glendale california
City of Glendale
Community Development
Planning & Neighborhood Services

633 E. Broadway, Room 103
Glendale, CA 91206-4311
Tel 818.548.2140 Tel 818.548.2115
Fax 818.240.0392 ci.glendale.ca.us

August 20, 2015

Kamran Aryai
Envirotecture, Inc.
3600 Wilshire Boulevard, #1402
Los Angeles, Ca. 90010

RE: 221 NORTH BRAND BOULEVARD
PARKING EXCEPTION CASE NO. PPPEX 1513435
(North-West College)

(DIRECTOR OF COMMUNITY DEVELOPMENT REVIEW)

Dear Mr. Aryai:

Pursuant to Chapter 30.32.020, the Director of Community Development has processed an application for a Parking Exception for the property in the "DSP/AT" – Down Town Specific Plan/ Alex Theatre District, located at **221 North Brand Boulevard**, and described as Lot 7 and a Portion of Lot 6, Block 6 of the Glendale Boulevard Tract, Glendale, in the City of Glendale, County of Los Angeles.

The application is hereby **APPROVED**, based on the following analysis and findings, and subject to the following conditions.

PROJECT PROPOSAL

The proposed project consists of converting an existing 9,478 square foot general office space, to a general office and private specialized school located at 221 North Brand Boulevard for North-West College. The new tenant space is deficient by 19 parking spaces. The parking exception request is to allow the conversion of the office space to office/private specialized school without providing the additional 19 parking spaces required by Code.

SUMMARY AND BACKGROUND

The project is located on the west side of Brand Boulevard between Wilson Avenue and California Avenue. The site and its surrounding block are zoned DSP/AT – Downtown Specific Plan, Alex Theatre District. This zone allows for a combination of entertainment, general office and private specialized school, retail and service uses, with the possibility of mixed-use residential development and meeting facilities. The Orange Street Garage is within 500 feet of the subject tenant space.

The existing building is made up of three levels: the basement, first floor and second floor. North West College currently occupies the basement level and has been in operation for about twelve years, since 2003. The existing first floor of the building is used as a lobby for

the College and a separate personal service business (FedEx Office). North West College is proposing to occupy the second floor by replacing the existing general office space with a combination of general office and private specialized school.

In February 2003, North-West College was approved for a Parking Exception on the basement level. The classroom operation occupied about 3,500 square feet of the 9,679 square feet of basement level. At that time, North-West College was deficient by 61 parking spaces based on the parking calculation from the change in use from retail use to the classroom use. The parking requirement for classroom space, in 2003, was one (1) parking space per 35 square feet of classroom area and retail was parked at four (4) spaces per 1,000. The building has no on-site parking and has approximately 28,055 square feet of commercial space in three levels. The existing building footprint covers the majority of the 10,500 square foot lot.

PARKING EXCEPTION REQUEST

The applicant is requesting a parking exception to allow a conversion on the 9,478 square foot second floor from general office to private specialized school in conjunction with the general office use without providing 19 additional parking spaces.

GMC Section 30.32.050 requires that all new projects shall provide a minimum of four parking spaces per 1,000 square feet of instruction area (with no classroom setting) in the DSP zone. The 9,478 square feet would require 38 parking spaces in the DSP for a private specialized school. The previous office use required two parking spaces per 1000 square feet of floor area or 19 spaces. According to GMC 30.32.030.B.5, the change of use from general office to private specialized school would require an additional 19 on-site parking spaces.

The project involves instruction in laboratory settings, which justifies using the 4 parking spaces per 1000 square feet instead of that for the traditional classroom seating arrangement.

The applicant is requesting a parking exception for the reduced number of parking spaces. The tenant has agreed to obtain parking in the Orange Street Garage to address the shortfall in number of spaces.

REQUIRED FINDINGS

After considering the evidence presented with respect to this application, the Director of Community Development has determined that Parking Exception Case No. PPPEX 1513435, a request to allow for the conversion of the existing 9,478 square feet of general office to private specialized school without providing 19 on-site parking spaces, in conjunction with the development of a general office within an existing tenant space at 221 North Brand Boulevard, meets the findings of Section 30.32.020 as follows:

A. Parking spaces required for the proposed use or construction proposal cannot reasonably be provided in size, configuration, and number of spaces or locations specified by the provisions of this title without impairment of the project's viability;

The scope of the project and the existing conditions of the site result in practical difficulties that impair the project's viability if the strict requirement for number of parking spaces were applied.

The 10,500 square feet project site is zoned DSP Alex Theater District and is located in the former Central Glendale Redevelopment Project Area. The Central Project Area was established with the intent of revitalizing the community's central core through the creation of a dynamic and diverse downtown; the Downtown Specific Plan continues to implement that vision. In addition to providing a framework to guide responsible growth and development in Downtown Glendale, the DSP supports a variety of economic activities and mixed use development, including very dense urban housing, to provide a diverse downtown climate, seeks to preserve the distinctive character of each of the DSP's districts, and encourages quality urban design. The zoning promotes a variety of commercial and residential development, and allows for private specialized school uses by right since the business is not located at the ground level. The subject building has housed a combination of offices, retail stores and private specialized schools with no onsite parking since its construction in 1951.

The proposal is to convert the existing general office (previously Glendale News Press) at 221 North Brand Boulevard to a general office and private specialized school ("North-West College"). The conversion of the existing tenant space from general office to private specialized school results in a parking space deficit of 19 spaces, according to Code. The resulting increase in the number of required parking spaces, however, cannot be accommodated onsite given the current building footprint and site plan. There is no physical room to provide any parking on the property. Furthermore, the adjacent lots are all fully developed so no additional area is available to be used for off-site parking for the proposed use. Orange Street Garage can provide parking within walking distance for surrounding commercial uses, employees, and students.

Thus, the 19 required parking spaces cannot reasonably be provided on-site for the proposed redevelopment of the property without affecting the feasibility of the project.

B. The parking exception will serve to promote specific goals and objectives of the adopted plan for the former Central Glendale Redevelopment Project Area and will be consistent with the various elements of the General Plan and will promote the general welfare and economic well being of the area.

This project is consistent with the intent of the goals and objectives of the former Central Glendale Redevelopment Project area. Applicable goals include promoting the general welfare and economic well-being of the area. The general office and private specialized school at this location provides diversity to the project area while being consistent with and complimentary to other uses. Occupancy of the vacant 9,478 square foot tenant space reduces the incidence of vacancy within the project area.

The project is consistent with the elements of the General Plan. The Land Use Element encourages a vibrant array of commercial (retail. service, office, entertainment) uses, in addition to very high density, urban housing and mixed use developments. The project involves a general office and private specialized school that will serve the community since the school is geared toward the training of medical professionals that are typically employed in the nearby hospitals. The Circulation Element classifies Brand Boulevard as a Major Arterial that can accommodate the traffic and circulation patterns for this commercial land use. The site is not designated as a future park or open space site in the Open Space and Conservation Element or the Recreation Element. The site is not in an active fault zone as shown in the Safety Element. For all these reasons, the project will be consistent with the various elements and objectives of the Glendale General Plan.

C. The project involves exceptional circumstances or conditions applicable to the property involved, or the intended use or development of the property that do not apply generally to other property in the area;

The project involves an exceptional condition that does not apply generally to other property in the area: the building in which the general office and private specialized school is located covers most of the site so that it is infeasible to alter the size or configuration of the structure to accommodate on-site parking. The Code-required parking for private specialized school uses (not utilizing a classroom setting) in the DSP is four spaces per 1,000 square feet of gross floor area. The conversion of the 9,478 square feet of general office to private specialized school would require an additional 19 parking spaces, which cannot be provided onsite. Therefore, there are exceptional circumstances that applicable to the property involved that do not apply to other areas of the city zone for the proposed use.

D. There are mitigating circumstances whereby the exception will not be materially detrimental to the public welfare or injurious to property or improvements in the vicinity of the property or in the neighborhood in which the property is located.

The granting of the parking exception for a 19 space parking reduction will not be detrimental to the public welfare or other developments in the surrounding neighborhood. The parking exception request for 19 spaces for the expansion of the existing private specialized school, involves reusing a portion of an existing general office use. The private specialized school is located in a mixed-use commercial building that utilizes the parking provided within the nearby public parking garage located within walking distance on Orange Street. Furthermore, many of the private specialized school students are anticipated to use public transportation. Therefore, the approval of a parking exception for 19 parking spaces will not be detrimental to the public welfare or surrounding neighborhood.

Lastly, pursuant to GMC Section 30.32.020, approval of the parking exception is valid so long as the specific land use remains the same as at the time of permit issuance, including, but not limited to, tenancy, hours of operation, clientele served, services or goods offered and mix of activities within the use. The permit does not run with the land. Accordingly, the parking provided will be sufficient for the proposed use, and any potential future uses would need to obtain a new parking exception, if required.

Therefore, Parking Exception PPPEX 1513435 is hereby **APPROVED**, subject to the following conditions:

CONDITIONS OF APPROVAL

1. That the proposed establishment 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 as authorized by the Director of Community Development. Nothing in this approval letter shall authorize the proposed project to deviate from any other zoning code requirements that are not specifically advertised in this application.

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 the Parking Exception is valid only insofar as the specific use for which it was granted. The permit runs with the general office and private specialized school use as long as there is no intensification of the use or that other uses proposed will not require more parking as provided herein as determined by the Director of Community Development.

4. That any other changes on this project shall be subject to review and approval of the Director of Community Development.

5. That the applicant comply with the condition of the attached Parking Exception Motion dated Tuesday, February 18, 2003.

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.

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 **SEPTEMBER 4, 2015** 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.

TRANSFERABILITY

This authorization runs with 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 or the proposed operator, 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 parking exception permits.

To consider the revocation, the Community Development Department shall hold a public hearing after giving notice by the same procedure as for consideration of a parking exception permit at least ten (10) days notice by mail to the applicant or permittee. Continuing jurisdiction over any case is the purview of the Director of Community Development.

GMC CHAPTER 30.41 PROVIDES FOR

Termination

Every right or privilege authorized by a parking exception 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 parking exception 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, Bradley Collin, who acted on this case. He may be reached at 818-548-3210 or bcollin@glendaleca.gov. 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,

Philip Lanzafame
Interim Director of Community Development

PL:TF:BC:sm

CC: City Clerk (K.Cruz); Police Dept. (Lt.S.Bickle/Z.Avila); City Attorney's Dept. (G. van Muyden/Y.Neukian); Fire Prevention Engineering Section-(D.Nickles); Dir. Of Public Works (R.Golanian); Traffic & Transportation Section (W. Ko/S. Vartanian); General Manager for Glendale Water and Power (S.Zurn); Glendale Water & Power--Water Section (G. Tom/S. Boghosian); Glendale Water & Power--Electric Section (V. Avedian/B. Ortiz); Parks, Recreation and Community Services Dept. (T.Aleksanian); 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); and case planner - Bradley Collin.

M O T I O N

Moved by Agency Member Yousefian, seconded by Agency Member Weaver, that the Glendale Redevelopment Agency, after having reviewed the Director of Development Services February 18, 2003 staff report and any exhibits thereto concerning a parking exception in conjunction with a change in use in a portion of the building located at 221 North Brand Boulevard from office to instructional use, hereby grants a parking exception for 61 parking spaces based upon the following findings and conditions made pursuant to Chapter 30, Section 30.124.020 of the Glendale Municipal Code, 1995:

a. The parking spaces required for the proposed use or construction cannot reasonably be provided in size, configuration, number of spaces or locations specified by the provisions of this title without impairment of the project's viability. The existing building covers virtually the entire property, so it is infeasible to provide the required parking on site.

b. The parking exception will serve to promote specific goals and objectives of the adopted plans for the Central Glendale Redevelopment Project Area and will be consistent with the various elements of the General Plan and promote the general welfare and economic wellbeing of the area. The redevelopment plan calls for a mix of uses in the project area and seeks to prevent re-introduction of blighting influences in the project area. The proposed use adds diversity to the project area while being consistent with and complementary to other uses. Occupancy of an otherwise vacant approximately 9,679 square foot tenant space reduces the incidence of vacancy within the project area.

c. The project involves exceptional circumstances or conditions applicable to the property involved, or to the

intended use or development of the property that do not generally apply to other properties in the same area. The existing building at 221 North Brand Boulevard predates existing parking codes, takes up virtually the entire property and therefore cannot be reconfigured or structurally altered to provide the necessary parking on site.

d. There are some mitigating circumstances whereby the exception will not be materially detrimental to the public welfare or injurious to property or improvements in the vicinity of the property or in the neighborhood in which the property is located. The public Orange Street garage is located directly across the alley within 500 feet of the subject property and has sufficient space to accommodate parking from this use.

e. The Redevelopment Agency further finds that the project is categorically exempt under Agency and the California Environmental Quality Act (CEQA) Guidelines Section 15301, Class 1, Minor Alterations of Existing Facilities.

CONDITIONS:

1. Every student, instructor and staff person will receive parking key card (either monthly pass or debit card) to fully mitigate the College's parking deficiency identified herein. Because enrollment will fluctuate on a monthly and semester basis, the College will regularly submit to the City (Development Services) both enrollment information and evidence that all College users (students, instructors and staff) have been issued a parking key card for use at the Orange Street Parking Garage. Failure to do so will be considered a failure to address and mitigate the code-based parking deficiency of 61 parking spaces.

Vote as follows:

Ayes: Gomez, Manoukian, Weaver, Yousefian, Quintero

Noes: None

Absent: None

Abstain: None

THE MOTION WAS ADOPTED AT THE REGULAR MEETING OF THE GLENDALE REDEVELOPMENT AGENCY
HELD ON: Tuesday, February 18, 2003.

APPROVED AS TO FORM

DATE 2/13/03