



CITY OF GLENDALE, CALIFORNIA
Community Development
Planning

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Glendale, CA 91206-4311
Tel. (818) 548-2140 Fax (818) 240-0392
glendaleca.gov

May 30, 2019

Alek Zarifian
3120 Peters Circle
Glendale, CA 91208

**RE: 690 ATKINS DRIVE
ADMINISTRATIVE EXCEPTION CASE NO. PAE 1906876**

Dear Mr. Zarifian:

Pursuant to the provisions of the Glendale Municipal Code, Title 30, Chapter 30.44, to allow additional floor area in an existing single-family residence without providing a two-car garage and instead maintaining the existing garage, which is 17.5 feet wide and 17.5 feet deep, an approximate 12.5% deviation from the minimum required width and depth standards of a two-car garage, the Planning Hearing Officer has processed your application for an Administrative Exception (G.M.C. 30.44.020.E) of the Glendale Municipal Code. The proposed project is located at **690 Atkins Drive**, in the "R1R" – (Restricted Residential) Zone, FAR District I, being Lot 13, Block F, Tract No.7600, in the City of Glendale, County of Los Angeles.

ENVIRONMENTAL DETERMINATION

The project is exempt from CEQA review as a Class 3 "New Conversion of Construction of Small Structures" exemption pursuant to Section 15303 of the State CEQA Guidelines.

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.**

There are space restrictions on the site that preclude full compliance with the code because of elevation changes and easements on the property. A new two-car garage is required to be a minimum of 20 feet deep and 20 feet wide, interior clear dimensions. (To be considered conforming, existing garages need to be a minimum of 18 feet deep and 16 feet wide, interior clear dimensions, and a minimum 16-foot wide garage door.) The existing garage is 17.5 feet deep and 17.5 feet wide and a 12.5% deviation is requested from the standard depth and width requirements

(Administrative Exception PAE 1824030 was previously granted for the 13-foot, 7-inch width of the garage door). The applicant would like to finish and make the 387 square-foot existing basement into living area. The subject lot has a 5-foot wide utility easement along the eastern property line. The existing garage is four (4) feet from the eastern property line and, therefore, part of the garage is already within this easement. The garage cannot be expanded further east to enable a garage with greater depth without further encroaching on the easement. The easement also precludes expansion of the garage width north or south since part of the addition would be located within this easement. There is an approximately three (3)-foot elevation change between the floor of the garage/driveway and the floor of the patio and existing residence. A planter is located immediately west of the front of the garage and a stairway leading from the driveway to the patio/house is located in front of this planter. Expanding the garage west to allow it to have a more depth would require demolishing and reconstructing the existing planter wall as well as significant grading. The benefits of moving the planter wall or building a new southern garage wall to extend the depth of the garage are outweighed by the relatively extensive construction to enable a relatively modest increase in the depth of the garage for a proposed addition (finishing an existing basement to living space) to the residence.

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 to allow a 12.5% deviation from garage depth and width to convert an existing basement to living space will not be materially detrimental to the public welfare or injurious to the property and improvements in the area because the existing garage will remain as it currently exists and will provide adequate off-street parking as it has for the last 90 years. The garage is set back approximately 75 feet from the street and additional parking can be accommodated on the long driveway leading to the garage.

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

The purpose of the administrative exception procedure is to provide a simplified means for considering applications for minor deviations from the code standards. These standards were developed to allow reasonable use of property in order to promote the public health, safety and general welfare. The objective of parking requirements is to provide suitable off-street parking and to protect the public safety by lessening traffic congestion on public streets. Granting an administrative exception to allow a 12.5% deviation from garage width and depth regulations to allow conversion of an existing basement to living area is reasonable in the present case. The existing residence is a modest 1,524 square feet in area, which includes conversion of the basement to living area. The existing garage has provided sufficient parking for the residence since construction in 1926. The residence is located on Atkins Drive, considered a local street in the city's Circulation Element, serving residential single-family uses. Restricting street parking to lessen traffic congestion is not an issue in this neighborhood.

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 Planning Hearing Officer.
- 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 design review approval or exemption shall be obtained prior to the issuance of a building permit.
- 4) That separate permits are required for all work in the public right-of-way. The applicant shall bear all fees for the necessary permits and construction inspections for work within the public right-of-way.
- 5) That any expansion or modification of the dwelling unit 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.
- 6) That if any buildings, sidewalks, curb or gutter, fencing or landscape areas, etc., adjacent to the site are damaged during the course of construction on public or private property, the damage shall be repaired to the satisfaction of the Planning Hearing Officer for private property and the Director of Public Works for public property.

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 JUNE 17, 2019**, at the PSC, 633 East Broadway, Room 101, Monday through Friday 7:00 a.m. to 12:00 p.m., or at the

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Community Development Department (CDD), 633 East Broadway, Room 103, Monday through Friday 12:00 p.m. to 5:00 p.m.

APPEAL FORMS available on-line: <http://www.glendaleca.gov/appeal>

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 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.

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.

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REVOCACTION, CONTINUING JURISDICTION

Section 30.64.020 – Revocation – The Community Development Department shall have continuing jurisdiction over variances, conditional use permits and administrative exceptions (individual cases heard and decided upon by the Planning Hearing Officer).

To consider the revocation, the Planning Hearing Officer shall hold a public hearing after giving notice by the same procedure as for consideration of an Administrative Exception at least ten (10) days' notice by mail to the applicant or permittee. Continuing jurisdiction over any case is the purview of the Planning Hearing Officer, with concurrence by the Director of Community Development.

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, Roger Kiesel during normal business hours at (818) 937-8152 or rkiesel@glendaleca.gov.

Sincerely,



Bradley Collin
Planning Hearing Officer

CC: City Attorney's Dept. (G. van Muyden/Y.Neukian); Fire Prevention Engineering Section- (J.Halpert); Dir. Of Public Works (Y.Omrani); 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 (B. Alshanti/B. Ortiz); Parks, Recreation and Community Services Dept. (A. Isayan); Neighborhood Services Division (A. Jimenez); Integrated Waste Management Admin. (D. Hartwell); Maintenance Services/ Street & Field/ Urban Forester. (D. Hardgrove/J. Cawn); Engineering & Environmental Management (C.Chew/R. Villaluna); and case planner – Roger Kiesel