



CITY OF GLENDALE, CALIFORNIA

Community Development
Planning

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glendaleca.gov

February 16, 2021

Sevag Shenian
1721 Melwood Drive
Glendale, CA 91207

RE: 1721 MELWOOD DRIVE ADMINISTRATIVE DESIGN REVIEW CASE NO. PDR 2018027

Dear Mr. Shenian:

On **February 16, 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 of a 405 square-foot floor area addition to the front of an existing one-story, 2,176 square-foot single-family residence (built in 1951) with an existing two-car garage, located on a 10,109 square-foot interior lot, in the R1R zone, (Restricted Residential) zone, Floor Area Ratio District II. An interior remodel to create a third bedroom, third bathroom and new entry foyer are also proposed.

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. Provide a cut sheet for the new wood siding (gable ends) for review of consistency with the existing details.

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 proposed 405 square-foot addition will modify the original building footprint in an appropriate manner to create an extra bedroom, bathroom and entry foyer. The addition is appropriate because the house will remain similar in size to neighborhood homes.
- The location of the addition will be appropriate, but brought closer to the street on the west and east sides of the facade. The additions will be setback 15 feet from the street front property line, meeting the zoning code requirements.
- The existing yard, open space and landscaping is to be maintained as part of the proposal, except for the removal of one tree on the east side of the front façade. There is one oak tree on the site and three oak trees within 20 feet of the exterior boundaries,

at the east and north side. The oak trees are out of the area of work. 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.

- There are no proposed changes to the existing attached two-car garage and driveway.

Mass and Scale – The project's massing and scale are appropriate, as modified by any conditions, to the site and its surroundings for the following reasons:

- The mass and scale of the proposed addition is appropriate to the existing house and surroundings and will not significantly change the mass and scale of the existing building because the addition is small in size.
- The addition will not change the overall height of the building, which is 15'-4".
- The addition is in the front, filling out the west side of the house and makes it more symmetrical with the other side, in a complementary way.
- The architectural concept of the addition is consistent with the existing design.
- The new gabled and nested gable roof forms match and are well integrated into the existing roof forms.

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

- The design, detailing, colors, and finish materials of the proposed addition including fine dash finish stucco (paper sack color), vinyl windows, asphalt shingles for roofing materials, roof fascia, and window shutters match the architecture of the existing house (Ranch style) and are appropriate to the site and surroundings. However, conditions of approval are added to provide a cut sheet for the new wood siding (gable ends) for review of consistency with the existing details and color.
- The entryway of the house with a new porch is being moved to the side façade (east) and will now face the driveway. The proposed entryway will also feature a nested gable roof similar to the existing entryway currently at the front of the house. Many houses in the neighborhood (within 300 linear feet) orient their entrances to the driveway instead of the street as there is no sidewalk and many are off private drives. The existing wood entry door with a single side light will be reused.
- The new vinyl windows in the area of the addition will be recessed and will feature casement and fixed windows, in keeping with the design and details of the existing windows. New window shutters matching those at the existing front windows are proposed.
- The additions will not affect the privacy of the neighboring properties.
- There is no change in the exterior lighting, equipment, and trash areas. The drainage is well integrated into the roof forms.

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, Amy Fitzgerald at 818-937-8162 or via email at afitzgerald@glendaleca.gov.

RESPONSES TO COMMUNITY INPUT RECEIVED DURING COMMENT PERIOD

No public comments were received.

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 **MARCH 3, 2021**.

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 MARCH 3, 2021 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 Amy Fitzgerald at afitzgerald@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, **Amy Fitzgerald**, 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, Amy Fitzgerald, for stamp and signature prior to submitting for Building plan check. Please contact Amy Fitzgerald directly at 818-937-8162 or via email at afitzgerald@glendaleca.gov.

Sincerely,

PHILIP LANZAFAME
Director of Community Development



Urban Design Studio Staff

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