

October 6, 2016

Vinai Jetviroj  
14900 Magnolia Boulevard #5442  
Sherman Oaks, CA 91403

**RE: ADMINISTRATIVE DESIGN REVIEW CASE NO. PDR 1614616  
3830 MARKRIDGE ROAD**

Dear Mr. Jetviroj,

On October 6, 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-car garage and add 106 SF towards the front of an existing 2,680 SF, two-story, single family house on a 11,781 SF lot in the RI (Residential) Zone, Floor Area Ratio District II, located at 3830 Markridge Road.

**CONDITIONS OF APPROVAL:**

1. All new landscape to be drought tolerant.
2. The new walkway and existing driveway to be decorative material.
3. Provide a vertical section depicting a typical new window that includes the wall above and below, as well as an external grid to ensure new windows will match the existing.
4. Revise rendering to accurately depict the knee brackets and all other features at the appropriate scale.
5. Revise drawings to depict gutters and downspouts, which will be placed at appropriate, unobtrusive locations.

**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 site planning will remain in a similar configuration as existing, but the new 2-car garage will be closer to Markridge Road (34'-11" existing setback to 25'-0" new street front setback). There will be no changes to the existing 5'-6" interior setback since the bedroom addition will be built in-line with the existing house.
- The new 2-car garage will be attached to the existing two-story house and have a 25'-0" street front setback. Consistent with the existing garage, the new garage door will be oriented away from the street, similar to other properties on Markridge Road. The interior dimensions of the new 2-car will meet zoning code standards. A portion of the existing driveway will be widened to accommodate the new 2-car garage.
- The existing landscaping in the street front setback will be replaced with grass. Additional landscape will be added near the entry. New shrubs and plants will be planted along the house, which will soften the transition between the house and the landscape.

A condition of approval is recommended requiring all new landscape to be drought tolerant.

- A new walkway is proposed along the front elevation to replicate the existing walkway. There will be no new fences or walls. Overall, the front yard is not very visible due to the shrubs and trees located towards the street and the configuration of the addition will be similar to the existing and match the surrounding neighborhood.

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

- The mass and scale of the one-story addition will be compatible with its existing structure and surrounding houses. The existing houses on Markridge Road are primarily one-story but consist of a few two-story houses, including the subject property which appears to be one story from the street but has a two-story portion at the rear due to the down sloping lot.
- The majority of the homes on the street, including the properties abutting the subject site, feature an attached garage located at the front with the garage door oriented away from the street. The new 2-car garage is well articulated and offset with the rest of the house, helping break up the overall mass.
- There will be no change in the overall existing height of 23'-7".
- The new roof forms will be consistent with the overall building design by having the same pitch of 4:12 and maintaining the gabled roof form. The existing garage (being converted to habitable area) will maintain the same pitch of 4:12 and will die into the new garage roof, resulting in a smooth transition.

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

- The proposed addition will be architecturally consistent with the existing style of the house and will enhance the overall architectural idea.
- There will be no changes to the existing entryway.
- The existing windows towards the rear of the house will remain as is. All new windows will be vinyl, a combination of casement & fixed, and nail-in construction, which will match the existing windows and be appropriate to the style of the house. Windows #3 and #4 will be relocated from the rear of the existing garage to the west elevation, to preserve the integrity of the existing house. Even though window #2 is located on the east elevation facing the neighboring house, it will not be positioned directly opposite of windows in adjacent structures to maintain privacy.
- The new 2-car garage and additions will be brown HardiePlank, reinforcing the overall building design by keeping consistency with the existing house. A grayish composition shingle roof will be installed to match the texture and color of the existing roof. The roof edge fascia will have rafters and brackets (rendering not drawn to scale) to match the existing roof. A condition of approval is recommended requiring renderings to be drawn to scale. The window frame and sills will be dark gray and the external girds will be red. The contrast between these two colors provides accents throughout the building, creating visual interest. Dressed Fieldstone will be added on the base of the front and side façades to match the existing conditions of the house.
- Based on the traditional style of the home, the proposed walkway paving material (concrete) around the north and east elevation will not relate to the overall architectural design of the building. Also, the new material used for widening the existing driveway does not meet the intent of the Design Guidelines. A condition of approval is

recommended requiring the new walkway and existing driveway to be decorative material.

**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, Danny Manasserian, at 818-937-8159 or via email at [dmanasserian@glendaleca.gov](mailto:dmanasserian@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 **October 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.

#### **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, **Danny Manasserian**, 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, Danny Manasserian, for stamp and signature prior to submitting for Building plan check. Please contact Danny Manasserian directly at 818-937-8159 or via email at [dmanasserian@glendaleca.gov](mailto:dmanasserian@glendaleca.gov).

Sincerely,

PHILIP LANZAFAME  
Director of Community Development



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Urban Design Studio Staff  
PL:JP:dm