



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

April 1, 2022

Marine Demirjian
1615 Gladys Drive
Glendale, CA 91206

**RE: ADMINISTRATIVE DESIGN REVIEW CASE NO. PDR 2116053
3332 RETA STREET**

Dear Ms. Demirjian:

On April 1, 2022, 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 560 square-foot addition to the front of an existing one-story, 1,660 square-foot single-family residence (originally constructed in 1954) with an attached two-car garage on a 6,240 square-foot lot located at **3332 Reta Street** in the R1 (FAR District II) Zone.

CONDITIONS OF APPROVAL:

1. Revise the design of the center gable so that the horizontal siding continues down and terminates appropriately.
2. Provide vertical and horizontal window section details that show the required recess, sill, and frame.

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 addition to the front of the house modifies the original building footprint in an appropriate manner with the house centrally sited on the lot.
- The addition will infill an existing recessed area along the front façade and bring the entry and living area closer to the street.
- The addition to the house will be setback 25'-0" from the front property line. Currently, the living area of the house has a 36'-0" street-front setback, and the existing garage to remain is setback 25'-0".

- The existing landscaping is proposed to be maintained as part of the proposal, and no other site changes are proposed.

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 proposal is consistent with the existing residence.
- The massing of the addition is broken up by changes in the façade planes, with the addition setback a minimum of 25'-0", and additional setbacks of 1'-0" and 3'-0" /
- The immediate neighborhood features a combination of one- and two- story single-family residences and the subject property will remain one-story.
- The addition features a Dutch gable roof that is designed to match the existing house, and a new gable roof with detailing that complements the overall building design. The design will maintain the existing 3:12 roof pitch for the addition.
- Overall, the roof forms reinforce the design concept, with the exception of the siding in the center gable that is designed to mimic the detailing of the Dutch gable roof forms. Staff is recommending a condition of approval that the horizontal siding in the center gable continues down and terminates where it meets with the adjacent roof form.

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 are compatible with the appearance of the existing, Traditional-styled house and consistent with the existing style through the use of similar materials, windows and colors.
- The new entry is recessed and integrated appropriately in the design, and avoids a sense of monumentality. The new wood panel door is compatible with the design of the house.
- The new windows are vinyl, with a combination of single-hung, casement and fixed. One slider window is proposed along the east elevation to accommodate egress requirements for Building and Safety, however, this window will have limited visibility. A condition of approval requires that the applicant provide vertical and horizontal window section details that show the required recess, sill, and frame.
- The addition will feature a composite shingle roof and stucco finishes to match the existing house. The new roof forms will feature wood siding in the gables to match the current condition of the house, and a new stone veneer wainscoting.
- At the entry, a new walkway is proposed with decorative concrete pavers that complement the overall design.
- The proposal does not include any exterior lighting, and the existing equipment is adequately screened.
- The new downspouts for the addition are appropriately located.

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 **APRIL 18, 2022**

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 April 18, 2022 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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