glendale california
City of Glendale
Community Development Department
633 E. Broadway, Room 103
Glendale, CA 91206-4386
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December 30, 2015

Applicant:
Richard Westwood
409 Cornell Drive
Burbank, CA 91504

RE: ADMINISTRATIVE DESIGN REVIEW
CASE NO. PDR 1525775
1545 Royal Blvd.

Dear Mr. Westwood,

On December 30, 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 proposing to construct a 362 square-foot addition on the existing second floor (proposed color, materials and finish to match existing) of the 2,535 square-foot single-family house with an attached 564 square-foot garage located on a 12,330 square-foot lot in the R1R (FAR District II) zone located at **1545 Royal Boulevard.**

CONDITIONS OF APPROVAL

After a review of the plans, exhibits and consideration of community input, the Director of Community Development has placed the following condition of approval on this project:

Conditions:

1. That all new downspouts/gutters be clearly depicted on the elevation drawings.

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 existing building footprint will remain unchanged.
- The existing front setback on the first and second floors will remain at 70 feet.
- The second floor addition will be set back from the sides of the house and respect adjoining properties.
- The existing garage and driveway will remain unchanged.

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 362 square-foot addition on the second floor will be located approximately 70 feet from the front of the property along Royal Blvd.
- The mass of the second floor will be appropriately set back away from the street and aligned with the existing second floor building wall at the front of the house.
- The overall height of the building will remain at approximately 27 feet. The maximum allowed is 32 feet for this zone.
- The roof pitches, building mass and proportions are consistent with the existing house and surrounding neighborhood.
- The facades are appropriately articulated through setbacks, especially at the sides.
- The proposed siding, windows and shutters appropriately articulate the façade.

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 horizontal siding (grey color) proposed for the addition, appropriately matches the existing siding and complements the existing house.
- The fenestration will be wood, white color windows on the house.
- The windows include shutters (grey color) to match existing.
- Wood fascia on the addition to match existing (white color)
- New composition shingle roof (grey color) to match exiting is appropriate.

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, Milca Toledo, at 818-937-8181 or via email at mitoledo@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 to the City Council 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 plans 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 Building and Safety Division upon request and must be filed with the prescribed

fee prior to expiration of the 15-day period, on or before **January 14, 2016,** in the Building and Safety Division, 633 E. Broadway, Room 101.

APPEAL FORMS available on-line:
http://www.ci.glendale.ca.us/planning/SubmittingAProject.asp

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, Milca Toledo, 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, Milca Toledo, for stamp and signature prior to submitting for Building plan check. Please contact Milca Toledo directly at 818-937-8181 or via email at mitoledo@glendaleca.gov.

Sincerely,

PHILIP LANZAFAME
Director of Community Development

Urban Design Studio Staff
PL:JP:MLT