

May 10, 2018

Janelle Williams  
c/o Janelle Williams Land Use Services  
2418 Honolulu Avenue, Unit B  
Montrose, CA 91020

**RE: 1341 SAN LUIS REY DRIVE  
ADMINISTRATIVE EXCEPTION CASE NO. PAE 1806811**

Dear Ms. Williams:

Pursuant to the provisions of the Glendale Municipal Code, Title 30, Chapter 30.44, an Administrative Exception has been processed to allow a three-foot, five-inch (3',5") reduction, or 18 percent deviation, from the required interior dimensions of a two (2)-car garage, as required by Chart I of Chapter 30.32.180 of the Glendale Municipal Code, in conjunction with a one-story, 230 square-foot, rear addition to an existing one-story, 1,617 square-foot, single-family dwelling. The subject property is located at **1341 San Luis Rey Drive**, in the "R1R" – Restricted Residential Zone, (FAR District II) Zone, and described as Lot 8, Block 18, Selvas de Verdugo, in the City of Glendale, County of Los Angeles.

#### ENVIRONMENTAL DETERMINATION

This project is exempt from environmental review as a Class 1 "Existing Facility" exemption (Section 15301 (e) (1) of the State CEQA Guidelines), as the proposed addition will not result in an increase of more than 50 percent of the floor area of the structure before the addition.

#### **REQUIRED/MANDATED FINDINGS**

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

- A. The granting of the exception will result in design improvements, or there are space restrictions on the site that preclude full compliance with the Code requirements without hardship.**

The subject property is approximately 13,100 square-feet and is developed with a one-story, 1,941 square-foot, single-family residence with an attached 324 square-foot two-car garage, constructed in 1939. The existing single-family residence is configured with two bedrooms and two bathrooms. At the time of construction, a two-car (20' X 20') interior dimension garage was not required. The proposed 230 square-foot addition, in conjunction with minor

reconfigurations of interior walls, will improve the dwelling unit's floor plan with a new family room, and enhance the functionality of the existing bathroom and walk-in closet servicing the master bedroom. The addition is proposed at the rear of the house and will not significantly change the existing design and building footprint of the house. Further, the existing front setback will remain unchanged.

There are space restrictions associated with the property, which limit the possibility of providing code-compliant interior dimensions for a two-car garage. The subject lot is approximately 13,100 square feet (approximately 80 feet in width and 159 feet in depth), irregularly shaped and has a subtle uphill slope along the street front and steeper uphill terrain at the rear portions of the lot. The existing single-family residence is located closer towards San Luis Rey Drive on a portion of the lot that is relatively flat and gently sloping towards the rear of the house. The dwelling spans across most of the width of the lot with three-foot and three-foot, nine-inch setbacks from the western and eastern interior property lines. Meeting the minimum parking standards would require expansion of the existing 16'-7" wide by 17'-1" deep garage or construction of a new attached two-car garage. Both options would require impractical changes to the house including significantly altering/demolishing a portion of the existing house to create space for a code-compliant two-car garage with minimum interior dimensions of 20 feet wide by 20 feet deep. Because the existing dwelling spans horizontally across most of the width of the lot, there are space restrictions on the site that preclude compliance with the Zoning Code for a two-car garage. To comply with the code, would require significantly altering the existing building, thereby creating an unnecessary hardship.

**B. The granting of the exception will not 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.**

The proposed project will not be materially detrimental to the public welfare or injurious to the property because the proposed 230 square-foot addition will be located at the rear of the single-family dwelling, will not be visible from the street and will not generate the need for an additional parking space more so than the existing use. The front elevation of the building facing the street will remain unchanged and will not visually impact the neighborhood. The existing garage has existed for many years without any problems to the residents and the neighborhood. Moreover, the 230 square-foot addition will comply with current interior setback requirements and will not extend the building closer to any of the adjacent properties. As a result, the proposed minor addition will not be detrimental to the property or the surrounding neighborhood. The property will remain a single-family dwelling, consistent with the intended low density residential land use of the "R1R" zone.

**C. The granting of the exception will not be contrary to the objectives of the applicable regulations.**

In 2002, Variance Case No. 10410-S was granted by the Zoning Administrator to allow a 182 square-foot rear addition to the dwelling without enlarging the existing attached substandard garage. The basis of the variance approval was that the required modifications to garage to comply with garage size (garage depth and door width) were disproportionate to the small increase of floor area to accommodate a new master bathroom and walk-in

closet. Additionally, the Zoning Administrator determined that the architectural integrity of the house would be maintained and the subject garage would continue to function as a two-car garage according to evidence presented. Similar to the minor addition granted by variance case no. 10410-S, with the current request, the applicant is improving the property with a modest 230 square-foot addition to accommodate a new family room and enhance the functionality of the existing bathroom and master bedroom's walk-in closet.

The proposed addition meets all other requirements by the "R1R" Zoning Code standards. The purpose of the administrative exception procedure is to provide a simplified means for considering applications for minor deviations from Code standards. These standards have been developed to allow reasonable use of properties in order to promote the public health, safety, and general welfare. The subject administrative exception will allow improvement of the existing house and floor plan by enabling the construction of a 230 square-foot rear addition on a property with space restrictions that cannot accommodate interior dimensions of 20-feet by 20-feet for a two-car garage without hardship. The minor addition will allow reasonable use of the site and, therefore, granting the exemption will not be contrary to the objectives of the applicable regulations.

#### **CONDITIONS OF APPROVAL**

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

- 1) That the development of up to 230 square-feet shall be in substantial accord with the plans presented in conjunction with the application for the Administrative Exception, except 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) That all necessary permits (i.e., building, fire, engineering, etc.) 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 any expansion or modification of the dwelling which is different than what is represented as part of this Administrative Exception approval shall require a new application. Expansion shall constitute additional floor area, or any physical change as determined by the Hearing Officer with concurrence from the Director of Community Development.
- 4) That Design Review approval or exemption shall be obtained prior to the issuance of a building permit.
- 5) That the premises, including landscaping areas, be maintained in a clean orderly condition, free of weeds, trash, and graffiti.
- 6) That the premises shall be made available to any authorized City personnel (Fire, Planning and Neighborhood Services, etc.), for inspection to ascertain that all conditions of approval of this administrative exception are complied with.



### **APPEAL PERIOD, TIME LIMITS, LAPSE OF PRIVILEGES, TIME EXTENSIONS**

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 May 25, 2018**, at the Permit Services Center (PSC), 633 East Broadway, Room 101, Monday thru Friday from 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 5:00 p.m.

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

### **GMC CHAPTER 30.41 PROVIDES FOR**

#### Termination

Every right or privilege authorized by an Administrative Exception 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.

#### Cessation

An Administrative Exception may be terminated by the review authority upon any interruption or cessation of the use permitted by the Administrative Exception for one year or more in the continuous exercise in good faith of such right and privilege.

#### Extension

Permits granted by such right or privilege 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 Administrative Exception.

### **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 sold, 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.

### **REVOCACTION**

Section 30.64.020 – Revocation – The Community Development Department shall have continuing jurisdiction over variances, conditional use permits and administrative exceptions. To consider the revocation, the Director of Community Development shall hold a public hearing after giving notice by the same procedure as for consideration of an Administrative Exception at least ten (10) days' notice by mail to the applicant or permittee.

### **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.

You may contact the case planner, Dennis Joe, during normal business hours at (818) 937-8157 or via e-mail at [djoe@glendaleca.gov](mailto:djoe@glendaleca.gov).

Sincerely,  
Philip Lanzafame  
Director of Community Development



Milca Toledo  
Planning Hearing Officer

MT:DJ:sm

CC: City Clerk (K.Cruz); Police Dept. (A.Jenks/Z.Avila); City Attorney's Dept. (G. van Muyden/Y.Neukian); Fire Prevention Engineering Section-(J.Halpert); Traffic & Transportation Section (P.Casanova); General Manager for Glendale Water and Power (S.Zurn); Glendale Water & Power--Water Section (G. Tom/S. Boghosian/R.Takidin); Glendale Water & Power--Electric Section (B. B.Ortiz/E.Olsen/ M.Navareete/M.Kouassi); Parks, Recreation and Community Services Dept. (T. Aleksanian); Neighborhood Services Division (R.Sada/J.Jouharian/); 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 Dennis Joe.