glendale california

City of Glendale
Community Development Department
Planning Division

633 E. Broadway, Room 103
Glendale, CA 91206-4386
Tel (818) 548-2140 or (818) 548-2115
Fax (818) 240-0392 glendaleca.gov

December 19, 2016

Sonja Yates
San Gabriel Valley Habitat for Humanity
400 S. Irwindale Avenue
Azusa, CA 91702

RE: ADMINISTRATIVE DESIGN REVIEW CASE NO. PDR 1625840
634 AND 700 E LOMITA AVENUE

Dear Ms. Yates:

On December 19, 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 demolish two existing single-family houses and construct six new affordable Habitat for Humanity units, each with 2-car attached garages on a lot 14,000 square feet in size in the R-2250 (Medium Density Residential) Zone located at **634 and 700 E Lomita Avenue**.

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 new six-unit, townhouse-style, multi-family buildings will face East Lomita Avenue and features a 23 foot, seven inch setback along Lomita Avenue, consistent with the required R-2250 multi-family zoning standards.
- Common open space and landscaped open space areas are provided throughout the property. The required common open space is located at the rear of the property adjacent to rear building. Each of the new residential units also has private front porches and balconies (ranging from 45 to 75 SF).
- The proposed landscaping plan is complementary to the development of the site, with new drought tolerant landscaping used to create functional and usable common and private outdoor spaces.
- The at-grade parking in individual garages will be accessed from the driveway at the west side of the property and are tucked behind the new units at the front and integrated into rear building, screened from street view by the front building. Pedestrian access to the front building is from Lomita Avenue using an individual path to each unit appropriately incorporated into the site plan. Individual access to the rear units is through a landscaped area off the common drive aisle.
- A six foot high boundary wood fence outside the front setback is proposed along the East, West and South property lines with two CMU block, dark stained finish, corner

pilasters at the Northeast and Northwest portions of the lot that will complement the modern building design.
- A trash enclosure is provided at the end of the common drive aisle along the east property line and is adequately screened from public view.

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

- The property is located in a multi-family residential zone where the neighborhood is a mix of small scale multi-family buildings mainly comprised of one-, two-, and three-story buildings in a variety of architectural styles.
- The project's massing is broken up by recessed building forms and geometric volumes with color variation which is especially appropriate along the north façade as it breaks up the mass and accentuates the design to minimize a boxy profile.
- The flat roof design at the street-front façade brings the overall height of the building to 21'-6".

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

- All new windows will be vinyl, with a silver finish compatible with the proposed design. The windows will be a combination of fixed, casement and hopper operations. The proposed fenestration is compatible with the modern style of the building.
- The modern design of the project features a combination of appropriate exterior cladding material including a board and batten and horizontal hardi board siding.
- The balcony railings are proposed to be metal painted with a simple horizontal pattern. The design and location of the balconies will complement the modern style.

RESPONSES TO COMMUNITY INPUT RECEIVED DURING COMMENT PERIOD

No comments submitted.

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, Kristen Asp, at 818-937-8161 or via email at kasp@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 **JANUARY 3, 2017** 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, **Kristen Asp**, 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, Kristen Asp, for stamp and signature prior to submitting for Building plan check. Please contact Kristen Asp directly at 818-937-8161 or via email at kasp@glendaleca.gov.

Sincerely,

PHILIP LANZAFAME
Director of Community Development

Urban Design Studio Staff

EK:KA:ka

Attachment: Staff report

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

Meeting/Decision Date: December 19, 2016	**Address:** 634 and 700 E Lomita Avenue
Review Authority: ☐DRB ☒ADR ☐HPC ☐CC	**APN:** 5675-004-010 and -011
Case Number: PDR 1625840	**Applicant:** San Gabriel Habitat for Humanity Sonja Yates
Prepared By: Kristen Asp, Principal Planner	**Owner:** City of Glendale Housing Authority

Project Summary
The applicant is proposing to construct six new affordable units for homeownership, each with an attached two-car garage on a residentially zoned (R-2250) lot.

The proposed work includes:

- Demolishing two existing single-family houses and constructing six two-story units in two buildings each with attached two-car garages. Four of the units will be in one building facing the street, while the remaining two units will be located at the rear. All units contain three bedrooms and are approximately 1,690 square feet in size.

Existing Property/Background
The project site consists of two relatively flat lots, rectangular in shape totaling 14,000 square feet in size. The site is developed with a single family residence on each lot built in 1910 and 1921. Together, the site has a total frontage of 100 feet in width and 140 feet in length. The project site is surrounded by multi-family uses on all sides.

The site was originally developed with a single family residence on each lot built in 1910 and 1921. The structures were designed in the Cottage (634 E. Lomita Ave.) and Bungalow (700 E Lomita Ave.) Craftsman style. A historic resource report was prepared for the existing properties that found that the existing structures are not eligible for designation for the Local, State, or National Register of Historic Resources, and would not be considered a historic resource under the California Environmental Quality Act. The written analysis prepared by staff is attached to this report and identifies the subject property with a status code of "6L", indicating that it is ineligible for designation under local or state criteria.

On May 13, 2016, the Planning Hearing Officer approved with conditions Variance Case No. PVAR 1600807 to allow the following code deviations in conjunction with the development of six new multi-family dwelling units on the site:

- Parking at the ground level within individual two-car garages and not within a subterranean or semi-subterranean garage;
- Interior setbacks of five feet at the first and second floor where a five foot minimum, eight foot average for the first residential floor, and an eight foot minimum, 11-foot average at the second floor is required;
- A trash enclosure with no interior setback where a five foot minimum is required; and
- Individual two-car garages with a minimum interior dimension of 19-feet by 18-feet where the required interior dimension is 20-feet by 20-feet.

Staff Recommendation

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

---

Last Date Reviewed / Decision

☒ First time submittal for final review.
☐ Other:

Zone: R2250 - Medium Density Residential
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: PVAR 1600807 was approved on May 13, 2016.

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:

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

Yards and Usable Open Space

☒ **yes** ☐ **n/a** ☐ **no**

If "no" select from below and explain:

☐Outdoor space integrated into site design and acknowledges adjacent development
☐Common space easily accessible from all units
☐Appropriate separation/screening from residential units
☐Discrete seating and amenity areas allow for multiple users

Garage Location and Driveway

☒ **yes** ☐ **n/a** ☐ **no**

If "no" select from below and explain:

☐Garage fully integrated into overall structure
☐Driveway and curb-cut widths minimized
☐Grade-level garages and parking, if allowed, are appropriately screened from the street
☐Decorative paving complements building design
☐Stairs and lifts to subterranean garages incorporated into the design of the project

Landscape Design

☒ **yes** ☐ **n/a** ☐ **no**

If "no" select from below and explain:

☐Complementary to building design
☐Maintain existing trees when possible
☐Provide landscaping adjacent to driveways and garages
☐20% of planting at above-grade common spaces is within 9 inches of finish floor
☐Above-grade tree wells are at least 6 inches higher than box size of tree

Walls and Fences

☒ **yes** ☐ **n/a** ☐ **no**

If "no" select from below and explain:

☐Appropriate style/color/material for building design
☐Perimeter walls treated at both sides
☐Retaining walls minimized
☐Appropriately sized and located

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
☐All screening integrated with overall building and/or landscape design
☐Downspouts appropriately located
☐Vents, utility connections integrated with design, avoid primary facades

The HVAC equipment is located on the roof and screened from public view by the roof parapets. The vents will be reviewed during plan check to ensure their locations do not conflict with the design of the steet-facing elevations. A trash enclosure is provided at the end of the common drive aisle along the east property line and is adequately screened from public view.

Lighting

☒ **yes** ☐ **n/a** ☐ **no**

If "no" select from below and explain:

☒ Light fixtures are appropriate to the building and/or landscape design
☐ Avoid over-lit facades; consider ambient light conditions when developing lighting scheme
☐ Utilize shielded fixtures to avoid light spillover onto adjacent properties

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 six-unit, townhouse-style, multi-family buildings will face East Lomita Avenue and features a 23 foot, seven inch setback along Lomita Avenue, consistent with the required R-2250 multi-family zoning standards.
- Common open space and landscaped open space areas are provided throughout the property. The required common open space is located at the rear of the property adjacent to rear building. Each of the new residential units also has private front porches and balconies (ranging from 45 to 75 SF).
- The proposed landscaping plan is complementary to the development of the site, with new drought tolerant landscaping used to create functional and usable common and private outdoor spaces.
- The at-grade parking in individual garages will be accessed from the driveway at the west side of the property and are tucked behind the new units at the front and integrated into rear building, screened from street view by the front building. Pedestrian access to the front building is from Lomita Avenue using an individual path to each unit appropriately incorporated into the site plan. Individual access to the rear units is through a landscaped area off the common drive aisle.
- A six foot high boundary wood fence outside the front setback is proposed along the East, West and South property lines with two CMU block, dark stained finish, corner pilasters at the Northeast and Northwest portions of the lot that will complement the modern building design.
- A trash enclosure is provided at the end of the common drive aisle along the east property line and is adequately screened from public view.

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:

☐Relates to predominant pattern through appropriate proportions and transitions
☐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 property is located in a multi-family residential zone where the neighborhood is a mix of small scale multi-family buildings mainly comprised of one-, two-, and three-story buildings in a variety of architectural styles.
- The project's massing is broken up by recessed building forms and geometric volumes with color variation which is especially appropriate along the north façade as it breaks up the mass and accentuates the design to minimize a boxy profile.
- The flat roof design at the street-front façade brings the overall height of the building to 21'-6".

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**

If "no" select from below and explain:
- ☐Design is compatible with neighborhood context
- ☐Design is stylistically consistent
- ☐Employs consistent vocabulary of forms and materials while expressing architectural variety
- ☐Cladding materials and

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
- ☐Overall window pattern appropriate to style
- ☐Window operation appropriate to style
- ☐Recessed/flush window appropriate to style and/or location
- ☐Openings are well detailed

Privacy
☒ **yes** ☐ **n/a** ☐ **no**

If "no" select from below and explain:

☐Consideration of views from "public" rooms and balconies/roof 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 materials, especially facing the street
☐Materials appropriately enhance articulation and façade hierarchies
☐Wrap corners and terminate appropriately
☐Cladding is well detailed, especially at junctions between materials
☐Foam trim, finished on site, is prohibited

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

Ancillary Structures

☐ **yes** ☒ **n/a** ☐ **no**

If "no" select from below and explain:

☐Design consistent with primary structure
☐Design and materials of gates, fences, and/or walls 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:

- All new windows will be vinyl, with a silver finish compatible with the proposed design. The windows will be a combination of fixed, casement and hopper operations. The proposed fenestration is compatible with the modern style of the building.
- The modern design of the project features a combination of appropriate exterior cladding material including a board and batten and horizontal hardi board siding.
- The balcony railings are proposed to be metal painted with a simple horizontal pattern. The design and location of the balconies will complement the modern style.

Recommendation / Draft Record of Decision

Based on the above analysis, staff recommends **approval** of the project.

Attachments

1. Location Map
2. Neighborhood Survey
3. Photos of Existing Property
4. Reduced Plans
5. Staff Historic Resource Assessment dated May 3, 2016
6. Decision Letter – Variance Case No. PVAR 1600807