



CITY OF GLENDALE, CALIFORNIA

Community Development
Planning

633 E. Broadway, Suite 103
Glendale, CA 91206-4311
Tel. (818) 548-2140 Fax (818) 240-0392
glendaleca.gov

April 11, 2019

Michael Karayan
RED Architectural Group
3436 N. Verdugo Rd.
Glendale, CA 91206

**RE: 2015 Buckingham Place
ADMINISTRATIVE DESIGN REVIEW APPLICATION NO. PDRNRAF1828188**

Dear Mr. Karayan:

On April 9, 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 to add a 370 square-foot (SF), one-story addition at the east (street facing) corner of the existing two-story, 2,331 SF single-family house constructed in 1964 and located on a 10,890 SF lot zoned R1R Floor Area Ratio District III. The project also includes a new second-story 64 SF rear balcony.

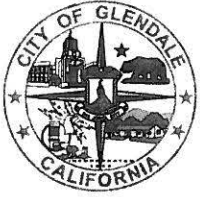
CONDITIONS OF APPROVAL:

1. Replace any existing windows visible from the street that have internal grids so they comply with the Window Replacement Design Guidelines.
2. At street facing addition, wrap board and batten siding of north elevation onto east elevation to appropriately transition materials.
3. Locate fence at side yard, adjacent to street-facing new addition, 18" behind the face of the building.
4. Trash bin location shall be accessible yet out of view from the public street.

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 addition is appropriately sited on an open, flat portion of the existing paved building pad and proposes no grading.
- The addition is appropriate to its surroundings as it is set back from the existing building line at the front façade in order to maintain the existing 16'-7" front setback, which is in line with the prevailing setback on the street. The addition complies with interior setback requirements.
- Staff recommends locating the fence at side yard, adjacent to street-facing new addition, 18" behind the face of the building.



CITY OF GLENDALE, CALIFORNIA

Community Development
Planning

633 E. Broadway, Suite 103
Glendale, CA 91206-4311
Tel. (818) 548-2140 Fax (818) 240-0392
glendaleca.gov

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

- Located at the easterly side of the existing house, the one-story addition provides a step-down from the two-story massing; such a configuration is appropriate to the building style and consistent with other houses on the street.
- The addition to the existing house has a pergola and fence structure where the new addition will be located. The proposed massing is a modest change.
- The addition is set back from the front façade plane by two feet to create a break in the roof plane and features a cross gable to break up the massing.

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

- The proposed addition is consistent with the existing style of the house. The front façade currently features a hip-roofed bay window with grid casement windows, to the left of the front entry. The existing house also features white, vertical, board-and-batten wood siding on the front facade, and cross-gabled roof forms with capped roof edges. The addition recalls these architectural forms and elements, and matches the materials and details of the existing house. Staff recommends adding siding on the east elevation wall of the addition to appropriately wrap the material.
- The proposed windows will not directly face windows on adjacent properties and thus privacy is maintained.
- The rear balcony on the second floor is not visible from the street, and due to the topography and site layout of the subject and neighboring properties, it does not appear to impose on the privacy or views of neighboring properties.
- Staff recommends replacing any existing windows visible from the street that have internal grids so they comply with the Window Replacement Design Guidelines.

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 Pruet, at 818-937-8186 or via email at cpruett@glendaleca.gov.

RESPONSES TO COMMUNITY INPUT RECEIVED DURING COMMENT PERIOD

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



CITY OF GLENDALE, CALIFORNIA

Community Development
Planning

633 E. Broadway, Suite 103
Glendale, CA 91206-4311
Tel. (818) 548-2140 Fax (818) 240-0392
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 **April 26, 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 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.

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.



CITY OF GLENDALE, CALIFORNIA

Community Development
Planning

633 E. Broadway, Suite 103
Glendale, CA 91206-4311
Tel. (818) 548-2140 Fax (818) 240-0392
glendaleca.gov

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.

Sincerely,

PHILIP LANZAFAME
Director of Community Development



Kristine Agardi, Urban Design Studio Staff

KA:cp