



## CITY OF GLENDALE, CALIFORNIA

Community Development  
Planning

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glendaleca.gov

September 30, 2021

Kelly Sutherlin McLeod  
Kelly Sutherlin McLeod Architecture, Inc.  
3827 Long Beach Blvd.  
Long Beach, CA 90807

**RE: 1622 Ard Eevin Avenue  
ADMINISTRATIVE DESIGN REVIEW APPLICATION NO. PDR2108777**

Ms. Sutherlin McLeod:

On September 27, 2021, 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 for a 428 square-foot (SF), two-story addition at the rear of an existing 2,150 SF, two-story single-family dwelling (originally constructed in 1926), located on an approximately 8,646 SF lot in the R1-I HD Zone (Residential, Floor Area Ratio District I, Historic District Overlay Zone). Of the 428 SF addition, 335 SF is located on the first floor and 93 SF on the second floor, with a 198 SF second-floor deck on top of the first-floor addition.

### **CONDITIONS OF APPROVAL:**

- 1. Project shall demonstrate compliance with all conditions of approval in the related Administrative Exception case (Case Number PAE2104358, approved on August 18, 2021).**

### **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 two-story addition and second-floor deck are located at the rear of the house, minimally expanding the existing building footprint by approximately 25 feet by 12 feet, continuing the existing approximately 4' interior setback, and preserving ample landscaping and open space in the back yard.
- The addition and deck are minimally visible from the street.

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

- The two-story addition and second-floor deck are located at the rear of the house and are only somewhat visible from the street at the south façade.
- The addition continues the existing building height (24'-3"), roof lines, and wall facades in order to preserve the existing style of the house.
- The massing of the house is extended slightly toward the rear, south-west corner, with only 93 SF being added on the second floor, thereby not significantly impacting the overall massing.

- The 2<sup>nd</sup> floor addition partially screens the 2<sup>nd</sup> floor deck/balcony from the neighbors to the south.

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

- The two-story addition and second-floor deck are well-integrated into the existing architectural style of the house because they use the same materials and stylistic elements, including siding, roofing, railing, and wood windows. All new materials will match existing and the deck railing has been design in a pattern to match the front entrance railing.
- A vertical reglet is added at the joint between the existing house and the addition to represent the transition point between the two eras of construction.
- The first floor addition involves removal of one window and reduction in size of a second window at the south-facing façade, which would reduce potential privacy impact to the neighbor. The proposed new window has been carefully designed to maintain the architectural features of the existing window.
- The second-story addition contains no windows, which prevents any related privacy issue in that area.

**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 [cpruett@glendaleca.gov](mailto:cpruett@glendaleca.gov).**

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

No public comments were received.

#### **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 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 **October 15, 2021 by email to the case planner, Cassandra Pruett, [cpruett@glendaleca.gov](mailto:cpruett@glendaleca.gov).**

**APPEAL FORM available on-line: <https://www.glendaleca.gov/home/showdocument?id=11926>**

#### **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 via email at [cpruett@glendaleca.gov](mailto:cpruett@glendaleca.gov).

Sincerely,

PHILIP LANZAFAME  
Director of Community Development



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Urban Design Studio Staff

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