



CITY OF GLENDALE, CALIFORNIA

Community Development
Planning

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

June 1, 2020

Brooke Richards
715 Arrow Grand Circle
Covina, CA 91722

**RE: ADMINISTRATIVE DESIGN REVIEW CASE NO. PDR 1924979
601 EAST CYPRESS STREET**

Dear Ms. Richards,

On June 2, 2020, 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 504 SF second-floor balcony located at the rear of an existing, 1,905 SF, two-story, single-family dwelling on a 5,810 square-foot lot, located at 601 East Cypress Street, in the R1R (District III) Zone.

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 proposed project will not alter the site planning of the lot, as no changes are proposed to the existing site planning. No floor area modification is proposed to the existing dwelling. The existing dwelling and two-car garage will remain as-is, apart from the project.
- The proposed site planning is consistent with surrounding sites, which contain balconies at the rear, out of public view.
- The location of the proposed second-floor balcony addition will meet the required interior setbacks. The proposed balcony will be set back from the side property line by 7'-6". The interior setbacks will remain unchanged.

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 second-floor balcony addition will not significantly affect the dwelling's mass and scale, and will not increase the existing, overall height of the dwelling.
- Roof forms of the existing dwelling will remain unchanged. The proposed second-floor balcony addition will be open to the sky.

- The form of the second-floor balcony relates well with the overall building concept and surrounding context of the neighborhood, as other dwellings on East Cypress also feature two-story buildings with balconies at the rear.

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

- The proposed balcony addition is compatible with the existing dwelling and utilizes a simple design that does not negatively affect the existing style of the dwelling.
- The proposed second-floor balcony does not raise any privacy concerns because the existing setbacks will be maintained. The balcony will be set back approximately 28' from the rear property line, 7'-6" from the easterly property line, and 26'-0" from the westerly property line. The adjacent property to the west is improved with a two-story dwelling, which is located approximately 30 feet from the subject property's western property line. Considering the approximately 37'-6" separation and amount of trees/vegetation between the second-floor balcony and the existing dwelling to the west, the proposed distance is adequate.
- The proposed materials for the second-floor balcony addition includes: 42-inch-high wood composite guardrails, wood composite posts, and fascia boards. The selected materials and color complement the simple style of the existing dwelling.

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, Danny Manasserian, at 818-937-8159 or via email at dmanasserian@glendaleca.gov.

COMMUNITY INPUT RECEIVED DURING COMMENT PERIOD

Staff did not receive any community input during the comment period regarding this application.

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 **June 16, 2020** 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, **Danny Manasserian**, 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, Danny Manasserian, for stamp and signature prior to submitting for Building plan check. Please contact Danny Manasserian directly at 818-937-8159 or via email at dmanasserian@glendaleca.gov.

Sincerely,

PHILIP LANZAFAME
Director of Community Development



Urban Design Studio Staff
KA:dm