



CITY OF GLENDALE, CALIFORNIA  
COMMUNITY DEVELOPMENT DEPARTMENT  
Planning Division

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[www.ci.glendale.ca.us](http://www.ci.glendale.ca.us)

January 25, 2013

Alexander Vartan  
P.O. Box 1391  
La Canada, CA 91012

RE: **1765 BROOK LANE**  
**ADMINISTRATIVE EXCEPTION CASE NO. PAE 1237288**

Dear Mr. Vartan:

Pursuant to the provisions of Glendale Municipal Code, Title 30, Chapter 30.44, the Community Development Department has processed your application for an Administrative Exception to allow a minor addition of 96 square feet to an existing single-family residence without providing the code required two covered and enclosed parking spaces in the "R1"- Low Density Single Family Zone, located at **1765 Brook Lane**, described as Tract No. 7146, Lot 14, in the City of Glendale, County of Los Angeles.

ENVIRONMENTAL RECOMMENDATION: This project is exempt from environmental review as a Class 1 "Existing Facilities" exemption (Section 15301(e) (1) of the State CEQA Guidelines).

#### **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 a 3,300 square-foot lot developed in 1924 with a modest 887 square-foot, one-story single-family residence and a detached 280 square-foot single-car garage. The proposed project would result in 96 square feet of additional floor area to an existing 887 square-foot single-family residence. The addition is located at the rear of the building and is sufficiently set back from the interior property lines.

Meeting the minimum parking standards would require expansion of the existing 12'-6" wide by 19'-9" garage. The site will not be able to accommodate any additional parking spaces that are fully enclosed without additional and unnecessary hardship and without substantially changing the existing site conditions. Due to the small lot size, expansion of the existing garage to a two-car garage would reduce the amount of required landscaping to below the 40 percent minimum and eliminate the required building separation. Providing a second covered and enclosed parking space as required by the Zoning Code would require impractical changes to the existing site and to deny the addition would unduly restrict the flexibility for reasonable use and development of the property.

**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 96 square-foot addition will be located at the rear of the existing residence. The addition will allow for minor changes to the existing floor plan to provide better interior circulation between the bathroom and the two existing bedrooms, as well as other rooms throughout the residence. The existing floor plan provides access to the only bathroom through the front bedroom. The proposed changes to the floor plan would create a hallway where the bathroom would be accessible to the entire house without the need to enter the front bedroom. With no increase in the intensity of the use, additional parking demand is not expected, and as such, will not be detrimental to the public welfare, injurious to the property, or improvements in the zone. The addition will not be visible from the street and will still allow 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 complies with the remaining "R1" Zoning Code standards. The purpose of the administrative exception procedure is to provide a simplified means for considering applications for minor deviations from the Code standards, such as the 96 square-foot additional, while not providing an additional covered and enclosed parking space. The addition will allow reasonable development of the site and 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 Director of 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 dwelling which is different than what is represented as part of this Administrative Exception application, shall require a new application and constitute adding of additional floor area or physical change as determined by the Director of Community Development Department.
- 4) That no additional floor area be added in the future without the approval of a variance.
- 5) That Design Review Board approval/exemption shall be obtained prior to issuance of a building permit.
- 6) That the applicant shall remove excessive paving and landscape the lot to meet the required 40 percent minimum of the total lot area.
- 7) That the applicant shall remove the unpermitted addition above the existing garage.
- 8) That the applicant shall remove the unpermitted installation of rooftop HVAC equipment.
- 9) That the applicant shall secure the necessary permits to legalize the unpermitted window change outs.

#### **APPEAL PERIOD, TIME LIMITS, LAPSE OF PRIVILEGES, TIME EXTENSIONS**

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 Building and Safety Division upon request and must be filed with the prescribed fee **prior to expiration of the 15-day period, on or before February 11, 2013**, in the Building and Safety Division, 633 East Broadway, Room 101.

#### **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.

**APPEAL FORMS available on-line**  
<http://www.ci.glendale.ca.us/planning/SubmittingAProject.asp>

To save you time and a trip - please note that some of our FORMS are available on line and may be downloaded. AGENDAS and other NOTICES are also posted on our website.

### **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**

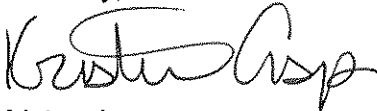
Section 30.64.020 – Revocation – The Planning Division shall have continuing jurisdiction over variances, conditional use permits and administrative exceptions (individual cases heard and decided upon by the Hearing Officer). To consider the revocation, the Hearing Officer shall hold a public hearing 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.

Should you have any questions regarding this issue, please do not hesitate to contact the case planner, Erik Krause at (818) 937-8156.

Sincerely,



Kristen Asp  
Senior Planner

KA:EKRAUSE:sm

CC: City Clerk (K.Cortes); Police Dept. (Tim Feeley/Z.Avila); City Attorney's Dept. (G. van Muyden/M.Yun); Fire Prevention Engineering Section-(D.Nickles); City Engineer & Traffic Section (Roubik Golanian/G.Tom); Director of Public Works and General Manager for Glendale Water and Power (Stephen Zurn); Glendale Water & Power--Water Section (R.Takidin); Glendale Water & Power--Electric Section (M.Kelley/M.Jackson); Parks, Recreation and Community Services Dept. (Emil Tatevosian); Neighborhood Services Division (A.Jimenez); Integrated Waste Management Admin. (D.Hartwell); Maintenance Services Section Admin. (D.Hardgrove); Street and Field Services Admin.; Environmental Management (M.Oillataguerra);case planner Erik Krause.