



CITY OF GLENDALE, CALIFORNIA

Community Development
Planning

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glendaleca.gov

July 14, 2020

Alex Campos
18570 Sherman Way, Suite R
Reseda, CA 91335

**RE: ADMINISTRATIVE DESIGN REVIEW CASE NO. PDR 2004324
1551 GREENBRIAR ROAD**

Dear Mr. Campos:

On July 14, 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 add 290 square feet to the street-front and street-side of an existing one-story, 2,540 square-foot single-family residence (originally constructed in 1965), on a 12,327 square-foot corner lot located at **1551 Greenbriar Road** in the R1R (FAR District II) Zone.

CONDITIONS OF APPROVAL:

1. The applicant shall comply with all of the recommendations identified in the Urban Forestry Department Comments dated March 12, 2020.
2. The design of the entry doors shall be simplified and revised to be compatible with the traditional design of the house.
3. The applicant shall provide vertical and horizontal window section details for staff review and approval.

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 single-family house is centrally sited on the lot on an existing flat pad. The proposed additions at the street-front and street-side do not propose any significant alterations to the existing site plan and modify the building footprint in an appropriate manner.
- Along Greenbriar Road (street-front) the proposal features a 53 square-foot addition that involves infilling a portion of the existing covered entry.
- The proposal also includes a 237 square-foot addition located in the rear yard with an attached 424 square-foot covered patio. These additions will face Misty Isle Drive, but based on the existing topography, will be located downslope from the street-level.
- The existing attached garage will remain and the proposal includes replacing the garage doors

and driveway material to a decorative paving.

- The existing landscaping is proposed to be maintained as part of the proposal. There are three oak trees located on the subject property in the rear yard area where the lot slopes uphill. All of these trees will be maintained as part of the proposal, and no removal is proposed. The applicant has submitted an Indigenous Tree Report. The City's Urban Forestry Department has reviewed the application and did not cite any major concerns with the proposal. A condition of approval requires the applicant to comply with the Urban Forestry Department Comments, dated March 12, 2020, which will require the applicant to obtain an Indigenous Tree Permit prior to construction.
- New retaining walls are proposed at the rear yard to maximize usable outdoor space and along the street-side to allow for adequate site circulation. The new retaining walls will have a decorative stone veneer finish consistent with the Hillside Design Guidelines.

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

- Overall, the mass, height, proportions and architectural concept of the proposed addition is consistent with the existing style and building massing.
- The immediate neighborhood features a combination of one- and two-story single-family residences. The proposed additions do not include an increase in stories or overall height. The existing single-family residence will remain one-story with an overall height of 20'-8".
- The proposal includes extending the roof ridge of the main house forward towards Misty Isle Drive. The proposed gable roof forms are compatible with the existing house. The use of a 5:12 roof pitch is consistent throughout the design.

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

- Overall, the addition's design and detailing will enhance the appearance of the house and its are appropriate and consistent with the style of the residence through the use of materials, windows, and colors.
- The project includes infilling a portion of the covered entry for a new foyer. The entryway will still retain a recess with a double door entry that is integrated into the overall design. The proposed wrought iron entry doors feature an ornate design that conflicts the traditional design of the residence and a condition of approval will require the door design be simplified to be compatible.
- The new windows will be white in color, fiberglass, and an appropriate combination of casement and waning windows. The elevation drawings show a sill and frame, however, the window section details provided do not address the different window operations and siding conditions. A condition of approval will require that vertical and horizontal section details be provided that show the required recess, sill, and frame for the different types of window operations and at the different siding conditions (stone veneer and stucco).
- The proposed materials include a tile roof in a chestnut brown color, new stone veneer along the front façade that appropriately wraps the corners, and a smooth finish stucco. The consistent use of materials and colors throughout the project is compatible with the traditional style of the house.
- The project includes replacing the existing driveway and minor modifications to the walkway. The new paving material is a permeable paver and is appropriate to the style.
- New lampposts are proposed at the walkway entry that feature a stone veneer cladding that matches the house.
- New exterior light fixtures are proposed that are compatible with the traditional style of the

residence and they are appropriately located to avoid spillover and over-lit façades.

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

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, appeal forms and fees will be provided by the Community Development Department (CDD) staff upon request by calling 818-548-2140.

The completed appeal form must be filed with the prescribed fee prior to expiration of the 15-day period, on or before **JULY 29, 2020**.

Due to the current COVID-19 social distancing and work from home orders issued by federal, state and local governmental agencies, in order for any appeal to be considered timely, **the appeal must be postmarked by the July 29, 2020 deadline (mailed to Community Development Department – Planning Division, Attention Vista Ezzati, 633 East Broadway, Room 103, Glendale, CA 91206) OR emailed to the case planner Vista Ezzati at VEzzati@glendaleca.gov prior to the close of said business day.** The prescribed fee must be included along with the appeal application and may be submitted either in the form of a check or credit card payment. For credit card payment, please contact the case planner to make arrangements with the cashier. Note: The standard 2.5% fee for credit card payment applies.

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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