



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

September 16, 2020

Traci Ozzimo
3104 Sparr Boulevard
Glendale, CA 91208

**RE: ADMINISTRATIVE DESIGN REVIEW CASE NO. PDR 2007050
3104 SPARR BOULEVARD**

Dear Ms. Ozzimo:

On September 16, 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 demolish the existing garage and to add a new 478 square-foot, attached, two-car garage and a 179 square-foot addition to the front of the existing one-story, 1,933 square-foot single-family residence (originally constructed in 1936) on a 7,686 square-foot interior lot located at **3104 Sparr Boulevard** in the R1R (FAR District II) Zone. The new two-car garage will be located in a similar location, but closer to the street.

CONDITIONS OF APPROVAL:

1. The driveway shall be repaved with a decorative material consistent with the design with consideration given for a permeable paving material.

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 proposed additions modify the original building footprint in an appropriate manner with the existing house centrally sited on the lot.
- The location of the garage will be similar to the existing conditions, except it will be brought closer to the street. The new street front setback will be 18'-0" and the Code-required minimum is 15'-0".
- The majority of the homes in the immediate neighborhood feature attached garages, located at the front of the residence, and directly facing the street. Additionally, there is no prevailing setback established in this neighborhood. For these reasons, the

applicant's proposal to add to the house and build a new attached, two-car garage closer to the street is appropriate.

- Access to the new garage will be taken from the existing driveway apron, and the project includes replacing the existing driveway hardscape. A condition of approval requires the driveway to be repaved with a decorative paving material with consideration given to a permeable paver.
- The existing landscaping is proposed to be maintained as part of the proposal.
- The project also includes replacing an existing wood gate along the east side, and extending the existing wood fence and installing a new gate along the west side. The location and design of the fencing and gates is appropriate.

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

- Overall the mass, height, proportions and architectural concept of the proposal is consistent with the existing residence.
- The project's massing is broken up by changes in the façade planes, with the addition to the house setback an additional 1'-3" from the garage wall along the west elevation.
- The immediate neighborhood features a combination of one- and two- story single-family residences and the subject property will remain one-story.
- The design will maintain the existing hipped-roof design with a 3:12 roof pitch for the addition.

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

- Overall, the addition's design and detailing is compatible with the appearance of the house and its design and detailing are consistent with the existing style through the use of materials, windows and colors.
- The existing entry will be maintained and the existing entry door will be replaced. The design of the new entry door is compatible with the traditional style of the residence.
- The new windows are fiberglass-clad and single-hung. The two new windows will also feature the same vertical bar (external grid) as the other windows on the house. The new windows will be recessed in the opening with a wood frame and sill to match the existing house. Additionally, the existing shutters will be replaced, and new flat panel shutters are proposed.
- The project also includes removing existing windows in Bedroom #1 and replacing them with French doors that open out to the entry courtyard. These new doors are perpendicular to the street, and the design is compatible with the house.
- The proposed materials also include a composition shingle roof and a smooth stucco finish which is compatible with the style and the existing conditions.
- Currently the house is beige in color with white and brown accent colors. The project also includes changing the colors of the house. Overall, the proposed colors (dark browns and dark greens) are appropriate.

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, Vista Ezzati, at 818-937-8180 or via email at VEzzati@glendaleca.gov.

RESPONSES TO 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, 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 **OCTOBER 1st, 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 October 1, 2020 deadline (mailed to Community Development Department – Planning Division, Attention Vista Ezzati, 633 East Broadway, Room 103, Glendale, CA 91206) OR emailed to the case planner Vista Ezzati at VEzzati@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 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, **Vista Ezzati**, 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, Vista Ezzati, for stamp and signature prior to submitting for Building plan check. Please contact Vista Ezzati directly at 818-937-8180 or via email at VEzzati@glendaleca.gov.

Sincerely,

PHILIP LANZAFAME
Director of Community Development



Urban Design Studio Staff

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