



CITY OF GLENDALE, CALIFORNIA

Community Development
Planning

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glendaleca.gov

November 6, 2024

Susanna Sahakian
1721 Idlewood Rd
Glendale, CA 91202

**RE: Administrative Design Review Application Case No. PADR-003469-2024
1363 E Garfield Ave**

Dear Susanna Sahakian:

On **November 4, 2024**, 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 add a 328-square-foot (SF) front addition with a 27-SF front porch to an existing 961-SF single-family dwelling built in 1925 on the 6,560-SF site, which is located in the R-3050 (Moderate Density Residential) Zone. The project includes a new detached accessory dwelling unit, which is not subject to design review. The project site is located in the R-3050 (Moderate Density Residential) Zone, described as Lot 5, Tract 6071 (Assessor's Identification Number 5679-030-008), in the City of Glendale, County of Los Angeles.

CONDITIONS OF APPROVAL

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

1. Protect and provide for city-owned and indigenous trees by removing the inaccurate forestry note, accurately represent the existing city street tree on the plans, including name, dimensions, and canopy shape, and plant a 2nd city street tree, and coordinate with Public Works Forestry Section Urban Forestry for their other conditions.
2. Remove the unpermitted rear shed-roof patio, or obtain a permit to bring it up to code and list it as a new structure on the site plan.
3. A revision to the site plan, elevations, roof plans, and/or details of the new construction shall be submitted to staff for review and approval prior to plan check submittal:
 - a. The exterior lighting fixtures shall be limited to locations near the main entry, egress door, and vehicle entrance. Plan only one light fixture on the street-facing south facade, and another light fixture may locate on the west facade either on or under the covered patio.
 - b. Include all equipment, enclosures, rain gutters, downspouts, vents, utility connections, and other roof protrusions, ensuring their placement complements the building's materials and colors.

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 proposed addition to the front of house is appropriately placed on the lot and has a compact footprint, presenting minimal impact on the existing neighborhood.
- New separation of the private walkway with 24-inch-wide landscaping between it and the 8'-6" driveway conforms with driveway standards for a single-family residence.
- Vehicular access at the driveway leads mid-lot parking, which is in keeping with the predominant neighborhood pattern and minimizing massing at the street level.
- Existing concrete block fence wall to remain.
- As conditioned, the project will protect and provide for city-owned and indigenous trees by accurately representing the existing city street tree on the plans, drafting a tree protection plan, obtaining a street tree permit, planting a new city street tree, and coordinating with Public Works Urban Forestry to finalize the permit.
- As conditioned, the project will either remove the unpermitted rear shed-roof covered patio, or obtain a separate permit to bring it up to current building and safety codes and indicate it as a new structure with a zoning-compliant interior setback on the proposed site plan.

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:

- The neighborhood pattern features mainly single-story single-family houses of various architectural styles, with some duplex and two-and-three-story multifamily buildings. The proposed project remains one-story and minimizes mass and scale.
- While the front addition slightly increases massing at street level, it otherwise conforms to street-front and interior setbacks and does not significantly increase height.
- The massing of the house is broken up using architectural devices including varying gabled rooflines, projecting volumes, and changes in facade planes.

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:

- The design and detailing are consistent with Spanish Colonial Revival architectural style, featuring stucco walls with low-pitched gable roof covered in red clay tiles, materials in keeping with the neighborhood's architectural styles.
- On the street-facing facade, a flush-framed sliding window will change to a recessed-with-sill-framed casement-and-fixed window appropriate to the house's traditional style.
- The entryway is modest, and the front addition has no privacy concerns for neighboring properties.

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, Alan Lamberg, at 818-937-8158 or via email at alamberg@glendaleca.gov.

RESPONSES TO PUBLIC COMMENTS RECEIVED DURING COMMENT PERIOD

No community input was received during the comment period.

APPEAL PERIOD

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 so that imperfections/incompleteness may be corrected before the appeal period expires.

All appeals must be filed using the City's online permit portal: GlendaleCA.gov/Permits. Create an account. Click "Apply" and "Planning/Zoning." Any appeal must be filed within fifteen (15) days following the actual date of the decision with the prescribed fee prior to the expiration of the 15-day appeal period, on or before November 19, 2024, at 5:00 p.m. For any questions about the appeal application or process, contact the case planner, Alan Lamberg at ALamberg@GlendaleCA.gov or 818-937-8158.

GMC CHAPTER 30.41 PROVIDES FOR

TERMINATION

Every right or privilege authorized by a design review approval shall terminate two (2) years after the granting of such, unless the exercise of such right or privilege has commenced in good faith prior to such time, except as otherwise provided for.

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.

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 sold, 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.

NOTICE – subsequent contacts with this office


The applicant is further advised that all subsequent contacts with this office regarding this determination must be with the case planner, **Alan Lamberg**, who acted on this case. This would include clarification, verification of condition compliance and plans or building permit applications, etc., and shall be accomplished **by appointment only**, 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, Alan Lamberg, for stamp and signature prior to submitting for Building plan check. You may contact the case planner, Alan Lamberg during normal business hours at (818) 937-8158 or via e-mail at alamberg@glendaleca.gov.

Sincerely,

BRADLEY CALVERT, AICP
Director of Community Development



Roger Kiesel
Senior Planner

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