



**CITY OF GLENDALE, CALIFORNIA**

Community Development  
Planning

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glendaleca.gov

November 6, 2024

Techna Land Co.  
Attn: Hayk Martirosian  
1545 North Verdugo Road, # 2  
Glendale, CA 91208

**RE: 3240 MENLO DRIVE**  
**TENTATIVE PARCEL MAP CASE NO. PTM003171-2024**

Dear Applicants

The Planning Commission of the City of Glendale, at its meeting held on November 6, 2024, conducted a public hearing on your application and **APPROVED WITH CONDITIONS** [thirty-seven (37) conditions], for an application requesting approval of a tentative parcel map to subdivide an existing 109,161 square-foot (2.51 acres) lot into two parcels. **Parcel A** will be 27,727 square feet and will include retaining an approximately 5,600 square-foot two story house over a garage, which was approved in April 2005. **Parcel B** will be 81,434 square feet. This area of the present lot is currently undeveloped. The intent is to develop a single-family house on the parcel. The subject site is located on the east side of Menlo Drive at the terminus of this street and is zoned "RIR" (Restricted Residential), FAR District II Zone, described as Portion of Teodoro Verdugo and Catalina Verdugo, 2,629.01 acres, located at **3240 Menlo Drive**, in the Office of the Los Angeles County Recorder, City of Glendale.

**ENVIRONMENTAL DETERMINATION**

The project is exempt from CEQA review as a Class 3 "New Construction or Conversion of Small Structures" exemption, pursuant to Section 15303 of the State CEQA Guidelines, because the project will involve the development of a new single-family residence in an urbanized area.

A copy of the adopted motion is enclosed.

Under the provisions of Section 16.24.180 of the Glendale Municipal Code, any person affected by the above decision may appeal said determination to the City Council within **ten (10) days** (**NOVEMBER 18, 2024**), following the date of the Planning Commission's action.

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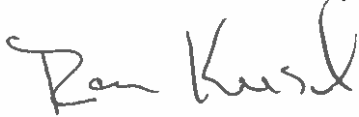
***All appeals must be filed using the City's online permit portal: [www.glendaleca.gov/Permits](http://www.glendaleca.gov/Permits). Create an account, click "Apply," type "appeal" in the search bar, and apply for "Appeal of Planning Decision." Any appeal must be filed within ten (10) days following the actual date of the decision with the prescribed fee prior to the expiration of the ten (10)-day appeal period, on or before (NOVEMBER 18, 2024).***

***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, Roger Kiesel at [rkiesel@glendaleca.gov](mailto:rkiesel@glendaleca.gov) or 818-937-8152.***

If you have any questions, please do not hesitate to call me at (818) 937-8152.

Sincerely,

Bradley Calvert  
Director of Community Development Department



Roger Kiesel  
Senior Planner

RK:sm

CC: City Clerk (K.Cruz); Police Dept. (J.Newton/Z.Avila); City Attorney's Dept. (G. van Muyden/Y.Neukian); Fire Prevention Engineering Section (S.Partamian); Public Works (S.Hernandez); Traffic & Transportation Section (P.Casanova/Mark Bueno); General Manager for Glendale Water and Power (M.Young); Glendale Water & Power--Water Section (G. Tom/S.Boghosian/R.Takidin/ C.Babakhanlou/D.Scorza); Glendale Water & Power--Electric Section (B. B.Ortiz/E.Olsen/ M.Navareete/M.Kouassi); Parks, Recreation and Community Services Dept. (T. Aleksanian/A.Limayo); Neighborhood Services Division; Integrated Waste Management Admin; Maintenance Services Section Admin.; Street and Field Services Admin.; Engineering and Environmental Management; and case planner – Roger Kiesel.

**MOTION**

Moved by Planning Commissioner Lee, seconded by Planning Commissioner Fuentes, that upon consideration of **Parcel Map No. GLN 1651/Case No. PTM 003171-2024**, to subdivide a 109,161 square-foot (SF) lot (2.51 acres) into two parcels for the development of a new single-family dwelling (the existing lot currently is developed with one single-family house) in the R1R-II zone. The parcel areas will be 27,727 SF for Parcel A and 81,434 SF for Parcel B. The subject site is located on the east side of Menlo Drive and will be accessible from this street, and after reviewing the records, files, reports, and all documentary evidence submitted with regard to said application for the existing lot located at 3240 Menlo Drive in the R1R (Restricted Residential) Zone, Floor Area Ratio District II, the Planning Commission hereby finds that the project is exempt from CEQA review under Section 15303 "New Construction or Conversion of Small Structures" exemption because the project will involve the development of a new single-family residence in an urbanized area, would not result in cumulative impacts, is not included on any list compiled pursuant to Section 65962.5 of the Government Code, does not include any historic resources, is not adjacent to a State Scenic Highway, nor is there a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances, and hereby approves the Parcel Map, subject to compliance with the conditions listed below, based on the following findings of fact:

1. The Parcel Map is consistent with applicable General Plan elements, including the Land Use Element that designates the project site as Low Density Residential. The recommended density for this land use designation is one to eight units per acre. The applicant is requesting to subdivide the existing 109,161 SF site into two separate lots. The proposed lot areas are 27,727 SF for Parcel A and 81,434 SF for Parcel B, with an average area of 54,581 SF. The average lot area for R1R-zoned properties within 500 feet of the site is 11,440 SF. The proposed lots exceed the average lot size within 500 feet, the average lot size for parcel maps in this zone and both lots meet the required minimum lot size for new R1R-zoned lots (12,000 SF). The project includes the future development of a single-family residence. The intended use of the properties is consistent with the Land Use Element designation of the site. The development contributes to the provision of a wide range of housing types to meet the needs of current and future residents (Goal 1), and provides well designed residential neighborhoods (Goal 2) as the lot design follows the site topography and drainage, development is located in the western portion of the site close to Menlo Drive eliminating landform alteration in the eastern two-thirds of the site, and the visual appeal of the residential area will be ensured through the design review process.

Menlo Drive is classified as a local street in the Circulation Element and is adequate to serve the residential needs of the immediate community as well as the proposed development. Improved Menlo Drive ends at the proposed Parcel B. The City's

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Public Works Engineering staff reviewed the proposal and the installation of improvements across Parcel B will be required.

The project site is located in an area where the ambient noise contour is 65 – 70 CNEL, as shown on the map of the 2030 Noise Contours, Exhibit 2 of the City's Noise Element. Table 1 of the Noise Element indicates that low density residential projects are "conditionally acceptable" in areas where the noise levels are 65 – 70 CNEL or over. Noise insulation features will be included in the design for interior living areas of the future residence to comply with building and safety standards at permit issuance. The project is surrounded by other single-family uses (aside from the east, which is vacant and zoned SR) and is not anticipated to generate noise in excess of limits contained in the Noise Element. A temporary periodic increase in ambient noise would occur during construction associated with the proposed project. However, construction associated with the project will be required to comply with the City's Noise Ordinance (GMC Chapter 8.36) to ensure that no significant impacts would occur. Therefore, this parcel map is consistent with the Noise Element.

No historical significance is associated with either the existing single-family house or the site. Therefore, this subdivision is consistent with the Historic Preservation Element.

The project site is not located within mapped liquefaction hazard or landslide hazard zones. No known active faults cross the project site and the project site is not located within a currently-designated Alquist-Priolo Earthquake Fault Zone (CGS, 2000) and does not represent a fault rupture hazard to the proposed development. The project site is located in a Fire Hazard Area as identified in the City of Glendale General Plan Safety Element. The Glendale Fire Department rates almost two-thirds of the City as highly susceptible to wild land fires, as the City's Fire Hazard Area includes all areas with a medium, high or extreme brush fire hazard. California State law requires that fire hazard areas be disclosed in real estate transactions to ensure homeowners are informed of landscaping and structural requirements for fire safety. Additionally, hazard mitigation programs in fire hazards areas currently include fire prevention, vegetation management, legislated construction requirements, and public awareness. In order to minimize damage due to fire, the proposed project would comply with applicable fire prevention, vegetation management, and construction requirements. No significant impacts related to safety have been identified and this request is consistent with the Safety Element.

The property is located in Recreation Planning Area 4. The area is served by four parks; Montrose Community Park, Glorietta Park, Glendale Sports Complex, and the Mayors' Bicentennial Park. The project will be subject to the Parks Development Impact Fee, which is used to fund parks and recreational facilities in the City. Recreation resources are available to serve future residents of this project, therefore, it is consistent with the Recreation Element.

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No scenic vistas, as identified in the Open Space and Conservation Element (January 1993), exist within, or within view of the project site. The project site is located west of the San Rafael Hills, which provides valuable publicly-owned open space. The design of the parcel map, whereby development will occur in the western portion of the site, minimizes the need for landform alteration. The project is consistent with the Open Space/Conservation Element.

2. The design and improvement of the proposed subdivision, which includes two new lots and the future development of a single-family house on Parcel B with related grading and retaining walls, is consistent with the General Plan. The lot sizes and shapes are acceptable under Glendale's Zoning Ordinance. The proposed home on Parcel B will require the approval of the Design Review Board to ensure compatibility with the surrounding neighborhood, prior to the issuance of any building permits. General compliance with the R1R development standards of the City's Zoning Code appear to be achieved; however, a more detailed review of the requirements, including setbacks, floor area ratio, lot coverage, building and retaining wall heights, landscaping and parking will be reviewed during the design review process. The City's Hillside Development Review Policy establishes criteria to be considered while reviewing a proposal, supporting the Comprehensive Design Guideline requirements for development in the hillsides. Criteria focusses on conformity to the design objectives in the Zoning Code and Hillside Design Guidelines and preservation of native vegetation and open space, minimizing landform alteration and design compatibility with the surrounding residential neighborhood. The project is located in a hillside residential zone and the proposal to subdivide the existing lot into two parcels to allow the development of an additional single-family house is permitted under the Zoning Code. Grading proposed, approximately 3,000 cubic yards in total, will facilitate development of the site. Conceptual plans for a proposed future single-family house are included in the parcel map application; however, approval of the parcel map does not constitute approval of the design of the residence. The future single-family residence will require approval by the Design Review Board for conformance with the Hillside Design Guidelines.
3. The site of the proposed parcel map is physically suitable because the resulting two parcels are residential; one will have an existing single-family home located on it and one lot will be developed in the future with a single-family residence. The project site does not include any primary or secondary ridgelines and is outside of landslide prone areas. The geotechnical study concluded that the site is suitable for development of a single-family residence and includes recommendations related to grading, foundations and construction that will be required to be incorporated into plans for the residence.

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4. The site is physically suitable for the proposed density of development because the applicant is requesting to subdivide the existing 2.5 acre property into two separate parcels. The land use designation in the General Plan land use map allows for up to eight units per acre. The proposed parcel map shows the site can accommodate two parcels with single-family residences while complying with zoning regulations. Conceptual plans have been included with the parcel map application. Future single-family residential development (one additional home as the current site already contains a house) will require approval from the Design Review Board.
5. The design of the parcel map is not likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat. The proposed parcel map limits development areas to the approximately western one-third of the 2.5 acre site. This area is adjacent to Menlo Drive. The rest of the site would remain unaltered and native vegetation would be retained. The San Rafael Hills, adjacent to where the subject site is located, are not identified as a Significant Ecological Area in the Open Space and Conservation Element. The San Rafael Hills have a high degree of fragmentation as a result of urban expansion. Although wildlife is found in this area, as fragmentation continues, populations will be reduced or eliminated. As mentioned above, a significant eastern portion of the site will continue in its natural state – existing and proposed development is focused on the western portion of the site, closest to the street.
6. The design of the subdivision will not cause serious public health problems. The proposed parcel map allows for the construction of one new single-family house (there is already a house located on the site) and does not involve the use, routine transport or disposal of hazardous materials.
7. The design of the subdivision or the type of improvements will not conflict with easements, acquired by the public at large, for access through or use of property within the proposed subdivision.

### **CONDITIONS OF APPROVAL**

#### **Community Development Department – Planning Requirements**

That the subject property shall be subdivided in full compliance with the conditions of this grant, the City of Glendale General Plan, the State Subdivision Map Act, and Title 16 and Title 30 of the Glendale Municipal Code, and any other regulation applicable to the subdivision of the subject property. Any modification to these plans must be approved by the Community Development Department. Changes considered substantial

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must be reviewed by the Planning Commission. The determination of whether or not a change is substantial shall be made by the Director of Community Development.

1. That all necessary permits (e.g., fire, building, engineering, etc.) shall be obtained from the Building and Safety Division in compliance with the Glendale Building Code and all other applicable regulations.
2. That the project shall be designed to accommodate a maximum of two (2) dwelling units in conformance with the parcel map and preliminary development plans submitted therewith.
3. That Design Review approval be obtained for the proposed dwelling unit.

### **Community Development Department – Building and Safety Requirements**

4. A full set of plans (including structural design calculations) shall be submitted to building Safety for review. Plans shall be in compliance with the current edition of the City of Glendale Building and Safety Code.
5. A grading/drainage plan shall be submitted for the Building & Safety Division's review and approval and shall be made a part of the building plans submitted with the shoring permit application, or if no shoring permit is required, with the building permit application. Grading permit requirements and application can be obtained from the City's Building & Safety Division.
6. The Geotechnical and Geological reports shall contain the Geotechnical Engineer's and Geologist's findings and recommendations on all matters pertaining to the stability of the site and adequacy of all structures, retaining walls, drainage etc.
7. Additional requirements may apply after the initial submittal of the final engineering plans for building plan checking.

### **Public Works Department - Urban Forestry Requirements**

8. Accurately represent existing Indigenous Protected Trees and City Street Trees on plans. Include name, dimension, and approximate canopy shape to scale. For more information, please visit [www.glendaletrees.org](http://www.glendaletrees.org).

### **Public Works Department - Engineering Requirements**

9. A Parcel Map shall be required. The subdivision shall comply with all provisions of applicable State laws, the Subdivision Ordinances, and the Glendale Municipal Code. All fees pertaining to subdivisions required by the Glendale Municipal Code and City Ordinances shall be paid in connection with the filing of the final map or prior to recording of the final map, shall be based on the fees which are in effect at such respective times. In addition, survey monuments shall be set in accordance with the standards of the Director of Public Works office and to the satisfaction of the Director of Public Works. All monumentation work shall be performed by or under the supervision of a Licensed Surveyor, licensed in the State of California.

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10. The project shall comply with all National Pollutants Discharge Elimination System (NPDES) requirements, including filing of a Notice of Intent with the Los Angeles Regional Water Quality Control Board, and the submittal and certification of plans and details showing preconstruction, during construction, and post-construction Best Management Practices (BMPs) that are integrated into the design of the project.
11. Full street improvements (including curb and gutter) shall be required for the entire street frontage of Parcel B up to the easterly terminus of the street. The width of the roadway shall be 22 feet from curb to curb.
12. The existing sewer main shall be extended to connect a new sewer lateral for Parcel B.
13. All roof and on-site drainage shall be conveyed to the street via sheet flow through the driveway apron or cast-iron pipes/parkway drains from the property line and exiting through the curb.
14. The entire asphalt concrete roadway pavement within the vicinity of the property shall be inspected after the completion of the project. In the event of damage, because of construction-related activities, the applicant may be required to perform additional street improvement repairs, up to the reconstruction of the asphalt concrete pavement.
15. The applicant shall bear all costs involved in the relocation/reconstruction and/or adjustment to new finished grade of all utilities (underground and overhead) within the public right-of-way and easement that may be affected by the project and shall coordinate all such work with the respective utility companies.
16. All existing street appurtenances, including traffic striping, street signs, curb paintings, tree wells, utilities, and all other improvements within the public right-of-way and easement that were damaged, removed, or relocated during construction shall be restored to the satisfaction of the Director of Public Works.
17. Street and sewer improvement plans prepared by a Registered Civil Engineer licensed in the State of California shall be submitted to the Public Works Engineering Division for review and approval. Plan check fees shall apply.
18. Separate permits are required for all work within the public right-of-way. The applicant shall bear all fees for the necessary permits and inspections for all work in the public right-of-way.
19. The contractor shall not store trash bins, construction equipment, construction materials, or construction vehicles (concrete truck, dump truck, etc.) on City's Right-of-Way (sidewalk, parkway, or street) without first obtaining a "Street-Use" permit from the Public Works - Engineering Division. Permit must be displayed at job site.
20. Additional requirements may apply after the initial submittal of the final engineering plans for building plan checking.



**Glendale Water & Power Department Requirements**

21. Developer is responsible for the current cost of a water service and fire line installation in accordance with the current water fee schedule.
22. Individual water meters are required for each residential unit per Glendale Municipal Code (Chapter 13.12). The water meters are to be installed per GWP specifications. Meters will be installed on ground level only and accessible to GWP personnel.
23. A complete set of plumbing plans and fire sprinkler plans shall be submitted to GWP Water Engineering for review and approval prior to request of new domestic water service and new fire line service, respectively.
24. Fire Department approval/exemption shall be obtained when determining if existing fire flow is adequate. The applicant shall pay the cost of any necessary fire or domestic water services and recycled water service to the property, as well as offsite water facility improvements necessary to provide fire flow as required by the Glendale Fire Department.
25. All water facilities shall be protected in place during construction of the subject project. All water valves, water meter boxes, water vaults and fire hydrants must be relocated and set to finished grade, when necessary, at project's expense.
26. No water service is available to this property; a water main extension is required to obtain service for this property. A water main extension shall be across the frontage of the entire property.
27. A complete set of plans shall be submitted for review to GWP Water Engineering.
28. All proposed utilities parallel with water mains shall have a minimum 4-feet of lateral clearance if the proposed utilities are installed at the same depth as the existing water main. If the proposed utilities have a minimum 1-foot vertical clearance from the existing water main, then the lateral clearance between the proposed utilities and the existing water main shall be 2-feet.
29. All proposed utilities crossing water mains shall maintain a minimum 1-foot vertical clearance from the watermain. Plan accordingly in order to maintain the clearance between the proposed utilities and the existing water mains.
30. Developer shall pay for the main extension and a new fire hydrant installation (if an additional fire hydrant is required). Developer shall hire a licensed civil engineer to design the water main extension. Only GWP crews shall be allowed to work on the water main extension. Developer shall make payment to the City for the cost of plan review, construction, inspection, record keeping and field support.
31. Applicant shall contact GWP to determine electrical service requirements before starting the permitting process. Final construction plans shall incorporate the electric service plan information for GWP Electric Engineering to sign off the building permit application.

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- 32. The project shall provide electrical service, including the size, single line diagram and electric load calculation per the National Electric Code (NEC).
- 33. All new electric substructure in the public right-of-way shall be designed and installed by GWP at the customer's expense.

**Community Services and Parks Requirements**

- 34. This project is subject to provisions of the Public Use Facilities Development Impact Fee Ordinance, which requires that fees be paid to offset impacts on parks, recreation and library facilities. The developer shall complete the Development Impact Fee forms for staff to calculate the appropriate amount of the fee due based on the new square footage and/or units added.

**Miscellaneous**

- 35. Should litigation be commenced by any third party against the City concerning any procedural or substantive aspect of this subdivision, including without limitation, any litigation concerning the application of the California Environmental Quality Act, the City shall inform applicant of the estimated cost of defense. Applicant shall, within five (5) days of said notification, provide the City with a check, in same day available funds, for the estimated cost of City's defense. City shall deposit said funds into an interest bearing account. City may update said estimate at any time during any such litigation, in which case applicant shall, within five (5) days of notification of said updated estimates, provide the City with a check in same day available funds, for the additional estimated cost of defense. Should any applicant provided monies or interest on such monies remain unspent at the conclusion of litigation; City shall refund same to applicant. City retains the right to hire outside special legal counsel to represent City.
- 36. This approval shall expire in 36 months, on November 6, 2027 unless the applicant files for an extension prior to that date or the applicant demonstrates that all conditions have been met and has filed a final parcel map prior to the expiration date.

Adopted this 6th day of November, 2024.

This motion shall take effect and be in force upon the tenth (10<sup>th</sup>) day after its approval.

**VOTE as follows**

Ayes: Lee, Fuentes, Minassian, Shahbazian

Noes: None

Absent: Chraghchian

Abstain: None