



January 11, 2024

Wayne Wong
914 Pelanconi Ave.
Glendale, CA 91202

**RE: 914 PELANCONI AVENUE
ADMINISTRATIVE DESIGN REVIEW CASE NO. PADR-001617-2023**

Dear Applicant:

On **January 11, 2024**, 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 1,200 square-foot one-story addition at the rear of an existing 1,275 square-foot, one-story single-story residence, originally built in 1938 with an existing detached two-car garage on a 9,440 square-foot lot, located in the R1-II zone (Low Density Residential - Floor Area Ratio II).

CONDITIONS OF APPROVAL:

1. Update the drawings to show the proposed locations of any exterior light fixtures and provide cut sheet(s) of light fixtures, appropriate to design and exterior remodel.
2. Update the drawings to show the location of gutters and downspouts appropriate to the design and details.
3. Provide a scaled vertical window section drawing to clearly show the window installation 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 proposed addition does not change the existing site planning significantly, because the existing interior setbacks and street front setback will remain unchanged. 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 Pelanconi Avenue.

- The existing landscaping 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 relate to its surrounding context. The one-story addition at the rear does not change the existing scale and proportions significantly. There is no change to the front and side façades of the existing house.
- The addition will increase the existing overall height of 15’-5” to 16’-5”. The project will add gable and hipped roofs to the rear of the existing roof. The new roofs are consistent with the existing roof and create appropriate transitions between the existing and new roof.

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 is consistent throughout and appropriate to the surrounding neighborhood. The proposed exterior materials for the area of the addition will match the existing house.
- The new windows for the addition will be white vinyl with an appropriate combination of horizontal sliding and hung windows. The windows will be recessed within the exterior walls and will have sill to match the existing windows. A condition of approval is added to provide a scaled vertical window section drawing to clearly show the window installation and details.
- 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 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.
- Trash storage area and air conditioning equipment are located appropriately on the site and will be screened from the public view.

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 **January 26, 2024** 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

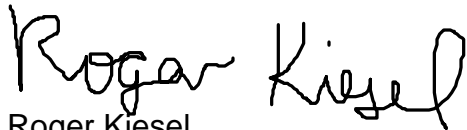
permit applications, etc., and shall be accomplished **by appointment only**, in order to assure that you receive service with a minimum amount of waiting. You should advise any consultant representing you of this requirement as well.

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

A handwritten signature in black ink that reads "Roger Kiesel". The signature is written in a cursive, flowing style.

Roger Kiesel
Senior Planner

RK:AB