CITY OF GLENDALE, CALIFORNIA
Community Development
Planning

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glendaleca.gov

November 27, 2018

Barbara Paderni
15500 Erwin Street #2669
Van Nuys, CA 91411

RE: ADMINISTRATIVE DESIGN REVIEW CASE NO. PDR 1824143
3431 SIERRA GLEN ROAD

Dear Ms. Paderni,

On November 26, 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 proposing to convert an existing 365 square-foot two-car garage into a family room, and to construct a new 701 square-foot, second story, addition, a and new attached 450 square-foot two-car garage to an existing one-story, 1,568 square-foot, single-family residence (constructed in 1955) on a 16,100 square-foot lot, zoned R1R, FAR District II, located at **3431 Sierre Glen Road**.

CONDITIONS OF APPROVAL:

1. Windows at the addition are to be installed with a recessed placement with wood sills and surrounds to match the existing windows at the first level.

2. Revise drawings to show locations of gutters and downspouts for staff review and approval prior to plan check submittal.

CONSIDERATION(S):

1. If removal of the dead tree is desired, the property owner must apply for a dead tree removal permit; however, the Urban Forester encourages retaining the dead tree as a wildlife snag.

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 project does not significantly alter the site planning of the lot.
- The location of the proposed additions and garage is consistent with the site planning pattern of the immediate neighborhood. The project will be sited away from Sierra Glen Road and toward the rear yard.
- The proposed first and second level additions will be outside of the construction zone of the dead Coast Live Oak at the rear of the property. The Urban Forester has recommended a consideration that the dead tree is retained to serve as a wildlife snag. If removal t is desired, the property owner may apply for a dead tree removal permit.

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 overall massing of the project will be compatible with the adjacent dwellings in terms of mass and scale. The maximum height of the two-story single-family dwelling will be 22-feet, 8-inches.
- The form of the additions relates well with the overall building concept and surrounding context of the neighborhood.
- The hipped roof forms will be consistent with the overall building design and relate well with the building 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 windows at the additions will include a combination of vinyl, hung and horizontal slider windows. A condition is included below for these windows should be installed with a recessed placement, wood sills and surrounds to match the existing windows at the first level, as well as match the appearance of the building portrayed on the rendered perspective.
- The project incorporates design details that are complementary to the desired style of the single-family dwelling. The board and batten siding and red brick base band at the street facing façade will remain to preserve a variety of materials at the street facing facade.
- A condition is included calling for the drawings to indicate the locations of downspouts and gutters for staff review and approval.

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 **December 12, 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. 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
EK:DJ