glendale california

City of Glendale
Community Development Department
Planning Division

633 E. Broadway, Room 103
Glendale, CA 91206-4386
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October 8, 2018

Won Cho
501 S. Fairfax Ave. #205B
Los Angeles, CA 90036

RE: ADMINISTRATIVE DESIGN REVIEW APPLICATION NO. PDR1801738
3622 Santa Carlotta Street

Dear Mr. Cho:

On October 5, 2018, 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 additions totaling 514 square-feet (SF) to an existing one-story 1,348 SF single-family house (built in 1951), and a new 253 SF outdoor deck at the rear on a lot that is 9,120 SF in size and zoned R1-II.

CONDITIONS OF APPROVAL:

1. Retaining wall along interior property line within front setback must be lowered to a maximum height of 18".

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 additions and deck are located on the existing building pad and are appropriately sited as they will not require additional grading. The addition between the house and garage will infill an existing area in a manner that will not affect the overall footprint in any way that will have a negative impact on adjacent properties.
- The existing paving and landscaping around the new building outline are being maintained, and two new planting areas are being added.

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

- The massing and scale of the project proposal are minimal as seen from the street. The site slopes downhill from the street with the floor of the existing street-facing garage being located five feet below street level and the primary structure ten feet below street level. Although the additions are being added between and at the rear of the existing buildings, the total roof height is being increased by 3 feet on the east half of the building (for a total height of 19 feet, 32 feet from the street) and one foot on the west half (for a total height of 15 feet, 65 feet from the street). Because of the down-slope of the site and the distance from the street, however, the height increase is minimized and is still compatible in scale with other buildings on the street.

- The roof forms are varied and slope downward away from the street, consistent with the slope of the site; thus, they avoid a sense of monumentality and minimize the visual impact of the overall building form.

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

- The existing midcentury modern residence is being modified to a well-designed contemporary style using high-quality materials, natural finishes facing the street, and appropriate window proportions and placement.
- The building uses natural materials and colors including wood paneling for the entrance and garage façades, and gray-colored stucco for the remaining facades that are compatible with neighboring properties.
- The windows (new and all existing to be replaced) are dark-colored aluminum, consistent with the dark trim of the building style, with recessed block frames and stucco edge detail.
- The entryway is a prominent yet simple door facing the street in a style consistent with that of the building.
- The rear deck is located on an existing patio area, with over 50 feet of terraced landscaping, walls, and trees between it and the adjacent downhill property; thus it does not create a privacy issue.

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, Cassandra Pruett, at 818-937-8186 or via email at cpruett@glendaleca.gov.

RESPONSES TO COMMUNITY INPUT RECEIVED DURING COMMENT PERIOD

Staff did not receive any community input during the comment period regarding this application.

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 **October 23, 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 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.

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, **Cassandra Pruett**, 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, Cassandra Pruett, for DRB stamp and signature prior to submitting for Building plan check. Please contact Cassandra Pruett directly at 818-937-8186 or via email at cpruett@glendaleca.gov.

Sincerely,

PHILIP LANZAFAME
Director of Community Development

Jay Platt, Senior Urban Designer

JP:cp