glendale california

City of Glendale
Community Development
Planning & Neighborhood Services

633 E. Broadway, Room 103
Glendale, CA 91206-4386
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February 8, 2016

Mitch Marone
3410 Montrose Avenue
Glendale, CA 91210

RE: 3410 Montrose Avenue
Design Review PDR 1516277

Dear Mr. Marone,

On February 8, 2016, 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 construct a new 2-story, 1,160 square foot two-story unit at the front of the property with a 399 square foot attached 2-car garage. The house will be setback 25 feet from the front property line in keeping with existing setbacks of adjacent properties. There is an existing 1,066 square foot single story unit with a 399 square foot detached garage at the rear of the property which will be retained. The property is located on a 9,111 square foot lot in the R3050 (Moderate Density Residential) Zone. The new unit will be compatible with the existing neighborhood in terms of mass and scale, architectural style and materials, located at **3410 Montrose Avenue**.

CONDITIONS OF APPROVAL

Conditions

1. Provide side yard fence specifications.
2. Provide paving material specifications.
3. Provide an Indigenous Tree Report prepared by a qualified consulting arborist.

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 unit is sited at the front of the property thereby preserving the existing oak trees and following the City's oak tree preservation policy, as well as maintaining the existing unit, garage, and driveway.
- The proposed two story unit will be set back 25 feet from the front property line, which is compatible with the street front setbacks in the neighborhood.
- The existing walls and fences will remain, except for the addition of a new 6 foot high wood gate/fence at the west side of the front of the new unit.

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 various roof forms, cladding materials, and front porch help break up the overall massing in a manner that is consistent with the architectural style of the unit and compatible with the scale of the neighborhood.
- The second floor is setback a minimum of 6 feet from the first floor to modulate the east façade and push the mass back from the adjacent single family dwelling.

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 proposed building and garage is influenced by the Craftsman style, which is appropriate for the site and neighborhood.
- Window openings on side walls facing neighboring units are minimized for privacy.
- Single-hung, brown vinyl windows will be recessed to fit the architectural style of the unit.
- The green and brown colors are appropriate for the style of house and North Glendale neighborhood.
- The private open space area will incorporate decorative paving material that is appropriate for the architectural style of the house.

RESPONSES TO COMMUNITY INPUT RECEIVED DURING COMMENT PERIOD

1. No comments received.

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 , **February 23, 2016** 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
Director of Community Development

Urban Design Studio Staff

EK:KA:kd

Attachment: Design Review Staff Report
Cc: Curt Sturgill, President, Sturgill Associates Architects