



**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

January 23, 2023

Sandy Liu  
530 S Lake Avenue #147  
Pasadena, CA 91101

**RE: ADMINISTRATIVE DESIGN REVIEW CASE NO. PDRNRAF2119405  
4240 Lowell Avenue**

Dear Ms. Liu,

On January 23, 2023, 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 construct a 295 square-foot addition to the master bedroom, a new master bathroom and a new closet; a 260 square-foot bedroom behind the existing family room; a 48 square-foot addition to a bathroom; and a new outdoor counter to an existing 1,932 square-foot, single-family residence (constructed in 1954) on a property approximately 9,150 square-foot lot, zoned R1 (Floor Area District II), located at **4240 Lowell Avenue**.

**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 proposed project will be sited along the western and southern interior yards and will not change the street front or street side setback pattern of the neighborhood.
- The site planning of the proposed project will generally follow the shape of the lot and does not significantly alter the site planning of the lot.
- The addition will extend the building's street side facade property along street side and will be set back 12-feet from the street side property line, and 40-feet and 6-feet from the western and southern interior property lines.

**Mass and Scale:**

The proposed massing and scale are appropriate, as modified by any conditions, to the site and its surroundings for the following reasons:

- The massing of the project will be compatible with the house and nearby dwellings in terms of mass and scale. The minor one-story addition continues the ridge height of the building and will not alter its massing as viewed from Altura Avenue.
- The proportions of the rear patio cover fit well with massing configuration of the existing dwelling, and will not project above the existing height of the building.

- The existing dwelling is designed in the Ranch style with low-pitched hipped roofs, stucco siding, and red brick and board and batten finish materials at the front entry. The improvements to the building replicate the overall massing concept of the existing 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 project incorporates design details that are complementary to the existing style of the single-family dwelling, such as a stucco and asphalt shingles.
- Recessed casement windows are provided at the addition and portions of the existing house. The new windows complement the existing style, placement, operation and pattern of the existing dwelling.

### **Response to Community Input Received During Comment Period**

No community input was received during the comment period regarding this project.

**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, Sadie Gropen, at 818-937-8178 or via email at [SGropen@glendaleca.gov](mailto:SGropen@glendaleca.gov).**

### **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 7, 2023**, at the Permit Services Center (PSC), 633 East Broadway, Room 101, Monday through Friday 7:00 am to 12:00 pm, or at the Community Development Department (CDD), 633 East Broadway, Room 103, Monday thru Friday 12:00 pm to 5 pm.

**APPEAL FORMS available on-line:** <https://www.glendaleca.gov/home/showdocument?id=11926>

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, **Sadie Gropen**, 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, Sadie Gropen, for stamp and signature prior to submitting for Building plan check. Please contact Sadie Gropen directly at 818-937-8178 or via email at [SGropen@glendaleca.gov](mailto:SGropen@glendaleca.gov).

Sincerely,

Director of Community Development

  
Urban Design Studio Staff

SG:sg

Attach: staff report