



CITY OF GLENDALE, CALIFORNIA

Community Development
Planning

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glendaleca.gov

September 24, 2019

Rodney Khan
Khan Consulting
1111 North Brand Boulevard, Suite 403
Glendale, CA 91202

**RE: ADMINISTRATIVE DESIGN REVIEW CASE NO. PDR 1910630
1811 SOUTH GLENDALE AVENUE**

Dear Mr. Khan,

On September 24, 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 36 square-foot addition at the ground floor and a new 2,067 square-foot second story addition to an existing one-story, 3,994 square-foot, commercial building (constructed in 1965) on a 15,037 square-foot site located in C3-1 (Commercial Service, Height District I) Zone, located at **1811 South Glendale Avenue**.

CONDITION(S) OF APPROVAL:

1. That the windows at the street facing façade should be redesigned so that the window widths at the first and second levels be redesigned to produce a better balanced composition.
2. That the brick veneer cladding material on the parapet above the second level wrap around and across the northern and southern facades.
3. Delete the projecting roof form shown on the black-line elevation drawing above the exterior stairway at the north façade to allow this area to match the condition shown on the rendered color elevation. If a canopy is required above the second-floor stair landing, it should be redesigned at a smaller scale.

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 site planning on the property will not be significantly altered because the project's second level additions will be largely above the footprint of the first floor. Minor additions at the ground level will be provided at the lobby and conference room front entries (totaling approximately 36 square-feet).
- The project will not alter the existing layout or landscaping of the parking lot. Entrance to the parking area is provided by an existing one-way driveway from South Glendale Avenue with a vehicle exit onto an existing alley south of the property.
- The unpermitted iron swinging gate constructed across the public alley south of the subject property shall be removed. Replacement or relocation of this iron gate shall be reviewed by Planning staff for compliance with design and zoning standards.

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 two-story, 28-foot tall building is compatible with the neighborhood context.
- The east elevation is broken into separate volumes with varying heights to reduce the massing of the building.
- The roof design and proportions are consistent with the modern design of the building and appropriate to the neighborhood.

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 design of the building is of a contemporary-style and is an appropriate fit within the neighborhood context. The building maintains a high level of design and is consistent with a common vocabulary of building mass, forms and materials.
- As conditioned, the contemporary design of the project is reinforced through the exterior finishes and detailing such as matte black sheet metal siding panels and parapet caps, stucco and brick veneer.

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.

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 **October 10, 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

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

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, **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.

Sincerely,

PHILIP LANZAFAME
Director of Community Development



Urban Design Studio Staff

EK:DJ