

April 12, 2016

Matthew Kaplan  
2205 Vorhees Apt D  
Redondo Beach, CA 90278

**RE: ADMINISTRATIVE DESIGN REVIEW CASE NO. PDR 1414015  
1555 Fairfield Street, Glendale, CA 91201**

Dear Mr. Kaplan,

On April 12, 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 152 SF on the ground floor and to construct a new two-garage garage with a new 350 SF second story above (master suite) to be located between the existing, 910 SF single family residence and currently detached guest house, thereby resulting in one structure on the 4,935 SF corner lot in the R1 (FAR District II) zone, located at **1555 Fairfield Street**.

#### **CONDITION OF APPROVAL**

1. All new windows to be block frame, recessed, with wood sills.
2. The new driveway shall be decorative in compliance with Code.

#### **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 new garage with an above second-story addition are proposed between the existing house facing Fairfield Street and the existing guest house facing Justin Avenue, resulting in a single building footprint. Aside from the new garage, the building footprint of the existing 910 SF residence is being expanded by a 152 SF addition at the rear to accommodate an interior stairwell leading to the new second story master suite and a new closet for Bedroom #2 on the ground floor.
- The existing 4'-3" interior setback is allowed to be maintained along the easterly property line, as approved by Administrative Exception PAE 1519279 on September 9, 2015; this administrative exception was for a nine inch reduction or a 15% deviation, instead of not less than the Code-required five foot setback in conjunction with a new two-story addition to an existing house. The new garage will be set back the required five feet, while the new second story will be set back an additional seven inches (5'-7" setback for the upper floor).
- The new two-car garage is oriented towards Justin Avenue and features a 19-foot long driveway, as approved by Administrative Exception PAE 1519279 (less than a 20% deviation from Code for a one foot reduction or five percent deviation from the required 20 foot minimum driveway length for a new two car garage (per GMC 30.32.140.G.4))  
Decorative paving is required for the new driveway.

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

- The two-story addition will result in an overall building height of 23'-2" for the existing one-story residence on a flat lot; this is below the maximum height allowed by Code (25 feet, plus 3 feet for any roofed area having a minimum pitch of 3 feet in 12 feet).
- The two-story portion of the project is sited above the new two-car garage, away from the front of the house and the guest house. The massing will not impact the existing structures on-site and is appropriately scaled to fit within the existing rooflines and building envelopes.
- The second story addition is slightly recessed from the building walls of the addition below; the new garage will be set back the required five feet, while the new second story will be set back an additional seven inches (5'-7" setback for the upper floor). This treatment helps reduce the scale of the second story, when compared to a stacked, vertical proposal with no building modulation.
- The design of the addition's hipped roof is proposed to be complimentary to the existing hipped roofs of the house and guest house, while being subordinate in terms of scale and massing.

**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 addition has been designed to match and be complimentary to the existing residence in terms of Minimal Traditional style influences on design details, colors and materials. The existing house exterior is mainly stucco and the new portions will be clad in horizontal lap siding with the same siding used on the updated front entryway to tie the old with the new. The new addition will also feature the same asphalt roof shingles, fascia design and window treatment as seen on the existing residence.
- All new windows will be Milgard white vinyl windows to match the existing vinyl windows (previously installed with permits). The new windows will be single-hung, recessed block frame windows and will feature wood trim and sills to match the existing windows.
- The color palette for the project focuses on earth-tones. The existing house and guest house will be repainted a light brown, and the proposed siding will be a lighter beige. The roof will remain a darker brown. The color scheme will blend in with the surrounding residences and neighborhood.

## **RESPONSES TO COMMUNITY INPUT RECEIVED DURING COMMENT PERIOD**

- 1. The surrounding context primarily features smaller, one-story residences and allowing the second story addition would initiate two-story development and mansionization in an otherwise one-story neighborhood.**

The surrounding neighborhood does feature primarily single-story houses, with the exception of 1547 Fairfield Street, located two houses to the east of the proposed second-story addition. Unlike this two-story structure which is on an interior lot with one-story structures on either side, the proposed addition would be to a structure located on a corner lot at the intersection of Fairfield Street and Justin Avenue. Franklin Elementary School is located on Justin Avenue across the street from the subject property. Consequently, this institutional structure offers a very different street character that allows for a second story addition, which is minimal, to be compatible with the surrounding neighborhood.

The modest 350 SF second story addition, located above a new two-car garage, is attached to the rear of the existing single story 910 SF residence. The second floor area will be a master bedroom suite. It has been setback on three sides with an approximately 60-foot setback from Fairfield Street and 20 feet from the property line along Justin Avenue. For these reasons, the current proposal is not anticipated to negatively impact the immediate neighbors or the existing neighborhood.

Any future proposals of second story additions to residences in this neighborhood will go through the Design Review process; and each project is reviewed and analyzed, on a case-by-case basis, for neighborhood compatibility of site planning, mass and scale, and architectural design. These reviews ensure protection of the neighborhood character and are publicly noticed to allow for community input.

**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, Vilija Zemaitaitis, at 818-937-8154 or via email at [VZemaitaitis@glendaleca.gov](mailto:VZemaitaitis@glendaleca.gov).**

#### **APPEAL PERIOD (effective date), TIME LIMIT, LAPSE OF PRIVILEGES, TIME EXTENSION**

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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 **April 27, 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](http://www.glendaleca.gov/appeals)**

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To save you 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. Visit us online.

#### **TRANSFERABILITY**

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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**

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The applicant is further advised that all subsequent contact with this office regarding this determination must be with the case planner, **Vilia Zemaitaitis**, 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, Vilia Zemaitaitis, for stamp and signature prior to submitting for Building plan check. Please contact Vilia Zemaitaitis directly at 818-937-8154 or via email at [VZemaitaitis@glendaleca.gov](mailto:VZemaitaitis@glendaleca.gov).

Sincerely,

PHILIP LANZAFAME  
Director of Community Development

  
Urban Design Studio Staff

PL:KA:vz

cc: Carolyn Attardo, 1555 Fairfield Street, Glendale, CA 91201