



CITY OF GLENDALE, CALIFORNIA
COMMUNITY DEVELOPMENT DEPARTMENT
Planning Division

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January 30, 2013

Steven Dunn
2601 Sleepy Hollow Drive
Glendale, CA 91206

**RE: 2601 SLEEPY HOLLOW DRIVE
ADMINISTRATIVE EXCEPTION CASE NO. PAE 1232106**

Dear Mr. Dunn:

Pursuant to the provisions of the Glendale Municipal Code, Chapter 30.44.020 (E), the Community Development Department has processed your application for an Administrative Exception to convert an existing carport to an enclosed two-car garage and install new garage doors which are 10 percent less than the minimum required size as required by Chapter 30.32.050 of the Glendale Municipal Code. The existing carport is attached to the three-story single-family residence. There is no new floor area addition. The subject property is located at **2601 Sleepy Hollow Drive**, in the "R1R" (Restricted Residential) Zone, Floor Area Ratio District II and described as follows: Lot 165 of Tract No. 10153, in the City of Glendale, County of Los Angeles, State of California.

ENVIRONMENTAL RECOMMENDATION: This project is exempt from environmental review under Class 1 Categorical Exemptions.

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.**

The subject property is an approximately 6,000 square-foot lot developed in 1985 with a 3,037 square-foot, three-story single-family residence and an attached two-space carport. The lot has an upslope and is irregularly shaped. The carport has a clear dimension of 20 feet wide by 20 feet deep and is open on two sides. The house and garage are located towards the rear portion of the lot and are situated about 44 feet from the front property line and 15 feet, three inches, from the closest interior property line.

Based on the proposal, the new enclosed garage meets Code by providing a 20 feet by 20 feet interior clearance. However, the applicant is requesting to install two, single-car garage doors that measure eight feet wide by seven feet high. By Zoning Code, the minimum width of a single-car garage door is eight feet, eight inches wide. The proposed eight-foot wide doors are approximately 7.7 percent less than the required width.

The applicant is not proposing to add new square footage to the existing residence. The proposed project is to convert the existing two-space carport into an enclosed and covered two-car garage by constructing two new exterior walls and installing two, single-car garage doors. The existing residence is designed in a contemporary style and is clad in wood siding, metal railing, and composition shingle roof. The garage doors are constructed of obscure glass panels with aluminum frame. The design of the new garage doors will be consistent with and complement the clean and simple design of the house. The proposed modification will not increase the lot coverage or floor area and will result in a design improvement over the existing condition. Moreover, the new two-car enclosed and covered garage will bring the residence closer to conformance with current parking requirements.

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 exception for slightly smaller garage doors would not be materially detrimental to the public welfare or injurious to the property. This exception will not change the use of the subject property as a single-family residence and no other floor plan or design changes are proposed. However, it will be an improvement over the existing condition since the existing residence does not have the required two-car enclosed garage. The modification will bring the property closer to conformance with required parking and will be consistent with nearby properties that have enclosed garages.

While there will be a visual change to the front elevation of the building, the change will not be readily visible as the house is situated far from the front property line and sits higher than the adjoining street. Therefore, the proposed modification will not conflict with the adjoining properties or the immediate neighborhood.

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

The proposed improvement meets or maintains all other requirements for development in the "R1R" zone, such as lot coverage, floor area ratio, building height, landscaping, and setback distances as well as the overall intent of the Comprehensive Design Guidelines.

The purpose of the administrative exception procedure for a 10 percent reduction to some standards in the Zoning Code is to provide a simplified means for considering applications for minor deviations. As previously stated, there will not be any new floor area addition to the existing residence. The proposed modification is voluntary, but will

bring the property closer to conformance with current requirements for parking since the changes to the existing carport will result in an enclosed two-car garage. While the garage doors will be slightly narrower than a code-compliant door, both doors will provide sufficient room for ingress and egress. Therefore, granting the 7.7 percent exception to the garage door widths 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 submitted with the application except for any modifications as may be required to meet specific Code standards or other conditions stipulated herein to the satisfaction of the Hearing Officer.
2. That all necessary permits shall be obtained from the Building and Safety Division and all construction shall be in compliance with the Glendale Building Code and all other applicable regulations.
3. That design review approval shall be obtained prior to the issuance of a building permit.
4. 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 as determined by the Hearing Officer.

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 14, 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 Community Development Department shall have continuing jurisdiction over variances, conditional use permits and 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.

Should you have any questions regarding this issue, please do not hesitate to contact the case planner, Rathar Duong during normal business hours at (818) 937-8185, between 7:30 a.m. to 3:30 p.m.

Sincerely,



Kristen Asp
Senior Planner

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CC: City Clerk; City Attorney's Dept. (G. van Muyden/M. Yun); Fire Prevention Engineering Section-(D.Nickles); Community Development Dept. (H.Malis); City Engineer; Dir. of Public Works Dept.; Water Section (R.Takidin); Electric Section (Belinda Ortiz); Dir. of Parks, Recreation and Community Services Dept.; Neighborhood Services Admin. (A.Jimenez); Integrated Waste Management Admin. (D.Hartwell); Maintenance Services Section Admin. (D.Hardgrove); Street and Field Services Admin.; Environmental Management (M.Oillataguerra); Traffic & Transportation Division and case planner-Rathar Duong.