



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

May 28, 2024

Paciano Diaz
5811 Edmund Avenue
La Crescenta, CA 91214

**RE: ADMINISTRATIVE DESIGN REVIEW CASE NO. PADR-002924-2024
436 E Acacia Avenue**

Dear Applicant:

On May 28, 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 new 403 square-foot (SF) second-story addition to an existing, one-story, 799 SF single-family residence with an existing 228 SF, one-car attached garage on a 2,332 SF lot located in the R-1650 "Medium High Density Residential" Zone.

CONDITIONS OF APPROVAL

After a review of the plans, exhibits, and consideration of community input, the Director of Community Development has placed the following conditions of approval on this project:

Conditions:

1. Revise drawings to include breakdown calculations of landscaping to show compliance with minimum 25% landscaping requirement.
2. Revise drawings to include the existing wood and chain link fences and clarify what is proposed to remain. Include overall height and materials.
3. Revise plans to show the location of all proposed light fixtures on the building limited to the main entry and patio doors, and show downspouts on the building, finished to match the adjacent wall color for staff review and approval.
4. Replace the sliding windows with casement, hung or fixed type window and show this information on the window schedule and elevation drawings.

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 proposed addition is on the second story of the existing single-story house and is significantly setback from the street front to reduce massing, in conjunction with the

Administrative Exception that was approved in December 2023. The new second story addition will not significantly alter the existing site plan.

- An existing wood fence to remain borders the interior and rear of the property, and is not called out on the plans. A condition has been included to show the existing and proposed fence including height and material.
- The proposal does not involve expansion of any hard-scaping, however the landscaping calculations are not provided on the plans. A condition is included to revise the drawings to show breakdown calculations of proposed landscaping in compliance with Zoning regulations.
- The gutters, downspouts, and light fixtures are not identified on the drawings. A condition is included requiring revised drawings to be provided for staff review and approval, showing gutters, downspouts and light fixtures depicted on the drawings prior to plan check submittal.
- No exterior lighting is proposed, though it will likely be needed. A condition is included, requiring the applicant to show exterior light fixtures on the building and submit a cut sheet of proposed exterior lighting with fixtures that are consistent with the traditional style of the house for staff review and approval prior to plan check submittal.

Mass and Scale – The proposed massing and scale are appropriate to the site and its surroundings for the following reasons:

- The proposed addition to the existing single-story house is located in a dense multi-family neighborhood comprised of multi-story buildings. The proposed second story addition to the existing one-story house appropriately integrates with the existing house and the neighborhood.
- The mass and scale of the second story addition is compatible with nearby properties in the neighborhood. This was accomplished by placing the new two-story addition away from the street, recessing it from the ground level, and incorporating appropriate fenestration and cladding material (Hardy Board siding). Applying these techniques avoids long, blank horizontal facades as it creates an interesting design element and minimizes a boxy outline.
- The project features a clipped gable roof form, appropriately incorporated into the traditional style of the development with a 3:12 roof pitch throughout to match the existing roof pitch and design of the house.

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

- Overall, the consistent use of materials and colors throughout the project helps to reinforce the traditional design concept.
- The entryway is well integrated into the design and avoids a sense of monumentality. The clipped gable above the entryway is mimicked on the second story addition for a cohesive concept.

- The proposed windows will be vinyl and hung operation, appropriate to the house and the neighborhood. A condition is included to revise the window schedule, removing any visible slider windows, and to specify a block frame installation type.
- The traditional style of the project features exterior Hardy board siding. This finish material is consistent with the style of the existing development and the neighborhood.

RESPONSES TO COMMUNITY INPUT RECEIVED DURING COMMENT PERIOD

During the public comment period, staff received no letters from neighbors in support or opposition to the 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, Chloe Cuffel, at 818-937-8162 or via email at ccuffel@glendaleca.gov.

APPEAL PERIOD, 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 application within fifteen (15) days following the actual date of the decision. Information regarding appeals will be provided by the Community Development Department (CDD) staff upon request by calling 818-548-2140. Any appeal must be filed online with the prescribed fee prior to expiration of the 15-day appeal period, on or before **June 12, 2024, at 5:00 p.m.** All appeals must be filed using the City's online permitting and licensing portal, please visit www.GlendalePermits.org to submit the application.

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.

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.

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, **Chloe Cuffel**, 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, Chloe Cuffel, for stamp and signature prior to submitting for Building plan check. Please contact Chloe Cuffel directly at 818-937-8162 or via email at ccuffel@glendaleca.gov.

Sincerely,

BRADLEY CALVERT, AICP
Director of Community Development



Milca Toledo
Senior Planner