



January 27, 2021

Karen Khoudikian
6906 Foothill Boulevard
Tujunga, CA 91402

**RE: 2508 SAINT ANDREWS DRIVE
VARIANCE CASE NO. PVAR 1726875**

Dear Mr. Khoudikian:

On December 9, 2020, the Planning Hearing Officer conducted and closed a public hearing, pursuant to the provisions of the Glendale Municipal Code, Title 30, Chapter 30.43, on your application for a Variance requesting the approval of a standards variance to construct a new 2,010 square-foot, three-story single-family residence with an attached two-car garage on a vacant 6,708 square-foot lot, which is less than the code-required 7,500 square-foot minimum lot size in the "R1R" - (FAR District II) zone. The lot features an average current slope of 60%, located at **2508 Saint Andrews Drive**, in the "R1R"- (Restricted Residential) Zone, FAR District II, described as Lot 3 of Tract No. 9039, in the City of Glendale, County of Los Angeles.

CODE REQUIRES

- (1) The minimum lot size for purposes of constructing a new dwelling unit on lots divided prior to June 26, 1986 is seven thousand five hundred (7,500) square feet (GMC 30.11.030 and GMC 30.11.060).

APPLICANT'S PROPOSAL:

- (1) To construct a single-family residence on a vacant 6,708 square-foot lot.

ENVIRONMENTAL DETERMINATION

The project is exempt from CEQA review as a Class 3 "New Construction or Conversion of Small Structures" exemption, pursuant to Section 15303 of the State CEQA Guidelines because it is a new dwelling unit in a residential zone.

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 **APPROVED WITH CONDITIONS** your application based on the following:

A. The strict application of the provisions of any such ordinance would result in practical difficulties or unnecessary hardship inconsistent with the general purposes and intent of the ordinance.

The purpose and intent of the "R1R" zone regulations is to preserve valuable open space, physical features and scenic resources while, at the same time, permitting a substantial and reasonable beneficial use of such property. The subject site does not contain a blue line stream or primary/secondary ridgelines. Further, according to the Land Use Element of the General Plan, vacant hillside property should continue to be developed, where feasible. The intent of the lot area requirement is to ensure adequate space for a building pad and access for new hillside development. The variance request is to allow the construction of a new 2,010 square-foot single-family house on a vacant 6,708 square-foot lot where the Zoning Code requires a minimum lot size of 7,500 square feet for purposes of development. The subject site was subdivided in 1926 (Tract No. 9039, Lot 3), when no minimum lot size was established. Adherence to the minimum lot size standard of the current ordinance would result in practical difficulties and unnecessary hardship because the land was legally subdivided in 1926 and no opportunity exists to acquire or purchase adjacent lots in order to increase the current lot size by 792 square feet. The adjacent parcels (on either side of the subject site) are already developed with single-family homes. The adjacent lot on the right/east is also less than 7,500 square-feet (approximately 4,800 square feet, according to the LA County Tax Assessor's map) and the lot on the left/west is much larger (1.01 acres). However, this property is on the Historic Register - Property #93 - Farrar House. The lot to the south on East Chevy Chase Drive is 8,240 square feet and developed with a single family residence. Therefore, any lot line adjustment to achieve the minimum 7,500 square feet for the subject lot may result in zoning violations for the adjacent lot and a skewed lot line that would not be consistent with the surrounding development pattern as required by Title 16 of the GMC.

To deny the variance request to allow developing the property with a single-family house is unreasonable because it would unduly restrict the property owners from reasonable use of the land and restricts the property owner from developing the lot with a single-family house. To comply with Code, the applicant would need to increase the current lot size of 6,708 square feet by 792 square feet. However, as previously mentioned, no opportunity exists to acquire or purchase adjacent parcels because adjacent parcels are already developed. Granting of the variance will allow the applicant to develop the lot with a modestly-sized 2,010 square-foot single-family house, which is consistent with the purposes and intent of the ordinance. The proposed project will meet all other code requirements with the exception of lot area.

B. There are exceptional circumstances or conditions applicable to the property involved or to the intended use or development of the property that do not apply generally to other property in the same zone or neighborhood.

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There are exceptional circumstances or conditions applicable to the property involved or to the intended use or development of the property that do not apply generally to other properties in the same zone or neighborhood because the subject lot is one of a few remaining undeveloped legal nonconforming lots, less than 7,500 square-foot surrounded by developed parcels. In addition, the 6,708 square-foot lot is characterized by its unique irregular shape along Saint Andrews Drive, steep downhill topography and existing oak trees, all which are exceptional conditions associated with the subject site that are not typical of other lots in the same zone or neighborhood. The Chevy Chase Canyon neighborhood features several smaller lots developed with a single family residence. Specifically, 12 of the 34 lots located within 300 feet of the subject site are less than 7,500 square feet, and range in size from 4,780 to 7,240 square feet. Of those 12 lots, nine lots have been developed with single family residences over the years, and the average lot size of those eight substandard lots is 6,247 square feet. Therefore, granting of the variance request will not create a precedent for future development of substandard lots since currently there are small lots in the R1R zone which are less than 7,500 square feet and developed with a single-family house, including the 4,800 square-foot lot located directly adjacent to the subject property.

The variance request will accommodate a modest, 2,010 square-foot size house on a 6,708 square-foot lot. The size of the lot provides adequate space for a building pad and access to the new hillside development. The proposed building footprint location and its size integrates with the site and the neighborhood. The modest size of the house will still accommodate a useful and functional dwelling which will also address the needs of the owner. The project will have less than minimal impact to the property, the neighbors and the environment. Subject to final review of the Design Review Board, the project will be compatible in scale and design with the other existing development in the neighborhood and consistent with the Hillside Design Guidelines; additional analysis of the site planning, massing/scale, and architectural style and detailing is provided as part of the required Design Review Board findings. The combination of the lot's size, shape, topography, location of existing oak trees and R1R zoning standards dictate the location and general design of the house, garage, and driveway. The proposed project is able to meet all other applicable code requirements with the exception of the lot size which is an existing condition.

C. The granting of the variance 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.

Granting of the variance will not be materially detrimental to the public welfare or injurious to the property or improvements in such zone or neighborhood because the site is located in the R1R zone, which allows for development of single-family residential uses, and the project proposes to develop the property with a new single-family house, a permitted use in the R1R zone and consistent with the neighborhood. The property is located in a residential neighborhood already developed with and surrounded by single-family residential uses to the north, south, east and west. The new residence is proposed to be developed towards the center of the 6,708 square-foot, approximately 70-foot wide, down-sloped lot. While the lot is smaller in area than required by Code,

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currently there are several homes in the neighborhood developed on lots with similar characteristics. As proposed, grading for the project will be minimized as the house will be built into the existing topography of the site and the footprint of the residence is compact (21% lot coverage). Approximately 46% of the site will remain unaltered or ungraded which complies with the Zoning Code. The proposed code-compliant two-car garage and driveway will provide the necessary and code-required on-site parking for a 2,010 square-foot single-family residence. The proposed house location and configuration is well situated on the site.

At the public hearing, public testimony from the numerous callers and written correspondence was received from the majority expressing opposition to the variance request to develop the 6,708 square-foot lot with a single-family house where 7,500 square feet is required by Code. The basis of those opposing the variance request was due to proposed development of the property with a single-family house on a substandard lot should not be approved as it will set a precedent for future developers, and therefore, the lot should remain in its present undeveloped condition. Additional concerns expressed by those opposing the variance request included constructing a new house on a steep hillside lot with an average current slope of 60%, and an oak tree which was previously removed.

While the property has been undeveloped for many years, notwithstanding, similar conditions exist within the area and the community and have not proven to be detrimental to the neighborhood. The Zoning Code does not prohibit developing a lot simply because the site is too steep. Because the subject site is located in a zone where single-family residential uses are permitted, the request to develop the site with a new single-family residence is consistent with the intended use in the Land Use Element of the General Plan, the Zoning Code and the neighborhood. Considering that the project will be required to comply with all applicable Codes, including but not limited to Building and Safety Codes, Fire Code, Zoning Code, Public Works Engineering, Glendale Water and Power, etc., granting of the variance will not be detrimental to the public welfare or injurious to the property or improvements in such zone or neighborhood.

The City's Urban Forester has reviewed the indigenous tree report prepared by Arsen Margossian, Consulting Arborist Bardez Landscape Services, Inc. (dated 11/21/2019) for the proposed project, and has provided conditions associated with the project. There are four, protected Coast Live Oak trees on-site: one dead oak, one within the building footprint proposed for removal, one to be slightly trimmed, and one to be fully preserved. The applicant will be required to comply with the City's Urban Forestry conditions included in their memo dated December 10, 2019. There had been an illegal removal of an on-site Oak tree in 2007, but the matter has been dealt with administratively by the City Attorney; the case is closed and no further action is required.

D. The granting of the variance will not be contrary to the objective of the ordinance.

The granting of the variance to allow development of property with a single-family house on a lot that is less than 7,500 square feet will not be contrary to the objective of the

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ordinance because the objectives of the Code are intended to promote the public's health, safety and welfare, and to allow reasonable development and use of property. Furthermore, the objective of minimum lot size standards in the R1R zone is to ensure adequate space for a building pad and access for new hillside development, preserve and protect low density residential neighborhoods and to provide some consistency in newly subdivided areas. The existing 6,708 square-foot lot was created in 1926 prior to the 7,500 square-foot lot size requirement, and located in the Chevy Chase Canyon neighborhood featuring a variety of hillside lots and developments. As previously mentioned in finding B above, almost one-fourth of the existing houses in the immediate area (within the 300-foot radius) are on lots smaller than today's code-required 7,500 square-foot minimum lot size. The subject lot is larger than the average lot size of the substandard lots in the immediate area, thereby preserving the surrounding residential neighborhood. The purpose of the variance process is to assure that no property, because of the special circumstances applicable to it, shall be deprived of privileges commonly enjoyed by other parties in the same zone and vicinity. As such, the proposed development of a single-family house on the 6,708 square-foot lot is not uncommon in the R1R zone or the neighborhood where the property is located.

At the public hearing, public testimony from the numerous callers and written correspondence was received from the majority expressing opposition to the variance request to develop the 6,708 square-foot lot with a single-family house where 7,500 square feet is required by Code. The basis of the opposition to the variance request are described in Finding C above. Granting of the variance to allow development of property with a single-family house on a lot that is less than 7,500 square feet will not be contrary to the objective of the ordinance because the project will promote the public's health, safety and welfare, and allow reasonable development and use of property. Further, granting of the variance request will not be contrary to the objectives of the ordinance because the project will preserve ungraded open space and natural hillside vegetation as required by the Zoning Code. The project proposes to grade 375 cubic yards of cut and 400 cubic yards of fill, with 25 cubic yards of import in conjunction with the proposed development, which is a relatively low amount of grading for hillside construction. Also, 46% of the site will remain unaltered or ungraded, which complies with the Zoning Code and preserves a portion of the existing land with open space and natural vegetation as described above.

Granting of the variance will not be contrary to the objectives of the ordinance because the variance will allow the owner to develop the lot with a single-family residence, a permitted use in R1R Zone. Further, the project proposes minimal grading and preservation of natural hillside open space and vegetation consistent with the objectives of the ordinance. The proposed development complies with all other standards of the Code. Approval of the Variance would allow reasonable flexibility in land use for the site, which was originally subdivided for a single-family residence.

ADDITIONALLY, A DISCRETIONARY APPLICATION, SUCH AS THE REQUESTED VARIANCE, MUST ALSO TAKE INTO CONSIDERATION THE HILLSIDE DEVELOPMENT REVIEW CONSISTENT WITH CHAPTER 30.11.040 (A), WHICH IS AS FOLLOWS:

a. *Development shall be in keeping with design objectives in the Glendale Municipal Code and the Hillside Design Guidelines (Residential), as adopted in the City's Comprehensive Design Guidelines.*

These guidelines suggest preferred methods to develop single-family homes in hillside areas of the City and recommend minimizing grading to preserve the natural hillside appearance, open space and groves of native trees. The proposed residence has a compact footprint and will be located towards the center of the down-sloped site. Aside from the rear retaining walls below the house, the perimeter of the site will remain ungraded. Grading consists of 375 cubic yards of cut and 400 cubic yards of fill, with 25 cubic yards of import; this amount is relatively low for hillside construction. One indigenous tree located within the proposed building footprint will be removed; the two remaining, live Oak trees will be preserved. The applicant will be required to comply with the City's Urban Forestry conditions included in their memo dated December 10, 2019. The Guidelines also state that new homes should follow and be built into the topography of the site. The residence's building forms terrace down the hillside, with only the garage and entry at the street level and the two living floors below and built into the slope. A series of decorative masonry block retaining walls with landscaping in between provide the structural base for the new single family house, while not creating artificially large flat yard areas.

b. *Development shall be compatible with the surrounding neighborhood in terms of size, scale, bulk/mass, roofline orientation, setbacks and site layout.*

The proposed single-family residence has a minimum 15-foot setback from Saint Andrews Drive and is located towards the center of the site. The house is 2,010 square feet in size. The three-story house is approximately 32 feet in height and features a relatively flat roof over the garage and lower living floors. The forms of the southerly façade of the residence facing East Chevy Chase Drive steps down the slope of the site.

The proposed residence is compatible in size and scale with other homes on Saint Andrews Drive, in a neighborhood which has an average house size of 2,341 square feet within a 300-foot radius. Neighboring homes are generally larger than the proposed 2,010 square-foot residence and are built closer to the property lines. The 6,708 square-foot subject site is not atypical when compared to the size of many of lots in the neighborhood. Within the 300-foot radius, nine of 34 developed properties have lot areas less than the required 7,500 square feet. The proposed residence, while considered three stories, only has two levels of living space. Only the garage is located at the street level with the living levels of the proposed residence built at a lower elevation developed into the hillside. Aside from stairwell shaft, the stories tend to step down along the hillside. The roof of the proposed residence is consistent with its contemporary design, a style not without precedence in the Chevy Chase Canyon neighborhood. These design features are used to address the topography of the site and to reduce the appearance of mass.

c. *Site plans shall show preservation of prominent natural features, native vegetation and open space in a manner compatible with the surrounding neighborhood, minimizing alteration of terrain necessary for development.*

The proposed project requires relatively minimal landform alteration since the residence is built into the hillside, has a confined footprint and is located close to the street. There are no protected scenic vistas, blue line streams or primary or secondary ridgelines on the site. There are four, protected Coast Live Oak trees on-site: one dead oak, one within the building footprint proposed for removal, one to be slightly trimmed, and one to be fully preserved. Aside from the area of development, the rest of the site will remain in its natural state.

d. *Site plans for development of property on steep slopes shall take into account the visual impacts on surrounding properties.*

The subject site has an average current slope of 60%, and is approximately 70 feet wide at the street and approximately 93 feet wide along the rear property line. The visual impacts of the proposed single-family house on surrounding property on Saint Andrews will be relatively minimal since only the two-car garage will be at street level, while the two bottom, living levels will be built into the hillside and lower than the adjacent street. From across the Chevy Chase Canyon, the visual impacts will be greater, since the project involves a new residence on a vacant, hillside lot, although not abnormal for the single family, hillside neighborhood. The house has been designed to address the topography of the site and staggered following the slope of the lot. The proposed residence is approximately 32 feet in height and with a compact footprint, neither of which is abnormal or would cause adverse visual impacts.

e. *The architectural style and architectural elements of in-fill development shall be compatible with the surrounding neighborhood.*

The City's requirements and policies have evolved through the years on the relevance of architectural style in such a way that a particular style of residence is less important than carrying out a chosen style in a quality manner. The proposed residence is in a contemporary design and uses materials such as a combination of smooth stucco, composite wood siding, decorative stone veneer for the walls, thin profile metal windows, tempered glass balcony railings, louvered metal awnings, and decorative retaining block walls at the rear. These materials are common and appropriate for contemporary-styled residence. Existing homes in the Chevy Chase Canyon neighborhood consists of various architectural styles, which were common at the times when these residences were constructed and include contemporary-styled homes. In addition, the design and compatibility of the new house will be reviewed and evaluated by the City's Design Review Board.

CONDITIONS OF APPROVAL

APPROVAL of this Variance shall be subject to the following conditions:

1. That 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. That all necessary licenses (i.e. building, fire, engineering, etc.) shall be obtained from the Building and Safety section and Public Works Department and all construction shall be in compliance with the Glendale Building Code UBC (Universal Building Code) and all other applicable regulations.
3. That 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 building permit application.
4. That separate permits shall be obtained for all work within the public right-of-way. The applicant shall bear all fees for the necessary permits and construction inspection for work within the public right-of-way.
5. That the project shall comply with all National Pollutant Discharge Elimination System (NPDES) requirements, including filing a Notice of Intent with the Los Angeles Regional Water Quality Control Board, and the submittal and certification of plans and details showing preconstruction, during construction and post-construction Best Management Practices (BMPs) that are integrated into the design of the project. In addition, the applicant shall submit an approved Standard Urban Stormwater Mitigation Plan (SUSMP) to be integrated into the design of the project.
6. That Design Review Board approval shall be obtained prior to the issuance of a building permit.
7. That if any buildings, sidewalks, curb or gutter, fencing or landscape areas, etc., adjacent to the site are damaged during the course of construction on public or private property, the damage shall be repaired to the satisfaction of the Planning Hearing Officer for private property and the Director of Public Works for public property.
8. That a complete automatic fire sprinkler system and sounding devices shall be installed throughout the structure in accordance with the recommendations of the National Fire Protection Association 13 and the requirements of the Glendale Fire Department. The fire sprinkler plans shall be submitted to the Glendale Fire Engineering Bureau prior to the issuance of any building permits.
9. That any proposed exterior lighting shall be directed onto the driveways, walkways and parking areas within the development and away from adjacent properties and the public right-of-way to the satisfaction of the Planning Hearing Officer.
10. That water conserving plant materials shall be installed. The landscaping plan shall include a complete irrigation plan with water conserving devices, shall be prepared by a person licensed to prepare such plans and shall be approved by the Design Review Board and Fire Staff prior to the issuance of a building permit.

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11. That landscaping areas shall be maintained in good condition with live plants and free of weeds and trash.
12. That the applicant shall comply with all requirements of the Building and Safety Section of the Community Development Department, as specified in their memo dated September 9, 2019, to the satisfaction of the Building Official.
13. That the applicant shall comply with all requirements of Fire Engineering of the Fire Department, as specified in their memo dated October 25, 2019, to the satisfaction of the Fire Chief.
14. That the applicant shall comply with all requirements of the City Engineer, as specified in the memo dated September 12, 2019, to the satisfaction of the City Engineer. That the applicant shall comply with all the recommendations contained in the Soils and Engineering Investigation for the proposed project.
15. That the applicant shall comply with all requirements of the Public Works - Urban Forestry Division, as specified in the memo dated December 10, 2019, to the satisfaction of the Urban Forester.
16. That the applicant shall comply with all requirements of the Public Works - Traffic Division, as specified in the memo dated December 23, 2019, to the satisfaction of the City Engineer.
17. That the premises shall be made available to any authorized City personnel (Fire, Police, Neighborhood Services, etc.), for inspection to ascertain that all conditions of approval of this variance are complied with.
18. That the applicant shall comply with all Section requirements as specified in their respective memos to the satisfaction of the City Department Directors, unless otherwise amended by the said Department.

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

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before **FEBRUARY 11, 2021**.

Any appeal must be filed on the prescribed forms within fifteen (15) days following the actual date of the decision. Information regarding appeals, appeal forms and fees will be provided by the Community Development Department (CDD) staff upon request by calling 818-548-2140.

Due to the current COVID-19 social distancing and work from home orders issued by federal, state and local governmental agencies, in order for any appeal to be considered timely, **the appeal must be postmarked by the FEBRUARY 11, 2021 deadline (mailed to Community Development Department – Planning Division, Attention: Vilia Zemaitaitis, 633 East Broadway, Room 103, Glendale, CA 91206) OR emailed to the case planner (Vilia Zemaitaitis at vzemaitaitis@glendaleca.gov) prior to the close of said business day.** The prescribed fee must be included along with the appeal application and may be submitted either in the form of a check or credit card payment. For credit card payment, please contact the case planner to make arrangements with the cashier. *Note:* The standard 2.5% fee for credit card payment applies.

APPEAL FORMS available on-line

<https://www.glendaleca.gov/home/showdocument?id=11926>.

If you have any questions, please contact the case planner, Vilia Zemaitaitis at (818) 937-8154 (email: VZemaitaitis@glendaleca.gov).

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 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 Variances. To consider the revocation, the Planning Hearing Officer shall hold a public hearing after giving notice by the same procedure as for

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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 Variance 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 Variance 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 Variance may be terminated by the review authority upon any interruption or cessation of the use permitted by the Variance 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, Vilia Zemaitaitis at (818) 937-8154 or vzemaitaitis@glendaleca.gov.

Sincerely,
Philip Lanzafame
Director of Community Development



Milca Toledo
Planning Hearing Officer

MT:VZ:sm

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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); Owner: Ara Vartanian; Jean Simone; Patricia Garner; Bradford Mitchell;Rebecca Minas; Cathy Jurca; Palma Vincenti; Mary Baldwin; emails received; and case planner – Vilia Zemaitaitis.

CITY OF GLENDALE
INTERDEPARTMENTAL COMMUNICATION
Community Development Department
Request for Comments Form (RFC)

DATE: August 21, 2019

DUE DATE: September 6, 2019

NOTE: If project comments are not received by the due date, it will be assumed that your department has no comments.

FROM: Vilia Zemaitaitis

Tel. # X8154

PROJECT ADDRESS: 2508 Saint Andrews Drive

Applicant: Kaaren Khoudikian

Property Owner: Ara Vartanian

PROJECT DESCRIPTION: The applicant is requesting the approval of a standards variance to construct a new 2,010 square-foot (SF), three-story single-family residence with an attached two-car garage on a vacant 6,710 SF lot, which is less than the code-required minimum lot size of 7,500 SF in the R1R zone. The parcel features an average current slope of 60% and there is a protected tree on-site.

PLEASE CHECK:

- | | |
|---|--|
| <p><u> </u> A. CITY ATTORNEY</p> <p><u> </u> B. COMMUNITY DEVELOPMENT:</p> <p><u> X </u> • (1) Building & Safety</p> <p><u> </u> • (2) Economic Development</p> <p><u> </u> • (3) Housing</p> <p><u> </u> • (4) Neighborhood Services</p> <p><u> </u> • (5) Planning & Urban Design
EIF/Historic District</p> <p><u> X </u> D. COMMUNITY SERVICES/PARKS:</p> <p><u> X </u> E. FIRE ENGINEERING (PSC)</p> <p><u> </u> F. GLENDALE WATER & POWER:</p> <p><u> X </u> • (1) Water</p> <p><u> X </u> • (2) Electric</p> | <p><u> </u> G. INFORMATION SERVICES
(Wireless Telecom)</p> <p><u> </u> H. PUBLIC WORKS (ADMINISTRATION):</p> <p><u> </u> • (1) Engineering & Land Development</p> <p><u> X </u> • (2) Traffic & Transportation</p> <p><u> </u> • (3) Facilities (city projects only)</p> <p><u> X </u> • (4) Integrated Waste</p> <p><u> X </u> • (5) Maintenance Services/Urban Forester</p> <p><u> </u> J. GLENDALE POLICE</p> <p><u> </u> K. OTHER:</p> <p><u> </u> • (1) STATE-Alcohol Beverage Control (ABC)</p> <p><u> </u> • (2) Tribal Consultations (EIFs)</p> <p><u> </u> • (3) City Clerk's Office</p> |
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ENTITLEMENT(S) REQUESTED

Variance Case No.: PVAR 1726875
AUP/CUP Case No.: _____
ADR/DRB Case No.: _____

Tentative Tract/Parcel Map No.: _____
Zone Change/GPA: _____
Other: _____

**INTER-DEPARTMENTAL COMMUNICATION
PROJECT CONDITIONS AND COMMENTS**

Project
Address: 2508 St. Andrews Drive

Project
Case No.: PVAR 1726875

If project comments are not received by the due date, it will be assumed that your department has no comments.

NOTE: Your comments should address, within your area of authority, concerns and potentially significant adverse physical changes to the environment regarding the project. You may also identify code requirements specific to the project, above and beyond your normal requirements. Applicant will be informed early in the development process. You may review complete plans, maps and exhibits in our office, MSB Room 103. We appreciate your consideration and look forward to your timely comments. Please do not recommend APPROVAL or DENIAL. For any questions, please contact the Case Planner ASAP, so as not to delay the case processing.

COMMENTS:

- This office **DOES NOT** have any comment.
- This office **HAS** the following comments/conditions. (See attached Dept. Master List)

Date: 9/9/2019

Print Name: Sarkis Hairapetian

Title: Pr., B.C.S. Dept. B & S. Tel.: X-3209

Conditions:

- 1. That all necessary permits (i.e., building, fire, engineering, etc.) 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.
- 2. That the premises shall be made available and accessible to any authorized City personnel (Building, Fire, Police, Neighborhood Services, Planning, etc.), for inspection to ascertain that all conditions of approval of this conditional use permit are complied with.
- 3. That Structure or building on hillside with slope greater than 33% shall comply with the Section 1615 special hillside design requirements.
- 4. That additional or other building code requirements or specific code requirements (i.e. CA Green Building Code, etc.) will be required upon submittal of plans for building plans check and permit.

CITY OF GLENDALE
INTERDEPARTMENTAL COMMUNICATION
 Community Development Department
Request for Comments Form (RFC)

DATE: August 21, 2019

DUE DATE: September 6, 2019

NOTE: If project comments are not received by the due date, it will be assumed that your department has no comments.

FROM: Vilia Zemaitaitis

Tel. # X8154

PROJECT ADDRESS: 2508 Saint Andrews Drive

Applicant: Kaaren Khoudikian

Property Owner: Ara Vartanian

PROJECT DESCRIPTION: The applicant is requesting the approval of a standards variance to construct a new 2,010 square-foot (SF), three-story single-family residence with an attached two-car garage on a vacant 6,710 SF lot, which is less than the code-required minimum lot size of 7,500 SF in the R1R zone. The parcel features an average current slope of 60% and there is a protected tree on-site.

PLEASE CHECK:

- | | |
|---|--|
| <p><u> </u> A. CITY ATTORNEY</p> <p><u> </u> B. COMMUNITY DEVELOPMENT:</p> <ul style="list-style-type: none"> <u> X </u> • (1) Building & Safety <u> </u> • (2) Economic Development <u> </u> • (3) Housing <u> </u> • (4) Neighborhood Services <u> X </u> • (5) Planning & Urban Design
EIF/Historic District <p><u> X </u> D. COMMUNITY SERVICES/PARKS:</p> <p><u> X </u> E. FIRE ENGINEERING (PSC)</p> <p><u> </u> F. GLENDALE WATER & POWER:</p> <ul style="list-style-type: none"> <u> X </u> • (1) Water <u> X </u> • (2) Electric | <p><u> </u> G. INFORMATION SERVICES
(Wireless Telecom)</p> <p><u> </u> H. PUBLIC WORKS (ADMINISTRATION):</p> <ul style="list-style-type: none"> <u> </u> • (1) Engineering & Land Development <u> X </u> • (2) Traffic & Transportation <u> </u> • (3) Facilities (city projects only) <u> </u> • (4) Integrated Waste <u> </u> • (5) Maintenance Services/Urban Forester <p><u> </u> J. GLENDALE POLICE</p> <p><u> </u> K. OTHER:</p> <ul style="list-style-type: none"> <u> </u> • (1) STATE-Alcohol Beverage Control (ABC) <u> </u> • (2) Tribal Consultations (EIFs) <u> </u> • (3) City Clerk's Office |
|---|--|

ENTITLEMENT(S) REQUESTED

Variance Case No.: PVAR 1726875
 AUP/CUP Case No.: _____
 ADR/DRB Case No.: _____

Tentative Tract/Parcel Map No.: _____
 Zone Change/GPA: _____
 Other: _____

**INTER-DEPARTMENTAL COMMUNICATION
PROJECT CONDITIONS AND COMMENTS**

Project
Address: 2508 St. Andrews Drive

Project
Case No.: PVAR 1726875

If project comments are not received by the due date, it will be assumed that your department has no comments.

NOTE: Your comments should address, within your area of authority, concerns and potentially significant adverse physical changes to the environment regarding the project. You may also identify code requirements specific to the project, above and beyond your normal requirements. Applicant will be informed early in the development process. You may review complete plans, maps and exhibits in our office, MSB Room 103. We appreciate your consideration and look forward to your timely comments. Please do not recommend APPROVAL or DENIAL. For any questions, please contact the Case Planner ASAP, so as not to delay the case processing.

COMMENTS:

This office **DOES NOT** have any comment.

This office **HAS** the following comments/conditions. (See attached Dept. Master List)

Date: 10.29.19

Print Name: Sita Demirjian

Title: Sr. Fire Env. Safety Specialist **Dept.:** GFD **Tel.:** 818.937.8105

a. ADDITIONAL COMMENTS:

- 1. Show Compliance with CFC 2016
Specifically fire department access CFC Section 504

b. CASE SPECIFIC CODE REQUIREMENTS: (these are not standard code requirements)

- 1.

c. SUGGESTED CONDITIONS: (may or may not be adopted by the Hearing Officer)

- 1.

CITY OF GLENDALE
INTERDEPARTMENTAL COMMUNICATION

DATE: September 23, 2019

TO: Vilia Zemaitaitis, Community Development Department

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

**SUBJECT: PVAR 1726875
2508 Saint Andrews Drive**

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

Electric Engineering

Customer Service (818) 548-3921

- 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.
- Project to provide electric service - size, single line diagram and electric load calculation per National Electric Code (NEC).
- Additional comment(s) and/or attachment(s).
The existing electrical feed point (conduit only) from the utility cannot be re-used for this lot. New feed point will require a minimum of 275' of underground substructure in the public right of way. Project to contact GWP regarding costs and feed point.

Fiber Optics (818) 548-3923

- No conflict.

Street Lighting (818) 548-4877

- No Conflict

Transmission & Distribution (818) 548-3923

- No conflict.
- Additional comment(s) and/or attachment(s).
Be aware of the underground service conductors at the south-east corner of this property

Water Engineering

Recycled Water (818) 548-2062

- No conflict.

Backflow Prevention (818) 548-2062

- No conflict.

Potable Water (818) 548-2062

- Developer is responsible for the current cost of a water service or fire line installation in accordance with the current water fee schedule.
- 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.
- 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.

Darrell Hahn Gerald Tom
Electrical Services Administrator Senior Civil Engineer



DH/GT:fg/sb

PUBLIC WORKS ENGINEERING
- Land Development Section -

Comments/Conditions

No Comments

1. The project shall comply with all National Pollutant Discharge Elimination System (NPDES) requirements.

2. The proposed development shall not encroach within the existing 5-foot sewer easement along the west side of the property.

3. The applicant shall dedicate to the City a driveway apron easement on Saint Andrews Drive, of sufficient area to accommodate the construction of standard driveway apron.

4. 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 Saint Andrews Drive in accordance with the Standard Plans for Public Works Construction (SPPWC) manual, to match and join existing street improvements, under separate permit, and to the satisfaction of the Director of Public Works:

a. Construct new concrete curb along the existing edge of pavement and join existing curb improvements. Remove and replace broken asphalt along the edge of pavement if necessary.

b. Construct a standard driveway apron for the proposed driveway.

c. The applicant shall bear all costs involved in the relocation/reconstruction and/or adjustment to new finished grade of all utilities (underground and overhead) within the public right-of-way that may be affected by the proposed street improvements, and shall coordinate all such work with the respective utility companies, including the Glendale Water & Power Department, and the City's Traffic and Transportation Section.

d. All existing street pavement, traffic striping, street signs, curb paintings, tree wells, and all other improvements within the public right-of-way that were damaged, removed, or relocated during construction shall be restored to the satisfaction of the Director of Public Works.

5. Separate permits shall be required for all work within the public-right-of-way. All applicable construction work shall conform to the SPPWC manual. The applicant shall bear all fees for the necessary permits and construction inspections for work within the public right-of-way.

6. Street improvement plans prepared by a Registered Civil Engineer licensed in the State of California shall be submitted to the Engineering Division and the Los Angeles County Department of Public Works (connection to County storm drain facility) for review and approval. In addition, the improvement plans shall show the location and/or the relocation/reconstruction of all existing and proposed utilities, including their

underground structures (i.e. water meters, pull boxes, valves, manholes, street lights, fire hydrants, etc.).

7. Traffic comments shall be provided separately.

8. Coordinate and obtain approval from the City Urban Forester, Mr. Loren Klick at (818) 550-3416, with regards to the mitigation of existing indigenous trees at the site.

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

Case No.: PVAR 1726875

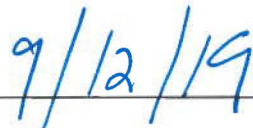
Address: 2508 Saint Andrews Drive

Case Planner: Vilia Zemaitaitis

Signature: 

Yazdan T. Emrani, P.E.
Director of Public Works

Date: 9/12/19





CITY OF GLENDALE
INTERDEPARTMENTAL COMMUNICATION
Community Development Department
Request for Comments Form (RFC)

DATE: August 21, 2019 **DUE DATE:** September 6, 2019
NOTE: If project comments are not received by the due date, it will be assumed that your department has no comments.

FROM: Vilia Zemaitaitis **Tel. #** X8154

PROJECT ADDRESS: 2508 Saint Andrews Drive
Applicant: Kaaren Khoudikian
Property Owner: Ara Vartanian

PROJECT DESCRIPTION: The applicant is requesting the approval of a standards variance to construct a new 2,010 square-foot (SF), three-story single-family residence with an attached two-car garage on a vacant 6,710 SF lot, which is less than the code-required minimum lot size of 7,500 SF in the R1R zone. The parcel features an average current slope of 60% and there is a protected tree on-site.

PLEASE CHECK:

- A. CITY ATTORNEY**
- X **B. COMMUNITY DEVELOPMENT:**
 - (1) Building & Safety
 - (2) Economic Development
 - (3) Housing
 - (4) Neighborhood Services
 - (5) Planning & Urban Design
- C. COMMUNITY SERVICES/HISTORIC DISTRICTS:**
- X **D. COMMUNITY SERVICES/PARKS:**
- X **E. FIRE ENGINEERING (PSC)**
- F. GLENDALE WATER & POWER:**
 - X • (1) Water
 - X • (2) Electric

- G. INFORMATION SERVICES (Wireless Telecom)**
- H. PUBLIC WORKS (ADMINISTRATION):**
 - (1) Engineering & Land Development
 - (2) Traffic & Transportation
 - (3) Facilities (city projects only)
 - (4) Integrated Waste
 - (5) Maintenance Services/Urban Forester
- I. GLENDALE FIRE DEPARTMENT**
- J. GLENDALE POLICE**
- K. OTHER:**
 - (1) STATE-Alcohol Beverage Control (ABC)
 - (2) Tribal Consultations (EIFs)
 - (3) City Clerk’s Office

ENTITLEMENT(S) REQUESTED

Variance Case No.: PVAR 1726875
AUP/CUP Case No.: _____
ADR/DRB Case No.: _____

Tentative Tract/Parcel Map No.: _____
Zone Change/GPA: _____
Other: _____

**INTER-DEPARTMENTAL COMMUNICATION
PROJECT CONDITIONS AND COMMENTS**

Project
Address: 2508 St. Andrews Drive

Project
Case No.: PVAR 1726875

If project comments are not received by the due date, it will be assumed that your department has no comments.

NOTE: Your comments should address, within your area of authority, concerns and potentially significant adverse physical changes to the environment regarding the project. You may also identify code requirements specific to the project, above and beyond your normal requirements. Applicant will be informed early in the development process. You may review complete plans, maps and exhibits in our office, MSB Room 103. We appreciate your consideration and look forward to your timely comments. Please do not recommend APPROVAL or DENIAL. For any questions, please contact the Case Planner ASAP, so as not to delay the case processing.

COMMENTS:

- This office **DOES NOT** have any comment.
- This office **HAS** the following comments/conditions. (See attached Dept. Master List)

Date: _____

Print Name: _____

Title: _____ **Dept.** _____ **Tel.:** _____

a. ADDITIONAL COMMENTS:

- 1.

b. CASE SPECIFIC CODE REQUIREMENTS: (these are not standard code requirements)

- 1.

c. SUGGESTED CONDITIONS: (may or may not be adopted by the Hearing Officer)

- 1.

DATE: August 21, 2019

DUE DATE: September 6, 2019

FROM: Villa Zemaitaitis Tel. # X 8154

PROJECT ADDRESS: 2508 Saint Andrews Drive

Applicant: Karen Khoudikian

Property Owner: Ara Vartanian

PROJECT DESCRIPTION:

The applicant is requesting the approval of a standards variance to construct a new 2,010 square foot (SF), three-story single family residence with an attached two car garage on a vacant 6,710 SF lot, which is less than the code-required minimum lot size of 7,500 SF in the R1R zone. The parcel features an average slope of 60% and there is a protected tree on-site.

PLEASE CHECK:

- A. CITY ATTORNEY
- B. COMMUNITY DEVELOPMENT:
 - (1) Building & Safety
 - (2) Economic Development
 - (3) Housing
 - (4) Neighborhood Services
 - (5) Planning & Urban Design EIF/Historic District
- D. COMMUNITY SERVICES/PARKS:
- E. FIRE ENGINEERING (PSC)
- F. GLENDALE WATER & POWER:
 - (1) Water
 - (2) Electric
- G. INFORMATION SERVICES (Wireless Telecom)
- H. PUBLIC WORKS (ADMINISTRATION):
 - (1) Engineering & Land Development
 - (2) Traffic & Transportation
 - (3) Facilities (city projects only)
 - (4) Integrated Waste
 - (5) Maintenance Services/Urban Forester
- J. GLENDALE POLICE
- K. OTHER:
 - (1) STATE-Alcohol Beverage Control (ABC)
 - (2) Tribal Consultations (EIFs)
 - (3) City Clerk's Office

ENTITLEMENT(S) REQUESTED

Variance Case No.: PVAR 1726875
AUP/CUP Case No.:
ADR/DRB Case No.:

Tentative Tract/Parcel Map No.:
Zone Change/GPA:
Other:

**INTER-DEPARTMENTAL COMMUNICATION
PROJECT CONDITIONS AND COMMENTS**

**Project
Address: 2508 St. Andrews Drive**

**Project
Case No.: PVAR 1726875**

If project comments are not received by the due date, it will be assumed that your department has no comments.

NOTE: Your comments should address, within your area of authority, concerns and potentially significant adverse physical changes to the environment regarding the project. You may also identify code requirements specific to the project, above and beyond your normal requirements. Applicant will be informed early in the development process. You may review complete plans, maps and exhibits in our office, MSB Room 103. We appreciate your consideration and look forward to your timely comments. Please do not recommend APPROVAL or DENIAL. For any questions, please contact the Case Planner ASAP, so as not to delay the case processing.

COMMENTS:

- This office **DOES NOT** have any comment.
- This office **HAS** the following comments/conditions. (See attached Dept. Master List)

Date: December 23, 2019

**Print Name: Willie Pangilinan
Title: Civil engineering Assistant Dept. Public Works-Traffic Section
Tel.:818.937.8218**

a. ADDITIONAL COMMENTS:

- 1. Contractor should install No Parking Any Time (R26A (CA) sign, fifteen feet (15') away from the fire hydrant, as part of the new development.
- 2. Contractor may require Traffic Control Plan, prior the grading phase of the project.

b. CASE SPECIFIC CODE REQUIREMENTS: (these are not standard code requirements)

- 1.

c. SUGGESTED CONDITIONS: (may or may not be adopted by the Hearing Officer)

- 1. Contractor shall not store trash bins, construction equipment, construction materials, or construction vehicles (concrete truck, dump truck, etc.), on City's Right-of-Way (sidewalk, parkway, or street), without first obtaining a "Street-Use" permit from the Public Works Engineering Division. Permit must be displayed at job site.

CITY OF GLENDALE
INTERDEPARTMENTAL COMMUNICATION
Community Development Department
Request for Comments Form (RFC)

DATE: August 21, 2019

DUE DATE: September 6, 2019

NOTE: If project comments are not received by the due date, it will be assumed that your department has no comments.

FROM: Vilia Zemaitaitis

Tel. # X8154

PROJECT ADDRESS: 2508 Saint Andrews Drive

Applicant: Kaaren Khoudikian

Property Owner: Ara Vartanian

PROJECT DESCRIPTION: The applicant is requesting the approval of a standards variance to construct a new 2,010 square-foot (SF), three-story single-family residence with an attached two-car garage on a vacant 6,710 SF lot, which is less than the code-required minimum lot size of 7,500 SF in the R1R zone. The parcel features an average current slope of 60% and there is a protected tree on-site.

PLEASE CHECK:

<p><u> </u> A. CITY ATTORNEY</p> <p><u> </u> B. COMMUNITY DEVELOPMENT:</p> <p><u> X </u> • (1) Building & Safety</p> <p><u> </u> • (2) Economic Development</p> <p><u> </u> • (3) Housing</p> <p><u> </u> • (4) Neighborhood Services</p> <p><u> </u> • (5) Planning & Urban Design EIF/Historic District</p> <p><u> X </u></p> <p><u> X </u> D. COMMUNITY SERVICES/PARKS:</p> <p><u> X </u> E. FIRE ENGINEERING (PSC)</p> <p><u> </u> F. GLENDALE WATER & POWER:</p> <p><u> X </u> • (1) Water</p> <p><u> X </u> • (2) Electric</p>	<p><u> </u> G. INFORMATION SERVICES (Wireless Telecom)</p> <p><u> </u> H. PUBLIC WORKS (ADMINISTRATION):</p> <p><u> </u> • (1) Engineering & Land Development</p> <p><u> X </u> • (2) Traffic & Transportation</p> <p><u> </u> • (3) Facilities (city projects only)</p> <p><u> </u> • (4) Integrated Waste</p> <p><u> X </u> • (5) Maintenance Services/Urban Forester</p> <p><u> </u> J. GLENDALE POLICE</p> <p><u> </u> K. OTHER:</p> <p><u> </u> • (1) STATE-Alcohol Beverage Control (ABC)</p> <p><u> </u> • (2) Tribal Consultations (EIFs)</p> <p><u> </u> • (3) City Clerk's Office</p>
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ENTITLEMENT(S) REQUESTED

Variance Case No.: PVAR 1726875

AUP/CUP Case No.:

ADR/DRB Case No.:

Tentative Tract/Parcel Map No.:

Zone Change/GPA:

Other:

**INTER-DEPARTMENTAL COMMUNICATION
PROJECT CONDITIONS AND COMMENTS**

Project
Address: 2508 St. Andrews Drive

Project
Case No.: PVAR 1726875

If project comments are not received by the due date, it will be assumed that your department has no comments.

NOTE: Your comments should address, within your area of authority, concerns and potentially significant adverse physical changes to the environment regarding the project. You may also identify code requirements specific to the project, above and beyond your normal requirements. Applicant will be informed early in the development process. You may review complete plans, maps and exhibits in our office, MSB Room 103. We appreciate your consideration and look forward to your timely comments. Please do not recommend APPROVAL or DENIAL. For any questions, please contact the Case Planner ASAP, so as not to delay the case processing.

COMMENTS:

- This office **DOES NOT** have any comment.
- This office **HAS** the following comments/conditions. (See attached Dept. Master List)

Date: 8-29-19

Print Name: Katherine Williams

Title: Arborist Technician Dept. Maintenance Services/Public Works Tel.: x3402

a. ADDITIONAL COMMENTS:

- 1.

Summary

The project appears to propose significant impact to the collection of protected trees on site. Due to the scope of this project, it will be a requirement of the applicant to provide an Indigenous Tree Report prepared by a qualified consulting arborist.

Site Description

The project site is a vacant, south facing slope in the Chevy Chase Canyon area of Glendale. The property descends from St. Andrews Drive. A narrow ravine runs down the east side of the lot. The site is wooded with a collection of native and non-native trees and vegetation, including several coast live oak (*Quercus agrifolia*) trees protected by the Indigenous Tree Ordinance.

Indigenous Tree Ordinance

Forestry has reviewed the project survey and site plan and conducted a limited visual assessment of the site from St. Andrews Drive. The locations of several oak trees on the project survey appear incomplete and potentially incorrect. The project footprint and proposed grading appear to require the removal of at least one oak tree on site. It will be a requirement of the applicant to correctly locate the trunk and canopy spread of all protected trees on the site plan and provide an Indigenous Tree Report prepared by a qualified consulting arborist.

Preliminary Design Comments

The site plan appears to propose the removal of one oak tree on the lower slope for the purpose of constructing an outdoor patio and terraced garden. The protected oak trees emanating from the ravine along the perimeter of the lot appear to be proposed for preservation, but the degree of impact from the grading proposed to occur adjacent to these trees is unclear.

In general, Forestry encourages applicants who are proposing to build on an undeveloped oak woodland to: minimize the project footprint; avoid non-essential amenities; utilize low impact construction methods and practices; retain the natural, wooded character of the lot; preserve as many trees as possible; and integrate the existing oak trees and the natural grade of the lot into the project's landscape plan.

At this time, Forestry shall suspend further comments until requested information is received and reviewed for compliance with ordinance requirements.

b. CASE SPECIFIC CODE REQUIREMENTS: (these are not standard code requirements)

- 1.

c. SUGGESTED CONDITIONS: (may or may not be adopted by the Hearing Officer)

- 1.

**INTER-DEPARTMENTAL COMMUNICATION
PROJECT CONDITIONS AND COMMENTS**

**Project
Address: 2510 St. Andrews Drive**

**Project
Case No.: PVAR 1726875**

***NOTE:** Your comments should address, within your area of authority, concerns and potentially significant adverse physical changes to the environment regarding the project. You may also identify code requirements specific to the project, above and beyond your normal requirements. Applicant will be informed early in the development process. You may review complete plans, maps and exhibits in our office, MSB Room 103. We appreciate your consideration and look forward to your timely comments. Please do not recommend APPROVAL or DENIAL. For any questions, please contact the Case Planner ASAP, so as not to delay the case processing.*

COMMENTS:

- This office **DOES NOT** have any comment.
- This office **HAS** the following comments/conditions. (See attached Dept. Master List)

Date: 12-4-2019

Print Name: Katherine Williams

Title: Arborist Technician Dept. Maintenance Services/Public Works Tel.: x3402

a. ADDITIONAL COMMENTS:

- 1. *Comments updated 12-10-2019.*

Summary

The project, as proposed, appears supportable by Forestry, on the following conditions: Applicant explores options to modify the design and retain oak tree #1; if this is not feasible, the remaining oak trees are to be protected in place and four (4) new oak trees are to be planted on site.

Project History

Forestry first reviewed this project in August 2019, and requested that the applicant submit an Indigenous Tree Report (ITR) per the requirements of the Glendale Municipal Code. Specifically, Forestry requested that the ITR document the oak proposed for removal and include a tree protection plan for the remaining oak trees on site. The applicant has provided an ITR prepared by consulting arborist Arsen Margossian, dated November 21, 2019. The following comments are based on the ITR, the project site plan, and site observations made by the Arborist Technician.

Site Description

The project site is a vacant, south facing slope in the Chevy Chase Canyon area of Glendale. The slope descends from St. Andrews Drive. A narrow ravine runs down the west side of the lot. The site is wooded with a collection of native and non-native trees and vegetation, including several coast live oak (*Quercus agrifolia*) trees protected by the Indigenous Tree Ordinance.

Project Description

The proposed construction includes building a new single family residence. Due to the steep slope of the lot, it appears the project will require significant grading, re-compaction, and new retaining walls for stability.

Indigenous Tree Ordinance--Potential Environmental Impacts

Oak tree #1 is a semi-mature coast live oak tree located in the center of the lower slope. This tree shows generally good health, vigor, and a dense, uniform canopy. Based on the favorable site conditions, this tree has the potential to continue to develop into a mature, specimen oak tree. This tree is proposed for removal.

Oak tree #2 is a multi-stemmed juvenile coast live oak tree on the west side of the lower slope. This tree appears to be outside of the immediate construction zone and should be retained with minimal impact, if tree protection measures are observed.

Oak tree #3 is dead. This tree is located along the ravine on the west side of the lot. The applicant should apply for a separate dead tree removal permit from Forestry in order to remove this tree from the site.

Oak tree #4 is a relatively juvenile coast live oak tree located along the ravine on the west side of the lot. This tree is leaning upslope, with a large portion of its canopy in the construction zone. The ITR states that this tree will be pruned for clearance to the proposed patio area and retained. However, due to its fair to poor condition, defective structure, imbalanced canopy, and proximity to grading activity, it is Forestry's opinion that this tree will not survive construction. Forestry recommends this tree for removal and replacement, if construction is to take place adjacent to this tree.

Off-site oak trees #1, 2, and 3 appear to be located outside of the construction area and should be minimally impacted, if tree protection measures are observed.

Proposed Mitigation Measures

Due to its generally good structure, size, condition, and establishment, oak #1 is an appropriate candidate for preservation. Forestry encourages the applicant to consider strategies for limiting the grading on the lower slope so that this tree may be incorporated into the design and allowed to continue to grow in this location. If there is no other option for stabilizing the slope and oak #1 must be removed to build a new home on this lot, Forestry requests that:

1. The project landscaping plan shows (4) 15 gallon size new coast live oak trees. Grouping oaks together along the west side of the property (near the current locations of oak #3, #4, and off-site oaks #2 and #3) is recommended. This area should be landscaped and maintained in the style of a naturally occurring oak woodland community.
2. All tree protection fencing and tree protection measures, per the ITR, are implemented throughout construction.
3. The applicant applies for an Indigenous Tree Permit during plan check.

b. CASE SPECIFIC CODE REQUIREMENTS: (these are not standard code requirements)

- 1.

c. SUGGESTED CONDITIONS: (may or may not be adopted by the Hearing Officer)

- 1.

**INTER-DEPARTMENTAL COMMUNICATION
PROJECT CONDITIONS AND COMMENTS**

**Project
Address: 2510 St. Andrews Drive**

**Project
Case No.: PVAR 1726875**

If project comments are not received by the due date, it will be assumed that your department has no comments.

NOTE: Your comments should address, within your area of authority, concerns and potentially significant adverse physical changes to the environment regarding the project. You may also identify code requirements specific to the project, above and beyond your normal requirements. Applicant will be informed early in the development process. You may review complete plans, maps and exhibits in our office, MSB Room 103. We appreciate your consideration and look forward to your timely comments. Please do not recommend APPROVAL or DENIAL. For any questions, please contact the Case Planner ASAP, so as not to delay the case processing.

COMMENTS:

- This office **DOES NOT** have any comment.
- This office **HAS** the following comments/conditions. (See attached Dept. Master List)

Date: 12-4-2019

Print Name: Katherine Williams

Title: Arborist Technician Dept. Maintenance Services/Public Works Tel.: x3402

a. ADDITIONAL COMMENTS:

- 1. **Comments updated 12-10-2019.**

Summary

The project, as proposed, appears supportable by Forestry, on the following conditions: Applicant explores options to modify the design and retain oak tree #1; if this is not feasible, the remaining oak trees are to be protected in place and four (4) new oak trees are to be planted on site.

Project History

Forestry first reviewed this project in August 2019, and requested that the applicant submit an Indigenous Tree Report (ITR) per the requirements of the Glendale Municipal Code. Specifically, Forestry requested that the ITR document the oak proposed for removal and include a tree protection plan for the remaining oak trees on site. The applicant has provided an ITR prepared by consulting arborist Arsen Margossian, dated November 21, 2019. The following comments are based on the ITR, the project site plan, and site observations made by the Arborist Technician.

Site Description

The project site is a vacant, south facing slope in the Chevy Chase Canyon area of Glendale. The slope descends from St. Andrews Drive. A narrow ravine runs down the west side of the lot. The site is wooded with a collection of native and non-native trees and vegetation, including several coast live oak (*Quercus agrifolia*) trees protected by the Indigenous Tree Ordinance.

Project Description

The proposed construction includes building a new single family residence. Due to the steep slope of the lot, it appears the project will require significant grading, re-compaction, and new retaining walls for stability.

Indigenous Tree Ordinance--Potential Environmental Impacts

Oak tree #1 is a semi-mature coast live oak tree located in the center of the lower slope. This tree shows generally good health, vigor, and a dense, uniform canopy. Based on the favorable site conditions, this tree has the potential to continue to develop into a mature, specimen oak tree. This tree is proposed for removal.

Oak tree #2 is a multi-stemmed juvenile coast live oak tree on the west side of the lower slope. This tree appears to be outside of the immediate construction zone and should be retained with minimal impact, if tree protection measures are observed.

Oak tree #3 is dead. This tree is located along the ravine on the west side of the lot. The applicant should apply for a separate dead tree removal permit from Forestry in order to remove this tree from the site.

Oak tree #4 is a relatively juvenile coast live oak tree located along the ravine on the west side of the lot. This tree is leaning upslope, with a large portion of its canopy in the construction zone. The ITR states that this tree will be pruned for clearance to the proposed patio area and retained. However, due to its fair to poor condition, defective structure, imbalanced canopy, and proximity to grading activity, it is Forestry's opinion that this tree will not survive construction. Forestry recommends this tree for removal and replacement, if construction is to take place adjacent to this tree.

Off-site oak trees #1, 2, and 3 appear to be located outside of the construction area and should be minimally impacted, if tree protection measures are observed.

Proposed Mitigation Measures

Due to its generally good structure, size, condition, and establishment, oak #1 is an appropriate candidate for preservation. Forestry encourages the applicant to consider strategies for limiting the grading on the lower slope so that this tree may be incorporated into the design and allowed to continue to grow in this location. If there is no other option for stabilizing the slope and oak #1 must be removed to build a new home on this lot, Forestry requests that:

1. The project landscaping plan shows (4) 15 gallon size new coast live oak trees. Grouping oaks together along the west side of the property (near the current locations of oak #3, #4, and off-site oaks #2 and #3) is recommended. This area should be landscaped and maintained in the style of a naturally occurring oak woodland community.
2. All tree protection fencing and tree protection measures, per the ITR, are implemented throughout construction.
3. The applicant applies for an Indigenous Tree Permit during plan check.

b. CASE SPECIFIC CODE REQUIREMENTS: (these are not standard code requirements)

- 1.

c. SUGGESTED CONDITIONS: (may or may not be adopted by the Hearing Officer)

- 1.

**CITY OF GLENDALE
INTERDEPARTMENTAL COMMUNICATION
Community Development Department
Request for Comments Form (RFC)**

DATE: August 21, 2019

DUE DATE: September 6, 2019

NOTE: If project comments are not received by the due date, it will be assumed that your department has no comments.

FROM: Vilia Zemaitaitis

Tel. # X8154

PROJECT ADDRESS: 2508 Saint Andrews Drive

Applicant: Kaaren Khoudikian

Property Owner: Ara Vartanian

PROJECT DESCRIPTION: The applicant is requesting the approval of a standards variance to construct a new 2,010 square-foot (SF), three-story single-family residence with an attached two-car garage on a vacant 6,710 SF lot, which is less than the code-required minimum lot size of 7,500 SF in the R1R zone. The parcel features an average current slope of 60% and there is a protected tree on-site.

PLEASE CHECK:

- | | |
|--|--|
| <p><input type="checkbox"/> A. CITY ATTORNEY</p> <p><input checked="" type="checkbox"/> B. COMMUNITY DEVELOPMENT:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> (1) Building & Safety <input type="checkbox"/> (2) Economic Development <input type="checkbox"/> (3) Housing <input checked="" type="checkbox"/> (4) Neighborhood Services <input type="checkbox"/> (5) Planning & Urban Design
EIF/Historic District <p><input checked="" type="checkbox"/> D. COMMUNITY SERVICES/PARKS:</p> <p><input checked="" type="checkbox"/> E. FIRE ENGINEERING (PSC)</p> <p><input type="checkbox"/> F. GLENDALE WATER & POWER:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> (1) Water <input checked="" type="checkbox"/> (2) Electric | <p><input type="checkbox"/> G. INFORMATION SERVICES
(Wireless Telecom)</p> <p><input type="checkbox"/> H. PUBLIC WORKS (ADMINISTRATION):</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> (1) Engineering & Land Development <input checked="" type="checkbox"/> (2) Traffic & Transportation <input checked="" type="checkbox"/> (3) Facilities (city projects only) <input checked="" type="checkbox"/> (4) Integrated Waste <input checked="" type="checkbox"/> (5) Maintenance Services/Urban Forester <p><input type="checkbox"/> J. GLENDALE POLICE</p> <p><input type="checkbox"/> K. OTHER:</p> <ul style="list-style-type: none"> <input type="checkbox"/> (1) STATE-Alcohol Beverage Control (ABC) <input type="checkbox"/> (2) Tribal Consultations (EIFs) <input type="checkbox"/> (3) City Clerk's Office |
|--|--|

ENTITLEMENT(S) REQUESTED

Variance Case No.: PVAR 1726875
 AUP/CUP Case No.: _____
 ADR/DRB Case No.: _____

Tentative Tract/Parcel Map No.: _____
 Zone Change/GPA: _____
 Other: _____

**INTER-DEPARTMENTAL COMMUNICATION
PROJECT CONDITIONS AND COMMENTS**

Project
Address: 2508 St. Andrews Drive

Project
Case No.: PVAR 1726875

If project comments are not received by the due date, it will be assumed that your department has no comments.

NOTE: Your comments should address, within your area of authority, concerns and potentially significant adverse physical changes to the environment regarding the project. You may also identify code requirements specific to the project, above and beyond your normal requirements. Applicant will be informed early in the development process. You may review complete plans, maps and exhibits in our office, MSB Room 103. We appreciate your consideration and look forward to your timely comments. Please do not recommend APPROVAL or DENIAL. For any questions, please contact the Case Planner ASAP, so as not to delay the case processing.

COMMENTS:

- This office **DOES NOT** have any comment.
- This office **HAS** the following comments/conditions. (See attached Dept. Master List)

Date: 9/21/19

Print Name: JACKIE JOUHARIAN

Title: CSR: Dept. Neighborhood Services Tel.: x3700

a. ADDITIONAL COMMENTS:

- 1.

b. CASE SPECIFIC CODE REQUIREMENTS: (these are not standard code requirements)

- 1.

c. SUGGESTED CONDITIONS: (may or may not be adopted by the Hearing Officer)

- 1.