



**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

April 14, 2022

Pamela Yeh  
3212 Alabama Street  
Glendale, CA 91214

**RE: 3212 ALABAMA STREET  
ADMINISTRATIVE EXCEPTION CASE NO. PAE 2114017**

Dear Ms. Yeh:

Pursuant to the provisions of the Glendale Municipal Code, Title 30, Chapter 30.44, an Administrative Exception has been processed to allow a one (1)-foot, nine (9)-inch reduction, or an 11 percent deviation from the required width dimension of an existing two-car garage door (16 feet required; 14 feet, 3-inch proposed) as required by Chart I of Chapter 30.32.180 of the Glendale Municipal Code, in conjunction with a 499 square foot addition to the rear of an existing 1,124 square-foot single-family house with an existing, attached 362 square-foot garage. The proposed project is located at **3212 Alabama Street**, in the "R1 District II" zone, and described as Lot 39, Tract No. 14034 in the City of Glendale, County of Los Angeles.

**ENVIRONMENTAL DETERMINATION**

The project is exempt from CEQA review as a Class 1 "Existing Facility" exemption pursuant to Section 15301 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 Planning Hearing Officer 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 administrative exception to allow the maintenance of a substandard garage door width in conjunction with a 499 square-foot addition to the rear of the existing single-family residence will result in design improvements because it will allow a modest addition to a modest-sized residence and the

alterations required to enable the wider garage door are significant when compared to the humble proposed home expansion.

The subject site is a 6,314 square-foot interior lot, developed in 1948 with a one-story single-family residence and an attached garage. The existing garage is approximately 362 square feet and located in the northeastern portion of the site. The applicant is seeking to add 499 square feet to the southwestern portion of the house and build a deck/trellis structure in the rear yard as well as slightly reconfigure some of the interior of the residence. Approval of an administrative exception is requested to allow this addition without providing the minimum required 16-foot garage door width.

The existing 1,124 square-foot residence is modest in size. The proposed addition (it is currently a two-bedroom house) will improve the floor plan and enhance the functionality of the existing residence while maintaining its modest stature. The addition will be located at the rear of the existing house and will not be visible from the street, nor will it alter significantly the existing design and building footprint of the house. The existing 17-ft., 9-in. garage is located at the front of the residence and faces Alabama Street. As previously mentioned, the existing garage door is 14-ft.; 3-in. wide. According to the applicant's structural engineer, a minimum of one foot is needed on each side of the garage door to ensure that it is structurally sound. Therefore, the garage would need to be a minimum of 18 feet wide to allow for the installation of a 16-foot garage door. Since the existing garage is less than 18 feet in width, the garage would need to be widened, either by demolishing a portion of the raised front porch (to the west) or within the undeveloped side yard (to the east). Either of these alterations would be a significant undertaking, particularly given the humble nature of the proposed rear addition, which would have no bearing on the garage or the front of the house, and the fact that the garage and existing garage door are adequate to accommodate two car parking.

Based on the above information, significant alterations would be required to the existing attached garage to comply with the minimum garage door width requirements. These extensive modifications to the existing porch/garage in an area where no changes are proposed (the addition will be at the rear of the residence), create an unnecessary hardship. To deny the administrative exception request unduly restricts the flexibility for reasonable use of and design improvements to the property for a reasonable-sized house addition.

**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 add floor area to the rear of the existing residence without providing a conforming garage door width will not be materially detrimental to the public welfare or injurious to the property or improvements in the surrounding neighborhood. The existing garage was built circa 1948 at the same time as the primary residence. For nearly 75

years, the garage has existed on the property without problems to the residents or the surrounding neighborhood. Photographs submitted with the subject administrative exception application demonstrate that the existing garage door width can provide acceptable access to the existing garage for two automobiles. Further, the proposed addition will be located at the rear of the residence and not visible from the street. No changes are proposed to the front elevation of the house.

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

The purpose of administrative exceptions is to provide a simplified means for considering applications for minor deviations from Zoning Code standards. These standards have been developed to allow reasonable use of properties to promote the public health, safety and general welfare. The purpose of minimum garage door width standards is to provide sufficient on-site parking for residential uses and avoid the use of on-street parking. As noted in Finding B above, the existing garage door width will continue to provide sufficient access to the compliant-sized two-car garage. Approval of the subject administrative exception will allow modest expansion of the existing single-family residence. Further, by adding a bedroom, the floor plan will be enhanced with additional functionality and flexibility to the property, while maintaining the existing attached garage. The existing garage has provided on-site parking in a covered and enclosed configuration since its construction in 1948. The proposed house addition meets all other Zoning Code requirements of the R1 zone, such as setbacks, height, lot coverage, floor area ratio and landscaping. The existing garage has and will continue to function and provide parking for the residents. 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 Planning Hearing Officer.
- 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) Design Review Board approval or design review exemption shall be obtained prior to the issuance of a building permit.

- 4) That separate permits are required for all work in the public right-of-way. The applicant shall bear all fees for the necessary permits and construction inspections for work within the public right-of-way.
- 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.
- 6) 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.

### 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 **April 29, 2022**, 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 April 29, 2022 deadline (mailed to Community Development Department – Planning Division, Attention Roger Kiesel, 633 East Broadway, Room 103, Glendale, CA 91206) OR emailed to the case planner (Roger Kiesel at rkiesel@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 Roger Kiesel at 818-937-8152 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, Roger Kiesel, during normal business hours at (818) 937-8152 or via e-mail at [rkiesel@glendaleca.gov](mailto:rkiesel@glendaleca.gov).

Sincerely,  
Director of Community Development



Milca Toledo  
Senior Planner  
MLT: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 – Roger Kiesel.