



July 2, 2014

**Applicant:**

Rodney Khan  
Khan Consulting Inc.  
1111 N. Brand Blvd., Suite 403  
Glendale, CA 91202

**RE: ADMINISTRATIVE DESIGN REVIEW  
CASE NO. PDR 1406852  
1138-1160 N. CENTRAL AVE.**

On July 1, 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 elevator in the central courtyard, enclose a breezeway to add 900 square feet of retail space divided over two stories, and add 1,092 square feet of retail space by converting the lobby to leasable area in an existing two-story multi-tenant commercial building in the C1 (Neighborhood Commercial) Zone located at **1138-1160 N. Central Avenue**.

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

**Site Planning:** The proposed enclosure of the existing two-story high breezeway facing Central Avenue and new elevator tower in the courtyard create 1,992 square feet of additional floor space. The alterations are modest, do not alter the overall site plan and are consistent with the design guidelines.

**Mass and Scale:** The mass and scale of the breezeway infill is consistent with the existing structure. It will fill the two-story gap between the adjacent two-story parts of the building. The new elevator tower in the courtyard will not be visible from the street and is consistent with the scale of the building. The alterations to the buildings are appropriate to the setting and are consistent with the Design Guidelines.

**Building Design and Detailing:** The breezeway infill and elevator tower will match the appearance and materials of the existing building. The alterations in the former lobby will be largely interior. All exterior changes will match the appearance and materials of the existing building. The proposed design is appropriate to the neighborhood commercial district and meets the Design Guidelines.

**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, Jeff Hamilton, at 818-937-8157 or via email at [jhamilton@glendaleca.gov](mailto:jhamilton@glendaleca.gov).**

**PROJECT ANALYSIS**

**PROJECT DESCRIPTION:** The project is a proposal to construct a new elevator in the central courtyard, enclose a breezeway to add 900 square feet of retail space divided over two stories, and add 1,092 square feet of retail space by converting the lobby to leasable area in an existing two-story multi-tenant commercial building.

**EXISTING PROPERTY:** The existing commercial center has 23,413 square feet of retail space and 4,325 square feet of restaurant space on a 1.3-acre site with 87 parking spaces. Buildings that are 2-stories tall extend south along Central Avenue from the intersection with Stocker. A separate building fronting Stocker is 1-story tall and is roughly 20 feet from the other buildings. The group of buildings surround a central courtyard. The restaurants are located in the southeast corner of the easterly 1-story building. Parking lots ring the perimeter of the site. The buildings along Central were constructed in 1989. The easterly building was constructed some time prior to that. Variance 7897-U&S was granted on January 15, 1986, for the construction of the two westerly buildings at 1138-1160 N. Central Avenue. The Variances allowed a public parking lot in the R4 zone (this applies to the southerly row of double-loaded parking spaces), to allow some of the parking for the center to be on a separate lot from the center, and to allow the parking lot to be within 9 feet of the property line in the R4 zone. A sign program was also approved as part of the Variance action.

**CONTEXT**

**GENERAL PLAN:** Land Use Element: Neighborhood Commercial. The project complies with the intent of the General Plan and Land Use Element.

**ZONE:** C1 (Neighborhood Commercial) Zone, and R-1250 (High Density Residential) Zone. The double row of parking spaces on the southerly portion of the site is in the residential zone.

**ENVIRONMENTAL CONSTRAINTS:**

- Slope: The site is flat.
- Indigenous Trees: No oak, Bay or sycamore trees are located on the site.
- Access & Parking: There is an existing surface parking lot with access from Central Avenue and Stocker Street.
- Protected Ridgelines: None
- Blue line Stream: None
- Grading: No new grading will be done other than minor work for footings.
- Historic Preservation: Staff discussed the building with the City's Historic Preservation Planner. He stated it 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) due to its typical architectural style and lack of association with historic events or people.
- CEQA Status: Exempt

**NEIGHBORING ZONES AND USES:**

	Zoning	Existing Uses
North	C1 and R-1250	Commercial and church
South	R-1250	Multi-family dwellings
East	C3 (Commercial Services zone), Height District III	Mixed-use tower and commercial uses
West	C1 and R-1250	Commercial and multi-family dwellings
Project Site	C1	Retail, restaurant and office uses

## DESIGN GUIDELINE REVIEW AND STAFF ANALYSIS

### Applicable Design Guidelines (available at [www.ci.glendale.ca.us](http://www.ci.glendale.ca.us)):

The project site is part of a neighborhood shopping area centered at the intersection of Stocker Street and Central Avenue. The area has a mix of office, retail and restaurant businesses surrounded by high-density residential development and institutional uses. Architecture is a wide mix of recent construction and older structures in a wide variety of styles. Chapter 4 of the Comprehensive Design Guidelines is devoted to commercial projects. Projects in areas that are more pedestrian, rather than auto, oriented should be evaluated using the Main Street Corridor criteria in Chapter 4.

Building massing should reflect the pattern in the neighborhood. Detailing and choice of materials should reinforce the overall project design. Architectural design elements, details and materials should be consistent throughout a project, recognizing that a building is 3-dimensional and must be well designed on all sides. The ground floor should have substantial glazing to create an open and active street front. Display windows should face the sidewalk. Opaque and reflective glass surfaces are discouraged.

**1. Site Planning** – The overall site planning is not being significantly altered. The existing floor plan will remain largely intact. The lobby at the street intersection is being remodeled by removing the elevator and creating separate first and second floor leasable space within the existing walls and roof. The new first floor tenant space will be 554 square feet. The new second floor space will be 538 square feet. The elevator, totaling 303 square feet, is moving to the courtyard. A modified stairway in the courtyard provides alternative access to the second story. The existing breezeway from Central Avenue will be enclosed to create 450 square feet of new leasable space at the first and second floors. The rest of the structures, the landscaping, and the parking lot will remain unchanged.

**Location:** The location of the building is not being altered.

**Landscaping:** The existing landscaping is not being altered.

**Access and Parking:** The existing parking lot is not being altered. A total of 77 parking spaces are required for the revised project. Since 87 spaces are located on the site, the project complies with Code.

**2. Mass and Scale** – The overall mass and scale of the building will increase slightly with the enclosure of the breezeway. The guidelines recommend building designs that are sympathetic to the mass and scale of the immediate neighbors and that avoid a bulky appearance. The proposed addition will maintain the scale of the existing building. The remodel of the lobby to create leasable space will not alter the mass and scale of the building.

**Building Height and Mass:** The new breezeway infill will be two-stories tall with a maximum height of 22 feet. The existing buildings on either side of the breezeway are 26 feet tall. The new elevator tower in the courtyard will be approximately 28 feet tall. Buildings in the C1 zone can be up to 25 feet tall. Elevator towers can be up to 15 feet taller than the height limit. The elevator tower will not be visible from either street and will not change the apparent mass of the building. The additions will be consistent with the height and mass as recommended by the Design Guidelines.

**Setbacks:** No setbacks are being altered.

**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, Jeff Hamilton, 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, Jeff Hamilton, for stamp and signature prior to submitting for Building plan check. Please contact Jeff Hamilton directly at 818-937-8157 or via email at [jhamilton@glendaleca.gov](mailto:jhamilton@glendaleca.gov)

Sincerely,

HASSAN HAGHANI  
Director of Community Development

  
Urban Design Studio Staff

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