glendale california

City of Glendale
Community Development
Planning & Neighborhood Services

633 E. Broadway, Room 103
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June 23, 2015

Bunch Design
ATTN: Naho Tsutsui
1814 Brooks Avenue
Los Angeles, CA 90012

RE: ADMINISTRATIVE DESIGN REVIEW CASE NO. PDR 1505143
1521 PUEBLA DRIVE

Dear Ms. Tsutsui,

On June 23, 2015, the Director of Community Development, pursuant to the provisions of the Glendale Municipal Code, Title 30, Chapter 30.47, **APPROVED** your design review application to add a new 126 square-foot second story with a balcony, and 322 square feet on the first floor of an existing 2,992 square-foot single-family residence with an attached two-car garage the R1R Zone, Floor Area District II, located at **1521 Puebla Drive**.

CONDITIONS OF APPROVAL:

1. Comply with all mitigation measures identified in the Urban Forestry Department comments dated April 16, 2015

SUMMARY OF THE DIRECTOR OF COMMUNITY DEVELOPMENT'S DECISION

Site Planning – The proposed site planning is appropriate, as modified by any proposed conditions, to the site and its surroundings for the following reasons:

- The new 448 square foot addition will be located along Arboles Drive and will maintain an approximately 60 foot street-front setback.
- The addition will include a new 126 square-foot second story with a new balcony that will face Arboles Drive.
- There will be a trellised walkway between the existing garage and the proposed addition that will attach the buildings together.
- The proposed addition will be located on an existing concrete pad and will not result in the removal of any existing landscaping.
- There are no changes proposed to the existing garage location, walls, and fences on-site or along the perimeter.
- Currently, there are 13 protected trees on the subject property that include a California Sycamore tree and 12 Coast Live Oak trees. There are four additional Coast Live Oak trees located off-site that are within 20 feet of the subject property. An Indigenous Tree Report was prepared for this project by the Arborist of Record, Rebecca K. Latta, and reviewed by the Urban Forestry Department, as discussed below. Based on the arborist report there will be four Coast Live Oak trees on-site and one off-site Coast Live Oak tree that will be impacted by the proposed addition. The applicant is not proposing to remove any protected trees; the proposed addition will result in encroachments within the protection zones during construction. Prior to the issuance of any building permits,

the applicant will be required to obtain an Indigenous Tree Permit from the Urban Forestry Department.

Mass and Scale – The proposed massing and scale are appropriate, as modified by any proposed conditions, to the site and its surroundings for the following reasons:

- The 448 square-foot addition with a new 126 square-foot second floor and balcony will be located approximately 60 feet from Arboles Drive, appropriately placing the new mass away from the street.
- Currently, the overall height of the existing one-story home is 12'-6". The proposed addition with a new second story will be 19'-0" feet in height.
- The addition's roof pitches, building mass and proportion are consistent with the existing house and surrounding neighborhood.
- The gable roof form and slope for the new two-story addition will match the existing house and this roof form will minimize the massing from Arboles Drive.

Building Design and Detailing – The proposed design and detailing are appropriate, as modified by any proposed conditions, to the site and its surroundings for the following reasons:

- The first floor of the proposed addition will be brick, painted to match the existing house. The second floor of the proposed addition will be board and batten siding painted black.
- The proposed balcony and stairs will be wood and painted black to match the board and batten siding.
- All new windows will be wood-clad, clear glass, and recessed with a block frame installation. The windows will a combination of fixed glass, casement, and awning operations. Window shutters that match existing conditions will be incorporated into the design of the addition.
- Asphalt shingles will be installed to match the existing shingles.

This approval is for the project design only. Administrative Design Review approval of a project does not constitute compliance with the Zoning Code and/or Building Code requirements. Please refer to the end of this letter for information regarding plan check submittal. If there are any questions, please contact the case planner, Vista Ezzati, at 818-937-8180 or via email at VEzzati@glendaleca.gov.

APPEAL PERIOD (effective date), TIME LIMIT, LAPSE OF PRIVILEGES, TIME EXTENSION

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 Design Review Board 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 **JULY 8, 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 available on-line: 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. Visit us.

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 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.

EXTENSION: An extension of the design review approval 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 design review approval.

NOTICE – subsequent contacts with this office

The applicant is further advised that all subsequent contact with this office regarding this determination must be with the case planner, **Vista Ezzati**, who acted on this case. This would include clarification and 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.

If an appeal is not filed within the 15-day appeal period of the decision, plans may be submitted for Building and Safety Division plan check. **Prior** to Building and Safety Division plan check submittal, approved plans must be stamped approved by Planning Division staff. **Any** changes to the approved plans will require resubmittal of revised plans for approval. **Prior** to Building and Safety Division plan check submittal, **all** changes to approved plans must be on file with the Planning Division.

An appointment must be made with the case planner, Vista Ezzati, for stamp and signature prior to submitting for Building plan check. Please contact Vista Ezzati directly at 818-937-8180 or via email at VEzzati@glendaleca.gov.

Sincerely,

PHILIP LANZAFAME
Interim Director of Community Development

Urban Design Studio Staff

TF:KA:ve

City of Glendale
Community Development Department
Design Review Staff Report – Single Family

Meeting/Decision Date: June 23, 2015	**Address:** 1521 Puebla Drive
Review Authority: ☐DRB ☒ADR ☐HPC ☐CC	**APN:** 5650-013-003
Case Number: PDR 1505143	**Applicant:** Naho Tsutsui, Bunch Design
Prepared By: Vista Ezzati, Planning Assistant	**Owner:** Zeus Trujillo & Mc Donough Trust

Project Summary

The applicant is proposing to add a new 126 square-foot second story with a balcony, and 322 square feet on the first floor of an existing 2,992 square-foot single-family house with an attached two-car garage located on a 21,364 square-foot lot. The proposed addition will be located at the rear of the house and visible from Arboles Drive.

The proposed work includes:

- The addition of 448 square feet of floor area to an existing one-story single-family home that will include a new 126 square-foot second story.
- The addition of a balcony on the new second story facing Arboles Drive.
- The demolition of an existing shed located to the north of the subject property.

Existing Property/Background

The project site is a 21,364 square-foot through lot with frontage on Puebla Drive and Arboles Drive. Currently, the subject property is developed with a 2,992 square-foot one-story single-family home with an attached two–car garage accessed from Arboles Drive. There is an existing shed located to the north of the subject property facing Arboles Drive that is proposed to be demolished as part of the project. There are currently 12 Coast Live Oak Trees and one California Sycamore tree located on the subject property and four Coast Live Oak Trees located off-site that are within 20 feet of the project site. None of the indigenous trees are proposed to be removed as part of this project. The subject property has a gradual slope along both frontages, with development of the site isolated to the flatter portion of the lot. The existing single-family dwelling is setback approximately 44 feet from Puebla Drive, and approximately 83 feet from Arboles Drive.

Staff Recommendation

☐ Approve ☒ Approve with Conditions ☐ Return for Redesign ☐ Deny

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Last Date Reviewed / Decision

☒ First time submittal for final review.
☐ Other:

Zone: R1R **FAR District:** II
Although this design review does not convey final zoning approval, the project has been reviewed for consistency with the applicable Codes and no inconsistencies have been identified.

Active/Pending Permits and Approvals

☐ None
☒ Other: There is currently an open building permit for a 194 square-foot addition of living area to the existing house at the ground floor.

CEQA Status:

☒ The project is exempt from CEQA review as a Class 1 "Existing Facilities" exemption pursuant to Section

15301 of the State CEQA Guidelines.
☐ The project is exempt from CEQA review as a Class 3 "New Construction or Conversion of Small Structures" exemption pursuant to Section 15303 of the State CEQA Guidelines.
☐ Other:

Site Slope and Grading
☒ None proposed
☐ Less than 50% current average slope and less than 1500 cubic yards of earth movement (cut and/or fill); no additional review required.
☐ 1500 cubic yards or greater of earth movement:

☐ 50% or greater current average slope:

Comparison of Neighborhood Survey:

	Average of Properties within 300 linear feet of subject property	Range of Properties within 300 linear feet of subject property	Subject Property Proposal
Lot size	13,901 sq. ft.	8,380 sq. ft. to 24, 510 sq. ft.	21,364 sq. ft.
Setback	32'-0"	15'-0" to 100'-0"	44'-0"- Puebla Drive 60'-0"- Arboles Drive
House size	2,718 sq. ft.	1,414 sq. ft. to 3,669 sq. ft.	3,498 sq. ft.
Floor Area Ratio	0.20	0.10 to 0.28	0.16
Number of stories	2	1 to 2 stories	2

DESIGN ANALYSIS

Site Planning
Are the following items satisfactory and compatible with the project site and surrounding area?

Building Location
☒ **yes** ☐ **n/a** ☐ **no**

If "no" select from below and explain:
☐Setbacks of buildings on site
☐Prevailing setbacks on the street
☐Building and decks follow topography
☐Equipment location and screening

Garage Location and Driveway
☐ **yes** ☒ **n/a** ☐ **no**

If "no" select from below and explain:
☐Predominant pattern on block
☐Compatible with primary structure
☐Permeable paving material
☐Decorative paving

Landscape Design
☐ **yes** ☐ **n/a** ☒ **no**

If "no" select from below and explain:
☐Complementary to building design
☒Maintains existing trees when possible

☐Maximizes permeable surfaces
☐Appropriately sized and located
See analysis and conditions of approval noted below as they relate to the existing trees.

Walls and Fences
☐ yes ☒ n/a ☐ no

If "no" select from below and explain:
☐Appropriate style/color/material
☐Perimeter walls treated at both sides
☐Retaining walls minimized
☐Appropriately sized and located

Determination of Compatibility: Site Planning

The proposed site planning is appropriate, as modified by any proposed conditions, to the site and its surroundings for the following reasons:

- The new 448 square foot addition will be located along Arboles Drive and will maintain an approximately 60 foot street-front setback.
- The addition will include a new 126 square-foot second story with a new balcony that will face Arboles Drive.
- There will be a trellised walkway between the existing garage and the proposed addition that will attach the buildings together.
- The proposed addition will be located on an existing concrete pad and will not result in the removal of any existing landscaping.
- There are no changes proposed to the existing garage location, walls, and fences on-site or along the perimeter.
- Currently, there are 13 protected trees on the subject property that include a California Sycamore tree and 12 Coast Live Oak trees. There are four additional Coast Live Oak trees located off-site that are within 20 feet of the subject property. An Indigenous Tree Report was prepared for this project by the Arborist of Record, Rebecca K. Latta, and reviewed by the Urban Forestry Department, as discussed below. Based on the arborist report there will be four Coast Live Oak trees on-site and one off-site Coast Live Oak tree that will be impacted by the proposed addition. The applicant is not proposing to remove any protected trees; the proposed addition will result in encroachments within the protection zones during construction. Prior to the issuance of any building permits, the applicant will be required to obtain an Indigenous Tree Permit from the Urban Forestry Department.
    - **Coast Live Oak # 4:** This oak tree measures 24 inches in diameter and is centrally located on the project site, adjacent to the driveway on the east. As discussed in the Indigenous Tree Report this oak tree is in fair health with evidence of disease and stress.
      Proposed Encroachment Analysis: There would be a minor root encroachment, if any, with the proposed addition.
      Conditions of Approval: A small amount of pruning may be required for clearance of the proposed addition. Avoid pruning live wood from the canopy except as necessary for construction. This oak tree should be treated for disease, and treated with a biostimulant to stimulate root and shoot tip growth. As discussed in the tree report, this tree should continue to be monitored for health by the Arborist of Record, and reevaluated prior to the issuance of any building permits.
    - **Coast Live Oak # 5:** This semi-mature oak tree measures 36 inches in diameter and is located approximately 30 feet from the southerly property line, and adjacent to the driveway on the east. As discussed in the Indigenous Tree Report this oak tree is in good health.
      Proposed Encroachment Analysis: There will be a minor root encroachment to repave the existing driveway.
      Conditions of Approval: When the driveway is resurfaced, the asphalt should be lifted off under observation of a qualified arborist. If possible, protruding roots should be removed with sharp and sterile tools. Additional root crown excavation may be required under observation of an arborist. This oak tree should be treated for disease, and treated with a biostimulant to stimulate root and shoot tip growth.

- **Coast Live Oak # 6:** This semi-mature, asymmetrical oak tree has two trunks measuring 22 and 23 inches in diameter. This tree is located approximately five feet from the northerly property line, and is adjacent to the existing concrete slab where the addition is proposed. The existing shed that will be demolished as part of the project proposal is located underneath the drip line of this oak tree. As discussed in the Indigenous Tree Report this oak tree is in good health.
- Proposed Encroachment Analysis: There will be approximately forty percent of root encroachment to dig and build footings for the project proposal. Impacts will occur approximately eight to ten feet from the trunk to pour footings. There will also be approximately twenty percent of canopy encroachment for construction of the addition. Conditions of Approval: Ivy should be removed back to the edge of the root protection zone, and the trunk and roots should be examined for disease and decay. Pruning to remove two branches, approximately six inches and five inches in diameter, is recommended for structural clearance.
- **Coast Live Oak # 7:** This semi-mature, asymmetrical oak tree measures 33 inches in diameter and is approximately 45 feet tall. This tree is located to the south of the existing concrete slab where the addition is proposed and adjacent to the driveway. As discussed in the Indigenous Tree Report this oak tree is in good health.
  Proposed Encroachment Analysis: There will be approximately twenty-five percent of root encroachment to dig and build footings for the project proposal. Impacts will occur approximately six to seven feet from the trunk to pour footings. There will also be approximately twenty-five percent of canopy encroachment for construction of the addition. Conditions of Approval: Ivy should be removed back to the edge of the root protection zone, and the trunk and roots should be examined for disease and decay. Pruning to remove the uppermost branch, approximately ten inches in diameter, is recommended for structural clearance.
- **Coast Live Oak 'A' off-property:** This semi-mature, asymmetrical oak tree measures 9 inches in diameter. This tree abuts the northern interior property line and is approximately ten feet from the existing concrete slab where the addition is proposed. As discussed in the Indigenous Tree Report this oak tree is in fair health with evidence of disease and stress. Presently, there is a branch from Oak Tree #6 on the main trunk of this oak tree.
  Proposed Encroachment Analysis: There will be approximately twenty-five percent of canopy encroachment for demolition of the existing shed and construction of the proposed addition. Conditions of Approval: This oak tree should be monitored for any changes in health after construction. The Arborist of Record will be required to provide a Monitoring Plan for the oak trees impacted by this project, and will conduct all post-monitoring inspections. The frequency for all inspections will be at the discretion of the Urban Forestry Department.

Massing and Scale

Are the following items satisfactory and compatible with the project site and surrounding area?

Building Relates to its Surrounding Context

☒ **yes** ☐ **n/a** ☐ **no**

If "no" select from below and explain:

☐Appropriate proportions and transitions
☐Relates to predominant pattern
☐Impact of larger building minimized

Building Relates to Existing Topography

☒ **yes** ☐ **n/a** ☐ **no**

If "no" select from below and explain:

☐Form and profile follow topography
☐Alteration of existing land form minimized
☐Retaining walls terrace with slope

Consistent Architectural Concept
☒ yes ☐ n/a ☐ no

If "no" select from below and explain:
Concept governs massing and height

Scale and Proportion
☒ yes ☐ n/a ☐ no

If "no" select from below and explain:
☐Scale and proportion fit context
☐Articulation avoids overbearing forms
☐Appropriate solid/void relationships
☐Entry and major features well located
☐Avoids sense of monumentality

Roof Forms
☒ yes ☐ n/a ☐ no

If "no" select from below and explain:
☐Roof reinforces design concept
☐Configuration appropriate to context

Determination of Compatibility: Mass and Scale

The proposed massing and scale are appropriate, as modified by any proposed conditions, to the site and its surroundings for the following reasons:

- The 448 square-foot addition with a new 126 square-foot second floor and balcony will be located approximately 60 feet from Arboles Drive, appropriately placing the new mass away from the street.
- Currently, the overall height of the existing one-story home is 12'-6". The proposed addition with a new second story will be 19'-0" feet in height.
- The addition's roof pitches, building mass and proportion are consistent with the existing house and surrounding neighborhood.
- The gable roof form and slope for the new two-story addition will match the existing house and this roof form will minimize the massing from Arboles Drive.

Design and Detailing

Are the following items satisfactory and compatible with the project site and surrounding area?

Overall Design and Detailing
☒ yes ☐ n/a ☐ no

Entryway
☐ yes ☒ n/a ☐ no

If "no" select from below and explain:
☐Well integrated into design
☐Avoids sense of monumentality
☐Design provides appropriate focal point
☐Doors appropriate to design

Windows
☒ **yes** ☐ **n/a** ☐ **no**

If "no" select from below and explain:
- ☐Appropriate to overall design
- ☐Placement appropriate to style
- ☐Recessed in wall, when appropriate
- ☐Articulation appropriate to style

Privacy
☒ **yes** ☐ **n/a** ☐ **no**

If "no" select from below and explain:
- ☐Consideration of views from "public" rooms and balconies/decks
- ☐Avoid windows facing adjacent windows

Finish Materials and Color
☒ **yes** ☐ **n/a** ☐ **no**

If "no" select from below and explain:
- ☐ Textures and colors reinforce design
- ☐ High-quality, especially facing the street
- ☐Respect articulation and façade hierarchy
- ☐Wrap corners and terminate appropriately
- ☐Natural colors used in hillside areas

Paving Materials
☐ **yes** ☒ **n/a** ☐ **no**

If "no" select from below and explain:
- ☐Decorative material at entries/driveways
- ☐Permeable paving when possible
- ☐Material and color related to design

Equipment, Trash, and Drainage
☐ **yes** ☒ **n/a** ☐ **no**

If "no" select from below and explain:
- ☐Equipment screened and well located
- ☐Trash storage out of public view
- ☐Downspouts appropriately located
- ☐Vents, utility connections integrated with design, avoid primary facades
- ☐Downspouts appropriately located

Ancillary Structures
☐ **yes** ☒ **n/a** ☐ **no**

If "no" select from below and explain:
- ☐Design consistent with primary structure
- ☐Design and materials of gates complement primary structure

Determination of Compatibility: Design and Detailing

The proposed design and detailing are appropriate, as modified by any proposed conditions, to the site and its surroundings for the following reasons:

- The first floor of the proposed addition will be brick, painted to match the existing house. The second floor of the proposed addition will be board and batten siding painted black.
- The proposed balcony and stairs will be wood and painted black to match the board and batten siding.
- All new windows will be wood-clad, clear glass, and recessed with a block frame installation. The windows will a combination of fixed glass, casement, and awning operations. Window shutters that match existing conditions will be incorporated into the design of the addition.
- Asphalt shingles will be installed to match the existing shingles.

Recommendation / Draft Record of Decision

Based on the above analysis, staff recommends **approval** of the project with **conditions**, as follows:

Conditions

1. Comply with all mitigation measures identified in the Urban Forestry Department comments dated April 16, 2015

Attachments

1. Urban Forestry Department Comments dated April 16, 2015
2. Location Map
3. Neighborhood Survey
4. Photos of Existing Property
5. Reduced Plans
6. Indigenous Tree Report