glendale california

City of Glendale
Community Development Department
Planning Division

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November 8, 2018

Peter Kwon
12400 Ventura Blvd. #425
Studio City, CA 91604

RE: ADMINISTRATIVE DESIGN REVIEW CASE NO. PDRNRAF1816803
2424 HOLLISTER TERRACE

Dear Mr. Kwon:

On November 8, 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 one-story additions totaling 1,855 square-feet (SF) and a new 63 SF front porch to an existing one-story 1,302 SF single-family house (built in 1932), on a 9,820 SF lot zoned R1R-II. The project is located at 2424 Hollister Terrace.

CONDITIONS OF APPROVAL:

1. New vinyl window frames shall be bronze in color; and any existing window frames shall be painted to match the new windows.
2. New window frames shall be recessed and have wood or hardie board sills.
3. Roof tiles on the garage shall be the same as approved for the primary building.
4. A trash bin location out of view from the street shall be provided for staff review.

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 will expand the building footprint in a manner appropriate to the significantly deep lot and consistent with other properties on the street.
- The existing 31-foot street front setback will be maintained and is consistent with the prevailing setback along Hollister Terrace. The existing 120-foot street front setback to the garage will be maintained.

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 modest as seen from the street. The front addition will fill in the existing front courtyard area and the overall building height (17'-6") will remain unchanged.
- The building massing is varied and broken up into multiple distinct forms, with a Spanish-style tower and arched passageway between two front facing gabled roof forms, and a larger side gabled roof form at the rear. The garage is located toward the rear of the property.

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

- The proposed modifications are consistent with the existing Spanish Revival style of the house. The multi-level variation in roof forms characteristic to this style will be

maintained, as will the Spanish tile roofing, window style, smooth stucco, and finish colors. The style of the original entryway, with an arched, covered passageway and square tower, will be maintained.

- Although the front façade will become more symmetrical, the asymmetry of the large front windows will help preserve the original asymmetry of the house.
- New windows and replacements will be consistent with the original style: recessed, block frame, bronze colored-vinyl frame, with stucco bullnose edge and wood sill.
- Window locations preserve privacy of adjacent homes.
- The decorative driveway paving will be preserved.

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 received one letter from a neighbor who opposes the project. The reason cited was that the addition of 1,855 SF to an existing 1,302 SF house and the front façade changes are too significant in scale to not warrant Design Review Board review as a new house.

The Zoning Code defines new construction as demolition of more than 50% of the existing building. In this case, proposed demolition is 40% and therefore, the project is not considered new construction.

As outlined in the staff report, 16% (300 SF) of the proposed additions are taking place at the front of the house; the remaining additions are located at the side and rear of the house with no change in building height, thus minimizing any appearance of massing increase from the street. Further, the front addition is filling in the existing courtyard area which has an existing low wall, and the proposed front porch is a replacement of the existing porch. The front setback is being maintained.

The proposed addition is compatible with the existing Spanish Revival style of the house and is well designed to ensure appropriate roof forms, window placement and design, and finish materials. The applicant has demonstrated full compliance with the zoning code and Comprehensive Design Guidelines.

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 **November 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

Kristine Agardi, Urban Design Studio Staff

KA:cp