

CITY OF SAN MARINO

DESIGN REVIEW COMMITTEE AGENDA

Howard Brody, Chair
Kevin Cheng, Vice-Chair
Judy Johnson-Brody
Chris Huang
Joyce Gatsoulis Batnij



www.cityofsanmarino.org

(626) 300-0711 Phone

City Hall

Council Chambers

2200 Huntington Drive

San Marino, CA 91108

WEDNESDAY, DECEMBER 5, 2018

7:00 P.M.

CITY HALL COUNCIL CHAMBERS

2200 HUNTINGTON DRIVE, SAN MARINO, CA

The City of San Marino appreciates your attendance. Citizens' interest provides the Design Review Committee with valuable information regarding issues of the community.

Regular Meetings are held on the 1st and 3rd Wednesday of every month.

In compliance with the Americans with Disabilities Act, any person with a disability who requires a modification or accommodation in order to participate in a meeting should contact the City Clerk's Office at (626) 300-0705 at least 48 hours prior to the meeting.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL: Chair Howard Brody, Vice-Chair Kevin Cheng, Committee Member Judy Johnson-Brody, Committee Member Chris Huang, and Committee Member Joyce Gatsoulis Batnij

POSTING OF AGENDA

The agenda is posted 72 hours prior to each meeting at the following locations: City Hall, 2200 Huntington Drive, the Crowell Public Library, 1890 Huntington Drive, and the Recreation Department, 1560 Pasqualito Drive. The agenda is also posted on the City's Website: <http://www.cityofsanmarino.org>

PUBLIC COMMENTS

Section 54954.3 of the Brown Act provides an opportunity for members of the public to address

the Design Review Committee on any item of interest to the public, before or during the Design Review Committee's consideration of the item, that is within the subject matter jurisdiction of the Design Review Committee.

PUBLIC HEARINGS

**1. DESIGN REVIEW COMMITTEE CASE NO. DRC18-69
961 S. SANTA ANITA AVE., (YANG)**

The applicant proposes to construct a front yard fence and a garden wall.
(Required Action Date: 12-18-18)

OTHER MATTERS

**2. REQUEST FOR PROJECT APPROVAL EXTENSION
1476 KENSINGTON RD., (KWOK)**

**3. CONSIDERATION OF ANDERSEN E-SERIES WINDOW MATERIAL FOR THE
PRE-APPROVED WINDOW MATERIAL LIST.**

**4. APPROVAL OF MEETING MINUTES FOR NOVEMBER 7, 2018, AND
NOVEMBER 20, 2018.**

OPEN FORUM

This is an opportunity for **future** applicants to informally present preliminary design concepts for feedback from members of the DRC. Comments received are based on members not having visited the site and neighborhood. Therefore, positive comments should not be perceived as preliminary approval of a project but rather as a tool in facilitating a project through the Design Review process. No more than two DRC members may participate in Open Forum discussions. Applications that have been heard by the DRC may not be discussed during Open Forum.

PUBLIC WRITINGS DISTRIBUTED

All public writings distributed by the City of San Marino to at least a majority of the Design Review Committee regarding any item on this agenda will be made available at the Public Counter at City Hall located at 2200 Huntington Drive, San Marino, California.

ADJOURNMENT

The San Marino Design Review Committee will adjourn to the next regular meeting to be held on Wednesday, December 19, 2018 at 7:00 p.m. in the City Hall Council Chamber, 2200 Huntington Drive, San Marino, California.

APPEALS

There is a fifteen day appeal period for all applications. All appeals should be filed with the Planning and Building Department. Please contact the Planning and Building Department for further information.

City of San Marino AGENDA REPORT



Howard Brody, Chair
Kevin Cheng, Vice-Chair
Judy Johnson-Brody
Chris Huang
Joyce Gatsoulis Batnij

TO: CHAIRMAN AND MEMBERS OF THE
DESIGN REVIEW COMMITTEE

BY: CHRISTINE SONG, ASSISTANT PLANNER

DATE: DECEMBER 5, 2018

SUBJECT: **DESIGN REVIEW CASE NO. DRC18-69**
961 S. SANTA ANITA AVE., (YANG)

PROJECT DESCRIPTION

The applicant proposes to construct a front yard fence and a garden wall.

ENVIRONMENTAL DETERMINATION

The project is Categorically Exempt from the California Environmental Quality Act pursuant to CEQA Guidelines Section 15303(e) because the project involves an accessory structure.

BACKGROUND:

On November 7, 2018, the Committee continued a request to construct a front yard fence and a garden wall to the meeting of December 5, 2018.

On November 20, 2018, the applicant submitted a request to withdraw the application. Staff recommends the Committee receive and file the attached withdrawal letter.

Christine Song

From: Emily <emilyyang66@hotmail.com>
Sent: Tuesday, November 20, 2018 10:27 AM
To: Christine Song; andrewgankokseong@gmail.com
Subject: Re: 961 S. SANTA ANITA AVE

Hi Christine,

We would like to withdraw the DRC review. Thank you!

Emily

City of San Marino AGENDA REPORT



TO: CHAIRMAN AND MEMBERS OF THE
DESIGN REVIEW COMMITTEE

FROM: EVA CHOI, ASSOCIATE PLANNER

DATE: DECEMBER 5, 2018

SUBJECT: **REQUEST FOR PROJECT APPROVAL EXTENSION**
DESIGN REVIEW CASE NO. DRC16-75
1476 KENSINGTON RD., (KWOK)

Howard Brody, Chair
Kevin Cheng, Vice-Chair
Judy Johnson-Brody
Chris Huang
Joyce Gatsoulis Batnij

PROJECT DESCRIPTION

On January 3, 2018, the Design Review Committee approved a request to construct a new two-story residence and a detached three-car garage project at the subject property. Pursuant to City Code Section 23.15.08C, the DRC approval is valid for one-year and building permit for construction must be obtained within one-year of the approval date. The DRC may extend the expiration date for a period of one year. The City Attorney's office provided clarification that the Committee may extend the project expiration date for a period less than one year.

Since obtaining the DRC approval, the project has received structural plan check approval. The applicant is currently working to finalize the landscape plan to meet State requirements related to water usage for landscaping purpose. The request to extend the project approval date would allow the applicant time to complete the landscape plan review and to select a contractor for the project.

RECOMMENDATION

Staff recommends a six-month approval extension since the landscape plan and contractor selection are the only outstanding items before the applicant can obtain permit.

If the Committee concurs with staff's recommendation, an appropriate motion would be:

"I move to extend the approval of DRC Case No. 16-75 for six months from the original date of approval based upon the finding that this would be sufficient time to complete the landscape plan review and to select a contractor for the project."

November 19, 2018

Dear Chair Brody and Design Review Committee Members:

I am writing to request a time extension to the project approval for DRC16-75, a new two-story residence with a detached three-car garage project. The project was approved at the January 3, 2018 DRC meeting. I am requesting the additional time in order to interview and select a contractor for the project. Thank you.

Respectfully,



Joseph Kwok
1476 Kensington Rd.
San Marino CA 91108

City of San Marino AGENDA REPORT



Howard Brody, Chair

Kevin Cheng, Vice-Chair

Judy Johnson-Brody

Chris Huang

Joyce Gatsoulis Batnij

TO: CHAIRMAN AND MEMBERS OF THE
DESIGN REVIEW COMMITTEE

FROM: EVA CHOI, ASSOCIATE PLANNER

DATE: DECEMBER 5, 2018

SUBJECT: **CONSIDERATION OF ANDERSEN E-SERIES WINDOW
MATERIAL FOR THE PRE-APPROVED WINDOW MATERIAL LIST**

BACKGROUND

The applicant requests that the DRC consider recommending the Andersen E-Series aluminum clad window material to the Planning Commission for inclusion on the City's Pre-Approved Window Material List. A window product must be recommended by both the DRC and Planning Commission before it can be placed on the Pre-Approved List.

The Andersen E-Series aluminum clad product was previously before the Planning Commission in March 2015 and the DRC in June 2016, on both occasions the Commission and DRC expressed desire to continue to review the product on a case-by-case basis until the City is comfortable with the product's long term appearance and performance. The E-Series windows are installed at the following addresses:

1. 810 Sussex Rd., installed in 2014
2. 2285 S. Oak Knoll Ave., installed in 2015
3. 1713 Virginia Rd., installed in 2016
4. 1155 Avondale Rd., installed in spring of 2017
5. 2258 S. Oak Knoll Ave., not yet installed, new residence is under construction
6. 828 Sierra Madre Blvd., not yet installed, new residence is under construction
7. 2215 Ashbourne Dr., approved in November 2018, replacement windows are not yet installed

Representatives from the Builder and Architectural Divisions of the Andersen Windows Company will be at the meeting to provide a presentation, show product samples, and answer questions about the E-Series product. In addition to the product brochure, product information can be found on the company's website at <https://www.andersenwindows.com/windows-and-doors/series/e-series/>

The inclusion of this product on the City's Pre-Approved List means that the product can be installed on a home without a public hearing by the DRC. However, the window replacement permit application still undergoes a staff-level review before the City issue the permit. The staff-level review ensures that the new windows' style, grid width, pattern, color, and other design details (such as bullnose, recessed window frames) match the existing windows and are compatible with the style of the home. In the event that a window replacement project will not maintain the original character of the home, staff will not approve the permit and refer the application to the DRC. The City's information handout on window replacement procedures and the Pre-Approved Window Material List are attached to this report for reference.

WINDOW REPLACEMENT PROCEDURES AND PRE-APPROVED WINDOW MATERIAL LIST

REQUIREMENTS FOR USING A MATERIAL FROM THE “PRE-APPROVED LIST”

It is important to note that even though products are labeled “pre-approved”, all window change outs require a staff-level approval and building permits. Do not buy or install windows until a permit is obtained.

One of the following must apply in order to apply for an over-the-counter permit using a “Pre-Approved Material”:

- The proposal is for a whole house window change-out using the same design, size and operation as the existing windows. In other words, every window in the house will be the same material and there will be no visual change to the exterior.
- The proposal will create architecturally consistent façades, including all windows visible from public view. This will be determined on a case-by-case basis by staff. For example, all of the front windows may be changed but any side windows which are visible from the street would need to be changed as well. Windows would also have to be changed out for “like-for-like” design, size and operation.
- The proposal is one of the above options but certain “special” types of windows are to remain. These can include leaded or stained glass, certain fixed windows, etc. or any other “special” window as determined by staff.

CHANGES TO THE DESIGN, SIZE AND OPERATION

Under the following special circumstances, staff can approve changes to the size, shape or style of a window:

- **Egress issues** - The Building Code requires that bedrooms have certain sized windows or doors to allow for emergency exiting. Homeowners are required to comply with this requirement when windows are replaced (this includes sash replacements). Many existing windows do not comply with this requirement so homeowners may need to work with staff to propose a properly sized but well designed option, even if it means it is a change to the existing look of the home. Questions about egress can usually be answered by a window company representative, contractor or the City’s building inspector.
- **Certain window design changes requested by the homeowner** – Staff can approve certain window design changes to the side and rear of the home that are not visible from the street as long as they are still consistent with the look of the rest of the home. In some cases, changes can be made to the front if staff determines it would improve the look of the home or make a particular window more compatible with the rest of the home and other windows. This is strictly on a case-by-case basis only.

APPLYING FOR A BUILDING PERMIT

All types of window replacements require a building permit. An applicant should first discuss the proposal with staff to determine if it requires DRC approval or not. The City's Residential Design Guidelines should also be reviewed by the applicant. The following items will be required to apply for a building permit:

- **Site Plan**
 - Submit a site plan of the property
 - Shows the structure(s) in relation to the property lines. Show the location of all windows and doors.
 - Number the replacement windows/door to correspond to the window schedule and note any existing windows/doors that are to remain.
 - Identify the location of all bedrooms and note which bedroom window will meet the applicable emergency egress requirements.

- **Window Schedule**
 - Submit a completed window schedule (see attached)
 - Ensure the numbers correspond to the site plan.

- **Photographs**
 - Provide a photo of the front of the house taken from the sidewalk and close-up views of all windows (or groups of windows) to be replaced. Provide at least one close-up photo of a typical, existing edge detail of the window (bullnosed stucco, recessed wood frame, flush with the stucco, etc.). These photos will be used to ensure the new windows and installation method matches the existing windows and installation method.
 - Number all windows in the photos to correspond with the window schedule and site plan.
 - All photos must be printed out with a minimum size of 4" x 6". Photo or plain paper is acceptable.

- **Product Information**
 - If any windows are proposed to change size, shape, or style, provide a specification sheet or sketch of the proposed window.

- **Processing Fee**
 - Pay a processing fee in the amount listed on the latest Fee Schedule

APPEALS

If staff denies a proposal, the decision may be appealed to the DRC by submitting an application and paying an appeal fee in the amount listed on the latest Fee Schedule.

Any decision made by the DRC may be appealed to the Planning Commission and any decision made by the Planning Commission may be appealed to the City Council by submitting an application and paying an appeal fee in the amount listed on the latest Fee Schedule.

PRE-APPROVED WINDOW MATERIAL LIST

MATERIAL	MANUFACTURER	PRODUCT NAME	FINISH OPTION
Aluminum Clad Wood	Jeld-Wen	Siteline	Factory finished. "Brilliant White" color is not allowed. May not be field painted.
	Kolbe	Ultra Series	Factory finished. May not be field painted.
	Lincoln	Aluminum Clad	Factory finished. May not be field painted.
	Hurd	H3	Factory finished. May not be field painted.
	Marvin	Ultimate or Ultimate Replacement or Insert	Factory finished. May not be field painted.
	Pella	Architect or Pro-Line Series with Aluminum EnduraClad Exterior	Factory finished. May not be field painted.
	Sequel	Aluminum Clad	Factory finished. May not be field painted.
	Sierra Pacific	Aluminum Clad	Factory finished. May not be field painted.
	Southland	Aluminum Clad	Factory finished. May not be field painted.
Fibrex	Renewal by Andersen	Series 1	Factory finished. May be field painted but painting can affect the warranty of the window. Refer to the manufacturer's warranty for details.
Natural Wood	Various	Wood windows only (inside and out)	Depends on manufacturer. May be factory or field finished.
Steel	Torrance Steel	Steel windows only	May be factory or field finished. See manufacturer for options.

Note: Final approval shall be made by the Planning and Building Director. If in doubt, the Director shall refer the matter to the Design Review Committee. These materials are pre-approved for issuance of a building permit. Using a window material that is not on this list is permitted only if approval is first obtained from the Design Review Committee. The above listed materials are not to be construed as the most durable product available on the market. These materials are considered by most in the industry to be of excellent quality and durability, but the visual and aesthetic features of the materials are the primary factors when including the materials on the pre-approved list. **The City strives to provide the most accurate information available; however, please contact the manufacturer to verify information and for further product research prior to purchasing windows.**

PRE-APPROVED WINDOW MATERIAL LIST (continued)**NOTES****GENERAL:**

- **Proposals must be in compliance with the "Window Replacement Procedures" document. The proposed windows must match the shape, size, style and operation as the original windows on the home. The original windows on the home will be used to guide staff-level window replacement approvals.**
- **Proposals which deviate from the original style of windows shall be referred to the DRC. If the existing windows do not appear to be original to the home or if they are inconsistent with the "City of San Marino Residential Design Guidelines", staff may refer the application to the DRC.**

GRIDS (MUNTINS):

- Grids may be simulated or true divided but the width must match the existing windows.
- Grids must protrude from the exterior of the glass. No grids in between panes of glass will be accepted; no flat grids will be accepted. "Plant-on" grids are not allowed.
- Grids shall have a depth of between ½" - 1" and shall match the depth of the sash.
- Exterior and interior grids must be permanently affixed.
- The placement and appearance of grids should mimic the appearance of true divided lites as found on an original wood window.

OTHER:

- Windows must appear seamless as viewed from the public right-of-way; cladding or other exterior finishes must lie flat and have inconspicuous seams and joints.
- A color must be selected that is compatible with the existing color scheme of the home. The color must be specified prior to permit issuance.
- Metallic or pearlized finishes are not allowed.
- Sills should be installed to match the size and design of the original window sill.
- Plant-on trim or moulding detail around the window shall be prohibited. All trim or edge detail must match the existing windows.
- Screens may be on the inside or outside.
- Dual paned windows shall have a spacer between the glass.
- Glass may not be tinted beyond what is required for energy efficiency.
- Between-the-glass window shades are not allowed.
- Side and rear doors may be the same material and manufacturer as the approved windows.
- At least one (1) window in every bedroom must meet the minimum emergency egress requirements.
- Windows must meet all applicable energy efficiency requirements. Leave the labels on windows for the building inspection

Please read and sign below if you are submitting a window replacement application:

I have reviewed and applied the criteria set forth in the "Window Replacement Procedures and Pre-Approved Window List Document" to my window replacement project.

Signature of property owner or window contractor

Date

**REGULAR MEETING
OF THE SAN MARINO DESIGN REVIEW COMMITTEE
NOVEMBER 7, 2018 - 7:00 P.M.**

CALL TO ORDER Vice-Chairman Cheng called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT: Vice-Chair Kevin Cheng, Committee Member Judy Johnson-Brody, Committee Member Chris Huang, and Committee Member Joyce Gatsoulis Batnij.

ABSENT: Chair Howard Brody.

APPEAL PROCEDURE

Vice-Chairman Cheng gave an explanation of the Design Review Committee procedures and explanation of the fifteen-day appeal procedure to the members of the audience.

PUBLIC COMMENTS

There were no public comments.

PUBLIC HEARINGS

**1. DESIGN REVIEW COMMITTEE CASE NO. DRC18-61
2435 ADAIR ST., (LU)**

Assistant Planner Song presented the project and stated that the project meets all of the required findings.

Jeff Lu, applicant, provided a summary of the project.

There were no public comments.

It was the consensus of the Committee that the new wall will match the residence in color and that it is compatible with the Block.

Committee Member Johnson-Brody moved to approved the project with the following condition:

1. Provide sufficient landscaping to effectively screen the street-facing wall.

Second by Vice-Chair Cheng. AYES: Committee Member Batnij, Committee Member Johnson-Brody, Vice-Chair Cheng. NOES: Committee Member Huang

**2. MODIFICATION TO DESIGN REVIEW COMMITTEE CASE NO. DRC16-83
2735 CANTERBURY RD., (TERRA OAKS LLC/PDS STUDIO INC.)**

Associate Planner Choi explained the reason for the modification request and stated staff was able to make the required findings.

Philip Chan, project designer, answered questions from the Committee.

There were no public comments.

Majority of the Committee found the additional four-inches in building height does not alter the structure's massing and its compatibility with the legal neighborhood.

Committee Member Batnij found the additional height resulted in the structure no longer compatible with the neighborhood.

Committee Member Johnson-Brody moved to approve the modification as submitted. Second by Committee Member Huang. AYES: Committee Member Johnson-Brody, Committee Member Huang, Vice-Chair Cheng. NOES: Committee Member Batnij.

**3. DESIGN REVIEW COMMITTEE CASE NO. DRC18-48
1886 ALPINE DR., (CONZONIRE/PACA)**

Assistant Planner Song presented the project and stated that the project meets the required findings with the exception of the window awnings because they are not applied consistently throughout the structure.

Virginia Paca, project architect, explained the project.

There were no public comments.

The Committee found the proposed window awning locations to be appropriate and consistent with the style of the structure. It was the consensus of the Committee that the required findings can be met and that the project is a great enhancement to the property.

Committee Member Johnson-Brody moved to approve the project as presented. Second by Committee Member Batnij. AYES: Committee Member Batnij, Committee Member Huang, Committee Member Johnson-Brody, Vice-Chair Cheng. NOES: None.

**4. DESIGN REVIEW COMMITTEE CASE NO. DRC18-69
961 S. SANTA ANITA AVE., (YANG)**

Assistant Planner Song provided the report and explained that the proposed front yard fence with varying height would result in an inconsistent appearance and would not be compatible with the existing wood fence along the south property line. Assistant Planner Song also stated that the replacement concrete block wall has an industrial appearance that is not compatible with the residence.

Andrew Yang, applicant, present the project.

Majority of the Committee found the project plans incomplete lacking information on the architectural and material details.

Committee Member Huang moved to continue the project to the December 5, 2018 meeting. Second by Vice-Chair Cheng. AYES: Committee Member Batnij, Committee Member Huang, Committee Member Johnson-Brody, Vice-Chair Cheng. NOES: None.

**5. DESIGN REVIEW COMMITTEE CASE NO. DRC18-57
2570 WETHERBY RD., (TUNG AND CHIN)**

Associate Planner Choi presented the project and stated that staff is able to make the required findings with the exception of the proposed exterior wall color. A lighter earth tone color was recommended to enhance the structure's compatibility with the legal neighborhood.

Jeffery Tung, applicant, stated that he agrees with staff's recommendation for a more subdued exterior wall color. Mr. Tung suggested using the Castaway Stone Beige color for the exterior walls.

There were no public comments.

It was the consensus of the Committee that the addition project is modest, appropriate for the corner lot and it is well integrated with the existing residence.

Committee Member Huang moved to approve the project subject to the following condition:

1. The applicant shall use the Castaway Stone Beige color for the exterior walls.

Second by Committee Member Johnson-Brody. AYES: Committee Member Batnij, Committee Member Huang, Committee Member Johnson-Brody, Vice-Chair Cheng. NOES: None.

OTHER MATTERS

6. APPROVAL OF MEETING MINUTES FOR SEPTEMBER 5, 2018 AND SEPTEMBER 19, 2018.

Committee Member Johnson-Brody moved to approve the minutes as submitted. Second by Vice-Chair Cheng. AYES: Committee Member Johnson-Brody, Committee Member Huang, Committee Member Batnij, Vice-Chair Cheng. NOES: None.

ADJOURNMENT

With no further items to consider, the DRC adjourned to the next regular Design Review Committee meeting on Wednesday, November 14, 2018 at 7:00 p.m. in the City Hall Council Chambers, 2200 Huntington Drive, San Marino, CA 91108.