



July 25, 2017

Yuval Nissim  
16826 Gilmore Street  
Los Angeles, CA 91406

**RE: 3554 SANTA CARLOTTA STREET  
ADMINISTRATIVE DESIGN REVIEW CASE NO. PDR 1706030**

Dear Mr. Nissim:

On July 25, 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 to add a one-story, 314 square-foot addition to an existing one-story, 1,041 square-foot single-family house, originally constructed in 1955, on an approximately 6,804 square-foot lot in the R1 Zone, Floor Area District II, located at **3554 Santa Carlotta Street**. The proposed addition will face Dunsmore Avenue.

**CONDITIONS OF APPROVAL:**

1. That a revised window schedule shall be submitted to indicate that the new windows will be clear glass or have external muntin grids.
2. That a vertical window section detail shall be provided for staff review and approval that identifies the window recess, sill, and frame.
3. That the trash storage area shall be identified on the plans and located out of public view.
4. That the elevation drawings shall be revised to identify the downspouts and gutters for staff review and approval.

**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 new 314 square-foot addition will infill the area between the existing house and detached two-car garage, and will attach the house to the garage. This modification to the site planning and building footprint is appropriate.
- The existing garage is currently detached from the house by 12'-1", and there is a 5'-3" drop in elevation between the two structures. The addition will attach the two structures (house and garage), with stairs that lead from the driveway to the house. The proposed attached garage is appropriate to the neighborhood as the surrounding area (500' radius) features a mix of single-family homes with both detached and attached garages.
- Currently, the area between the house and the garage is a flat landscaped area with dirt and pavers for pedestrian circulation. While the proposed addition will infill this existing landscaped area, the project does not propose any significant alterations to the existing landscaping on-site. The project will maintain 73% landscaping which exceeds the minimum zoning code requirement.

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

- The 314 square-foot, single-story addition's building mass and proportions are consistent with the existing house and surrounding neighborhood, which features an eclectic mix of architectural styles that are primarily one-story in height. The property directly to the west of the project site is a one-story church.
- The proposed addition is compatible with the mass, scale, and proportions of the existing house. The overall height of the existing one-story home will remain at 21'-2", where the maximum height allowed in this zone is 25'-0" for a house with a pitched roof.
- The existing house features a hipped roof design with a 4:12 roof pitch throughout. The roof form of the proposed addition will match the existing house.

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

- The new windows of the addition will be white vinyl, with two new single-hung windows along the façade facing Dunsmore Avenue and a small slider window for a new bathroom at the rear of the addition. A condition of approval related to the new windows for the addition requires that the new windows shall be clear glass or have external muntin grids to be consistent with the City's Window Replacement Design Guidelines, and shall feature a wood sill, frame, and recess to match the existing windows.
- The addition has a smooth stucco finish to match the existing house in both color and texture.
- The roof of the addition will be composition shingle to match the existing house.
- The gutters, downspouts, and location of the trash storage area are not identified on the plans. A condition of approval requires that the drawings be revised to identify these items.

**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, Vista Ezzati, at 818-937-8180 or via email at [VEzzati@glendaleca.gov](mailto:VEzzati@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 **August 9, 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**

The applicant is further advised that all subsequent contact with this office regarding this determination must be with the case planner, **Vista Ezzati**, 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, Vista Ezzati, for stamp and signature prior to submitting for Building plan check. Please contact Vista Ezzati directly at 818-937-8180 or via email at [VEzzati@glendaleca.gov](mailto:VEzzati@glendaleca.gov).

Sincerely,

PHILIP LANZAFAME  
Director of Community Development

Urban Design Studio Staff

JP:ve

**City of Glendale  
Community Development Department  
Design Review Staff Report – Single Family**

<b>Meeting/Decision Date:</b> July 24, 2017	<b>Address:</b> 3554 Santa Carlotta Street
<b>Review Authority:</b> <input type="checkbox"/> DRB <input checked="" type="checkbox"/> ADR <input type="checkbox"/> HPC <input type="checkbox"/> CC	<b>APN:</b> 5602-001-001
<b>Case Number:</b> PDR 1706030	<b>Applicant:</b> Yuval Nissim
<b>Prepared By:</b> Vista Ezzati, Planning Assistant	<b>Owner:</b> Teresa D. & Teresita E. Sarte

**Project Summary**

The applicant is proposing to add a one-story, 314 square-foot addition to an existing one-story, 1,041 square-foot single-family house (originally constructed in 1955) on a 6,550 square-foot corner lot located in the R1 (FAR District II) zone. The proposed addition will face Dunsmore Avenue.

The proposed work includes:

- A 314 square-foot, one-story addition that will infill the space between the existing single-family house and the detached garage, thereby attaching the house to the garage.

**Existing Property/Background**

The project site is a 6,550 square-foot corner lot with frontage on Santa Carlotta Street and Dunsmore Avenue. Originally developed in 1955, the site features a 1,041 square-foot, one-story single-family house with a detached two-car garage. The project site is accessed from Dunsmore Avenue via an existing driveway. The project site is a pie-shaped lot and gradually slopes downhill from Santa Carlotta Street. The existing house and proposed addition are located on the relatively flat portion of the lot.

**Staff Recommendation**

- Approve     Approve with Conditions     Return for Redesign     Deny

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**Last Date Reviewed / Decision**

- First time submittal for final review.  
 Other:

**Zone: R1 FAR District: II**

Although this design review does not convey final zoning approval, the project has been reviewed for consistency with the applicable Codes and no inconsistencies have been identified.

**Active/Pending Permits and Approvals**

- None  
 Other:

**CEQA Status:**

- The project is exempt from CEQA review as a Class 1 "Existing Facilities" exemption pursuant to Section 15301 of the State CEQA Guidelines because the proposed addition to the existing structure will not result in an increase of more than 2,500 square-feet of floor area.  
 The project is exempt from CEQA review as a Class 3 "New Construction or Conversion of Small Structures" exemption pursuant to Section 15303 of the State CEQA Guidelines.  
 Other:

**Site Slope and Grading**

- None proposed  
 Less than 50% current average slope and less than 1500 cubic yards of earth movement (cut and/or fill); no additional review required.

1500 cubic yards or greater of earth movement:

50% or greater current average slope:

### Comparison of Neighborhood Survey:

	Average of Properties within 300 linear feet of subject property	Range of Properties within 300 linear feet of subject property	Subject Property Proposal
Lot size	9,581 sq. ft.	5,500 sq. ft. – 50,430 sq. ft.	6,550 sq. ft.
Setback	30'-0"	8'-0" – 115'-0"	35'-2" (front) & 36'-0" (street side)
House size	1,719 sq. ft.	1,041 sq. ft. – 5,036 sq. ft.	1,355 sq. ft.
Floor Area Ratio	0.20	0.10 – 0.36	0.20
Number of stories	27 out of 28 homes surveyed are one-story	1 to 2 stories	1-story

## DESIGN ANALYSIS

### Site Planning

Are the following items satisfactory and compatible with the project site and surrounding area?

#### Building Location

yes  n/a  no

If "no" select from below and explain:

- Setbacks of buildings on site
- Prevailing setbacks on the street
- Building and decks follow topography

#### Garage Location and Driveway

yes  n/a  no

If "no" select from below and explain:

- Predominant pattern on block
- Compatible with primary structure
- Permeable paving material
- Decorative paving

#### Landscape Design

yes  n/a  no

If "no" select from below and explain:

- Complementary to building design
- Maintains existing trees when possible
- Maximizes permeable surfaces
- Appropriately sized and located

#### Walls and Fences

yes  n/a  no

If "no" select from below and explain:

- Appropriate style/color/material

- Perimeter walls treated at both sides
- Retaining walls minimized
- Appropriately sized and located

### Determination of Compatibility: Site Planning

The proposed site planning is appropriate, as modified by any proposed conditions, to the site and its surroundings for the following reasons:

- The new 314 square-foot addition will infill the area between the existing house and detached two-car garage, and will attach the house to the garage. This modification to the site planning and building footprint is appropriate.
- The existing garage is currently detached from the house by 12'-1", and there is a 5'-3" drop in elevation between the two structures. The addition will attach the two structures (house and garage), with stairs that lead from the driveway to the house. The proposed attached garage is appropriate to the neighborhood as the surrounding area (500' radius) features a mix of single-family homes with both detached and attached garages.
- Currently, the area between the house and the garage is a flat landscaped area with dirt and pavers for pedestrian circulation. While the proposed addition will infill this existing landscaped area, the project does not propose any significant alterations to the existing landscaping on-site. The project will maintain 73% landscaping which exceeds the minimum zoning code requirement.

### Massing and Scale

Are the following items satisfactory and compatible with the project site and surrounding area?

#### Building Relates to its Surrounding Context

yes    n/a    no

If "no" select from below and explain:

- Appropriate proportions and transitions
- Relates to predominant pattern
- Impact of larger building minimized

#### Building Relates to Existing Topography

yes    n/a    no

If "no" select from below and explain:

- Form and profile follow topography
- Alteration of existing land form minimized
- Retaining walls terrace with slope

#### Consistent Architectural Concept

yes    n/a    no

If "no" select from below and explain:

Concept governs massing and height

#### Scale and Proportion

yes    n/a    no

If "no" select from below and explain:

- Scale and proportion fit context
- Articulation avoids overbearing forms
- Appropriate solid/void relationships

- Entry and major features well located
- Avoids sense of monumentality

**Roof Forms**

- yes    n/a    no

*If "no" select from below and explain:*

- Roof reinforces design concept
- Configuration appropriate to context

**Determination of Compatibility: Mass and Scale**

The proposed massing and scale are appropriate, as modified by any proposed conditions, to the site and its surroundings for the following reasons:

- The 314 square-foot, single-story addition's building mass and proportions are consistent with the existing house and surrounding neighborhood, which features an eclectic mix of architectural styles that are primarily one-story in height. The property directly to the west of the project site is a one-story church.
- The proposed addition is compatible with the mass, scale, and proportions of the existing house. The overall height of the existing one-story home will remain at 21'-2", where the maximum height allowed in this zone is 25'-0" for a house with a pitched roof.
- The existing house features a hipped roof design with a 4:12 roof pitch throughout. The roof form of the proposed addition will match the existing house.

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**Design and Detailing**

**Are the following items satisfactory and compatible with the project site and surrounding area?**

**Overall Design and Detailing**

- yes    n/a    no

**Entryway**

- yes    n/a    no

*If "no" select from below and explain:*

- Well integrated into design
- Avoids sense of monumentality
- Design provides appropriate focal point
- Doors appropriate to design

**Windows**

- yes    n/a    no

*If "no" select from below and explain:*

- Appropriate to overall design
- Placement appropriate to style
- Recessed in wall, when appropriate

According to City Records, the existing windows were permitted in 2009 and feature internal grids as part of their design. The City's Window Replacement Design Guidelines strictly prohibit internal grids for new and replacement windows. The material board indicates that the new windows will match the existing windows. Staff is recommending conditions of approval that for the addition, the new windows must be clear glass or have external muntin grids in order to comply with the City's Window Design Guidelines and that a window section detail be provided that shows a recess, wood sill, and frame for the new windows that matches the existing windows.

**Privacy** **yes**    **n/a**    **no***If "no" select from below and explain:*

- Consideration of views from "public" rooms and balconies/decks
- Avoid windows facing adjacent windows

**Finish Materials and Color** **yes**    **n/a**    **no***If "no" select from below and explain:*

- Textures and colors reinforce design
- High-quality, especially facing the street
- Respect articulation and façade hierarchy
- Wrap corners and terminate appropriately
- Natural colors used in hillside areas

**Paving Materials** **yes**    **n/a**    **no***If "no" select from below and explain:*

- Decorative material at entries/driveways
- Permeable paving when possible
- Material and color related to design

**Equipment, Trash, and Drainage** **yes**    **n/a**    **no***If "no" select from below and explain:*

- Equipment screened and well located
- Trash storage out of public view
- Downspouts appropriately located
- Vents, utility connections integrated with design, avoid primary facades

**Ancillary Structures** **yes**    **n/a**    **no***If "no" select from below and explain:*

- Design consistent with primary structure
- Design and materials of gates complement primary structure

**Determination of Compatibility: Design and Detailing**

The proposed design and detailing are appropriate, as modified by any proposed conditions, to the site and its surroundings for the following reasons:

- Overall, the addition's design and detailing are appropriate and consistent with the existing style of the residence through the use of the same materials, windows, and colors.
- The existing front entryway, from Santa Carlotta Street, will remain unchanged as part of the proposal. The addition will feature a side entrance to the house, similar to what is existing, and oriented towards Dunsmore Avenue. This secondary entrance will feature a wood railing and stairs to allow pedestrian access between the house and the garage.



- The new windows of the addition will be white vinyl, with two new single-hung windows along the façade facing Dunsmore Avenue and a small slider window for a new bathroom at the rear of the addition. Staff is recommending conditions of approval related to the new windows for the addition. The new windows shall be clear glass or have external muntin grids to be consistent with the City's Window Replacement Design Guidelines, and shall feature a wood sill, frame, and recess to match the existing windows.
- The addition has a smooth stucco finish to match the existing house in both color and texture.
- The roof of the addition will be composition shingle to match the existing house.
- The gutters, downspouts, and location of the trash storage area are not identified on the plans. Staff is recommending a condition of approval that the drawings be revised to identify these items.

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### **Recommendation / Draft Record of Decision**

Based on the above analysis, staff recommends **approval** of the project with **conditions**, as follow:

#### **Conditions**

1. That a revised window schedule shall be submitted to indicate that the new windows will be clear glass or have external muntin grids.
2. That a vertical window section detail shall be provided for staff review and approval that identifies the window recess, sill, and frame.
3. That the trash storage area be identified on the plans and located out of public view.
4. That the elevation drawings be revised to identify the downspouts and gutters for staff review and approval.

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### **Attachments**

1. Location Map
2. Neighborhood Survey
3. Photos of Existing Property
4. Reduced Plans