



CITY OF GLENDALE, CALIFORNIA

Community Development
Planning

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glendaleca.gov

February 28, 2023

Maral Honanian and Carlo Honanian
1625 Cumberland Terrace
Glendale, CA 91202

**RE: ADMINISTRATIVE DESIGN REVIEW CASE NO. PADR-000521-2022
1625 CUMBERLAND TERRACE**

Dear Maral Honanian and Carlo Honanian:

On February 27th, 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 to create a two-story addition consisting of a new 500 square-foot garage below a 550-square foot addition at the side of the existing one-story house at **1625 Cumberland Terrace**. A portion of the existing driveway will be excavated to accommodate the new garage, which will sit at a lower elevation than the existing garage and be accessed by a shorter driveway that slopes down from the street. The existing house was built in 1956 and contains 2,196 square-feet with an attached two-car garage located on a 12,230 square-foot lot. The existing 734 square-foot garage will be converted into living space and the total combined floor area upon completion will be 3,499 square feet.

Staff received no comment letter(s) regarding this project during the comment period.

CONDITIONS OF APPROVAL:

1. The retaining wall at the front of the property will be constructed with decorative material per GMC 30.30.10 – B (1).

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 site plan remains relatively unchanged; the project features a 550 square-foot addition at the front of the house, above a new 525 square foot two-car attached garage, facing Cumberland Terrace. The existing 734 square-foot garage will be converted to livable space at the rear of the dwelling unit.
- The placement of the garage and driveway is consistent with other properties in the area that

- feature a garage placed under the primary living level.
- A detached covered patio will be removed. No other landscaping or site plan changes are proposed.
- A new three-foot high retaining wall along the driveway is proposed. The wall is code-compliant and will use decorative materials appropriate to the design.

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 project are consistent with the existing residence and proposed style change.
- The immediate neighborhood features a combination of one- and two- story single-family residences. The subject property will become two-stories, but with appropriate massing for the existing home and the neighboring properties.
- The addition features a gable-roof design with a 4.5:12 pitch that is consistent with the roof plan of the existing house.
- The roof of the addition is lower than the adjoining, existing roof, deferring to the original mass and allowing the roofline to step down appropriately to follow the streets topography.

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 proposed contemporary Ranch style of the house through the use of architectural treatments, materials, windows, and colors.
- The new windows for the addition are fiberglass, with a combination of single-hung, casement and fixed operations, which will be compatible with the windows on the rest of the house that are proposed to remain.
- A metal standing seam roof will cover the existing house and the addition, which is appropriate to the proposed design. The walls will be stucco with new stone cladding at the base along the front façade.
- The proposed design and materials are compatible with the existing style of the house.

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, Chloe Cuffel, at 818-937-8162 or via email at ccuffel@glendaleca.gov.

RESPONSES TO COMMUNITY INPUT RECEIVED DURING COMMENT PERIOD

During the public comment period, staff received no letters in opposition/support to the project.

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 **March 15, 2023**, at the Permit Services Center (PSC), 633 East Broadway, Room 101, Monday through Friday 7:00 am to 12:00 pm, or at the Community Development Department (CDD), 633 East Broadway, Room 103, Monday thru Friday 12:00 pm to 5 pm OR emailed to the case planner at ccuffel@glendaleca.gov.

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, **Chloe Cuffel**, 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, Chloe Cuffel, for stamp and signature prior to submitting for Building plan check. Please contact Chloe Cuffel directly at 818-937-8162 or via email at ccuffel@glendaleca.gov.

Sincerely,

Director of Community Development

A handwritten signature in black ink, appearing to be the initials 'JAH' with a stylized flourish.

Urban Design Studio Staff

CC:

Attach: staff report