



CITY OF GLENDALE, CALIFORNIA

Community Development
Planning

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glendaleca.gov

March 7, 2023

Nareg Khodadadi
213 N. Orange St. Ste. E
Glendale, CA 91203

**RE: 1635 Don Carlos Avenue
ADMINISTRATIVE DESIGN REVIEW APPLICATION NO. PDR2201292**

Dear Applicant:

On March 7, 2023, 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 for a 516 square-foot (SF) one-story addition to an existing one-story single-family building, which includes changes to the front facade. The existing building is 2,866 SF (originally constructed in 1921 with numerous later alterations), and located on an approximately 13,875 SF lot in the R1-I Zone (Residential, Floor Area Ratio District I). The project includes a 364 SF extension of an existing rear trellis, an 80 SF covered patio at the rear, and window replacement.

CONDITIONS OF APPROVAL:

1. New half-timber style wood trim to match dimensions, depth within the stucco, and color of existing.
2. Any landscaping replaced on site during construction is subject to review by planning and must be low-water use for Glendale and comply with the Comprehensive Design Guidelines.

SUMMARY OF THE DIRECTOR OF COMMUNITY DEVELOPMENT'S DECISION

Site Planning – The proposed site planning is appropriate to the site and its surroundings for the following reasons:

- The one-story addition is spread across the existing floor plan to slightly expand the existing building footprint while maintaining ample landscaping and open space elsewhere on site.
- The front entryway is relocated from the side façade to the front façade with a prominent entryway extending from the front façade similar to other houses on the street.
- The new entryway extending from the front façade maintains a 40-foot street front setback which is consistent with the neighborhood pattern.
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Mass and Scale – The proposed massing and scale are appropriate to the site and its surroundings for the following reasons:

- The one-story addition maintains the existing building height (ranging from 15'-9" to 20'-4"), carrying over the respective building height at each location (i.e., the addition height is lower in some areas to match the roof height of the adjacent building area).
- The height of the new gabled front entryway is slightly lower than the existing front façade gable.
- The new gabled front entryway helps break up the massing of the addition adjacent to it at the east.

Design and Detailing – The proposed design and detailing are appropriate to the site and its surroundings for the following reasons:

- The one-story addition is well-integrated into the existing architectural style of the house because it uses the same building forms, architectural detailing, and materials. This includes gable roofs with pitches matching existing, half-timbering style wood trim, recessed windows with external grids with pattern matching existing, and exterior finish materials to match existing including stucco siding and roofing.

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, Cassandra Pruet, at cpruett@glendaleca.gov or (818) 937-8186.

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 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, by **March 22, 2023**.

All appeals must be filed using the City's online permit portal: www.glendaleca.gov/Permits. Create an account, click apply, and apply for "Appeals." For any questions relating to this process or application fees, please contact the **case planner, Cassandra Pruet, cpruett@glendaleca.gov** or (818) 937-8186.

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, **Cassandra Pruett**, 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, Cassandra Pruett, for DRB stamp and signature prior to submitting for Building plan check. Please contact Cassandra Pruett via email at cpruett@glendaleca.gov.

Sincerely,

BRADLEY CALVERT, AICP
Director of Community Development



Urban Design Studio Staff

BC:JP:CP