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July 11, 2024

SEC Development  
Attn: Vardan Kasemyan  
600 West Broadway, Suite 350  
Glendale, CA 912204

**RE: ADMINISTRATIVE DESIGN REVIEW CASE NO. PDR-002614-2023  
3223 Kirkham Drive**

Dear Mr. Kasemyan:

On July 11, 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 to construct a 1,554 square-foot basement below a recently approved (but not yet constructed) 3,850 square-foot new two-story residence. The subject site at 3223 Kirkham Drive is 19,052 square feet and zoned R1R, FAR District III.

**CONDITIONS OF APPROVAL:**

**SUMMARY OF THE DIRECTOR OF COMMUNITY DEVELOPMENT'S DECISION**

1. The landscape plan shall be amended to include the reduction of hardscape (to no more than the width of the entry door/sidelight), or increase in permeable surface area at the front walkway, addition of two shade trees within the front yard and trailing plants adjacent to retaining walls and planters and a more naturalistic design of the rear yard behind the retaining wall. Revised landscape plans shall be reviewed and approved by staff.
2. Retaining wall plans shall be amended to comply with the standards of the Zoning Ordinance.

**Site Planning** – The proposed site planning is appropriate to the site and its surroundings for the following reasons:

- The site planning of the proposed residence is similar to the existing residence, and, although the proposed residence has a larger footprint, it is located on the already-graded pad.

- The proposed basement is underneath the proposed residence and fully subterranean.
- The attached street-facing garage is typical of the neighborhood. Although the majority of the homes include a two-car garage, there are three-car garage present in the area.
- As conditioned, the landscape plan shall be amended for better consistency with the Hillside Design Guidelines. Amendments to the plan shall include the reduction of hardscape at the front walkway, addition of two shade trees within the front yard and trailing plants adjacent to retaining walls and planters and a more naturalistic design of the rear yard behind the existing retaining wall.
- As conditioned, proposed retaining wall plans shall be amended to comply with the standards in the Zoning Ordinance.

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

- The proposed residence is located on an already-graded building pad.
- The entry of the residence is prominent without being monumental.
- The proposed basement, while adding significantly to the size of the proposed residence, is subterranean and will not add to the mass of the house.

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

- The entryway is prominent without being overbearing or monumental. The trellis element above the entry assists in highlighting this area.
- The various materials used, including smooth stucco, black natural stone, Ipe wood siding and fiberglass windows, are of high quality.

**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, Roger Kiesel, at 818-937-8152 or via email: [RKiesel@glendaleca.gov](mailto:RKiesel@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 **JULY 26, 2024 at 5:00 PM**. All appeals must be filed using the City's online permitting and licensing portal, please visit [www.GlendalePermits.org](http://www.GlendalePermits.org) to submit the application.

**APPEAL FORMS available on-line: [www.glendaleca.gov/appeals](http://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, **Roger Kiesel**, 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, Roger Kiesel, for stamp and signature prior to submitting for Building plan check. Please contact Roger Kiesel directly at 818-937-8152 or via email at [RKiesel@glendaleca.gov](mailto:RKiesel@glendaleca.gov).

Sincerely,

Bradley Calvert  
Director of Community Development

A handwritten signature in cursive script, appearing to read "Roger Kiesel", is written over a horizontal line.

Roger Kiesel, AICP  
Senior Planner

RK:rk