

August 5, 2015

Alex Campos  
10218 E. Ave. S-6  
Littlerock, CA 93543

**RE: ADMINISTRATIVE DESIGN REVIEW CASE NO. PDR 1424169  
3790 Hillway Drive**

Dear Mr. Campos,

On August 5, 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 1,273 square feet of floor area to an existing one-story single-family home, including a new 586 square-foot second-story in the R1R Zone, Floor Area District II located at **3790 Hillway Drive**.

#### **CONDITION OF APPROVAL**

1. All new windows to be recessed with wood sills and frames to match the existing conditions.

#### **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 1,273 square-foot addition with a new attached two car garage will be located on the flatter portion of the subject property facing Hillway Drive. The existing attached garage will be converted into floor area.
- The new attached two-car garage proposed is consistent with the surrounding neighborhood with access remaining from Hillway Drive.
- The proposed addition will be setback approximately 98'-0" from the street front and due to the topography of the site there is limited visibility of the house.
- The existing landscaping is proposed to remain as-is. The subject property proposal will be on an existing concrete pad.
- There are seven oak trees on or within 20 feet of the subject property that are proposed to remain. The City's Urban Forestry Department did not cite any concerns with the project as proposed.
- There are no changes proposed to the existing walls and fences on-site or along the perimeter.

**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 1,273 square-foot addition with a new 586 square-foot second floor and balcony will be setback 98'-3" from Hillway 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" in height.
- The addition's roof pitches, building mass and proportions are consistent with the existing house and surrounding neighborhood.
- The addition will primarily incorporate a hipped roof form into the design which helps to minimize the massing of the new addition. A gabled roof form is proposed on the pop-out on the front elevation above the garage that ties into the design of the existing house.

**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 wood-clad, block frame, and will be recessed with wood frames and sills to match the existing windows. The new windows will be an appropriate combination of fixed, casement, and single-hung windows.
- The proposal includes a change in roofing material from composition shingle to a concrete tile.
- The house will be smooth stucco with a stacked stone veneer base along the front and sides of the first floor. In addition, the new entryway will have a stacked stone veneer siding.

**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](mailto:VEzzati@glendaleca.gov).**

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

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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 **August 20, 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](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. Visit us online.

**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](mailto: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**

|  |                                     |
|--|-------------------------------------|
| <b>Meeting/Decision Date:</b> August 4, 2015   | <b>Address:</b> 3790 Hillway Drive  |
| <b>Review Authority:</b> <input type="checkbox"/> DRB <input checked="" type="checkbox"/> ADR <input type="checkbox"/> HPC <input type="checkbox"/> CC | <b>APN:</b> 5617-011-024            |
| <b>Case Number:</b> PDR 1424169  | <b>Applicant:</b> Alex Campos       |
| <b>Prepared By:</b> Vista Ezzati, Planning Assistant   | <b>Owner:</b> Jamal and Amy Naamani |

**Project Summary**

The project involves a remodel of the exterior façade and an addition of 1,273 square feet of floor area to an existing one-story single-family home. The addition will include a new second-story and a new attached two-car garage. The existing lot slopes down from the street and as such, has minimal visibility from Hillway Drive. The proposed addition to the existing single-family dwelling will be setback approximately 98 feet from the street front facing Hillway Drive.

The proposed work includes:

- To add 687 square feet of floor area to the existing first floor. The existing attached two-car garage will be converted to living area.
- To add a new 586 square foot second floor master bedroom and bathroom with a new balcony.
- To add a new 477 square foot attached two-car garage for the existing single-family dwelling.
- To add a new 57 square foot entry porch area.

**Existing Property/Background**

The project site is a 40,705 square-foot lot with frontage on Hillway Drive. Currently, the site is developed with a one-story 1,392 square-foot single-family house with an attached two-car garage oriented towards Hillway Drive. The existing lot is irregular in shape and slopes down from Hillway Drive, and as such will have minimal visibility from the street. The existing single-family dwelling is located on a relatively flat portion of the lot and is setback approximately 126 feet from Hillway Drive.

**Staff Recommendation**

- Approve     Approve with Conditions     Return for Redesign     Deny

**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:

**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          | 24,719 sq. ft.   | 8,450 - 48,744 sq. ft.   | 40,705 sq. ft.            |
| Setback           | 26'-5"   | 6'-4" to 98'-3"  | 98'-3"                    |
| House size        | 2,528 sq. ft.  | 1,405 to 7,200 sq. ft.   | 2,665 sq. ft.             |
| Floor Area Ratio  | 0.12   | 0.04 to 0.25   | 0.06                      |
| Number of stories | 32%of homes are 2 story  | 1 to 2 stories   | 2 story                   |

**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 new 1,273 square-foot addition with a new attached two car garage will be located on the flatter portion of the subject property facing Hillway Drive. The existing attached garage will be converted into floor area.
- The new attached two-car garage proposed is consistent with the surrounding neighborhood with access remaining from Hillway Drive.
- The proposed addition will be setback approximately 98'-0" from the street front and due to the topography of the site there is limited visibility of the house.
- The existing landscaping is proposed to remain as-is. The subject property proposal will be on an existing concrete pad.
- There are seven oak trees on or within 20 feet of the subject property that are proposed to remain. The City's Urban Forestry Department did not cite any concerns with the project as proposed.
- There are no changes proposed to the existing walls and fences on-site or along the perimeter.

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## 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 1,273 square-foot addition with a new 586 square-foot second floor and balcony will be setback 98'-3" from Hillway 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" in height.
- The addition's roof pitches, building mass and proportions are consistent with the existing house and surrounding neighborhood.
- The addition will primarily incorporate a hipped roof form into the design which helps to minimize the massing of the new addition. A gabled roof form is proposed on the pop-out on the front elevation above the garage that ties into the design of the existing house.

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**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 wood-clad, block frame, and will be recessed with wood frames and sills to match the existing windows. The new windows will be an appropriate combination of fixed, casement, and single-hung windows.
- The proposal includes a change in roofing material from composition shingle to a concrete tile.
- The house will be smooth stucco with a stacked stone veneer base along the front and sides of the first floor. In addition, the new entryway will have a stacked stone veneer siding.

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## Hillside Development Review Policy

Section 30.11.040 (A) of the Glendale Municipal Code requires every discretionary decision related to the development in the ROS and R1R zones to consider certain findings when evaluating a proposed project. The findings include the following:

- Development shall be in keeping with the design objectives in the Glendale Municipal Code, the Hillside Design Guidelines, and the landscape guidelines for hillside development as discussed in this report. The proposed addition will be located on an existing concrete pad on the site with no grading being proposed and the existing landscaping on-site will remain.
- Development shall be compatible with the surrounding neighborhood in terms of size, scale, bulk/mass, roofline orientation, setbacks, and site layout as discussed in this report. The neighborhood is comprised of both one and two-story homes and the applicant's proposal will provide an approximately 98 foot street front setback.
- Site plans shall show preservation of prominent natural features, native vegetation and open space in a manner compatible with the surrounding neighborhood, minimizing alterations of terrain necessary for development. The proposed addition will be located on an existing flat concrete pad with no grading being proposed. The existing landscaping, including native vegetation, will be maintained in their current condition including the seven oak trees as discussed in this report.
- Site plans for development of property on steep slopes shall take into account the visual impact on surrounding properties. The slope of the lot is approximately 43% and due to the existing topography as well as the location of the proposed addition in relation to the existing development, the visual impact will be minimal.
- The architectural style and architectural elements of in-fill development shall be compatible with the surrounding neighborhood as discussed in this report. The materials being proposed are consistent with the style of the house, and as conditioned, the proposal will be compatible with the surrounding neighborhood.

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### Recommendation / Draft Record of Decision

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

#### Conditions

1. All new windows to be recessed with wood sills and frames to match the existing conditions.

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### Attachments

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