



# PLANNING APPLICATIONS SUBMITTED

10/16/2024 through 10/31/2024

Excluding Certification of Zoning; Home Occupation Permit; Business Registration Certificate; Design Review Exemption; ABC License

**PLANNING DEPARTMENT**  
633 East Broadway Room 103  
Glendale, California 91206

Address	Description	Type	Date Submitted	Case Planner
3446 MONTROSE AVENUE	Request for an AE up to 20% deviation of a numeric standard. 3 feet and 7 inches where 4 feet is required for BSFD-018086-2024	Administrative Exception	October 16, 2024	<b>Milca Toledo</b> MiToledo@glendaleca.gov
3385 E CHEVY CHASE DRIVE	FULL DEMOLITION OF THE EXISTING 2,022 SQFT SFD, CONSTRUCTION OF A NEW 5,616.9 SQFT 2-STORY SINGLE-FAMILY HOUSE WITH A 3-CAR GARAGE, POOL, AND SPA.	Variance	October 16, 2024	<b>Roger Kiesel</b> RKiesel@glendaleca.gov
1300 HILLSIDE DRIVE	New two-story SFR on a vacant lot of 11,783-SF zoned R1R II. Proposed upper floor: 1,218-SF, lower floor: 906-SF, two-car garage 433-SF	Design Review	October 16, 2024	<b>Nikola Hlady</b> nhlady@glendaleca.gov
1035 RAYMOND AVENUE	NEW CONSTRUCTION OF SECOND UNIT AT 1042 SF TWO NEW 2-CAR GARAGE EACH AT 426 SF ADMINISTRATIVE EXCEPTION TO ALLOW THE CONSTRUCTION OF TWO NEW TWO-CAR GARAGES BE BUILT AT A 4' SETBACK WHERE A 5'-0" SETBACK IS REQUIRED. PURSUANT TO THE PROVISIONS OF THE GLENDALE MUNICIPAL CODE, TITLE 30, CHAPTER 30.44.020 (E), FOR A MAXIMUM 20 PERCENT DEVIATION FROM ONE OF MORE NUMERIC STANDARDS IN TITLE 30	Administrative Design Review	October 21, 2024	<b>Columba Diaz</b> codiaz@glendaleca.gov

700 KIMLIN DRIVE	Front Yard Setback Variance for locating new wrought-iron fences (approx. 605-lineal feet), two vehicular gates, eight swinging pedestrian gates and one rolling pedestrian gates, portions of which will be located in the street front setback areas. Subject site includes 634, 639, & 700 Kimlin Drive and 1917 Academy Place)	Variance	October 21, 2024	<b>Nikola Hlady</b> nhlady@glendaleca.gov
5236 MARYLAND AVENUE	New 2-story single family residence with attached 2-car garage.	Design Review	October 21, 2024	<b>Eric Ji</b> eji@glendaleca.gov
1100 GENEVA STREET	PROPOSED TWO-STORY ADDITION TO EXISTING TWO-STORY HOUSE W/ TWO-CAR DETACHED GARAGE AND ADU	Administrative Design Review	October 22, 2024	<b>Eric Ji</b> eji@glendaleca.gov
615 W LEXINGTON DRIVE	LEGALIZATION OF ATTIC AREA (687 S.F.) TO BE PART OF EXISTING SINGLE FAMILY RESIDENCE (960 S.F.)	Administrative Design Review	October 22, 2024	<b>Milca Toledo</b> MiToledo@glendaleca.gov
209 W WILSON AVENUE	Spice Season is a restaurant located in the city of Glendale applying for a permit to sell beer and wine to our patrons.	Administrative Use Permit	October 25, 2024	<b>Paulina Safarian</b> psafarian@glendaleca.gov
	<p>CAMPUS DESCRIPTION</p> <p>The Incarnation Parish was founded in 1927. It is located on the corner of corner of West Glenoaks Boulevard and North Brand Boulevard. The Church address is 1001 North Brand Boulevard and the Parish Office address is 121 West Glenoaks.</p> <p>The net area of the Parish property is 194,279 square-ft (4.460 acres) in area. It occupies most of the city block bordered by West Dryden Street on the north, North Brand Avenue on the east, W. Glen-oaks Boulevard on the south and Central Avenue on the west. The existing site has 210 marked on-grade parking spaces. The parking lot north of the school is utilized as a 'playground' on weekdays.</p> <p>Incarnation Parish has five existing buildings. The original Elementary School/Auditorium building and Convent (now Parish Center) were opened in</p>			

1937. There was an addition to the Elementary School in 1948. The Church and the Rectory were designed in 1948 and completed construction by 1951. A two story Classroom Building was constructed in 1961. There is also a two-story accessory structure adjacent to the Rectory (with garage parking and a residential unit above).

#### ZONING

The property has two zones. The parking lot north of the Elementary School is zoned R-1250 (Residential). In this zone Places of Worship, Playgrounds and Schools can be constructed and maintained on the property under a Conditional Use Permit (Entitlement). The eastern portion of the property and the area fronting West Glenoaks is zoned C-3 (Commercial). In this zone Places of Worship are 'Permitted by Right' but Schools require a Conditional Use Permit (Entitlement).

The church and school have obtained numerous building permits from its founding in 1927 to present. There are only two Planning Actions during the period. One was for the Modular/Container project in 1995 (partially removed) and the other was a Temporary Use Permit for a Carnival in 1982. The church and school existed on the site and predate the City of Glendale zoning code.

On July 24, 2024, the City of Glendale issued AB 2097 Parking Exception Case Number PAB2097-003202-2024 to Incarnation Church.

#### EXISTING BUILDINGS

Church (1951). Incarnation Church, designed by Architect Gene Verge, is of a style that is commonly referred to as

Classical Moderne. Fronting on North Brand Boulevard, the Church has a broad entry and tall bell tower. The building is mostly single story (though there is a choir loft above the Narthex). Confessionals line the Nave. Transepts are located on either side of the Altar. The Church is approximately 12,300 square-ft. There are 759 pew (bench style) seats.

Rectory (1951). Constructed at the same time as the Church, the Rectory consists of two buildings. One is two-story with a congregate housing program (5 residential suites) and the other is a stand-alone two story structure with a three car garage (and additional elongated parking space for a school bus). The second floor of this accessory structure is designed as a residential unit. The Rectory is approximately 4,700 square-ft and the accessory building is approximately 1,800 square-ft. Both buildings are Type V (wood) construction with exterior cement plaster (stucco).

Convent/Parish Center (1937). The existing two story building was constructed to house the Sisters of Charity of the Blessed Virgin Mary. The convent was converted to use as a Parish Center (offices) approximately 40 years ago (mid-1980s). The building is approximately 6,800 square-ft.

Elementary School/Auditorium (1937). The original existing two-story building includes 5 classrooms, offices, an auditorium and minimal support space. A two-story addition in 1948 increased the number of classrooms by four. A kitchen was added to the northwest corner of the Auditorium in 1953. The total building area is approximately 24,000 square ft. The Auditorium represents approximately 3,200 square-ft (exclusive of the raised

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stage). The school offers TK through 8th grade (10 grades). The current enrollment is approximately 300 students (about 28 - 30 students/grade on average).

Classroom Building (1961). The Elementary School expanded in 1961 – opening a new two-story Classroom Building northwest of the existing Elementary/Auditorium Building. The structure includes six classrooms. The building is approximately 10,500 square-ft. The existing building construction is reinforced masonry (brick). The north side of the building is a designated/fenced Pre-K play yard with age appropriate play equipment and fall zone surfaces.

Modular Building/Container. As noted above a Modular Building and Emergency Supply Container were added to the north parking lot (along the east property line) in 1995. A City of Glendale Planning Approval was obtained for this project. The Supply Container (earthquake supplies) is still in situ whereas the Modular Building has been removed.

#### MASTER PLAN DESCRIPTION

The proposed master plan for Incarnation Parish includes a number of remodels, the demolition of an existing accessory building, and the construction of a new Parish Hall building (with two elementary school classrooms). The master plan is divided into eight distinct projects.

**PROJECT A: ADDITION TO PARISH OFFICE BUILDING, REMODEL TO ACCOMMODATE PUBLIC RESTROOMS AND INTERIOR REMODEL**  
This project involves a 105 square-ft addition to the north side of the existing Parish Office building (actually the

Conditional Use Permit

October 31, 2024

**Alan Lamberg**  
alamberg@glendaleca.gov

enclosing of an existing covered zone). The addition will allow for a remodel to accommodate two multi-fixture public restrooms (accessible from the exterior). A second phase of the project is an interior remodel to the existing Parish Offices. The remodel will include some interior reconfiguration but mostly new finishes and lighting. A third phase of the project is the installation of an outdoor shade canopy in the courtyard between the west side of the Church and the east side of the Parish Office building.

**PROJECT B: REMOVE EXISTING POWER POLES AND INCORPORATE NEW ELECTRICAL SERVICE.** This project will precede the New Parish Hall and Classrooms. The existing electrical service for the east side of the campus is via power poles and pole mounted transformers. The Church, Rectory and Parish Office Building are served by these poles.

The proposed new Parish Hall will increase the electrical requirement beyond the capabilities of the existing service. This project will involve Glendale Water and Power (GWP). One power pole will be eliminated. A second power pole will be changed to an "underground" pole. A new transformer and switchgear will be added. The service will back feed the Church, Rectory, Parish Office Building and Modular Building/ Container and provide service for the new Parish Hall and exterior parking lot lights.

**PROJECT C: DEMOLISH ACCESSORY BUILDING, ADDITION TO RECTORY, REMODEL OF RECTORY**  
This project involves the demolition of an existing two-story accessory building that currently houses a garage and one priest bedroom. The removal of this structure

will provide space for the addition of the proposed new Parish Hall. There will be an addition to the Rectory (to replace the bedroom being de-molished) and a remodel of the existing Rectory as necessary to accommodate the new addition (and update restrooms, kitchen, etc.).

**PROJECT D: NEW PARISH HALL AND CLASSROOMS**

This project involves the construction of a new Parish Hall and Classroom building. The new building will be a one-story, 9,200 square-ft structure with exterior arcade. It will include two middle school classrooms, an office, a small catering kitchen (with restroom and janitor closet), storage (for tables and chairs) and a 3,499 square-ft meeting room.

**PROJECT E COURT AND GARDEN** This project involves the construction of a new courtyard between the Church, new Parish Hall, Rectory and Parish Offices. This will be a hardscape/landscape area. Additionally, a new exterior space will be constructed north of the rectory and east of the new Parish Hall. This tree-filled, landscaped area will have both softscape and hardscape.

**PROJECT F: EAST PARKING LOT**

This project involves the reconfiguration of the existing East Parking lot. The existing Parking Lot has 70 marked stalls (including 4 handicap). The new Parking Lot plan will have 42 marked stalls (including 7 handicap), new lighting as well as perimeter landscaping and landscaping within the parking aisles in compliance with current Glendale Municipal Code.

**PROJECT G: WEST PARKING LOT**

The existing Parking Lot to be restriped to

168 parking stalls to maintain a total parking count of 210.

**PROJECT H: WEST PLAY YARD**  
This project involves an approximate 10,362 square-ft area north of the existing 1937 Elementary School. It will include hardscape and landscape. The hardscape will be marked with elementary school yard games (four-square, hop-scotch, etc.). The area will include three shade structures and accommodate the school lunch benches.

**CAMPUS DESCRIPTION**  
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