



**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 3, 2024

Agnieszka Kaleta Lopez  
2455 E. Orange Grove Blvd.  
Pasadena, CA 91104

**RE: 1320 SPAZIER AVENUE  
ADMINISTRATIVE EXCEPTION CASE NO. PAE-003010-2024**

Dear Ms. Lopez,

Pursuant to the provisions of the Glendale Municipal Code (GMC), Title 30, Chapter 30.44.020 (E) for a maximum 20 percent deviation from one of more numeric standards in Title 30, the Community Development Department has processed an Administrative Exception application to allow an addition of 255 square-feet (SF) of floor area at the rear of an existing single-family residence without providing the required minimum interior garage depth, as required by Chapter 30.32 of the Glendale Municipal Code. The applicant is requesting 2 feet and 6 inches reduction, or 12 percent deviation, from the required minimum interior garage depth of 20 feet, in conjunction with the proposed addition. The subject property is located at **1320 Spazier Avenue**, in the "R1-I" (Low Density Residential-Floor Area District I) Zone, and described as Lot 16, Tract No. 8811, 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 (e)(1) 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 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.**

The subject property is an approximately 8,221 SF interior lot improved with a 1,610 SF residence with a 324 SF detached 2-car garage. The house consists of three bedrooms, an office, 2 bathrooms, kitchen, dining, living room, an entry space and laundry room. The proposed 255 SF rear addition includes an extension of the dining room, increasing the kitchen area with pantry room, and a larger office space with a new bathroom. The existing bedrooms, bathrooms, and entry space will remain as existing. The proposed addition is compatible with the existing architectural style and will maintain the integrity and there will be no changes visible from the public street view. The proposed project will also maintain the small-scale character of the existing residence and street elevation.

The interior dimensions of the existing detached two-car garage are approximately 17 feet and 5 inches in width and 17 feet and 6 inches in depth. Pursuant to Chapter 30.32.03(B)(3) of the Glendale Municipal Code, the existing garage is required to be expanded in depth by 2 feet 6 inches to meet the minimum parking requirement upon any addition to the existing residence. The minimum parking requirement for a single-family dwelling is an enclosed garage with minimum interior dimensions of 20 feet wide by 20 feet deep with a minimum 16-foot-wide garage door. In accordance with Chapter 30.60.040(G) of the Glendale Municipal Code, an addition can be made to an existing single-family dwelling where the existing interior garage dimensions are, at a minimum, 16 feet wide and 18 feet deep. The existing garage width of 17 feet and 5 inches complies with this Zoning requirement; and the applicant is requesting to maintain the existing depth at 17 feet and 6 inches, a 12 percent deviation of 2 feet 6 inches from the required minimum interior garage depth of 20 feet, in conjunction with the addition of approximately 255 SF at the rear. While this does not meet the current minimum required dimension standards, it does meet the intent of the Zoning Code which currently allows an expansion of a single-family home if the existing interior garage dimensions are at a minimum, 16 feet wide and 18 feet deep. The existing clear depth of 17 feet 6 inches is approximately 88 percent of the current Zoning Code requirement for the minimum garage depth. Requiring the expansion of the garage depth, for this nominal deviation, unduly restricts the flexibility for reasonable use and improvement of the existing property for a reasonable addition to an existing single-family residence.

Overall, the applicant's proposal will maintain the integrity of the residence while allowing a reasonable addition to the property without causing hardship due to existing conditions. In addition, design improvements will occur that will maintain the small-scale character of the existing residence at the street elevation.

- 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 maintain the legal non-conforming two-car garage with a substandard garage depth will not be materially detrimental to the public welfare or injurious to the property or

improvements in the R1-I zoned neighborhood in which the property is located. The project includes an addition of approximately 255 SF of floor area at the rear of the existing single-family home to make the house more functional. The existing garage will continue to provide two enclosed parking spaces for the sole purpose of parking vehicles. As such, the applicant's request will not be detrimental to the public welfare, injurious to the property, or improvements in the zone. The proposed addition is not visible from the street, will maintain the existing architectural style of the house, and will provide for adequate open space, light, and ventilation for the subject residence as well as adjacent residences.

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

The proposed addition meets all other Zoning Code requirements of the R1-I Zone, such as lot coverage, floor area ratio, landscaping, and setbacks. 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. The proposed 255 SF addition at the rear of the existing residence will allow reasonable development of the site and will maintain the existing two-car garage that will continue to serve the single-family residence. Therefore, granting the Administrative Exception to allow the applicant to maintain the existing two-car garage with a substandard garage depth of 17 feet and 6 inches will not be contrary to the objectives of the applicable regulations. Conditions of approval have been included that would mitigate any potential negative impacts.

## **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 Department.
- 2) That all necessary permits shall be obtained from the Building and Safety Section and all construction shall comply with the Glendale Building Code and all other applicable regulations.
- 3) That any expansion or modification of the dwelling 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.
- 4) That design review approval or exemption shall be obtained prior to the issuance of a building permit.

- 5) That the premises shall be maintained in a clean and orderly condition, free of weeds, trash, and graffiti.

### **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 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 18, 2024**.

All appeals must be filed using the City's online permit portal at [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." Information regarding appeals and fees may be obtained by calling the Community Development Department staff at 818-548-2140, or contacting the case planner, Cassandra Pruetz at [EJi@glendaleca.gov](mailto:EJi@glendaleca.gov) or 818-937-8178.

### **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.

### **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 (1) 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.

**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 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 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, Eric Ji during normal business hours at (818) 937-8178 or via e-mail at [EJi@glendaleca.gov](mailto:EJi@glendaleca.gov)

Sincerely,



Erik Krause  
Planning Hearing Officer

EK:ej

Cc: City Clerk (K.Cruz); Building and Safety (C.Leung); Police Dept. (Lt.S.Riley/Z.Avila); City Attorney's Dept. (G. van Muyden/Y.Neukian); Fire Prevention 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 ); Parks, Recreation and Community Services Dept. (T. Aleksanian/ A.Limayo); Housing (P.Zovak / M. Fortney); Neighborhood Services Division (J.Sada); Integrated Waste Management Admin. (D. Hardgrove); Maintenance Services/Street and Field / Urban Forester (L.Klick / C.Linares / O. Urquidez); Engineering and Land Development (A.Avazian/ S.Oganesyan / R. Villaluna); and Case Planner Eric Ji.