

**NOTICE OF PLANNING HEARING OFFICER PUBLIC HEARING**  
**VARIANCE CASE PVAR-004061-2024**

**LOCATION:** 3411 EAST CHEVY CHASE DRIVE  
Glendale 91206

**APPLICANT:** Emmy Mnatsakanian

**ZONE:** "R1R-III" - (Restricted Residential, Floor Area Ratio III)

**EGAL DESCRIPTION/APN:** Lot 4, Tract No. 22757 / APN: 5659-024-004

**PROJECT DESCRIPTION**

**Setback Variance to maintain an existing unpermitted retaining wall that exceeds the allowable height above existing grade with a fence (non-retaining) wall on top, and a driveway gate all within the required 15-foot street front setback area on an approximate 16,470 square-foot lot. The walls were installed by a previous property owner without permits. The property is located in the R1R-III (Restricted Residential, Floor Area Ratio District II) Zone.**

**CODE REQUIRES**

**Setback Variance**

- 1) In the R1R zone, retaining walls are limited to a maximum height of 18-inches above the ground surface existing at the time of construction in the 15-foot street front setback area. A non-retaining wall, fence or gate are not permitted within the required street front setback. (G.M.C. Section 30.11.070).

**APPLICANT'S PROPOSAL**

- 1) To allow and maintain an existing unpermitted retaining wall varying in height from approximately three to six feet, a (non-retaining) fence on top of the retaining wall varying in height from approximately four to six feet, and a driveway gate varying in height from approximately eight to nine feet, remaining in its current form located within the required 15-foot street front setback area.

**ENVIRONMENTAL DETERMINATION**

The project is exempt from environmental review as a Class 1 "Existing Facility" pursuant to Section 15301 of the State CEQA Guidelines because the proposed project involves the maintenance of an existing retaining wall with a fence on top of the wall and a new driveway gate and the project is in an area where all public services and facilities are available and is not located in an environmentally sensitive area. Existing protected oak and sycamore trees on the property will be preserved.

**HEARING INFORMATION:** The Planning Hearing Officer will conduct a public hearing regarding the above project in Room 105 of the Municipal Services Building, 633 E. Broadway, Glendale, CA 91206, on **JUNE 18, 2025**, at 9:30 AM or as soon thereafter as possible. The purpose of the hearing is to hear comments from the public with respect to zoning concerns. The hearing will be held in accordance with Glendale Municipal Code, Title 30, Chapter 30.43.

The meeting can be viewed on Charter Cable Channel 6 or streamed online at:

<https://www.glendaleca.gov/government/departments/management-services/gtv6/live-video-stream>. For public comments and questions during the meeting call 818-937-8100. City staff will be submitting these questions and comments in real time to the appropriate person during the Planning Hearing Officer Hearing. You may also testify in person at the hearing if you wish to do so.

If the final decision is challenged in court, testimony may be limited to issues raised before or at the public hearing.

The staff report and case materials will be available a week before the hearing date at [www.glendaleca.gov/agendas](http://www.glendaleca.gov/agendas).

**QUESTIONS OR COMMENTS:** If you desire more information on the proposal, please contact the case planner, Milca Toledo, in the Planning Division at (818) 937-8181 or email: [Mitoledo@glendaleca.gov](mailto:Mitoledo@glendaleca.gov).

Any person having an interest in the subject project may participate in the hearing, by phone as outlined above, and may be heard in support of his/her opinion. Any person protesting may file a duly signed and acknowledged written protest with the Director of Community Development not later than the hour set for public hearing before the Hearing Officer. "Acknowledged" shall mean a declaration of property ownership (or occupant if not owner) under penalty of perjury. If you challenge the decision of this project in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Glendale, at or prior to the public hearing. In compliance with the Americans with Disabilities Act (ADA) of 1990, please notify the Community Development Department at least 48 hours (or two business days) for requests regarding sign language translation and Braille transcription services.

When a final decision is rendered, a decision letter will be posted online at [www.glendaleca.gov/planning/decisions](http://www.glendaleca.gov/planning/decisions). An appeal may be filed within 15 days of the final decision date appearing on the decision letter. All appeals must be filed using the City's online permit portal: [GlendaleCA.gov/perm](http://GlendaleCA.gov/perm).

Dr. S. Abajian, The City Clerk of the City of Glendale