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

October 28, 2016

Jake Webber
2123 N. Parish Place
Burbank, CA 91504

RE: ADMINISTRATIVE DESIGN REVIEW
CASE NO. PDR 1614949
1524 Irving Avenue

Dear Mr. Webber,

On October 28, 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 construct an approximately 878 square-foot second story addition to an existing one-story single-family house in the R1 Zone, Floor Area District I, located at **1524 Irving Avenue.** The staff report is attached.

CONDITIONS OF APPROVAL:

1. The applicant shall submit section drawings of a typical window installation for review and approval of staff.
2. The applicant shall delineate the location of the trash storage to ensure it is not visible from the public right-of-way.

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 site planning of the site, particularly as visible from Irving Avenue, does not significantly change as a result of the project.
- The location of the proposed garage is detached and at the rear of the property, which is consistent with the majority of the homes in the neighborhood.

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 proposed second story addition will maintain the same height as the existing house. A portion of the addition will be constructed within the existing high-pitched roofline.
- The addition is behind the existing house.
- The addition, configured to resemble roof dormers, is set back from the adjoining neighbors, and does not significantly increase the 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 residence is an English Tudor Revival. No changes are proposed to the front of the residence and the materials used in the addition match those of the existing residence.
- As conditioned, the applicant shall submit a cut sheet detailing the method of installation of the windows.
- As conditioned, the applicant shall delineate the location of the trash storage to ensure it is not visible from the public right-of-way.
- Privacy of surrounding neighbors is maintained given the uses of the rooms in the proposed addition and the location of the addition and the proposed windows.

Response to Community Input Received During Comment Period

There was no community input received for this project during the comment period.

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, Roger Kiesel, at 818-937-8152 or via email at rkiesel@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 **November 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, **Roger Kiesel**, 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, Roger Kiesel, for stamp and signature prior to submitting for Building plan check. Please contact Roger Kiesel directly at 818-937-8152 or via email at RKiesel@glendaleca.gov.

Sincerely,

PHILIP LANZAFAME
Director of Community Development

Urban Design Studio Staff

RK:rk

Attach: staff report