

**Community Development Department**  
**INTERDEPARTMENTAL COMMUNICATION**

**DATE:** September 30, 2013

**TO:** Community Development Department

**FROM:** Hassan Haghani, Director of Community Development

**PREPARED BY:** Vilia Zemaitaitis, Senior Planner *VZ*

**REVIEWED BY:** Timothy Foy, Deputy Director of Planning & Neighborhood Services *TF*

**SUBJECT: Administrative Parking Exception for six (6) spaces at  
3661 San Fernando Road (PPEX1323467)**

The applicant is requesting a parking exception to allow for the conversion of an approximately 3,680 square foot warehouse building to a general building contractor's office and property management office without providing the additional six parking spaces. The property is zoned IMU-R (Industrial/Commercial-Residential Mixed Use) and is located in the San Fernando Road Corridor Redevelopment Project Area. The property features an existing building located on the easterly half of the property and a paved parking area on the westerly half. There are no permit records indicating the exact number of parking spaces in the paved parking area. However, the applicant has submitted a site plan that shows that four parking spaces that comply with current code standards can be provided. The project includes proposed changes to the interior and exterior of the building (interior tenant improvements proposed to accommodate the office uses), in addition to the parking exception.

Section 30.32.030.B.5 stipulates when a change of use requires more off-street parking than the previous use, additional parking spaces shall be provided equal in number to the difference between the total number of spaces required by the new use and the number of spaces required for the immediately previous use. Warehouse uses require one parking space per 1,000 square feet of floor area, while office uses require 2.7 parking spaces per 1,000 square feet. The proposed use would require a total of 10 on-site parking spaces. The previous warehouse use of the building would have required four parking spaces; four parking spaces can be provided in the parking area, as per the submitted plan. Thus, the proposed use would require six additional on-site parking spaces. Therefore, the applicant is requesting an administrative parking exception for these spaces. Furthermore, the parking exception includes the exemptions from the Code sections that prohibit backing out on San Fernando Road (GMC Section 30.32.090.G) and that required parking lot landscaping (GMC 30.32.160).

Per the letter submitted by the applicant, the proposed uses (general building contractor and property management company) feature a limited number of operational staff and few visitors and public use of the facility. Managerial staff will be using the office area when not in the field. Subcontractors will infrequently visit the property, and mostly in the early morning. There will be no outside equipment storage or overnight truck parking. Therefore, the proposed uses are not typical of general office uses that would have a parking demand of 2.7 spaces per 1,000 square feet, as required by Code.

## **FINDINGS:**

### **a. That parking spaces(s) required cannot be reasonably provided on site.**

The existing building is located on the eastern half of the 50 foot wide site. The westerly half of the lot is a paved parking area with an undefined number of parking spaces per previous building permit site plans. The change of use requires that one handicap space and a four foot path of travel from the rear of the building be provided. The submitted site plan shows that a total of four parking spaces (one handicap space and three parallel parking spaces along the westerly property line) can be provided onsite and comply with current Code in terms of width, length and back-up distance. Given the narrow width of this parking area (approximately 20 feet) and the required path of travel, there is no possibility of providing angled parking or parking perpendicular to the building. Staff has worked with the applicant in regards to providing the maximum number of code-compliant parking spaces onsite. There is no physical space that remains on the site to provide additional parking spaces.

### **b. The parking exception will serve to promote specific goals and objectives of the adopted plan for the San Fernando Road Corridor Project Area and will be consistent with the various elements of the General Plan and promote the general welfare and economic well-being of the area.**

The redevelopment plan calls for a mix of uses and the prevention of blighting influences in the project area. The proposed general building contractor and property management offices are complementary uses to the industrial and construction-related businesses along the southerly portion of San Fernando Road. The site has a land use designation of Mixed Use and is zoned IMU-R. Offices are a permitted use in this zone. The Circulation Element classifies this portion of San Fernando Road as a Major Arterial. This street will be able to accommodate the incremental increase in traffic the proposed use would generate and is consistent with the Circulation Element. The Open Space and Conservation Element does not identify this site for park or open space use. No other elements of the General Plan would be impacted as a result of the proposed use. The proposed small business will generate approximately seven jobs (per the letter submitted by the applicant) and thus will help promote the welfare and economic well-being of the Corridor, as well as the City.

### **c. That the building on site involves exceptional circumstances or conditions applicable to the property involved.**

The 7,500 square foot site was developed in 1949 and 1950 with an approximately 3,680 square-foot building. As noted in section a, the property cannot reasonably accommodate additional parking spaces due to the physical space limitations on the site.

As also stated in section a above, the parking exception includes a request to allow for the continued backing out onto San Fernando Road. Due to the narrowness of the parking area, it appears that individuals have backed out of the parking area onto San Fernando Road since development of property over 60 years ago (since 1950). This request to allow for the continued backing out of the parking area seems reasonable, given the past precedence and the fact that there is no space to turn around within the parking area.

Lastly, the parking exception also features a request to not provide the required parking lot landscaping following the restriping of the parking lot; there is over 200 square feet of landscaping provided in front of the building that will be maintained. Based on the submitted plan, featuring the required handicap space, the three parallel spaces, the four foot path of travel along the building,

and the overall narrow width of the parking area, there is practically no room available for landscaping to be provided to meet Code. Furthermore, this parking area with no landscaping is an existing condition that has been in place for over sixty years since the development of the site; the change of use in conjunction with the continued lack of parking lot landscaping is not anticipated to negatively affect the project or its surrounding neighbors.

- 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.**

As previously mentioned, the proposed general building contractor and property management uses feature a limited number of operational staff and have very few visitors and public use of the facility. The managerial staff will be using the office area when not in the field, while subcontractors will infrequently visit the property and mostly in the early morning. Because both uses are related and run by Fredrik Towers, Inc, the property owner/operator can self-manage the parking lot and temporarily double-park cars or trucks on an infrequent, as-needed basis. No contractor vehicles will be parked overnight. Consequently, the proposed contractor and property management uses are not typical of general office uses that would have a parking demand of 2.7 spaces per 1,000 square feet, as required by Code. Therefore, approval of the parking exception is not anticipated to result in any detrimental impacts to the public welfare or the neighborhood in which the property is located.

**California Environmental Quality Act (CEQA) Review:**

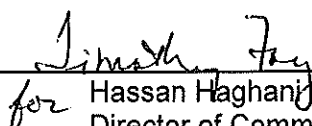
The proposed project is Categorically Exempt pursuant to CEQA Guidelines Section 15301, Class 1, Minor Alteration of Existing Facilities.

---

**CONDITIONS OF APPROVAL:**

**APPROVAL** of this Parking Exception shall be subject to the following conditions:

- 1) That the development shall be in substantial accord with the plans presented in conjunction with the application for the Parking Exception, except 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 the parking exception shall apply for the proposed general contractor's office and property management office. If either of the two uses change, a new parking exception shall be required if the new use has a parking requirement greater than one space per 1,000 square feet (as per the parking requirement for the original warehouse use prior to the change of use).
- 4) That the parking lot shall be striped per the submitted plan and that the premises shall be maintained in a clean and orderly condition, free of weeds, trash and graffiti.

Signed   
for Hassan Haghani  
Director of Community Development

Date October 8, 2013