



**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

1010 Wolverton Drive  
PDR 2200463

June 1, 2022

Chris Pae  
2921 Foothill Blvd.  
Glendale, CA 91214

**RE: 1010 WOLVERTON DRIVE  
ADMINISTRATIVE DESIGN REVIEW CASE NO. PDR 2200463**

Dear Mr. Pae:

On **June 1, 2022**, 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 700 square-foot one-story addition facing the street at the side of the existing 2,972 square-foot two-story, single-family residence (built in 1980) with an existing attached three-car garage on an approximately 15,000 square-foot lot in the R1R-III zone (Restricted Residential - Floor Area Ratio III).

**CONDITIONS OF APPROVAL:**

1. If any new light fixtures are proposed, revise the drawings to show their proposed locations and provide cut sheets to indicate the facades will not be overlit and that the fixtures will be shielded to avoid light spillover to the adjoining property.

**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 (new master suite and a study room) will extend the existing building footprint towards the side (west) on the existing flat portion of the lot. The addition does not change the existing site planning and topography significantly, because the existing minimum street front setback will remain unchanged. The proposed site plan is appropriate to the existing site and the surrounding neighboring properties.



- The addition will be set back approximately 33'-9" away from the street front property line, further than the existing building with the existing 21'-9" street front setback.
- There are no changes to the existing attached garage and existing vehicular access from Wolverton Road.
- The existing landscaping, including the walls and fences will remain unchanged.

**Mass and Scale** – The project's 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 addition are consistent with the existing house and surrounding neighborhood, which consists of one- and two-story houses.
- There are no changes to the existing overall height of 24'-0" because the one-story addition has an overall height of 15'-5".
- The addition's side-gabled roof with a 4:12 roof pitch is compatible with the existing roof and architectural style.

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

- Overall, the addition's design, detailing, finish materials, and colors including wall stucco finish, roofing material (clay tile), roof fascia, eave details (boxed eave), and windows and doors are consistent with the existing house and neighboring properties.
- The new windows for the area of the addition and proposed replacement windows are vinyl (nail-on frames and flush on the wall) with an appropriate combination of sliding and fixed windows, without grids.
- The proposed addition does not raise any privacy concern, because no public rooms or balconies/decks with view to neighboring properties are proposed and no new windows is facing adjacent windows of neighboring properties.
- The proposed plans currently do not show any light fixtures at the addition. If any are proposed, a condition of approval is added to revised the drawings to show their proposed locations and provide cut sheets to indicate the facades will not be overlit and that the fixtures will be shielded to avoid light spillover to the adjoining property.

**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**



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**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](mailto:ababakhani@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 **June 16, 2022**.

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 June 16, 2022 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](mailto: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.



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**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.

### **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.

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](mailto:ababakhani@glendaleca.gov).



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Sincerely,

JOHN TAKHTALIAN  
Interim Director of Community Development

A handwritten signature in black ink, appearing to read "JT", is positioned below the typed name.

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Urban Design Studio Staff

JP:AB