



September 15, 2021

Kathy Holland
1600 Ramona Avenue
Glendale, CA 91208

**RE: 1319 LORETO DRIVE
ADMINISTRATIVE EXCEPTION CASE NO. PAE 2111108**

Dear Ms. Holland:

Pursuant to the provisions of the Glendale Municipal Code, Title 30, Chapter 30.44 an Administrative Exception has been processed to allow an 85 square-foot floor area expansion (patio enclosure) to an existing two-story, 1,817 square-foot, single-family dwelling with an existing, attached 302 square-foot garage without providing the required two off-street parking spaces, as required by Chapter 30.32.030 B 3 and Table 30-32.-A of Chapter 30.32.050 of the Glendale Municipal Code. The subject property is located at **1319 Loreto Drive**, in the "R1 II HD" – Low Density Residential (FAR District II), Historic District Overlay Zone, and described as Lot 6, Rossmoyne Tract, in the City of Glendale, County of Los Angeles.

ENVIRONMENTAL DETERMINATION

This project is exempt from environmental review as a Class 1 "Existing Facility" exemption (Section 15301 (e) (1) of the State CEQA Guidelines), as the proposed addition will not result in an increase of more than 2,500 square-feet.

REQUIRED/MANDATED FINDINGS

After considering the evidence presented with respect to this application, the plans submitted therewith, the Community Development Department has **GRANTED 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.**

Granting approval of the Administration Exception to allow an 85 square-foot floor area expansion without the Code-required two off-street parking spaces will result in design improvements and there are space restrictions, which would preclude full compliance with the Code without hardship.

There are space restrictions on the property imposing impractical difficulties with providing code-compliant interior dimensions for a two-car garage. The subject property is a modest 5,740 square-foot interior lot, developed in 1930 with an 1,817 square-foot, two-story single family residence and an attached one-car garage at the rear. The existing attached garage is approximately 302 square feet in size, 19 feet in width and 15 feet in depth. To satisfy minimum interior dimensions of 20-feet (width) by 20-feet (length), the existing garage would need to be expanded a minimum of 1-foot in depth and 5 feet in width. The garage cannot be expanded sufficiently to the north or east because it is currently located less than a foot from the eastern property line and approximately 2 feet from the northern property line. The garage cannot be expanded toward the south without demolishing a portion of the existing house or creating a tandem-arranged garage, a configuration which does not comply with code. While the garage could theoretically be expanded to the west, it would require demolition of an existing staircase and a portion of the existing house to make the added garage space accessible.

The subject site is located in the Rossmoyne Historic District. Demolishing portions of the house/garage to construct a two-car garage would potentially result in adverse aesthetic impacts to the Spanish-style dwelling and detract from the character of the historic neighborhood. Granting of the exception will result in design improvements as the existing development configuration of the house and garage can remain as it was initially constructed 90 years ago.

Requiring the expansion of the garage for the proposed 85 square-foot kitchen addition unduly restricts the flexibility for reasonable use and improvement of the property. Overall, granting the approval of the Administrative Exception to allow the minor floor area expansion without a code compliance two-car garage is reasonable.

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 Administrative Exception to allow the applicant to construct an addition to the existing residence will not be materially detrimental to the public welfare or injurious to the property or improvements in the R1 HD zoned neighborhood, in which the property is located. The existing garage was constructed at the same time as the residence in 1930 and has been utilized as such for almost 91 years with no negative impacts to the public welfare or the properties in the neighborhood.

The requirement to provide the increased depth and width for the garage is prompted by the proposed addition. The project will enclose an 85 square-foot patio to improve the dwelling with a larger kitchen. The addition will occur at the side and rear of the existing single-family home and will not be visible from the street. Conversely, requiring demolition of rear portions of the house/garage to reconstruct a new two car garage would potentially be materially detrimental to the neighborhood. The subject property is located in the Rossmoyne Historic District. If

the property were to be substantially altered at the side and rear with an expanded or new two-car garage, aesthetic impacts to the Spanish-style dwelling may occur and detract from the character of the Rossmoyne Historic District.

As such, the Administrative Exception to allow an 85 square-foot floor area expansion to an existing single-family dwelling without providing the required two off-street parking spaces will not be detrimental to the public welfare, injurious to the property, or improvements in the zone.

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

The purpose of the Administrative Exception procedure is to provide a simplified means for considering applications for minor deviations from Code standards. These standards have been developed to allow reasonable use of properties in order to promote the public health, safety, and general welfare. The purpose of requiring a minimum number of parking spaces is to provide sufficient off-street parking, as well as access to that parking. Off-street parking is particularly important given the narrowness of Loreto Drive adjacent to the residence. As noted in Finding B above, the existing garage has been utilized as such for almost 91 years with no negative impacts to the public welfare or the properties in the neighborhood. The driveway leading to the garage is over 60 feet in length, and while not considered code-compliant parking, can accommodate parked cars nonetheless. Approval of the subject administrative exception will allow the reasonable 85 square-foot kitchen remodel/expansion at the side and rear, enhancing the floor plan of the residence, while maintaining the overall aesthetic of the single-family residence located in the Rossmoyne Historic District. The proposed rear addition meets other Zoning Code requirements for the R1R zone, such as height, lot coverage, floor area ratio and landscaping, and will allow reasonable development of the site. Therefore, granting the exemption will not be contrary to the objectives of the applicable regulations.

CONDITIONS OF APPROVAL

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

- 1) That the development 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 Community Development Department.
- 2) That all necessary permits shall be obtained from the Building and Safety Section and all construction shall be in compliance with the Glendale Building Code and all other applicable regulations.

- 3) That any expansion or modification of the dwelling which is different than what is represented as part of this Administrative Exception approval shall require a new application as determined by the Hearing Officer.
- 4) That the premises be maintained in a clean orderly condition, free of weeds, trash, and graffiti.
- 5) That any required Historic Preservation approval or exemption shall be obtained prior to the issuance of a building permit.

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.

APPEAL PERIOD

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 **October 1, 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, or the case planner at 818-937-8157.

APPEAL FORM is also available on-line:

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

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 October 1, 2021 deadline (mailed to Community Development Department – Planning Division, Attention Dennis Joe, 633 East Broadway, Room 103, Glendale, CA 91206) OR emailed to the case planner (Dennis Joe at djoe@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 Dennis Joe at 818-937-8157 to make arrangements with the cashier.
Note: The standard 2.5% fee for credit card payment applies.

GMC CHAPTER 30.41 PROVIDES FOR

TERMINATION

Every right or privilege authorized by an Administrative Exception shall terminate two (2) years after the granting of such, unless the exercise of such right or privilege has commenced in good faith prior to such time, except as otherwise provided for.

CESSATION

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

EXTENSION

Permits granted by such right or privilege may be requested one time and extended for up to a maximum of one (1) additional year upon receipt of a written request from the applicant and demonstration that a reasonable effort to act on such right and privilege has commenced within the two (2) years of the approval date. In granting such extension the applicable review authority shall make a written finding that neighborhood conditions have not substantially changed since the granting of the administrative exception.

TRANSFERABILITY

This authorization runs with the land or the use for which it was intended for and approved. In the event the property is to be sold, leased, rented or occupied by any person or corporation other than yourself, it is incumbent that you advise them regarding the conditions and/or limitations of this grant.

VIOLATIONS OF THESE CONDITIONS

Violations of conditions required by this determination may constitute a misdemeanor or infraction under section 1.20.010 of the Glendale Municipal Code (GMC) and/or a violation of other local, State or Federal laws or regulations. Unless a specific penalty is provided, any person convicted of a misdemeanor shall be punished by a fine not to exceed one thousand dollars (\$1,000.00), or imprisonment for a term not to exceed six (6) months, or by both fine and imprisonment. Infractions are punishable by a fine not exceeding the sum of five hundred dollars (\$500.00) for each violation. Violations of conditions required by this determination may be grounds for a revocation.

REVOCAION

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

NOTICE – subsequent contacts with this office

The Applicant is further advised that all subsequent contacts with this office regarding this determination must be with the Case Planner first and then, the Hearing Officer who acted on this case. This would include clarification, verification of condition compliance and plans or building permit applications, etc., and shall be accomplished **By Appointment Only**, in order to assure that you receive service with a minimum amount of waiting. You should advise any consultant representing you of this requirement as well.

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

Sincerely,

Phillip Lanzafame
Director of Community Development



Roger Kiesel, AICP
Senior Planner

RK:DJ:sm

CC: City Clerk (K.Cruz); Police Dept. (J.Newton/Z.Avila); City Attorney's Dept. (G. van Muyden/Y.Neukian); Fire Prevention Engineering Section-(J.Halpert); Traffic & Transportation Section (P.Casanova/Mark Bueno-Traffic Engineer Assoc.); General Manager for Glendale Water and Power (S.Zurn); Glendale Water & Power--Water Section (G. Tom/S. Boghosian/R.Takidin/C.Babakhanlou/D.Scorza); Glendale Water & Power--Electric Section (B. B.Ortiz/E.Olsen/ M.Navareete/M.Kouassi); Parks, Recreation and Community Services Dept. (T. Aleksanian); Neighborhood Services Division (R.Sada/J.Jouharian/); Integrated Waste Management Admin. (D. Hartwell); Maintenance Services Section Admin. (D. Hardgrove); Street and Field Services Admin.; Engineering and Environmental Management (C.Chew/R. Villaluna); and case planner – Dennis Joe.