



CITY OF GLENDALE, CALIFORNIA

Community Development
Planning

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glendaleca.gov

July 13, 2020

Santiago Suarez
4529 Angeles Crest Hwy, Suite 103
La Canada Flintridge, CA 91011

**RE: ADMINISTRATIVE DESIGN REVIEW CASE NO. PDR 2003970
2828 SYCAMORE AVENUE**

Dear Mr. Suarez,

On July 13, 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 305 SF to the side of the existing 1,422 SF, one-story, single family house located at 2828 Sycamore Avenue on an 10,897 SF lot, zoned R1 (District II).

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 site planning will remain in a similar configuration as existing, with the new addition located at the front/west side of the property, and will be compatible with other properties in the neighborhood.
- The placement of the addition will not affect the existing non-conforming front setback and should have no adverse impact on neighboring properties.
- No new landscaping is proposed at the front. The amount of existing landscaping at the front is sufficient in terms of code standards and will complement the building design.

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 addition will be compatible with the existing structure and surrounding houses, which are primarily one-story.
- The addition is set back from the front façade of the building and is well integrated into the existing structure and appropriately proportioned.
- The massing of the addition is deferential to the existing house due to its lower height and setback from the front façade.
- The addition low overall height, hipped roof form, and recessed porch prevent it from being overbearing to either the existing house or the adjoining neighbor.
- The new roof forms will reinforce the overall building design by having the same pitch of 4:12 as the existing. The orientation of the existing gabled roof form and new

hipped roof form provides visual interest and scale and proportion to the structure. The new roof form will match the existing garage, which also has a gable-on hip roof.

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 consistent with the existing building and its overall architectural idea.
- The new entryway is properly scaled and well integrated into the overall building design. It is recessed, providing a sense of arrival to the structure.
- The new windows on the addition will be consistent with those at the existing house and appropriate to the overall design.
- The addition will be clad with smooth stucco, reinforcing the overall building design by keeping consistency with the existing house. A brown asphalt shingle roof will be installed to match the existing roof.

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.

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

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 28, 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

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, **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.

Sincerely,

PHILIP LANZAFAME
Director of Community Development



Urban Design Studio Staff
JP:dm