



**CITY OF GLENDALE, CALIFORNIA**

Community Development  
Planning

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Glendale, CA 91206-4311  
Tel. (818) 548-2140 Fax (818) 240-0392  
glendaleca.gov

March 22, 2024

Vartan Jangozian  
1224 E Broadway, Unit #105  
Glendale, 91205-4048

**RE: 589 ARCH PLACE  
VARIANCE CASE NO. PVAR-001654-2023**

Mr. Jangozian:

On February 7, 2024, the Planning Hearing Officer conducted and closed a public hearing, pursuant to the provisions of the Glendale Municipal Code GMC), Title 30, Section 30.43, requesting a Standards and Setback Variance for not providing the required minimum street front setback and driveway length in conjunction with the construction of a new 3,285 square-foot, two-story single-family residence with an attached two-car garage on approximately 13,053 square-foot vacant hillside lot with an approximate average current slope of 74%, in the "R1R II" – Restricted Residential Zone, Floor Area Ratio District II, located at **589 Arch Place**, described as Lot 7 of Tract No. 10036, as per map recorded in Book 141, Pages 32 to 35; and Portion of vacated Lilah Place, (APN: 5666-004-019), in the City of Glendale, County of Los Angeles.

**ENVIRONMENTAL DETERMINATION**

The proposed development of a single-family residence is consistent with the intended use of the R1R zone and General Plan Land Use designation. As a result, the project is exempt from California Environmental Quality Act (CEQA) review per State Guidelines Section 15303, Class 3 "New Construction or Conversion of Small Structures".

After considering the evidence presented with respect to this application, including the staff report and plans submitted therewith, and testimony provided at the public hearing, the Community Development Department has **APPROVED WITH CONDITIONS** the variance request, based on the following findings:

Pursuant to Section 30.43.030 of the Glendale Municipal Code, a Variance shall be granted only if the review authority first finds that:

## **REQUIRED/MANDATED FINDINGS**

**A. The strict application of the provisions of any such ordinance would result in practical difficulties or unnecessary hardship inconsistent with the general purposes and intent of the ordinance.**

The 13,053 square-foot, irregularly shaped lot with frontage on Arch Place slopes steeply downward from the street and has an average current slope of approximately 74%. The strict application of the street front setback and driveway standards would result in practical difficulties and unnecessary hardship inconsistent with the general purposes and intent of the ordinance. Providing a 15-foot street front setback and 18-foot driveway length would require that the house be located farther from the street, and this would increase the visible mass of the building and cause excessive grading and alteration to the existing natural terrain.

The Zoning Ordinance and Hillside Design Guidelines encourage new developments on hillside properties to reflect the topography and slope in order to diminish visual impact of mass and scale. Those documents also state that prevailing setbacks of buildings on the street be considered, as well as Code requirements. A majority of the existing houses along Arch Place and within 300 feet of the subject property feature reduced front setbacks, approved by variances in the 1950s and 1960s. The proposed reduced street front setback and driveway length would allow for reasonable development of the site in such a manner that is not incompatible with the surrounding neighborhood. Granting these variances would allow the applicant to reduce the visible mass of the building by pulling the house closer to the street, resulting in a reduced driveway length. The applicant is requesting to construct a new 3,285 square-foot, two-story single-family residence with an attached two-car garage, where a 3,305 square-foot house is allowed. Granting the variance requests will help reduce the amount of grading and alteration to the natural terrain as encouraged by the Design Guidelines. Given these circumstances, it would be impractical and cause unnecessary hardship to lengthen the driveway and increase the depth of the street front setback in order to require a code-compliant driveway length and street front setback as it would exacerbate the massing of the house because it would have to be pushed further away from the hillside.

**B. There are exceptional circumstances or conditions applicable to the property involved or to the intended use or development of the property that do not apply generally to other property in the same zone or neighborhood.**

There are exceptional circumstances or conditions applicable to the property involved or to the intended use or development of the property that do not apply generally to other property in the same zone or neighborhood. The site's slope and topography are different than other lots in the same zone. The site has an average current slope of approximately 74% with a sharp drop along the street frontage, which does not generally apply to R1R properties, nor to the nearby properties, of which this parcel has the steepest slope compared to parcels located on the same side of the hillside. This is unique to the subject property and to its immediate neighboring properties on

the west and south sides of the street. The majority of the existing houses along Arch Place feature reduced front setbacks and driveway lengths, ranging from zero (0) to six (6) feet, approved by variance applications. As such, compliance with the Zoning Code requirements to provide a minimum street front setback and driveway length on this hillside lot would cause unintentional conflicts with the City's Zoning Code Standards and Hillside Design Guidelines, resulting in a building form that is forced to project away from the topography, creating a bridge design to accommodate a code-compliant driveway length, and involving excessive grading and landform alterations. Therefore, granting these variances for reduction of the street front setback and driveway length would allow for reasonable development of this site in such a manner that is compatible with the surrounding neighborhood and Hillside Design Guidelines.

Furthermore, the existence of dense protected indigenous trees on and within 20 feet of the lot limits the possible construction area. According to the Indigenous Tree Report prepared by the applicant and reviewed by Urban Forestry staff, there are multiple protected indigenous trees on and within 20 feet of the site. The proposed construction would not impact the protected trees, which are located toward the rear of the lot. A house at the proposed location would have less of an impact to the on-site and nearby protected indigenous trees. Urban Forestry reviewed and supported the proposed location of the house. Mitigation measures have been added to the project consistent with the Indigenous Tree Report as required by the City's Urban Forestry Division.

**C. The granting of the variance 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.**

Granting the requested variances to allow the construction of the proposed single-family house without providing the required street front setback and driveway length would not be materially detrimental to the public welfare or injurious to the surrounding properties and houses within the existing hillside neighborhood. The Zoning Code requires a 15-foot street front setback and a minimum driveway length of 18 feet for single-family residences located in the R1R zone. The applicant is requesting a reduced street front setback of five feet (5'-0") and a driveway length of six feet and three & one-quarter inches (6'- 3 ¼"). The intent of the front setback requirement is to maintain a consistent streetscape and neighborhood compatibility. The reduced street front setback would be consistent with the development pattern in the immediate hillside neighborhood and along the street. This street is on a cul-de-sac and features several residences and garages with reduced front setbacks and driveway lengths. Given that the requested street front setback and driveway length would be similar to the existing developments, and the project includes a code compliant garage, granting the requested variances would not be materially detrimental to the public welfare, or injurious to property or adjacent neighbors. Furthermore, granting these variances will allow the house to fit with the natural topography of the site and minimize visual impacts to the neighborhood by reducing the massing. The proposed design will minimize the amount of grading and preserve the greatest amount of natural open space and protected trees. Additionally, in the context of the existing houses in the immediate neighborhood, the proposed 3,285 square-foot house is proportional in size and scale. The neighborhood is developed with similar type homes that have not been

detrimental to the neighborhood.

The availability of street parking on Arch Place, or street access to Arch Place, would not be directly impacted by the proposed development because the code-required number of parking spaces within the garage will be provided and the project can also accommodate at least one temporarily parked vehicle on the driveway. The subdivision of land (Tract Number 10036, approved in 1927) created 97 lots in the subject neighborhood, at which time street widths and access were created. Development of this parcel does not change the existing condition nor is it reasonable to prevent the subject property the opportunity to develop the property similar to other residences nearby, especially given that most of the parcels within the Tract have already been developed. Furthermore, as conditioned, the project is required to obtain a Street Use Permit during construction should any construction vehicles, equipment, materials, etc. be located on the public street (see Condition of Approval #5).

The applicant is required to submit a soils report by a certified, licensed geotechnical engineer during the building permit review process. The soils report includes soil testing, analysis, and recommendations for foundation design and construction to ensure soil stability and preservation of the existing hillside. The geotechnical engineer reviews the structural plans to ensure the foundation design complies with the soils report requirements and conducts site inspections during construction to ensure compliance.

Finally, the project will not be materially detrimental or injurious to properties in the neighborhood in terms of potential noise, dust, and debris during construction, due to implementation of local and state regulations for noise, dust and water quality.

**D. The granting of the variance will not be contrary to the objectives of the ordinances.**

Granting the variances will not be contrary to the objectives of the ordinance. The objective of the Zoning Code is to protect the character of the neighborhood and ensure sensible development. The requested variances will allow reasonable use of the existing vacant lot for the development of the proposed single-family residence and will be consistent with the objectives of the ordinance since the development of a single dwelling unit on a vacant lot is allowed in the R1R (Restricted Residential) zone. The objective of the street front setback is to provide a consistent street edge, open space, and landscaping. The proposed street front setback is similar to other homes on the street and is in keeping with the neighborhood character. The project is proposing sufficient open space and landscaping on the downhill slope and interior setbacks. The objective of the driveway length standards is to ensure sufficient temporary off-street parking for various uses and lessen traffic congestion on public streets. The subject property is the last parcel located on west side of Arch Place on a cul-de-sac. The street is identified as a local street in the City's Circulation Element of the General Plan. The lack of the required driveway length at the subject site will not negatively impact traffic congestion on this street. Further, the proposed house is providing the Code-required parking spaces. The requested variances in this case are sensible and afford the property owner an opportunity to developing a vacant property similar to other residences in the immediate vicinity.

Lastly, a discretionary application, such as the subject variance requests, must also take into consideration the Hillside Development Review standards pursuant to Section 30.11.040 (A) of the Glendale Municipal Code. As proposed, the project will be consistent with the design objectives of the Hillside Design Guidelines. The size, scale, bulk/mass, and site planning of the proposed house are appropriate for the neighborhood and are consistent with the existing development pattern in the immediate neighborhood. In addition, the requested variances will eliminate the excessive grading necessary to build the house farther downslope from the street. Furthermore, the proposed development will preserve indigenous protected trees at the downhill slope and involve minor landform alterations, so the majority of the existing natural terrain and landscaped area will not be disturbed by the proposed development. The project will also require approval from the Design Review Board that will review the site planning, massing, architecture, materials and landscaping to ensure the project design is compatible with the surrounding natural and built environment.

#### **CONDITIONS OF APPROVAL**

**APPROVAL** of the Setback and Standards Variance shall be subject to the following conditions:

- 1) That the development shall be in substantial accord with the plans submitted with the application and presented at the hearing 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.
- 2) That all necessary permits (i.e., building, fire, engineering, etc.) 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 additional or other building code requirements or specific code requirements (i.e., CA Green Building Code, etc.) may be required upon submittal of plans for building plan check.
- 4) That separate permits are required for all work within the public right-of-way. The applicant shall bear all fees for the necessary permits and construction inspection for work within the public right-of-way.
- 5) That 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.

- 6) That prior to submittal of the Design Review Board application, the applicant shall provide a soils report prepared by a certified geotechnical engineer showing compliance with all Building Code requirements regarding ensuring soil stability.
- 7) That Design Review Board approval shall be obtained prior to the issuance of a building permit.
- 8) That if any buildings, sidewalks, curb or gutter, fencing or landscape areas, etc., adjacent to the site are damaged during the course of construction on public or private property, the damage shall be repaired to the satisfaction of the Planning Hearing Officer for private property and the Director of Public Works for public property.
- 9) That landscaping areas shall be maintained in good condition with live plants and free of weeds and trash.
- 10) That the development shall comply with the conditions specified in the Urban Forester memo dated July 11, 2023.
- 11) That the applicant shall comply with all requirements of the Glendale Water and Power Engineering Department, as specified in their memo dated July 13, 2023, to the satisfaction of the Department Director.

#### **APPEAL PERIOD**

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.

***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," and "Planning/Zoning." Any appeal must be filed within fifteen (15) days following the actual date of the decision with the prescribed fee prior to the expiration of the 15-day appeal period, on or before APRIL 8, 2024. For any questions about the appeal application or process, contact the case planner, Aileen Babakhani at [ababakhani@glendaleca.gov](mailto:ababakhani@glendaleca.gov) or 818-937-8331.***

#### **GMC CHAPTER 30.41 PROVIDES FOR**

Termination

Every right or privilege authorized by a Variance 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.

#### Cessation

A Variance may be terminated by the review authority upon any interruption or cessation of the use permitted by the Variance 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 (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 Variance.

### **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. 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 ten (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.

You may contact the case planner, Aileen Babakhani, during normal business hours at (818) 937-8331 or via e-mail at [ababakhani@glendaleca.gov](mailto:ababakhani@glendaleca.gov).

Sincerely,  
Bradley Calvert  
Director of Community Development



Cassandra Pruett, AICP  
Senior Planner

CP:AB:sm

CC: City Clerk (K.Cortes); Building and Safety (M.Lhotsky); Neighborhood Services Division (J.Sada); Design Review & Historic (J.Platt); Economic De. (M.Berry); Housing (P.Zovak/M. Fortney/A.Brownell); Urban Design and Mobility F.Zohrevand); Parks, Recreation and Community Services and Park (T. Aleksanian/ A.Limayo); Information Services (G.Arnold);\_City Attorney's Dept. (G.Van Muyden/Y.Neukian/M.Yun); Fire Engineering Section-(J.Diaz/S.Partamian/D.Stimson); Traffic & Transportation Section (P.Casanova/S.Roudsari); General Manager for Glendale Water and Power (M.Young); Glendale Water & Power--Water Section (S.Boghosian/E.Hakoupiani/K. runzer); Glendale Water & Power--Electric Section (C.Babakhanlou/ S.Boghosian/E.Hakoupiani/ H.Barkhordian/ D.Scorza ); Police Dept. (Lt.A.Krikorian/Lt.S.Riley/Z.Avila); Dir. Of Public Works (Y.Emrani); Engineering and Land Development (A.Avazian/ S.Oganesyan / M.Oillataguerre/ R. Villaluna); Integrated Waste Management Admin. (D. Hardgrove); Maintenance Services/Street and Field / Urban Forester (L.Klick / C.Linares / O. Urquidez); Facilities (K.Todd); D.Manasserian; M.Blumenreich; J.&E. Escobar; J.Esparago; R.Schmittdiel; L. Schwebly; J.&L. Travis; and case planner – A.Babakhani.



CITY OF GLENDALE  
**INTERDEPARTMENTAL COMMUNICATION**

**DATE:** July 13, 2023

**TO:** Aileen Babakhani, Planner, Community Development Department

**FROM:** Leo Chan, GWP Water Engineering  
Daniel Scorza, GWP Electric Engineering

**SUBJECT: PVAR-001654-2023**  
**589 Arch Place**

Glendale Water & Power (GWP) Engineering has reviewed the plans.  
Requirements are as follows:

**Electric Engineering**

**Customer Service (818) 548-3921**

- Project to contact GWP Customer Service Engineering to determine electric service requirements before starting the permitting process. Final construction plans must incorporate the electric service plan information for GWP Electric Engineering to sign off the building plan application.
- Permanent structures above ground will not be allowed under high voltage power lines, with the exception of fencing (e.g., wood, chain link, or block wall). All fences shall comply with the required overhead line clearances as specified by GWP Customer Service Engineering. In order to build any fencing, contact GWP Customer Service Engineering to obtain a Permit to Occupy (PTO) application and pay applicable fee.
- Project to pay all fees required for obtaining electric service before application(s) for building or electric permit(s) is/are signed by GWP Customer Service Engineering.
- Project to provide electric service - size, single line diagram and electric load calculation per National Electric Code (NEC).
- Project to convey an easement to GWP for installation of overhead or underground lines, conduits, poles and any other appurtenances for the distribution of electric power through property as required by GWP. Contact GWP Customer Service Engineering to obtain an application for easement and pay applicable fee. This fee shall be paid to GWP Electric Engineering.
- The location of power poles shall be clearly shown on the proposed plans for approval. Project to maintain a minimum of five (5) feet clearance from face of power pole in all horizontal directions. Clearance shall extend from below ground level and clear to sky. Contact GWP Customer Service Engineering to obtain pole height and line clearance requirements.
- Project is responsible for supporting and maintaining of GWP owned poles, overhead power lines and underground conduits, power lines and any other appurtenances in a safe and as-is condition.
- Additional comment(s) and/or attachment(s).  
The northeasterly corner of proposed house is sitting on a 5" wide easement City Utility easement. The easement is offset 30' of the northwesterly and westerly property lines towards the Southeasterly and easterly property line. The Easement extends 5' easterly and southwesterly from the described line. Project required to apply for Permission to Encroach in the easement area.

**Fiber Optics (818) 548-3923**

- No conflict.

**Street Lighting (818) 548-4877**

- The existing street light facilities (pull boxes, street light poles, conduits, etc.) shall be protected in place and be accessible to GWP personnel at all times.
- Relocation of any existing underground street light system in conflict with project will be at the project's expense. All connections, splices and wiring of the system shall be done by GWP. The relocation of the street light substructure can be done by the project in accordance with the plans approved by GWP Street Light Engineering. Contact GWP at (818) 548-4877 for more information.
- Additional comment(s) and/or attachment(s).  
The existing street light is in conflict with the proposed plan and it should be relocated.

**Transmission & Distribution (818) 548-3923**

- No conflict.
- Additional comment(s) and/or attachment(s).  
Currently there is no infrastructure near by the project area. The existing power pole is about 160 feet away. Project manager should contact GWP to extend power to the project location.

**Water Engineering****Recycled Water (818) 548-2062**

- No conflict.

**Backflow Prevention (818) 548-2062**

- No conflict.

**Potable Water (818) 548-2062**

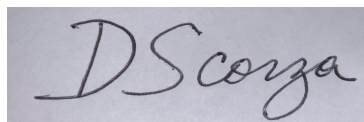
- Developer is responsible for the current cost of a water service or fire line installation in accordance with the current water fee schedule.
- Individual water meters are required for each residential unit per Glendale Municipal Code (Chapter 13.12). The water meters are to be installed per GWP specifications. Meters will be installed on ground level only and accessible to GWP personnel.
- Please add the following to the General Notes: 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. Please contact GWP Water Engineering at (818) 548-2062 prior to construction.
- Additional comment(s) and/or attachment(s).  
There is no water service for this property. Please email [waterengineeringinfo@glendaleca.gov](mailto:waterengineeringinfo@glendaleca.gov) to request the installation of a new 1-inch water meter and service at Arch Pl. The static water pressure at the project site is approximately 177 psi, the owner shall be responsible to install all required pressure reducing valves as needed for the domestic and irrigation services.

Daniel Scorza

Chief Assistant General Manager

Leo Chan

Senior Civil Engineer



DS/LC:fg/sb

**INTER-DEPARTMENTAL COMMUNICATION  
PROJECT CONDITIONS AND COMMENTS**

**Project**  
**Address:** 589 ARCH PLACE

**Project**  
**Case No.:** PVAR-001654-2023

***If project comments are not received by the due date, it will be assumed that your department has no comments.***

**NOTE:** Your comments should address, within your area of authority, concerns and potentially significant adverse physical changes to the environment regarding the project. You may also identify code requirements specific to the project, above and beyond your normal requirements. Applicant will be informed early in the development process. You may review complete plans, maps and exhibits in our office, MSB Room 103. We appreciate your consideration and look forward to your timely comments. Please do not recommend APPROVAL or DENIAL. For any questions, please contact the Case Planner ASAP, so as not to delay the case processing.

**COMMENTS:**

☐ This office **DOES NOT** have any comment.

☒ This office **HAS** the following comments/conditions. ☐ (See attached Dept. Master List)

**Date:** 7-11-23

**Print Name:** Loren Klick

**Title:** Urban Forester **Dept.** PWMS **Tel.:** x3416

**a. ADDITIONAL COMMENTS:**

☒ 1.

Summary

Project as proposed appears supportable by Forestry, on the condition that the two proposed indigenous tree removals are mitigated on site at two-to-one ratio for living trees, and one-to-one for dead trees, for a total of five new coast live oak trees to be indicated for installation in the final landscape design.

Street trees removed as part of this project will not require on-site replacement due to lack of space.

Both an Indigenous Tree Permit and Street Tree Permit will be required.

Indigenous Tree Ordinance

The subject property contains more than four protected coast live oak trees; additional trees are located in dense vegetation on-site, with additional protected trees likely within 20' of the property lines.

Forestry generally agrees with the findings of the arborist report, in that the living oak (Tree 4) near the proposed structure will require removal. Any work upslope of this tree will sever structural roots, and shifting the structure elsewhere on the lot would bring it closer to dense, healthy native vegetation. For that reason, Forestry supports the removal and replacement of this tree on site at a 2:1 ratio.

The property owner can retain or remove the three dead oaks on site. However, Forestry will require a 1:1 replacement ratio, on site. The overall landscape plan should indicate all replacement trees and utilize a plant palette compatible with coast live oak, subject to Forestry approval.

The grading will approach near to the protected trees proposed for preservation, and these trees are located downslope. To avoid encroachment of these stands of trees, protective fencing will be required at the edge (or further beyond) of any oak canopies, such that access is not possible beyond the fence. A fence running

along the edge of the densely forested areas is also acceptable, if simpler. A Tree Protection Plan will be required. Included are relevant files and specifications.

#### Street Tree Ordinance

Adjacent to this property are at least five street trees, and a number of stumps of former City trees, where the stumps were left in place to avoid causing erosion of the slope. The City will require the removal of trees G-1 and G-2 as labeled in the report. No replacement street trees will be required.

#### Potential Public Works Required Improvements

Should Public Works Engineering require street improvements as part of this project, the project arborist must reassess the location for impacts to trees within the City ROW and any on-site or off-site protected trees with canopies within 20' of the extend of work.

#### Forestry will support the design as proposed with the following conditions:

1. The proposed 1 live oak removal will be mitigated at a two-to-one ratio, and the 3 dead trees will be mitigated at a 1:1 ratio, for a total of five (5) new coast live oak trees to be indicated for installation in the final landscape design.
2. The landscape plan utilizes a plant palette that is compatible with the native oak woodland.
3. The applicant creates a Tree Protection Plan and adds this plan to the plan set.
4. The applicant contacts Forestry for an Indigenous Tree Permit during plan check. A permit will be issued when approved tree protection measures are in place.
5. The applicant contacts Forestry for a Street Tree Permit during plan check.

#### **b. CASE SPECIFIC CODE REQUIREMENTS:** (these are not standard code requirements)

- 1.

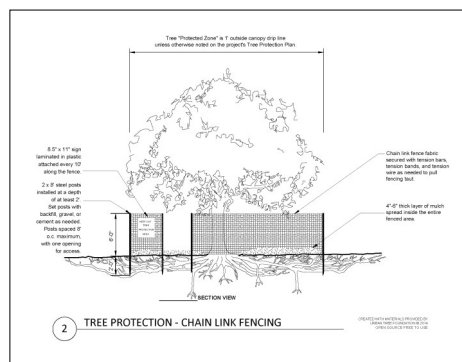
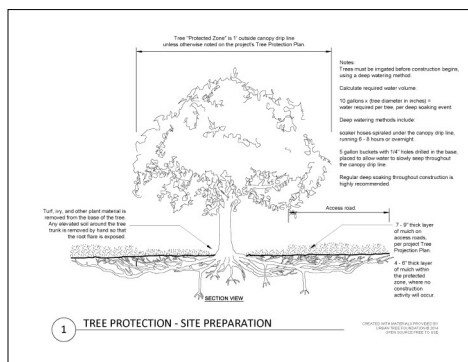
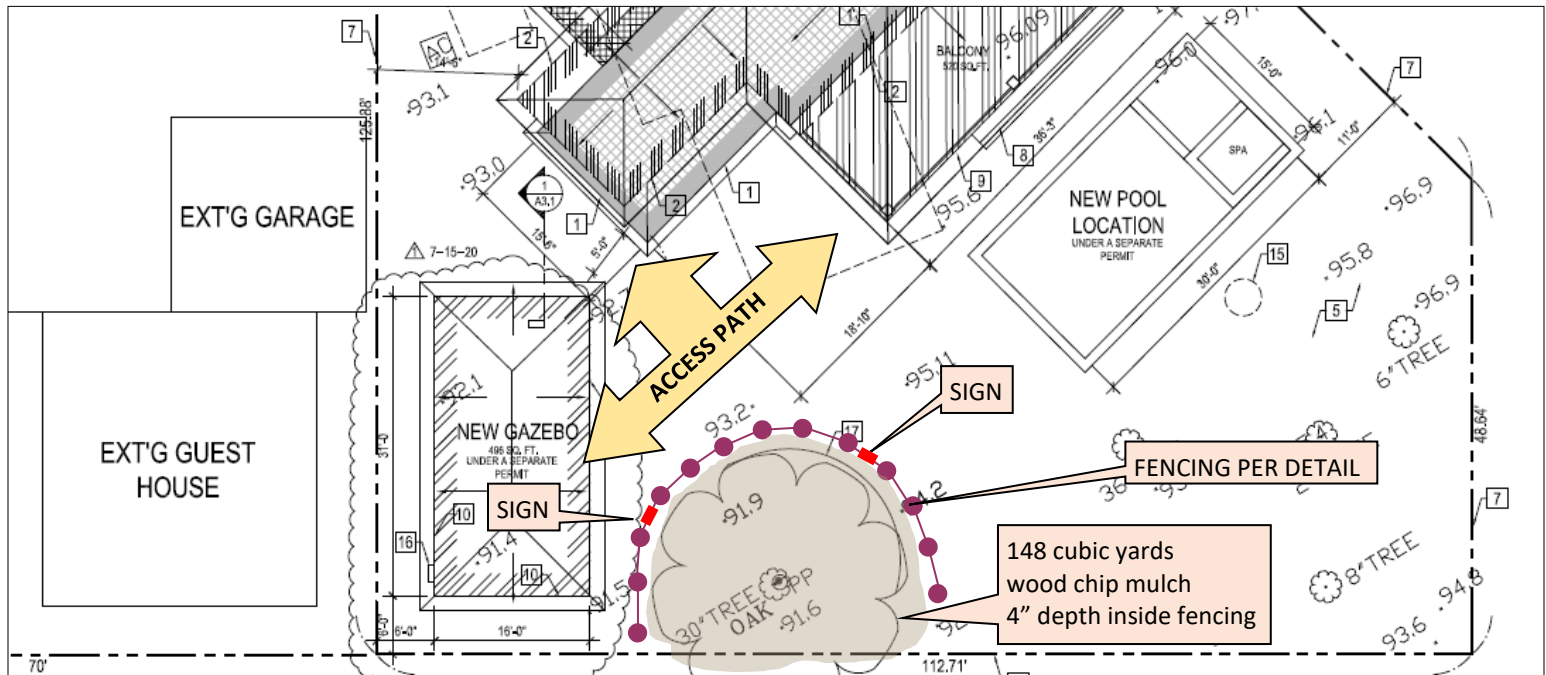
#### **c. SUGGESTED CONDITIONS:** (may or may not be adopted by the Hearing Officer)

- 1.

# How Do I Create a Tree Protection Plan?

- 1 Make sure your site plan shows the location of ALL construction activities planned — including grading, over-excavation, trenching, compaction, and the installation of underground utilities, as well as all protected trees on site and within 20' of the site.
- 2 DRAW THE CONSTRUCTION ACCESS PATH for foot traffic, heavy machinery, deliveries, and material storage.
- 3 DRAW the TREE PROTECTION FENCING around the protected trees on site. Show exactly where each fence POST will be installed in the ground and where each SIGN will be installed on the fencing, per the attached detail. The fencing should enclose as much of the Protected Zone (under the canopy, plus 1' outside) as possible.
- 4 NOTE where soil conditions must be improved per the attached detail, and include the volume of WOOD CHIP MULCH to be installed on site (cubic yards).

## EXAMPLE TREE PROTECTION PLAN



**WARNING**

**TREE PROTECTION ZONE**

KEEP OUT.

CALL 818-648-3950 TO REPORT VIOLATIONS

**ADVERTENCIA**

**ZONA DE PROTECCIÓN DE ÁRBOLES**

NO ENTRAR.

LLAMAR AL TEL 818-648-3950 PARA REPORTAR INFRACCIONES

For more information, visit [www.glenclaretrees.org](http://www.glenclaretrees.org)

INDIVIDUAL TREE PROTECTION MEASURES	
1. <b>Tree Protection Zone (TPZ)</b>	2. <b>Tree Protection Zone (TPZ)</b>
3. <b>Tree Protection Zone (TPZ)</b>	4. <b>Tree Protection Zone (TPZ)</b>
5. <b>Tree Protection Zone (TPZ)</b>	6. <b>Tree Protection Zone (TPZ)</b>
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11. <b>Tree Protection Zone (TPZ)</b>	12. <b>Tree Protection Zone (TPZ)</b>
13. <b>Tree Protection Zone (TPZ)</b>	14. <b>Tree Protection Zone (TPZ)</b>
15. <b>Tree Protection Zone (TPZ)</b>	16. <b>Tree Protection Zone (TPZ)</b>
17. <b>Tree Protection Zone (TPZ)</b>	18. <b>Tree Protection Zone (TPZ)</b>
19. <b>Tree Protection Zone (TPZ)</b>	20. <b>Tree Protection Zone (TPZ)</b>
21. <b>Tree Protection Zone (TPZ)</b>	22. <b>Tree Protection Zone (TPZ)</b>
23. <b>Tree Protection Zone (TPZ)</b>	24. <b>Tree Protection Zone (TPZ)</b>
25. <b>Tree Protection Zone (TPZ)</b>	26. <b>Tree Protection Zone (TPZ)</b>
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99. <b>Tree Protection Zone (TPZ)</b>	100. <b>Tree Protection Zone (TPZ)</b>

# INDIGENOUS TREE PROTECTION MEASURES

Property Address 589 Arch Pl Permit Number PVAR-001654-2023 Date 7-11-23

## PLANNING PHASE

1. All project plans; including grading, site improvements, utility locations, and landscaping shall indicate the exact trunk location of the native oak(s) and its protected zone. Construction is to be completed without negative direct impact(s) on native tree(s) of the subject site. Prior to any site disturbance, including grubbing, demolition and mobilization, obtain an Indigenous Tree Permit from the Public Works Building and Safety Division for any site that contains native Oak, Sycamore or Bay trees six inches (6") or larger in trunk diameter when such trees grow within twenty feet (20') outside the property line.
2. All utility improvements with installation of hook-up boxes, including but not limited to water, sewer, electrical, cable and phone lines are to be located outside the indigenous tree protected zone (TPZ). Utility lines shall be routed outside of the protected zone of protected trees, unless otherwise approved by the Director of Public Works.
3. All site development plans, including grading, planting and irrigation and their installation are subject to approval by Public Works.

## PRE-CONSTRUCTION PHASE

4. Prior to any site disturbance, including demolition or mobilization, install protective fencing outside of the drip-line of each protected tree, per the Tree Protection Plan.
5. Maintain four to six inches (3-5") of natural leaf litter and/or organic mulch beneath the drip line of each protected tree.
6. Inspection of the temporary fencing and mulch installation is required prior to any site disturbance, including grubbing, demolition and mobilization, and permit issuance. Contact Forestry at 818-550-3402 for inspection and approval.
7. Follow any other protections as specified in the submitted Indigenous Tree Report (ITR).

## CONSTRUCTION PHASE

8. The approved Indigenous Tree Permit shall be maintained on the project site at all times and shall be presented upon request.
9. The temporary fencing installation shall be maintained until completion of the project or pre-approved times within project.
10. No tools, equipment, materials, vehicles, debris, paint, concrete, mortar, cement, stucco, paint, solvent, excess soil or other materials shall be placed within the TPZ of any protected tree at any time, except as authorized by the Director of Public Works.
11. No changes in grade shall be made within the TPZ of any protected tree, except as authorized by the Director of Public Works.
12. Any approved excavation within the protected zone of any protected tree shall be performed with hand tools only under the direct observation of the designated project arborist at all times.
13. All approved pruning or cutting of roots shall be performed under the supervision of an International Society of Arboriculture Certified Arborist in accordance with The Pruning Standards of the Western Chapter of the International Society of Arboriculture.
14. In general, take such steps as necessary to protect roots, bark, trunk, branches and leaves from injury during construction.
15. Monitor protected trees for drought stress throughout construction and irrigate as needed to maintain health.
16. Gently spray tree canopy with water to remove construction dust build-up as needed throughout construction.
17. No herbicides shall be used within one hundred feet (100') of any protected tree unless approval is provided in writing.
18. Excavate and tunnel beneath roots one-inch (1") in diameter and greater where feasible. Roots to be removed shall be pruned with a sharp pruning tool at the edge of the excavation. Cover temporarily exposed roots with moist burlap until backfill occurs.
19. Follow any other protections as specified in the submitted Indigenous Tree Report (ITR).
20. Contact the Public Works Permit Services Center upon completion of work for Final Inspection and card sign-off.

## SPECIFIC MEASURES

- a. Total number of fence posts to be installed: \_\_\_\_\_
  - b. Total linear feet of fencing fabric to be installed: \_\_\_\_\_ LF
  - c. Total number of tree protection signs to be installed: \_\_\_\_\_
21. Failure to comply with these mitigation measures may result in work stoppage and will result in fee of \$1,000.00 per tree, per violation. Work shall resume only when the City of Glendale deems reparations satisfactory.
22. Questions or notification of incidental damage should be directed to Forestry at 818-550-3402 immediately.

Owner / Agent name \_\_\_\_\_

Owner / Agent signature \_\_\_\_\_ Date \_\_\_\_\_

Tree "Protected Zone" is 1' outside canopy drip line  
unless otherwise noted on the project's Tree Protection Plan.

