



**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

November 8, 2023

Carl Stewart  
11671 Sterling Avenue, Unit J  
Riverside, CA 92503

**RE: 975 EAST GLENOAKS BOULEVARD  
ADMINISTRATIVE EXCEPTION NO. PAE-000844-2023**

Dear Mr. Stewart:

The Community Development Department has processed your application for an Administrative Exception pursuant to the provisions of the Glendale Municipal Code (GMC), Title 30, Chapter 30.44.020(D), to allow a 85 square-foot (SF) addition to an existing single-family house without providing a Code-compliant two-car garage. The subject property is located at **975 East Glenoaks Boulevard**, in the "R-1" Zone (Low Density Residential), described as Lot 10, Block 10, Rossmoyne Tract, in the City of Glendale, County of Los Angeles.

**ENVIRONMENTAL DETERMINATION**

This project is exempt from environmental review as a Class 1 "Existing Structure," per Section 15301(e)(1) of the California Environmental Quality Act (CEQA) Guidelines because the project involves a minor addition to an existing single-family residence, and as a Class 31 "Historical Resource Restoration/Rehabilitation" per Section 15331 of the CEQA Guidelines because the proposed addition will not result in an increase of more than fifty percent of the floor area of the structures before the addition, and the addition is consistent with the Secretary of the Interior's Standards for Rehabilitation.

**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.**

Space restrictions exist on the property that preclude full compliance with the Code requirements without unnecessary hardship. The subject site is a 5,485 square-foot lot with an existing 1,514 square-foot, one-story single-family residence and 375

square-foot detached garage. The applicant is proposing a modest 85 square-foot addition to the rear of the existing dwelling. Per GMC 30.32, the minimum parking requirement for a single-family dwelling is an enclosed two-car garage, and any addition of floor area would trigger this requirement. To be considered legally nonconforming, an enclosed two-car garage must have interior clear dimensions of at least 16 feet wide by 18 feet deep. The current garage is situated on both interior property lines and at its smallest point, measures 15 feet, 8 inches, wide by 18 feet, 3 inches deep.

The lot is an irregular shape, measuring about 120 feet deep on the left and 80 feet deep on the right. The rear yard of the property is triangular, measuring 42 feet wide and 35 feet deep at its largest point which constricts development to widen the existing detached garage. The existing garage has a staggered floor plan to accommodate the angled rear property line, making expansion to the right unfeasible. To the left, the eave of the neighboring property's detached garage overhangs the property line, making expansion to the left infeasible.

For these reasons, granting approval of the Administrative Exception request to construct a minor floor area addition of up to 100 square-feet without the required amount of enclosed parking will allow for reasonable development of the property without imposing impractical hardship.

**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.**

Granting of the exception to allow an increase in floor area without providing the required parking will not be detrimental to the surrounding neighborhood. The property has operated with the existing parking condition since 1926. An addition of 85 square feet to relocate a bathroom would result in a 1,599 square-foot single-story dwelling, which is not anticipated to create a significant impact on the neighborhood or public welfare in general.

The proposed addition will not be visible from the street and has been mindfully designed to meet the Secretary of the Interior Standards for Rehabilitation. The existing driveway will remain, and the property will continue to function as a single-family residence. As such, it is not anticipated that the project will create additional parking demand. Therefore, the applicant's request is not expected to be detrimental to the public welfare or injurious to the property or improvements in the zone or 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 objective of the standards is to ensure sufficient parking is provided on-site to accommodate occupants of the building and thus to not impact the surrounding neighborhood. As this is a minor addition to an existing single-family dwelling with no change in use, the project is not anticipated to result in a significant parking impact.

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 to promote the public health, safety, and general welfare. Therefore, granting the request for an Administrative Exception to allow deviation from the minimum number of parking spaces required will not be contrary to the objectives of the applicable regulations. The development as proposed meets all other zoning requirements for the R-1 zone.

As such, the applicant's request to construct a 85 square foot addition to the property while maintaining the existing garage will allow reasonable development without being 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 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 design review approval or exemption shall be obtained prior to the issuance of a building permit.
- 4) That the proposed addition shall not exceed 85 square feet of new floor area.



- 5) That the premises shall be maintained in a clean and orderly condition, free of weeds, trash, and graffiti.
- 6) That the proposed project shall comply with the Fire Department conditions listed in their interdepartmental communication dated October 20, 2023.
- 7) That the proposed project shall comply with the Glendale Water and Power conditions as listed in their Interdepartmental Communication dated October 25, 2023.
- 8) 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.

## 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 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 **NOVEMBER 27 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, Shoghig Yepremian at [syepremian@glendaleca.gov](mailto:syepremian@glendaleca.gov) or 818-937-8135.***

## 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 (1) 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.

**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 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 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, Shoghig Yepremian during normal business hours at (818) 937-8135 or via e-mail at syepremian@glendaleca.gov.

Sincerely,  
Bradley Calvert  
Director of Community Development



Roger Kiesel  
Planning Hearing Officer

RK:SY:sm

CC: City Clerk (K.Cortes); Building and Safety (M.Lhotsky); Neighborhood Services Division (J.Sada); Design Review & Historic (J.Platt); Economic De. (M.Berry); Housing (P.Zovak/M. Fortney/A.Brownell); 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/M.Yun); Fire Engineering Section-(J.Diaz/S.Partamian/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/E.Hakoupiani/K. runzer); Glendale Water & Power--Electric Section (C.Babakhanlou/ S.Boghosian/E.Hakoupiani/ H.Barkhordian/ D.Scorza ); Police Dept. (Lt.A.Krikorian/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); Facilities (K.Todd); and case planner – S.Yepremian.