



June 15, 2017

Jonathan Park  
746 S. Los Angeles Street  
Los Angeles, CA 90014

**RE: ADMINISTRATIVE DESIGN REVIEW CASE NO. PDR 1704309  
1967 GLENCOE WAY**

Dear Mr. Park:

On June 12, 2017, 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 add approximately 1,646 SF over the existing three-car garage attached to an existing three-story, 3,396 SF residence, located on a 52,707 SF (1.21 acre) lot, zoned R1R (FAR District II), located at **1967 Glencoe Way**.

#### **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 site plan building footprint will essentially remain the same except for the small addition of a stairwell between the garage and the bedroom on the ground floor. This addition is at the rear of the residence, beneath the projecting second floor overhang, and in a location that will not be visible from the street or the front of the house. No changes are proposed to the rest of the existing site plan.
- The 1,646 SF, second story addition, consisting of two new bedrooms, two bathrooms, a family room, pantry and stairwell, is proposed above the existing three-car garage and behind the 2nd and 3rd floors of the existing house (not visible from the street).
- No changes are proposed to the existing driveway, retaining walls, boundary fences, and interior yards.

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

- Although the resulting house will be larger than the average in the neighborhood survey (total area of 5,323 SF and an FAR of 10.1%, while the average in the neighborhood survey is 2,564 SF with an FAR of 11.8%), the proposed second-story addition at the rear of the existing three-story residence is appropriately designed and integrated within the project, and is compatible with the surrounding neighborhood because of its location.
- The 1,646 SF, second story addition is located behind the 2nd and 3rd floors of the existing house and will not be readily visible from the street. The rear yard extends over 80 feet from the addition to the easterly property line, abutting an up-sloped hillside adjacent to the 2 Freeway. The closest residences on each side are 50 feet away to the north, and 75 feet to the south. These substantial setbacks from adjacent neighbors and the location of the addition behind the existing three-story portion of the house set against a hillside result in a project whose massing will not be impacting the surrounding residences and neighborhood.

- The addition will feature the same side gable roof as the previous three-car garage roof, while a gabled projection for the family room facing the driveway helps break up the massing of the addition's approximately 50' long façade
- The overall height for the addition portion will be two-stories, and 27'-0" from the driveway grade. The existing overall height of the three-story residence will remain at 32'-0", which is the maximum permitted in the R1R zone.
- The proposed roof pitch remains 3:12, consistent with the remaining portions of the roof.

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

- The design of the addition is in character with the existing house. No changes are proposed to the front elevation facing the street, or to the façades of the existing three story portion of the residence. Detailing of the addition is consistent around the building (and garage).
- The proposed materials consist of smooth finish plaster, vinyl clad wood windows, EIFs moulding, asphalt shingles, and steel tube guard rail. The materials will match existing.
- Given that closest residences on each side are 50 feet away to the north from the addition, and 75 feet to the south from the addition, privacy is not an issue in this case.

**This approval is for the project design only. Administrative Design Review approval of a project does not constitute full 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, Vilia Zemaitaitis, at 818-937-8180 or via email at [VZemaitaitis@glendaleca.gov](mailto:VZemaitaitis@glendaleca.gov).**

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

Staff received one written statement regarding the project: a neighbor in the Montecito Park neighborhood sent an email in opposition to the project on June 9, 2017. Below are the main comment points and staff's responses:

1. The neighbor expressed concerns regarding the overall large size of the house and its influence on possible future mansionization in the neighborhood.

The overall size of the residence will be below the maximum floor area ratio for the property (5,323 SF proposed, maximum 7,271 SF permitted), and the addition will not be visible from the street and will only be visible from the two adjoining properties. Furthermore, neither adjacent neighbor submitted comments. The project consists of adding approximately 1,646 SF over the existing three-car garage attached to the rear of the existing three-story, 3,396 SF residence, for a total area of 5,323 SF and an FAR of 10%. The 1,646 SF, second story addition is located behind the 2nd and 3rd floors of the existing house and will not be visible from Glencoe Way. The rear yard abuts an up-sloped hillside adjacent to the 2 Freeway. The addition will only be visible from the two directly adjacent neighbors, whose houses are substantially setback from the property: the northerly neighboring house is 50 feet away to the north, and southerly neighbor's residence is 75 feet to the south. These substantial setbacks from adjacent neighbors and the location of the addition behind the existing three-story portion of the house set against a hillside essentially result in a project whose massing and size will not be impacting the surrounding residences and neighborhood. Although the resulting house will be larger than the average in the neighborhood survey (2,564 SF with an FAR of 12%), the proposed second-story addition at the rear of the existing three-story residence is appropriately designed and integrated within the project, and is compatible with the surrounding neighborhood because of size and location of the large property.

2. Comments were also made regarding the existing design of the house and the addition's continuation of its current style.

While staff cannot require the remodel of the existing structure, given that it is grandfathered in with its current appearance, staff has reviewed the design of the proposed new second story addition and has determined it to be appropriate for the existing structure. The second story addition above the existing single-story garage helps balance out the massing of the front three-story portion of the house with the addition at the rear. The revised elevations also feature similar materials and streamlined elements as on the existing residence, which helps blend the old with the new. Therefore, as discussed above, and in the staff report, consideration was taken to determine that the design is compatible.

### **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 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 **JUNE 30, 2017**, 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](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. 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**

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The applicant is further advised that all subsequent contact with this office regarding this determination must be with the case planner, **Vilia Zemaitaitis**, 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, Vilia Zemaitaitis, for stamp and signature prior to submitting for Building plan check. Please contact Vilia Zemaitaitis directly at 818-937-8154 or via email at [VZemaitaitis@glendaleca.gov](mailto:VZemaitaitis@glendaleca.gov).

Sincerely,

PHILIP LANZAFAME  
Director of Community Development



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Urban Design Studio Staff

RL:JP:vz