



CITY OF GLENDALE, CALIFORNIA

Community Development
Planning

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

October 20, 2021

Nareg Khodadadi
213 N. Orange Street, Suite E
Glendale, CA 91203

**RE: 1883 LOS ENCINOS AVENUE
ADMINISTRATIVE EXCEPTION NO. PAE 2114593**

Dear Mr. Khodadadi:

The Community Development Department has processed your application for an Administrative Exception pursuant to the provisions of the Glendale Municipal Code (GMC), Title 30, Chapter 30.44.020(D), to allow a 41 square foot (SF) addition to an existing single-family house with a one-car garage without providing the Code-required two-car garage. The subject property is located at **1883 Los Encinos Avenue**, in the "R1R-II" Zone (Restricted Residential Zone, Floor Area Ratio District II), described as Lot 27 of Tract number 9088, in the City of Glendale, County of Los Angeles.

ENVIRONMENTAL DETERMINATION

This project is exempt from environmental review as a Class 1 "Existing Structure," per Section 15301(e)(1) of the State CEQA Guidelines because the project involves a minor addition to an existing single-family residence.

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.**

There are space restrictions on the subject site that preclude full compliance with the garage width standards without hardship. The subject site is a 5,234 SF lot with an

existing 1,247 SF, one-story, two-bedroom single-family residence with an existing attached, one-car garage. The garage is located at the south-west corner of the building and measures 13 feet and 6 inches wide, 21 feet and 4 inches deep, and has a 10-foot wide garage door. The applicant is proposing to add 41 SF of bedroom space at the front (south) façade of the building. The new total square footage for the building will be 1,288, which per GMC Chapter 30.32, requires a two-car garage with 20-feet by 20-feet interior dimensions. Because the west side of the existing garage is five feet from the property line, there is only one foot available to expand the garage in that direction and still comply with the minimum four-foot interior setback. However, an additional six feet and six inches are needed to achieve a code-complying two-car garage. Expanding the garage to the east to meet the 20-foot width requirement would require a 139 SF expansion into the adjacent living room and conversion of that floor area into non-livable area. Doing so would result in a net decrease in livable floor area of 98 SF (41 SF addition minus 139 SF conversion), and would require the front entryway and front porch to be relocated. Alternatively, lost floor area due to the garage expansion could be made up by successively reconfiguring adjacent rooms, however, this would result in a remodel of the entire building. Any of these scenarios would require unreasonable changes to the building to comply with the code standard.

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.

Granting of the exception to allow an increase in floor area without providing the required parking will not be detrimental to the surrounding neighborhood. The resulting 1,288 square-foot house is modest in size and, in addition to the existing one-car garage, has temporary parking spaces available within the existing 18'-3" driveway. Although the project will add 41 SF floor area to the existing 140 SF (12'-8" by 11'-0") bedroom, it is not anticipated to result in permanent increased occupancy with associated increase in parking demand, since the residence will remain a two-bedroom unit. The design changes to the façade of the building are consistent with the existing traditional architectural style of the building and thus will not negatively impact the aesthetic quality of the neighborhood. For these reasons, the granting of the exception will not result in detrimental or injurious impacts to the property or improvements in the subject property's zone or neighborhood.

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

Approval of the Administrative Exception to allow a minor deviation from the minimum Code-required parking will not be contrary to the objectives of the parking

standards regarding the minimum number of parking spaces required (GMC 30.32.050). The objective of the standards is to ensure sufficient parking is provided on-site to accommodate occupants of the building and thus to not impact the surrounding neighborhood. The two-bedroom house has operated with a one-car garage since 1948. The proposed new square footage is intended to only expand the size of the smaller front bedroom and is not anticipated to increase the permanent occupancy or parking demand for the house.

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. Therefore, granting the request for an Administrative Exception to allow deviation from the minimum number of parking spaces required will not be contrary to the objectives of the applicable regulations. In addition, the granting of the exception will allow reasonable development of the subject property in accordance with the General Plan Land Use Element designation, Single Family Residential, and the R1R zoning designation. The proposed development meets all other Zoning Code requirements for the R1R (FAR District II) 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) The driveway shall be corrected to comply with Glendale Municipal Code Section 30.32.130(G)(7): Specifically, the walkway shall be separated from the driveway with a landscaping strip two-feet wide with 18" high plant material for 75% of the driveway length.
- 2) 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
- 3) 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.
- 4) That design review approval or exemption shall be obtained prior to the issuance of a building permit.

- 5) That any expansion or modification of the dwelling unit 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.

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 **NOVEMBER 4, 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 NOVEMBER 4, 2021 deadline (mailed to Community Development Department – Planning Division, Attention Cassandra Pruett, 633 East Broadway, Room 103, Glendale, CA 91206) OR emailed to the case planner (Cassandra Pruett at cpruett@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 Cassandra Pruett at 818-937-8186 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.

REVOCATION

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.

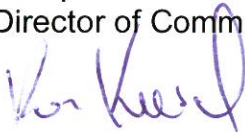
NOTICE – subsequent contacts with this office

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, Cassandra Pruett, during normal business hours at (818) 937-8186 or via e-mail aCPcpruett@glendaleca.gov.

Sincerely,

Phillip Lanzafame
Director of Community Development



Roger Kiesel, AICP
Senior Planner

RK:CP: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 –Cassandra Pruett.