



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

June 20, 2019

Anet Minasian
2255 Honolulu Avenue, Unit 1A
Montrose, CA 91020

**RE: ADMINISTRATIVE DESIGN REVIEW NO. PDR1907226
1620 CUMBERLAND TERRACE**

Dear Ms. Minasian,

On June 20, 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 proposing to construct a total of 1,004 square-foot, one-story addition to the front and side of an existing 2,311 square-foot, one-story, single-family dwelling on a 16,640 square-foot lot, located in the R1R (FAR District II) Zone, at **1620 Cumberland Terrace**.

CONDITION OF APPROVAL:

1. Remove portion of driveway not leading to garage (the portion to the south of the garage) and provide permanent landscaping with irrigation. A reasonable amount of paving is allowed between the driveway and the entry to provide a walkway.

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 proposed project does not significantly alter the site planning of the lot.
- The proposed site planning is similar to adjacent and surrounding sites, which contain single-family buildings facing the street with asymmetrical, protruding front façades. The front addition will replicate the street front setback pattern of the immediate neighborhood.
- The location of the proposed additions will meet the required street front and interior setbacks. The 916 square-foot addition will be located to the front of the existing residence, while the 88 square-foot addition will be on the side and tucked behind the existing attached two-car garage. The addition to the front will decrease the existing front setback from 63-feet to 35-feet, but will still comply with the street front setback requirement of 15-feet for the zone. The prevailing setbacks for the interior will remain.
- While the percentage of required permanent landscaping provided on site meets the Zoning Code requirement, the property has an existing driveway with a substantial amount not leading to the garage. In all residential zones, driveways must lead to

garage spaces. The paved portion not leading to the garage will be conditioned to be removed and permanently landscaped.

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

- The overall massing of the project will be compatible with the adjacent dwellings in terms of scale and proportion. The proposed additions on the front and side of the dwelling will be lower in height compared to the existing and will not increase the overall height of the building.
- The form of the additions relates well with the overall building concept and surrounding context of the neighborhood, as many other dwellings on Cumberland Terrace feature one-story buildings with protruding front façades and small front yards.
- Both the addition to the front and the addition to the side of the dwelling will have hipped roof forms, along with a gable roof form for the front entryway porch, to be consistent with the existing building design and concept. The gable roof of the front entryway porch emphasizes the main entrance to the dwelling without being monumental in scale and also adds visual interest.

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:

- All windows for the addition will include a combination of fiber glass, casement and fixed windows with new sills and frames, and new wood casing edge details.
- All other existing windows not affected by the addition and out of public view will remain as-is.
- The existing house will remain as a Ranch style home by matching existing building materials and color and by replacing existing building materials with similar materials.
- The addition to the front will add a new entryway porch with new steps in natural stone finish and decorative precast columns that will visually support the weight of the gable roof.
- Colors and materials for the addition includes concrete flat simulated shake roof tiles; light-colored stucco; entryway steps with natural stone finish; wall stone cladding around the base of the front façade; and decorative precast columns for the entryway porch. The proposed color and materials will complement and match the simple style of the existing building.

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, Minjee Hahm, at 818-937-8178 or via email at mhahm@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 **July 5, 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. 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, **Minjee Hahm**, 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, Minjee Hahm, for stamp and signature prior to submitting for Building plan check. Please contact Minjee Hahm directly at 818-937-8178 or via email at mhahm@glendaleca.gov.

Sincerely,

PHILIP LANZAFAME
Director of Community Development



Urban Design Studio Staff
JP:MH