



**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

**January 2, 2020**

Curtis Ro  
300 North Lake Avenue  
Pasadena, CA 91101

**RE: ADMINISTRATIVE DESIGN REVIEW CASE NO. PDR 1917014  
3235 KIRKHAM DRIVE**

Dear Mr. Ro,

On January 2, 2020, 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 930 SF to an existing 1,948 SF, one-story, single family residence (constructed in 1975) on a 19,491 SF lot zoned R1R, Floor Area District II, located at 3235 Kirkham Drive.

**CONDITIONS OF APPROVAL:**

1. Location of existing fence and gate to be set back 1-2 feet from the corner of the house and shall meet the City's design guidelines.
2. New gate on the east side of front façade shall be set back 1-2 feet from the corner of the house.
3. 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 addition will be split between three areas and will slightly alter the existing footprint of the house. The site plan will remain consistent with those of nearby houses in the area.
- No new landscaping is proposed. The amount of existing landscaping on the lot is sufficient in terms of code standards and complementing the building design.
- Since the existing iron fence is not in keeping with the City's design guidelines, a condition will be added calling for a fence and gate with an appropriate design set back 1-2 feet from the corner of the house. A new gate is proposed on the east side of the front façade. A similar condition will be added to set the gate 1-2 feet behind the existing wall. The front yard will maintain its open appearance towards the street since the gates will be located outside of the street front setback.

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

- The proposed additions are appropriately proportioned and fit in with the existing one-story homes as they are sensitive to height, roofline, and mass and scale.
- There will be no change in the overall existing height of the house.
- The proposed addition adds mass to the existing dwelling but is mitigated by providing articulated volumes at the front; therefore, the architectural concept is consistent.
- The addition will not look massive since the combination of its low height, articulated massing, and material pallet are consistent with other homes in the area.
- The new roof forms will reinforce the overall building design by having the same pitch of 1:3.7 as the existing. The orientation of the existing gabled roof form and the new gabled roof form provides visual interest and scale and proportion to the structure.

**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 architecturally consistent with the existing traditional style of the house.
- All existing windows on the house will be replaced with fiberglass, nail-in construction, sliding windows. All new windows on the addition will match, which will be appropriate to the style and period of the house.
- The front addition will be stucco with a stone base, keeping consistency with the existing house. A gray color will be used to paint the existing house and match the addition. A clay tile roof will be installed to match the existing roof.
- Stone veneer will replace the existing brick at the front façade to provide additional texture and enhance the overall appearance, and will terminate at appropriate locations.
- Based on the traditional style of the home, the proposed walkway paving material (concrete) will relate to the overall architectural design of the building. There will be no change to the existing driveway material.

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

#### **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 **January 17, 2020** 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)**

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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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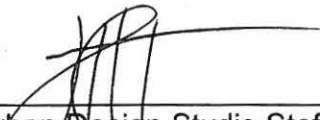
The applicant is further advised that all subsequent contact with this office regarding this determination must be with the case planner, **Danny Manasserian**, who acted on this case. This would include clarification and verification of condition compliance and plans or building permit applications, 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



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Urban Design Studio Staff  
JR:dm