

**August 12, 2014**

**Applicant:**

Steve Nuetzel  
1660 Poppy Peak Drive  
Pasadena, Ca. 91105

**RE: ADMINISTRATIVE DESIGN REVIEW  
CASE NO. PDR 1415243  
3909 Mayfield Avenue**

Dear Mr. Nuetzel,

On August 12, 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 approximately 1,025 square feet to a 1,255 square-foot single-family residence in the R1 Zone, Floor Area District II located at **3909 Mayfield Avenue**.

**CONDITIONS OF APPROVAL**

1. Remove the proposed motor court.
2. The existing driveway in the street front setback area should be reduced in width to a maximum of 10 feet and replaced with permeable materials.
3. The new driveway at the side of the house should be designed similarly in width and permeable materials used.
4. That area on either side of the driveways should be landscaped with drought tolerant plants.

**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. The existing neighborhood is comprised of one-story homes. The proposed addition is an expansion of the existing one-story home toward the side and front of the lot. The proposed addition will not intrude into the front setback and will be consistent with street front setbacks of other homes on the block. In fact, the addition will be 57 feet back from the street front property line, where the average is about 29 feet.

**Mass and Scale** –The proposal's sensitivity to height, roofline, mass and scale will be consistent with the existing building, the neighborhood and the City's Design Guidelines. The proposed addition is an expansion on the existing first floor. It will not exceed the existing height and provides articulation through its varied planes.

**Building Design and Detailing** – The proposed design and detailing are comprised of good quality materials, colors, details and appears internally consistent by enhancing the updated

mid-century modern building design. The proposed addition complements the existing house and the neighborhood by its use of stucco, window treatments and proposed modified bitumen rolled roofing and will be consistent with the intent of the Design Guidelines.

**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, Brad Collin, at 818-548-3210 or via email at [bcollin@glendaleca.gov](mailto:bcollin@glendaleca.gov).**

**PROJECT ANALYSIS**

**PROJECT DESCRIPTION:** The applicant is proposing an addition at the existing first floor level toward the front and side of the existing house. The addition would be about 1,025 square-feet; approximately 57 feet from the street front property line and approximately 60 feet from the easterly property line. In addition, the exterior aluminum windows will be replaced with aluminum windows. The house addition will match the existing style, colors and materials.

**CONTEXT**

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

**ZONE:** R1 (Floor Area District II)

**ENVIRONMENTAL CONSTRAINTS:**

- **Indigenous Trees:** There are many oak trees located on the property or within 20 feet of the subject property. The applicant is working with Ann Marie Sheets and an arborist on ways to protect the existing trees during construction. No trees are being proposed to be removed.
- **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	R1-II	Single Family Dwelling
South	R1-II	Single Family Dwelling
East	R1-II	Single Family Dwelling
West	R1-II	Single Family Dwelling
Project Site	R1-II	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 building in the late 1960's and early 70's. The neighborhood is comprised of primarily one story homes.

**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	10,303 sq. ft.	6,770 to 16,990 sq. ft.	30,000 sq. ft.
Setback	23 ft.	11 ft. to 170 ft.	57 ft.
House size	1,640 sq. ft.	929 to 3,141 sq. ft.	2,280 sq. ft.
Floor Area Ratio	.17	0.08 to 0.33	0.08
Number of stories	94% of homes are 1- story	1 to 2-story	1-story

- 1. Site Planning** – The property is currently developed with a single-family house and a detached garage. The lot has a parallelogram shape. The topography consists of gently sloping terrain from the front towards the rear. However, the house is situated on a relatively flat pad. There are no changes proposed to the front setback. The addition will be located at the front and to the side of the existing house and will be set back approximately 57 feet from the street front property line and approximately 60 feet from eastern property line. No changes are proposed for the landscaping, garage and driveway. However, the applicant is proposing a new motor court beyond the street front setback approximately 28 feet from the street front property line. Approximately 83 percent of the site will be landscaped with visible planting areas located in the street-front yard facing Mayfield and at the rear and sides of the property.

**Building Location:** The single-story addition will be attached to the side and front of the existing house. The addition will provide a 57 foot setback from Mayfield Avenue. The existing detached garage and rear yard area will remain “as is”.

**Landscaping:** Approximately 83 percent of the lot will be landscaped, which exceeds the 40 percent minimum required.

**Garage Location and Driveways:** The existing detached, two-car garage at the rear of the property is consistent with the typical location of garages in the neighborhood. No changes are proposed to the garage or driveway.

**Site Walls:** No changes to the site walls.

- 2. Mass and Scale** – The proposed addition extends the footprint in the front and to the side of the existing building mass. The new addition will provide greater articulation at the front façade. The profile of the house, as seen from the street, should not appear altered since the first floor is setback approximately 57 feet from the front property line and the roof height will be similar to the existing roof line. In addition, the shed roof forms will be consistent with the existing roof. The proposed massing is compatible with the existing house and is consistent with the Design Guidelines.

**Relate Buildings to Existing Context:** The single-story addition to the existing house will continue the same roofline form and design as the existing single-story house. No changes to the setbacks are proposed to the street front and interior sides of the house.

**Scale and Proportion/Monumentality:** The proposed house addition is comparable to the existing mass, scale and proportions. The addition to the existing house will not change its overall height of 21 feet six inches.

**Roof Forms:** The shed roof form and slope for the house addition will match the existing house.

3. **Design and Detailing –** The design and detailing of the 1,025 square-foot addition is consistent with the existing architecture. The proposal will maintain and actually enhance the updated mid-century modern building design influence of the original house. This is done by utilizing modified bitumen rolled roofing, vertical scores in CMU walls, exterior wood posts and beams and rafters, bronze aluminum windows, five foot overhangs. Overall the detailing reinforces the building design.

**Windows and Doors –**

- The addition will be use single light French doors and aluminum windows. New windows will be nail-in, casement and fixed windows; and will be bronze in color as depicted on the submitted material board.

**Finish Materials and Colors –**

- The proposed finishes and materials will provide a varied textural interest, which will include: wood, stone, glass, metal, and plaster – wood and block will retain their natural colors, plaster and metal surfaces are painted or anodized in two basic colors: putty and bronze.
- Roof – modified bitumen rolled roofing.
- Aluminum Windows – Milgard - casement and fixed, bronze color

**Paving Materials –**

- No changes are proposed to existing driveway in the street front setback; however, there will be a new concrete motor court in front of the addition. Staff is recommending that this new motor court be removed and replaced with a 10 foot wide driveway that is designed with permeable materials. In addition, Staff is recommending that the existing driveway be reduced in width and also be designed with permeable materials.

**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 **August 28, 2014**, in the Building and Safety Division, 633 E. Broadway, Room 101.

**APPEAL FORMS available on-line:**

<http://www.ci.glendale.ca.us/planning/SubmittingAProject.asp>

**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, Bradley Collin, for stamp and signature prior to submitting for Building plan check. Please contact Bradley Collin directly at 818-548-3210 or via email at [bcollin@glendaleca.gov](mailto:bcollin@glendaleca.gov).

Sincerely,

HASSAN HAGHANI  
Director of Community Development

  
Urban Design Studio Staff

HH:JP:BC