

May 21, 2014

Anet Minasian  
2255 Honolulu Avenue # 1A  
Montrose, CA 91020

RE: **ADMINISTRATIVE DESIGN REVIEW**  
**CASE NO. PDR 1407167**  
**1906 Polaris Drive**

Dear Ms. Minasian,

On May 21, 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 add 697 square feet to a 1,826 square-foot single-family residence in the R1R Zone, Floor Area District II located at **1906 Polaris Drive**.

#### **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:

1. Eliminate the proposed expansion of the driveway along the south side and incorporate new landscaping in this area. Existing driveway width dimension to remain as it currently exists, which provides reasonable ingress and egress to and from the existing parking garage.
2. Provide irrigation at landscaped areas between driveway pavers.
3. According to City records, a building permit was not issued for the existing glazed fence at the front southern edge of the property and the existing concrete block (vener) wall with glazed fence on top along the perimeter of the property. The applicant shall obtain the required approvals (e.g., design review, zoning and building) for the unpermitted fence(s) and wall(s). The as built conditions including the fence and boundary line wall(s)/fence(s) are not accurately shown on the plans submitted with this application.

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

**Site Planning** – The site planning appears consistent with the character of the neighborhood and the intent of the Design Guidelines for the following reasons: The addition is appropriately located on the site, the overall existing site plan conditions will remain and the project is consistent with the general neighborhood pattern. The front addition will result in a minor reduction to the front setback and the addition on the south side of the house faces the neighboring garage, which will not raise any privacy concerns.

**Mass and Scale** – The proposal's sensitivity to height, roofline, mass and scale will be consistent with the existing building, the neighborhood and the intent of the Comprehensive

Design Guidelines. As proposed, the existing overall height of the house, the existing roof design and the existing silhouette of the house will not change. The applicant has made an effort to minimize any appearance of inappropriate building mass by breaking the façade into component parts, incorporating appropriate fenestration and roof design treatments and the use of various cladding materials.

**Building Design and Detailing** – The proposed design and detailing is comprised of good quality materials, colors and details and appears internally consistent with the proposed contemporary modern architecture. The proposed addition complements the existing house and the general neighborhood context. As proposed, the remodel and addition will be consistent with the intent of the Comprehensive Design Guidelines. The proposed design incorporates thoughtful, creative treatments throughout that are consistent with modern, contemporary design. The overall design concept shows inherent logic as it relates to the use of high-caliber materials, design features and proportions.

**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, Milca Toledo, at 818-937-8181 or via email at [mitoledo@glendaleca.gov](mailto:mitoledo@glendaleca.gov).**

## **PROJECT ANALYSIS**

**PROJECT DESCRIPTION:** The applicant is proposing to remodel the exterior façade (modify the existing house design) and add 697 square feet to the existing 1,826 square-foot one-story single-family house located on a 22,110 square-foot lot. The house is and will remain one story with an attached two-car garage. The addition will consist of new bedrooms at the front of the house (188 square feet) and a new master bathroom, closet and sauna along the south side of the house facing the street and extending towards the rear (509 square feet). The total proposed floor area with the addition will be 2,523 square feet.

The exterior remodel includes converting a portion of the existing front porch into floor area as described above, resulting in a size reduction of the existing porch. Also, landscaping enhancements are proposed to the front of the house complementary to the new modern design. Finally, the exterior remodel involves changing the existing 1970's Ranch style to a modern, streamlined contemporary design. Thus, new colors and materials are proposed for the house including new stucco, siding, new fenestration, and new roof material.

## **CONTEXT**

**GENERAL PLAN:** Land Use Element: Low Density Residential. The project complies with the intent and General Plan and Land Use Element.

**ZONE:** R1R-II Restricted Residential.

## **ENVIRONMENTAL CONSTRAINTS:**

- **Indigenous Trees:** There are no protected tree(s) on or within 20 feet of the subject property.
- **Historic Preservation:** The staff reviewed the existing house with the City's Historic Preservation Planner. 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: Exempt per CEQA Guidelines, Section 15301, Class 1 Existing Facility.

**NEIGHBORING ZONES AND USES:**

	Zoning	Existing Uses
North	R1R-II	Single Family Dwelling
South	R1R-II	Single Family Dwelling
East	R1R-II	Single Family Dwelling
West	R1R-II	Single Family Dwelling
Project Site	R1R-II	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 architectural styles built in the early to mid 70's. Many homes in the immediate area are two-stories in height.

**Comparison of Neighborhood Survey:**

	Average of Properties within 300 linear feet of subject property	Range of Properties within 300 linear feet of subject property	Subject Property Proposal
Lot size	22,399 sq. ft.	8,200 to 36,270 sq. ft.	22,110 sq. ft.
Setback	18 ft.	15 ft. to 25 ft.	20ft.
House size	2,279 sq. ft.	1,965 to 2,6732 sq. ft.	2,523 ft.
Floor Area Ratio	0.12	0.06 to 0.30	0.11
Number of stories	64% are 2-stories	1 to 2-stories	1-story

1. **Site Planning** – The property is currently developed with a single-family house with an attached garage at the front of the property. The lot has an irregular shape. The topography consists of gently sloping terrain at the front and steeply sloping down hill terrain at the rear. However, the house is situated on a relatively flat pad. The front addition will result in a minor reduction of the front setback from 20'-11" to 20'-0". The proposed 697 square-foot addition will take place on the northwest area of the front façade and along the south side of the house towards the rear. Interior setbacks along the side of the house will be approximately four feet from the northerly and southerly interior property lines.

The front landscape and driveway areas will undergo design enhancements as follows: a new planter wall, a new water feature, new concrete steps leading from the sidewalk

to the front entry and new permeable paving for the driveway. In addition, the entire front yard will include new drought-tolerant landscape palette complementary to the style of the house. Approximately 67 percent of the site is landscaped with planting areas located in the street-front yard facing Polaris Drive and at the rear and sides of the property.

**Lot Coverage:** The proposed lot coverage will be 16 percent, which is less than the 40 percent Zoning Code lot coverage Code maximum for this zone.

**Landscaping:** Approximately 67 percent of the lot will be landscaped, which exceeds the 40 percent minimum required. Staff recommends a condition to ensure that the landscaping proposed between the driveway pavers is irrigated.

**Parking (including driveways):** There are no changes to the attached garage and driveway location. However, the proposed expansion to the right of the existing driveway appears excessive. Staff recommends keeping the existing driveway dimensions as it currently exists and not expanding towards the south. The existing driveway provides reasonable ingress and egress to and from the existing parking area in compliance with zoning regulations.

**Site Walls:** A new planter wall and water feature are proposed at the front of the house. The existing front planter walls will be removed. A building permit was not issued for the existing glazed fence at the front southern edge of the property and the existing concrete block (vener) wall with glazed fence on top along the perimeter of the property. The as built conditions of the fence and boundary line walls/fences are not accurately shown on the plans submitted with this application. A condition will be added to ensure that the existing unpermitted boundary line wall/fence obtain design review, zoning and building permit approvals.

**Privacy:** The single-story addition faces Polaris Drive. The addition is set back approximately four feet along the northerly and southerly property lines. The southern addition, which extends the building footprint towards the adjoining property, faces the neighboring garage and will not raise any privacy concerns.

- 2. Mass and Scale** – The remodel and the 697 square-foot single-story addition's height, roofline, building mass and proportionality are relatively consistent with the existing house. The addition and use of combination of materials further articulate the facades and create more visual interest. The applicant is proposing to retain the existing roof while incorporating flat parapet roof lines at the front porch area, on the addition along the south side and a portion of the rear of the house. Additional volumetric features have been incorporated in these areas, thereby accenting the roof parapet and articulating its horizontal appearance. The proposed low-profile massing is compatible with the existing house and its overall height. Also, it is compatible with the height and massing of nearby houses on the same side of the street.

The applicant has made an effort to minimize any appearance of inappropriate building mass by breaking the façade into component parts, incorporating appropriate fenestration, roof design treatments and the use of various cladding materials. This design approach leads to minimal change to the existing building mass and avoids a blank, long horizontal façade. The applicant's use of color, fenestration and materials

helps to reinforce the reading of different volumes. As proposed, the proposed mass and scale is consistent with the Comprehensive Design Guidelines.

**Building Height:** No change to the building height of 17'-8".

**Setbacks:** A minor change is proposed to the front setback as noted in the previous section. The addition is set back a minimum of 4'-0" from the northerly and southerly property lines, which is consistent with zoning regulations where the minimum requirement is four feet.

**Floor Area Ratio:** The new floor area will be 2,523 square feet. The maximum allowable floor area is 5,211 square feet (40% for the first 10,000 square feet of the lot and 10% for each square footage of lot thereafter).

3. **Design and Detailing** – The design and detailing of the remodel and the proposed 697 square-foot addition are appropriate. The proposed remodel features a streamlined, contemporary design that includes an emphasis on rectangular shapes and voids, clean lines, modern finishes, staggered rooflines and transparent elements. And while the contemporary architectural language of the proposal is unique in the immediate neighborhood, the scale and use of materials presents a design that complements the overall neighborhood.

The house incorporates thoughtful, creative treatments throughout that are consistent with modern, contemporary design. For example, the fenestration, simple clean grey and white color palette combination and materials (e.g., siding, and smooth stucco combination) enhance the design. Also, the new metal roof material (charcoal color) and other architectural detailing can be seen in the treatment by heightened parapet walls, window location and proportions and smooth stucco finish. Lastly, the building forms and recesses are further emphasized through the use of different colors and combinations of materials, i.e., plaster and siding. The material palette lends itself to the proposed style. The project's articulation, staggered building forms, and overall massing and scale help it to blend within the neighborhood context.

New fenestration is included in the house remodel. The existing will be replaced with bronze anodized aluminum windows and doors to match the new windows/doors on the addition. In addition, a new garage door will feature the same material and include frosted glass. The operation of the new windows will be primarily sliding and casement. The proposed window style, design and treatment are appropriate and complement the contemporary architecture of the house.

**Materials:** The proposed finishes and materials will provide a varied textural interest, which will include:

- Stucco – Smooth trowel finish Dunn Edwards (charcoal smudge, milk glass and walrus)
- Roof – "Pacific Metal Roofing" charcoal color.
- Aluminum Windows & Doors – Bronze anodized slider, casement and/or fixed.

**Quality of Materials:** The combination of materials, e.g., stucco, siding, bronze anodized aluminum windows & doors, and metal roof complements the architectural style of the house and enhances the overall design.

#### 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 **June 5, 2014**, in the Building and Safety Division, 633 E. Broadway, Room 101.

#### APPEAL FORMS available on-line:

<http://www.ci.glendale.ca.us/planning/SubmittingAProject.asp>

#### 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, Milca Toledo, 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, Milca Toledo, for stamp and signature prior to submitting for Building plan check. Please contact Milca Toledo directly at 818-937-8181 or via email at [mitoledo@glendaleca.gov](mailto:mitoledo@glendaleca.gov).

Sincerely,

HASSAN HAGHANI  
Director of Community Development

  
Urban Design Studio Staff

HH:JP:MLT