



December 12, 2017

Mr. Mike Geragos
2155 Verdugo Blvd., #614
Montrose, CA 91020

**RE: Design Review Application No. PDR1709646
3471 Downing Avenue**

Dear Mr. Geragos:

On December 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 for the construction of a ground-level addition of 619 sq.ft. to the one-story house, a 579 sq.ft. new basement, and conversion of an existing 127 sq.ft. basement into a bathroom on a 6,414 sq.ft. corner lot zoned R1 (Low Density Residential), Floor Area Ratio II, located at 3471 Downing Avenue. The house would have a total of 2,528 square feet.

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 street setbacks of the existing development will not be modified. The proposed addition will be located in the area between the house and detached garage and will combine them in a single building. The addition will not face the front street and will be setback more than the existing house from the side street.
- The existing garage is accessible from the side street and will not be modified.
- The existing landscaping will be maintained.
- The proposal does not include construction of or modifications to walls or fences.

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 addition will be located between the house and garage and will join them in one building. The addition will have a roof that is lower than the roof of the house and in line with the garage roof.

- The addition will follow the flat topography of the site and will have a low profile.
- The addition will be designed in the architectural style of the house and garage and will incorporate consistent design features, such as building massing and shapes, window style, roof forms and slopes, exposed rafter tails, and fascia boards.
- The scale and height of the addition will be more modest than the house.
- The addition will have gabled roof forms and roof pitches consistent with the roof of the house and garage.

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 main entrance to the house faces Downing Avenue and will not be modified.
- A secondary entrance facing Sunview Drive will be integrated into the building addition and will be set back from the main portion of the house.
- The new windows will match the style of the existing windows.
- All proposed finish materials will match the finishes of the existing house and will consist of composition shingles, siding and fiberglass windows with exterior grids.
- A paved walkway will lead to the new side entrance and is not specified on the plans. A condition to require a decorative paving material is recommended.
- The location of outdoor mechanical equipment and downspouts is not indicated on the plans. A condition to this effect is recommended.

Recommendation / Draft Record of Decision

Based on the above analysis, staff recommends approval of the project with conditions.

1. A paved walkway to the side entrance shall be provided and shall consist of a decorative material.
2. The location of outdoor mechanical equipment shall be shown on the plans for approval.
3. The location of downspouts shall be shown on the plans for approval.

COMMUNITY INPUT RECEIVED DURING COMMENT PERIOD

Comments in support of the proposal were received from the Montrose/Verdugo City/Sparr Heights Neighborhood Association.

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, Chris Baghdikian, at 818-937-8182 or via email at cbaghdikian@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 27, 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

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, **Chris Baghdikian**, 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, Chris Baghdikian, for stamp and signature prior to submitting for Building plan check. Please contact Chris Baghdikian directly at 818-937-8182 or via email at cbaghdikian@glendaleca.gov.

Sincerely,

PHILIP LANZAFAME
Director of Community Development



Urban Design Studio Staff
PL:JP:CB