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
Fax 818.240.0392 ci.glendale.ca.us

September 29, 2016

Michael J. Lannen
P.O. Box 551087
South Lake Tahoe, CA 91206

RE: ADMINISTRATIVE DESIGN REVIEW CASE NO. PDR 1611190
2405 EAST GLENOAKS BOULEVARD

Dear Mr. Lannen,

On **September 29, 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 385 square-feet to the second floor of an existing two-story, 2,400 square-foot single-family house, originally constructed in 1926, on a 9,240 square-foot lot located in the R1 Zone, Floor Area District II, located at **2405 East Glenoaks Boulevard.**

CONDITIONS OF APPROVAL:

1. That the plans be revised to identify the existing and new roof pitches, and that the roof pitch of the addition match that of the existing second-floor.
2. That the elevation drawings be revised to identify the downspouts and gutters for staff review and approval.

SUMMARY OF THE DIRECTOR OF COMMUNITY DEVELOPMENT'S DECISION

Site Planning – The proposed site planning is appropriate to the site and its surroundings, as conditioned, for the following reasons:

- The new 385 square-foot addition is proposed on the second floor of the existing two-story house and will be visible from West Glenoaks Boulevard.
- There are no changes proposed to the existing site plan or building footprint because the second floor addition will be above the existing first floor. The addition is appropriately setback from the existing first floor at the front and sides.
- The existing street-front setback of 35'-0" will be maintained with the proposed addition as the new area is located on the second floor.
- The existing detached two-car garage is located behind the existing house and accessed via West Glenoaks Boulevard from the existing driveway. There are no changes proposed to this existing condition.
- There are no changes being proposed to the existing landscaping on-site and all existing walls and fences will be maintained in conjunction with the addition.

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

- The 385 square-foot second-floor addition, as proposed, has roof pitches, building mass and proportions consistent with the existing house and surrounding neighborhood.
- The overall height of the existing house will be maintained at 24'-0" as the new addition is an extension of the existing second floor.
- The new addition features hipped roof forms consistent with the existing Spanish Colonial Revival style of the house. However, the existing and new roof pitches are not identified on the plans. Staff is recommending a condition of approval that the roof pitches be identified and that the roof pitch of the addition match that of the existing second-floor.
- Building articulation and overall massing and scale of the addition is compatible with the existing house and neighborhood context.

Building Design and Detailing – The proposed design and detailing are appropriate to the site and its surroundings, as conditioned, for the following reasons:

- Overall, the proposed design and detailing is consistent and appropriate to the Spanish Colonial Revival style of the house through the use of cladding materials, windows, and colors.
- There are no changes proposed to the existing entryway or paving materials and no new accessory structures are proposed with the second-story addition. These existing features will be maintained in their current condition.
- All new windows will be white vinyl, block frame with an appropriate combination of fixed and casement operations. The windows will be recessed in the openings with sills and frames to match the existing house.
- The new second-floor addition will feature smooth troweled stucco and ceramic one-piece roof tiles that match the existing colors.

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, Vista Ezzati, at 818-937-8180 or via email at VEzzati@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 14, 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 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.

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, **Vista Ezzati**, 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, Vista Ezzati, for stamp and signature prior to submitting for Building plan check. Please contact Vista Ezzati directly at 818-937-8180 or via email at VEzzati@glendaleca.gov.

Sincerely,

PHILIP LANZAFAME
Director of Community Development

Urban Design Studio Staff

JP:KA:ve

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

Meeting/Decision Date: September 29, 2016	**Address:** 2405 East Glenoaks Blvd.
Review Authority: ☐DRB ☒ADR ☐HPC ☐CC	**APN:** 5666-006-035
Case Number: PDR 1611190	**Applicant:** Michael J. Lannen
Prepared By: Vista Ezzati, Planning Assistant	**Owner:** Richard & Cambria Sankey

Project Summary
The applicant is proposing to add 385 square-feet to the second floor of an existing two-story, 2,400 square-foot house (originally constructed in 1926) located on a 9,240 square-foot lot in the R1 (FAR District II) zone. The addition is located at the front of the house and will face West Glenoaks Bouelvard.

The proposed work includes:

- Construction of a 385 square-foot addition to the existing second floor of the house.
- The existing chimney will be extended in height to accommodate the addition.
- The proposed materials for the addition will match the existing Spanish Colonial Revival style of the house.

Existing Property/Background
Originally developed in 1926, the project site is a 9,240 square-foot interior lot with frontage along West Glenoaks Boulevard. The site is currently developed with a 2,400 square-foot, two-story single-family residence with a detached two-car garage located at the rear of the property. The existing lot is relatively flat and has an irregular trapezoidal shape. The existing single-family home is setback approximately 35'-0" from West Glenoaks Boulevard, and this condition will remain unchanged.

On August 25, 2004, the Zoning Hearing Officer granted Standards Variance Case No. 10660-S with conditions to allow a two-story addition to an existing single-story dwelling without providing the required interior setback.

On December 9, 2004, the Design Review Board approved DRB Case No. 1-3628-A with conditions to allow a new 756 square-foot second-floor addition and a 631 square-foot first floor addition to an existing 1,013 square-foot, one-story single-family house; demolition of the existing one-car garage; and construction of a new detached 2-car garage.

Staff Recommendation
☐ Approve ☒ Approve with Conditions ☐ Return for Redesign ☐ Deny

---

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	8,856 sq. ft.	4,860sq. ft. - 11,650 sq. ft.	9,240 sq. ft.
Setback	38'-6"	25'-0" - 60'-0"	35'-0"
House size	1,767 sq. ft.	998 sq. ft. – 2,610 sq. ft.	2,785 sq. ft.
Floor Area Ratio	0.20	0.12 – 0.46	0.30
Number of stories	7 out of 26 homes surveyed are two-story	1 to 2 stories	2 stories

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

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, as modified by any proposed conditions, to the site and its surroundings for the following reasons:

- The new 385 square-foot addition is proposed on the second floor of the existing two-story house and will be visible from West Glenoaks Boulevard.
- There are no changes proposed to the existing site plan or building footprint because the second floor addition will be above the existing first floor. The addition is appropriately setback from the existing first floor at the front and sides.
- The existing street-front setback of 35'-0" will be maintained with the proposed addition as the new area is located on the second floor.
- The existing detached two-car garage is located behind the existing house and accessed via West Glenoaks Boulevard from the existing driveway. There are no changes proposed to this existing condition.
- There are no changes being proposed to the existing landscaping on-site and all existing walls and fences will be maintained in conjunction with the addition.

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, as modified by any proposed conditions, to the site and its surroundings for the following reasons:

- The 385 square-foot second-floor addition, as proposed, has roof pitches, building mass and proportions consistent with the existing house and surrounding neighborhood.
- The overall height of the existing house will be maintained at 24'-0" as the new addition is an extension of the existing second floor.
- The new addition features hipped roof forms consistent with the existing Spanish Colonial Revival style of the house. However, the existing and new roof pitches are not identified on the plans. Staff is recommending a condition of approval that the roof pitches be identified and that the roof pitch of the addition match that of the existing second-floor.
- Building articulation and overall massing and scale of the addition is compatible with the existing house and neighborhood context.

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

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
The gutters and downspouts are not shown on the drawings. Staff is recommending a condition of approval that the elevations be revised to identify the downspouts and gutters.

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, as modified by any proposed conditions, to the site and its surroundings for the following reasons:

- Overall, the proposed design and detailing is consistent and appropriate to the Spanish Colonial Revival style of the house through the use of cladding materials, windows, and colors.

- There are no changes proposed to the existing entryway or paving materials and no new accessory structures are proposed with the second-story addition. These existing features will be maintained in their current condition.
- All new windows will be white vinyl, block frame with an appropriate combination of fixed and casement operations. The windows will be recessed in the openings with sills and frames to match the existing house.
- The new second-floor addition will feature smooth troweled stucco and ceramic one-piece roof tiles that match the existing colors.

Recommendation / Draft Record of Decision

Based on the above analysis, staff recommends **approval** of the project with **conditions**, as follow:

Conditions

1. That the plans be revised to identify the existing and new roof pitches, and that the roof pitch of the addition match that of the existing second-floor.
2. That the elevation drawings be revised to identify the downspouts and gutters for staff review and approval.

Attachments

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