



**CITY OF GLENDALE, CALIFORNIA**  
Community Development  
Planning

633 E. Broadway, Suite 103  
Glendale, CA 91206-4311  
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glendaleca.gov

September 20, 2021

Janelle Williams  
2418 Honolulu Avenue #B  
Montrose, CA 91020

**RE: ADMINISTRATIVE EXCEPTION NO. PAE 2108826  
616 South Columbus Avenue**

Dear Ms. Williams:

Pursuant to the provisions of the Glendale Municipal Code, Title 30, Chapter 30.44.020 (J), an Administrative Exception has been processed to allow the reconstruction of a detached, one-car garage substantially in the same location and configuration, while maintaining the existing shared driveway that is less than eight (8) feet in width on subject property (3'-11" on subject property; 5'-1" on neighboring property, 612 South Columbus Avenue), as required by Chapter 30.32.130 C of the Glendale Municipal Code. The subject property is located at **616 South Columbus Avenue** in the R-2250 (Medium Density Residential) Zone, and described as portion of Lot 34, Riverdale Heights M.B. 4-1, in the City of Glendale, County of Los Angeles.

**ENVIRONMENTAL DETERMINATION:** This project is exempt from environmental review as a Class 1 "Existing Facilities" exemption per Section 15301 of the State CEQA Guidelines because the project involves a request to maintain the shared driveway (partially on the subject property and partially on the neighboring property) in conjunction with the reconstruction of an existing, detached one-car garage without providing a new code-compliant driveway fully on the subject lot.

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

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

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

The subject site is a 6,204 square-foot, rectangular lot, developed in 1911 with an approximately 1,397 square-foot, one-story, single-family dwelling and a detached one-car garage. The property currently is developed with an existing 9-foot-wide asphalt driveway

that straddles the northern interior property line and is shared with the adjacent neighbor. This shared driveway leads to the detached, one-car garage at the rear that is to be reconstructed. Note: The subject property is a potential contributor within a potential historic district.

Per Los Angeles County Assessor's Records, both the subject and neighboring properties were developed in 1911. It is presumed that the existing shared driveway configuration has not changed since both properties were identically developed more than 110 years ago. According to GMC 30.32.130.C, the Zoning Code allows for improvements to properties developed with an existing single family residence to construct a new garage when the existing driveway is at least eight feet wide. While the shared driveway is nine feet in width, the asphalt driveway is bisected by the northern interior property line which results in portions of the driveway being located on both lots (3'-11" on subject property; 5'-1" on adjacent property). Because each portion of the driveway cannot independently comply with the Code-required minimum driveway width of eight feet, the applicant is requesting approval of an Administrative Exception to allow the maintenance of an existing substandard, partial driveway width of 3'-11" (as part of the existing, nine-foot-wide shared driveway) located on subject property, in conjunction with the reconstruction of a detached one-car garage that used to be located at the rear of the property.

There are space restrictions on the site that preclude full compliance with the Code requirement of an eight-foot minimum driveway width. The lot is 47 feet by 132 feet, and the existing dwelling is set back 25'-1" from the street front property line, 3'-7" from the interior (southern) property line, and 65' from the rear (eastern) property line. The northern interior setback, which abuts 612 South Columbus Avenue and also contains the portion of the shared driveway, is approximately 7'-6" at the narrowest point between the property line and the existing single-family building. This 7'-6" setback consists of 3'-11" for the portion of the shared driveway and 3'-7" for the landscaped hedges. The landscaped hedges act as a buffer between the subject dwelling and the shared driveway. Even if the hedges were removed and the driveway was extended to the edge of the residence, the widened driveway would still not meet the minimum eight-foot driveway width for the project site. Requiring the removal of a portion of the residence, the length of the northerly elevation, to provide the full width driveway on the subject property would impose a practical difficulty and be an extreme hardship on the property, especially when considering that the subject property is a potential contributor within a potential historic district. Further discussion regarding modifications to the building and potential impacts to the property's potential contributor status is provided below.

**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 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 request to maintain the existing shared driveway, in conjunction with the reconstruction of the one-car, detached garage, only affects the subject property and the adjacent neighbor, and not the general neighborhood. Moreover, the existing condition has been in place since the development of the properties in 1911 without negative impacts to the public welfare or the subject residents; over the past 110 years, the shared driveway has provided access to the garage parking at the rear for both properties with no apparent accessibility issues. Therefore, the approval of the continued use of the

shared driveway is not anticipated to be detrimental or injurious to the property or the surrounding area.

Furthermore, the property, while not located in any current or pending historic districts, has been identified in the 2019 South Glendale Historic Resources Survey as a potential contributor (5D2) in the Riverdale Drive potential historic district. This district consists only of eight parcels with nine single-family residences designed in the Craftsman style. The subject property is one of those nine residences. The house was built in the Bungalow Craftsman style in 1911 and deemed to be in good condition.

The historic survey addresses the shared driveway between the two properties and a detached, one-car garage at the rear of the existing dwelling. The previous detached one-car garage was legally nonconforming, since it was built at the same time as the existing dwelling back in 1911. The newly reconstructed, detached, one-car garage will comply with all Zoning and Building Code requirements. The reconstructed garage will be built in the same Craftsman style and substantially in the same location as the previous detached, one-car garage. Any changes required to widen the existing shared driveway may significantly impact the existing dwelling and compromise its status as a potential contributor.

Lastly, extending the driveway on the subject property to meet the minimum Code-required width will present the appearance of an excessively wide driveway, which is not common in a neighborhood developed with single and multi-family residential buildings with detached garage buildings at the rear.

Therefore, the granting of the Administrative Exception to maintain the existing shared driveway by allowing the substandard portion of the driveway located on the subject property to remain will not be detrimental to the public welfare or injurious to the property or improvements.

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

Approval of the Administrative Exception to maintain the substandard portion of the shared driveway located on the subject property will not be contrary to the objectives of the driveway standards. The objective of the minimum driveway width on properties developed with single-family dwellings is to provide sufficient space to access required garage parking. Since 1911, the existing shared driveway of nine feet has provided adequate vehicle circulation and access (ingress and egress) to the required parking for the project site, and for the garage on the neighboring property as well.

The purpose of the Administrative Exception procedure is to provide a simplified means of considering applications for minor deviations from Zoning Code standards. These standards have been developed to allow reasonable use of properties in order to promote the public health, safety, and general welfare. Therefore, granting the exception to maintain the existing shared driveway by allowing the substandard portion of the driveway located on subject property (3'-11", as opposed to the Code-required driveway width of minimum eight feet) to remain, in conjunction with the reconstruction of a detached, one-car garage, will not be contrary to the objectives of the applicable regulations. A condition of approval of the administration exception will require that the properties record a reciprocal access easement, thereby legally memorializing the shared driveway condition that had not been previously documented. Finally, the granting of the exception will allow reasonable

development of the subject property in accordance with the General Plan Land Use Element designation, and the R-2250 (Medium Density Residential) zoning designation. The proposed development meets all other Zoning Code requirements for the R-2250 zone, such as lot coverage, floor area ratio, landscaping, and setbacks.

### **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 Director.
- 2) That a reciprocal access easement shall be recorded for the shared driveway between the two properties: 616 South Columbus Avenue and 612 South Columbus Avenue.
- 3) That Design Review approval or exemption shall be obtained prior to the issuance of a building permit.
- 4) That all necessary permits (i.e., building, fire, 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.
- 5) 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.
- 6) Wall and opening protection, projections, including roof covering on the same lot shall comply with CBC-2019 Sec. 705.3.
- 7) 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.
- 8) All roof and on-site drainage shall be conveyed to the street via sheet flow through the driveway apron or cast iron pipes/parkway drains from the property line and exiting through the curb.

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

The applicant's attention is called to the fact that this grant is not a permit or license and that any permits and licenses required by law must be obtained from the proper City and public agency.

Under the provisions of the Glendale Municipal Code, Title 30, Chapter 30.62, any person affected by the above decision has the right to appeal said decision to the Planning Commission if it is believed that the decision is in error or that procedural errors have occurred, or if there is substantial new evidence which could not have been reasonably presented. It is strongly advised that appeals be filed early during the appeal period and in person so that imperfections/incompleteness may be corrected before the appeal period expires. Any appeal

must be filed on the prescribed forms within **fifteen (15) days** following the actual date of the decision – by October 4, 2021.

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 4, 2021** deadline (mailed to Community Development Department – Planning Division, 633 East Broadway, Room 103, Glendale, CA 91206) OR emailed to [zoning@glendaleca.gov](mailto:zoning@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 Minjee Hahm at 818-937-8178 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.

**APPEAL FORMS available on-line** <https://www.glendaleca.gov/home/showdocument?id=11926>

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

### **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.

## REVOCATION

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 10 days notice by mail to the applicant or permittee.

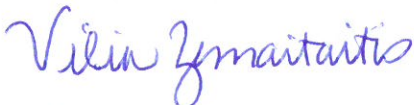
## NOTICE – subsequent contacts with this office

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, Minjee Hahm, during normal business hours at (818) 937-8178 or via e-mail at [mhahm@glendaleca.gov](mailto:mhahm@glendaleca.gov).

Sincerely,

Philip Lanzafame  
Director of Community Development



Vilia Zemaitaitis  
Principal Planner / Hearing Officer

CC: City Clerk (K.Cruz); Police Dept. (J.Newton/Z.Avila); City Attorney's Dept. (G. van Muyden/Y.Neukian); Fire Prevention Engineering Section-(S. Demirjian/F. McLean); Traffic & Transportation Section (P.Casanova/Mark Bueno-Traffic Engineer Assoc.); General Manager for Glendale Water and Power (M. Young); 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 – Minjee Hahm