

August 20, 2014

Edward Hagobian  
220 S. Kenwood Street # 210  
Glendale, CA 91205

**RE: ADMINISTRATIVE DESIGN REVIEW  
CASE NO. PDR 1407748  
3460 Emerald Isle Drive**

Dear Mr. Hagobian,

On August 20, 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 proposing to construct a new, 473 square-foot detached accessory building (guest house) and a new 1,089 square-foot open deck above on the downhill sloped portion of the lot behind the existing 3,994 square-foot single-family house in the R1R Zone, Floor Area District III located at **3460 Emerald Isle Drive**.

#### **CONDITIONS OF APPROVAL**

After a review of the plans, exhibits and consideration of community input, the Director of Community Development has placed the following conditions of approval on this project:

1. All lighting shall be directed towards the existing swimming pool area only and shielded away from adjacent properties and the canyon/hill side.
2. Avoid stepped retaining walls at the front and sides and propose walls with a slope top that follows the contours of the site.
2. Cast stone moldings or like material shall be used at the window surrounds; details and profiles appropriate to the specific feature will be provided for staff review and approval. No styrofoam window trims.
3. Show simple railing design for the new steps leading to the new accessory building.

#### **SUMMARY OF THE DIRECTOR OF COMMUNITY DEVELOPMENT'S DECISION**

**Site Planning** –The site planning appears consistent with the character of the neighborhood and the intent of the Design Guidelines for the following reasons: The new accessory building is appropriately located on the site, the overall existing site plan conditions will remain and the project is consistent with the general neighborhood pattern. The new accessory building is proposed at the rear of the house, built into the hillside and steps down following the natural down-hill sloping topography at the rear of the property. The interior setbacks along the north and south sides of the accessory building face the rear open space area of neighboring properties, which will not raise any privacy concerns. The properties abutting to the rear include an undeveloped property and a single family house facing Chevy Chase Drive. While

the rear property line of the subject site abuts the rear property of the house facing Chevy Chase Drive, there is a significant distance between the proposed accessory building and the existing house facing Chevy Chase Drive. Further, the property facing Chevy Chase Drive is located at a higher elevation compared to the location of the new accessory building. Thus, the proposed development will not raise any privacy concerns for this property.

**Mass and Scale** –The proposal’s sensitivity to height, roofline, mass and scale will be consistent with the existing building, the neighborhood and the intent of the Comprehensive Design Guidelines. As proposed, the existing overall height of the accessory building will be 12 feet. The applicant has made an effort to minimize any appearance of inappropriate building mass by incorporating appropriate fenestration, window trim and introducing a covered patio, which breaks up the horizontal façade.

**Building Design and Detailing** – The proposed design and detailing is comprised of appropriate materials, colors and details and complements the materials and details on the main house. However, the proposed styrofoam window trim is not appropriate. Staff recommends using cast stone moldings for the window trim. As proposed, the accessory building will be consistent with the intent of the Comprehensive Design Guidelines as it relates to applying colors and materials which blend with the hillside. The overall design concept shows inherent logic as it relates to the use of materials, design features and proportions.

**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, Milca Toledo, at 818-937-8181 or via email at mitoledo@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:** R1R-III Restricted Residential.

**ENVIRONMENTAL CONSTRAINTS:**

- Indigenous Trees: There are protected tree(s) on or within 20 feet of the subject property. Indigenous Tree Mitigation Measures were issued by the City’s arborist.
- Historic Preservation: The staff reviewed the existing house with the City’s Historic Preservation Planner. The house does not meet the criteria for listing on any National, State, or Local Register for Historic Resources, and it is not considered a historic resource under the California Environmental Quality Act (CEQA).
- CEQA Status: Exempt per CEQA Guidelines, Section 15301, Class 1 Existing Facility.

**NEIGHBORING ZONES AND USES:**

	Zoning	Existing Uses
North	R1R-III	Single Family Dwelling
South	R1R-III	Single Family Dwelling
East	R1R-III	Single Family Dwelling
West	R1R-III & ROS III	Single Family Dwelling & Vacant
Project Site	R1R-III	Single Family Dwelling

**DESIGN GUIDELINE REVIEW AND STAFF ANALYSIS**

Comprehensive Design Guidelines were approved by the City Council for single-family developments on November 29, 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. The houses in this neighborhood were designed in a variety of architectural styles built in late 60's and early 70's. Many homes in the immediate area are two-stories in height.

**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	19,154 sq. ft.	9,569 to 50,112 sq. ft.	18,216 sq. ft.
Setback	73 ft.	18 ft. to 300 ft.	20ft.
House size	2,787 sq. ft.	2,052 to 3,878 sq. ft.	3,994 sq. ft. (house) plus 473 sq.ft. guest house
Floor Area Ratio	0.17	0.06 to 0.36	0.25
Number of stories	85% are 2-stories	1 to 2-stories	2-story

- 1. Site Planning** – The lot size is 18,216 square feet. The property is currently developed with a two-story 3,994 square-foot single-family house with an attached 658 square-foot garage at the front of the property. The lot has an irregular shape. The topography consists of gently sloping terrain at the front and steeply sloping downhill terrain at the rear. However, the house is situated on a relatively flat pad. The front setback to the house is and will remain 20 feet from the front property line. The construction will take place at the rear of the house on the downhill sloped portion of the lot. The proposal includes a 1,089 square-foot expansion of the existing pool deck and construction of a new 473 square-foot guest house underneath. The deck will serve as the roof of the new guest house. It will essentially cover the entire footprint of the guest house and cantilever. The new guest house is built into the hillside and steps down according to the sloping topography. The proposal involves grading 280 cubic yards of cut, 8 cubic yards of fill and 272 cubic yards of export in conjunction with the project. Interior setbacks along the side of the guest house will be ten feet on each side. New on-grade steps are proposed leading from the deck above to the new guest house underneath.

While a portion of the slope will be disturbed as a result of the proposed construction of the guesthouse, the remainder of the rear of the lot will be maintained with natural vegetation, 78% ungraded open space. Existing vegetation includes chaparral, bushes, and other native hillside vegetation. Approximately 60 percent of the site will be landscaped with planting areas located in the street-front yard facing Emerald Isle, the sides and the rear of the property as described above.

**Building Location:** The construction will take place at the rear of the house on the downhill sloped portion of the lot. The new guest house is built into the hillside and steps down according to the sloping topography.

**Landscaping, Yards and Usable Open Space:** Code requires a minimum 40% landscaping. A total of 60% of the property will remain landscaped. The size of the landscaping and open space will be reduced to accommodate the guest house, yet the yard area locations will be similar to the existing condition. The project proposes 78% ungraded open space.

**Garage Location and Driveways:** The existing driveway and garage location facing Emerald Isle will remain unchanged. No changes are proposed to the garage or driveway. However, staff recommends adding additional landscaping between the driveway and the walkway to the house in order to soften and reduce the amount of paving at the front.

**Site Walls:** New retaining walls are proposed in conjunction with the construction of the new guest house/deck. The new retaining walls will range from one to five feet high which meets code. The rear retaining wall will serve as a building wall for the new guest house. No changes to the existing fences and walls are proposed at this time.

**Privacy:** The guest house and deck above are located behind the house on the down hill portion of the lot. The new accessory building and deck will be readily visible from Chevy Chase Drive. However, there are no sidewalks on Chevy Chase Drive at this location and vehicular traffic travels at a relatively high speed, so one would have to park, get out of the car, and look at the property from a distance across the hillside. The new accessory building is set back approximately ten feet along the northerly and southerly property lines. However, there are retaining and planter walls and steps located within the interior setback area. The interior setback along the north and south sides of the accessory building face the open space portion of neighboring properties, which will not raise any privacy concerns. The properties abutting to the rear include an undeveloped property and a single family house facing Chevy Chase Drive. While the rear property line of the subject site abuts the property facing Chevy Chase Drive, there is a significant distance between the proposed accessory building and the existing house facing Chevy Chase Drive. Further, the property facing Chevy Chase Drive is located at a higher elevation compared to the location of the new accessory building. Thus, the proposed development will not raise any privacy concerns for this property.

- 2. Mass and Scale** – The subject property is located in the R1R zone where the neighborhood is comprised of primarily two-story homes with the exception of a few properties that are one story in height. As proposed, the existing two-story house will remain unchanged. The new one-story, 473 square-foot guest house is proposed approximately 24-feet behind the house, towards the center, rear sloped portion of the lot. Accordingly, the new guest house will be built into the hillside and step down following the contours of the site. The roof of the guest house will be the new expanded 1,089 square-foot open deck area.

The project is compatible with the existing house as it relates to mass and scale. The use of colors, materials, details, railing and fenestration provides interest to an otherwise simple horizontal box. The building is designed to meet the minimum setback as regulated in the Zoning Code, i.e., ten-foot minimum interior setback. Applying this requirement provides the necessary open space between abutting properties. The railing on the deck, fenestration and covered patio opening appropriately articulates the building and minimizes an otherwise long horizontal façade. The overall height of the guest house is 12 feet from its lowest point to the top of the railing, which complies with the maximum height allowed by the Zoning Code. As proposed, the mass and scale is consistent with the Comprehensive Design Guidelines.

**Relate Buildings to Existing Context:** The new deck/guest house will be located on the downhill sloped portion of the lot at the rear. Thus, the existing house will continue the same roofline form and design. No changes to the setbacks are proposed to the street front and interior sides of the house.

**Building Height:** Twelve feet from the lowest point of the guest house to the top of the railing on the roof deck above.

**Setbacks:** A ten foot interior setback is required and proposed for the new guest house and deck. The accessory building is set back 10 feet from the interior property line, however, there are retaining and planter walls and stairs located within the interior setback in compliance with the Zoning Code.

**Roof Forms:** The guest house will have a flat deck on top which serves as the roof of the building.

3. **Design and Detailing** – The design and detailing of the proposed 473 square-foot guest house is appropriate. Its design is proposed to match the colors and materials of the main house. No particular style can be identified for the existing house or the guest house. The guest house will be constructed with stucco, sliding vinyl windows, with a foam window surround. The deck railing will be metal with a similar design pattern and color to match the railing on the house as viewed on the rear house elevation.

**Windows and Doors –**

The guest house will be constructed with stucco and vinyl sliding windows. The applicant is proposing a foam window surround. Foam treatment for window trim is not a satisfactory material and does not enhance the design of the guest house. Staff recommends a condition be included to use a higher quality material such as cast stone moldings.

**Finish Materials and Colors:** The proposed finishes and materials will match the house as closely as possible, and will include:

- Stucco – La Habra, min 7/8" thick, color to match with the main house.
- Railing - Metal railing pattern and color to match the main house.
- Fenestration – White vinyl, sliding, clear glass to match the house.

**Paving Materials –**

- No changes are proposed to the hardscape and driveway.

**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 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 **September 4, 2014**, at the Permit Services Center (PSC), 633 East

Broadway, Room 101, Monday thru Friday 7:00 am to 12:00pm, or at the Community Development Department (CDD), 633 East Broadway, Room 103, Monday thru Friday 12:00 pm to 5:00 pm.

**APPEAL FORMS available on-line:** [www.glendaleca.gov/appeals](http://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**

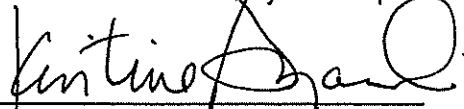
The applicant is further advised that all subsequent contact with this office regarding this determination must be with the case planner, Milca Toledo, who acted on this case. This would include clarification and verification of condition compliance and plans or building permit applications, etc., and 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, Milca Toledo, for stamp and signature prior to submitting for Building plan check. Please contact Milca Toledo directly at 818-937-8181 or via email at [mitoledo@glendaleca.gov](mailto:mitoledo@glendaleca.gov).

Sincerely,

HASSAN HAGHANI  
Director of Community Development



Urban Design Studio Staff  
HH:JP:mlt