



CITY OF GLENDALE, CALIFORNIA

Community Development
Planning

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glendaleca.gov

January 28, 2021

Georgii Shpak
7233 Kelvin Avenue #105
Winnetka, CA 91306

**RE: ADMINISTRATIVE DESIGN REVIEW NO. PDR2017983
345 North Cedar Street**

Dear Mr. Shpak,

On January 28, 2021, 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 proposing to construct a new, one-story, 609 square-foot addition (conversion of 292 square-foot, outdoor covered area into a classroom; construction of a one-story, 317 square-foot classroom addition) to an existing 2,428 square-foot private pre-school, built in 1912, on a 9,094 square-foot lot located in the R-1650 (Medium High Density Residential) Zone, at **345 North Cedar Street**.

CONDITION OF APPROVAL:

1. Provide a detailed window schedule, a vertical window section detail, and a partial east elevation of the addition to accurately provide information and drawings for the new window, prior to plan check submittal.

SUMMARY OF THE DIRECTOR OF COMMUNITY DEVELOPMENT'S DECISION

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

- The existing private school building with an attached carport is centrally located on the property with a detached four-car garage in the southwestern corner of the property. The proposed one-story, 609 square-foot addition (292 square-foot outdoor covered area conversion; 317 square-foot addition), will be constructed at the rear and side, minimally visible beyond a perimeter block wall located parallel to East Lexington Drive. A significant portion of the new addition will be constructed within the existing footprint of the building and does not propose major alterations to the existing site planning and meets all required setback requirements.
- The project will feature 2,403 square-feet (26.5%) of landscaped area, where a minimum of 20% is required in the R-1650 zone.
- A new recycling enclosure will be located in the center of the property and will be adequately screened from public view due to the existing perimeter block wall.

- The design of the proposed light fixtures is compatible with simple design of the addition.

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

- The property is located in a multi-family zone where the neighborhood is mostly comprised of a mix of one to three-story, multi-family developments in a variety of architectural styles. The proposed addition to the existing two-story private school building is minimal and will be compatible with the adjacent residential developments in terms of scale and proportion. The proposed one-story addition will not affect the existing overall height of the two-story private school building.
- The form of the addition relates well with the overall building concept and surrounding context of the neighborhood. While the subject site is a corner lot, the addition will not be an overbearing presence on the street or toward the immediate neighbors because the addition not only meets the setback requirements but also is buffered from the immediate streetscape on East Lexington Avenue by an existing six-foot block wall and from the adjacent neighbor by an existing block wall at the southern portion of the property.
- The proposed front-gabled roof will be compatible with the various gable roofed additions made at the rear façade and rear portion of the property over the years.

Building Design and Detailing – The proposed design and detailing are appropriate, as modified by any conditions, to the site and its surroundings for the following reasons:

- The surrounding neighborhood features a mix of architectural styles. The proposed addition to the side and rear is compatible with the neighborhood context, as the addition does not propose substantial change to the style of the existing private school building.
- The horizontal siding and gabled roof proposed for the addition are compatible with the forms and materials of the existing building and rear structures.
- There will be one new window hidden from public view, on the eastern elevation of the addition. Per the rendered drawing, the window will be an aluminum, hung window. A condition of approval requires the applicant to provide a detailed window schedule, a vertical window section detail, and a partial east elevation of the addition to accurately provide information and drawings for the new window prior to plan check submittal.
- Color and materials for the addition include grey composite roof shingles, white lap siding, black aluminum gutters and downspouts, and black aluminum window and door frames. The proposed color and materials will be appropriate for the addition and the existing private school building.

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, Minjee Hahm, at via email at mhahm@glendaleca.gov.

RESPONSE TO COMMUNITY INPUT RECEIVED DURING COMMENT PERIOD

During the public comment period, staff did not receive any correspondence regarding the project.

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 **February 12, 2021** via email at Zoning@glendaleca.gov.

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 online 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, **Minjee Hahm**, 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, **Minjee Hahm**, for stamp and signature prior to submitting for Building plan check. Please contact Minjee Hahm directly at via email at mhahm@glendaleca.gov.

Sincerely,

PHILIP LANZAFAME
Director of Community Development



Urban Design Studio Staff
JP:MH