



CITY OF GLENDALE, CALIFORNIA
Community Development
Planning

633 E. Broadway, Suite 103
Glendale, CA 91206-4311
Tel. (818) 548-2140 Fax (818) 240-0392
glendaleca.gov

March 27, 2019

Anet Minasian
2255 Honolulu Avenue, # 1A
Montrose, CA 91020

**RE: 1213 ELM AVENUE
ADMINISTRATIVE EXCEPTION CASE NO. PAE1829420**

Dear Ms. Minasian:

Pursuant to the provisions of the Glendale Municipal Code, Title 30, Chapter 30.44, Subsection 30.44.020 (E) for a maximum twenty (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 allow 20 percent deviations from the required minimum 6'-0" interior setback from the north and south interior property lines as required by Section 30.11.030, Table 30.11-B of the Glendale Municipal Code and a seven (7) percent deviation (1'-5" reduction) from the required 20-foot minimum driveway length in R1 zone as required by Section 30.32.130 of the Glendale Municipal Code, in conjunction with the construction of a new 1,988 square-foot two story, single-family residence located at **1213 Elm Avenue**, in the "R1-I" (Low Density Residential) Zone, Floor Area Ratio District I and described as Lot 44 exclusive of alley, Tract No. 5916, in the City of Glendale, County of Los Angeles.

ENVIRONMENTAL DETERMINATION

The project is exempt from environmental review as a Class 3 "New Construction or Conversion of Small Structures" exemption pursuant to Section 15303 of the State CEQA Guidelines because the project involves the construction of one single-family residence.

REQUIRED/MANDATED FINDINGS

After considering the evidence presented with respect to this application, all of the required three findings can be made in support of the application. The Director of Community Development 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 a 6,628 square-foot lot with frontage on Elm Avenue. The lot abuts a neighboring property to the north and alleys on two sides along the west and south property lines. The relatively flat lot was developed in 1925 with an existing 904 square-foot one-story

single-family residence and a non-conforming detached one-car garage with a carport attached to it. The residence is located towards the front of the lot facing Elm Avenue and the garage and the carport are located behind the house with vehicular access from the southern alley. The proposal is to demolish the existing improvements on the site and build a new 1,988 square-foot two-story, single-family residence with a detached two-car garage in almost the same locations as the existing house and garage. The applicant is requesting an Administrative Exception for a 20 percent deviation from the Zoning Code requirement of 6'-0" minimum interior setback to provide 4'-9 5/8" interior setback from the north and south property lines for the first floor of the proposed house. The applicant is also requesting a seven percent deviation or 1'-5" reduction from the required minimum 20'-0" driveway length.

There are space restrictions on the site due to the reduced width of the lot that preclude full compliance with the required minimum interior setback. The subject lot with a width of 42.31 feet is relatively narrow compared to other lots in the immediate vicinity. The width is further reduced to 39.61 feet due to a Public Works Engineering Division requirement that a 2.5-foot wide strip of land from the subject lot be dedicated to the City along the southern property line (A similar dedication is required from the western property line). The adjacent property to the north is 46 feet wide and the majority of neighboring properties are wider. Therefore, the lot will be reduced to 39.81 feet in width and 154.41 feet in length (6,147 square feet). The property's reduced width is unique to the neighborhood and creates challenges to develop especially while maintaining the existing development pattern in the neighborhood.

As proposed, the new house and two-car garage will be located in almost the same locations of the existing house and garage. The new house will face Elm Avenue on the east side and the new detached two-car garage will be located behind the house with vehicular access from the southern alley. The area between the new house and garage will be occupied by a new pool and outdoor open space. Given the proposed site planning and the reduced lot width, the buildable area will be limited. Granting the administrative exception to allow 1'-3 3/8" setback reductions from the code-required minimum 6'-0" interior setback from the north and south interior property lines for the one-story portion of the proposed house are minor deviations that allow the reasonable use and improvement of the property and allow to provide functional living spaces for the new residence.

Granting of the administrative exception to allow 1'-3 3/8" reduction from the code-required minimum interior setback of 6'-0" along the north and south property lines (only for the first floor of the new two-story residence) will result in design improvement to the proposed project. The proposed residence features rectangular, boxy volumes to reinforce the Modern architectural style. To reduce the massing of the project, as encouraged by the Single-Family Design Guidelines, the second floor of the new house steps back from the first floor at the sides and front of the house, providing an approximate 7'-5" setback from the north and 7'-7" setback from the south property lines. Given the characteristics of the Modern style and the desired second floor step backs at the sides, full compliance with the zoning code would require the house to be reduced in width at the first floor and as well as at the second floor. This would result in narrow and rectangular volumes at both floors, which would not enhance the architectural features and elements of the proposed architectural style and would create unusable living spaces, particularly at the second floor bedrooms.

There are also space restrictions due to the reduced width of the lot that preclude full compliance with the minimum required driveway length. The Zoning Code requires a minimum 20-foot long driveway be provided. The applicant is proposing to build a new two-car garage along the north property line with zero setback and vehicular access from the

southern alley to maintain the predominant development pattern in the neighborhood as well as providing required and functional enclosed parking spaces. The new garage complies with the code required minimum interior dimensions of 20 feet by 20 feet. Given the required garage depth of 20 feet and the 2.5 feet public alley dedication on the south side, the remaining driveway length along the reduced width of the lot would only be 18'-7" (1'-5" less than the 20-foot minimum driveway length). Therefore, the reduced lot width of 39.81 feet precludes full compliance with the minimum code requirement for driveway length.

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 granting of the exception to reduce the interior setbacks by 1'- 3 3/8" from the north and south interior property lines on the first floor of the new house and reduce the code required 20'-0" driveway length to 18'-7", will not be materially detrimental to the public welfare or injurious to the property or improvements in this zone or neighborhood.

The property is bounded by the alleys to the south and west, Elm Avenue to the east, and a residentially-developed property to the north. The existing house is set back 4.3 feet from the north property line and 12 feet from the existing south property line. The new residence will have a setback of 4'-9 5/8" from the north property at the first floor, which is more than the existing interior setback and will provide a 7'-5" interior setback from the north property line at the second floor. This will provide a reasonable amount of open space and separation from the abutting neighboring property on the north as well as adequate light, privacy, and ventilation, as intended by the Zoning Code for the subject development and neighboring property.

The south side of the new residence with the reduced setback will be adjacent to an alley. Given the uniqueness of the lot width (after 2.5-foot alley dedication) and the second floor setback of approximately 7'-7" from the south property line, the minor reduction of 1'-3 3/8" from the required minimum 6'-0" interior setback at the first floor on the south side will have little negative impact to the light, privacy, and ventilation for the subject development and neighboring properties and it increases the functionality of the property.

As proposed, the existing non-conforming detached one-car garage and the attached carport will be replaced with a new code-compliant detached two-car garage with vehicular access from the southern alley. The proposed garage will have compliant interior dimensions (20' x 20') and will be built along the north property line. Given the 39.81-foot width of the lot, a compliant 20-foot driveway length is not possible. The remaining driveway length along the reduced width of the lot can only be 18'-7". While the proposed driveway will be 1'-5" less than the required minimum 20'-0" long driveway, it provides sufficient space for temporary parking in the front of the new garage and results in improvements to the current five-foot driveway length. Given the reduced lot width after the required 2'-6" alley dedication and the applicant's intent to maintain the predominant neighborhood pattern of driveway access, the minor 1'-5" reduction from the required minimum 20-foot driveway length will not negatively impact the surrounding neighborhood or other properties in this zone. There is no sidewalk adjacent to the property on the alley side (south side), therefore; no pedestrians would be impacted by the 1'-5" reduction along the driveway length.

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

The proposed development complies with the requirements of the R1 Zone, Floor Area Ratio District I, with the exceptions of the required minimum interior setbacks and driveway length. 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. Given the reduced 39.81-foot width (after the required 2'-6" dedication for the adjacent alley), the administrative exception to reducing the code-required minimum interior setback and the required driveway will allow reasonable development of the property. The proposed 18'-7" driveway length provides enough space for temporary vehicle parking in front of the new two-car garage, which improves the current non-conforming driveway length. The reduced 4'-9 5/8" interior setbacks for the one-story portion of the new residence would still provide adequate ventilation, light, and open space between the house and the neighboring properties as intended by the Zoning Code. Therefore, granting the administrative exception 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 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 Director of the Community Development Department.
- 2) That all necessary permits shall be obtained from the Building and Safety Division and all construction shall be in compliance with the Glendale Building Code and all other applicable regulations.
- 3) That the applicant shall comply with all requirements of the Glendale Public Works Engineering Division, as specified in their memo dated February 12, 2019, to the satisfaction of the Department Director.
- 4) That the applicant shall comply with all requirements of the Glendale Water and Power Engineering Department, as specified in their memo dated January 30, 2019, to the satisfaction of the Department Director.
- 5) That any expansion or modification of the dwelling which is different than what is represented as part of this Administrative Exception application, shall require a new application as determined by the Hearing Officer.
- 6) That Design Review Board (DRB) approval shall be obtained prior to issuance of a building permit.
- 7) That the premises be maintained in a clean orderly condition, free of weeds, trash, and graffiti.

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. 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 **April 11, 2019**, 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 www.glendaleca.gov/appeals

GMC CHAPTER 30.41 PROVIDES FOR

Termination

Every right or privilege authorized by an Administrative Exception shall terminate two 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 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 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 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

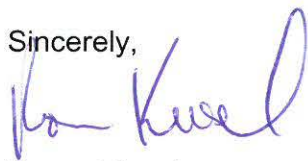
Section 30.64.020 – Revocation – The Community Development Department shall have continuing jurisdiction over variances, conditional use permits and administrative exceptions. To consider the revocation, the Director of Community Development shall hold a public hearing after giving notice by the same procedure as for consideration of a variance 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.

Should you have any questions regarding this issue, please do not hesitate to contact the case planner, Aileen Babakhani during normal business hours at her direct line (818) 937-8331 or ababakhani@glendaleca.gov, between 8:00 a.m. to 5:00 p.m. weekdays.

Sincerely,



Roger Kiesel
Planning Hearing Officer

RK:CB:AB: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. Alshanti/B.Ortiz/E.Olsen); 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/T.Dodson); Street and Field Services Admin.; Engineering and Environmental Management (C.Chew/R. Villaluna); and case planner Aileen Babakhani.

PUBLIC WORKS ENGINEERING
- Land Development Section-

Comments/Conditions

No Comments

1. A separate Grading Permit issued by the City's Engineering Division is required.
2. A grading/drainage plan shall be submitted for the Engineering Division's review and approval, and shall be made a part of the building plans submitted with the shoring permit application, or if no shoring permit is required, with the building permit application.
3. A separate Demolition Permit issued by the City's Building and Safety Division is required. All existing sewer laterals serving the project site shall be capped at the property line prior to the start of demolition operations.
4. The applicant shall dedicate to the City, for alley use purposes, a strip of land 2.5-foot wide for all portions of the property fronting the alleys.
5. The method of discharge of the onsite drainage shall be approved by the Director of Public Works. All roof and on-site drainage shall be conveyed to the street via a 4-inch cast iron pipe from the property line and exiting through the curb per Standard Plans for Public Works Construction (SPPWC), under a separate permit.
6. The applicant shall perform at its sole expense, and at no cost to the City, the following street improvements along the entire frontage of the property on Elm Avenue and the adjacent alleys in accordance with the SPPWC manual, to match and join the existing street improvements, under separate permit, and to the satisfaction of the Director of Public Works:
 - a. Remove all broken curb, gutter, sidewalk, landscaping, and irrigation along the entire frontage of the property and construct new concrete integral curb and gutter, sidewalk, landscaping, and irrigation, under separate permit, and to the satisfaction of the Director of Public Works.
 - b. Remove the existing concrete walkway between the sidewalk and the curb on Elm Avenue and replace with approved landscaping.
 - c. The proposed dedicated portions of the alleys shall be constructed to conform to the City standard Alley Section.
 - d. Remove all existing hardscapes within the property dedications.
7. Separate permits are required for all work within the public-right-of-way. The applicant shall bear all fees for the necessary permits and construction inspections for work within the public right-of-way.

8. The project shall comply with National Pollutant Discharge Elimination System (NPDES) requirements to mitigate storm water pollution for the entire duration of the construction work.

9. Traffic comments shall be provided separately.

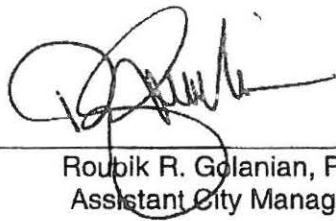
10. Additional requirements may apply after the initial submittal of the final engineering plans for building plan checking.

Case No.: PAE 1829420

Address: 1213 Elm Avenue

Case Planner: Aileen Babakhani

Signature: _____



Roubik R. Golanian, P.E.
Assistant City Manager

Date: _____

2/12/19

CITY OF GLENDALE
INTERDEPARTMENTAL COMMUNICATION

DATE: January 30, 2019

TO: Aileen Babakhani, Community Development Department

FROM: Gerald Tom, GWP Water Engineering
Darrell Hahn, GWP Electric Engineering

SUBJECT: PAE1829420
1213 Elm Ave

Glendale Water & Power (GWP) Engineering has reviewed the plans.
Requirements are as follows:

Electric Engineering

Customer Service (818) 548-3921

- ε Project to contact GWP Customer Service Engineering to determine electric service requirements before starting the permitting process. Final construction plans must incorporate the electric service plan information for GWP Electric Engineering to sign off the building plan application.
- ε Permanent structures above ground will not be allowed under high voltage power lines, with the exception of fencing (e.g., wood, chain link, or block wall). All fences shall comply with the required overhead line clearances as specified by GWP Customer Service Engineering. In order to build any fencing, contact GWP Customer Service Engineering to obtain a Permit to Occupy (PTO) application and pay applicable fee.
- ε The location of power poles shall be clearly shown on the proposed plans for approval. Project to maintain a minimum of five (5) feet clearance from face of power pole in all horizontal directions. Clearance shall extend from below ground level and clear to sky. Contact GWP Customer Service Engineering to obtain pole height and line clearance requirements.

Fiber Optics (818) 548-3923

- ε No conflict.

Street Lighting (818) 548-4877

- ε No Conflict

Transmission & Distribution (818) 548-3923

- ε No conflict.
- ε Project personnel are responsible for maintaining a ten foot (10') radial clearance from all overhead electrical lines during construction, including construction equipment. If the ten foot (10') radial clearance cannot be met, contact GWP Electrical Engineering Department to determine the appropriate actions. Any work required by GWP to maintain proper clearance shall be done at the project's expense.

Water Engineering

Recycled Water (818) 548-2062

ε No conflict.

Backflow Prevention (818) 548-2062

ε No conflict.

Potable Water (818) 548-2062

- ε Any water service or fire line connection, when no longer needed by the customer, must be permanently abandoned (disconnected at water main and water meter removed) by GWP following payment of the necessary fee.
- ε Fire Department approval/exemption shall be obtained when determining if existing fire flow is adequate. The applicant shall pay the cost of any necessary fire or domestic water services and recycled water service to the property, as well as offsite water facility improvements necessary to provide fire flow as required by the Glendale Fire Department.
- ε All water facilities shall be protected in place during construction of the subject project. All water valves, water meter boxes, water vaults and fire hydrants must be relocated and set to finished grade when necessary at project's expense.

Darrell Hahn Gerald Tom
Electrical Services Administrator Senior Civil Engineer



DH/GT:fg/sb