glendale california
City of Glendale
Community Development
Planning & Neighborhood Services

633 E. Broadway, Room 103
Glendale, CA 91206-4311
Tel 818.548.2140 Tel 818.548.2115
www.glendaleca.gov

March 15, 2016

Dennis Salazar
19336 Calvert St.,
Tarzana, CA 91335

RE: ADMINISTRATIVE DESIGN REVIEW, CASE NO. PDR 1518734
3346 MILLS AVENUE, GLENDALE, CA 91214

Dear Mr. Salazar,

On March 15, 2016 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 an approximately 857 square-foot, second-story addition to the existing 1,750 square-foot, one-story single-family house on a 7,328 square-foot lot in the R1 zone, Floor Area District II. The second story will be set back approximately 39'-3" from the front of the property along Mills Avenue and will be located above the existing single-story house. It will also be slightly recessed from the south and rear sides of the existing house. The proposed second-story addition will match the existing house in terms of architectural style and materials. 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 proposed second-story addition will not alter the site planning of the lot and is consistent with the site planning of neighboring properties.
- There is no proposed change to the existing grading.
- The second-story addition follows the footprint of the existing rectangular plan of the house and will be appropriately set back away from the street.
- The addition is slightly recessed from the rear and south sides of the single-story house; and aligned with the existing single-story building wall on the north side of the house.
- The proposed addition will maintain the existing legal non-conforming 19'-6" front and 4'-9" interior setbacks. It will also maintain the existing 6'-10" interior setback on the south side.
- There are no proposed changes to the existing planter walls (concrete block), walkway, and the existing driveway at the front of the house.
- The existing turf and oaks trees in the front and back yard will remain unchanged.

Mass and Scale
The proposed massing and scale are appropriate to the site and its surroundings for the following reasons:

- The scale and proportion of the proposed second-story addition are compatible with the mass and scale of neighboring properties.
- The second-story addition matches the proportions and architectural details of the existing single-story house.
- Roof pitch of the 857 second-story addition is consistent with the existing roof.
- Due to the slope of the lot, the height of the proposal will range between 21'-9"at the lowest portion (north side) and 25'-10" at the highest point (south side).

Building 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 architectural style of the existing house, including new recessed casement and fixed windows with sills, eave details, and stucco finish.
- There is no proposed change to the placement of the existing entry. The existing door will be replaced by a new wood door with side lights, appropriate with the style of the house.
- There is no proposed change to the exiting river rock details on the first floor.
- There is no proposed change to the location of the existing chimney. It will be clad using river rock on the upper level to match the existing chimney.
- The new asphalt shingles will match the existing shingles.
- There is no proposed change to the exiting concrete paving of the front yard walkway and driveway.
- An existing wood deck in the rear yard will remain and be legalized.

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 **March 30, 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

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

KA:ab

Attach: Staff Report
Cc: Jeff Spangler; property owner