



CITY OF GLENDALE, CALIFORNIA

Community Development
Planning

633 E. Broadway, Suite 103
Glendale, CA 91206-4311
Tel. (818) 548-2140 Fax (818) 240-0392
glendaleca.gov

October 2, 2019

Demery Matthews
3404 Buena Vista Avenue
Glendale, CA 91208

**RE: ADMINISTRATIVE DESIGN REVIEW NO. PDR1916739
2636 MANHATTAN AVENUE**

Dear Ms. Matthews,

On October 2, 2019, the Director of Community Development, pursuant to the provisions of the Glendale Municipal Code, Title 30, Chapter 30.47, **APPROVED WITH CONDITIONS** your design review application proposing to construct a new, two-story, 1,733 square-foot detached unit with a 441 square-foot attached two-car garage on a 7,250 square-foot through-lot, facing Manhattan Avenue, located in the R-3050 (Moderate Density Residential) Zone, at **2636 Manhattan Avenue**.

CONDITIONS OF APPROVAL:

1. New windows shall be darker in color, such as brown or black. Alternatively, a higher quality window material may be proposed.
2. Indicate building materials and color on the elevations.
3. Revise proposed height on plans or the neighborhood survey for consistency.
4. Revise plans to clearly identify areas of landscaping and hardscaping, and provide correct area (in square feet) and percentage for the proposed permanent landscaping on the subject property.

SUMMARY OF THE DIRECTOR OF COMMUNITY DEVELOPMENT'S DECISION

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

- The new unit is facing Manhattan Avenue. The siting and building footprint are designed to address the minimum and average setback requirements per the Zoning Code and is considerate of the prevailing setbacks on the street.
- The placement of the new unit, in relation to the street and adjoining properties, is similar to that of the existing DRB-approved unit and consistent with the overall neighborhood pattern.
- The project will feature 2,606 square-feet (36%) of landscaped area, where a minimum of 30% is required in the R-3050 zone. The two existing oak trees on and adjacent to the property will be preserved during and after construction.
- The new two-car garage will be attached to the new unit and face the street with access from a new driveway at Manhattan Avenue. The surrounding neighborhood features a combination of attached and detached garages; the siting of the new garage is, therefore, appropriate. The new driveway will be in close proximity to the oak tree

located on the adjacent property, but appropriate protection measures have been conditioned (per Conditions of Approval for Administrative Exception No. PAE1831100) to be taken during construction to minimize any detrimental effects.

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

- The surrounding neighborhood features single-family and multi-family developments with heights ranging from one to two stories. Therefore, the applicant's proposal to build a new two-story unit is acceptable.
- The mass and scale of the proposed unit is consistent with the previous approved unit and with the overall neighborhood pattern.
- The massing of the new unit is broken up by changes in façade planes and utilization of different roof forms to avoid an overbearing presence on the street or toward the immediate neighbors.
- The proposed gable and shed roof forms are compatible with the overall style of the development. The use of a 6:12 roof pitch is appropriate and consistent throughout the design of the subject unit and the existing unit facing Piedmont Avenue.

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

- The surrounding neighborhood features a mix of architectural styles. The proposed modern style of the new unit matches that of the existing unit facing Piedmont Avenue and is compatible with the neighborhood context.
- The new floating deck at the covered porch entryway will protect the roots of the existing coast live oak tree and is well integrated into the overall design.
- The new windows will be vinyl with wood sills and recessed in the wall. They will be an appropriate combination of single-hung, awning, casement, and fixed windows.
- The proposed materials include slate tiles, stucco, travertine tiles, and standing seam metal roof to match the existing unit on Piedmont Avenue. The selected materials and color palette matches the existing unit on property and is appropriate.

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, Minjee Hahm, at 818-937-8178 or via email at mhahm@glendaleca.gov.

RESPONSE TO COMMUNITY INPUT RECEIVED DURING COMMENT PERIOD

During the public comment period, staff received two letters regarding the project from a resident and the Montrose/Verdugo City/Sparr Heights Neighborhood Association. Various points of concern about aspects of the proposed design and zoning requirements are raised in the comment letters received by staff. Below is a summary of the points from the comment letters and staff responses.

1. Previous DRB approval

In reviewing Design Review applications, staff analyzes proposals in accordance with the City's Design Guidelines which addresses site planning, mass and scale, and design and detailing. The design of the new unit closely matches the previously approved DRB case (PDR-2007-107-A, January 8, 2008) and was vetted through the public hearing process with the Design Review Board. On June 14, 2012, revised plans were submitted under Design Review Board Case No. PDR1219568 to propose construction of only one of the

two previously approved dwelling units. Because the submitted plans were revisions to the previously approved DRB case, it did not need additional review by the Design Review Board. The Design Review Board was aware that a second dwelling unit of the same design and scale would be proposed or built at a later date. The current proposal is substantially the same as the previously approved proposal for the unit on Piedmont Avenue. Staff believes the project meets the Design Guidelines and the development standards established in the City's Zoning Ordinance. The Record of Decision for PDR-200-107-A is available for public view at the Planning Division.

2. Architectural Style

The respondent expressed concern that the proposed style is incompatible with the requirements. The overall design including the consistency in roof forms and mass and scale are appropriate to the simple, modern style of the project as analyzed and discussed in the Summary of the Director of Community Development's Decision beginning on Page 1 of this document. The architectural style of the new project closely matches the existing unit facing Piedmont Avenue.

3. Design and Detailing

The respondent expressed concern that the design and detailing of the proposed project does not improve the quality of the neighborhood. The design and detailing of the new unit match those of the existing unit facing Piedmont Avenue and is architecturally compatible. The absence of eaves, hips, and gutters for the new unit recalls the design of the previously approved unit and maintains a consistent, simple style. Staff believes the proposed materials are adequate for the new unit and match those of the unit facing Piedmont Avenue. Because the proposed plans do not clearly identify the building materials and colors, staff will require the architect to identify building materials and color in the proposed plans and elevations.

4. Mass and Scale

The respondent expressed concern that the mass and scale of the proposed project is incompatible with the neighborhood.

Floor Area Ratio

Per GMC 30.11.030 Table B, the maximum permitted Floor Area Ratio (FAR) for R-3050 Zone is 0.65. Currently, project proposes floor area ratio (FAR) of 0.48, which includes both the existing unit (0.24) and the proposed unit (0.24). Each unit, when viewed separately, has an FAR of 0.24; several properties in the neighborhood have FAR over 0.24. While the combined total of 0.48 stands out in the neighborhood, the proposed FAR complies with the requirement and is consistent with the overall neighborhood pattern.

Height

Per the GMC 30.11.030 Table B, the maximum permitted height for a building in the R-3050 Zone is 31 feet, with minimum roof pitch of 3:12. The proposed unit has a height range of 26 feet 10 inches (street front) to 27 feet 10 inches (rear) and has a roof pitch of 6:12. The proposed height complies with the Zoning Code requirements. By breaking up the massing through changing façade planes and using different roof forms (shed and gable), the proposed unit mimics the modern, simple look and feel of the existing unit and avoids a massive appearance. Because the proposed plans and the neighborhood survey do not use a consistent numbering system regarding the height of the proposed and nearby units, staff will require the architect to revise the plans or the neighborhood survey for consistency.

5. Incorrect Landscaping Calculation

The respondent expressed concern that the proposed permanently landscaped area is not correctly shown on plans. Per GMC 30.11.030 Table B, the minimum required percentage of permanently landscaped areas in the R-3050 Zone is 30%. Currently, the subject property proposes a total of 36%. The proposed 36% complies with the requirement. However, because the proposed plans do not clearly show areas of landscaping and hardscaping (i.e. walkway), staff will require the architect to revise the plans to clearly identify areas of landscaping and hardscaping and to provide a correct calculation of the area and percentage of the proposed permanent landscaping on the subject property.

6. The project should comply with the zoning requirements and should not be granted waivers

The respondent expressed concern about the proposed number of parking spaces. Per GMC 30.32.050 Table 30-32 A, 3 bedroom units in R-3050 Zones are required to provide 2.5 parking spaces. However, due to spaces restrictions on the subject site that precluded full compliance with the Code requirement without hardship, the applicant applied for an Administrative Exception (PAE1831100) to provide a combined total of four enclosed and covered parking spaces for the two units where a total of five enclosed and covered parking spaces are required per code. The applicant was able to make all the required findings; the application was approved with conditions on March 29, 2019. The decision letter for PAE1831100 is published on the City's website (<https://www.glendaleca.gov/government/departments/community-development/planning/current-projects/decision-letters>).

7. Development should be restricted in the neighborhoods surrounding Downtown Montrose area to prevent over-development

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.

8. Lack of transparency in public noticing and the approval process

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 12, 2019. There were 319 public notices mailed by Planning Division staff on August 30, 2019, and the applicant posted the required public notice sign on September 2, 2019. 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 (<https://www.glendaleca.gov/government/departments/community-development/planning-division/current-projects/pending-decisions>) on August 30, 2019 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 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 **October 17, 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 5:00 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 online and may be downloaded. AGENDAS and other NOTICES are also posted on our website.

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, **Minjee Hahm**, 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, **Minjee Hahm**, for stamp and signature prior to submitting for Building plan check. Please contact Minjee Hahm directly at 818-937-8178 or via email at mhahm@glendaleca.gov.

Sincerely,

PHILIP LANZAFAME
Director of Community Development

Urban Design Studio Staff
JP:MH