glendale california

City of Glendale
Community Development Department
Planning Division

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March 23, 2018

Oksen Babakhanian
6854 Foothill Blvd.
Tujunga, CA 91042

RE: ADMINISTRATIVE DESIGN REVIEW CASE NO. PDR 1728079
3930 SANTA CARLOTTA STREET

Dear Mr. Babakhanian:

On March 23, 2018, the Director of Community Development, pursuant to the provisions of the Glendale Municipal Code, Title 30, Chapter 30.47, **APPROVED WITH CONDITIONS** your design review application to construct a 199 square-foot, one-story addition at the front and a 789 square-foot, one-story addition at the rear of the existing one-story, 1,338 square-foot, single-family residence (built in 1956) with an existing attached two-car garage on a 9,033 square-foot lot located in R1 zone (Low Density Residential), Floor Area Ratio District II located at 3930 Santa Carlotta Street.

CONDITIONS OF APPROVAL:

1. Include tree protection details and the accurate extent of the driplines for the two oak trees on final drawings to address the City's Urban Forestry approval requirements.
2. Show external grids for the new window at bedroom #1 on the west elevation (adjacent to the garage), which is visible from the public right-of-way.
3. Specify the material of the stone veneer cap to be compatible with the style and design concept.
4. Include eave details on final drawings to match the existing eave details.
5. Provide or designate a trash storage area on site that adequately screens the bins from public view.

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 proposed addition at the front and rear of the existing one-story house will not alter the site planning of the existing house significantly.
- The front addition will infill the existing recessed portion at the front of the house while maintaining the existing interior setback of 5'-3" at the east side of the house. The front addition will be setback 46'-4" from the front property line and the existing street front setback of 27'-0" will not be changed.

- The rear addition will provide adequate distances from adjacent properties by providing 8'-9" interior setback at the west side of the house and 5'-9" interior setback at the east side of the house.
- The majority of the existing landscape including two existing oak trees on the lot will remain unchanged. New drought tolerant landscaping complementary to the building design will be added along the east elevation, the existing driveway access at the front setback, and at the front of the proposed addition at the front of the house. The proposal will not have significant impacts on the existing oak trees. The City's Urban Forestry Section will require final plans include tree protection details and the accurate extent of the driplines of the two oak trees.
- The existing gate at the east side of the house will be moved to a new location towards the rear of the property. A new wood fence, appropriate to the style of the house, will be added.

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 addition's roof, building mass, and proportion are consistent with the existing house and surrounding neighborhood context.
- The front addition will create an appropriate volume at the front elevation, which is consistent with the overall architectural concept and neighborhood pattern.
- The front addition's roof will be gable-on-hip similar to the existing roof style.
- The additions will not increase the overall building height of 15'-2" since the ridgeline of the existing roof will remain unchanged.
- The two new roofs (gable-on-hip) at the rear of the house will be extended from the existing hipped roof and are appropriate to the overall design concept.

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 overall proposed architectural style and details including wall finish (stucco), the location and texture of stone veneer wainscot, and new roofing material (asphalt shingles) are appropriate to the design concept and architectural style of the existing house. A condition of approval is recommended to specify the material of the stone veneer cap be compatible with the style.
- New eave details are not shown and drawn accurately. A condition of approval is recommended to show the new eave details on final plans to match the existing eave details.
- The proposed bay window at the front addition is well integrated into the overall design.
- The existing diamond grid wood window at the front elevation of the garage will remain unchanged; however, new side shutters and new wood trim and sill will be replaced to match the existing.
- The location and detail of the new windows are appropriate to the overall design concept. The windows at the front elevation (except the front window at the garage) and the first immediate windows at the side elevations will be fiberglass casement or fixed windows with external grids. The remaining windows will be vinyl casement, double hung, or fixed windows with internal grids. All windows will have wood trim and sill and will be recessed within the walls. A condition of approval is recommended to use external grids for the new window at bedroom #1 on the west elevation (adjacent to the garage), which is visible from the public right-of-way.

- The new front entry with a new single wood door and sidelights is setback appropriately in the front porch.
- The new garage door is a steel door and appropriate to the design.
- The new air conditioning unit will be located at the west side of the house and screened from view.

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.

RESPONSES TO COMMUNITY INPUT RECEIVED DURING COMMENT PERIOD

1. **It appears that space for vehicle parking has been reduced by the proposed addition. This impacts adjacent owners ability to park on the street as well as placing trash bins on street for pickup.**

   Pursuant to the provisions of the Glendale Municipal Code, Title 30, the required parking spaces are provided on the site in the existing two-car garage. While the proposal will reduce the driveway length, the driveway is for temporary parking of vehicles and is not considered as required parking.

2. **During construction, porta potty should not be placed on sidewalk or adjacent to sidewalk.**
3. **Track out or placement of dirt and other debris on the roadway including the bicycle lane should be removed immediately.**
4. **Dust should be controlled.**
5. **No double parking of construction vehicles or blockage of neighbor's driveway.**
6. **Noise ordinance should be followed including times for construction.**
7. **The proposed construction shall not rinse of newly laid concrete and contaminated water flowing off the subject property onto the neighbors' properties and then into the street gutter since the neighbors have been impacted by the same issue for the recent home additions/modifications performed in the block.**

Responses to comments 2-7: All of the comments are related to the construction phase, which will be addressed, regulated, and if necessary conditioned during the permit process by various City departments.

8. **Trash should not be placed on public right of way such as sidewalk or street and if so, should be removed immediately.**

A condition of approval is included in this decision to provide or designate a trash storage area on site that adequately screens the bins from public view. The off-site trash services are regulated by the Integrated Waste Management Division.

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 9, 2018** 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 5:00 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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