



## CITY OF GLENDALE, CALIFORNIA

Community Development  
Planning

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glendaleca.gov

**September 2, 2020**

Jesus Valdiviezo  
737 South Adams Street  
Glendale, CA 91205

**RE: ADMINISTRATIVE DESIGN REVIEW CASE NO. PDR 1924574  
737 SOUTH ADAMS STREET**

Dear Mr. Valdiviezo,

On September 2, 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 construct a new 1,101 SF, two-story, residential unit with an attached 440 SF two-car garage at the rear of a 7,500 SF lot, located at 737 South Adams Street, in the R 2250 Zone.

### **CONDITIONS OF APPROVAL:**

1. Applicant shall submit a detailed landscape plan, showing perimeter drought tolerant plants and trees. Permeable pavers shall be used at paved areas in development of the landscape area around the new second unit for staff review and applicant shall submit a sample for approval.
2. Overall the lighting plan is acceptable however one light fixture should be removed at the second floor balcony to avoid over-lighting. Also, the flood light fixture shall be replaced with a shielded fixture or the fixture used throughout the project.

### **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 new two-story residential dwelling unit at the rear of the property will have an attached two-car garage on the ground floor. This garage will serve the new residential unit and the existing three-car garage will serve the front house. No changes are proposed to the building footprint for the existing front unit. The new unit will be integrated with the existing site conditions and relate to the existing front dwelling and surrounding properties in the neighborhood.

- The new residential unit is designed with a somewhat rectangular building footprint, which is appropriately setback from all property lines to reflect existing neighborhood setbacks.
- The new unit will have a Juliet balcony on the second floor above the garage. The balcony is over 30 feet away from the front unit. The balcony respects the privacy of the existing front unit and adjacent properties and is appropriately setback from the side property lines.
- Access to both garages for the front and rear unit will be from the existing driveway located on the north side of the property, which is consistent with the existing site conditions and other properties in the neighborhood.
- Overall, the placement of the new building at the rear of the site is appropriate because it respects the front house and adjoining properties through setbacks as recommended by the Comprehensive Guidelines. Also, areas not occupied by buildings will be landscaped with the exception of the driveway and walkways.
- A condition of approval is the elimination of one light fixture at the second floor balcony and replacement of the flood lighting fixture with a shielded fixture or use of the general lighting fixture being used. Location and final fixture selection is to be approved by staff.

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

- The roof design, building mass and proportions are consistent with the style of the building, the existing front unit and the neighborhood context.
- The new unit at the rear will provide appropriate setbacks to avoid being overbearing towards adjacent properties.
- The building's two-story mass and overall height of 22'-2" fits well with the existing front house and the surrounding one and two-story buildings in the neighborhood.
- The new unit is located behind the existing front unit, which is appropriately setback from the street. Having this generous setback appropriately pushes the taller new mass toward the rear of the site and will respect the unit at the front and adjoining properties.
- The facades of the new unit minimize a boxy profile through the use of varying forms and offsets. A mix of materials, stucco and horizontal siding, in complementary colors with white trim integrate well with the existing front house and the neighborhood context.

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

- The traditional design of the new unit is appropriate to the neighborhood.
- The proposed siding will match the existing front house (front house to be painted to match siding and window trim of new unit) and complement the white accent color depicted on the windows and fascia. Overall, the proposed color palette for the new unit integrates well with other buildings in the neighborhood, which are painted with neutral colors.
- All windows will be vinyl, recessed with a wood sill and frame, and have a wood trim painted white to match the existing windows of the front house. As proposed, the windows are appropriate to the design and the neighborhood in terms of their operation and overall appearance.

- The roof material includes brown composition shingle, matching the front house.
- The roof of the new unit is designed with various hipped forms, which are appropriate for the traditional style proposed.
- Staff is requiring the use of permeable pavers in the new landscaped areas and a sample provided for staff review and approval.

**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).**

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

The City of Glendale received two emails during the pending decision period. One of these provided detailed information regarding late public noticing, discrepancies on the plans, and privacy. The other concurred with this analysis.

Due to the late issuance of the public notice, the decision date was extended four additional days; no additional comments were received during the extended comment period. The discrepancies in the General Notes section on the title page of the drawing set was forwarded to the applicant and will be addressed in plan check. Per GMC 30.47.040.B.3, the privacy of neighboring properties is only considered from balconies greater than twenty-five (25) square feet. The plans show a Juliet-balcony, which is less than 25 square-feet.

### **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 **September 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)**

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](mailto:dmanasserian@glendaleca.gov).

Sincerely,

PHILIP LANZAFAME  
Director of Community Development



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Urban Design Studio Staff  
JP:dm