



December 28, 2015

Mr. John Lee  
c/o Lee Capital Builders, Inc.  
6167 Bristol Parkway, Suite 430  
Culver City, CA 90230

**RE: 2713 HOLLISTER TERRACE  
ADMINISTRATIVE EXCEPTION CASE NO. PAE 1521174**

Dear Mr. Lee:

Pursuant to the provisions of the Glendale Municipal Code, Title 30, Chapter 30.44.070 (E), for a maximum 20 percent deviation from one or more numeric standards in this Title, the Community Development Department has processed your application for an Administrative Exception to provide an interior setback of eight feet instead of the required ten feet (20 percent deviation) described in Section 30.11.030, Table 30.11-B of the Glendale Municipal Code in conjunction with the construction of a 2,888 square-foot single-family dwelling without providing the required interior setback on the north side of the subject property located at **2713 Hollister Terrace**, in the "R1R" (Restricted Residential) Zone, Floor Area Ratio District II and described as Portion of Lot 212, Tract No. 7498, in the City of Glendale, County of Los Angeles.

**ENVIRONMENTAL RECOMMENDATION**

This project is exempt from environmental review as a Class 3 "New Construction or Conversion of Small Structures" exemption per State CEQA Guidelines Section 15303.

**REQUIRED/MANDATED FINDINGS**

After considering the evidence presented with respect to this application, the plans submitted therewith, the Community Development Department has **DENIED** your application based on the following findings:

**A. The granting of the exception would not result in design improvements and there are no space restrictions on the site that would preclude full compliance with Code requirements without hardship.**

The subject site is a lot of 18,781 square feet in area and is undeveloped. It has an elongated and irregular shape with a street frontage of 61.73 feet. The site has an overall average current slope of 40% but contains a large portion on the street side (east) that is relatively flat. The site contains numerous indigenous trees and other vegetation. The indigenous trees are primarily located along the south side of the site, including a cluster of oak trees located approximately 50 feet from the front of the site near the southerly property line. There other indigenous trees located near the middle portion of the site in the relatively flat areas. The rest of the indigenous trees on the site are located further west on the sloping portions of the site. Also, there is a cluster of mature indigenous trees located within the public right-of-way near the curb in front of the property.

The proposed development will be located on the relatively flat portion of the site. The proposal is to construct a two-story, 2,888 square foot dwelling with an attached 444 square foot two-car garage and a detached 500 square foot storage building. The two-car garage space expands into a shop and storage area of approximately 228 square feet. A large uncovered patio will separate the dwelling from the storage building to the west. Three indigenous trees located generally in the open patio area and near the westerly corner of the dwelling will be removed (Trees #9, #10 and #11 as shown on the plans and discussed in the arborist's report). These three trees are described of generally poor to fair health and structure in the arborist's report.

The applicant is requesting a two-foot (20%) reduction in the interior setback along the northerly property line citing space restrictions resulting from the site and the location of the indigenous trees near the southerly property line.

The arborist's report contains an evaluation of the indigenous trees located along the southerly property line and has observed that their roots in the proposed construction area are of little significance. The Public Works-Forestry Division concurs with this assessment and determines that the proposed dwelling may be shifted two feet to the south closer to these indigenous trees without resulting in a significant impact. Shifting the proposed dwelling two feet would eliminate the need for an administrative exception thereby proposing a code-compliant project.

Additionally, an alternative site plan with a driveway located along or near the north property line leading to a detached garage to the rear of the dwelling

would be feasible since the topography in this area of the site is relatively flat. This alternative would provide or exceed the minimum required interior setback along the north property line for the proposed dwelling and could reduce potential impacts to the sycamore trees in the public right-of-way from the proposed wide driveway approach.

Overall, it does not appear that there are space restrictions imposed by the site to warrant a reduced interior setback for the development of a dwelling on the vacant site and that feasible code-compliant alternatives providing the required 10-foot interior setback are available, such as shifting the proposed dwelling southerly or relocating the garage to the rear of the proposed dwelling with a driveway along the north side of the site.

**B. The granting of the exception will be materially detrimental to the public welfare or injurious to the property or improvements in such zone or neighborhood in which the property is located.**

Through the Administrative Exception process, the Zoning Code allows a maximum 20 percent deviation from a numeric standard. The applicant's request to provide a reduced interior setback for the dwelling (proposed eight feet versus required 10 feet) may not necessarily be detrimental or injurious to the public or the property. However, there are no space restrictions imposed by the site to warrant a reduced interior setback for the development of a dwelling on the vacant site and feasible code-compliant alternatives providing the required 10-foot interior setback are available, such as shifting the proposed dwelling southerly or relocating the garage to the rear of the proposed dwelling with a driveway along the north side of the site. Without space restrictions, granting an exception would be granting a development privilege not available to surrounding properties in the same zone.

**C. The granting of the exception will be contrary to the objectives of the applicable regulations.**

The purpose of the administrative exception procedure is to provide a simplified means for considering applications for minor deviations from the code standards. Granting the requested interior setback exception for the development of a new dwelling on a vacant site will be contrary to the objectives of the Zoning Code in this situation since there are feasible and code-compliant alternatives such as shifting the proposed dwelling southerly or relocating the garage to the rear of the proposed dwelling with a driveway along the north side of the site, both of which would result in the minimum 10-foot or a larger interior setback.

## 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 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 JANUARY 12, 2016**, at the PSC, 633 East Broadway, Room 101, Monday through Friday 7:00 a.m. to 12:00 p.m., or at CDD, 633 East Broadway, Room 103, Monday through Friday 12:00 p.m. to 5:00 p.m.

**APPEAL FORMS available on-line: <http://www.glendaleca.gov/appeals>**

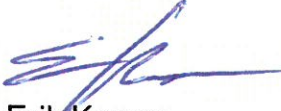
To save you time and a trip - please note that some of our FORMS are available on line and may be downloaded. AGENDAS and other NOTICES are also posted on our website.

## NOTICE – subsequent contacts with this office

The Applicant is further advised that all subsequent contacts with this office regarding this determination must be with the Case Planner first and then, the Hearing Officer who acted on this case. 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, Chris Baghdikian during normal business hours at (818) 937-8181 (email:cbaghdikian@glendaleca.gov), between 7:30 a.m. to 3:30 p.m.

Sincerely,



Erik Krause  
Planning Hearing Officer

EK:CB:sm

CC: City Clerk (K. Cruz); City Attorney's Dept. (G. van Muyden); 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 (S. Mirzaians); Integrated Waste Management Admin. (D. Hartwell); Maintenance Services Section Admin. (D. Hardgrove); Street and Field Services Admin.; Engineering and Environmental Management (C.Chew/R. Villaluna); and case planner-Chris Baghdikian.