glendale california
City of Glendale
Community Development
Planning & Neighborhood Services

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September 21, 2015

Patrick Panlaqui
583 Durango Ct,
Camarillo, CA 93010

RE: ADMINISTRATIVE DESIGN REVIEW
CASE NO. PDR 1516376
3325 MARY STREET, GLENDALE, CA 91214

Dear Mr. Panlaqui,

On September 21, 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 approximately 1,800 square feet of floor area to an existing 1,286 square foot, one-story single-family house. The proposed addition will be located at the rear of the house and a portion will be added at the west side, facing Mary Street. The total square footage of the house is proposed to be 3,086 square feet. The property is located on a 14,621 square foot lot in the R1 (Low Density Residential) Zone, Floor Area Ratio District II, located at **3325 Mary Street.** The staff report is attached.

CONDITIONS OF APPROVAL: None

SUMMARY OF THE DIRECTOR OF COMMUNITY DEVELOPMENT'S DECISION

Site Planning-The proposed site planning is appropriate to the site and its surroundings for the following reasons:

- The majority of the proposed addition is to the rear of the existing residence and does not alter the site planning of the lot significantly and is consistent with the site planning of neighborhood properties.
- The proposed project will maintain the existing 41' front setback.
- The addition will create new setbacks of approximately 9'-8" side setback at the west, and 20'-8" at the east.
- Approximately 88% of the existing stone retaining walls at the front setback will remain.
- There are no changes proposed to the existing garage.
- A new circular driveway will provide access to the existing garage and a 4' wide ramp will allow access to the front porch.
- The existing turf will remain with the addition of new drought-tolerant planting.

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 1,800 square foot, single-story addition's height, roof forms, building mass and proportion are consistent with the existing volume of the house and surrounding neighborhood. The new roof for the proposed addition is an extension of the existing cross-gabled roof.
- The proposed addition is compatible with the existing mass, scale, and proportions and will not change the overall height of 15 feet
- The single-family residence will remain one-story and be consistent with the heights of adjacent single-story dwellings.

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 proposed architectural details are consistent with the Ranch style, including single-hung recessed windows with the new sills and frame, decorative shutters at the front elevations, and wood siding.
- New stucco will match the existing.
- The new asphalt shingles will match with the existing shingles.
- Colored concrete paving is proposed for the new driveway, which will be compatible with the existing stone retaining wall at the front.

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, Aileen Babakhani, at 818-937-8331 or via email at ababakhani@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 **October 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

To save your 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.

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, Aileen Babakhani, 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, Aileen Babakhani, for stamp and signature prior to submitting for Building plan check. Please contact Aileen Babakhani directly at 818-937-8331 or via email at ababakhani@glendaleca.gov.

Sincerely,

PHILIP LANZAFAME
Director of Community Development

Urban Design Studio Staff

TF:KA:ab

Attach: Staff Report
Cc: Alfredo & Aida Samson; property owners

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

Meeting/Decision Date: September 21, 2015	**Address:** 3325 Mary Street
Review Authority: ☐DRB ☒ADR ☐HPC ☐CC	**APN:** 5606-019-032
Case Number: PDRNRAF1516376	**Applicant:** Patrick Panlaqui
Prepared By: Aileen Babakhani, Planning Assistant	**Owner:** Alfredo & Aida Samson

Project Summary
The applicant is proposing an addition of 1,800 square feet of floor area to an existing 1,286 square feet, one-story single-family house. The proposed addition will be located at the rear of the house and a portion will be added at the west side, facing Mary Street. The proposed addition will maintain the existing 41'-0" street front setback from Mary Street. There are no proposed changes to the height of the existing roof, existing garage, and or to the primary façade of the house. The front porch with existing wood posts and decorative brackets will remain in its current shape and scale and will be extended to the west.

The proposed work includes:

- Adding 1,800 square feet of floor area to the rear and side of the existing single-family home, which includes a bedroom, a master bedroom, new kitchen and new dining and family room.
- Existing exterior brick chimney at the front façade will be removed and a new fireplace will be installed inside the house between living room and family room.
- Existing covered patio at the rear of the house will be converted to a new courtyard.
- Existing kitchen and dining area to be remodeled to a new living room.
- Existing three bedrooms will be remodeled to two bedrooms and one den.
- Replacing all doors and windows
- Modifying the existing landscape at the front and rear and adding new drought tolerant trees.
- Adding a new circular driveway.

Existing Property/Background
The project site is 14,621 square-foot lot with frontage on Mary Street. The existing 1,686 square-foot single-family home has an attached two-car garage on its east side, which is accessed from Mary Street. It is attached to the existing house by a breezeway and maintains a 70' setback from property line at the front and 3' interior setback from the east property line. The existing double lot is larger than the neighboring properties, but it is flat and similar in shape to adjacent properties. The existing single-family home is setback approximately 41'-0" from Mary Street and this will be maintained as part of the project.

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	7,892 sq. ft.	7,096 - 11,763 sq. ft.	14,621 sq. ft.
Setback	19'-0"	25'-12"	41'-0"
House size	1,518 sq. ft.	840 to 3,627 sq. ft.	3,086 sq. ft.
Floor Area Ratio	0.19	0.11 to 0.49	0.23
Number of stories	1.25	1 to 2 stories (75% of homes are one-story	1 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 to the site and its surroundings for the following reasons:

- The majority of the proposed addition is to the rear of the existing residence and does not alter the site planning of the lot significantly and is consistent with the site planning of neighborhood properties.
- The proposed project will maintain the existing 41' front setback.
- The addition will create new setbacks of approximately 9'-8" side setback at the west, and 20'-8" at the east.
- Approximately 88% of the existing stone retaining walls at the front setback will remain.
- There are no changes proposed to the existing garage.
- A new circular driveway will provide access to the existing garage and a 4' wide ramp will allow access to the front porch.
- The existing turf will remain with the addition of new drought-tolerant planting.

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 to the site and its surroundings for the following reasons:

- The 1,800 square foot, single-story addition's height, roof forms, building mass and proportion are consistent with the existing volume of the house and surrounding neighborhood. The new roof for the proposed addition is an extension of the existing cross-gabled roof.
- The proposed addition is compatible with the existing mass, scale, and proportions and will not change the overall height of 15 feet
- The single-family residence will remain one-story and be consistent with the heights of adjacent single-story dwellings.

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 to the site and its surroundings for the following reasons:

- The proposed architectural details are consistent with the Ranch style, including single-hung recessed windows with the new sills and frame, decorative shutters at the front elevations, and wood siding.
- New stucco will match the existing.
- The new asphalt shingles will match with the existing shingles.
- Colored concrete paving is proposed for the new driveway, which will be compatible with the existing stone retaining wall at the front.

Recommendation / Draft Record of Decision

Based on the above analysis, staff recommends **approval** of the project without conditions.

Attachments

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