



April 30, 2014

Barbara Waters & Stephen Burbach
3893 Karen Lynn Drive
Glendale, CA 91206

**RE: ADMINISTRATIVE DESIGN REVIEW
CASE NO. PDR 1402535
3893 Karen Lynn Drive**

Dear Ms. Waters and Mr. Burbach,

On April 30, 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 364 square feet to a 2,123 square-foot single-family residence in the R1R Zone, Floor Area District III located at **3893 Karen Lynn 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. New door on the addition to be a wood panel door.

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.

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.

Building Design and Detailing – The proposed design and detailing is comprised of good quality materials, colors and details and appears internally consistent with the existing architecture. The proposed addition complements the existing house and the neighborhood and will be consistent with the intent of the Comprehensive 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, Milca Toledo, at 818-937-8181 or via email at mitoledo@glendaleca.gov.

PROJECT ANALYSIS

PROJECT DESCRIPTION: The applicant is proposing to add a 364 square-foot single-story addition facing the street along the east side of the existing 2,123 square-foot house located on a 17,773 square-foot lot. The house is and will remain one story with an attached two-car garage. The addition will consist of a two bedrooms, two bathrooms, closets and a laundry area. The proposed design, colors and materials will match existing.

CONTEXT

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

ZONE: R1-III Restricted Residential.

ENVIRONMENTAL CONSTRAINTS:

- **Indigenous Trees:** There is an existing oak tree located on the abutting property to the east, within 20 feet of the subject property. The City's arborist has reviewed the project and approved the plans.
- **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-III	Single Family Dwelling
South	R1R-III	Single Family Dwelling
East	R1R-III	Single Family Dwelling
West	R1R-III	Single Family Dwelling
Project Site	R1R-III	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 building in the late 1960's and early 70's. Many homes in the immediate area are one-story.

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	17,773 sq. ft.	14,300 to 29,313 sq. ft.	16,550 sq. ft.
Setback	17 ft.	14 ft. to 25 ft.	16 ft.
House size	2,511 sq. ft.	2,107 to 3,332 sq. ft.	2,487 sq. ft.
Floor Area Ratio	0.15	0.10 to 0.20	0.15
Number of stories	80% of homes are 1-story	1 to 2-story	1-story

1. Site Planning – The property is currently developed with a single-family house and an attached garage. The lot has an irregular shape. The topography consists of gently sloping terrain at the front and sloping uphill terrain at the rear and the rear. However, the house is situated on a relatively flat pad. There are no changes proposed to the front setback. The proposed addition will take place along the east side of the house. The 364 square-foot single-story addition will have limited visibility from the street. The addition will be located at the east side of the house and set back approximately 50 feet from the front property line and is located behind the existing fence. No changes are proposed for the landscaping, garage and driveway. Approximately 68 percent of the site is landscaped with visible planting areas located in the street-front yard facing Karen Lynn and at the rear and sides of the property.

Lot Coverage: The proposed lot coverage will be 21 percent, which is less than the 40 percent Zoning Code lot coverage Code maximum for this zone.

Landscaping: Approximately 68 percent of the lot will be landscaped which, exceeds the 40 percent minimum required.

Parking (including driveways): There are no changes to the attached garage and driveway.

Site Walls: No changes to the site walls.

Privacy: The single-story addition faces Karen Lynn Drive. The addition is set back 5'-4" along the easterly property line.

2. Mass and Scale – The 364 square-foot single-story addition's height, roofline and building mass and proportionality match the existing house. The new roof visible from the street will conform to the existing height and slopes. The proposed low-profile massing is compatible with the existing house and is consistent with the Comprehensive

Design Guidelines. Further, the addition is set back approximately 50 feet from the front property line which reduces its visibility from the street.

Building Height: No change to the building height.

Setbacks: No changes to the setbacks, except at the east side of the property. The addition is set back a minimum of 5'-4" from the easterly property line where the minimum requirement is four feet.

Floor Area Ratio: The new floor area will be 2,487 square feet (0.150). The maximum allowable floor area ratio is 5,155 square feet (.45 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 364 square-foot addition is consistent with the existing architecture. The addition's asphalt shingle roof, stucco and window pattern will match the existing conditions. Overall the detailing reinforces the building design. The new windows will be vinyl sliders with clear glass. The new windows are located on the side of the addition, which are not readily visible from the street. Staff recommends that the new door on the addition to be a wood panel door to better reflect the design of other doors facing the street.

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

- Stucco – Minimum 7/8" thick to match existing color and texture (cream or off-white)
- Roof – "Landmark" series composition shingles brown color to match existing.
- Vinyl Windows – Milgard- White horizontal slider new construction frame with clear glass.

Quality of Materials: The proposed finishes, materials and colors appear to be appropriate to the existing architecture.

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 **May 15, 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.

Sincerely,

HASSAN HAGHANI
Director of Community Development



Urban Design Studio Staff

HH:JP:MLT