



CITY OF GLENDALE, CA

DESIGN REVIEW STAFF REPORT – SINGLE FAMILY

June 26, 2025 <i>Hearing Date</i>	3213 Mills Avenue <i>Address</i>
Design Review Board (DRB) <i>Review Type</i>	5607-016-017 <i>APN</i>
PDR-004729-2025 <i>Case Number</i>	Jake Webber <i>Applicant</i>
Eric Ji <i>Case Planner</i>	Scott Anderson <i>Owner</i>

Project Summary

To demolish the existing one-story single-family residence and build a new 2,000 square-foot (SF) one-story single family home with an attached 400 SF two-car garage on a 5,000 SF lot located in the R1-II (Low Density Single Family Residence Floor Area District II) Zone.

Environmental Review

The project is exempt from CEQA review as a Class 3 “New Construction or Conversion of Small Structures” exemption pursuant to Section 15303 of the State CEQA Guidelines because the project involves the construction of one single-family residence.

Existing Property/Background

The subject property is located in the Crescenta Highlands Neighborhood (south of Foothill Freeway). The site is a 5,000 SF rectangular-shaped, relatively flat, key lot with frontage on Mills Avenue. Per the permit records, a 504 SF one-story, single-family residence was developed in 1925. Staff research and analysis indicates there are no permit records for the approval of the additional square footage that has been added to the residence. There are two protected Oak trees within 20 feet of the property, one is located at the rear northwest of the property, and the other is on the west side yard next to the house.

Staff Recommendation

Approve with Conditions

Last Date Reviewed / Decision

First time submittal for final review.

Zone: RI FAR District: II

Although this design review does not convey final zoning approval, the project has been reviewed for consistency with the applicable Codes and no inconsistencies have been identified.

Active/Pending Permits and Approvals

Housing Violation case No. HOUSING-0492-01-2024 was opened on January, 02, 2024 for unpermitted garage conversion into a living space.

Site Slope and Grading

None proposed.

Neighborhood Survey

	Average of Properties within 300 linear feet of subject property	Range of Properties within 300 linear feet of subject property	Subject Property Proposal
Lot size	7,135 SF	5,000 SF – 7,350 SF	5,000 SF
Setback	26'	18' – 35'	25'
House size	1,400 SF	504 SF – 2,569 SF	2,000
Floor Area Ratio	.20	.10 - .35	.40
Number of stories	N/A	Ten 1-story homes Three 2-story homes	1-story

DESIGN ANALYSIS

Site Planning

Are the following items satisfactory and compatible with the project site and surrounding area?

Building Location

yes **n/a** **no**

If "no" select from below and explain:

- Setbacks of buildings on site
- Prevailing setbacks on the street
- Building and decks follow topography

Garage Location and Driveway

yes **n/a** **no**

If "no" select from below and explain:

- Predominant pattern on block
- Compatible with primary structure
- Permeable paving material
- Decorative paving

The driveway is to remain as existing. Staff recommends the condition to revise the plan to include a new decorative permeable driveway that is appropriate with the style of the new residence.

Landscape Design

yes **n/a** **no**

If “no” select from below and explain:

- Complementary to building design
- Maintains existing trees when possible
- Maximizes permeable surfaces
- Appropriately sized and located

Per the submitted arborist report and comments from the City’s Urban Forestry, the proposed project has potential to damage the protected tree on the adjacent Los Angeles County Flood Control District. The applicant shall follow the recommendations listed on the arborist report and requirements of Urban Forestry to maintain the existing protected trees.

Walls and Fences

yes **n/a** **no**

If “no” select from below and explain:

- Appropriate style/color/material
- Perimeter walls treated at both sides
- Retaining walls minimized
- Appropriately sized and located

Determination of Compatibility: 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 majority of the site is already graded, and the new one-story residence is appropriately setback 25 feet to maintain the prevailing setback.
- Trash bins are located at the west side yard behind the new 6 foot tall wooden fence that will conceal the bins from public street view.
- The attached garage facing the street is consistent with the existing street pattern and the design is integrated with the overall design of the residence.
- The landscape plan features a variety of low-water use plants that compliments the new home.
- The new 6 foot tall wooden boundary fence and gates is consistent with the Minimal Traditional home.
- Staff recommends the condition to revise the project plan to include new decorative and permeable driveway pavers that is appropriate with the style of the new residence.
- Staff recommends a condition requiring the applicant to adhere to all recommendations outlined in the arborist report, as well as any additional requirements from the City’s Urban Forestry Division, to ensure the preservation of existing protected trees throughout construction.

Massing and Scale

Are the following items satisfactory and compatible with the project site and surrounding area?

Building Relates to its Surrounding Context

yes **n/a** **no**

If "no" select from below and explain:

- Appropriate proportions and transitions
- Relates to predominant pattern
- Impact of larger building minimized

Building Relates to Existing Topography

yes **n/a** **no**

If "no" select from below and explain:

- Form and profile follow topography
- Alteration of existing land form minimized
- Retaining walls terrace with slope

Consistent Architectural Concept

yes **n/a** **no**

If "no" select from below and explain:

- Concept governs massing and height

Scale and Proportion

yes **n/a** **no**

If "no" select from below and explain:

- Scale and proportion fit context
- Articulation avoids overbearing forms
- Appropriate solid/void relationships
- Entry and major features well located
- Avoids sense of monumentality

Roof Forms

yes **n/a** **no**

If "no" select from below and explain:

- Roof reinforces design concept
- Configuration appropriate to context

Determination of Compatibility: 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 massing and scale of the proposed one-story residence is modest and consistent with the predominant street pattern.
- The Minimal Traditional style is consistent with the eclectic mix of traditional homes in the neighborhood.
- The design of the roof and façade consists of variations in form, plane, and material that divides the massing of the home while remaining consistent and compatible with the overall design.

Design and Detailing

Are the following items satisfactory and compatible with the project site and surrounding area?

Overall Design and Detailing

yes **n/a** **no**

If "no" select from below and explain:

- Consistent architectural concept
- Proportions appropriate to project and surrounding neighborhood
- Appropriate solid/void relationships

Entryway

yes **n/a** **no**

If "no" select from below and explain:

- Well integrated into design
- Avoids sense of monumentality
- Design provides appropriate focal point
- Doors appropriate to design

Windows

yes **n/a** **no**

If "no" select from below and explain:

- Appropriate to overall design
- Placement appropriate to style
- Recessed in wall, when appropriate

Privacy

yes **n/a** **no**

If "no" select from below and explain:

- Consideration of views from "public" rooms and balconies/decks
- Avoid windows facing adjacent windows

Finish Materials and Color

yes **n/a** **no**

If “no” select from below and explain:

- Textures and colors reinforce design
- High-quality, especially facing the street
- Respect articulation and façade hierarchy
- Wrap corners and terminate appropriately

The proposed house features large expanse of black brick veneer that is discouraged in the Design Guidelines. Staff recommends the condition to restudy the color of the materials that complements the overall building design that blend with the natural environment.

Paving Materials

yes **n/a** **no**

If “no” select from below and explain:

- Decorative material at entries/driveways
- Permeable paving when possible
- Material and color related to design

The existing driveway and walkway consist of concrete paving. Staff recommends the condition to repave the driveway with decorative and permeable pavers that is appropriate with the style of the house.

Lighting, Equipment, Trash, and Drainage

yes **n/a** **no**

If “no” select from below and explain:

- Light fixtures appropriately located/avoid spillover and over-lit facades
- Light fixture design appropriate to project
- Equipment screened and well located
- Trash storage out of public view
- Downspouts appropriately located
- Vents, utility connections integrated with design, avoid primary facades

Ancillary Structures

yes **n/a** **no**

If “no” select from below and explain:

- Design consistent with primary structure
- Design and materials of gates complement primary structure

Determination of Compatibility: 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:

- Window location on the proposed house will not impede the privacy of adjacent neighbors.
 - The light fixtures are appropriately located at the front entry, and the black lantern sconce proposed is consistent with the new home.
 - Mechanical equipment and trash bins are located in an accessible location at the west side yard of the residence, screened behind the new 6 foot tall wooden fence.
 - The design and detailing of brick veneer is featured on the most prominent façade of the residence that is architecturally compatible with the design and terminates logically adjacent to the new 6 foot tall wooden fence.
 - The design and detailing of the black brick veneer, featured on the most prominent façade and terminating logically adjacent to the new 6-foot-tall wooden fence, is architecturally compatible with the overall design. Staff recommends a condition to restudy the color of the material to ensure it is complementary to the Minimal Traditional home and the natural environment.
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Recommendation / Draft Record of Decision

Based on the above analysis, staff recommends **Approval with Conditions**. This determination is based on the implementation of the following recommended conditions:

Conditions

1. Revise the plan to include decorative and permeable pavers for the driveway and walkway that are appropriate with the design of the overall residence.
 2. Restudy the color of the brick materials that compliments the overall building design and the natural environment.
 3. The applicant shall follow all the recommendations of the arborist report and requirements of Urban Forestry Department to ensure the protected trees are maintained during the construction.
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Attachments

1. Reduced Plans
2. Photos of Existing Property
3. Location Map
4. Neighborhood Survey
5. Arborist Report