



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 17, 2019

Oksen Babakhan
6854 Foothill Boulevard
Tujunga, CA 91042

**RE: ADMINISTRATIVE DESIGN REVIEW CASE NO. PDR 1829290
3323 BURRITT WAY**

Dear Mr. Babakhan:

On April 17, 2019, the Director of Community Development, pursuant to the provisions of the Glendale Municipal Code, Title 30, Chapter 30.47, **APPROVED WITH CONDITIONS** your design review application to add a one-story addition totaling 1,007 square feet to the rear and side of an existing one-story, 1,132 square-foot single-family house (built in 1950) on a 5,839 square-foot lot located in the R1 (Residential) Zone, FAR District II. The project is located at 3323 Burritt Way.

CONDITIONS OF APPROVAL:

1. That the new window sills will be made of wood material and will match the window trim color.
2. That the retaining wall material will be stone, textured poured concrete, or textured decorative colored masonry block to match the existing boundary walls.

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 will expand the building footprint in a manner appropriate to the lot and maintain a 24'9" rear interior setback, and will not affect the existing street front setback.
- The landscape design will maintain existing trees, incorporate drought tolerant plants, and complement the existing building design and neighborhood context.
- The addition will have a 10'11" west interior setback and a 6' east interior setback.
- A new 3' retaining wall is proposed to be located 6' from the west interior property line, and a new 7' retaining wall is proposed to be located 5' from the rear interior property line.
 - The retaining wall material is not specified; therefore, staff is recommending a condition of approval that the material be stone, textured poured concrete, or textured decorative colored masonry block to match the existing boundary walls.

- The existing attached garage will remain in its current location and is consistent with the predominant pattern along Burritt Way.
- No changes are proposed to the existing boundary walls along the interior property lines.

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 proposed addition is varied and broken into multiple modest and distinct forms that fit the design of the existing house and the surrounding neighborhood context.
- To achieve neighborhood compatibility, the roof form and pitches of the addition are appropriately proportional and do not raise the overall height of the existing house.

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

- The addition will include a combination of wood-clad fiberglass, fixed and single hung, block frame windows with new sills that fit the overall design of the proposed project.
 - The two front windows above the existing garage will make use of wood shutters to replicate the existing windows currently facing the street front.
 - The new sill material is not specified; therefore, staff is recommending a condition of approval that all new sills be made of wood material.
 - The window trims, frames and sills will be a dark brown color consistent with the overall design of the project.
- The placements of the new addition's windows avoid facing adjacent properties' windows to maximize privacy.
- The eastern side of the new addition will be offset by one foot to provide a transitional break resulting in a design that is appropriate for the surrounding neighborhood.
- The proposed new front-entry and garage doors are maintaining their respective dimensions and will utilize materials and a dark brown finish appropriate to the overall design of the proposed project.
- The existing house will incorporate the design of the proposed new addition, including the use of materials with textures and colors that reinforce the proposed design.
- The character defining features of the existing house and front porch are maintained stylistically and incorporated into the proposed project.

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, Betty Barberena, at 818-937-8162 or via email at bbarberena@glendaleca.gov.

RESPONSES TO COMMUNITY INPUT RECEIVED DURING COMMENT PERIOD

Staff did not receive community input during the comment period.

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 **May 2, 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.

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, **Betty Barberena**, 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, Betty Barberena, for DRB stamp and signature prior to submitting for Building plan check. Please contact Betty Barberena directly at 818-937-8162 or via email at bbarberena@glendaleca.gov.

Sincerely,

PHILIP LANZAFAME
Director of Community Development



Jay Platt, Urban Design Studio Staff

JP:bb