



CITY OF GLENDALE, CALIFORNIA

Community Development
Planning

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glendaleca.gov

February 1, 2024

Demery Matthews
3404 Buena Vista Avenue
Glendale, CA 91208

**RE: Design Review Case No. PADR-002240-2023
3636 Glenwood Avenue, Glendale CA 91208**

Dear Applicant:

On February 1, 2024 the Director of Community Development, pursuant to the provisions of the Glendale Municipal Code, Title 30, Chapter 30.47, **APPROVED** your design review application proposing to construct a 795 square-foot addition at the rear of the existing one-story, 1,454 square-foot single-family house (built in 1938) with an existing 237 square-foot attached garage on a 10,875 square-foot lot located in the R1-II (Low Density Residential, Floor Area Ratio District II) zone.

CONDITIONS OF APPROVAL

After a review of the plans, exhibits and consideration of community input, the Director of Community Development has placed the following condition of approval on this project:

Conditions:

1. Show all existing and proposed exterior site and lighting on the building.
2. Introduce a landscape planter at the front façade, at the base of the front bedroom wall adjacent to the driveway.
3. Show existing shutters at the front of the house, adjacent to the front bedroom window.

SUMMARY OF THE DIRECTOR OF COMMUNITY DEVELOPMENT'S DECISION

Site Planning – The proposed site planning is appropriate, as modified by any proposed conditions, to the site and its surroundings for the following reasons:

- The site plan remains relatively unchanged with the exception of portions of the rear of the existing house that are proposed to be removed and reconstructed, expanding the existing floor area towards the rear.
- The new addition will be setback seven feet from the west interior property line and approximately 64 feet from the street front property line along the west side of the house; a portion of the addition (approximately 340 square feet) will be visible from the street. Overall, the proposed setbacks are appropriate to the site and the neighborhood.
- Existing protected oak trees on the property will remain in place. No changes are proposed to the oak trees as a result of the proposed floor area expansion to the existing house.

- The existing driveway and the garage will remain in its current form. To better address the driveway's awkward termination at the front façade, adjacent to the front bedroom wall and to soften this portion of the house from the street, a condition is included to introduce a landscape planter in front of the bedroom wall.

Mass and Scale – The proposed massing and scale are appropriate, as modified by any proposed conditions, 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.
 - The house addition is proposed at the rear, however, a portion will be visible at a significant distance (approximately 64 feet) from the street. The mass and scale of the addition at the rear of the house are compatible with those of adjoining and nearby properties in the neighborhood.
 - The existing house is and will remain one story. The mass and scale of the addition appropriately relate to the existing house and surrounding context. The height of the addition will be approximately 11 feet, 10-inches.
 - The addition will provide appropriate setbacks from the east and west interior property lines, appropriate to the site and the neighborhood.
 - The roof reinforces the design concept, which is appropriate to the existing house and the neighborhood.
 - The proportions of the addition are modest, appropriate to the site and the neighborhood.
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- Overall, the facades are appropriately articulated through setbacks, stepping back the addition from the sides, breaks in plane, roof forms, use of fenestration, and architectural details. The building's proper use of design elements appropriately complements and integrates with the existing house and the neighborhood.

Building Design and Detailing – The proposed design and detailing are appropriate, as modified by any proposed conditions, to the site and its surroundings for the following reasons:

- Overall, the addition's design and detailing are compatible with the traditional style of the house through the use of architectural treatments, materials, windows, and colors to match existing.
- The front entry will remain in its present form, no changes are proposed.
- The new (aluminum) clad wood windows for the addition are appropriate to the existing windows currently on the house. Their operation includes a combination of casement and fixed operations, and they will be recessed within the framed opening with and sill underneath. The existing windows on the rest of the house are proposed to remain unchanged.
- The proposed stucco color, texture and finish will match existing, which is appropriate for the house and the neighborhood.

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, Milca Toledo, at 818-937-8181 or via email at Mitoledo@glendaleca.gov.

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 to the City Council 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 plans 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 Building and Safety Division upon request and must be filed with the prescribed fee prior to expiration of the 15-day period, on or before **February 15, 2024**, in the Building and Safety Division, 633 E. Broadway, Room 101.

APPEAL FORMS available on-line:

<http://www.ci.glendale.ca.us/planning/SubmittingAProject.asp>

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, Milca Toledo, 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, Milca Toledo, for stamp and signature prior to submitting for Building plan check. Please contact Milca Toledo directly at 818-937-8181 or via email at mitoledo@glendaleca.gov.

Sincerely,

BRADLEY CALVERT
Director of Community Development



Urban Design Studio Staff
BC:JP:MLT