



March 23, 2016

**Demery Matthews
3404 Buena Vista Avenue
Glendale, CA 91206**

**RE: ADMINISTRATIVE DESIGN REVIEW
Design Review Case No. PDR 1526448
1451 Broadview Drive**

Dear Mrs. Matthews,

On March 23, 2016, the Director of Community Development, pursuant to the provisions of the Glendale Municipal Code, Title 30, Chapter 30.47, **APPROVED** your design review application proposing to construct a new 542 square-foot second story addition and a 496 square-foot addition on the ground floor (total proposed addition 1,038 square feet) to the rear of the existing one-story 1,139 square-foot single-family house with a detached 390 square-foot garage located on a 6,500 square-foot lot in the R1 (FAR District II).

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:

Conditions:

1. That the existing stone material on the house and planter wall to remain.
2. That all downspouts/gutters be clearly depicted on the elevation drawings.
3. That an appropriate designated area for the mechanical equipment be shown on the site plan.

SUMMARY OF THE DIRECTOR OF COMMUNITY DEVELOPMENT'S DECISION

Site Planning – The proposed site planning is appropriate, as modified by any proposed conditions, to the site and its surroundings for the following reasons:

- The existing 30'-0" front setback will remain.
- The new addition on the first and second floors will be located at the rear of the existing house.
- The new second floor will be set back from the sides of the house and respect adjoining properties.
- The existing landscaping and walkways will remain.
- The existing garage and driveway will remain unchanged.

Mass and Scale – The proposed massing and scale are appropriate, as modified by any proposed conditions, to the site and its surroundings for the following reasons:

- The mass of the second floor will be appropriately set back away from the front of the house and will not overwhelm the massing of the existing house.
- The overall height of the building will be 22'-2", which is in keeping with other two-story homes in the area.
- The roof forms and façade proportions are consistent with the existing house and surrounding neighborhood.
- The facades are appropriately articulated through setbacks on the first floor and further setback on the new second floor, thereby articulating the east and west facades and second floor mass.

Building Design and Detailing – The proposed design and detailing are appropriate, as modified by any proposed conditions, to the site and its surroundings for the following reasons:

- The proposed smooth, stucco and "mustard yellow" color is appropriate and consistent with the Spanish Revival style of the house.
- The proposed fenestration will be aluminum clad, dark brown accent color to match the fascia color.
- The new windows will be wood painted a brown accent color to match the fascia and include a sill and frame, which is complimentary to the Spanish style of the house.
- The proposed two-piece mission tile is appropriate with the style of the house and the neighborhood.
- The wood corbels, brackets and trellis are appropriate to the style and enhance the appearance of the addition.

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.

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 **April 7, 2016**, 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.

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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,

PHILIP LANZAFAME
Director of Community Development



Urban Design Studio Staff
PL:JP:MLT