

**June 30, 2016**

Hong Suk  
2118 Crenshaw Boulevard  
Los Angeles, CA 90016

**RE: ADMINISTRATIVE DESIGN REVIEW CASE NO. PDR 1529119  
2918 PIEDMONT AVENUE**

Dear Mr. Suk,

On June 30, 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 to add 538 square-feet at the front of an existing 955 square-foot single-family house. In addition the existing carport will be replaced with a new two-car garage on a 4,500 square-foot lot in the RI (Residential) Zone, Floor Area District I, located at **2918 Piedmont Avenue**.

**CONDITIONS OF APPROVAL:**

1. A window detail shall be provided that depicts the window units recessed in the wall with wood sills and frames.
2. Revise drawings to show downspout and gutter locations at the house and garage for staff review and approval.

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

**Site Planning** – The proposed site planning is appropriate to the site and its surroundings for the following reasons:

- There is no prevailing street front setback along Piedmont Avenue as it varies from 17'-0" to 50'-0". The existing house with the proposed addition will maintain a 33'-0" street front setback, which is appropriate to the area.
- The applicant will replace the existing car-port with a new two-car garage, set back three (3) feet from the southwest interior property line.
- There is an existing unpermitted laundry room in the westerly interior setback located at the rear of the lot which shall be removed.
- A large amount of new landscaping will replace the existing hardscape (asphalt) located at the front of the subject site, enhancing the property's overall appearance.
- The existing concrete wall abutting the public right of way shall be removed to bring the property into conformance with the Zoning Code and providing a greater sense of openness at the street.

**Mass and Scale** – The proposed massing and scale are appropriate to the site and its surroundings for the following reasons:

- The 538 square-foot, single-story addition's height, roof pitches, building mass and proportions are consistent with the existing house and surrounding neighborhood.

- The proposed addition will raise the building's height from 11'-0" to 14'-6". The new height will be compatible with the scale of the neighborhood's other single story homes.
- The hipped roof form and slope for the house addition and the new two-car garage will match the existing house.

**Building Design and Detailing** – The proposed design and detailing are appropriate to the site and its surroundings for the following reasons:

- The proposed addition and façade remodel to the existing single-family house is architecturally consistent with the existing -traditional style.
- All new windows will be vinyl, block frame, clear glass, and double-hung and will have wood trim at the perimeter. A condition of approval is recommended requiring a window detail be provided that depicts the window units recessed in the wall with wood sills and frames.
- The folding glass doors and deck proposed at the front façade are appropriate because the existing location of the house is pushed to the rear of the lot, leading to the outdoor space being oriented towards the front of the property. This area will largely be screened from view by the new garage.
- A composition shingle roof will be installed in a "Quarry Gray" color to match the existing roof.
- The building will be refinished from stucco to "HardiePlank" in an "Iron Gray" color with detailing that is consistent with the traditional style of the house.
- A new concrete deck will be added at the front of the house, behind the garage, creating an inviting entrance.
- Downspouts and gutters are not clearly identified on the proposed drawings. A condition of approval will be added to show downspout and gutter locations.
- The new design of the two-car garage will maintain the traditional appearance of the house.
- The new driveway leading to the garage shall be composed of stamped decorative concrete.

**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, Danny Manasserian, at 818-937-8159 or via email at [dmanasserian@glendaleca.gov](mailto:dmanasserian@glendaleca.gov).**

**APPEAL PERIOD (effective date), TIME LIMIT, LAPSE OF PRIVILEGES, TIME EXTENSION**

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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 said decision to the Design Review Board 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 imperfections/incompleteness 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 Permit Services Center (PSC) or the Community Development Department (CDD) upon request and must be filed with the prescribed fee prior to expiration of the 15-day period, on or

before **July 15, 2015** at the Permit Services Center (PSC), 633 East Broadway, Room 101, Monday thru Friday 7:00 am to 12:00 pm, or at the Community Development Department (CDD), 633 East Broadway, Room 103, Monday thru Friday 12:00 pm to 5 pm.

**APPEAL FORMS available on-line: [www.glendaleca.gov/appeals](http://www.glendaleca.gov/appeals)**

To save you time and a trip - please note that some of our FORMS are available on line and may be downloaded. AGENDAS and other NOTICES are also posted on our website. Visit us.

### **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, **Danny Manasserian**, 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, Danny Manasserian, for stamp and signature prior to submitting for Building plan check. Please contact Danny Manasserian directly at 818-937-8159 or via email at [dmanasserian@glendaleca.gov](mailto:dmanasserian@glendaleca.gov).

Sincerely,

PHILIP LANZAFAME  
Director of Community Development

  
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Urban Design Studio Staff  
PL:JP:dm