



**CITY OF GLENDALE, CALIFORNIA**

Community Development  
Planning

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glendaleca.gov

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October 22, 2020

Ani Mnatsakanian  
409 Irving Drive  
Burbank, CA 91504

**RE: ADMINISTRATIVE DESIGN REVIEW NO. PDR2010250  
535 West Harvard Street**

Dear Ms. Mnatsakanian,

On October 22, 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 demolish an existing, detached, two-car garage and construct a new two-story, 1,848.7 SF, detached unit with two, attached, two-car garages (420 SF and 516.8 SF respectively) at the rear of an existing, single-family residence (built in 1921) on a 6,250 SF lot, located in the R-3050 (Moderate Density Residential) Zone, at **535 West Harvard Street**.

**CONDITIONS OF APPROVAL:**

1. Reduce the width of the existing entry driveway as shown on site plan to be in line with the 9' 6" width shown at the side of the house.
2. Provide decorative pavers in the area of new development, preferably permeable, from the back edge of the existing house and beyond.
3. Relocate the trash storage area to be outside of the required interior setback area and out of view from the street.
4. Sliding windows on all elevations should be revised to be hung windows to match the existing window operations of the front unit.
5. Revise renderings to accurately depict the proposed exterior materials for the new unit.
6. Revise elevations to indicate all exterior lighting locations and provide cut sheets for staff review and approval.

**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 siting and building footprint for the second dwelling unit is designed to address the minimum and average interior setback requirements per the Zoning Code, and does not affect the prevailing street front setbacks on West Harvard Street.
- The existing residence at the front of the property will remain unchanged, while the existing detached, two-car garage will be demolished to make way for the

new dwelling unit with two, attached, two-car garages. The new two-story dwelling unit with the attached garages will be sited at the rear of the property and be accessed from the existing driveway. The existing driveway will be expanded at the rear to accommodate ingress and egress from the new garages. A condition requires the applicant to use decorative pavers, preferably permeable, for the widened driveway area from the rear façade of the street facing structure and beyond. Also the entry driveway shall be narrowed to align and match the 9'-6" width of the driveway as shown at the side of the house.

- A new 478 square-foot common open space with landscaping and amenities is proposed between the two units, and will be easily accessible from both units. The project features approximately 2,173 square feet (35%) of landscaped area, where a minimum of 30% is required in the R-3050 zone.
- The proposed HVAC equipment is located out of public view behind the new dwelling unit. Because the proposed trash storage area is located between the garage and the eastern property line, a condition of approval requires that the applicant relocate the trash storage area to be located outside of the required interior setback area and out of public view from the street.
- No exterior lighting has been indicated. A condition of approval requires the exterior elevations to be revised to indicate all exterior lighting locations and to provide cut sheets for staff review and approval.

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

- The property is located in a multi-family zone where the neighborhood is predominantly comprised of one-story single-family homes and several two-story multi-family developments that are designed in a variety of architectural styles. The project's massing will be reduced from the street, because the new, detached, two-story dwelling unit will be located at the rear of the existing single-family residence.
- The new dwelling unit's height is approximately 23 feet, which is less than the 26 feet maximum permitted in the R-3050 zone.
- The proposed floor area ratio for both units combined is 61.6%, when a maximum of 65% is allowed by Code.
- The second level of the new dwelling unit will be recessed from the first level below, which provides modulation at the northeast, northwest and southwest façades, while the slight overhang visible from the front (southeast) elevation will provide a bit of undulation to the façade.
- The gable and shed roof forms, cladding materials, and the second-floor deck help break up the overall massing for the proposed second dwelling unit in a manner that is consistent with the architectural style of the existing residence on property.

**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 simple design of the proposed two-story unit and two, attached, two-car garages are

compatible with the style of the existing residence at the front, and are appropriate for the site and neighborhood.

- The new unit will have white vinyl, block-framed windows with new trim and sills to match the style of the existing windows of the front unit. Window openings on the second floor facing neighboring properties are minimized for privacy. Windows in public view from the front (southeast) elevation will be single-hung, while the windows out of public view and at the sides and rear will be sliding windows. However, a condition requires that the sliding windows in all other elevations be revised to hung windows to match the window operations of the existing front unit.
- The proposed 104 SF deck on the second floor appears to pose no privacy issues, as the deck is fully integrated into the new unit and set back from the interior property lines.
- While the existing residence at the front is clad with stucco, the new rear dwelling unit will be clad with a combination of stucco and horizontal wood siding with a six-inch exposure height (12-inch exposure height at the side-facing gable) to provide visual interest. In addition, the proposed second-floor deck, tucked at the rear of the new dwelling, will feature metal railings. A condition requires that the applicant revise the renderings to accurately depict the proposed exterior materials for the new unit.

**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](mailto:mhahm@glendaleca.gov).**

#### **RESPONSE TO COMMUNITY INPUT RECEIVED DURING COMMENT PERIOD**

No comment was received from the public during the 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 **November 6, 2020** via email at [Zoning@glendaleca.gov](mailto:Zoning@glendaleca.gov) or via the case planner, **Minjee Hahm**.

**APPEAL FORMS available on-line: [www.glendaleca.gov/appeals](http://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 email 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](mailto:mhahm@glendaleca.gov).

Sincerely,

PHILIP LANZAFAME  
Director of Community Development



Urban Design Studio Staff  
KA:MH