

February 3, 2016

Laura Osborn  
1305 N. Maryland Ave.  
Glendale, CA 91207

**RE: 1305 N. MARYLAND AVENUE  
ADMINISTRATIVE EXCEPTION CASE NO. PAE 1600550**

Dear Ms. Osborn:

Pursuant to the provisions of the Glendale Municipal Code, Title 30, Chapter 30.44.020 (D), the Community Development Department has processed your application for an Administrative Exception to allow a seven square-foot addition to an existing single family residence without providing two covered and enclosed parking spaces, as required by Chapter 30.32.050 of the Glendale Municipal Code. The subject property is located at **1305 North Maryland Avenue**, in the "R1" (Low Density Residential) Zone, Floor Area Ratio District II and described as Lot 10, Block 1 of Thompson Tract, in the City of Glendale, County of Los Angeles.

**ENVIRONMENTAL DETERMINATION:** The project is exempt from environmental review as a Class 1 "Existing Facility" exemption (Section 15301) 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 property is an 8,722 square-foot developed lot with a 1,986 square-foot, three-bedroom single-family house and a 165 square-foot detached one-car garage. The house with its detached one-car garage was built in 1928. The applicant is proposing to add a seven square feet addition at the southwest corner of the house. The proposed addition infills the existing notch in the house and adds usable space to provide a more functional restroom. In accordance with section 30.32.050 of Zoning Code, two-parking spaces are required for a dwelling unit located in the R1 zone. Allowing an exception will result in design improvement because, the proposed addition allows the rear and side elevations of the house to be more architecturally consistent with the style of the house. The proposed extension of the existing shed roof over the proposed addition and providing horizontal wood siding for the new addition to match the siding of the house, together with relocating an

existing window to the south side where the addition is proposed would create unity and harmony for the east and south elevations. Adding seven square feet of floor area to the house is a very minor change to the existing floor area of the house which will not drastically affect the parking demand for the dwelling. Additionally, providing a second covered and enclosed parking space would require a significant change to the existing site.

**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 proposed addition squares off the existing house and will not be a projecting element. The addition will result in a very small amount of increased floor area with no additional bedroom and no increase in the intensity of the single-family residence. The design concept also allows the development on the site to continue to provide the separation from the neighboring development as well as provide light, privacy, and ventilation as intended by the Zoning Code.

Therefore, granting the administrative exception to allow a seven square-foot addition to the dwelling unit will not be materially 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.**

The proposed addition complies with the code requirements of the R1-II zone, including lot coverage and floor area ratio. 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 existing detached garage will continue to provide an enclosed parking space for one car; however, the existing long driveway also provides temporary parking spaces. Granting of this exception for a seven square-foot addition while maintaining the existing non-conforming one-car garage will allow reasonable development of the site. Therefore, granting the exemption 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 Community Development Department.
- 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 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.
- 4) That Design Review Board (DRB) approval/exemption shall be obtained prior to issuance of a building permit.
- 5) That the premises be maintained in a clean orderly condition, free of weeds, trash, and graffiti.

#### **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 City Council 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 **February 18, 2016** 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.

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 [www.glendaleca.gov/appeals](http://www.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.

### **REVOCAION**

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 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, Aileen Babakhani during normal business hours at her direct line (818) 937-8331 or ababakhani@glendaleca.gov, between 8:30 a.m. to 5:30 p.m. weekdays.

Sincerely,



Erik Krause  
Planning Hearing Officer

EK:ab

cc: City Clerk (K. Cruz); City Attorney's Dept. (G. van Muyden); Fire Prevention Engineering Section-(J. Halpert); Dir. Of Public Works (R.Golianian); Traffic & Transportation 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. (T. Aleksanian); Neighborhood Services Division (S. Mirzaians); Integrated Waste

Management Admin. (D. Hartwell); Maintenance Services Section Admin. (D. Hardgrove);  
Street and Field Services Admin.; Engineering and Environmental Management  
(C.Chew/R. Villaluna); and case planner Aileen Babakhani.