glendale california

City of Glendale
Community Development
Planning & Neighborhood Services

633 E. Broadway, Room 103
Glendale, CA 91206-4311
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www.glendaleca.gov

March 20, 2017

Amber Keltner
3737 Aguilar Street
Los Angeles, CA 90065

RE: ADMINISTRATIVE DESIGN REVIEW CASE NO. PDR 1627185
1929 VASSAR STREET

Dear Ms. Keltner,

On March 20, 2017, the Director of Community Development, pursuant to the provisions of the Glendale Municipal Code, Title 30, Chapter 30.47, **APPROVED** your design review application add a 173 square-foot ground level addition, 416 square-foot second level addition and a 418 square-foot attached two-car garage to an existing one-story 1,414 square-foot single-family dwelling located on a 7,997 square-foot lot, zoned R-3050 (Moderate Density Residential), located at **1929 Vassar Street**.

CONDITIONS OF APPROVAL:

1. Groundcover used within the new concrete driveway pattern must consist of California-friendly plants that require low water use for maintenance and that are included in the Metropolitan Water District's California Friendly Garden Guide catalogue, available at http://www.bewaterwise.com.

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 proposed location of the rear addition will be compatible with the existing and adjacent buildings. The first and second level additions will be located at the rear yard and away from the street maintaining the prevailing street front setback of the neighborhood.
- The existing driveway leading to the new attached two-car garage will be maintained and will not require new curb cuts. A new section of concrete driveway will be integrated with drought tolerant landscaping strips.

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

- The overall mass of the building is appropriate for the neighborhood and blends well with the neighborhood context.
- The overall height of the building will be 23'-5". The second floor of the building is stepped away from the street front property line approximately 78 feet reducing the mass and scale of the new building.
- The neighborhood is comprised of primarily one-story single-family residences and several two-story multi-family residences. The new second story addition at the rear of the single-family dwelling is consistent with the varied mass and scale of the neighborhood's buildings.

- The placement of the addition towards the rear allows the one story mass facing the street to maintain its visual relationship with the other single-story homes remaining on the block.

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

- The proposed materials for the rear addition include an appropriate combination of cementitious fiberboard shingle and lap siding, and composition roof shingles.
- The configuration, material and finish of the windows are complementary and appropriate. The new windows will feature aluminum-clad block frames with simulated divided lites. A combination of casement, awning and fixed windows are proposed and will be treated with flat wood trims and wood sills.
- The first and second level additions incorporate cladding and detailing that complements the Craftsman-style of the dwelling.

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, Dennis Joe, at 818-937-8157 or via email at djoe@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 **April 04, 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, **Dennis Joe**, 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, Dennis Joe, for stamp and signature prior to submitting for Building plan check. Please contact Dennis Joe directly at 818-937-8157 or via email at djoe@glendaleca.gov.

Sincerely,

PHILIP LANZAFAME
Director of Community Development

Urban Design Studio Staff

CC: Kevin P. Krupitzer & Kathlyn Smith, Property Owners