glendale california
City of Glendale
Community Development
Planning & Neighborhood Services

633 E. Broadway, Room 103
Glendale, CA 91206-4311
Tel 818.548.2140 Tel 818.548.2115
Fax 818.240.0392 ci.glendale.ca.us

July 22, 2015

Demery Matthews
3404 Buena Vista Avenue
Glendale, CA 91208

RE: 3424 Rosemary Avenue
Administrative Design Review No. PDR 1429445

Dear Ms. Matthews,

On July 22, 2015, the Director of Community Development, pursuant to the provisions of the Glendale Municipal code, Title 30, Chapter 30.47, **APPROVED WITH CONDITIONS** your design review application to add 306 square feet to the rear of the first floor, and a new 590 square foot second story at the rear of an existing 1,607 square-foot one story house, and replace the existing garage with a new two car garage at the rear of the property. The total square footage of the house is proposed to be 2,503 square feet. The property is located on a 6,500 square foot lot in the R1 (Low Density Residential) Zone, Floor Area Ratio District II. The addition will complement the existing house in terms of mass and scale, architectural style and materials, located at **3424 Rosemary Avenue**.

CONDITIONS OF APPROVAL

1. The main roof ridge line of the existing one-story house runs in a north-south direction. Orient the second floor ridge line to run in an east-west direction to minimize the overall height of the second floor addition.
2. Reduce the foot print of the second floor addition at the rear and south edge to reduce the mass of the second story addition.

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 306 square foot first floor addition and new 590 square foot second story are located at the rear of the existing house.
- The existing garage will be demolished and the new garage will be located 5 feet from the rear property line, keeping the existing driveway and maintaining a 25-foot turning radius.

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 second story addition is minimized by being located at the rear of the house and designed so that it "steps in" 18 feet from the north property line, and 7 feet from the south property line.
- The roof is designed so that only the top of the second story roof is seen when looking at the front of the house.
- The roof over the new stairway to the second story was lowered to reduce the massing.
- The roof form and slope of the house addition and new garage match the existing house.

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:

- All new windows will be fiberglass, double hung and casement, to be recessed with wood frames and sills.
- Asphalt shingles will be installed to match the existing shingles.

RESPONSES TO COMMUNITY INPUT RECEIVED DURING COMMENT PERIOD

1. The height and massing of the proposed second story is a concern to the neighbors to the rear of the property.

   As conditions of approval, staff is requiring a change to the second floor ridge line to run in an east-west direction to minimize the overall height of the second floor addition, as well as a reduction in the footprint of the second floor to reduce the mass.

2. The project was supported by the Montrose/Verdugo City/Sparr Heights Neighborhood Association and adjacent property owners to the north and south of the property.

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, Kathy Duarte, at 818-937-8163 or via email at KDuarte@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 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

August 6, 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

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, Kathy Duarte, 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, Kathy Duarte, for stamp and signature prior to submitting for Building plan check. Please contact Kathy Duarte directly at 818-937-8163 or via email at KDuarte@glendaleca.gov.

Sincerely,

PHILIP LANZAFAME
Interim Director of Community Development

Urban Design Studio Staff

TF:KA:kd

Attachment: Design Review Staff Report
Cc: Sean and Silvina Irwin; property owners

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

Meeting/Decision Date: June 4, 2015	**Address:** 3424 Rosemary Avenue
Review Authority: ☐DRB ☒ADR ☐HPC ☐CC	**APN:** 5615-013-021
Case Number: PDR1429445	**Applicant:** Demery Matthews
Prepared By: Kathy Duarte	**Owner:** Sean & Silvina Irwin

Project Summary
The applicant is proposing to add an 896 square foot one and two-story addition to the rear of an existing 1,607 square foot single story house and replace the existing garage with a new two car garage at the rear of the property. The total square footage of the house is proposed to be 2,503 square feet. The property is located on a 6,500 square foot lot in the R1 (Low Density Residential) Zone, Floor Area Ratio District II. The addition will complement the existing house in terms of mass and scale, architectural style and materials.

The proposed work includes:

- 306 square foot ground floor addition to include an enlarged family room and new stairwell
- New 590 square foot second floor to include a master suite (bedroom, bathroom and closet)
- 2-car garage to be demolished and a new 433 square foot detached 2-car garage to be built five feet from the rear property line
- Kitchen and two bathrooms to be remodeled and a laundry closet added
- Existing patio and trellis to be demolished and a new 150 square foot patio with trellis to be built
- Existing chimney and fireplace to be demolished and a new gas fireplace installed
- Existing front of the house to remain unchanged
- Only new windows and doors will be on the addition and along the driveway
- Any existing landscaping damaged or removed will be replaced

Existing Property/Background
The project site is a relatively flat 6,500 (50 feet by 135 feet) lot with frontage on Rosemary Avenue. It is rectangular shaped, similar to other properties in the neighborhood. Currently, there is a 1,607 square foot single story house with a detached two-car garage. The original five room residence and two-car garage were built in 1940, with the house located 30 feet from the front property line. The garage was located 1-foot from the south property line with access from a 9-foot wide driveway along Rosemary Avenue. There was a 480 square foot addition in 1967 and a new 169 square foot front porch was constructed in 2011, setback approximately 25 feet from the front property line.

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: R1 **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:

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	6,500 sq. ft.	5850 to 7150	6,500 sq. ft.
Setback	25'- 0"	25	25"-0"
House size	1,562 sq. ft.	1089 to 2456	2,503 sq. ft.
Floor Area Ratio	25.6	17 to 42	38.5
Number of stories	84 % of homes are one-story	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

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 306 square foot first floor addition and 590 square foot second story addition are located at the rear of the existing house.
- The existing garage will be demolished and the new garage will be located 5 feet from the rear property line, keeping the existing driveway and maintaining a 25-foot turning radius.

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 second story addition is minimized by being located at the rear of the house and designed so that it "steps in" 18 feet from the north property line, and 7 feet from the south property line.
- The roof is designed so that only the top of the second story roof is seen when looking at the front of the house.
- The roof over the new stairway to the second story was lowered to reduce the massing.
- The roof form and slope of the house addition and new garage match the existing house.

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:

- All new windows will be fiberglass, double hung and casement, to be recessed with wood frames and sills.
- 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:

Conditions

1. None

Attachments

1. Location Map
2. Neighborhood Survey
3. Photos of Existing Property
4. Reduced Plans