glendale california

City of Glendale
Community Development Department
Planning Division

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July 14, 2017

Kaaren Khoudikian
6906 Foothill Blvd,
Los Angeles, CA 91042

RE: 1251 ALLEN AVENUE
ADMINISTRATIVE DESIGN REVIEW PDR 1707816

Dear Mr. Khoudikian:

On July 14, 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 for a total of 383 square-foot addition (32 square-foot, single-story addition and 351 square-foot, two-story addition) to the first and second stories at the rear of the existing 1,856 square-foot, two-story single-family residence with the existing detached two-car garage on a 7,533 square-foot lot located in the R1 (Low Density Residential) Zone, Floor Area Ratio District I, located at **1251 Allen Avenue.**

CONDITIONS OF APPROVAL:

1. Submit drawings to show vertical wood or synthetic wood siding for the wall finish of the first floor addition.
2. Submit a section drawing of the proposed windows to show new windows will be appropriately recessed within the walls and will have wood or synthetic wood trim and sills to match the existing windows throughout the house.
3. Submit specification of the new sidelight windows to be consistent with the windows throughout the house.

SUMMARY OF THE DIRECTOR OF COMMUNITY DEVELOPMENT'S DECISION

Site Planning – The proposed site planning is appropriate, as modified by any conditions, to the site and its surroundings for the following reasons:

- The proposal will not alter the site planning of the subject property and is consistent with the site planning of the neighborhood.
- The two-story addition will extend to the rear of the residence and maintain the existing 26'-0" front setback. The addition will also maintain the existing 3'-6" interior setback on the north side and 5'-5" interior setback on the south side of the house.
- There are no proposed changes to the existing two-car garage and existing driveway access from the alley at the rear of the lot.
- There are no proposed changes to the existing landscape.

Mass and Scale – The proposed massing and scale are appropriate, as modified by any conditions, to the site and its surroundings for the following reasons:

- The scale and proportion of the proposed addition are compatible with the mass and scale of the existing house. While the neighborhood is comprised of primarily one-story single-family residences, the extension of the existing two-story single-family residence is consistent with both the original massing and the varied mass and scale of the several of fine neighborhood's other buildings.
- The two-story addition (351 sq.ft.) at the rear of the house and the minor first floor addition (32 sq.ft.) at the south side of the house will maintain the original architectural concept and appearance of the Colonial Revival style house.
- The shed roof extension of the first floor addition is consistent with the overall roof forms and scale of the house.
- There is no change to the overall height of 24'-0" of the house.
- The two-story addition will extend the existing two-story volume to the rear of the property without changing the height (approximately 22 feet) and the pitch (7:12) of the rear cross-gable roof and this allows the massing of the house facing the street to remain intact.
- The four shed dormers proposed at the rear roof will not change the overall scale and massing of the house. The new dormers will create more functional living spaces at the second floor while maintaining the proportions of the existing roofs.
- The new patio cover and the new 60 square-foot balcony at the rear of the house are consistent with the overall scale and mass of the house and neighboring properties.

Building Design and Detailing – The proposed design and detailing are appropriate, as modified by any conditions, to the site and its surroundings for the following reasons:

- The proposed architectural details and materials are consistent with the architectural style of the existing house.
- The existing horizontal wood siding will be replaced with Hardie board siding which is appropriate to the architectural style of the house and recalls the existing wood cladding.
- The new dormers and the side facades of the second-floor addition will have Hardie board siding to match the wall finish detail through the house. However, the rear side of the addition will have smooth stucco finish.
- There are no proposed changes to the existing vertical wood siding on the first floor projecting wings to the north and south side of the house. A condition of approval is recommended to submit drawings to show the use of vertical wood or synthetic wood siding for the wall finish of the first floor addition to match the existing wall finish at the first floor projecting wing.
- There are no proposed changes to the existing traditional wood windows. The material, type, and size of the new windows for the addition will be appropriate to the style of the house. The new windows will be fiberglass, casement windows with external grids. A condition of approval is recommended to submit a section drawing of the proposed windows to show new windows will be appropriately recessed within the walls and will have wood or synthetic wood trim and sills to match the existing windows throughout the house.
- There are no proposed changes to the existing front porch, stucco finish posts, pediment, and the wood paneled entry door. The tall sidelight windows are proposed on either side of the entry door, which are appropriate to the design. A condition of approval is recommended to provide specification of the new sidelight windows to be consistent with the existing windows of the house.
- The small new window openings at the second-floor addition (dormer windows) are appropriately far from the neighboring properties.

- The new 60 square-foot balcony at the rear of the house respects the privacy of the neighboring properties by maintaining appropriate distances from the adjacent properties.
- The fiberglass roof shingles are proposed for the new roof and to replace the existing roofing material, which is appropriate to the style of the house.
- There are no proposed changes to the existing lattice fence and gates facing the street.
- There is no proposed change to the existing brick chimney.

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, Aileen Babakhani, at 818-937-8331 or via email at ababakhani@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 **July 31, 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, **Aileen Babakhani**, 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, Aileen Babakhani, for stamp and signature prior to submitting for Building plan check. Please contact Aileen Babakhani directly at 818-937-8331 or via email at ababakhani@glendaleca.gov.

Sincerely,

PHILIP LANZAFAME
Director of Community Development

Urban Design Studio Staff

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