



December 17, 2018

Franco Noravian
409 West Broadway
Glendale, CA 91204

**RE: 2652 MANHATTAN AVENUE
ADMINISTRATIVE DESIGN REVIEW CASE NO. PDR 1807178**

Dear Mr. Noravian:

On December 17, 2018, 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 construct a new, 2-unit, 3,504 square-foot, two-story, multi-family residential building with attached garages on a 6,200 square-foot lot located at **2652 Manhattan Avenue** in the R-3050 Zone. The proposal includes demolition of the existing one-story, 669 square-foot single-family dwelling (originally constructed in 1947).

Staff received six comment letters regarding this project. Please see the Responses to Community Input section beginning on Page 3.

CONDITIONS OF APPROVAL:

1. The applicant shall comply with all of the recommendations identified in the Urban Forestry Department Comments dated July 12, 2018.
2. The location of the new access gates shall be revised to be appropriately setback from the building edge.

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:

- The existing on-site conditions, that include the irregular shape of the lot, the two street frontages wrapped by Manhattan Avenue, and the three existing oak trees influence the project's site planning. The building footprint is appropriately sited on the lot in such a way as to address setback regulations and maintain the oak trees.
- The new two-unit, multi-family building will face Manhattan Avenue with Unit A oriented towards the northerly portion of Manhattan Avenue and Unit B oriented towards the westerly portion, with separate entries and driveways for each.

- The design of the new attached garages is fully integrated into the overall structure. The existing driveway will be maintained for Unit A, and a new driveway oriented towards the westerly portion of Manhattan Avenue is being provided for Unit B. The 13'-0" width driveway with a hammerhead turn around area is proposed in order to address requirements for the Public Works Traffic Division.
- The project provides the required, functional common and private outdoor spaces: each unit has balcony space on the second floor and there is a 405 square-foot, landscaped common open space area located towards the southeast portion of the lot with access from each unit.
- The proposed landscaping plan is complementary to the development of the site, with new drought tolerant landscaping used to create functional and a usable common open space area.
- Currently, there are three oak trees existing on-site, adjacent to the front property line along both street frontages, that will remain as part of the project proposal. An Indigenous Tree Report, dated May 30, 2018, was prepared for this project. The City's Urban Forestry Department has reviewed the project and the Indigenous Tree Report and has not cited any major concerns with the proposal. Staff is recommending a condition of approval that the applicant shall adhere to all of the recommendations made by the Urban Forestry Department in their comments dated July 12, 2018 which also requires that the applicant obtain an Indigenous Tree Permit prior to construction.
- A new 6'-0" tall boundary fence is proposed along the southerly and easterly property lines. The new fence and access gates will be wood with a standard "dog-eared" design and are appropriate to the style. A condition of approval will require the location of the new access gates be revised to provide an appropriate setback from the building walls to provide an open appearance of the front yard towards the street.

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

- The property is located in a moderate density residential zone with the surrounding neighborhood featuring a mix of multi-family and single-family development, ranging in height from one- to three-stories. As such, the proposal to build a new two-story, multi-family development is appropriate.
- The project's massing is broken up using a number of architectural devices, including recessed building forms, changes in façade planes, balconies, appropriately stepping the second floor back from the first, and changes in material cladding.
- The overall height of the new two-story development will be 28'-0", where the maximum permitted is 31'-0" for a development with a pitched roof.
- The proposed hipped roof forms are compatible with the style of development and help minimize the massing of the new building. Additionally, the use of a 4:12 roof pitch is consistent throughout the design of the new development.

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

- Overall, the consistent use of materials and colors throughout the project helps to reinforce the design.
- The surrounding neighborhood features a mix of architectural styles, and as such, the proposed design of the new development is appropriate.

- The entryways for each unit are well integrated into the design, and avoid a sense of monumentality. Both unit entries are well defined, featuring a recessed doorway. Unit A, which faces the northerly portion of Manhattan Avenue, will feature the single-door and sidelite appropriate to the style, and Unit B will feature a single-door entry.
- The new windows will be nail-on, fiberglass, with a brown finish, clear glass, and recessed in the openings with wood sills and frames.
- The driveways for each unit will feature a gray permeable paver that compliments the style. The hammerhead turn-around required for Unit B will be grasscrete to help soften the amount of hardscape in the front yard.
- The proposed materials for the new multi-family building include a composition shingle roof, stained wood siding, a gray brick veneer, smooth stucco, and wood railings for the stairs and balconies.

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.

RESPONSES TO COMMUNITY INPUT RECEIVED DURING COMMENT PERIOD

During the public comment period staff received one letter in support of the project from Abundant Housing LA, and four letters in opposition. An additional comment letter in opposition was received after the comment period ended. Below is a summary of the points from the comment letters in opposition, and staff responses.

1. Administrative Design Review (ADR) versus Design Review Board (DRB) Review

A couple of the comment letters questioned why the case went through the ADR process and not before the DRB in a public meeting.

Per GMC 30.47.030.H, the Director of Community Development is the review authority for new multi-family buildings of six or fewer units. The proposal is to demolish the existing single-family residence and build two new units on the project site. As such, the ADR process is appropriate based on the scope of the work of the project and the compatibility of the project with the City's Comprehensive Design Guidelines.

2. Design

Various concerns about aspects of the proposed design are raised in the comment letters received by staff. The following responses are broken down according to the specific topics of concern expressed by one or more commentator.

Architectural Style and Neighborhood Compatibility

In reviewing Design Review applications, staff analyzes a project proposal in accordance with the City's Comprehensive Design Guidelines which address site planning, mass and scale, and design and detailing. These design guidelines do not dictate that a specific style be required in an area or neighborhood. The surrounding neighborhood features a mix of architectural styles, including some Craftsman style buildings, along with some minimal traditional and contemporary styles. Additionally, the surrounding neighborhood features a mix of multi-family and single-family developments, ranging in height from one- to three-stories. The applicant's proposal features a new two-story, traditional style design, which is not inappropriate given the surrounding eclectic context. The overall design including the

consistency in use of human-scaled materials, roof forms, and mass and scale are appropriate to the traditional style of the project as analyzed in the staff report and discussed in the Summary of the Director of Community Development's Decision beginning on Page 1 of this document. The proposed materials for the new building include naturally stained wood siding, a gray brick veneer, smooth stucco in a gray color matching the brick, wood railings for the stairs and balconies, and composition shingle roofing; such materials can be found throughout the surrounding neighborhood. The proposed materials and the mass and scale, as described below, help blend the project into the neighborhood context.

Mass and Scale

The existing on-site conditions that influence the project site planning and building footprint include the irregular shape of the lot, the two street frontages wrapped by Manhattan Avenue, and the three existing oak trees. The building footprint is appropriately sited on the lot in such a way as to address setback regulations and maintain the existing oak trees. The new 2-unit multi-family residential building totals 3,504 square feet of floor area. Each two-story townhouse style unit will have two bedrooms, with areas of 1,259 and 1,375 square-feet respectively, and will feature an attached two-car garage with individual driveway access. These are not excessively large units. The City's Design Guidelines indicate that new development that is larger in size and mass than existing neighboring structures may need to be expressed as a series of separate volumes and that varying architectural strategies can be used in a project's design to express or break up the massing of a building. The massing of the project is broken up using a number of architectural devices, including recessed building forms, changes in façade planes, balconies, appropriately stepping the second floor back from the first, staggered roof heights and changes in material cladding. One public comment letter submitted during the 10-day review period suggests that the proposed fill should be eliminated and the new development should be constructed on the existing grade. The applicant evaluated this alternative prior to submitting the Design Review application and re-examined this following the public comment period. Per the applicant, this alternative would result in drainage issues on the lot that would conflict with the Building Code and to resolve said drainage issues, the additional grading required could create greater impacts to the existing oak trees. Lowering the project to existing grade level could also potentially trigger zoning issues as it relates to the driveway slope. The project design features 4:12 pitch hipped roof forms with staggered roof heights that are compatible with the traditional style of the development. The hipped roof forms with staggered roof heights help to minimize the overall massing. While the overall height of the new building is 28'-0", based on the topography of the lot, each elevation will have varying heights from 24'-5" to 28'-0". The taller building volumes at 28'-0" in overall height are along the interior property lines (south and east) where the property sits at a lower elevation point based on the slope of the property. The design of the project utilizes varying architectural strategies as noted to help minimize the overall mass and scale of the proposal, including the height.

Compatibility with the North Glendale Community Plan (NGCP)

The property is located in the Verdugo City Residential Neighborhood of the North Glendale Community Plan (NGCP) area where a mix of single- and multi-family homes exists, with multi-family development located closer to public transportation and commercial activities. The "multi-family neighborhoods in Verdugo City are characterized by some well-designed buildings and mature landscaping" (pg. 73). The NGCP states that new multi-family buildings should respect the scale of the neighborhood, provide quality design and a transition in mass and scale to adjacent single-family dwellings. The NGCP design guidelines do not dictate a requirement for a specific architectural style (i.e. Craftsman) for properties located in the Verdugo City Residential Neighborhood. As described earlier, the

project's traditional design is appropriate in this neighborhood that features a varied mix of architectural styles. As noted in the staff report, the project's site planning, mass and scale, and design and detailing have been found to be compatible with the City's Design Guidelines.

Additional design guidelines for the Verdugo City Residential Neighborhood are specified in the NGCP (Chapter 4.3b.3). As it relates to the project's site planning, the NGCP design guidelines call for appropriately sited building locations, open front yards, preservation of existing mature trees, and that new landscaping should include canopy trees. With respect to the building location, there is no distinguishable neighborhood pattern, and the proposed building is appropriately sited on the lot and designed to fit into the immediate context. The siting of the building footprint is constrained by the existing on-site conditions which include the irregular shape of the lot, two street frontages, and the three existing oak trees. Additionally, the project will comply with the minimum 25'-0" street-front setback requirement along both frontages on Manhattan Avenue, resulting in an open front yard appearance. While maintaining the three mature oak trees with large canopies, the proposed landscape plan includes the planting of three additional trees on the property – one along each frontage on Manhattan Avenue and one towards the southeast corner in the common open space area. A condition of approval is being added that will require the location of the access gates be revised to provide an appropriate setback from the building walls along the south and east interior setbacks. The applicant will be required to revise the drawings for staff review and approval to address this condition prior to submitting to Building and Safety for plan check review and permit issuance. Revising the location of the access gates to provide an appropriate setback from the building walls will help maintain the open appearance of the front yard towards the street. In regards to the mass and scale of the project, the NGCP design guidelines call for second stories to be sensitive to the surrounding neighborhood, with the building profile reflecting the topography, and larger homes respecting the existing context and not appearing monumental. Please refer to the mass and scale section above for a detailed response. Based on the topography of the lot, the overall height varies along each building elevation with the taller volumes along the interior property lines where the grade is at a lower elevation. New landscaping proposed on the site will also help screen the building and minimize visual impacts. As previously discussed, various architectural devices are used in the project design to break up the massing of the building, including staggered roof heights along each elevation. As it relates to design and detailing, the NGCP design guidelines call for high quality materials, well integrated entryways, natural finish materials where possible, and a wall thickness that allows for an appropriate window recess. The proposal features high quality materials including a stained wood siding, wood railings and accents, and gray brick veneer in addition to the stucco finish and composition shingle roof. The new windows will be appropriately recessed in the openings with a wood frame and sill consistent with the traditional style of the new building. For these reasons, the proposal is compatible with the NGCP design guidelines.

3. The proposal will impact the existing Oak trees.

One of the comment letters raised concerns regarding the existing on-site oak trees.

There are three oak trees located on the project site along the front property line along both street frontages on Manhattan Avenue. The project proposal maintains the three existing oak trees on-site. An Indigenous Tree Report, dated May 30, 2018, was prepared for this project by the Arborist of Record (AOR), James Komen. This report was included as an attachment to the staff report published online for public review and comment, and is on file

with the Planning Department as part of the public record. The City's Urban Forestry Department has reviewed the project and the Indigenous Tree Report and has not cited any major concerns with the proposal. As stated in the Urban Forestry Department comments, potential damages that could occur during construction can be addressed with proper tree protection measures that will be enforced through an Indigenous Tree Permit. The staff recommended condition of approval that is incorporated into this final decision requires the applicant to comply with all of the recommendation identified in the Urban Forestry Department Comments, dated July 12, 2018, which requires the applicant to obtain an Indigenous Tree Permit prior to the issuance of a building permit.

4. Privacy Concerns

One of the comment letters received from the adjacent neighbor at 2663 Piedmont Avenue cited concerns related to privacy.

In accordance with GMC 30.47.040.B.3, conflicting relationships to adjacent buildings, structures, improvements and uses should be avoided as appropriate to the zone and area. Outside of single-family developments, the Zoning Code does not explicitly define privacy considerations for new construction. The project complies with the setback, open space, and landscaping requirements of the Zoning code for the R-3050 zone. The intent of setbacks, open space and landscaping requirements is to assure that an effective separation is provided between properties and uses to foster compatibility, privacy, light, air and ventilation and provide for landscaped areas in the living environment for visual relief and recreation. Additionally, the proposal features a new 6'-0" wood boundary fence which helps address privacy concerns.

5. The existing house is historic and should not be demolished.

One of the comment letters received stated that the existing house is historic and should not be demolished for development purposes.

The project site is currently developed with a one-story, 669 square-foot single-family residence built in 1947. The existing single-family residence is not currently listed on the Glendale Register of Historic Resources, the California Register of Historical Resources, or the National Register of Historic Places. Additionally, the existing residential structure was not identified as a historic resource in the North Glendale Community Plan.

A historical resource evaluation was prepared for the property at 2652 Manhattan Avenue by Sapphos Environmental, Inc., dated December 18, 2017. This evaluation was included as an attachment to the staff report published online for public review and comment, and is on file with the Planning Department as part of the public record. The evaluation concluded that the existing single-family residence does not meet the criteria for designation for any National, State, or Local register for historic resources. The existing residential structure is not a distinctive example of the architectural style, and no evidence was found indicating the site is associated with important events or people in history. As such, the structure would not be considered a historic resource under the California Environmental Quality Act (CEQA).

6. The project should comply with the zoning requirements and should not be granted relief like other projects have, including easements.

One of the comment letters raised concerns over compliance with the zoning code and easements.

The project complies with the development standards of the R-3050 zone, as outlined in GMC 30.11, and no variances are being requested or required. Additionally, the applicant is not requesting any easements as part of this project.

7. The project will impact the neighborhood's quality of life (increase in population, construction, noise, and dust).

A few of the comment letters received cited concerns with impacts to quality of life.

The project involves the demolition of an existing single-family residence and the construction of a new two-unit multi-family building. As a result of the proposed project, there will be a net increase of one residential dwelling unit. The subject site is zoned R-3050 with a General Plan Land Use Designation of Moderate Density Residential. The project is consistent with the zoning and land use designation of the area and, therefore, is not considered growth inducing. While there will be a net increase of one unit, the property is zoned for the density and the use.

The project is required to comply with the City's Noise Ordinance. A temporary periodic increase in ambient noise and dust would occur during construction activities associated with the proposed project. Best Management Practices for dust control will be enforced by the Building and Safety Division during construction of the project. Noise from the construction activities would be generated by vehicles and equipment involved during various stages of construction operations: demolition, site grading, foundation and building construction. The noise levels created by construction equipment will vary depending on factors such as the type of equipment and the specific model, the mechanical/operational condition of the equipment and the type of operation being performed.

Construction noise associated with the project will be required to comply with the City of Glendale Noise Ordinance (Municipal Code Chapter 8.36), which prohibits construction activities between the hours of 7:00 p.m. on one day and 7:00 a.m. of the next day or from 7:00 p.m. on Saturday to 7:00 a.m. on Monday or from 7:00 p.m. preceding a holiday to 7:00 a.m. following such holiday.

8. Traffic

A few of the comment letters received cited concerns with traffic impacts, including the location of the new driveway.

The project complies with the applicable Zoning standards in conformance with the comprehensive General Plan of the city, which allows for a maximum density of two units on this lot. Based on the small scale nature of the proposed building (two units), a traffic study is not required and adequate infrastructure is already existing for this project.

The proposal features a new 13'-0" wide driveway with an on-site hammerhead turn around area. This new driveway will serve as vehicular access for the required garage for Unit B and will be oriented towards the westerly portion of Manhattan Avenue near an existing intersection with a three-way stop sign. Prior to submitting this ADR application, the applicant consulted with City staff from the Public Works Department, and the 13'-0" wide driveway and hammerhead turn around was specifically designed to address Public Work's requirements. This application, including project plans, was routed to all applicable City Departments for comments, including the Engineering and Traffic Divisions of the Public Works Department. Neither of these divisions cited any major concerns with the proposal.

9. The public notice was not mailed on time and the plans were not available on the City's website.

Concerns regarding the public noticing and availability of plans were raised in a couple of the comment letters.

This project was duly noticed in accordance with the provisions of GMC 30.61.010, which require mailed notices to be sent to property owners and occupants within a 500 foot radius of the site and that the site be posted with a public notice ten days prior to the hearing date. The "on or after" hearing date for this project was September 17, 2018. There were 350 public notices mailed by Planning Division staff on August 30, 2018, and the applicant posted the required public notice sign on September 7, 2018. As such, the public noticing was done in accordance with GMC 30.61.010. All files related to the case, and the project plans have been available for review in the Planning Department since the application submittal. The staff report and attachments, including project plans, were published on the City's website (www.glendaleca.gov/planning/pending-decisions) on September 7, 2018 for public review and comment and have been online since that date.

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 said decision to the Historic Preservation Commission 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 **January 2, 2019** 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

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.

Sincerely,

PHILIP LANZAFAME
Director of Community Development


Urban Design Studio Staff

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