



**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

June 20, 2023

Permit Processing and Consulting, LLC  
Attn: Gevorg and Priscilla Grigorian  
639 W Broadway  
Glendale, CA 91204

**RE: 316 SOUTH ADAMS STREET  
ADMINISTRATIVE EXCEPTION CASE NO. PAE 2201671**

Dear Applicant:

Pursuant to the provisions of the Glendale Municipal Code (GMC), Title 30, Chapter 30.44.020 (E) for a maximum twenty (20) percent deviation from one or more numeric standards in Title 30, and Section 30.44.020 (J) to maintain an existing non-conforming driveway width, the Community Development Department has processed your application for an Administrative Exception to allow a one (1)-foot, two (2)- inch reduction (20% deviation) from the minimum required six-foot interior setback, to allow a 4-inch reduction (approximately 3.7% deviation) from the minimum required driveway width of 9'-0", and to maintain the existing non-conforming driveway width of seven (7)-foot, two (2)-inch, in conjunction with a 685 square-foot addition to the existing 629 square-foot, one (1)-story single-family house and construction of a new 748 square-foot detached garage located at **316 South Adams Street**, in the "R-2250" - (Medium Density Residential) Zone, and described as Portions of Lots 6 and 7, McIntyre's Williams Tract in the City of Glendale, County of Los Angeles.

**ENVIRONMENTAL DETERMINATION**

The project is exempt from CEQA review as a Class 1 "Existing Facilities" exemption pursuant to Section 15301 (e)(1) of the State CEQA Guidelines because the proposed addition to the existing structure will not result in an increase of more than 2,500 square-feet of floor area.

**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.**

The subject property is an approximately 5,641 square-foot (SF), rectangular-shaped interior lot with 34 feet of frontage along South Adams Street that was originally developed circa the 1920s with a 629 SF, one-story single-family residence. City records do not indicate that the site was developed with a garage, and it was not required at the time the site was originally developed. While there is currently no garage on the subject property, there is an existing driveway with a legal non-conforming 7'-2" driveway width. The existing single-family residence has a legal non-conforming interior setback of 4'-6" along the northerly property line. The applicant is proposing to add 685 SF of floor area to the existing single-family residence and an attached 265 SF covered patio with a 4'-10" interior setback along the northerly property line where the zoning code requires a minimum six-foot interior setback for an addition to an existing single-family residence in a multi-family zone (GMC Section 30.11.070(C)). The proposed addition at the rear of the existing single-family residence includes two new bedrooms, three bathrooms, and a new laundry area to make the house more functional. The project also includes construction of a new 748 square-foot, detached two-car garage, which is a zoning code requirement for the proposed addition to the existing residence; the applicant is requesting to maintain the existing legal non-conforming driveway width of 7'-2" for the portion of the driveway along the front yard and adjacent to the existing house, and to allow an 8'-8" driveway width for the portion adjacent to the addition, where the zoning code requires a minimum width of nine-feet for a driveway in a residential zone (GMC Section 30.32.130(C)). The design of the proposed addition and new two-car garage will be compatible with the existing architectural style and will maintain the integrity of the residence.

There are space restrictions on the site that preclude the applicant from full compliance with the zoning code requirements without creating hardship. The space restrictions include the size and width of the lot, and the current configuration of the building on the site. The subject property is 5,641 square-feet on a block where the average lot size is 13,238 square-feet, and the lot width is 34-feet where the average lot width is approximately 54-feet. The existing footprint of the single-family residence creates a space restriction because it limits where development can occur on the site. The existing single-family residence is modest in size and the proposal would allow the occupants to better meet their needs. In order to satisfy the current zoning code requirements, the applicant would be required to demolish portions of the existing residence and significantly reduce the size of the addition. This would result in an awkward design and is counterintuitive to the proposed addition to gain livable space. These space restrictions create a hardship for the applicant because they limit the buildable area of the site and would restrict the flexibility for 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 a reduced interior setback, maintain an existing non-conforming driveway width, and a reduced driveway width will not be materially detrimental to the public welfare or injurious to the surrounding properties in the R-2250 zoned neighborhood in which the property is located. Along the northerly property line, the house currently has a 4'-6" interior setback, and at 4'-10" the proposed addition will be somewhat in line with the existing residence. The addition will be located at the rear of the house and will maintain the existing one-story height of the house, which is consistent with the character of the existing house and the neighborhood. While the residence will become larger, the addition will maintain adequate landscaping, light and ventilation for the subject residence as well as adjacent residences. The existing 7'-2" driveway has served the property for many years and has allowed for temporary parking of vehicles onsite. The project includes extending the length of the existing driveway to provide the necessary access to the zoning code required detached two-car garage located at the rear, and will feature an 8'-8" driveway width for the portion adjacent to the addition. The requested administrative exceptions are minor deviations from the zoning code standards to accommodate the addition and necessary access to the code required garage. Additionally, the proposed addition and new garage are located at the rear of the property, will not be visible from the street, and are compatible with the existing architectural style of the residence. As such, granting the administrative exception requests in conjunction with the proposed addition will not be detrimental to the public welfare, injurious to the property, or improvements in the zone.

**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 Code standards, such as the proposed setback and driveway deviations. 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 685 SF and construction of a detached two-car garage will allow reasonable development of the property, provide better functionality for the residents, and not be contrary to the objectives of the applicable regulations. The objective of setback regulations is to establish reasonable standards of design for air, light, and ventilation between properties. Granting the exception to allow a reduced interior setback of 4'-10", where the minimum required by code is six feet is a minor deviation that will not be a detriment to the public welfare because there will still be a reasonable amount of space to allow for adequate air, light, and ventilation between properties. The objective of the standards for minimum driveway width is to provide safe and



efficient ingress to and egress from required parking. Granting the exception to allow a reduced interior setback, to allow the applicant to maintain the existing 7'-2" driveway width, and to allow an 8'-8" driveway width for the portion adjacent to the addition will meet the intent of the minimum driveway width regulations. The proposed addition complies with the remaining zoning code requirements for the R-2250 zone, such as height, lot coverage, floor area ratio and landscaping.

### **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 comply 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 Design Review approval or 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.
- 6) That the premises shall be made available to any authorized City personnel (Fire, Planning and Neighborhood Services, etc.), for inspection to ascertain that all conditions of approval of this administrative exception are complied with.

### **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.

***All appeals must be filed using the City's online permit portal:  
[www.glendaleca.gov/Permits](http://www.glendaleca.gov/Permits). Create an account, click "Apply," type "appeal" in the search bar, and apply for "Appeal of Planning Decision." Any appeal***

***must be filed within fifteen (15) days following the actual date of the decision with the prescribed fee prior to the expiration of the 15-day appeal period, on or before JULY 5, 2023. Information regarding appeals and appeals and fees may be obtained by calling the Community Development Department staff at 818-548-2140, or contacting the case planner, Chloe Cuffel, at [ccuffel@glendaleca.gov](mailto:ccuffel@glendaleca.gov) or 818-937-8162.***

#### **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.

#### **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 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 an administrative exception 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.

Should you have any questions regarding this issue, please do not hesitate to contact the case planner, Chloe Cuffel during normal business hours at (818) 937-8162, between 7:30 a.m. to 3:30 p.m.

Sincerely,  
Director of Community Development  
Bradley Calvert



Vista Ezzati  
Planning Hearing Officer

VE:CC:sm

cc: City Clerk (K.Cruz); Building and Safety (S.Hairapetian); Neighborhood Services Division (J.Sada); Design Review & Historic (J.Platt/K.Conley); Economic De. (M.Berry); Housing (P.Zovak / M. Fortney); Urban Design and Mobility (F.Zohrevand); Parks, Recreation and Community Services and Park (T. Aleksanian/ A.Limayo); Information Services (G.Arnold);\_City Attorney's Dept. (G. van Muyden/Y.Neukian); Fire Engineering Section-(J.Diaz/ D.Stimson); Traffic & Transportation Section (P.Casanova/S.Roudsari); General Manager for Glendale Water and Power (M.Young); Glendale Water & Power--Water Section (S.Boghosian/R.Takidin/F.Garcia); Glendale Water & Power--Electric Section (C.Babakhanlou/ S.Boghosian / F.Garcia/ H.Barkhordian/ D.Scorza ); Police Dept. (Lt.S.Riley/Z.Avila); Dir. Of Public Works (Y.Emrani); Engineering and Land Development (A.Avazian/ S.Oganesyan / M.Oillataguerre/ R. Villaluna); Integrated Waste Management Admin. (D. Hardgrove); Maintenance Services/Street and Field / Urban Forester (L.Klick / C.Linares / O. Urquidez); and case planner – and Case Planner Chloe Cuffel.