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 30, 2020

Domus Design
c/o Garo Nazarian
109 E. Harvard Street # 306
Glendale, CA 91205

RE: 421 Salem Street
ADMINISTRATIVE DESIGN REVIEW CASE NO. PDR 2002288

Dear Mr. Nazarian:

On July 1, 2020, 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 demolish the existing house and garage (built circa 1919) in conjunction with the construction of a new two-story, three-unit townhouse style residential project over an eight-space semi-subterranean garage. The total floor area for all three units will be 5,975 square feet on a 6,982 square-foot lot located at **421 Salem Street** in the R-1650 (Medium-High Density Residential) zone.

Staff received four comment letters regarding this project. Please see the Responses to Community Input section beginning on Page 3.

CONDITIONS OF APPROVAL:

1. Reduce the number of light fixtures proposed along the sides of the building by limiting their locations to the main entry and patio doors.
2. Submit window sections depicting a typical opening in a stucco-clad wall and brick-clad wall.
3. Modify the stucco color to be more compatible with the brick cladding.
4. The faces of all perimeter walls facing the neighboring properties shall either consist of split-face block or another treatment that will enhance their appearance as viewed by the neighbors.

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 project is designed as a single structure with a rectangular building footprint, which is consistent with the shape of the lot and appropriately setback from the front, rear and side property lines.
- The site planning is compatible with that of neighboring properties, which consist of single- and multi-family residential buildings.
- The building maintains the prevailing street front setback of adjacent properties along the street.
- The proposed outdoor common open space at the rear of the building is well integrated into the site plan and is accessible from all units. Amenities and landscaped area are designed appropriately within the outdoor common space.
- The proposed landscape plan is complementary to the building design and includes drought tolerant landscaping. It is appropriately integrated into the design and consists of level and low raised planters.
- A five to six-foot foot high perimeter block wall with stucco finish to match the building is proposed and complements the site. A condition is added to have the side of these walls that face the neighbors have a split-face finish or otherwise be finished in an attractive manner.
- The proposed design for the light fixtures on the building is appropriate. However, a condition is included to reduce their number along the sides of the building by limiting their placement to main entry and patio doors.

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 building are appropriate to the surrounding development pattern of one, two, and three story buildings.
- The gabled roof forms, building mass, and proportions are appropriate to the style of the building and the neighborhood context.
- The massing is broken up by recessed building forms, breaks in roof and walls, fenestration and cladding material. Applying these features appropriately avoids long, blank horizontal facades as it creates an interesting design element and minimizes a boxy outline.
- The applicant's use of combined materials (e.g., brick and stucco) and different colors help to reinforce the reading of different volumes, and articulates the building.

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

- The gabled roof over the different sections of the building, stucco and brick cladding, and metal railings at the balconies and side entry gates provide a variety of material and textures that will enhance the appearance of the building and make it compatible with the neighborhood.
- The stucco and brick cladding treatment are appropriately integrated and provide a sense of visual warmth to the design. A condition is included to modify the stucco color to be more compatible with the brick cladding.
- The bronze-colored vinyl windows are appropriate to the building and the neighborhood in terms of their material, operation and overall appearance.

- Overall, the project incorporates a variety of details including a combination of materials (stucco and brick), metal railings, recesses, roof forms etc., all complementary to the building and the neighborhood.

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, Milca Toledo, at 818-937-8181 or via email at MiToledo@glendaleca.gov.

RESPONSES TO COMMUNITY INPUT RECEIVED DURING COMMENT PERIOD

During the public comment period staff received correspondence from residents in the area. Below is a summary of the points from the comment letters in opposition, and staff responses.

1. **Postpone development of the project due to the COVID-19 Pandemic.**
   A few comment letters were received requesting to postpone construction of the project due to the COVID-19 Pandemic. The commentators cited concerned with dust and dirt emitted from the subject site during construction. Dust control at construction sites is regulated and enforced by the City's Building and Safety Division, which is operating in its normal capacity during the pandemic. Neither the City Manager nor the City Council have directed City agencies to alter or suspend current practices regarding the review and issuance of building permits at this time. For further information regarding dust control, see Response 8.

2. **Mislabeled photos corresponding to the neighborhood**
   While this is not a design related concern and had no effect on the design review of this project, the applicant will verify and correct the neighborhood photos that were mislabeled.

3. **Administrative Design Review (ADR) versus Design Review Board (DRB) Review**
   A comment letter questioned why the case went through the ADR process and not before the DRB in a public meeting.

   Per GMC 30.47.030.H.2, the Director of Community Development is the review authority for new multi-family buildings of six or fewer units. The proposal is to demolish the existing single-family residence and build three new units on the project site. As such, the ADR process is appropriate based on the scope of the work of the project and the compatibility of the project with the City's Comprehensive Design Guidelines.

4. **Design**
   Various concerns about aspects of the proposed design are raised by the adjacent neighbor located at 425 Salem Street. The following responses are broken down according to the specific topics of concern expressed by the neighbor.

Architectural Style and Neighborhood Compatibility

In reviewing Design Review applications, staff analyzes a project proposal in accordance with the City's Comprehensive Design Guidelines which address site planning, mass and scale, and design and detailing. These design guidelines do not dictate that a specific style be required in an area or neighborhood. The surrounding neighborhood features a mix of architectural styles, including some Craftsman style buildings, along with some minimal traditional and contemporary styles. Additionally, the surrounding neighborhood features a mix of multi-family and single-family developments, ranging in height from one- to three-stories. The applicant's proposal features a new two-story, town-house style building clad with a combination of brick and stucco and some metal details, which was determined to be appropriate given the surrounding eclectic context. The design, including the overall mass and scale and consistent use of human-scaled materials and gabled roof forms, was found appropriate to the project and the surrounding neighborhood as analyzed in the staff report and discussed in the Summary of the Director of Community Development's Decision at the beginning of this document. The proposed materials include a combination of brick and stucco, metal balcony railings and asphalt shingle roof material, all of which can be found on buildings throughout the area.

Compatibility with the Comprehensive Design Guidelines (CDG)

The property is located in a multi-family zone in the south Glendale area where a mix of single- and multi-family homes is typical. The Comprehensive Design Guidelines state that new multi-family buildings should relate (especially if larger than existing context) to existing adjacent buildings through use of proportion, transition or other design features. Further, building massing and articulation should reflect the development pattern of the neighborhood. As new development is often larger in size and mass than existing neighborhood structures, a building may need to be expressed as a series of separate volumes. As described earlier, the project's design was found appropriate in this neighborhood, which features a varied mix of architectural styles and a number of similarly scaled two-story buildings. The project's site planning, mass and scale, and design and detailing were also found compatible with the City's Design Guidelines with regard to multi-family development.

5. **The proposal will impact the existing street tree**
The comment letter received by the adjacent neighbor at 425 Salem Street raised concerns regarding removal of the existing street tree noted on the site plan. The City's Public Works Engineering Section is responsible for reviewing, permitting and supervising the removal and/or planting of street trees in the City's parkway.

6. **Privacy Concerns**
One of the comment letters received from the adjacent neighbor at 425 Salem Street cited concerns related to privacy.

In accordance with GMC 30.47.040.B.3, conflicting relationships to adjacent buildings, structures, improvements and uses should be avoided as appropriate to the zone and area. Outside of single-family developments, the Zoning Code does not explicitly define privacy

considerations for new construction. The applicant submitted setback, open space and landscaping information with their application and the project complies with the Zoning Code requirements for the R-1650 zone. The intent of setback, open space and landscaping requirements in multi-family neighborhoods is to assure that an effective separation is provided between properties and uses to foster compatibility, privacy, light, air and ventilation and provide for landscaped areas in the living environment for visual relief and recreation. Additionally, the project features a new perimeter wall and landscaping that will create a visual buffer and enhance privacy between the project and adjoining properties.

7. In response to the neighbor's (425 Salem St.) concerns regarding the possibility of damages to their property resulting from excavation, shoring and construction on the subject site, the project will be required to obtain all necessary permits (i.e., building, fire, engineering, etc.) from the Building and Safety Division and all construction shall be in compliance with the Glendale Building Code and all other applicable regulations. Shoring plans will be required to be submitted to the Building and Safety Division for review and approval prior to issuance of a shoring permit.

8. **The project will impact the neighborhood's quality of life (increase in population, construction noise, dust & asbestos).**

   A few of the comment letters received cited concerns with impacts to quality of life.

   The proposed project, will produce a net increase of two residential dwelling units on the subject property, which is zoned R-1650 (Medium-High Density Residential). The project is consistent with the zoning and land use designation of the area and, therefore, is not considered growth inducing. While there will be a net increase of two units, the property is zoned for the density and the use. Based on the zone and total lot area of 6,982 SF, the maximum allowed density is four (4) units. However, the property proposes three (3), which is actually less than the maximum density allowed.

   The project is required to comply with the City's Noise Ordinance. A temporary periodic increase in ambient noise and dust would occur during construction activities associated with the proposed project. Noise from the construction activities would be generated by vehicles and equipment involved during various stages of construction operations: demolition, site grading, foundation and building construction. The noise levels created by construction equipment will vary depending on factors such as the type of equipment and the specific model, the mechanical/operational condition of the equipment and the type of operation being performed.

   The letter submitted by the adjacent neighbor located at 425 Salem St., cited concerns with the asbestos associated with the demolition of the existing house. The existing buildings on the project site will be demolished. Structures constructed, repaired, or remodeled between 1930 and 1981 have the potential of containing Asbestos Containing Materials (ACM). Prior to demolition, any asbestos or lead-based paint found will be properly removed and abated as required by State law, specifically Title 22 of the California Code of Regulations (CCR), the California Health and Safety Code, including the Hazardous Waste Control Law.

An asbestos report will be required and reviewed by the Building & Safety plan check staff during the plan check process.

The letter from the neighbor at 425 Salem St. cited concerns regarding vehicle exhaust contamination and excess noise. The project is located in a developed urban area. The surrounding neighborhood is developed with a variety of multi-family uses along Salem Street. The project proposes a net increase of two units above the existing density on the property. The majority of emissions associated with project operation are attributed to anticipated vehicular traffic traveling to and from the project. As a result, the overall operational impacts associated with the project is expected to be less than significant based on the applicable South Coast Air Quality Management District.

Regarding noise, the completed project will generate similar, if the not the same, noise as other multi-family uses in the area. As a result, the project would not add substantial noise that would be audible above existing conditions. The proposed project would have a minimal effect on the noise environment in proximity to the project site. Noise generated by the proposed project would result primarily from visitors, off-site traffic, and heating, ventilation, and air conditioning (HVAC) equipment. However, the proposed project's mechanical equipment would need to comply with the City's Noise Ordinance, which establishes maximum permitted noise levels from mechanical equipment. Project compliance with the City's Noise Ordinance would ensure that noise levels from building mechanical equipment would not exceed thresholds of significance.

Construction noise associated with the project will be required to comply with the City of Glendale Noise Ordinance (Municipal Code Chapter 8.36), which prohibits construction activities between the hours of 7:00 p.m. on one day and 7:00 a.m. of the next day or from 7:00 p.m. on Saturday to 7:00 a.m. on Monday or from 7:00 p.m. preceding a holiday to 7:00 a.m. following such holiday.

9. Traffic

Some of the comment letters cited concerns about traffic impacts during construction, guest parking and the location of the new driveway.

During construction, there would be a slight increase in day time population (construction workers). However, the increase in daytime population is not considered substantial since the construction phase is short-term in nature. The project site will be served by Salem Street, which is able to accommodate the traffic generated by the project. The project complies with the applicable Zoning standards in conformance with the comprehensive General Plan of the City. Based on the small scale nature of the proposed building (three units), a traffic study is not required.

The proposal features a new 11'-0" wide driveway along the west side of the property that provides access to the underground garage from Salem Street. The Design Guidelines recommend that driveways and curb cuts should be the minimum width and number allowed by the zoning to minimize pedestrian conflicts. Further, the Guidelines suggest that the garage should fully integrate with the overall structure. As proposed, the driveway width complies with Code and the driveway and garage integrate with the property. The project

complies with Code required parking for the three-unit project as follows: 2.5 parking space per unit. A total of eight parking spaces are required and provided. In accordance with the provisions of GMC 30.32.050, Table 30-32-A, guest parking is required for four or more residential units. As proposed, the three-unit residential project does not require guest parking. The project complies with parking requirements per Zoning regulations.

10. The public notice was not mailed on time.

Concerns regarding the public noticing and availability of plans were raised in one comment letter.

This project was duly noticed in accordance with the provisions of GMC 30.61.010, which require mailed notices to be sent to property owners and occupants within a 500-foot radius of the site and that the site be posted with a public notice ten days prior to the hearing date. The "on or after" decision date for this project was June 1, 2020. Approximately 742 public notices were mailed by Planning Division staff on or about May 20, 2020, and the applicant posted the required public notice sign on or about May 19, 2020. As such, the public noticing was done in accordance with GMC 30.61.010. All files related to the case, and the project plans have been available for review in the Planning Department since the application submittal. The staff report and attachments, including project plans, were published on the City's website (www.glendaleca.gov/planning/pending-decisions) on May 20, 2020 for public review and comment and have been online since that date.

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 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 plans 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, appeal forms and fees will be provided by the Community Development Department (CDD) staff upon request by calling 818-548-2140.

The completed appeal form must be filed with the prescribed fee prior to expiration of the 15-day period, on or before **JULY 16, 2020.**

Due to the current COVID-19 social distancing and work from home orders issued by federal, state and local governmental agencies, in order for any appeal to be considered timely, **the appeal must be postmarked by the July 16th, 2020 deadline (mailed to Community Development Department – Planning Division, Attention (Milca Toledo), 633 East**

Broadway, Room 103, Glendale, CA 91206) OR emailed to the case planner (MiToledo@glendaleca.gov prior to the close of said business day. The prescribed fee must be included along with the appeal application and may be submitted either in the form of a check or credit card payment. For credit card payment, please contact the case planner to make arrangements with the cashier. Note: The standard 2.5% fee for credit card payment applies.

APPEAL FORM is available online at:
https://www.glendaleca.gov/home/showdocument?id=11926

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, **Milca Toledo**, 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, Milca Toledo, for stamp and signature prior to submitting for Building plan check. Please contact Milca Toledo directly at 818-937-8181 or via email at MiToledo@glendaleca.gov.

Sincerely,

PHILIP LANZAFAME
Director of Community Development

Urban Design Studio Staff

PL:JP:MLT