



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

September 7, 2023

Timothy Clark
c/o Cynthia Bennett and Associates
501 Fair Oaks Avenue
South Pasadena, CA 91030

**RE: ADMINISTRATIVE DESIGN REVIEW CASE NO. PDR-001318-2023
1733 DON CARLOS AVENUE**

Dear Mr. Clark,

On September 6, 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 245 square foot (SF) addition at the rear to an existing 1,190 SF, one-story, single-family residence (constructed in 1927), with an existing detached two-car garage on a 5,650 SF corner lot, zoned R1 (Floor Area District II), located at **1733 Don Carlos Avenue**.

CONDITION:

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:

- The proposed project will be sited along the western and northern interior yards between the existing dwelling and detached garage. The minor addition will not change the street front or street side setback pattern of the neighborhood.
- The site planning of the proposed project will generally follow the shape of the lot and does not significantly alter the site planning of the lot.
- The addition will extend the building's street side facade along Rustic Lane and will be set back approximately 22-feet from the street side property line and continue the building's non-conforming 3-foot interior setback from the western property line.

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

- The overall massing of the project will be compatible with nearby dwellings in terms of mass and scale. The one-story addition will not project above the existing height of the building (approximately 12 feet) and will not alter the massing of the house viewed from Rustic Lane.

- The house relates well to the context of the neighborhood, where the majority of the homes are single story. The proposed home gym creates additional modulations to the east elevation and is consistent with the overall character of the house.
- The addition is configured with a gable roof and appropriate to the style of the building.

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

- The project includes quality materials that complement the style of the building at the street front facade, such as, asphalt roofing shingles, stucco and wooden fascia.
- The proposed elevations and vertical window sections demonstrate appropriate wooden windows will be constructed into the wall with a recessed placement with sills and stucco bullnose surrounds that complement the aesthetic and curb appeal of the property.

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, Dennis Joe, at 818-937-8157 or via email at djoe@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 and appeal forms 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 **September 25, 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.

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

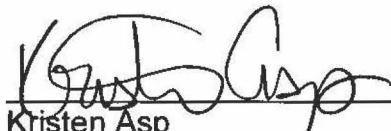
The applicant is further advised that all subsequent contact with this office regarding this determination must be with the case planner, **Dennis Joe**, who acted on this case. This would include clarification and verification of condition compliance and plans or building permit applications, etc., 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, Dennis Joe, for stamp and signature prior to submitting for Building plan check. Please contact Dennis Joe directly at 818-937-8157 or via email at djoe@glendaleca.gov.

Sincerely,

BRADLEY CALVERT
Director of Community Development



Kristen Asp
Principal Planner

KA:dj