



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

December 5, 2023

Kris Costa
1941 North Gaffey Street - #H
San Pedro, CA 90731

**RE: 1326 CARLTON DRIVE
ADMINISTRATIVE EXCEPTION APPLICATION NO. PAE-000895-2023**

Dear Mr. Costa:

Pursuant to the provisions of the Glendale Municipal Code (GMC), Title 30, Chapter 30.44.020 (D) for an addition of floor space up to a maximum of one hundred (100) square feet without providing the required number of parking spaces on properties with an existing single family residential use located at **1326 Carlton Drive**, in the "R-2250" - (Medium Density Residential) zone, as described East 40 feet of Lot 4, Tract No. 8455 in the City of Glendale, County of Los Angeles.

ENVIRONMENTAL DETERMINATION

The project is exempt from CEQA review as a Class 1 "Existing Facilities" exemption, pursuant to Section 15301 of the State CEQA Guidelines because the proposed addition will not result in an increase of more than fifty percent of the floor area of the structures before the addition.

REQUIRED/MANDATED FINDINGS

After considering the evidence presented with respect to this application, the plans submitted therewith, the Community Development 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 which preclude full compliance with code requirements without hardship;

Granting approval of the Administration Exception to allow the maintenance of an existing garage configured with a nonconforming interior dimension and a substandard garage door width, in conjunction with 99 square foot addition at the rear of an existing single family residence. The subject property is an approximately 3,520 square foot interior parcel on the south side of Carlton Drive, located in R-2250 (Medium Density Residential) Zone. The existing 784 square foot single family house was built in 1925 with an approximately 221 square foot detached garage at the rear of the property. The existing one car garage is set back 11" eastern interior property line (side), set back 7'-5" from the southern interior property line (rear) and separated by a distance of 9'-3" from the existing single-family dwelling. While the Zoning Code recognizes existing garages with the minimum interior dimensions of 16 feet wide by 18 feet deep as a two car garage (by Glendale Municipal Code section 30.60.040 G), the existing garage is substandard because the interior dimensions are 17'-2" (depth) by 11'-2" inches in (width). Because the interior garage approximately 5 feet short to satisfy the non-conforming section of the Zoning Code, the wall lengths and widths of the garage are required to comply current Zoning Code minimum dimension at 20 feet each.

Requiring modifications, such as, lengthening the interior wall dimensions, widening the two-car door width, or entirely reconstructing a new two-car garage would impose impractical difficulties onto the property. In order to elongate the garage walls and satisfy current Zoning Code development standards, two of the four garage walls will have to be completely demolished followed by the reconstruction of these two walls to accommodate the wall span at 20 feet minimum. Additionally, because the garage door header has been designed and engineered to accommodate a 15 foot wide garage door, this wall will essentially have to be re-engineered and reconstructed with a header that can soundly support the revised garage wall lengths, as well a 16 foot wide garage door. Last, if the garage walls were to be elongated to comply with current standards, there are space restrictions between the existing garage and existing single family dwelling to satisfy the minimum required twenty-five feet turning radius for the cars to back up from the garage. This option would also require certain modifications to the site such as removing the steps at the rear of the house and demolishing a portion of the house.

By extending the house to provide a new bathroom and an expanded kitchen, the aesthetic appearance would be enhanced, and the house would be more functional and useable for the occupants. The proposed addition is minor (99 square feet) and therefore, will maintain the existing development layout, including the non-conforming 19'-9" front setback, without requiring major modifications to the site. Vehicular access to the existing garage is provided by 9' wide driveway along the eastern property line which will remain in place.

- B. The granting of the exception, with any conditions imposed, 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; and**

The granting of the administrative exception to allow the substandard detached garage to remain at its current location for the proposed 99 square foot addition will not be detrimental to the public welfare or injurious to the property or improvements in the R-2250 Medium Density Residential Zone neighborhood in which the property is located. The proposed minor addition will not increase the number of cars at the property or create a higher need for parking. The use of the building will remain as a single-family residence as was originally constructed. The number of parking spaces provided for the premises will be consistent with the spaces provided at the time the building was constructed. Because the proposed addition is quite small, it will not have the potential to generate an excessive parking demand which would adversely impact on-street parking in the vicinity. Furthermore, since the existing garage is located at the rear of the property, the existing 62'-10" long driveway would allow cars to be parked on the driveway. Therefore, on-street parking will not be impacted by the proposed addition.

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

The granting of the administrative exception will not be contrary to the objectives of the applicable regulations. The applicant's request to make minor modifications to the existing 1925 house, will maintain the existing substandard garage at its current location. The administrative exception approval will allow for continued enhancement of a development in those cases where changes in the regulations have made further improvements impractical. The administrative exception procedure is to provide a simplified means of considering applications for minor deviations from Code standards. These standards have been developed to allow reasonable use of properties to promote the public health, safety, and general welfare. The proposed addition meets all other zoning requirements for the R-2250 Medium Density Residential Zone, including floor area, lot coverage, and landscaping. Furthermore, the conditions attached to this approval will ensure that the proposed addition complies with all other city 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 submitted with the application for the Administrative Exception, except for 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 project which is different than what is represented as part of this Administrative Exception approval shall require a new application, as determined by the Community Development Department.
4. The proposed addition shall not exceed 100 square feet of new floor area.
5. That the premises shall be maintained in a clean and orderly condition, free of weeds, trash, and graffiti.
6. That Design Review approval shall be obtained prior to the issuance of a building permit.
7. That the proposed project shall comply with the Fire Department conditions listed in their interdepartmental communication dated October 27, 2023.
8. That the proposed project shall comply with the Glendale Water and Power conditions as listed in their Interdepartmental Communication dated November 6, 2023.

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 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, **DECEMBER 20, 2023**, following the actual date of the decision.

All appeals must be filed using the City's online permit portal: www.glendaleca.gov/Permits. Create an account, click "Apply," type "appeal" in the search bar, and apply for "Appeal of Planning Decision." Any appeal must be filed within fifteen (15) days following the actual date of the decision with the prescribed fee prior to the expiration of the 15-day appeal period, on or before DECEMBER 20, 2023. Information regarding appeals and appeals and fees may be obtained by calling the Community Development Department staff at 818.548.2115, or contacting the case planner, Shoghig Yepremian at syepremian@glendaleca.gov or 818-937-8135.

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

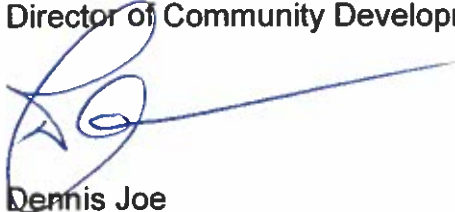
Section 30.64.020 – Revocation – The Community Development Department shall have continuing jurisdiction over administrative exceptions. To consider the revocation, the Director of Community Development shall hold a public hearing after giving notice by the same procedure as for consideration of a variance 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, Shoghig Yepremian at (818) 937-8185/or via e-mail at syepremian@glendaleca.gov.

Sincerely,
Bradley Calvert
Director of Community Development



Dennis Joe
Planning Hearing Officer

DJ:SY:sm

CC: City Clerk (K.Cruz); Building and Safety (S.Hairapetian); Neighborhood Services Division (J.Sada); Design Review & Historic (J.Platt/K.Conley); Economic De. (M.Berry); Housing (P.Zovak / M. Fortney); Urban Design and Mobility (F.Zohrevand); Parks, Recreation and Community Services and Park (T. Aleksanian/ A.Limayo); Information Services (G.Arnold); City Attorney's Dept. (G. van Muyden/Y.Neukian); Fire Engineering Section-(J.Diaz/ D.Stimson); Traffic & Transportation Section (P.Casanova/S.Roudsari); General Manager for Glendale Water and Power (M.Young); Glendale Water & Power--Water Section (S.Boghosian/R.Takidin/F.Garcia); Glendale Water & Power--Electric Section (C.Babakhanlou/ S.Boghosian / F.Garcia/ H.Barkhordian/ D.Scorza); Police Dept. (Lt.A.Krilorian/Z.Avila); Dir. Of Public Works (Y.Emrani); Engineering and Land Development (A.Avazian/ S.Oganesyan / M.Oillataguerre/ R. Villaluna); Integrated Waste Management Admin. (D. Hardgrove); Maintenance Services/Street and Field / Urban Forester (L.Klick / C.Linares / O. Urquidez); and case planner– and case planner Shoghig Yepremian.

CITY OF GLENDALE
INTERDEPARTMENTAL COMMUNICATION

DATE: November 06, 2023

TO: Shoghig Yepremian, Community Development Department

FROM: Kevin Runzer, GWP Water Engineering
Catherine Babakhanlou, GWP Electric Engineering

SUBJECT: PAE-000895-2023
1326 Carlton 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 pay all fees required for obtaining electric service before application(s) for building or electric permit(s) is/are signed by GWP Customer Service Engineering.
- 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 items checked off above are required if the project wants to upgrade service or desires to have a separate meter for ADU. If project wants separate meter, please be notified GWP-E only allows one service drop to property. The new panel will have 2-meters with 2-unit main disconnects, only.

Fiber Optics (818) 548-3923

- No conflict.

Street Lighting (818) 548-4877

- No Conflict

Transmission & Distribution (818) 548-3923

- The existing electrical facilities (vaults, pull boxes, power poles, etc.) shall be protected in place and be accessible to GWP personnel at all times.
- Project personnel are responsible for maintaining a ten foot (10') radial clearance from all overhead electrical lines during construction, including construction equipment. If the ten foot (10') radial clearance cannot be met, contact GWP Electrical Engineering Department to determine the appropriate actions. Any work required by GWP to maintain proper clearance shall be done at the project's expense.

Water Engineering

Recycled Water (818) 548-2062

- No conflict.

Backflow Prevention (818) 548-2062

- No conflict.

Potable Water (818) 548-2062

- No conflict.

Catherine Babakhanlou
Senior Electrical Engineer

Kevin Runzer
Senior Civil Engineer

C. Babakhanlou *Kevin Runzer*

CB/KR:sb/eh

Yepremian, Shoghig

From: Stimson, Dave
Sent: Friday, October 27, 2023 7:32 AM
To: Yepremian, Shoghig
Subject: RE: RFC 1326 Carlton Drive (PAE-000895-2023)

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

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

Date: October 27, 2023

Print Name: Dave Stimson
Title: Principal Fire Environmental
Specialist Dept. Fire **Tel.:** 7707

1. Fire Department Access

- A. Show physical location of **address numbers** and means for illumination on all applicable elevation sheets.
- B. Provide **fire department emergency access** to all bedroom rescue windows/doors from the public right-of-way (street or sidewalk).

2. Fuel Modification / Landscape Plans

- A. Fuel modification / Landscaping plans must be approved by Fire Engineering prior to approval of architectural plans; obtain a Fire Permit for Landscaping.
- B. Fuel modification / Landscaping must comply with the Landscape Guidelines for Hillside Development.
- C. Provide a minimum 100 foot Fuel Modification Zone per the Landscape Guidelines for Hillside Development for all proposed and existing structures. Show and identify "fuel modification zone" on plans.
- D. For remodel / addition, provide photos of ALL existing landscaping / vegetation (not pictures of the house).
- E. Obtain a Right of Entry Permit for annual hazard abatement on adjacent City Property prior to approval of plans. Contact the City Real Property Agent in the Public Works Engineering Section for assistance at 818-548-3945.
- F. CBC Chapter 7A High Fire Hazard Area Requirements: All material and material assemblies shall be in accordance with 703A CBC
 - a) Roofing (CBC 705A)
 - Materials: shall be a minimum of Class "A" rating; roof assembly (including coverings) shall be installed in accordance with its listing and manufacturer's instructions; provide cut sheets.
 - Coverings: constructed to prevent flame/ember intrusion; be firestopped with approved materials or 72 pound cap sheet.
 - Roof valleys: approved flashing over 72 pound cap sheet (min. 36 inches wide).
 - Roof gutters: debris resistant roof gutters.
 - b) Ventilation (CBC 706A)
 - Flame and ember intrusion resistant openings (max. 1/8 inch); metal wire mesh; noncombustible; corrosion resistant.
 - No eave and cornice vents.

- c) Exterior covering (CBC 707A)
 - Includes wall material, wall assemblies, eave overhangs, eave soffits, porch ceilings, floor projections and underfloor areas.
 - Walls shall be one of the following: noncombustible material, ignition-resistant material, heavy timber assembly, SFM Standard 12-7A-1 compliant.
 - Open eaves shall consist of one of the following: noncombustible material, ignition-resistant material, 5/8 inch gypsum board backing, one hour assembly.
 - Enclosed eaves shall be protected by one of the following: noncombustible material, ignition-resistant material, 5/8 inch gypsum board backing, one hour assembly, boxed in assembly compliant with SFM Standard 12-7A-3.
 - Porch ceilings shall be protected by one of the following: noncombustible material, ignition-resistant material, 5/8 inch gypsum board backing, one hour assembly, boxed in assembly compliant with SFM Standard 12-7A-3.
 - Floor projections shall be protected by one of the following: noncombustible material, ignition-resistant material, 5/8 inch gypsum board backing, one hour assembly, boxed in assembly compliant with SFM Standard 12-7A-3.
 - Underfloor areas shall consist of one of the following: noncombustible material, ignition-resistant material, 5/8 inch gypsum board backing, one hour assembly, boxed in assembly compliant with SFM Standard 12-7A-3.
- d) Exterior Windows and Doors (CBC 708A)
 - Includes windows, glazed doors, glazed openings in doors, structural glass veneer.
 - Windows and glazed doors: constructed of multipane glazing with minimum of one tempered plane, glass block units, 20 minute fire-resistance rating or SFS Standard 12-7A-2.
 - Doors: noncombustible or ignition-resistant material, solid wood core 1 3/8 inch minimum width, 20 minute fire-resistant rating, or SFM Standard 12-7A-1.
- e) Decking (CBC 709A)
 - Walking surface material must comply if within 10 feet of the building.
 - Deck surface must be constructed of one of the following: ignition-resistant material compliant with both SFM Standards 12-7A-4 and 12-7A-5, fire retardant treated wood, noncombustible material, any material that complies with SFM Standard 12-7A-4A.
- f) Ancillary structures (CBC 710A)
 - Includes structures which may pose an exposure hazard to applicable buildings such as trellises, arbors, patio covers, carports and gazebos.
 - Shall comply with Chapter 7A when within 50 feet of an applicable building.

3. Installation of Automatic Fire Sprinkler when the valuation reaches 50%

From: Yepremian, Shoghig <SYepremian@Glendaleca.gov>

Sent: Monday, October 23, 2023 10:49 AM

To: Lhotsky, Miroslav <mlhotsky@Glendaleca.gov>; Sada, Jessica <jsada@Glendaleca.gov>; Diaz, Jovan <jodiaz@Glendaleca.gov>; Stimson, Dave <DStimson@Glendaleca.gov>; Boghosian, Seda <SBoghosian@Glendaleca.gov>; Hakoupiani, Eden <EdenHakoupiani@Glendaleca.gov>; Runzer, Kevin <KRunzer@Glendaleca.gov>; Babakhanlou, Catherine <CBabakhanlou@Glendaleca.gov>

Subject: RFC 1326 Carlton Drive (PAE-000895-2023)

Hello:

Here is a RFC form with the attached exhibits for your review and comments. If you have commented on this project before, please let me know because I did not find any record of it. The former planner's name is Nikki Laureola.

Thank you!

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

DATE: 10/23/2023 **DUE DATE:** 11/6/2023
NOTE: If project comments are not received by the due date, it will be assumed that your department has no comments.

FROM: Shoghig Yepremian, Planner **Tel. #** 8135

PROJECT ADDRESS: 1326 Carlton Drive

Applicant: Kris Costa

Property Owner: Cynthia and Franco Agoncillo

PROJECT DESCRIPTION:

The proposal is to add 99 square foot addition to a 784 square foot house with one car garage. An Administrative Exception is required to be approved for this proposal.

PLEASE CHECK:

A. CITY ATTORNEY

G. INFORMATION SERVICES
(Wireless Telecom)

B. COMMUNITY DEVELOPMENT:

H. PUBLIC WORKS (ADMINISTRATION):

- (1) Building & Safety
- (2) Neighborhood Services
- (3) Design Review & Historic
- (4) Economic Development
- (5) Housing
- (6) Urban Design & Mobility

- (1) Engineering & Land Development
- (2) Traffic
- (3) Facilities (city projects only)
- (4) Integrated Waste
-
- (5) Maintenance Services/Urban Forester

D. COMMUNITY SERVICES/PARKS:

J. GLENDALE POLICE

E. FIRE ENGINEERING (PSC)

K. OTHER:

F. GLENDALE WATER & POWER:

- (1) Water
- (2) Electric

- (1) STATE-Alcohol Beverage Control (ABC)
- (2) Tribal Consultations (EIFs)
- (3) City Clerk's Office

ENTITLEMENT(S) REQUESTED

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

Tentative Tract/Parcel Map No.: _____
Zone Change/GPA: _____
Other PAE-000895-2023 _____

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

**Project
Address:**

**Project
Case No.:**

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: 10/24/23

Print Name: Jessica Sada

Title: Admin. Assoc. Dept. Neighborhood Services, CDD Tel.: (818) 937-8167

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.

**INTERDEPARTMENTAL COMMUNICATION
ENVIRONMENTAL IMPACT COMMENTS**

(PLEASE SEND OUT THIS FORM ONLY WHEN ENVIRONMENTAL IMPACT COMMENTS ARE NEEDED.)

Location: _____

The project **would not** have adverse environmental effects on areas regulated by this Division/Section.

The project **would** have potential environmental impacts on areas regulated by this Division/Section identified below.

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

POTENTIAL ENVIRONMENTAL IMPACT(S):

PROPOSED MITIGATION MEASURE(S):

The following mitigation measures are required to reduce adverse environmental effects to less than significant. (Please do not include code requirements listed in comment below):

ADDITIONAL COMMENTS:

CASE No.: _____ Property Address: _____

Name/Signature _____ Date: _____

Title: _____ Dept. _____ Tel. (Ext.): _____