glendale california

City of Glendale
Community Development
Planning & Neighborhood Services

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December 11, 2014

Demery Matthews
3404 Buena Vista Avenue
Glendale, Ca. 91208

RE: 2539 HOLLISTER TERRACE
ADMINISTRATIVE EXCEPTION CASE NO. PAE 1425465

Dear Ms. Matthews:

Pursuant to the provisions of the Glendale Municipal Code, Chapter 30.44, the Community Development Department has processed your application for an Administrative Exception to permit a 76 square-foot addition on the ground floor of an existing single-family residence without providing the required interior setback of five feet (the request is to build in-line with the existing wall at four feet), as required by Chapter 30.11.030 of the Glendale Municipal Code, located at **2539 Hollister Terrace**, in the "R1R" - Restricted Residential Zone, Floor Area Ratio District II and described as Portion of Lot 178, Tract No. 10036 in the City of Glendale, County of Los Angeles.

ENVIRONMENTAL RECOMMENDATION: This project is exempt from environmental review as a Class 1 "Existing Facility" exemption (Section 15301 (e) (1) of the State CEQA Guidelines).

REQUIRED/MANDATED FINDINGS

After considering the evidence presented with respect to this application, all of the required three findings can be made in support of the application. The Director of Community Development 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 a 7,500 square-foot lot developed in 1930 with a modest 1,970 square foot, two-story, two-bedroom single-family residence, and a 333 square-foot

garage and 448 square-foot guest house (attached to the garage) at the rear of the lot. The proposed project is an expansion of the existing living room and study to make a third bedroom and remodeling a portion of the second floor to create a fourth bedroom. The existing two-story house currently has an interior setback of four feet where five feet is required. The applicant is proposing to build a portion of the new master bedroom, a four-foot long wall, in line with the existing wall. This will result in design improvements by allowing the addition to blend in and be more architecturally consistent with the existing house by following the existing wall. By requiring the addition to be setback an additional one foot would create an odd break in the building wall which would not improve the design of the house.

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.

This proposed expansion will result in a small increase of floor area located at the rear of the residence. The proposed addition on the first floor will be built in line with the existing nonconforming interior setback for a building wall length of four feet. The purpose of the addition is to create additional bedrooms where only two bedrooms exist. The minor additions will not reduce the existing interior setback and will not negatively impact the adjacent neighbor due to the new building wall being built in line with the existing wall. The 22 square-foot second story addition will replace a portion of the existing balcony and will not cause any existing exterior walls along the interior side yard to be moved. Both the first and second floor additions will not be visible from the street and will allow for adequate open space, light, and ventilation for the subject residence as well as the adjacent residence.

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

The proposed addition meets all other zoning code requirements of the "R1R" Zoning Code standards, such as parking, lot coverage, floor area ratio, and landscaping. 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 in order to promote the public health, safety, and general welfare. Granting of this exception for a 76 square-foot addition being built in line for a distance of only four feet on the first floor only with the existing building wall that maintains an existing non-conforming interior setback 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 Director of Community Development.

2) That all necessary permits 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.

3) That the premises be maintained in a clean orderly condition, free of weeds, trash, and graffiti.

4) That any expansion or modification of the dwelling which is different than what is represented as part of this Administrative Exception application, shall require a new application as determined by the Director of Community Development.

5) That Design Review Board (DRB) approval/exemption shall be obtained prior to issuance of a building 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 **DECEMBER 26, 2014,** at the Permit Services Center (PSC), 633 East Broadway, Room 101, Monday thru Friday 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 p.m.

GMC CHAPTER 30.41 PROVIDES FOR

Termination: Every right or privilege authorized by an Administrative Exception shall terminate two 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 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 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://glendaleca.gov/appeals

To save you time and a trip - please note that some of our FORMS are available on line and may be downloaded. AGENDAS and other NOTICES are also posted on our website.

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 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 Planning Division shall have continuing jurisdiction over variances, conditional use permits and administrative exceptions (individual cases heard and decided upon by the Hearing Officer). To consider the revocation, the Hearing Officer shall hold a public hearing after giving notice by the same procedure as for consideration of a variance at least 10 days notice by mail to the applicant or permittee.

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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, Bradley Collin at (818) 548 - 3210, between 7:30 a.m. to 3:30 p.m.

Sincerely,

Howard R. Malis
City Resource Specialist

BC:sm

CC: City Clerk (K.Cruz); Police Dept. (Lt.S.Bickle/Z.Avila); City Attorney's Dept. (G. van Muyden/Y.Neukian); Fire Prevention Engineering Section-(D.Nickles); Dir. Of Public Works (R.Golanian); Traffic Section (W.Ko/S.Vartanian); General Manager for Glendale Water and Power (S.Zurn); Glendale Water & Power--Water Section (G.Tom/S.Boghosian); Glendale Water & Power--Electric Section (V.Avedian/B.Ortiz); Parks, Recreation and Community Services Dept. (J.Duran/T.Alexanian); Neighborhood Services Division (A.Jimenez); Integrated Waste Management Admin. (D.Hartwell); Maintenance Services Section Admin. (D.Hardgrove); Street and Field Services Admin.; Environmental Management (M.Oillataguerra); and case planner-Brad Collin.