



CITY OF GLENDALE, CALIFORNIA

Community Development
Planning

633 E. Broadway, Suite 103
Glendale, CA 91206-4311
Tel. (818) 548-2140 Fax (818) 240-0392
glendaleca.gov

January 22, 2020

Nareg Khodadadi
213 North Orange Street, Suite 'E'
Glendale, CA 91203

**RE: 2616 MANHATTAN AVENUE
ADMINISTRATIVE EXCEPTION NO. PAE 1917942**

Dear Mr. Khodadadi:

Pursuant to the provisions of the Glendale Municipal Code, Title 30, Chapter 30.44.020 (D), for addition of floor space for the building in the "R-3050" - (Moderate Density Residential) Zone up to a maximum of 100 square feet without providing the required number of parking spaces required in this Title, the Community Development Department has processed your application for an Administrative Exception to allow the construction of a 100 square-foot addition to an existing, 796 square-foot, one-story, single-family dwelling without providing the minimum required amount of parking spaces (zero parking spaces proposed; two off-street parking spaces required). The subject property is located at **2616 Manhattan Avenue**, in the R-3050 (Moderate Density Residential) Zone, and described as north-east 60 feet of Lot 24, Tract No. 5157, in the City of Glendale, County of Los Angeles.

ENVIRONMENTAL DETERMINATION

This project is exempt from environmental review as a Class 1 "Existing Structure," exemption per Section 15301(e)(1) of the State CEQA Guidelines because the project involves a minor addition to an existing single-family residence.

REQUIRED/MANDATED FINDINGS

After considering the evidence presented with respect to this application, the plans submitted therewith, the Community Development Department 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 3,000 square-feet in area and was developed with a 796 square-foot, one-story, single-family dwelling without a garage in 1924. The applicant proposes to convert an existing bedroom into additional living room space, additional bathroom space, and a new closet, and to construct a 100 square-foot bedroom addition without providing two off-street parking spaces required by the Zoning Code.

There are space restrictions on the site that prevent the construction of the two enclosed and covered parking spaces. The subject property is rectangle in shape and is 50 feet wide and 60 feet deep. The subject single-family residence is centrally developed on the site and occupies most of the buildable area on the lot outside of the required 20-foot street front setback and six-foot interior setbacks for single-family additions. Currently, the existing dwelling is configured with a 17-foot, 7-inch street front setback, and with an approximately two-foot, seven-foot, and seventeen-foot interior setback from the eastern, southern and western property lines, respectively. In order to comply with the Zoning Code's parking requirements, impractical changes to the house, including significantly altering/demolishing a portion of the existing residence, would be necessary to create adequate space for a Code-compliant two-car garage with the required minimum interior dimensions (20-feet wide by 20-feet deep) and the required five-foot interior setback. Because the existing dwelling spans horizontally across most of the width of the lot and the remaining portions of the lot is limited to the landscaped area along the setback areas and the hardscaped driveway, there are space restrictions on the site that preclude compliance with the Zoning Code.

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 will not be materially detrimental to the public welfare or injurious to the property or improvements. The proposed 100 square-foot addition is modest in size and will not add any additional bedroom to the existing dwelling. Therefore, the proposed project will not result in permanent increased occupancy and the associated increase in parking demand. The design changes to the façade of the building are consistent with the architectural style of the building and thus will not negatively impact the aesthetic quality of the neighborhood.

The proposed addition complies with all other Code requirements, such as setbacks, floor area ratio, lot coverage, height, and landscaping; the property will remain as a single-family dwelling, maintaining the intended residential land use of the R-3050 zone. In addition, there is an existing driveway which provides room for onsite parking. For these reasons, the granting of the exception will not result in detrimental or injurious impacts to the property or the surrounding neighborhood.

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

Approval of the Administrative Exception to allow a minor deviation from the minimum Code-required parking will not be contrary to the objectives of the parking standards regarding the minimum number of parking spaces required (GMC 30.32.050). The subject single-family dwelling has existed without a garage on site since 1924 and the proposed new square footage will not increase the permanent occupancy, bedroom count, and the parking demand of the dwelling; the property will remain as a single-family dwelling, maintaining the intended residential land use of the R-3050 zone.

The purpose of the Administrative Exception procedure is to provide a simplified means of considering applications for minor deviations from Zoning 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 project meets all other Zoning Code requirements of the R-3050 zones, including lot coverage, floor area ratio, landscaping, height, and setbacks. Therefore, granting the exception to allow a 100 square-foot addition without providing the minimum required amount of parking spaces (zero parking spaces proposed; two parking spaces required) 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 Community Development Director.
- 2) That Design Review approval or exemption shall be obtained prior to the issuance of a building permit.

- 3) That all necessary permits (i.e., building, fire, etc.) 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.
- 4) That the premises shall be made available and accessible to any authorized City personnel (Building, Fire, Police, Neighborhood Services, Planning, etc.), for inspection to ascertain that all conditions of approval of this conditional use permit are complied with.
- 5) That structure or building on hillside with slope greater than 33% shall comply with the Section 1615 special hillside design requirements.
- 6) That additional or other building code requirements or specific code requirements (i.e. CA Green Building Code, etc.) will be required upon submittal of plans for building plans check and permit.

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 February 6, 2020** at the Permit Services Center (PSC), 633 East Broadway, Room 101, Monday thru Friday from 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 5:00 p.m.

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>

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.

REVOCATION

Section 30.64.020 – Revocation – The Community Development Department shall have continuing jurisdiction over 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 ten (10) days' notice by mail to the applicant or permittee.

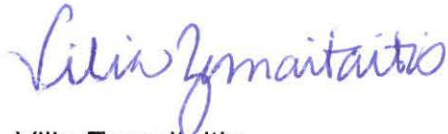
NOTICE – subsequent contacts with this office

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, Minjee Hahm, during normal business hours at (818) 937-8178 or via e-mail at mhahm@glendaleca.gov.

Sincerely,
Philip Lanzafame
Director of Community Development



Vilia Zemaitaitis
Planning Hearing Officer

VZ:MH:sm

CC: City Clerk (K.Cruz); Police Dept. (A.Jenks/Z.Avila); City Attorney's Dept. (G. Van Muyden/Y.Neukian); Fire Prevention Engineering Section-(J.Halpert); Traffic & Transportation Section (P.Casanova); General Manager for Glendale Water and Power (S.Zurn); Glendale Water & Power--Water Section (G. Tom/S. Boghosian/R.Takidin); Glendale Water & Power--Electric Section (B. B.Ortiz/E.Olsen/ M.Navareete/M.Kouassi); Parks, Recreation and Community Services Dept. (T. Aleksanian); Neighborhood Services Division (R.Sada/J.Jouharian/); 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- Minjee Hahm.