



August 14, 2023

Sevan Benlian
138 South Pacific Avenue
Glendale, CA 91204

**RE: ADMINISTRATIVE DESIGN REVIEW CASE NO. PADR-000576-2022
3501 FALLENLEAF PLACE**

Dear Mr. Benlian:

On August 14, 2023, 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 633 square-foot addition to an existing two-story, 2,498 square-foot single-family residence (originally constructed in 1985) with an attached two-car garage on a 10,653 square-foot lot located at **3501 Fallenleaf Place** in the R1R (FAR District III) Zone.

CONDITIONS OF APPROVAL:

None.

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:

- Overall, the site planning is appropriate and remains relatively unchanged with the 633 SF addition located behind the existing attached garage on the existing flat pad.
- At the first floor, the addition is angled and will run parallel with the easterly interior property line.
- There is no prevailing street-front setback in the immediate neighborhood and no changes are proposed to the existing 18'-10" street-front setback.
- No other site changes are proposed and the existing landscaping and swimming pool will be maintained.

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 and proposed style change.
- The project's mass and scale is appropriate with the first-floor addition setback from the street and behind the existing attached garage, and the second floor expansion appropriately steps back from the floor below on all sides.
- The neighborhood pattern features predominately two-story single-family residences, and the applicant's proposal will be consistent with the surrounding development because it is an existing two-story house with the overall 27'-6" height being maintained.
- The existing single-family residence features a hipped roof design at the first floor, and a gable-roof design at the second floor. The proposal will match these existing conditions with the first-floor addition featuring a hipped roof design, and a gable-roof design at the second floor. The proposed 8:12 pitch is also consistent with the existing roof.

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

- Overall, the design and detailing is compatible with the existing traditional style of the house through the use of architectural treatments, materials, windows, and colors.
- The new windows are fiberglass, with a combination of sliding and casement operations to match the existing windows that will be maintained. The nail-on frame type and edge detail will match the existing conditions.
- At the rear, a 164 SF uncovered balcony is proposed with access from the existing master bedroom. This new balcony is centered on the second-floor rear façade and is not anticipated to have any privacy impacts with the immediate neighbors.
- The addition will feature an S-tile clay roof and stucco walls to match the existing residence, and the new rear balcony will feature a glass railing.

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. Any appeal must be filed online with the prescribed fee prior to expiration of the 15-day appeal period, on or before **AUGUST 29, 2023 at 5:00 PM.** All appeals must be filed using the City's online permitting and licensing portal, please visit www.GlendalePermits.org to submit the application.

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,

Bradley Calvert
Director of Community Development



Vista Ezzati
Senior Planner

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