



CITY OF GLENDALE, CALIFORNIA

Community Development
Planning

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glendaleca.gov

November 7, 2019

Mi Kyung Jung
5500 Hollywood Blvd. Ste. 301
Hollywood, CA 90028

**RE: ADMINISTRATIVE DESIGN REVIEW NO. PDR1914508
4320 MARYLAND AVENUE**

Dear Ms. Jung,

On November 7, 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 demolish an existing, detached, one-car garage and covered front entry, and construct a new, attached, two-car garage, a new covered front entry, and a 945 square-foot, one-story addition at the rear of an existing, one story, 850 square-foot, single family dwelling located on a 6,028 square-foot lot in the R1 (FAR District II) Zone, at **4320 Maryland Avenue.**

CONDITIONS OF APPROVAL:

1. The covered front entry will be redesigned to meet the setback requirements and provide a balanced, proportional design.
2. The protected oak tree shall remain inaccessible to all construction activity. The proposed project will require an Indigenous Tree Permit, which can be obtained from Forestry during plan check.
3. Proposed windows are to be constructed with recessed placement to match the rendered perspective with wooden sills and trim. Revised elevations clearly showing recessed placement for existing/proposed windows and a vertical window section drawing of the windows placed into the walls shall be provided prior to plan check submittal.
4. The faux stone veneer base band applied at the street and southern interior facing façades will be lowered to meet at the bottom of the existing wood sills.
5. Revise plans, elevations, and rendered perspective to show existing and proposed locations of gutters and downspouts for staff review and approval prior to plan check submittal.
6. Revise plans, elevations, and rendered perspective to show the entirety of the existing block wall at the southern property wall.

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 location of the proposed addition will meet the required interior setbacks. It will be located to the rear of the existing residence. The addition will decrease the existing rear interior setback from 45 feet to 9 feet 3 inches, but will still comply with the required interior setback. The prevailing northern interior setback will remain unchanged, while the southern interior setback will increase to 4 feet to comply with the requirements.
- The existing, one-car garage will be demolished for a new, two-car garage, which will be fully integrated and attached to the dwelling. The new garage will be set back 4 feet from the property line, which is compliant with the interior setback requirements. The surrounding neighborhood features a combination of attached and detached garages; therefore, the proposed attached garage is appropriate. Since the location and orientation of the new garage will remain unchanged, apart from the new, 4-foot set back from the southern property line, the new garage will continue to use the existing driveway on site.
- The addition and new garage are appropriately sited and meets setback requirements. The existing covered front entry will be demolished and replaced to have a gabled roof form. However, the proposed covered front entry is located in the front setback area of 25 feet. Since posts for covered entryways are not permitted in the front setback area, it will have to be relocated. To accomplish this, the projection of the entire porch roof must be decreased to address the setback issue while also allowing the porch to have a balanced and proportional design. As a condition of this approval, the porch will be redesigned to meet the setback requirements and provide a balanced, proportional design.
- The proposed project is supportable by Forestry, on the condition that the protected oak tree remains inaccessible to all construction activity. The project shall require an Indigenous Tree Permit, which can be obtained from Forestry during plan check.

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

- The overall massing of the project will be compatible with the adjacent dwellings in terms of scale and proportion. The proposed addition and the new, attached garage will maintain the existing height of the dwelling at approximately 14 feet.
- The proposed addition and the new, attached garage will have hipped roof forms, to be consistent with the existing building design and concept.
- The existing shed roof for the covered front entry will be demolished for a new gable roof. Since the rest of the dwelling will maintain hipped roof forms, the gabled entryway will be emphasized and create visual interest.

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 proposed windows will be an appropriate combination of fixed, sliding, awning, single-hung, and double-hung windows. While the rendered perspective shows recessed placement for both the existing and proposed windows, the proposed elevations and window schedule do not clearly indicate recessed placement for all windows. As a condition of this approval, the proposed windows will be constructed with recessed placement to match the rendered perspective with wooden sills and trim. Revised

elevations showing existing sills and trims to remain and a vertical window section shall be required prior to plan check submittal.

- The existing covered front entry will be demolished and replaced to have a gabled roof form. Since the rest of the dwelling will maintain hipped roof forms, the gabled entryway will be emphasized and create visual interest. However, the proposed covered front entry is located in the front setback area of 25 feet. Since posts for covered entryways are not permitted in the front setback area, it will have to be relocated. To accomplish this, the projection of the entire porch roof must be decreased to address the setback issue while also allowing the porch to have a balanced and proportional design. As a condition of this approval, the porch will be redesigned to meet the setback requirements and provide a balanced, proportional design.
- The single family dwelling will remain as a Minimal Traditional style home at the project's completion by using matching materials and colors for the addition.
- Color and materials for the addition include asphalt roof shingles; light-colored stucco; and light-colored wooden siding and faux stone veneer band applied at the street and southern interior facing façades. The faux stone veneer base band proposed to be applied at the street and southern interior facing façades is conditioned to be lowered to meet at the bottom of the existing wood sills. Overall, the proposed color and materials will complement and match the simple style of the existing building.
- The proposed plans and rendered perspective do not show the locations of existing/proposed gutters and downspouts. Staff will require existing/proposed locations of the gutters and downspouts to be provided on revised plans for staff review and approval prior to plan check submittal.

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 nearby residents. Several points of concern about the proposed two-car garage and the existing block wall located to the southern property line are raised in the comment letter received by staff. Below is a summary of the points from the comment letter and staff responses.

1. The area between the proposed garage wall and the block wall

The respondent expressed concern that the area between the garage wall and the block wall by the southern property line is too small to accommodate a walkway and a side door, and to possibly store trash cans. In its current condition, the existing one-car garage is 28-inches from the property line and is in close proximity to the neighboring property to the south; there is not enough space for anyone to walk through, open and close doors, or store trash cans. However, the entire existing, southern wall of the garage will be demolished; the new, attached, two-car garage will be set back four feet from the southern property line at the project's completion. Staff believes the new interior setback of four feet complies with the setback requirements and also provides ample space for the subject property owners or hired professionals (such as gardeners) to use that area as means of additional access to the garage and the backyard. While the new, four-foot wide area will

serve as a walkway, it is not intended to be used as a gathering space or an area that will be in constant use.

2. Proposed side door for the garage

The respondents expressed concern that the proposed side door for the new two-car garage poses a safety hazard and lessened quality of life. The proposed plans show a door at the south side of the garage, which faces the side entrance and walkway of the neighboring property to the south. While the respondents have requested the proposed door to be relocated, the relocation is unfeasible as there is no other logical location for the proposed door. Per the applicant, the door was strategically placed at the southern side of the garage to provide access to the backyard without using the narrower walkway on the north side of the property or going through the entire home, and for an additional egress route in emergency situations. Staff agrees with the applicant that the proposed location for the door is adequate and there is no other feasible or logical location for such door elsewhere on the proposed plans.

3. Trash bins

The respondents expressed concern that the applicants may store trash bins in the new walkway area. Per the applicant, the new walkway area is intended for additional access into the garage and backyard only.

4. Rendering of the existing block wall

The respondents expressed concern that the submitted plans do not clearly show the existing block wall to the south of the subject property. Staff has reviewed the submitted photographs (from one of the respondents) of the block wall and revisited the site. The applicant has clarified in the attached letter that the existing block wall to the south will remain untouched; the applicant has stated her willingness to construct a new barrier or wall, along the southern property line, to mitigate any safety concerns. Because the proposed plans do not clearly show the existing block wall, staff will require the applicant to clearly show the entirety of the existing block wall on the proposed plans, elevations, and the rendered perspective.

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 **November 22, 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