



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

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March 6, 2024

Zhenghui Du  
22760 Hawthorne Blvd.  
Torrance, CA 90505

**RE: 932 WEST GLENOAKS BOULEVARD  
ADMINISTRATIVE EXCEPTION CASE NO. PAE-002610-2023**

Dear Applicant:

Pursuant to the provisions of the Glendale Municipal Code (GMC), Title 30, Section 30.44.020 (E), an Administrative Exception has been processed to allow a 9.8 percent deviation from the minimum required parking stall dimensions required by Chart II, GMC Section 30.32.180, in conjunction with the voluntary seismic reinforcement of an existing soft story building with on-grade parking spaces located at **932 West Glenoaks Boulevard**, located in the "R-2250" (Medium Density Residential) Zone and described as Lot 1, Block 9, Tract No. 8419, 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 voluntary seismic reinforcement is a minor alteration of the existing structure.

**REQUIRED/MANDATED FINDINGS**

After considering the evidence presented with respect to this application, all of the required three findings can be made in support of the application. The Director of Community Development 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 property is an approximately 5,074 square-foot lot with frontage on Glenoaks Boulevard. The property was developed in 1954 with the existing 5,278 square-foot, two-story multi-family residential building with seven units and five on-grade parking spaces located on the ground floor and accessed from an alley at the rear of the property with two supporting posts at the opening of the parking area. The applicant is proposing a voluntary seismic retrofit to the existing soft story building which will require the installation of a metal post within the existing wall, located at an end stall along the west side of the parking area. This will reduce the width of the one parking stall by four inches where the new post is proposed to be installed. In accordance with Chart II, GMC Section 30.32.180 a minimum width of eight feet and six inches (8'-6") is required for a parking stall that is accessed via a 90-degree turn. The applicant is requesting 9.8 percent deviation from the required parking stall width of 8'-6" because the existing parking stall has a non-conforming width of 8'-0" which will be reduced to 7'-8". There are no proposed changes to the existing posts or other parking stalls.

There are space restrictions on the site that preclude full compliance with the Code required parking stall dimensions without hardship. Due to the architectural style and structural design of the existing multi-family residential building and the standard method required for the seismic reinforcement of a soft story building as required by the California Building Code, the only possible location of the proposed metal post is within the existing wall along the west side of the parking area. Granting this Administrative Exception to modify the existing parking stall dimensions for the proposed seismic retrofit allows for a reasonable improvement of the building that can keep the building and its occupants safe from the effects of seismic activities. In addition, with the proposed modification of the existing parking stall width, automobiles will still have sufficient access to the space.

**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.**

While the proposed voluntary seismic retrofit of the existing building will reduce the non-conforming stall width by four inches, it is intended to make the building more resistant to seismic activities caused by earthquakes and improve life safety. While this reduction in the width for the end stall located at the west side of the parking area will be slightly narrower than the minimum requirement, this change is minimal, and automobiles will still have sufficient access to the space. Therefore, granting this Administrative Exception will provide a benefit to the neighborhood and not be materially detrimental to the public welfare or injurious to the property in this zone because the proposed seismic retrofit will structurally reinforce the existing soft story building while maintaining the existing usable parking spaces.

**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 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. As detailed above, the proposed metal post will be installed within the existing wall of the building and will result in a reduction of the minimum required stall width dimension only. The existing five parking spaces that the property was originally developed with will be maintained. Granting an administrative exception for a 9.8 percent deviation from the minimum required parking stall width dimensions will allow for the reasonable improvement of the existing building by allowing the voluntary seismic retrofit, which will keep the building and its occupants safer from the effects of seismic activities. Therefore, granting of this exception will not be contrary to the objective 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 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. That the premises shall be maintained in a clean and orderly condition, free of weeds, trash, and graffiti.
5. That Design Review Board (DRB) approval/Exemption shall be obtained prior to the issuance of a building permit.

## **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 (**MARCH 21, 2024**) following the actual date of the decision.

***All appeals must be filed using the City's online permit portal: [www.glendaleca.gov/Permits](http://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 MARCH 21, 2024. 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, Aileen Babakhani at [ababakhani@glendaleca.gov](mailto:ababakhani@glendaleca.gov) or 818-937-8331.***

#### **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 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, Aileen Babakhani at (818) 937-8331 or via e-mail at [ababakhani@glendaleca.gov](mailto:ababakhani@glendaleca.gov).

Sincerely,  
Bradley Calvert  
Director of Community Development



Vista Ezzati  
Planning Hearing Officer  
VE:AB:sm

CC: City Attorney's Dept. (G. Van Muyden/ M. Yun & Y.Neukian); City Clerk (K. Cortes); Building and Safety (C. Leung and A. Sargsyan); Neighborhood Services (J.Sada); Design Review & Historic (J.Platt); Economic Develop. (M.Berry); Housing (P.Zovak / M. Fortney & A. Brownell); Urban Design and Mobility F.Zohrevand ( For VMT Analysis); Community Services and Parks (T. Aleksanian/ A.Limayo); Information Services (G.Arnold);\_Fire Engineering -(J.Diaz/ D.Stimson & S. Partamian); Glendale Water & Power-Water Section (S.Boghosian/E. Hakoupiani & K. Runzer) -Electric Section (C.Babakhanlou/ S.Boghosian & E. Hakoupiani ( H. Barkhordian and D. Scorza Alternates ); Police Dept. (Lt. A. Krikorian & Z.Avila); Engineering and Land Development (A. Avazian/ S.Oganesyan & R. Villaluna); Traffic & Transportation Section (P.Casanova/S.Roudsari); Integrated Waste (D. Hardgrove); Maintenance Services/Street and Field / Urban Forester (L.Klick / C.Linares & O. Urquidez); Facilities (City projects) – K. Todd, Case planner, Aileen Babakhani.