



CITY OF GLENDALE, CALIFORNIA

Community Development
Planning

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glendaleca.gov

June 17, 2024

Amir Kacem
29641 S Western Avenue #405
Rancho Palos Verdes, CA 90275

**RE: ADMINISTRATIVE DESIGN REVIEW CASE NO. PADR-001029-2023
230 Winchester Avenue, 91201**

Dear Applicant:

On June 17, 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 2,040 square foot (SF), two-story, residential dwelling unit at the rear of an existing 1,464 SF single-family dwelling (built in 1937) located on a 7,500 SF lot. The proposal includes the construction of a new dwelling unit with an attached two-car garage with access from the existing alley. The new dwelling unit will match the style of the existing house on the property. The project site is located in the R-3050 H (Moderate Density Residential) Horse Overlay 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. Replace the sliding windows with casement, hung or fixed type window and show this information on the window schedule and elevation drawings.
2. Revise drawings to show decorative driveway material complementary to the site and include this information on the site plan.
3. Show the location of all proposed site lighting and light fixtures on the building limited to the main entry and patio doors.
4. Show downspouts on the building, finished to match the adjacent wall color.

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 new single-family building is proposed at the rear of the existing site, facing the alley and will not significantly alter the view from Winchester Avenue and will not alter the prevailing setback pattern of the neighborhood.
- The project proposes a new two-car garage that will be attached to the new unit at the rear. The garage will be accessed via the existing public alley.
- The project provides the required, functional common and private outdoor spaces. The project site meets minimum landscaping requirements.
- There is an existing six-foot high CMU block wall along southern side and rear of the property that will remain. An existing six-foot high wood fence lines the property on the alley side. The fence will remain and a new gate will be provided for driveway and garage access. A condition is included to provide details of the new gate to ensure it complements the site and the existing fence.
- The trash storage is not identified on the plans. A condition has been included to provide the location of trash storage for staff review and approval.
- The gutters, downspouts, and light fixtures are not identified on the drawings. Conditions of approval are included, requiring revised drawings be provided for staff review and approval which shows gutters, downspouts and light fixtures on the elevation drawings. Also, submit a cut sheet of proposed exterior lighting for the building.

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

- The proposed two-story project is located in a moderate density residential neighborhood with one- and two-story single- and multi-family development surrounding the subject property. The neighborhood context surrounding the subject site features mostly single-story, Minimal Traditional homes west of the subject site and several multi-family and commercial buildings to the south, north, and east, directly across the alley. The proposed two-story building at the rear of the property is appropriate to the site and surrounding context.
- The massing is broken up by recessed building forms, breaks in roof and walls, fenestration and cladding material. Applying these features appropriately avoids long, blank horizontal facades as it creates an interesting design element and minimizes a boxy outline.
- Two balconies at the second story provide appropriate relief of the overall massing and interruptions of blank facades appropriate to the site and the neighborhood.
- The project features hipped and gabled roof forms, appropriately incorporated into the traditional style of the development with a 4:12 roof pitch, matching the roof design of the existing single-family residence on the site.

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. Both unit entries are well defined, featuring a porch and recessed doorway with a single-door entry. The new doors will be wood with partial glazing at the top.
- The proposed vinyl windows are appropriately placed throughout the unit and will be recessed within the opening. A condition is included to revise window schedule to replace sliders with casement, fixed, or hung operation to meet the City's Window Guidelines.
- The traditional style of the project features an appropriate combination of exterior cladding material including brown wood cladding, stucco, and dark grey composition shingle roof. These finish materials are consistent with the style of the development and complements 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 **July 2, 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

A handwritten signature in black ink, appearing to read 'mjt', is written over a horizontal line.

Milca Toledo
Senior Planner