



August 7, 2023

Ani Mnatsakanian
409 IRVING DR.
BURBANK, CA 91504

RE: 533 SUNSET ROAD
Administrative Design Review Case No. PADR-001323-2023

Dear Applicant:

On **August 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 to construct a total of approximately 776 square-foot one-story addition facing streets (Sunset Road and Ridgeway Drive) at the front and side of the existing 2,282 square-foot one-story, single-family residence (built in 1951) with an existing attached three-car garage. The project site is an 11,100 square-foot corner lot, located in the R1-I zone (Low Density Residential - Floor Area Ratio I). The project also includes façade remodeling.

CONDITIONS OF APPROVAL:

1. Obtain required permits from Urban Forestry to protect the street trees.
2. Update the drawings to show the locations of any new exterior light fixtures and provide cut sheet(s) of light fixtures, appropriate to design and exterior remodel.
3. Update the drawings to show the location of gutters and downspouts, appropriate to the design and 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 total of 776 square-foot one-story addition includes:
 - i. A 398 square-foot one-story extension toward Ridgeway Drive.
 - ii. A 195 square-foot one-story addition with the conversion of an existing breezeway between the house and garage facing Sunset Road.

- iii. A 177 square-foot partial conversion of the existing three-car garage to a new den. The remaining portion of the attached garage will provide adequate space for a two-car garage with interior dimensions of 20 feet by 20 feet, meeting the zoning code requirements.
- iv. An approximately six square-foot one-story addition with a new entry porch facing sunset Road.

The additions do not change the existing site planning significantly, because the existing interior setbacks and street side setback along Sunset Road will remain unchanged. The proposed 398 square-foot addition at the front (toward Ridgway Drive) sets back 50'-6" away from the street front property line and is consistent with the prevailing setbacks on the street (west side of Ridge Drive). Therefore, the project's site planning is appropriate to the existing site and its surrounding neighboring properties.

- There is no change to the location of the existing detached two-car garage and no change is proposed to the existing driveway from Sunset Road.
- The existing landscaping will remain unchanged. The project will require to obtain permits from Public Works to protect the existing street trees during construction in order to meet the Urban Forestry requirements.

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 additions at the front and side of the house are consistent with the existing house and relate to its surrounding context. The one-story additions do not change the existing scale and proportions significantly.
- There is no change to the existing overall height of 16'-9 ½". The project will add two new doubled-gable roofs to the primary roof. The new roofs at the front and side are consistent with the existing roofs and create appropriate transitions between the existing and new roof.
- The proposed remodel includes a new primary porch with an arched header in the same location of the existing porch, consistent with the overall mass and scale.

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

- Overall, the proposed addition and remodel are consistent throughout and appropriate to the surrounding neighborhood. The proposed façade remodel will remove the existing roof brackets, decorative window shutters, existing brick chimney, and horizontal wood siding. The proposed façade remodel and new exterior materials will include smooth stucco wall finish (gray color), brick veneer wainscoting (white/cream color), horizontal siding on gable ends, and concrete roofing to match the existing roofing material and color.
- The new primary entryway (front door) and porch are well integrated into the design and replicate the location and design of the existing primary entryway.
- The new windows are fiberglass (dark bronze color) with an appropriate combination of fixed and casement windows. The front entry door and new garage door are appropriate to the proposed design and remodel.
- The proposed plans currently do not show the location and design of any proposed exterior light fixture(s). A condition of approval is added to update the drawings to show

the proposed locations of any new exterior light fixtures and provide cut sheet(s) of light fixtures, appropriate to design and exterior remodel.

- The proposed plans also do not show the location of gutters and downspouts. A condition of approval is added to update the drawings to show the location of gutters and downspouts appropriate to the design and details.

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, Aileen Babakhani, at 818-937-8331 or via email at 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 line (<https://glendaleca-energovweb.tylerhost.net/apps/SelfService#/home>) 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 **August 22, 2023** online <https://glendaleca-energovweb.tylerhost.net/apps/SelfService#/home> or at the Permit Services Center (PSC), 633 East Broadway, Room 101, Monday thru 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 5:00 pm. 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 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, **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.

Sincerely,

Bradley Calvert
Director of Community Development



Erik Krause
Deputy Director of Community Development

EK:AB