



**CITY OF GLENDALE, CALIFORNIA**

Community Development  
Planning

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Glendale, CA 91206-4311  
Tel. (818) 548-2140 Fax (818) 240-0392  
glendaleca.gov

June 20, 2019

Egor Shpak  
7233 Kelvin Ave #105  
Winnetka, CA 91306

**RE: 1271 Allen Avenue  
ADMINISTRATIVE DESIGN REVIEW APPLICATION NO. PDRNRAF1905060**

Dear Mr. Shpak:

On June 20, 2019, 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 1,460 square-foot (SF) two-story addition to an existing one-story, 798 SF single-family dwelling (originally constructed in 1932), located on an approximately 7,532 SF lot in the R1 (FAR District I) zone. The addition includes a 181 SF deck above a patio, located toward the interior of the property.

**CONDITION OF APPROVAL:**

A perimeter block wall shall be added to infill areas where the unpermitted work is being removed. The wall shall match the height and appearance of the existing perimeter block wall, subject to review and approval by the Director of Community Development.

**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 existing primary building and the proposed additions are set back from the frontage street over 90 feet.
- The two-story addition and deck are located toward the interior of the property, facing an existing pool.
- New landscaping proposed at the rear of the site will be drought tolerant.
- A condition has been added to require a perimeter block wall be added to infill areas where the unpermitted work is being removed. The wall shall match the height and appearance of the existing perimeter block wall, subject to review and approval by the Director of Community Development.

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

- The visual impact of the two-story addition is minimal because the second floor is relatively small and is set back from the frontage street by over 90 feet. It is further screened by the existing detached garage at the street front and a four to six feet tall perimeter wall around the entire property.
- The massing of the addition is broken up to appear less bulky. The second story has a smaller footprint than the first floor, stepping in 12 feet from the northeast side of the building.
- The second story roof is essentially flat, which minimizes the height (23'-4") of the building.

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

- The existing house will be updated to a Contemporary style to match the new addition. The proposed design is consistent with the Contemporary style and features asymmetrical forms, natural materials, low-pitched flat/gable roofs with overhanging eaves, windows located in gable ends, and an exterior deck.
- Materials include high-quality natural wood for the siding and front door, accented by a metal standing seam roof, metal deck railing, and exposed structural steel.
- Windows are recessed, black aluminum, and located to preserve the privacy of adjacent neighbors.
- The second-story deck is minimized in size, located toward the interior of the property, and set back from the property line by nine feet (including being set in from the building edge by three feet).

**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](mailto:cpruett@glendaleca.gov).**

#### **RESPONSES TO COMMUNITY INPUT RECEIVED DURING COMMENT PERIOD**

Staff did not receive any public comments during the comment period.

#### **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 5, 2019** 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 p.m. to 5:00 p.m.

#### **APPEAL FORMS available on-line: [www.glendaleca.gov/appeals](http://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](mailto:cpruett@glendaleca.gov).

Sincerely,

PHILIP LANZAFAME  
Director of Community Development



Kristine Agardi, Urban Design Studio Staff

KA:cp