

**November 14, 2014**

Vartan Jangozian  
1224 East Broadway #202  
Glendale, CA 91205

**RE: ADMINISTRATIVE DESIGN REVIEW  
CASE NO. PDR 1418805  
261 Spencer Street**

Dear Mr. Jangozian,

On November 14, 2014, 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 896 square feet to the first floor of an existing 4,168 square-foot, two-story single-family residence, a new 682 square-foot covered patio and expand an existing balcony. New landscaping and relocation/reconfiguration of the on-site driveway is also proposed. The project is located in the R1 zone, floor area ratio district I and located at **261 Spencer Street**.

**CONDITIONS OF APPROVAL:**

1. Consider permeable paving within the design of the reconfigured/relocated driveway.
2. Consider reducing the size of the motor court.
3. Provide additional information on the landscape material to ensure the plants selected will be drought-tolerant.
4. Design of the gate and wall at the entrance to the site shall be reviewed and approved by staff.
5. Provide brick veneer on the rear addition of the library.
6. Provide a cut sheet demonstrating window installation. Windows shall be block frame and include exterior grids.

**SUMMARY OF STAFF ANALYSIS**

**Site Planning** – The site planning of the site does not change significantly as a result of the project and is appropriate for the surrounding area. The floor area additions are relatively small, enclose existing features of the residence or only project minimally from the existing residence. The applicant should consider reducing the size of the motor court and include pervious paving in the driveway to better comply with the Comprehensive Design Guidelines.

**Mass and Scale** – The mass and scale of the residence after the proposed addition will not change significantly from the present situation and is appropriate. Two areas of the proposed addition are located below existing roof lines and the third area will be in the rear of the residence. The modestly-scaled entry will not change. The building height will not change.

**Building Design and Detailing** – The design and detailing of the addition to the existing residence will match the architecture of the existing residence. Window material will be aluminum clad wood. The residence currently has an asphalt shingle roof, which will remain. The house is faced with brick veneer and stucco. Stucco on the addition will be smooth to match the texture on the existing residence. The rear façade of the library addition should be changed to brick veneer so that this material wraps on all three sides of this addition.

**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](mailto:rkiesel@glendaleca.gov).**

## **PROJECT ANALYSIS**

**GENERAL PLAN:** Land Use Element: Low Density Residential. The project complies with the intent and General Plan and Land Use Element.

**ZONE:** R1, FAR District I

### **ENVIRONMENTAL CONSTRAINTS:**

- Indigenous Trees: The site contains several oak trees.
- CEQA Status: The project is exempt from CEQA review as a Class 3 “New construction or conversion of small structures” exemption pursuant to State CEQA Guidelines Section 15303.

### **NEIGHBORING ZONES AND USES:**

	Zoning	Existing Uses
North	R1-I	Single Family Dwellings
South	R1-I	Single Family Dwellings
East	R1-I	Single Family Dwellings
West	R1-I	Single Family Dwellings
Project Site	R1-I	Single Family Dwelling

### **DESIGN GUIDELINE REVIEW AND STAFF ANALYSIS**

Comprehensive Design Guidelines were approved by the City Council for single-family developments in November 2011. Design considerations discussed below analyze a project’s overall site planning, its mass and scale, and its architectural design and detailing with a purpose to ensure that the development is of high quality, relates to its neighbors and enhances the overall built environment.

**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	9,535 sq. ft.	7,500 to 56,152 sq. ft.	56,152 sq. ft.
Setback	30 ft.	25 ft. to 100+ ft.	100+ ft.
House size	1,982 sq. ft.	975 to 4,867 sq. ft.	5,064 sq. ft.
Floor Area Ratio	0.21	0.08 to 0.45	0.08
Number of stories	3 two-story homes and 20 one-story homes	1 and 2 story	2-story

**1. Site Planning** – The subject site is located at the end of the Spencer Street cul-de-sac, west of North Central Avenue. The existing residence and swimming pool is located in the northern portion of this 1.3 acre lot. An existing tennis court is located in the southern portion of the lot. A long driveway from Spencer Street in the southeastern portion of the lot leads to the house and garage.

The applicant is proposing to add 896 square feet to the first floor of the existing two-story 4,168 square-foot residence, a 682 square-foot covered patio and expand an existing balcony to 1,160 square feet. The floor area addition is proposed in three areas of the house. A new pool bathroom is proposed between the existing house and garage and will connect these two structures. An existing porte cochere at the eastern end of the residence will be enclosed for a new library and bathroom/closet for the guest room. At the rear (north side) of the residence, the family room, kitchen and laundry room will be expanded. The proposed covered patio and expanded balcony above it are located at the rear of the residence, adjacent to the family room and one of the secondary bedrooms, respectively.

The site planning of the site does not change significantly as a result of the project. The “library” addition encloses an existing porte cochere. The family room addition is a simple 8-foot wide bump out at the rear of the residence. The pool bath addition is small and located in an already developed portion of the site. On-site oak trees will not be impacted by the proposed project.

The existing driveway will be slightly relocated and reconfigured from its present location to include a motor court with fountain in the center. The new driveway will be composed of concrete with brick accents. The Comprehensive Design Guidelines encourages the use of permeable paving and discourages large paved areas. While the subject site is large (over one acre in area) the proposed motor court is also substantial in size. The applicant should consider proposing permeable paving within the design of the driveway and motor court as well as reducing the size of the motor court to better comply with this document.

The applicant has provided a conceptual landscape plan for the site, which includes a vegetable garden, fruit orchard and various other accessory structures. While no landscape plan is required since the project is not a new house, the applicant should provide additional information on the plant material to ensure that it is drought tolerant. Additionally, any accessory structures proposed on the site will also require design analysis and review.

**Lot Coverage:** The proposed lot coverage will be 8.8 percent, which is less than the 40 percent maximum for this zone.

**Landscaping:** Approximately 56.9 percent of the lot will be landscaped, which exceeds the 40 percent minimum required.

**Parking:** The three-car detached garage will be attached to the residence with the pool bath addition.

**Site Walls:** No changes to the property line site fences are proposed. The applicant is proposing an entrance gate and walls just outside of the front setback along Spencer Street. The wall will be split faced block and the gate will be made of wrought iron. Design of the proposed wall/gate will require review and approval by staff.

**Privacy:** The floor area additions are all proposed on the first floor of the existing residence and should not pose privacy issues. The balcony at the north side of the residence is proposed to be expanded to 1,100 square feet. The edge of this balcony is approximately 22 feet from the adjacent property to the north and should not create privacy concerns.

**2. Mass and Scale** – The floor area addition is proposed on the first floor in three areas of the residence. The library/bath/closet addition is proposed at the location of an existing porte cochere. The pool bath addition will connect the house and the garage and is small in area. The family room/kitchen/laundry room addition extends these area eight feet and is located at the rear of the house. Neither the floor area addition nor the proposed covered porch will increase the mass of the existing residence. The Guidelines suggest that the project should relate to existing adjacent buildings through the use of proportion, transition or other design features. Given the large size of the site and the location of the residence on the site, the existing house is isolated and will not be seen in relation adjacent buildings.

Overscaled and two-story entries are discouraged in the Guidelines. While the residence will be substantial in size, the design of the project will maintain the modestly-scaled entry of the existing residence and is appropriate to its architectural style.

**Building Height:** No change to the existing 29-foot height of the building.

**Setbacks:** The house has generous setbacks. The house will have a 33-foot setback on the north side (the balcony is setback 22 feet) and a 25-foot setback on the east side. The house will not get closer to the southern (approximately 100+ foot setback) or western (approximately 20-foot setback) property lines.

**Floor Area Ratio:** The floor area ratio will be 0.08, which is well under the 0.30 permitted in the Code.

**3. Design and Detailing** – The design and detailing of the addition to the existing residence is consistent with the existing architecture. The majority of the front façade of the residence is faced with brick veneer. Other facades are predominantly stucco. The rear façade of the library addition should be changed to brick veneer so that this material wraps on all three sides of this addition.

The applicant is proposing to change out existing windows to aluminum clad wood. Windows in the additions will match. Replacement and new windows shall be block frame and include exterior grids. The applicant shall provide a cut sheet demonstrating window installation.

The residence currently has an asphalt shingle roof, which will remain. No portion of the addition will expand the sloped roof or include additional asphalt shingling. The library addition is located within an existing porte cochere. The existing balustrades on the balcony above this addition will remain. A flat roof is proposed above the pool bath addition. The family room addition is below the proposed expansion of the existing balcony. This balcony expansion will provide balustrades to match those existing above the current porte cochere.

New stucco on the proposed addition will match the smooth texture of the stucco on the existing house.

**Textures:** The proposed finishes and materials will provide a varied textural interest, which will include:

- Stucco – To match the existing (off white)
- Brick veneer – To match the existing veneer
- Roof – Brown asphalt shingle, no replacement.
- Windows – Aluminum clad wood windows, new and replacement

#### **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 to the City Council 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 plans 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 Building and Safety Division upon request and must be filed with the prescribed fee prior to expiration of the 15-day period, on or before November 29, 2014 in the Building and Safety Division, 633 E. Broadway, Room 101.

**APPEAL FORMS available on-line:** <http://glendaleca.gov/appeals>

#### **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,

HASSAN HAGHANI  
Director of Community Development

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Jay Platt - Urban Design Studio Staff

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