



CITY OF GLENDALE, CALIFORNIA

Community Development
Planning

633 E. Broadway, Suite 103
Glendale, CA 91206-4311
Tel. (818) 548-2140 Fax (818) 240-0392
glendaleca.gov

December 24, 2020

Nareg Khodadadi
213 N. Orange St. Ste. E
Glendale, CA 91203

**RE: 1638 Highland Avenue
ADMINISTRATIVE DESIGN REVIEW APPLICATION NO. PDR2013329**

Dear Mr. Khodadadi:

On December 24, 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 a 190 square-foot (SF) covered porch at the first floor with a second-story balcony on its roof. The work will occur toward the rear of the two-story, 2,852 SF single-family dwelling (constructed in 1927) located on an approximately 6,000 SF corner lot in the R1-I Zone (Low Density Residential, FAR District I).

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 11'-10" wide by 16'-1" long porch with second-story balcony is located at the rear of the building and fills in a notched corner where an existing uncovered patio is located. It will be partially visible from the street and have a 10'-9" setback from the interior, southern property line.
- The porch/balcony primarily covers an existing raised deck, thereby minimizing site/landscaping alteration.

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

- The porch/balcony is shorter than the overall building height, set back from the existing building corners, and effectively uses solids/voids to break up the massing.
- The porch/balcony is 15'-4" in height, lower than the overall building height of 24'-1".
- The porch/balcony is set in from the existing building facades (4" on south side, 1'-9" on east side) rather than protruding from, or in line with, them, thereby minimizing mass and scale.



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

- The porch/balcony has been designed to match the existing style of the residence.
- The porch openings and balcony wall corners feature corbels that match the existing building's architectural detailing, and the stucco finish matches the existing stucco.
- Although the balcony extends from bedrooms (not public rooms), views to the neighbors will be partially screened by 3'-6" high solid balcony walls (4'-2" high at corners), and an existing 6' high wood fence at the south property line.

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, Cassandra Pruett, at 818-937-8186 or via email at cpruett@glendaleca.gov.

RESPONSES TO COMMUNITY INPUT RECEIVED DURING COMMENT PERIOD

A comment letter, dated November 30, 2020, was submitted by the Glendale Historical Society (TGHS). The only direct reference to the project under consideration states that the "...project description notably omits the fact the proposed project may affect the significance of a historic property." While such an assessment is not a typical component of a "project description," the City's consideration of potential negative impacts to the historic district contributor is evidenced in that, finding no impact, the project was determined exempt from California Environmental Quality Act (CEQA) review as a Class 31 ("Historical Restoration/Rehabilitation") exemption pursuant to Section 15331 of the CEQA Guidelines because it will not negatively impact the property's ongoing status as a contributor to the Ard Eevin Highlands Historic District. The project is being reviewed through the City's administrative design review process, which provides the opportunity for public comment, because the construction of a new second-floor balcony could raise privacy issues for adjoining neighbors. Since the TGHS letter does not object to the porch cover and balcony, and no other comment letters were received regarding privacy or any other aspect of the work, the City has approved the project.

The TGHS letter focuses on the City's earlier approval of window and door replacements, along with interior alterations, at the subject property. A permit for this work was issued in February 2020. That project had also been determined exempt from CEQA because it would not negatively affect the property's ongoing status as a district contributor. As is the case for similar projects in the city's historic districts, that permit was processed as an "over the counter" permit after extensive design review



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consultation with the project architect and window contractor. The TGHS letter erroneously asserts that the issuance of separate permits for the two separate proposals means the City did not review the “whole of the project,” resulting in what is often called “project splitting.” The new owners of the property chose to apply for the window and interior work before applying for the patio cover/balcony. The City performed appropriate environmental review prior to issuing the permit for the window and door replacement project, as it has for the current project. Furthermore, when reviewed together, both the window and door replacement and porch/balcony would be exempt under the same Class 31 exemption, as neither modification would impact the property’s status as a contributor.

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 Friday, January 8, 2021**. Information regarding appeals, appeal forms and fees may be obtained from Community Development Department (CDD) staff upon request by calling (818) 548-2140.

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 **January 8, 2021** deadline (mailed to Community Development Department – Planning Division, Attention Cassandra Pruet, 633 East Broadway, Room 103, Glendale, CA 91206) OR emailed to the case planner (Cassandra Pruet at cpruet@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.



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APPEAL FORMS available on-line: www.glendaleca.gov/appeals

If you have any questions, please call the Case Planner, Cassandra Pruett at (818) 937-8186 or email at cpruett@glendaleca.gov.

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, **Cassandra Pruett**, 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, Cassandra Pruett, for DRB stamp and signature prior to submitting for Building plan check. Please contact Cassandra Pruett directly at 818-937-8186 or via email at cpruett@glendaleca.gov.



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Sincerely,

PHILIP LANZAFAME
Director of Community Development

A handwritten signature in black ink, appearing to read "PL", is positioned above a horizontal line.

Urban Design Studio Staff

JP:cp