



**April 16, 2019**

Aydin Naghibi  
1201 N. Pacific Avenue #214  
Glendale, CA 91202

**RE: ADMINISTRATIVE DESIGN REVIEW CASE NO. PDR 1826828  
3324 CRAIL WAY**

Dear Mr. Naghibi,

On April 16, 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 158 SF to the first floor and 559 SF to the second floor at the rear of the existing 2,520 SF, two-story, single family residence (constructed in 1967) on a 11,605 SF lot zoned R1R, Floor Area District III, located at 3324 Crail Way.

**CONDITIONS OF APPROVAL:**

1. Revise elevation drawings to show location of gutters and downspouts.

**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 building footprint will remain in a similar configuration as existing. The size of the living room on the first story will be enlarged by 158 SF at the rear. The second story addition will result in a new master bedroom along with a master bath, totaling 559 SF. The total expansion of the house will be located at the rear of the existing house and will not be visible from the street.
- No changes are proposed to the existing 2-car garage location and driveway. The current dimensions of the garage are in compliance with code standards for a 2-car garage.
- No new landscaping is proposed. The amount of existing landscaping on the lot is sufficient, in terms of code standards and complimenting building design in all required setback areas. The existing landscaping/shrubbery on the existing garage façade will remain.

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

- The proposed addition is appropriately proportioned and fits in with the existing two-story homes in terms of its height, roofline, and mass and scale. The 158 SF first floor addition projects towards the rear by 3'-6". The 559 SF second floor addition projects towards the rear by 18'-5" and is compatible with the existing 2-story home since it will be built in line with the existing house.
- The proposed entry is not monumental in scale and is well integrated into the overall design.
- Due to the location of the addition, the scale and proportion of the project fits well within the surrounding context. The addition will not look massive since the new roof has a 4:12 pitch, matching the existing roof. The addition will not be visible from the street.
- There will be no change in the overall existing building height of 23'-1".
- The existing house has side-facing gables with a 4:12 pitch. The new second story addition roof maintains a 4:12 pitch and introduces a descending height hipped roof at the rear, which will not be seen from the street.

**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 existing building's design.
- All new windows on the addition will be fiberglass, a combination of sliding and fixed, and flush mounted, which is appropriate to the style and period of the house.
- A white colored stucco will be applied throughout the whole house. The addition will also be stucco, keeping consistency with the existing house. A charcoal colored asphalt shingle roof will be installed, complementing the existing condition of the house. The dark trim color along the roof fascia and window edges provide accents throughout the building, allowing for an appropriate color scheme.
- A white colored brick veneer will be applied to the front façade where existing brick already exists, and will terminate at appropriate locations.
- A steel railing will replace the existing parapet on top of the garage, making this area look less top heavy.
- The gutters and downspouts are not shown on the drawings. A condition of approval is recommended requiring revised elevation drawings that show the location of the gutters and downspouts.

**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).**

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

Staff received one letter in general opposition of the project.

### **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 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 **May 1, 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](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

  
Urban Design Studio Staff  
KA:dm