glendale california
City of Glendale
Community Development
Planning & Neighborhood Services

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October 14, 2016

Janelle Williams
Williams Land Use Services
2418 Honolulu Avenue, Unit 'B'
Montrose, CA 91020

RE: 2260 HONOLULU AVENUE
PARKING REDUCTION PERMIT NO. PPRP 1615101

Dear Ms. Williams:

On September 21, 2016, the Planning Hearing Officer conducted and closed a public hearing, pursuant to the provisions of the Glendale Municipal Code, Title 30, Chapter 30.50, on your application for a Parking Reduction Permit to allow a physical instruction school (Arthur Murray Dance Center) without providing the required number of parking spaces, located at **2260 Honolulu Avenue**, in the "CR" Commercial Retail Zone, described as SE 17 feet of Lot 49 and all of Lot 50 and NW 18 feet of NE 65 feet and SW 60 feet of Lot 51, Tract No. 1701, in the City of Glendale, County of Los Angeles.

CODE REQUIRES

1) Twenty-Three (23) on-site parking spaces are required at this location for a change of use from retail (4 spaces per 1,000 square feet) to schools, physical instruction (10 spaces per 1,000 square feet) in a 3,791 square foot tenant space. A parking reduction permit is required when a use cannot provide the necessary parking on-site.

APPLICANT'S PROPOSAL

1) To obtain a Parking Reduction Permit to allow a physical instruction school (Arthur Murray Dance Center) without providing the required parking.

ENVIRONMENTAL DETERMINATION

This project is categorically exempt from CEQA review as a Class 3 (New Construction or Conversion of Small Structures) exemption, pursuant to State CEQA Guidelines Section 15303.

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:

B. For the proposed intensification of use within an existing building that is determined by the review authority to be located within a reasonable distance of an off-street City parking facility. A request for parking reduction may be granted by the review authority, based on the type of use and its associated parking characteristics, including:

1) **Peak hours of use and turnover rate;**

2) **The ability of the use to meet parking requirements through other means;**

3) **The availability of spaces in the nearby City parking facility;**

4) **The distance to the use from the parking facility; and**

5) **Measures proposed by the applicant to ensure employee and patron use of the City parking facility.**

Peak Hours of Use and Turnover Rate

The physical instruction school is an appropriate use for shared parking since the majority of the classes will occur after typical peak hours for the Montrose Shopping Park with a slight overlap during the dinner hour. The peak parking demand for the dance studio will not conflict with the current lunch and evening parking demand caused by neighboring food establishments. Arthur Murray Dance offers ballroom dance lessons with a focus on adults in evening classes after work. The lessons are mainly one on one, with a maximum of 2-4 lessons generally offered simultaneously. One to two group lessons, with an average of 10-15 students, will be offered usually after 7:00 p.m. The business owner indicated that their initial hours will be Monday through Friday from 1:00 p.m. to 10:00 p.m., with the anticipated peak days being Wednesday and Thursday. Eventually, the owner would also like to offer weekend classes. Dance sessions generally run 40-45 minutes and start on the hour.

The ability of the use to meet parking requirements through other means

A reasonable amount of parking spaces are currently provided on street and in public parking lots. Sharing parking facilities is anticipated and identified in the North Glendale Community Plan for businesses located in the Montrose Shopping Park, because very few buildings in Montrose are able to provide off-street parking. There are three city-owned parking lots located with 500 feet of the subject site and a total of seven lots serve the businesses of the shopping park. The proposed business is within easy walking distance from the street and public parking lots. Additionally, the Montrose Shopping Park and the site location are served by the local Beeline bus route, the MTA transit lines, bicycle lanes and multiple bicycle racks which are provided for patrons and employees of the local Montrose businesses.

The Availability of Spaces in Nearby City Parking Facilities

The site is located in a multi-tenant building and is part of the Montrose Shopping Park. The Shopping Park is similar to a large outdoor mall, where patrons park either on Honolulu Avenue, in the City-owned lots behind the commercial businesses, or in private commercial parking lots. Presently, there are two tenant spaces along Honolulu Avenue within this building (Cracking Crab restaurant and the subject tenant space), and multiple office spaces at the first and second building levels at rear along Market Street. The proposed physical instruction school tenant space is 3,791 square feet. There are no on-site parking spaces available for this tenant space. Therefore, the applicant is planning to use the neighboring public parking lots and on-street parking for their employees and patrons. The previous retail use required four spaces per 1,000 square feet of floor area. The proposed physical instruction school use requires 10 spaces per 1,000 square feet of floor area. A parking reduction permit is required because the applicant is unable to provide the required 23 parking spaces on-site.

The project site is located within the Montrose Shopping Park where use of shared parking facilities is encouraged by the North Glendale Community Plan (Area 5a). A parking study was prepared that demonstrated adequate parking inventory is within close proximity to the site for employees and patrons for this use during the proposed hours of operation. A total of seven city-owned parking lots are located within the shopping park area that is intended to serve the businesses in the shopping park. Three of the seven lots are located within 500 feet of the subject property including Lots 1, 3 and 7. An analysis of available information has shown that these lots can accommodate the additional 23 parking spaces needed for the use. This is based on the number of parking spaces available during different times of the day in relation to the subject business' peak and off peak hours. As a result, sufficient parking is provided for the proposed physical instruction school use.

The applicant provided parking counts of metered on-street parking spaces and public parking Lots 1, 3 and 7. Counts taken on Wednesday evening at 7:00 and 8:00 p.m. showed 19 and 20 on-street metered spaces available on Broadview Drive, Market Street, Honolulu Avenue, and Ocean View Boulevard. There were 24 and 31 spaces available on the same surrounding streets on Thursday. Lots 1, 3 and 7 had a total of 124 and 81 spaces available on Wednesday and Thursday at 7:00 p.m. Parking counts were also taken on a Saturday from 9:00 a.m. to 6:00 p.m. This count showed 29 and 30 on-street metered spaces available on the above-mentioned streets between noon and 2:00 p.m. (the peak time). Lots 1, 3 and 7 had a total of 30 parking spaces available at noon (the peak time).

During the times counted, (Wednesday and Thursday from 1:00 p.m. to 10:00 p.m.) an average of 35 percent of the study areas 576 parking stalls are available. An average of 26 percent of the parking stalls are available during the peak times of 7:00 p.m. and 8:00 p.m. on both Wednesday and Thursday. This evidence supports the fact that there is a surplus of parking to meet the demand of the physical instruction school during its peak hours of operation. The applicant will ensure that their students are made aware that there are multiple parking lots in the area and to use parking Lots 1, 3 and 7 by posting a sign in the facility.

The Distance to the Use from the Parking Facility

There are three City-owned parking lots located within 500 feet of the subject property. Lot 1 is located east of the subject tenant space across Market Street and down an alley. This lot has 36 shared parking stalls and is accessed from the alley off Market Street and Verdugo Road. Lot 3 is located north of Honolulu Avenue and is accessed by Florencita Drive, Thompson Court, or Ocean View Boulevard. This lot has 323 parking stalls, which are shared with all businesses in the area. It is approximately 0.1 mile, or two minutes walking distance from the subject tenant space. Lot 7 is located south of the subject tenant space across a 20 foot wide alley with 92 parking spaces that are also shared with the Montrose businesses. Access is provided from Market Street, Broadview Drive, and Ocean View Boulevard.

Measures Proposed by the Applicant to Ensure Employee and Patron Use of the City Parking Facility

The only staff at this time are the two business owners/instructors. The owners have indicated that they plan to hire two teachers and a receptionist in the near future. The applicant will post a map/diagram and email their clients to inform them of available nearby parking facilities in off-street lots.

CONDITIONS OF APPROVAL

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

1. The development shall be in substantial accord with the plans submitted with the application and presented at the hearing except for any modifications as may be required to meet specific Code standards or other conditions stipulated herein to the satisfaction of the Planning Hearing Officer.

2. All necessary licenses or permits as required from Federal, State, County or City shall be obtained and kept current at all times, including a Business Registration Certificate from the City of Glendale.

3. Provide a photograph or proof to the satisfaction of the Planning Hearing Officer that signs or maps have been posted inside the facility indicating that public parking Lots 1, 3, and 7 are available for parking.

4. The facilities shall not be rented, leased or otherwise occupied for purposes not specified in these applications.

5. The parking reduction permit is valid for the specific use for which it was granted or similar land use as determined by the Planning Hearing Officer in concurrence with the Director of Community Development. The permit runs with this specific land use as long as there is not intensification of the use or that other uses proposed will not require more parking as provided herein as determined by the Planning Hearing Officer.

6. Any expansion or modification of the facility or use which intensifies the existing Parking Reduction Permit shall require a new Parking Reduction Permit application.

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

7. The premises shall be maintained in a clean and orderly condition, free or weeds, trash and graffiti.

8. Access to the premises shall be made available upon request to all City of Glendale authorized staff (i.e. Community Development Department, Fire Department, Police Department, etc.) for the purpose of verifying compliance with all laws and the conditions of this approval.

9. An Acceptance Affidavit accepting the parking reduction permit and all its conditions shall be signed and notarized and submitted to the Planning Hearing Officer prior to the issuance of a Business Registration Certificate.

10. The authorization granted herein shall be valid for a period of **5 YEARS, UNTIL OCTOBER 14, 2021,** at which time, a reapplication must be made.

APPEAL PERIOD

Under the provisions of the Glendale Municipal Code, Title 30, Chapter 30.62, any person affected by the above decision has the right to appeal said decision to the City Council 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 31 , 2016,** 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.glendaleca.gov/appeals

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, 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 Reduction Permits, 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 variance 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 Parking Reduction Permit shall terminate two (2) years after the granting of such, unless the exercise of such right or privilege has commenced in good faith prior to such time, except as otherwise provided for.

Extension
An extension of the Parking Reduction 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 Variance

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

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, Kristen Asp, at 818-937-8161 or kasp@glendaleca.gov

Sincerely,

Roger Kiesel
Planning Hearing Officer
RK:KA: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-(J.Halpert); 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 (J. Jouharian,); Integrated Waste Management Admin. (D. Hartwell); Maintenance Services Section Admin. (D. Hardgrove); Street and Field Services Admin.; Environmental Management (M. Oillataguerra); and case planner Kristen Asp.