

July 31, 2018

Mike Geragos  
2155 Verdugo Boulevard #614  
Montrose, CA 91020

**RE: ADMINISTRATIVE DESIGN REVIEW CASE NO. PDR 1801500  
3193 BUCKINGHAM ROAD**

Dear Mr. Geragos:

On July 31, 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 to add 305 SF to the front of an existing 1,321 SF, one-story, single family house and add a roof balcony on top of the proposed addition on a 5,250 SF lot zoned R1R, Floor Area District II, located at 3193 Buckingham Road.

**CONDITIONS OF APPROVAL:**

1. Provide photographs of the existing window conditions and a vertical window section that depicts recessed windows with sills for review and approval by staff.
2. Revise the drawings to indicate the locations of downspouts and gutters related to the new additions.

**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 site planning will remain in a similar configuration as existing.
- The addition will be considerably setback from the adjoining property.
- No changes are proposed to the existing 2-car garage location and driveway. The detached garage has existing non-conforming conditions, still in compliance with code standards for a 2-car garage.

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

- The mass and scale of the one-story addition will be compatible with the existing structure and surrounding houses, which are primarily also one-story high.
- The placement of the addition allows the front façade to remain well articulated and helps break up the building mass.

- The courtyard entry area is open to sky and is not over scaled. It avoids monumentality and properly integrates into the overall structure.
- Low parapets help establish a transition between the flat roof of the addition and the hipped roof of the house.

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

- The proposed addition will be consistent with the simple design of the existing house and an earlier addition.
- The new entryway will be closer to Buckingham Road and be well integrated into the overall building design, by projecting farther than the existing building for visual interest and a sense of arrival to the structure.
- The existing windows at the front will be replaced. All new windows on the addition will be vinyl, a combination of casement, fixed, and awning, and block frame construction, which will be appropriate to the style and period of the house. A condition of approval is added that a photograph of the existing windows and a vertical window section that shows the recessed windows with sills be provided for review and approval by staff.
- The addition will be white stucco, keeping consistency with the existing house. A continuous decorative canopy will run above the windows of the addition and continue on to part of the existing facades that will help visually tie these parts of the structure together.
- The proposed balcony on top of the addition will not create a privacy concern since it is not located in an area that directly looks into the neighbor's rear yards or windows.
- A condition is added calling for drawing revisions to indicate the locations of downspouts and gutters at the new addition.

**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, Danny Manasserian, at 818-937-8159 or via email at [dmanasserian@glendaleca.gov](mailto:dmanasserian@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**

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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 Historic



Preservation Commission 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 14, 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](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, **Danny Manasserian**, 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, Danny Manasserian, for stamp and signature prior to submitting for Building plan check. Please contact Danny Manasserian directly at 818-937-8159 or via email at [dmanasserian@glendaleca.gov](mailto:dmanasserian@glendaleca.gov).

Sincerely,

PHILIP LANZAFAME  
Director of Community Development



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Urban Design Studio Staff

JP:dm