

**July 7, 2016**

Richard Brett  
3631 Malafia Drive  
Glendale, CA 91208

**RE: ADMINISTRATIVE DESIGN REVIEW CASE NO. PDR 1605445  
3631 MALAFIA DRIVE**

Dear Mr. Brett,

On **July 5, 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 813 square-feet to an existing one-story, 1,387 square-foot single-family house on a 7,600 square-foot lot located in the R1 Zone, Floor Area District II, located at **3631 Malafia Drive**. The proposal also includes a new covered porch entryway and a complete façade remodel.

**CONDITIONS OF APPROVAL:**

1. That the new paving material be identified on the plans, and should be decorative.
2. That the proposed grids on the new windows be external.
3. Provide a roof drainage plan and elevations showing gutters and downspouts for staff review and approval.
4. That the support columns of the front porch be reduced in size so as not to appear out of scale with the house.
5. That the eave lines of the front porch be lowered to be in line with the eave lines of the existing house.
6. That the arched opening proposed as part of the front porch be centered on the front door. This can be accomplished by slightly reducing the size of the arched opening on the left.
7. That the columns, joists, beams, and trim of the rear patio be finished in the dark brown color to match the front façade.

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

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

- The new 813 square-foot addition will be located at the rear of the subject property and due to the increased height of the addition, approximately 2'-3", there will be some visibility from Malafia Drive.
- There is no prevailing street front setback along Malafia Drive as it varies from 20'-0" to 50'-0". Currently, the existing house maintains an approximately 44'-10" setback from the street. The addition of the new covered porch at the front will create an approximately 41'-1" setback from the street.
- The existing attached garage will remain in its current location and is consistent with the predominant pattern along Malafia Drive. The existing garage will be widened by

relocating an interior wall, in accordance with Administrative Exception Case No. PAE 1528381.

- There are no indigenous trees located on or within twenty feet of the property. The applicant is proposing to maintain the existing trees on-site, along with much of the existing landscaping. New drought tolerant landscaping is proposed to replace existing landscaping at the front and sides of the property.
- The walls and fences on-site are existing and no changes are being proposed to them.

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

- The 813 square-foot, single-story addition's roof pitches, building mass and proportions are consistent with the existing house and surrounding neighborhood as there are several properties in the immediate area with similar site planning.
- The proposed addition is compatible with the existing mass, scale and proportions. The overall height of the house will increase, approximately 2'-3", based on the proposed addition at the rear. There is also a new venting cupola with a weather vane proposed at the front of the house that is approximately 4'-5" taller than the existing house.
- The new projecting covered porch entry proposed as part of the façade remodel is appropriately placed and the design, as conditioned, is consistent with the new eclectic style of the house.
- The proposed addition will have a gabled roof form, where the existing house has a hipped roof form. While the roof forms are different, the addition will maintain the existing roof pitch of 5 in 12 and the composition of forms are compatible.

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

- Overall, the applicant's proposed design and detailing is consistent and appropriate to the eclectic style of the house through the use of cladding materials, doors, windows, lighting, and colors.
- The new covered porch entryway is well integrated to the design, and provides an appropriate focal point for the remodeled house, as conditioned. The new covered porch entryway features wood posts and stone bases, a partially glazed wood entry door with a complimentary sidelite window, and a gabled roof form with scalloped shingle tiles that are appropriate to the eclectic design.
- The windows for the project will be a combination of vinyl-clad wood, and metal frame windows.
  - The vinyl-clad wood windows will be block frame, recessed with wood sills and frames, and will be a combination of fixed round windows and double-hung in a dark brown color.
  - The metal frame windows are proposed to be z-bar, however, based on the manufacturer's information and the sections, the metal z-bar frame is narrow in contrast to the typical vinyl z-bar, and therefore does not have a negative impact on the design. The metal frame windows will be a combination of casement, awning, and fixed in a dark brown color.
  - It's not clear on the drawings if the proposed grids are internal or external, therefore, staff is recommending a condition of approval that all grids on the new windows must be external.
- The façade remodel and addition includes hardiplank cladding in three designs. The existing house and a portion of the rear addition will feature straight-edge hardiplank shingles. The southerly and westerly parts of the rear addition feature vertical lap hardiplank siding, and the new covered porch entry features a gable roof with scalloped hardiplank shingles.

- The existing house and the addition will feature a composition shingle roof in a dark gray color.
- The gutters and downspouts are not shown on the drawings, a condition of approval is recommended requiring a roof drainage plan to be provided with revised elevation drawings that show gutters and downspouts.

**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, Vista Ezzati, at 818-937-8180 or via email at [VEzzati@glendaleca.gov](mailto:VEzzati@glendaleca.gov).**

### **RESPONSES TO COMMUNITY INPUT RECEIVED DURING COMMENT PERIOD**

- 1. The proposed façade remodel is not consistent with the neighborhood as the surrounding properties are primarily stucco with or without minimal siding. The new wood panel siding should be reduced to no more than 30% of the exterior walls.**

The City's Comprehensive Design Guidelines encourage originality, creativity, and diversity in design in order to avoid monotony. This principle is also echoed in the North Glendale Community Plan where innovative design solutions consistent with the spirit of the neighborhood are encouraged.

The property is located in the Sparr Heights Residential Neighborhood of the North Glendale Community Plan area where there is a mix of period architectural styles and neighborhood variety. The applicant's proposal is to remodel the existing façade to a more eclectic Craftsman-inspired design that contrasts from the surrounding development featuring primarily traditional style stucco houses with minimal siding. The applicant's proposal would still be in keeping with the surrounding character of the neighborhood because the mass, scale, and site planning are consistent with the surrounding development as discussed in the staff report. In addition, the neighborhood consists of predominantly one-story single-family dwellings; as such, the applicant is not proposing an increase in the number of stories for the subject property.

The City's Comprehensive Design Guidelines encourage the use of siding, as well as architectural compatibility through the use of materials and siding application. The applicant's proposal will include hardiplank cladding in three designs: straight-edge shingles, lap shingles, and scalloped shingles. The combination of the three patterns of hardiplank siding is appropriate and in keeping with the originality of the applicant's proposal to remodel the existing house in an eclectic style. The Design Guidelines outlined in the North Glendale Community Plan for the Sparr Heights Neighborhood also encourage a pleasing variety of home styles, with quality materials and detailing.

- 2. The new entry porch is not consistent with the surrounding properties, including the stone bases, and the overall design is massive.**

Many of the surrounding properties have a front porch entry that is consistent with their traditional style. The applicant's façade remodel includes a change of style to an eclectic Craftsman-inspired design and the proposed entry porch would be consistent with the new style as far as placement, roof forms, and the overall design. The City's Comprehensive Design Guidelines, as well as the North Glendale Community Plan, encourage entries to be well integrated into the overall design of the building and to be open and visible from the street. The proportions of the materials being used for the porch could be reduced to



minimize massing concerns. Staff is adding a condition of approval to lower the eave lines of the porch with the eave lines of the existing house and to scale back the size of the columns.

**3. The garage door design is not consistent with the surrounding neighborhood.**

The garage door design is consistent with the proposed eclectic style. The location of the garage is consistent with the predominant neighborhood pattern where the garage is attached to the existing house, and facing the street.

**4. The covered patio proposed at the rear will be visible and protrudes past the sight line of the house.**

Staff is adding a condition of approval requiring that the support beams, columns and joists of the covered patio at the rear, shown in white on the drawings, be finished the same dark color as the trim on the front façade of the house in order to be less visible. This will allow the patio at the rear to better blend with the color palette of the rest of the house. The location of this new patio at the rear is outside the required setback. Based on the distance from the street as well as the shape of the lot and surrounding development, there will be limited visibility and impacts on the street scape, as conditioned.

**5. Ninety percent of the homes in the neighborhood are under 1,500 square feet. The homes identified in the neighborhood survey that are on La Crescenta Avenue should not be included in the neighborhood survey as they are not part of the Malafia Drive, Shirlyjean Street, and Urquidez cul-de-sac neighborhood.**

The property is located in the R1, Low Density Residential Zone, Floor Area District (FAR) II, where in accordance Section 30.11.030 of the Glendale Municipal Code (GMC), the maximum allowable FAR is 0.40, or 40%, for the first 10,000 square feet. The applicant's proposal to add 813 square-feet of floor area at the rear will bring the total square footage of the single-family residence to 2,070 square feet, for a maximum FAR of 0.27, or 27% of the lot. The size of the house and the proposed FAR is comparable to the surrounding neighborhood as documented in the Neighborhood Survey submitted with the application, and the Neighborhood Comparison listed in the staff report.

The City of Glendale requires that all applicants include adjacent properties within 300 linear feet in the neighborhood surveys because they are important in the overall analysis of the existing development surrounding the property. The two properties on La Crescenta Avenue that were included in the neighborhood survey do in fact have a necessary role in analyzing the surrounding development as they are adjacent to the property and relate to the existing context of the development. These two homes in particular, which are directly adjacent to the property at the rear, have a larger square footage and FAR than the subject property.

Staff feels that the applicant's proposal to add 813 square feet of floor area is still in keeping with the surrounding context. The proposed addition is somewhat modest and appropriately located at the rear, which minimizes any potential impacts in relation to the size of the house as seen from the street.

**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 22, 2016** 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, **Vista Ezzati**, 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, Vista Ezzati, for stamp and signature prior to submitting for Building plan check. Please contact Vista Ezzati directly at 818-937-8180 or via email at [VEzzati@glendaleca.gov](mailto:VEzzati@glendaleca.gov).

Sincerely,

PHILIP LANZAFAME  
Director of Community Development



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Urban Design Studio Staff

JP:KA:ve

**City of Glendale  
Community Development Department  
Design Review Staff Report – Single Family**

<b>Meeting/Decision Date:</b> June 22, 2016	<b>Address:</b> 3631 Malafia Drive
<b>Review Authority:</b> <input type="checkbox"/> DRB <input checked="" type="checkbox"/> ADR <input type="checkbox"/> HPC <input type="checkbox"/> CC	<b>APN:</b> 5611-016-035
<b>Case Number:</b> PDR 1605445	<b>Applicant:</b> Richard Brett
<b>Prepared By:</b> Vista Ezzati, Planning Assistant	<b>Owner:</b> Richard Brett

**Project Summary**

The applicant is proposing to add 813 square-feet to the rear of an existing one-story, 1,387 square-foot single-family house on a 7,600 square-foot lot located in the R1 (FAR District II) zone. The proposal includes a new covered porch entryway and a complete façade remodel.

The proposed work includes:

- An addition of 813 square-feet of floor area to the rear of the existing one-story single-family house.
- Demolition of an existing accessory structure located at the northwest portion of the lot.
- The proposal will add a new living room and kitchen to the rear, and a remodel of the interior of the existing house to include a new master bedroom and two new bathrooms.
- A new covered patio at the rear of the property that will be attached to the existing house and adjacent to the existing swimming pool.
- Re-roof of the existing house to match the proposed composition shingle roof for the addition.
- Remodeling the existing entryway at the front to include a new covered porch.
- Widening the existing attached garage approximately two feet to provide a two-car garage.
- The proposal includes a complete façade remodel of the house to a more eclectic design. The façade remodel includes the introduction of siding materials.

**Existing Property/Background**

Originally developed in 1949, the project site is a 7,600 square-foot interior lot with frontage on Malafia Drive. The site is currently developed with a 1,387 square-foot, one-story single-family residence with an attached garage. The existing attached garage is located at the front of the property and is accessed from Malafia Drive from an approximately 44'-0" long driveway. The existing lot is relatively flat and has an irregular trapezoidal shape. The existing single-family home is setback approximately 44'-10" from Malafia Drive, and with the new covered porch, the new building setback will be approximately 41'-1" from the street-front.

**Staff Recommendation**

Approve     Approve with Conditions     Return for Redesign     Deny

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**Last Date Reviewed / Decision**

First time submittal for final review.  
 Other:

**Zone: R1 FAR District: II**

Although this design review does not convey final zoning approval, the project has been reviewed for consistency with the applicable Codes and no inconsistencies have been identified.

**Active/Pending Permits and Approvals**

None  
 Other: On February 17, 2016, the Planning Hearing Officer approved Administrative Exception Case No. PAE 1528381 to allow an addition of 813 square-feet of floor area at the rear of an existing single-family residence without providing the required minimum interior garage width, as required by Chapter 30.32 of the Glendale Municipal Code.

**CEQA Status:**

- The project is exempt from CEQA review as a Class 1 “Existing Facilities” exemption pursuant to Section 15301 of the State CEQA Guidelines.
- The project is exempt from CEQA review as a Class 3 “New Construction or Conversion of Small Structures” exemption pursuant to Section 15303 of the State CEQA Guidelines.
- Other:

**Site Slope and Grading**

- None proposed
- Less than 50% current average slope and less than 1500 cubic yards of earth movement (cut and/or fill); no additional review required.
- 1500 cubic yards or greater of earth movement:
- 50% or greater current average slope:

**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	5,948 sq. ft.	5,000 sq. ft. to 7,980 sq. ft.	7,600 sq. ft.
Setback	31'-0"	20'-0" to 50'-0"	41'-1"
House size	1,430 sq. ft.	776 sq. ft. to 3,142 sq. ft.	2,070 sq. ft.
Floor Area Ratio	0.24	0.16 to 0.42	0.27
Number of stories	85% of homes are one-story	1 to 2 stories	1 story

**DESIGN ANALYSIS****Site Planning**

Are the following items satisfactory and compatible with the project site and surrounding area?

**Building Location**

- yes  n/a  no

If “no” select from below and explain:

- Setbacks of buildings on site
- Prevailing setbacks on the street
- Building and decks follow topography

**Garage Location and Driveway**

- yes  n/a  no

If “no” select from below and explain:

- Predominant pattern on block
- Compatible with primary structure
- Permeable paving material
- Decorative paving

**Landscape Design**

- yes  n/a  no

If “no” select from below and explain:



- Complementary to building design
- Maintains existing trees when possible
- Maximizes permeable surfaces
- Appropriately sized and located

**Walls and Fences**

yes    n/a    no

*If “no” select from below and explain:*

- Appropriate style/color/material
- Perimeter walls treated at both sides
- Retaining walls minimized
- Appropriately sized and located

**Determination of Compatibility: 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 new 813 square-foot addition will be located at the rear of the subject property and due to the increased height of the addition, approximately 2'-3", there will be some visibility from Malafia Drive.
- There is no prevailing street front setback along Malafia Drive as it varies from 20'-0" to 50'-0". Currently, the existing house maintains an approximately 44'-10" setback from the street. The addition of the new covered porch at the front will create an approximately 41'-1" setback from the street.
- The existing attached garage will remain in it's current location and is consistent with the predominant pattern along Malafia Drive. The existing garage will be widened by relocating an interior wall, in accordance with Administrative Exception Case No. PAE 1528381.
- There are no indigenous trees located on or within twenty feet of the property. The applicant is proposing to maintain the existing trees on-site, along with much of the existing landscaping. New drought tolerant landscaping is proposed to replace existing landscaping at the front and sides of the property.
- The walls and fences on-site are existing and no changes are being proposed to them.

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**Massing and Scale**

Are the following items satisfactory and compatible with the project site and surrounding area?

**Building Relates to its Surrounding Context**

yes    n/a    no

*If “no” select from below and explain:*

- Appropriate proportions and transitions
- Relates to predominant pattern
- Impact of larger building minimized

**Building Relates to Existing Topography**

yes    n/a    no

*If “no” select from below and explain:*

- Form and profile follow topography
- Alteration of existing land form minimized
- Retaining walls terrace with slope

### Consistent Architectural Concept

yes  n/a  no

*If "no" select from below and explain:*

Concept governs massing and height

### Scale and Proportion

yes  n/a  no

*If "no" select from below and explain:*

- Scale and proportion fit context
- Articulation avoids overbearing forms
- Appropriate solid/void relationships
- Entry and major features well located
- Avoids sense of monumentality

### Roof Forms

yes  n/a  no

*If "no" select from below and explain:*

- Roof reinforces design concept
- Configuration appropriate to context

## Determination of Compatibility: 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 813 square-foot, single-story addition's roof pitches, building mass and proportions are consistent with the existing house and surrounding neighborhood as there are several properties in the immediate area with similar site planning. .
- The proposed addition is compatible with the existing mass, scale and proportions. The overall height of the house will increase, approximately 2'-3", based on the proposed addition at the rear. There is also a new venting cupola with a weather vane proposed at the front of the house that is approximately 4'-5" taller than the existing house
- The new projecting covered porch entry proposed as part of the façade remodel is appropriately placed and the design is consistent with the new eclectic style of the house.
- The proposed addition will have a gabled roof form, where the existing house has a hipped roof form. While the roof forms are different, the addition will maintain the existing roof pitch of 5 in 12 and the composition of forms are compatible.

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## Design and Detailing

Are the following items satisfactory and compatible with the project site and surrounding area?

### Overall Design and Detailing

yes  n/a  no

### Entryway

yes  n/a  no

*If "no" select from below and explain:*

- Well integrated into design
- Avoids sense of monumentality
- Design provides appropriate focal point
- Doors appropriate to design

## Windows

yes  n/a  no

If “no” select from below and explain:

- Appropriate to overall design
- Placement appropriate to style
- Recessed in wall, when appropriate

It's not clear on the drawings if the proposed grids are internal or external, therefore, staff is recommending a condition of approval that all grids on the new windows must be external.

## Privacy

yes  n/a  no

If “no” select from below and explain:

- Consideration of views from “public” rooms and balconies/decks
- Avoid windows facing adjacent windows

## Finish Materials and Color

yes  n/a  no

If “no” select from below and explain:

- Textures and colors reinforce design
- High-quality, especially facing the street
- Respect articulation and façade hierarchy
- Wrap corners and terminate appropriately
- Natural colors used in hillside areas

## Paving Materials

yes  n/a  no

If “no” select from below and explain:

- Decorative material at entries/driveways
- Permeable paving when possible
- Material and color related to design

The landscape plan and renderings indicate that there will be a new driveway finish, but this is not clearly identified on the plans provided. Staff is recommending a condition of approval related to the new driveway finish and any other new paving, in that it must be decorative and permeable wherever possible.

## Equipment, Trash, and Drainage

yes  n/a  no

If “no” select from below and explain:

- Equipment screened and well located
- Trash storage out of public view
- Downspouts appropriately located
- Vents, utility connections integrated with design, avoid primary facades

The gutters and downspouts are not shown on the drawings, a condition of approval is recommended requiring a roof drainage plan to be provided with revised elevation drawings that show gutters and downspouts.

## Ancillary Structures

yes  n/a  no

If “no” select from below and explain:

- Design consistent with primary structure
- Design and materials of gates complement primary structure

### **Determination of Compatibility: 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:

- Overall, the applicant's proposed design and detailing is consistent and appropriate to the eclectic style of the house through the use of cladding materials, doors, windows, lighting, and colors.
- The new covered porch entryway is well integrated to the design, and provides an appropriate focal point for the remodeled house. The new covered porch entryway features wood posts and stone bases, a partially glazed wood entry door with a complimentary sidelite window, and a gabled roof form with scalloped shingle tiles that are appropriate to the eclectic design.
- The windows for the project will be a combination of vinyl-clad wood, and metal frame windows.
  - The vinyl-clad wood windows will be block frame, recessed with wood sills and frames, and will be a combination of fixed round windows and double-hung in a dark brown color.
  - The metal frame windows are proposed to be z-bar, however, based on the manufacturer's information and the sections, the metal z-bar frame is narrow in contrast to the typical vinyl z-bar, and therefore does not have a negative impact on the design. The metal frame windows will be a combination of casement, awning, and fixed in a dark brown color.
  - It's not clear on the drawings if the proposed grids are internal or external, therefore, staff is recommending a condition of approval that all grids on the new windows must be external.
- The façade remodel and addition includes hardiplank cladding in three designs. The existing house and a portion of the rear addition will feature straight-edge hardiplank shingles. The southerly and westerly parts of the rear addition feature vertical lap hardiplank siding, and the new covered porch entry features a gable roof with scalloped hardiplank shingles.
- The existing house and the addition will feature a composition shingle roof in a dark gray color.
- The gutters and downspouts are not shown on the drawings, a condition of approval is recommended requiring a roof drainage plan to be provided with revised elevation drawings that show gutters and downspouts.

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### **Recommendation / Draft Record of Decision**

Based on the above analysis, staff recommends **approval** of the project with **conditions**, as follow:

#### **Conditions**

1. Submit revised plans that identify the paving material for staff review and approval. The new paving should be decorative.
2. The proposed grids on the new windows must be external.
3. Provide a roof drainage plan and elevations showing gutters and downspouts for staff review and approval.

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### **Attachments**

1. Location Map
2. Neighborhood Survey
3. Photos of Existing Property
4. Reduced Plans