

August 24, 2015

Scott Brown
1444 Poppy Peak Drive
Pasadena, CA 91105

**RE: 1636 Golf Club Drive
Design Review PDR 1515461**

Dear Mr. Brown,

On August 21, 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 122 square feet to the first floor and add a new 622 square foot second story to an existing 1,373 square foot house. The total square footage of the house is proposed to be 2,117 square feet. The property is located on a 10,270 square foot lot in the R1R (Restricted 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 **1636 Golf Club Drive**.

CONDITIONS OF APPROVAL

1. Any revisions to the approved site plan relevant to additional encroachments into the canopy or root zone of the protected trees shall require additional review and comment by Forestry.

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 overall site planning is minimally changed.
- The relocation of the front entry is centered below the new second story.
- The 122 square foot first floor addition to the front is in keeping with the existing building and street front setback of 74 feet.
- The new 622 square foot second story addition is appropriately centered in the middle of the house.
- The existing garage and driveway will remain.

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 located in the center of the house, creating an appropriate balance on either side with large interior setbacks.
- The roof form and slope of the house addition match the existing house.
- The existing modulation of façade planes is maintained at the redesigned first floor.

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 design of the addition maintains the overall character of the existing house.
- All new windows will be fiberglass, double hung and casement, to be recessed with wood frames and sills.
- All colors and materials will match the existing house.
- The new roof and pitch will match the existing house.

RESPONSES TO COMMUNITY INPUT RECEIVED DURING COMMENT PERIOD

1. The “doubled” house size, damage to oak trees, and location and size of the sump pump is a concern to the property owner of the adjacent vacant lot.

The existing house is 1,373 square feet. The proposal is to add 744 square feet for a total of 2,117 square feet or .13 floor area ratio to .21 floor area ratio, where .40 is allowed. No oak trees or branches will be removed and the plans were approved by the City’s arborist. Any disagreement regarding the sump pump is between private property owners and is not a design review issue. Any review of the sump pump will be done by the Building and Safety department.

2. The project was supported by an adjacent property owner and the property owner immediately across the street.

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 **September 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

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:JP:kd

Attachment: Design Review Staff Report
Cc: Adam and Fariba Katz; property owners