



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

2737 E. Chevy Chase Drive
PDR 2009697

November 3, 2020

Armen Hogtanian
2930 ½ Via Acosta
Montebello, CA 90640

**RE: 2737 E. CHEVY CHASE DRIVE
ADMINISTRATIVE DESIGN REVIEW CASE NO. PDR 2009697**

Dear Mr. Hogtanian:

On **November 3, 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 235 square-foot two-story addition to the side of an existing two-story, 2,857 square-foot single-family residence (built in 1928/1934) with two existing detached two-car garages on three combined lots for a total of 22,832 square feet in area, zoned R1R-II (Restricted Residential - Floor Area Ratio District II). The area of the proposed work facing the street is 172 square feet. The addition will be compatible with the existing house in terms of mass, scale, architectural style, and materials. An existing inappropriate one-story greenhouse addition, which roughly occupies the footprint of the proposed addition, will be removed.

CONDITIONS OF APPROVAL:

1. Obtain the City's Urban Forestry approval and comply with protection measures as required by the City's Urban Forestry prior to building permit issuance.
2. Revise the drawings to accurately depict the small window at the second floor of the front façade and indicate it as "existing to remain."

SUMMARY OF THE DIRECTOR OF COMMUNITY DEVELOPMENT'S DECISION

Site Planning – The project's site planning is appropriate, as modified by any conditions, to the site and its surroundings for the following reasons:

- The addition will not change the existing site planning and natural landform because it will replace an existing sunroom at the side of the house.



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- The addition will have an appropriate setback of 13-feet from the side property line (adjacent neighbor).
- There are no changes to the existing detached garages and driveways.
- The project will not change the existing open space and landscape. All indigenous protected trees on the site will be preserved. The applicant/owner is required to obtain the City's Urban Forestry approval/permit and comply with protection measures as required by the City's Urban Forestry.

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

- The mass and scale of the two-story addition are appropriately deferential to the existing house and will not significantly change the overall mass and scale of the house.
- The addition will not change the overall height of the building.
- Due to the site topography, the addition will not overlook the neighboring properties.
- The new hipped roofs follow the existing roof forms and are well integrated.

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

- The design, detailing, colors, and finish materials of the two-story addition match the architecture of the existing house (Tudor Revival) and are appropriate to the site and surroundings.
- The additions will not affect the privacy of the neighboring properties due to the site topography.
- The new wood windows (in the area of the addition and several window replacements) will feature a combination of casement, hung, and fixed windows, in keeping with the design and details of the existing windows.

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, Aileen Babakhani, at 818-937-8331 or via email at ababakhani@glendaleca.gov.

RESPONSES TO COMMUNITY INPUT RECEIVED DURING COMMENT PERIOD

Comment received from the Glendale Historical Society (TGHS):

We note that the report doesn't assess the historic nature or integrity of the house in any way. This structure, built in 1928/1934, is an impressive example of residential architecture



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from this period of Glendale's history. We have visited the property, and in our visual inspection it appears to be comparable in both architectural distinctiveness and in the retained character-defining features as other Tudor Revival houses on the Glendale Register. As such, as part of the staff report, an assessment of its eligibility for the Glendale Register should be included.

We further note that in the Glendale Historic District Guidelines, there is guidance for proposed additions to historic houses, which include:

- *Generally, for the Tudor style, additions should be located at the rear of the property and away from the main façade to minimize visibility from the public right-of-way.*
- *Additions should be compatible in size and scale with the original structure, although subordinate in massing.*
- *The removal of architectural materials, such as siding, windows, doors, decorative elements, and the like, should be carefully removed and reused in the addition where possible.*

We also observed that on the front elevation, there is a more contemporary replacement window in the upstairs bathroom, above the living room roof area. As part of the proposed addition project, the owners should consider replacing this with a window more suitable to the historic architectural style of the house. Also, we note that the photos of the subject property are uniquely obscure and unrevealing, especially the second photo. Complete and accurate photographs of the property should be included so that the public has a genuine opportunity to evaluate the project.

Response:

The commenter states that an assessment of the property's potential eligibility for listing in the Glendale Register of Historic Resources should have been part of the project's design review process. All design review conducted by the City takes into account the compatibility of new work with the character of the existing building, whether designated/identified as historic or not. We do not routinely make Glendale Register eligibility assessments for projects, such as the current proposal, that consist of minor work (i.e. less than 200 s.f. visible from the street). The subject property is a good example of the Tudor Revival style and has a picturesque setting, so the new design was carefully considered in that context. The project was found compatible with the existing house because, were it eligible for the local register, the work meets the Secretary of the Interior's Standards for Rehabilitation, and also because it meets the Citywide Design Guidelines. In terms of the rehabilitation standards, the addition will not lead to the removal of any character-defining features, is deferential to the massing and scale of the house, is clearly differentiated from the original portion of the house, and could be removed in the future with only limited work being



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required to restore the house to its current condition. We appreciate that TGHS included an excerpt from the Historic District Guidelines for Tudor Revival houses in its comment letter and note that, despite these not being applicable to this project and presumably offered for the purpose of design review guidance, the project clearly meets the first two bullet points, with the third not being applicable.

TGHS notes that a contemporary-style window is proposed to face the street at the second floor bathroom. The drawings do not call for any change at this location, but also do not accurately depict the existing small projecting bay window. Staff believes this is a drawing error and will confirm this with the applicant. A condition of approval is added calling for a revision of the final drawing set to clearly depict the existing condition and indicate it will remain in place. Finally, TGHS notes that one of the Neighborhood Survey photographs does not clearly show the subject house. This is typical for these surveys, which are taken from the street to show the overall neighborhood context and often show intervening vegetation. It is usually the case that work area photos are also part of an applicant's submittal, but these were overlooked in this case. We will work to ensure these are included in future submittal packages.

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 **NOVEMBER 18, 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



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timely, the appeal must be postmarked by the **November 18, 2020** deadline (mailed to **Community Development Department – Planning Division, Attention Aileen Babakhani, 633 East Broadway, Room 103, Glendale, CA 91206**) OR emailed to the case planner **Aileen Babakhani** at ababakhani@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.

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, **Aileen Babakhani**, 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.



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An appointment must be made with the case planner, Aileen Babakhani, for stamp and signature prior to submitting for Building plan check. Please contact Aileen Babakhani directly at 818-937-8331 or via email at ababakhani@glendaleca.gov.

Sincerely,

PHILIP LANZAFAME
Director of Community Development

A handwritten signature in black ink, appearing to read "Kristina Agal".

Urban Design Studio Staff

KA:JP:ab