glendale california

City of Glendale
Community Development
Planning & Neighborhood Services

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May 13, 2015

Paul and Karin Koukeyan
1301 Oak Circle Drive
Glendale, CA 91208

RE: 1301 Oak Circle Drive
ADMINISTRATIVE EXCEPTION CASE NO. PAE1506184

Dear Mr. and Mrs. Koukeyan

Pursuant to the provisions of the Glendale Municipal Code, Chapter 30.44.020 (E) for a maximum twenty (20) percent deviation from one or more numeric standards in this Title, the Community Development Department has processed your application for an Administrative Exception to allow an existing detached garage to be maintained with a garage door width of 14-feet, 6-inches where a minimum 16 foot garage door width is required (9.4 percent deviation) by Chapter 30.32 of the Glendale Municipal Code in conjunction with a 998 square-foot addition to the west side and rear of an existing 1,351 single story house. The subject property is located at **1301 Oak Circle Drive**, in the "R1" – (Low Density Residential) Zone, Floor Area Ratio District II and described as Lot 45, Tract No. 13026 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, the plans submitted therewith, the Planning Hearing Officer 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 a 9,930 square foot lot developed in 1947 with an existing 1,351 square foot, one-story single family residence and a detached 368 square foot garage. The house consists of two bedrooms, one bathroom, living room, dining room and kitchen. The existing bedrooms, bathroom and living room are proposed to remain. A 998 square foot addition is proposed, including the addition of a master bedroom and master bathroom, with a walk-in closet and uncovered patio on the west side of the house. The existing family room and dining room will be converted to a new dining room, half bathroom and laundry area. The existing kitchen will be remodeled and a new office and family room will be added to the rear of the house. The proposed addition will functionally enhance the interior living

space and will match the exterior architectural style and materials, maintaining the integrity of the residence. Design improvements would occur because the character of the residence will be maintained, while at the same time providing a reasonable use of the property.

The existing detached two-car garage is 88 feet from the street property line and it is accessed by an 8-foot wide, 88-foot long driveway on the east side of the property. Furthermore, the depth and width of the existing garage at 17-feet, 2-inch wide by 18-feet, 6-inch long complied with code standards at the time it was built. The garage door width at 14-feet, 6-inches wide is approximately 90 percent of the current requirement for the door width. Requiring the expansion of the garage door, for this minimum deviation unduly restricts the flexibility for reasonable use and improvement of the property for a reasonable addition.

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 purpose of the addition is to make the house more functional by enlarging the kitchen, dining and family rooms, and by providing a master bed and bath room. This proposed expansion will be located primarily at the rear of the residence. The existing garage will continue to provide two enclosed parking spaces for the sole purpose of parking vehicles. Also, the approximately 88-foot long driveway provides temporary off- street parking outside of the street-front setback area. As such, the project will not be detrimental to the public welfare, injurious to the property, or improvements in the zone. The majority of the addition will not be visible from the street; it will maintain the existing architectural style of the house, and provide for adequate open space, light, and ventilation for the subject residence as well as adjacent residences.

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 R1 Zone, such as lot coverage, floor area ratio, landscaping, and setbacks. 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. The proposed 998 square foot addition will allow reasonable development of the site and will maintain the existing garage that will continue to serve the single family residence. Therefore, granting the minor exception for less than the minimum garage door width 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 submitted with the application except for any modifications as may be required to meet specific Code standards or other conditions stipulated herein to the satisfaction of the Hearing Officer. Plans shall be printed and/or drawn at the correct scale for plan check.

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 design review approval or exemption shall be obtained prior to the issuance of a building permit.

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 Hearing Officer.

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.

APPEAL PERIOD

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 **May 28, 2015** at the Permit Services Center (PSC), 633 East Broadway, Room 101, Monday thru Friday 7:00 am to 12:00 pm, or at the Community Development Department (CDD), 633 East Broadway, Room 103, Monday thru Friday 12:00 pm to 5 pm.

APPEAL FORMS are available on-line at: http://www.glendaleca.gov/appeal

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 the City's website at www.glendaleca.gov.

TIME LIMITS (GMC Chapter 30.41)

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.

Lapse of Privilege

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.

Time 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.

REVOCATION

Section 30.64.020 – Revocation – The Community Development Department shall have continuing jurisdiction over variances, conditional use permits and 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 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 customer 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, Kathy Duarte during normal business hours at her direct line (818) 937-8163 or office line (818) 548-2115 or kduarte@glendaleca.gov.

Sincerely,

Howard R. Malis
City Resource Specialist

HM:KWD

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); City Engineer and Traffic & Transportation Section (R.Golanian/G.Tom); Director of Public Works and General Manager for Glendale Water and Power (S.Zurn); Glendale Water & Power--Water Section (R.Takidin); Glendale Water & Power--Electric Section (M.Kelley/M.Jackson); Parks, Recreation and Community Services Dept. (E.Tatevosian); 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-Kathy Duarte.

STATUS OF AGENDIZED PLANNING HEARING OFFICER CASES

Updated: **MAY 13, 2015**

HEARING DATE	COMPLETE LETTER DATE (case planner)	ADDRESS	HEARING OFFICER	10-15 WORKING DAYS (FROM HEARING DATE)	FINAL DATE DECISION TO BE MADE 60 DAYS FROM COMPLETION OF LETTER 120 DAYS FINAL DEADLINE
~~MAY 6~~	~~04/16/15 (Roger)~~	~~**1135 ELM STREET** PVAR~~ APPROVED WITH CONDITIONS AT THE HEARING	~~Laura~~	~~**May 20-28**~~	~~**JUNE 16/15**~~ (AUG 16/15)
MAY 13	04/21/15 (Chris)	**1680 VALLEY VIEW ROAD** PVAR & NEG DEC APPROVED WITH CONDITIONS AT THE HEARING	Brad	**May 28-June 04**	**JUNE 21/15** (AUG 21/15)

Title: Title 30, Chapter 30 of the GMC provides that decision letters must be issued within **60 days** from the date the application is deemed COMPLETE. With the approval of the applicant, the Director of Community Planning ***may*** extend the time within which determination shall be made, not to exceed an additional one hundred twenty (120) days.

STATUS OF PLANNING ADMINISTRATIVE USE PERMITS

COMPLETE LETTER DATE (CASE PLANNER)	ADDRESS	DECISION TO BE RENDERED ON OR AFTER BY THE DIRECTOR OF COMMUNITY DEVELOPMENT
Roger	14120 N Brand Blvd PAUP Draft - APPROVAL WITH CONDITIONS	**MAY 16, 2015**
Roger	302 N Central Ave PAUP Draft - APPROVAL WITH CONDITIONS	**MAY 16, 2015**
Greg	155 N Brand Blvd PAUP Draft - APPROVAL WITH CONDITIONS	**MAY 27, 2015**