



CITY OF GLENDALE, CALIFORNIA

Community Development
Planning

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glendaleca.gov

April 23, 2020

Emily Hodgdon
1331 Berkeley St. #4
Santa Monica, CA 90404

**RE: ADMINISTRATIVE DESIGN REVIEW NO. PDR1924795
3505 Fallenleaf Place**

Dear Ms. Hodgdon

On April 23, 2020, 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 two-story, 555 square-foot addition at the side and rear of an existing, two-story, 3,070 square-foot single-family dwelling located on a 11,179 square-foot lot in the R1R (FAR District III) Zone, at **3505 Fallenleaf Place**.

CONDITIONS OF APPROVAL:

1. Revise elevations to show existing and proposed locations of gutters and downspouts for staff review and approval prior to plan check submittal.

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 current single-family dwelling is sited on an existing flat pad that was previously graded and centrally located on the property. The project does not include any new grading, as the addition will also be sited on a remaining portion of that flat pad. Therefore, the proposed addition to the existing dwelling does not propose any significant alterations to the existing site planning.
- While the new addition does extend the building footprint closer to the interior property line to the north, the affected interior setback will comply with the required setback requirement of five feet. In addition, due to the lot configurations on this cul-de-sac the addition will be significantly set back from the neighboring house. The prevailing eastern (street front), southern, and western interior setbacks will remain unchanged.
- The project will feature 5,170 square-feet (46%) of landscaped area, where a minimum of 40% is required in the R1R zone.

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 two-story addition will not affect the existing overall height of the dwelling.

- The form of the addition relates well with the overall building concept and surrounding context of the neighborhood. The addition will be located at the side and rear of the building to avoid an overbearing presence on the street or toward the immediate neighbors.
- The proposed 555 square-foot addition will match the existing roof forms, which are gabled with a 4.75:12 roof pitch. For the first-story portion of the addition, the roof form and pitch will mimic the second-story's gabled roof form and pitch. For the second-story portion of the addition, the new roof will simply extend out from the existing roof. The proposed gabled roof is appropriate for the building design and concept, as it reinforces the existing gabled roof form without deviation.

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 addition to the side and rear is compatible with the neighborhood context, as the addition does not propose substantial change to the style of the existing dwelling.
- The new windows will be white vinyl with nail-in frames. The windows will be flush with the wall openings. Existing windows in public view will be replaced to be without internal grids. The new and existing windows will be a combination of casements, fixed, and sliding windows.
- Color and materials for the addition include clay roof tiles and light-colored stucco to match the existing. The proposed color and materials will be appropriate for the addition and the existing dwelling.
- The proposed plans and elevations do not show existing and proposed locations of gutters and downspouts. Staff will require revised plans and elevations to show existing and proposed locations of gutters and downspouts 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 via email at mhahm@glendaleca.gov.

RESPONSE TO COMMUNITY INPUT RECEIVED DURING COMMENT PERIOD

No community input was received during the public comment period.

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 **May 8, 2020** via email at PermitApplications@glendaleca.gov.

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 via email at mhahm@glendaleca.gov.

Sincerely,

PHILIP LANZAFAME
Director of Community Development



Urban Design Studio Staff
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