



CITY OF GLENDALE, CALIFORNIA  
Community Development  
Planning

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glendaleca.gov

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August 14, 2019

Alok Deshpande  
3800 El Moreno Street  
Glendale, CA 91214

**RE: ADMINISTRATIVE DESIGN REVIEW CASE NO. PDR 1907045  
3800 EL MORENO STREET**

Dear Mr. Deshpande,

On August 14, 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 construct a 727 square-foot addition to the street side façade to an existing 930 square-foot, single-family residence (constructed in 1950), with an existing detached two-car garage on a property approximately 8,474 square-foot lot, located in the R1 (FAR District II) Zone, located at **3800 El Moreno Street**.

**CONDITION(S) OF APPROVAL:**

1. The excess asphalt paving adjacent to the driveway and detached garage located at the western portion of the property are to be removed and be landscaped with California-friendly plants.
2. That all new windows that are visible from the public right-of-way shall be constructed with a recessed placement to match the aesthetic of the dwelling and comply with the Design Guidelines.

**CONSIDERATION(S):**

1. That the existing nail-on windows with internal grids that are visible from the street should be replaced with recessed windows, operations and treatment that are compliant with the Design Guidelines.

**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 will be sited along the street side yard and will not change the street front setback pattern of the neighborhood on Boston Avenue.
- The site planning of the proposed project will generally follow the shape of the lot and does not significantly alter the site planning of the lot.
- The addition will be will extend the building's street side facade property along street side and will be set back 12-feet from the street side property line, and 40-feet and 6-feet from the western and southern interior property lines.

**Mass and Scale** – The proposed massing and scale are appropriate, as modified by any conditions, to the site and its surroundings for the following reasons:

- The overall massing of the project will be compatible with nearby dwellings in terms of mass and scale. The one-story additions will not project above the existing height of the building and will not alter the massing of the house viewed from Boston Avenue or El Moreno.
- The existing dwelling is designed in a Minimal Traditional style with a hipped and gabled roofs with a low pitch, small simplified porch, stucco siding and a red brick base band. The additions to the building replicate the overall concept of the existing building.
- The addition is configured with hipped and gable roofs, and is appropriate to the design of the building and will not extend above the ridge heights of the existing dwelling.

**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:

- The project incorporates design details that are complementary to the existing style of the single-family dwelling, such as a stucco, horizontal siding, asphalt shingles, and a brick base band.
- The new block frame single-hung windows at the additions will complement the existing style, placement, operation and pattern of the exiting dwelling.

**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, Dennis Joe, at 818-937-8157 or via email at [djoe@glendaleca.gov](mailto:djoe@glendaleca.gov).**

#### **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 **August 29, 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.

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

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Staff did not receive any community input during the comment period regarding this application.

**APPEAL FORMS available on-line: [www.glendaleca.gov/appeals](http://www.glendaleca.gov/appeals)**

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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**

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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**

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The applicant is further advised that all subsequent contact with this office regarding this determination must be with the case planner, **Dennis Joe**, 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, Dennis Joe, for stamp and signature prior to submitting for Building plan check. Please contact Dennis Joe directly at 818-937-8157 or via email at [djoe@glendaleca.gov](mailto:djoe@glendaleca.gov).

Sincerely,

PHILIP LANZAFAME  
Director of Community Development

  
Urban Design Studio Staff

EK:DJ