

August 4, 2014

Garo Nazarian  
109 E. Harvard St, No. 306  
Glendale, CA 91205

**RE: ADMINISTRATIVE DESIGN REVIEW CASE NO. PDR 1410347  
1137 Melrose Avenue**

Dear Mr. Nazarian,

On August 4, 2014, the Director of Community Development, pursuant to the provisions of the Glendale Municipal Code, Title 30, Chapter 30.47, **APPROVED** your design review application to construct a new two-story, six-unit apartment building with semi-subterranean parking for 15 parking spaces on a level 8,485 square-foot rectangular property in the R-1250 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 condition of approval on this project:

1. External grids shall be used on all windows and sliding glass doors that are showing a grid pattern.

#### **SUMMARY OF THE DIRECTOR OF COMMUNITY DEVELOPMENT'S DECISION**

**Site Planning** – The 8,495 square-foot property is a level east-west facing site with an existing single-family house that will be demolished for the construction of the new six-unit, two-story apartment building with semi-subterranean parking for 15 parking spaces. The site is accessed from Melrose Avenue to the west via an 11-foot wide driveway. The common open space is located at the west and south sides of the property and private open space for each unit is at the ground floor on the north elevation. The Urban Forester inspected two oak trees on May 19, 2014 and stated they may be removed. One of the trees does meet the size threshold for preservation and the second oak tree's location on the property line adjacent to an existing apartment building and fencing does not permit it to successfully grow to maturity. The proposed site planning is consistent with the neighborhood developments and is typical for a lot of this size and shape.

**Mass and Scale** – The proposed two-story building is of comparable mass and scale to the neighbors and will be consistent with other two-story buildings on this street. The shape and footprint of the building is linear and follows the shape of the lot consistent with adjoining and nearby development. The proposal is respectful of the overall context, streetscape, and character of the immediate neighborhood. The mass and scale of the project are visually reduced through the use of surface modulation, varied roof forms and heights, and a mix of

materials, colors and textures. This treatment successfully suggests a composition of individual units.

**Building Design and Detailing** – Suggestive of a Craftsman style the project was designed so all facades are thoughtfully considered to achieve a cohesiveness through a variety of materials and details. The neighborhood consists of a mix of architectural styles. The proposed style is compatible and incorporates materials such as wood siding, smooth stucco, asphalt shingles, and brown fiberglass block-frame single-hung and sliding windows options with wood trim. A condition is being added to require external grids on windows with them. Distinctive details, carefully placed material changes, and end roof modulation suggest an attractive composition of smaller individual units.

**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, Chris Baxter, at 818-937-8162 or via email at cbaxter@glendaleca.gov.**

## **PROJECT ANALYSIS**

**PROJECT DESCRIPTION:** The proposal consists of a new two-story, six-unit apartment building with semi-subterranean parking for 15 parking spaces on a level 8,485 square-foot rectangular property. Four units are two bedroom townhouses and the two end units are three bedrooms. The units range in size from 1,139 square feet to 1,495 square feet. The apartments will be located on a level 8,485 square-foot rectangular property in the R-1250 High Density Residential Zone.

## **CONTEXT**

**GENERAL PLAN:** Land Use Element: Very Low Density Residential. The proposal complies with the Zoning Code and General Plan and Land Use Element.

**ZONE:** R1R-II Residential.

## **ENVIRONMENTAL CONSTRAINTS:**

- **Indigenous Trees:** Two oak trees. The Urban Forester inspected the site on May 19, 2014 and stated the two trees may be removed (please see attached comments from the Urban Forester's Office).
- **Historic Preservation:** The Historic Preservation Planner reviewed photos of the existing house built in 1921. He found that the house would not be considered a historic resource under CEQA; that the existing home does not appear to be eligible for listing on the Glendale Register as it is not one of the best examples of Colonial Craftsman Style homes in its neighborhood; and it does not appear to possess any outstanding or exemplary architectural elements reflecting its style or period of construction. The house does not meet the criteria for listing on any National, State, or Local Register for Historic Resources, and it is not considered a historic resource under the California Environmental Quality Act (CEQA).
- **CEQA Status:** California Environmental Quality Act Exemption per Section 15303, Class 3 – New construction of a six-unit or less apartment building.

**NEIGHBORING ZONES AND USES:**

North	R-1250	Multi-family dwellings
South	R-1250	Multi-family dwellings
East	R-1250	Multi-family dwellings
West	R-1250	Multi-family dwellings
Project Site	R-1250	Single-family dwelling

**DESIGN GUIDELINE REVIEW AND STAFF ANALYSIS**

Comprehensive Design Guidelines were approved by the City Council for single-family developments on November 29, 2011. Design considerations discussed below analyze a project's overall site planning, its mass and scale, and its architectural design and detailing with a purpose to ensure that the development is of high quality, relates to its neighbors and enhances the overall built environment. The houses in this neighborhood were designed in a variety of conventional styles.

**Site Planning** - The 8,495 square-foot property is a level east-west facing site with an existing single-family house that will be demolished for the construction of the new six-unit, two-story apartment building with semi-subterranean parking. The site is accessed from Melrose Avenue to the west via an 11-foot wide driveway. The common open space is located at the west and south sides of the property and private open space for each unit is at the ground floor. The proposed site planning is consistent with the neighborhood developments and is typical for a lot of this size and shape.

**Yards and Usable Open Space:** The common outdoor space is 1,211 square-feet and is located at the west and south sides of the building. It will provide a usable recreational area for residents of the apartments and will be designed consistent with the Zoning Code Interpretation for common outdoor spaces dated January 25, 2006. Each unit has ground floor private outdoor patios located along the north side of the building. The common and private outdoor spaces meet and/or exceed code-required minimums. The front yard and west side yard will also be landscaped.

**Garage Location and Driveways:** The 11-foot wide concrete driveway is located at the east side of the site and enters the semi-subterranean garage to the 15 parking spaces.

**Landscaping:** The drought-tolerant landscape palette is varied and complements the apartment's Craftsman inspired design. Large planters surround the private open space patios located on the north elevation. The planting plan consists of a variety of trees, shrubs and flowering plants.

**Walls and Fences:** The boundary walls are part of the building foundation and will be visible to the surrounding neighbors. Metal rail fences separate the private patios between the units.

**Mass and Scale** – The proposed two-story building is of comparable mass and scale to the neighboring two-story buildings on this street; and the shape and footprint of the building is linear and follows the shape of the lot consistent with adjoining and nearby development. As such, the proposal is respectful of the overall context, streetscape, and character of the immediate neighborhood. The level of detail and texture including additional roof gables on the north and south elevations suggest the building's massing is separated into distinct units.

**Relate Buildings to Existing Context:** The subject site is flat. Aside from the necessary excavation for the semi-subterranean garage, no landform alteration will be required. The proposed project is typical and consistent with other new multi-family projects on flat parcels.

**Scale and Proportion/Monumentality:** The building's scale and proportion provides a balanced appearance and avoids becoming monumental. All elevations provide this balanced appearance via repeated forms and elements, such as the entry porches, balconies and gable roofs. A similar pattern is seen also in the fenestration.

**Roof Forms:** The roof is a combination of hipped and gable design and reinforces the overall architectural style and provides visual interest. Rooftop equipment, which is permitted in the multi-family zones, is concealed by the proposed roof design.

**Building Design and Detailing** – The project's Craftsman influence is common in the community as well as Southern California. The building was designed so all facades are thoughtfully considered to achieve a cohesive style through use of a variety of materials and details. The neighborhood consists of an eclectic mix of architectural styles. The proposed Craftsman Style is compatible with the neighborhood and incorporates materials such as wood siding, smooth stucco, asphalt shingles, and white vinyl windows with wood trim. In addition, the level of detail and texture including additional roof gables on the north and south elevations suggest the building is a composition of distinct units.

**Entryways:** The entries to all the units are located on the south elevation. The design of each entry opening is simple and consistent with the Craftsman style.

**Windows and Doors:** All windows and sliding glass doors are brown fiberglass. The front entry doors are a simple design that reflects the architectural style. Brown fiberglass block-frame windows are proposed. A condition is being added to require external grids on window with them. As conditioned, the fenestration of the building will be appropriate for the proposed design.

**Finish Materials and Colors:** The materials and colors are appropriate for the proposed style.

- Roof material and color: Asphalt shingles, Timberline Burnt Sienna
- Stucco: D.E. 6191 Exclusive Ivory and D.E. 5269 Yucatan
- Siding: D.E. 6250 Fairbank Green
- Fascia and trim: D.E. 5180 Spanish Peanut or D.E. 6250 Fairbank Green
- Natural stone veneer: Cultured Stone Veneer, 387453 Cultured stone
- Windows and sliding glass doors: Brown, fiberglass, block-frame single-hung and sliding windows. A condition has been added to require external grids on all windows and sliding glass doors that are showing a grid pattern.
- House doors: Wood painted to match the Spanish Peanut color on the fascia or the Yucatan color of the stucco.
- Fences and gates: Metal, Black

**Paving Materials:** All hardscape areas will include decorative elements including: brick bands that will separate sections of the stamped concrete driveway and stamped concrete walkways.

**Equipment/Trash Location and Enclosure:** The gas meters are shown on the inside of the street garage wall plans. AC equipment will be located on and screened by the roof as permitted by Code. The trash collection room is located in the semi-subterranean parking garage.

## RESPONSES TO COMMUNITY INPUT RECEIVED DURING COMMENT PERIOD

Two email letters and two telephone calls were received from neighbors objecting to demolishing the small house and constructing a higher-density residential building. They stated that the higher-density buildings have resulted in a congested neighborhood with limited street parking and an overall lower quality of life. They did not object to the project's design.

The City is committed to creating livable communities and has instituted policies, processes and codes to see that it is accomplished. In 1986, the City implemented the design review process to ensure that high-quality designed buildings were constructed. The design review process is not intended to reduce the number of apartment units but it allows the community to voice their concerns about a building's site planning, mass and scale, and design features. The City's General Plan Elements, such as the Land Use Element and Circulation Element, provide direction for the City to grow responsibly. The Zoning Code helps implement the General Plan. For example, the number of dwelling units or density allowed on this property and in the neighborhood is one unit for every 1,250 square feet of lot area. Prior to changes to the Zoning Code in 1991, it allowed a higher density at one unit for every 750 square feet of lot area. The City recognized in 1991 that these densities were too high and decided to reduce the number of units that could be constructed on each property. The Zoning requires 15 parking spaces, 13 for the six units and two spaces for the guest and handicapped parking.

Finally, the subject six-unit apartment building was approved by the Design Review Board on October 16, 2008 and was submitted to the Building and Safety Department for plan check on January 14, 2009. A building permit was never issued and the design review approval expired. The applicant is resubmitting this project to begin the process again.

## 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 to the City Council 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 plans 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. Information regarding appeals and appeal forms will be provided by the Building and Safety Division upon request and must be filed with the prescribed fee prior to expiration of the 15-day period, on or before **August 19, 2014** in the Building and Safety Division, 633 E. Broadway, Room 101.

**APPEAL FORMS available on-line:**  
<http://www.glendaleca.gov/home/showdocument?id=11926>



## 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, Chris Baxter, 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, Chris Baxter, for stamp and signature prior to submitting for Building plan check. Please contact Chris Baxter directly at 818-937-8162 or via email at [cbaxter@glendaleca.gov](mailto:cbaxter@glendaleca.gov).

Sincerely,

HASSAN HAGHANI  
Director of Community Development



Kintia Aguilera  
Urban Design Studio Staff

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