



October 12, 2015

Fredrick Keshishmoosa  
1853 Las Flores Drive  
Glendale, CA 91207

**RE: ADMINISTRATIVE EXCEPTION CASE NO. PAE 1518496  
1853 LAS FLORES DRIVE**

Dear Mr. Keshishmoosa:

Pursuant to the provisions of the Glendale Municipal Code, Title 30, Chapter 30.44.070 (E), for a maximum 20 percent deviation from one of more numeric standards in Title 30, the Community Development Department has processed your application for an Administrative Exception to allow an addition of approximately 379 square-feet of floor area at the rear of an existing single-family residence, without providing the minimum interior garage depth, as required by Chapter 30.32 of the Glendale Municipal Code. The applicant is requesting a 2'-6" reduction, or thirteen percent deviation, from the required twenty foot minimum interior garage depth in conjunction with the proposed addition. The subject property is located at **1853 Las Flores Drive**, in the "R1R" (Restricted Residential) Zone, and described as Lot 52, Tract No. 10885, in the City of Glendale, County of Los Angeles.

ENVIRONMENTAL DETERMINATION: This project is exempt from environmental review as a Class 1 "Existing Facility" Section 15301 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.**

Originally developed in 1936, the subject property is a 6,701 square foot lot with a 2,192 square foot single family residence. The applicant's proposal will add approximately 379 square feet of floor area to the existing single family home by converting the existing crawl space into habitable floor area. In accordance with Chapter 30.60 of the Zoning Code, an addition can be made to an existing single-family dwelling where the existing interior garage

dimensions are, at a minimum, 16'-0" wide and 18'-0" deep. Currently, there is an attached legal nonconforming two-car garage with interior dimensions of 17'-1" wide by 17'-4" deep. Chapter 30.32 of the Zoning Code requires that the garage be expanded 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'-0" wide by 20'-0" deep. The applicant is requesting a thirteen percent deviation of 2'-4" from the required minimum interior garage depth of 20 feet. There will be no additional square footage added to the footprint of the subject property as there will be no enlargement of the building envelope. The applicant is proposing to convert the existing crawl space, located at the rear of the house, into a new bedroom, bathroom, and closet. The exterior façade will be altered to include new windows. Overall the proposal is compatible with the existing architecture and will maintain the integrity of the residence. Design improvements will occur that maintain the small-scale character of the residence and street elevation, while allowing a reasonable addition to the property.

The existing non-conforming two-car garage, attached to the northern portion of the house, is 17'-1" wide by 17'-4" deep and is setback approximately eight feet from the interior property line. The Zoning Code requires that the garage be expanded to meet the minimum parking requirement upon any addition to the existing residence that includes a two-car garage with minimum interior dimensions of 20'-0" wide by 20'-0" deep. The site would not be able to accommodate an enlargement of the existing garage due to the existing development and topography of the site. By granting this administrative exception, the project will allow for a small addition without unduly restricting the reasonable use and improvement 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 granting of the Administrative Exception to allow the applicant to maintain the legal non-conforming two-car garage with a substandard depth will not be materially detrimental to the public welfare or injurious to the property or improvements in the R1R-zoned neighborhood in which the property is located. The project involves an addition of approximately 379 square feet of floor area by converting the existing crawl space into habitable area within the existing building envelope. The floor area addition will be located at the rear of the existing single-family house and because it's a conversion of existing space, none of the exterior walls along the interior side yard will be moved. While the existing garage does not maintain the required 20 foot depth in accordance with today's code, the required number of spaces is provided. The proposed addition will not be visible from the street, and it will allow for adequate open space, light, and ventilation for the project site 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 R1R 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 addition of approximately 379 square-feet of floor area within the

existing building footprint, while maintaining a legal non-conforming two-car garage with a substandard depth will allow reasonable development of the site. Therefore, granting the minor exception will not be contrary to the objectives of the applicable regulations. Conditions of approval have been included that would mitigate any potential negative impacts.

Additionally, a discretionary action, such as the requested Administrative Exception, must also take into consideration the hillside development review consistent with Chapter 30.11.040 (A) of the Glendale Municipal Code, which is as follows:

- A. That the development shall be in keeping with the design objectives in the Glendale Municipal Code, the hillside design guidelines and the landscape Guidelines for hillside development as now adopted and as may be amended from time to time by City Council.**

The Hillside Design Guidelines suggest preferred methods to develop single-family homes in hillside areas of the City and recommend minimizing grading to preserve the natural hillside appearance, open space and groves of native trees. The project, as proposed, is consistent with the design objectives of the Hillside Design Guidelines because the proposal is a conversion of the existing crawl space and there is no enlargement of the building envelope being proposed. The minor changes to the façade are compatible with the Hillside Design Guidelines. These façade improvements will enhance the design and function of the residence by shifting the main entry of the home to the ground level.

- B. That the development shall be compatible with the surrounding neighborhood in terms of size, scale, bulk/mass, roofline orientation, setbacks, and site layout.**

The applicant's request to add approximately 379 square feet of floor area within the existing envelope directly beneath the first floor is compatible with the surrounding neighborhood. The proposed addition is fairly modest in size and will not increase the existing footprint of the house. The design of the project is consistent with the existing single-family dwelling and compatible with surrounding development in terms of size, scale, bulk and mass, roofline orientation, setbacks and site layout.

- C. That the site plans shall show preservation of prominent natural features, native vegetation and open space in a manner compatible with the surrounding neighborhood, minimizing alteration of terrain necessary for development.**

The applicant's proposal does not require any landform alteration since the site is already developed with a single-family home and the additional floor area will be entirely within the existing building envelope. There are no protected scenic vistas, blue line streams or primary or secondary ridgelines on the site.

- D. That site plans for development of property on steep slopes shall take into account the visual impact on surrounding properties.**

The visual impacts of the proposed addition on surrounding properties on Las Flores Drive will be relatively minor. The applicant is proposing additional floor area within the existing building envelope of the residence at the rear. The proposed addition will be constructed in a way that is compatible with the existing architecture and will maintain the integrity of the residence. By placing the addition at the rear, design improvements will occur because the



small-scale character of the residence and street elevation will be maintained, while at the same time providing a reasonable use of the property.

**E. That the architectural style and architectural elements of in-fill development shall be compatible with the surrounding neighborhood.**

The proposed addition is consistent with the existing single-family home and surrounding neighborhood. The applicant's proposal will match the existing architecture including all materials and finishes. Existing homes along Las Flores Drive and throughout the greater Verdugo Woodlands neighborhood are various architectural styles, which were common when these residences were constructed. A condition of approval is included such that the project is required to obtain approval/exemption from Design Review Board.

**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 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 approval shall require a new application as determined by the Hearing Officer.
- 4) That DRB approval/exemption shall be obtained prior to issuance of a building permit.
- 5) That the premises be maintained in a clean orderly condition, free of weeds, trash, and graffiti.

**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 **OCTOBER 27, 2015** at the Permit Services Center (PSC), 633 East Broadway, Room 101, Monday thru Friday 7:00 am to 12:00 pm, or at the Community Development Department (CDD), 633 East Broadway, Room 103, Monday thru Friday 12:00 pm to 5 pm.

### **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.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 (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.

You may contact the case planner, Vista Ezzati, during normal business hours at (818) 937-8180 or via e-mail at [vezzati@glendaleca.gov](mailto:vezzati@glendaleca.gov).

Sincerely,



Erik Krause  
Planning Hearing Officer

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cc: City Clerk (K. Cruz); City Attorney's Dept. (G. van Muyden); 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. Mirzaians); 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 Vista Ezzati.