

September 9, 2015

Demery Matthews
3404 Buena Vista Ave.
Glendale, CA 91208

**RE: 3626 2nd Avenue
ADMINISTRATIVE EXCEPTION CASE NO. PAE 1516470**

Dear Ms. Matthews:

Pursuant to the provisions of the Glendale Municipal Code, Chapter 30.44, the Community Development Department has processed your application for an Administrative Exception to allow a 49 square foot addition on the ground floor on an existing single-family residence without providing the required parking, as required by chapter 30.32.050 of the Glendale Municipal Code, located at **3626 2nd Avenue**, in the "R1" – Low Density Residential Zone, Floor Area Ratio District II, Lot 149, in the City of Glendale, County of Los Angeles.

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

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 site is a 4,000 square-foot lot developed with a 1,045 square foot, one-story, two-bedroom single-family residence, and a 231 square-foot detached carport at the rear of the lot. The existing carport can accommodate parking for one car. The applicant is proposing to add a 49 square foot bathroom on the front elevation of the

home, facing 2nd Avenue. This minor addition will not change the design of the home. The addition will blend in and be architecturally consistent with the existing front portion of the home. Requiring a two-car garage would result in unnecessary hardships for the applicant due to the site constraints on the property.

The existing carport, located at the southern portion of the house is 12'-6" wide and 18'-6" deep located on the interior property lines. The Zoning Code requires a two-car garage to meet the minimum parking requirement for any addition to an existing single-family residence.

Meeting the minimum parking standards would require demolition of the existing carport and construction of a new code compliant garage. There is not adequate space on the site to accommodate any additional parking spaces that are fully enclosed without unnecessary hardship and without changing the existing site conditions. The Administrative Exception allows additional floor space up to a maximum of 100 square feet without providing the required number of parking spaces.

Due to the location of the existing residence, construction of a new two car garage could not be built without demolishing a portion of the house. 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 proposed expansion will result in an increase of floor area located at the front elevation of the house. The bathroom addition on the first floor will be built 5'-2" from the interior property line in compliance with the required minimum setback of 5 feet. The purpose of the addition is to create a second bathroom for the existing residence on the ground floor accessed from the master bedroom.

The 49 square foot bathroom addition will be added to the front of the subject property. The addition will provide a separate bathroom for the master 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. While the addition will be visible from the street it 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 meets all other zoning code requirements of the "R1" Zoning Code standards, such as lot coverage, floor area ratio, and landscaping. 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 existing carport will provide a parking facility for the sole purpose of parking vehicles. Additionally, the 60-foot long driveway also provides temporary parking. Granting of this exception for a 49 square foot addition on the first floor while maintaining a non-conforming carport 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.
- 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 the premises be maintained in a clean orderly condition, free of weeds, trash, and graffiti.
- 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 Director of Community Development.
- 5) That Design Review Board (DRB) approval/exemption shall be obtained prior to issuance of a building permit.
- 6) The applicant shall remove the unpermitted basement/storage area located below the existing deck at the rear of the residence.
- 7) The applicant shall remove all fences located in the front yard setback.
- 8) The applicant shall remove or legalize the unpermitted driveway gate.

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 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 **SEPTEMBER 24, 2015**, at the Permit Services Center (PSC), 633 East Broadway, Room 101, Monday thru Friday 7:00 a.m. to 12:00 p.m., or at the Community Development Department (CDD), 633 East Broadway, Room 103, Monday thru Friday 12:00 p.m. to 5 p.m.

GMC CHAPTER 30.41 PROVIDES FOR

TERMINATION

Every right or privilege authorized by an Administrative Exception shall terminate two 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 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 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 www.glendaleca.gov/appeals

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 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, Daniel Manasserian, during normal business hours at his direct line

(818) 937-8159 or office line (818) 548-2115 or by e-mail at
dmanasserian@glendaleca.gov, between 8:00 a.m. to 5:00 p.m. weekdays.

Sincerely,



Erik Krause
Planning Hearing Officer

EK:ve:sm

CC: City Clerk (K.Cruz); Police Dept. (Lt.S.Bickle/Z.Avila); City Attorney's Dept. (G. van Muyden/Y.Neukian); Fire Prevention Engineering Section-(J.Halpert); Dir. Of Public Works (R.Golanian); Traffic & Transportation Section (W. Ko/S. Vartanian); General Manager for Glendale Water and Power (S.Zurn); Glendale Water & Power--Water Section (G. Tom/S. Boghosian); Glendale Water & Power--Electric Section (V. Avedian/B. Ortiz); Parks, Recreation and Community Services Dept. (T. Aleksanian); Neighborhood Services Division (S. Mirzaian); Integrated Waste Management Admin. (D. Hartwell); Maintenance Services Section Admin. (D. Hardgrove); Street and Field Services Admin.; Engineering and Environmental Management (C.Chew/R. Villaluna); and case planner- Daniel Manasserian.