel 818.548.2140 Tel 818.548.2115
Fax 818.240.0392 ci.glendale.ca.us

October 7, 2013

Mr. Steve Iskanderian
901 West Glenoaks Blvd.
Glendale, CA 91202

RE: 901 WEST GLENOAKS BLVD.
CONDITIONAL USE PERMIT NO. PCUP 1312886
(Ara's Tacos / Zankou Chicken)

Dear Mr. Iskanderian:

On September 11, 2013, 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 to allow the on-site sales, service, and consumption of beer and wine (Type 41) at the existing fast food restaurants, located at **901 West Glenoaks Boulevard**, in the "C2" – Community Commercial Zone, described as Portion of Lot 9 and all of Lots 10, and 11, Tract No. 8419.

APPLICANT'S PROPOSAL

(1) A Conditional Use Permit to allow the on-site sales, service and consumption of beer and wine at the existing fast food restaurants.

CODE REQUIRES

(1) On-site sale, service and consumption of beer and wine require a Conditional Use Permit in the "C2" Zone.

ENVIRONMENTAL RECOMMENDATION: The project is exempt from CEQA review as a Class 1 "Existing Facilities" exemption pursuant to State CEQA Guidelines Section 15301.

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 **GRANTED WITH CONDITIONS** your application 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 for the on-site sales, service, and consumption of beer and wine at the existing fast food restaurants will be consistent with the elements and objectives of the General Plan. The Land Use Element seeks to improve the livability of the total community

for all Glendale residents as expressed in the living, working, and shopping areas. The service of alcoholic beverages at this location is appropriate because it is in an area of the city zoned for commercial uses. The Circulation Element of the General Plan identifies West Glenoaks Boulevard as a fully improved street and is classified as a Major Arterial street that serves many residential neighborhoods in the area as well as the surrounding community.

A fast-food restaurant use is permitted in the C2 (Community Commercial) zone and is consistent with the Community Services land use designation of the General Plan. The on-site sales, service and consumption of alcoholic beverages requires the approval of a Conditional Use Permit in the C2 commercial district. The applicant's request for on-site sales, service and consumption of beer and wine with meals is incidental to the primary operation and will serve a public necessity or public convenience purpose for the area.

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, Housing and Noise Elements, will not be impacted as a result of the applicant's proposal.

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 two existing fast-food restaurants have operated on the subject site within the existing building utilizing separate kitchen facilities, and a shared dining area since 2008. The addition of beer and wine for on-site sales, service and consumption is not anticipated to be detrimental to the public health or safety, the general welfare, or the environment, as conditioned. Both restaurants will continue to operate in the same manner and the on-site sales, service and consumption of beer and wine will be complementary to the primary use. No new construction is proposed in conjunction with the Conditional Use Permit (CUP) application. The applicant's request for on-site consumption of beer and wine with meals is complementary to the site's primary use as a fast food restaurant and it is not anticipated to create any negative traffic-related impacts on area streets or other businesses over and above the existing conditions.

"Zankou Chicken" and "Ara's Tacos" are located in Census Tract 3012.06. The suggested limit for this census tract is five for on-sale establishments. There are currently two active on-sale licenses in this census tract. The request by the applicant, if approved, would be the third on-sale license for this census tract. According to the City's Part 1 crime statistics, there were 41 crimes reported in this census tract in 2012, which is 32% below the city wide average of 60. Within the last calendar year there were five calls for police service at this location; three of the calls for service were for the previous business, Sidewalk Café. Suggested conditions made by the Police Department have been included in the draft conditions of approval to ensure that any potential negative impacts will be appropriately mitigated. All five calls for police service were for disturbing the peace but no report was ever taken.

No public facilities are located within the immediate area. The closest public facilities are: Pelanconi Park at 1000 Grandview Avenue (0.6 miles to the west), First German United Methodist Church at 556 West Glenoaks Boulevard (0.5 miles to the east), Fremont Park at 600 Hahn Avenue (0.6 miles to the east), Mark Keppel Visual and Performing Arts Magnet

School at 730 Glenwood Road (0.6 miles to the north). Eleanor J. Toll Middle School at 700 Glenwood Road (0.6 miles to the north), Herbert Hoover High School at 651 Glenwood Road (0.6 miles to the north), and Saint Peter Armenian Church at 632 West Stocker Street (0.7 miles to the north). While these facilities are within the same vicinity, they are located outside of the immediate neighborhood. The applicant's request for this location does not appear to be a detriment to the safety and public welfare of the neighborhood, since the service of beer and wine is generally viewed as a common extension of a restaurant use.

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

The applicant's request for the service of beer and wine with meals at existing fast-food restaurants is not anticipated to adversely affect or conflict with adjacent uses or impede the normal development of surrounding properties. All four corners of the Highland Avenue and West Glenoaks Boulevard intersection are zoned C2 and feature low-scale commercial buildings and uses. To the north of the subject site properties are zoned R1 (Low Density Residential) and are separated from the site by a 15 foot alley and an eight foot high block wall. The ancillary on-site sales, service and consumption of beer and wine with meals in a restaurant setting is a typical request and is not generally known to negatively impact nearby businesses or residents. The consumption of beer and wine will be secondary to the primary use of food service. While serving beer and wine is considered an expansion of service, it would not affect or conflict with adjacent uses or impede the normal development of surrounding properties. The land use designation of the existing establishments, "fast-food restaurant", will remain unchanged.

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 such as utilities, landscaping, parking spaces and traffic circulation measures are provided for the use and are existing. Associated utilities exist within the public rights-of-way and are adequate to continue service to the building. No changes are proposed to the parking for the use; there are currently 21 parking spaces on-site to the west and rear of the existing building. The parking demand is not anticipated to intensify with the sale of beer and wine. The applicant's CUP request for beer and wine sales will not require any new city services, nor will it require any changes to landscaping, parking or traffic circulation.

That all the criteria set forth in Section 30.42.030 (F) to be considered in making the findings in subsection a. through d. above have all been met and thoroughly considered:

1) That where an existing or proposed on-site use is located in a census tract with more than the recommended maximum concentration of on-site uses or that where an existing or proposed off-site use is located in a census tract with more than the recommended maximum concentration of off-site uses, both as recommended by the California Department of Alcoholic Beverage Control, such use does not or will not tend to intensify or otherwise contribute to the adverse impacts on the surrounding area caused by such over concentration, based on the comments submitted by the City of Glendale Police Department. The sale of beer and wine incidental to food service at "Zankou Chicken" and "Ara's Tacos" does not, or will not, tend to encourage or intensify crime within this

reporting district. According to the Glendale Police Department, the applicant has a pending Type 41 liquor license (On-Sale Beer and Wine – Eating Place). Census Tract 3012.06 allows for five on-sale establishments and there are currently two active on-sale licenses in this tract. If approved, the applicant's request would be the third on-sale license for this census tract.

2) That where the existing or proposed use is located in a crime reporting district with a crime rate which exceeds 20 percent of the city average for Part 1 crimes, as reported by the Glendale Police Department, such use does not or will not tend to encourage or intensify crime within the district because conditions have been included in the approval of this application to ensure that any potential negative impacts will be appropriately mitigated. According to the Glendale Police Department, the subject site is not located in a crime reporting district with a crime rate that exceeds 20 percent of the city average for Part 1 crime. Based on the City's Part 1 crime statistics for 3012.06 in 2012, there were 41 crimes reported, which is 32% below the city wide average of 60. Within the last calendar year, there were five calls for police service at this location; three of the calls for service were when the location was doing business as Sidewalk Café. No evidence has been presented which would indicate that existing fast-food restaurants with the on-site sales, service and consumption of beer and wine would encourage or intensify crime within the district.

3) That the existing or proposed use does not or will not adversely impact any other uses within the surrounding area (church, public or private school or college, day care facility, public park, library, hospital or residential use). As described in finding C above, there are no public facilities located within the immediate area of the subject site. There are a few public institutions, such as schools, churches, and parks located in the general vicinity of the restaurants, however, they are not in the immediate neighborhood and are not anticipated to be in conflict with the restaurant's request to serve beer and wine at the existing fast-food restaurants.

4) That adequate parking and loading facilities are or will be provided for the existing or proposed use or other reasonable alternatives satisfy the transportation and parking needs of the existing or proposed use. The applicant is proposing to operate the existing fast-food restaurants in the existing manner; therefore, it is not anticipated to increase the need for public or private facilities. The ancillary service of beer and wine at the existing establishments is not anticipated to intensify traffic circulation or parking demand. West Glenoaks Boulevard is identified as a Major Arterial, which adequately handles the existing traffic circulation around the site. The proposed use satisfies its transportation or parking needs as described above because adequate access, parking, and delivery spaces are available to serve this use.

5) That, notwithstanding consideration of the criteria in subsections 1 through 4 above, beer and wine sales, service and on-site consumption does serve a public convenience for the area. The applicant's request to add the on-site sales, service, and consumption of beer and wine to their primary restaurant use does serve a public convenience because it serves local residents, businesses, and the surrounding community. Conditions placed on the approval of the project will ensure that it will not adversely impact nearby businesses and residential uses.

SUMMARY OF PLANNING HEARING OFFICER'S DECISION

The Planning Hearing Officer was able to make all four required findings in favor of the application and was able to justify approval of the case based on the criteria required for alcohol-related cases in Sub-Section 30.42.030(F), Glendale Municipal Code. Restaurant uses exist and have existed in this area. The sale, service and consumption of alcoholic beverages at the fast food restaurants will not require any new city services, is not anticipated to harm public safety and welfare, and is not in conflict with existing or anticipated surrounding land uses. The conditions attached to the approval will control the use in a manner necessary to allow the use to properly fit into the specific location.

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 later revised per the Hearing Officer's request, except for any modifications as may be required to meet specific Code standards or other conditions stipulated herein to the satisfaction of the Hearing Officer. The revised plans submitted on September 25, 2013, shall apply.

2. That all necessary licenses, permits as required, or approvals from Federal, State, County or City authorities including the City Clerk shall be obtained and kept current at all times.

3. That the service of beer and wine for on-site consumption shall be in full accord with the regulations and conditions established by the State Department of Alcoholic Beverage Control.

4. 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 constitute adding floor area, increased hours of operation, changes to the use or operation, or any physical change as determined by the Planning Hearing Officer with concurrence by the Community Development Director.

5. That the premises shall maintain a bona fide restaurant and shall provide a menu containing an assortment of foods normally offered in such restaurant. Food service shall be available at all times and in all areas of the premises during normal operating hours. The restaurant shall remain open to the public during business hours, in accordance with Title 30 of the Glendale Municipal Code.

6. That at all times when the premises are open for business, the service of beer and wine shall be made only in the areas as designated with the ABC license.

7. That no patron to any of the business establishments will be allowed to bring into any establishment or maintain in the establishments, any alcoholic beverage unless that alcoholic beverage was purchased within that same establishment, unless the facility has an established corkage policy allowing and regulating such.

8. That the sale of beer and wine for consumption off the premises is strictly prohibited.

9. That no separate bar area shall be maintained on the premises.

10. That the sales, service, or consumption of beer and wine shall be permitted only between the hours of **10:00 a.m. to 10:00 p.m.** seven days a week.

11. That the applicant will provide all current and future employees with training designated to help them recognize intoxicated or underage patrons.

12. That the existing restaurant shall adhere to the City's Fresh Air Ordinance, Title 15, Chapter 8.52 of the Glendale Municipal Code. Smoking within the outdoor patio areas shall be prohibited unless in compliance with G.M.C. Section 8.52.

13. That the premises shall be maintained in a clean and orderly condition, free of weeds, trash and graffiti.

14. That sufficient measures shall be enforced to effectively eliminate interior and exterior loitering, parking congestion, disturbing noise, disturbing light, loud conversation and criminal activities.

15. That all music, lighting, and odors shall be confined to the occupancy so as not to disturb occupants of other businesses or properties and patrons on the public right-of-way or adjacent properties.

16. That no speaker systems shall be installed outside the building and no music shall be allowed in the outdoor seating areas. Furthermore, noise shall be contained to the interior of the building, such that persons of normal sensitivity off-site are not disturbed.

17. 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 Administrator of the City of Glendale. No trash containers shall be stored in any parking, driveway, or landscaping area.

18. That the proprietor and his/her employees shall be responsible for making an active and conscientious effort to keep customers and employees from trespassing on other nearby properties or otherwise making disturbances in the area.

19. That the proprietor, business manager, or his/her designee shall walk the premises following the close of business each day (seven days a week) to pick up all trash in the parking lot and in the public rights-of-way adjacent to the site that may have been left by the restaurant patrons, and to prohibit patrons from loitering in the parking lots after business hours.

20. That the front and back doors of the establishment shall be kept closed at all times while the location is open for business, except in case of emergency.

21. That all signs displayed shall conform to the requirements of the Glendale Municipal Code. The applicant must secure final approval for sign permit # BS1237987.

22. That no exterior signs advertising the service of alcoholic beverages shall be permitted.

23. That Live Entertainment shall not be permitted at this location.

24. That there shall be no video machines maintained on the premises.

25. That a permit shall be obtained for the repaving of the parking lot.

26. That the glass walls installed for the outdoor dining area along Glenoaks Boulevard and Highland Avenue within the five-foot street setbacks shall be removed, unless a standards variance is approved to legalize the walls installed within the street setbacks.

27. That no outdoor storage shall be allowed, per Code, and that the unpermitted storage area at the north-east corner of the building be removed and the area be re-landscaped.

28. That the applicant shall provide verification to the satisfaction of the Fire Department that all code violations identified in the Fire and Life Safety Inspection Report, dated October 8, 2012, have been addressed.

29. That access to the premises shall be made available to all City of Glendale Community Development Department, Neighborhood Services Division, Police Department, and Fire Department staff upon request for the purpose of verifying compliance with all laws and the conditions of this approval.

30. That the authorization granted herein shall be valid for a period of five years until **October 3, 2018,** at which time, a reapplication must be made.

APPEAL PERIOD (effective date), TIME LIMIT, LAPSE OF PRIVILEGES, TIME EXTENSION

APPEAL PERIOD (effective date), TIME LIMIT, LAPSE OF PRIVILEGES, TIME EXTENSION

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 **OCTOBER 22, 2013** 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.ci.glendale.ca.us/planning/SubmittingAProject.asp

To save you time and a trip - please note that some of our FORMS are available on line and may be downloaded. AGENDAS and other NOTICES are also posted on our website.

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.

REVOCATION, CONTINUING JURISDICTION

Section 30.64.020 – Revocation – The Community Development Department shall have continuing jurisdiction over variances and conditional use permits (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 30.41 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.

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 who acted on this case. 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.

Sincerely,

VILIA ZEMAITAITIS
Planning Hearing Officer

VZ:sm

CC: City Clerk (K.Cruz); Police Dept. (S.Bickle,F.Jenks); City Attorney's Dept. (G. van Muyden/Y.Neukian); Fire Prevention Engineering Section-(D.Nickles); City Engineer and Traffic & Transportation Section (R.Golanian/G.Tom); Director of Public Works and General Manager for Glendale Water and Power (S.Zurn); Glendale Water & Power--Water Section (R.Takidin); Glendale Water & Power--Electric Section (M.Kelley/M.Jackson); Parks, Recreation and Community Services Dept. (E.Tatevosian); Neighborhood Services Division (A.Jimenez); Integrated Waste Management Admin. (D.Hartwell); Maintenance Services Section Admin. (D.Hardgrove); Street and Field Services Admin.; Environmental Management (M.Oillataguerra); Patrick E.Panzarello-representing the owner; Girls With Gifts Inc.; New Life Community Church of God in Christ; Arlene MG Edjourian; Hasmik Nazarian; & case planner Vista Ezzati.

Fire Dept.

INTER-DEPARTMENTAL COMMUNICATION
PROJECT CONDITIONS AND COMMENTS

Project Address: 901 W Glenoaks Blvd	**Project Case No.: PCUP 1312886**

NOTE: Your comments should address, within your area of authority, concerns and potentially significant adverse physical changes to the environment regarding the project. You may also identify code requirements specific to the project, above and beyond your normal requirements. Applicant will be informed early in the development process. You may review complete plans, maps and exhibits in our office, MSB Room 103. We appreciate your consideration and look forward to your timely comments. Please do not recommend APPROVAL or DENIAL. For any questions, please contact the Case Planner ASAP, so as not to delay the case processing.

COMMENTS:

☐ **This office DOES NOT have any comment.**

☒ **This office HAS the following comments/conditions.** ☐ (See attached Dept. Master List)

Date: 6.20.2013

Print Name: D. NICKLES
Title: FPC **Dept.** FIRE **Tel.:** 3207

a. ADDITIONAL COMMENTS:

☐ 1.

b. CASE SPECIFIC CODE REQUIREMENTS: (these are not standard code requirements)

☐ 1.

c. SUGGESTED CONDITIONS: (may or may not be adopted by the Hearing Officer)

☒ 1. PROVIDE VERIFICATION ~~CERTIFICATION~~ THAT ALL CODE VIOLATIONS IDENTIFIED ON OCTOBER 8, 2012 HAVE BEEN ADDRESSED. SEE ATTACHED FIRE & LIFE SAFETY INSPECTION REPORT.

Glendale CA Fire Department
Fire & Life Safety Inspection Report

"We Help People"

Printed: June 20, 2013 | Inspection Co.: P23
Last Inspection: October 8, 2012 | Occupancy Class: 47
Business Name: SIDEWALK CAFE
Address: 901 W GLENOAKS BLVD; GLENDALE CA 91201
Business Phone: 818-246-1000 | Owner's Phone: | Cell Phone:

Bus Owner/ Prop Mgmnt: **HENDRICK TOROSSIAN**
Owner Address:
City/State/Zip: **, CA**

☐ AT THE CONCLUSION OF TODAY'S INSPECTION, REASONABLE FIRE SAFETY EXISTS.

You are hereby notified to correct the condition(s) listed below. Failure to comply with this notice may result in legal action. A reinspection will be made on or about _____. *Inspected By: Gevorg Nazaryan*

(Signature of Recipient) *(Date)*

TEST AND CERTIFICATION

Provide documentation for the test and certification for items marked 1-9. SEE BELOW for qualification standards. A licensed contractor shall repair deficiencies within 30 days. You may confirm which deficiencies require repair with the fire inspector. §901.6

X 1. FIRE: Five Year- Automatic Fire Sprinkler System / Standpipe (Class I, II, III) / Fire Pump
__ 2. FIRE: Annual- Automatic Fire Sprinkler System / Standpipe (Class I, II, III) / Fire Pump
__ 3. FIRE: Semi-Annual- Hood System / Engineered Fixed Extinguishing System (Halon, Argonite, Inergen, etc.)
__ 4. FIRE: Annual- Fire Alarm System (Automatic and/or Manual)
X 5. FIRE: Annual- All Exit Signs and/or Emergency Lighting
X 6. FIRE: Annual- Fire Extinguishers. *See below for mail-back instructions.
__ 7. FIRE: Annual- All Single-Station Hardwired Smoke Detectors. Battery back-up if applicable. *See below for mail-back instructions.
__ 8. FIRE: Annual- Fire Escape
__ 9. FIRE: Annual- Fire Rated Doors and Shutters

GENERAL

__ 10. FIRE: Post the phone number and person responsible for the property at the main entrance or specified location. **25 CA ADC §42**
__ 11. FIRE: Remove the accumulation of combustible storage, waste, or material in the building, structure, or premises. **§ 304.1** *See comments below.
__ 12. FIRE: Provide address numbers that are plainly visible and legible from the street, alley, and/or walkway (day and night). **§ 505.1**
__ 13. FIRE: Provide key box and/or keys (label each key) for fire department access. A key box must be purchased through Permit Services. **§ 506.1** *See below for address.
__ 14. FIRE: Apply for a Zoning Use Certificate (ZUC) at the City of Glendale, Permit Services Department, 633 E. Broadway Rm 101. **GMC 30.46.020** *See below for address.
__ 15. FIRE: Repair all damage in fire rated walls, floors, and/or ceilings. Proper building material and fire rating shall be maintained. **§ 703** *See comments below.
__ 16. FIRE: Discontinue any activity involving open flame, burning, smoking, barbecuing/cooking, or any similar activity regardless of purpose or function. **§ 301.3**
__ 17. FIRE: Obtain proper building and fire permits for all work conducted on the premises. Immediately stop all work. Apply for a permit from the City of Glendale Permit Services Department, 633 E. Broadway Rm 101. **§ 105**

EXITING

__ 18. FIRE: Remove all obstructions at exit doors, aisles, corridors, stairways, and all other portions within the means of egress. **§ 1030**
__ 19. FIRE: Exit doors/fire rated assemblies shall be maintained operational at all times. Rated doors shall not be blocked open. **§ 703**
__ 20. FIRE: Exit doors shall be openable from inside without key or special knowledge or effort. Remove unapproved hardware. **§ 1008.1.9**
__ 21. FIRE: Provide proper exit signage as directed. Signs shall be properly illuminated with back-up power. **§ 1011** *See comments below.

FIRE PROTECTION EQUIPMENT

__ 22. FIRE: Fire extinguishers shall be easily accessible and immediately available for use. **§ 906.5**
__ 23. FIRE: Maintain 24 inch (non-sprinklered) / 18 inch (sprinklered) clearance between the ceiling and storage in a building. **§ 315.2.1**
__ 24. FIRE: Trash containers shall not be within 5 feet of any portion of a structure unless protected by a fire sprinkler. Addition of a fire sprinkler shall be completed under fire permit. **§ 304.3.3** *See below for address.
__ 25. FIRE: All fire protection and fire alarm systems shall be maintained in an operative condition at all times. Replace or repair where defective (supervisory, trouble, malfunction, etc.) by qualified personnel only. Any alterations to the system shall be completed under permit. **§ 901.6** *NOTE: A service charge will be assessed as a result of the third false alarm (plus each false alarm thereafter) within any 12 month period. §104.12*

Code citations are from the 2011 Glendale Building & Safety Code, Volume VI, Ordinance 5714

___ 26. FIRE: Fire alarm system shall be placed on "TEST" and an active fire watch shall be conducted by the owner or representative until the system is fixed, tested, and certified § 901.6

ELECTRICAL

___ 27. FIRE: Abate all electrical hazards. § 605.1 **See comments below.*

___ 28. FIRE: Eliminate extension/flexible cords used as a substitute for permanent wiring. Obtain permit to install permanent wiring. § 605.5

___ 29. FIRE: Provide a minimum of 30 inches width, 36 inches depth, and 78 inches height of clearance around electrical panels. § 605.3

Additional Violation / Comments

door sign *provide signs on all exit doors that state "this dooe to remain open during business hours".*

REQUIRED CERTIFICATION INTERVALS AND QUALIFICATION STANDARDS

- **Performed by a State Licensed Fire Protection Contractor (C-16) or licensed by State Fire Marshal**
  1. Five Year- Automatic Fire Sprinkler System / Standpipe (Class I, II, III) / Fire Pump
  2. Annual- Automatic Fire Sprinkler System / Standpipe (Class I, II, III) / Fire Pump
  3. Semi-Annual- Hood System/Engineered Fixed Extinguishing system (Halon, Argonite, Inergen, etc).
- **Performed by a State Licensed Electrical Contractor (C-10)**
  4. Annual- Fire Alarm System (Automatic/Manual). Only the UL authorized certificate holder responsible for the building can test, certify, and perform any work on the system. **Applies only to systems installed after 1989.*
  5. Annual- All Exit Signs and/or Emergency Lighting
- **Performed by a State Licensed Electrical Contractor (C-10) if the property has over 25 units. If the property has 25 units or less a qualified owner may perform the test.**
  6. Annual- All Single-Station Hardwired Smoke Detectors. Battery back-up if applicable.
- **Performed by any person(s) licensed by the State Fire Marshal**
  7. Annual- Fire Extinguishers
- **Performed by a State Licensed General Contractor (A or B)**
  8. Annual- Fire escape
- **Maybe performed by Owner or State Licensed General Contractor (A or B)**
  9. Annual- Fire Rated Doors and Shutters

**Note: Glendale does not recognize "LAFD Regulation 4" testers.*

FIRE EXTINGUISHER AND SMOKE DETECTOR CERTIFICATION MAIL BACK

This portion shall be filled out for fire extinguisher and/or smoke detector certifications. A copy shall be mailed back to the ***correct*** *fire station with ALL SPACES properly filled out. *See below for fire station address*

1. I hereby certify that all fire extinguishers on the property have been serviced per code.
   - Servicing Firm:_____
   - Servicing Rep:_____
   - State License Number:_____
   - Phone Number:_____

   ***Note:** Invoice/receipt can be mailed as proof of certification instead of providing above information.

2. I hereby certify that the property has 25 units or less. All smoke detectors (in every unit) were tested, are in the proper locations, and work properly per code. ***Note:** If the property has more than 25 units, the test and certification *must be completed by a C-10 electrical contractor*. The certification must be documented on a separate sheet by the electrical contractor.
   - Owner Name:_____
   - Owner Signature:_____
   - Owner phone number:_____

FIRE DEPARTMENT ADDRESSES

☐	Fire Station :		
☐	Permit Services:	633 E. Broadway (Suite 101) Glendale, CA 91206	818 548-3200
☐	Fire Prevention Bureau:	780 Flower Street, Glendale, CA 91201	818 548-4810