

CHAPTER 30.47 – DESIGN REVIEW

Sections:

- 30.47.010 – Intent and Purpose
- 30.47.020 – Applicability
- 30.47.030 – Authority
- 30.47.040 – Standards
- 30.47.050 – Maintenance of Approved Building Colors, Building Materials and Landscaping
- 30.47.060 – Authorization for Initiation, Application Filing and Filing Fees
- 30.47.070 – Procedure for Review
- 30.47.075 – Actions of the Design Review Board
- 30.47.090 – Public Meetings
- 30.47.100 – Reconsideration and Appeals
- 30.47.110 – Duration of Design Review Board's Approval
- 30.47.120 – Notice

30.47.010 – Intent and Purpose

The intent of design review is to promote the general welfare of the community by achieving the following purposes:

- A. To protect the community from the adverse effects of poor design and to encourage good professional design practices;
- B. To enhance the beauty, livability and prosperity of the community;
- C. To encourage high quality development;
- D. To discourage poor exterior design, appearance and inferior quality which are likely to have a depreciative effect on the local environment and surrounding area;
- E. To encourage originality, creativity and diversity in design and to avoid monotony;
- F. To ensure the compatibility of multiple-dwelling projects with adjoining single family neighborhoods;
- G. To ensure single family design which is compatible with the character inherent within the surrounding neighborhood.
- H. To preserve the city's historical and architectural heritage in geographical areas designated as historic district overlay zones pursuant to Chapter 30.25 of this Title.

30.47.020 – Applicability

The provisions of this Chapter shall apply to the following:

- A. New buildings and structures, exterior remodeling and exterior changes of or to existing buildings and structures for which a building permit is required;
- B. Any exterior change to an existing building or structure visible from the public street or sidewalk immediately adjacent to a property in an adopted historic district overlay zone, if that building or structure has been identified as a contributing building or structure in an adopted historic resources survey. This shall include the street-facing façade, and any portions of the side and rear facades visible from the public street or sidewalk immediately adjacent to a property. For the purposes of this Section, an alley is not considered a public street. For the purposes of this Section, any portion of a building which is not visible due to landscaping, walls, fences or any other natural or man-made obstruction which is not a part of a contributing building or structure shall be considered to be visible from the public street or sidewalk.
- C. For the ROS, R1R, and R1 zones, any fence or wall of more than three feet of exposed height visible from the public street or sidewalk immediately adjacent to the property.
- D. Sign programs;
- E. Creative signs;
- F. Murals; and
- G. Exemptions.

Notwithstanding the above provisions and subsection G.5. below, the Director of Community Development may exempt the following buildings, physical improvements and site developments from design review by a review authority:

- 1. Interior design and interior modifications to buildings or structures, whether or not floor area is added;
- 2. Buildings and structures, including wireless telecommunications facilities, in the CPD and SR zones (plans and proposals in the CPD Zone shall be reviewed by the Director of Community Development, in accordance with and according to the process in Chapter 30.12; plans and proposals in the SR Zone shall be reviewed by the Planning Commission, in accordance with and according to the process in Chapter 30.15);
- 3. In zones other than ROS, R1R and R1:
 - a. Remodeling projects, provided that such remodeling does not involve a change in the architectural style of the building or structure and is otherwise in keeping with the intent, purpose and standards of this article. Such remodeling may include, but shall not be limited to, window and door frees and openings, automatic teller machines, handrails, stairways, fences and walls which may be permitted under Chapter 30.21, decks with a maximum overall height of eight (8) feet, or decks which are terraced to follow the natural terrain, not visible from other properties or are otherwise unobtrusive on the hillside and do not adversely impact neighboring properties, patio covers, trellises, gazebos, mechanical equipment

screening (both rooftop and ground mounted), satellite dish antennas and screening (both rooftop and ground mounted), trash and recycling enclosures and permanently affixed playground equipment. Major or substantial exterior changes which are proposed in accord with the City's earthquake ordinance shall be reviewed by the review authority for compliance with the provisions of this Code. The Director of Community Development shall determine if a seismic upgrade change is of such minor nature as to not require review authority review. Notwithstanding the above, any remodeling in the "HD" Historic District Overlay Zone which is visible from the public street or sidewalk immediately adjacent the subject property is not exempt from design review, unless the Director of Community Development determines that the proposed remodeling is consistent with the general intent of the city-wide Historic District Design Guidelines, and any supplements to those guidelines, or any guidelines for non-residential buildings as may be adopted by the City Council for the Historic District Overlay Zone;

- b. For all multiple residential, commercial or industrial buildings and structures except for buildings which have been found to be contributing structures in an adopted Historic District Overlay Zone, remodeling projects including additions which propose less than five hundred (500) square feet of additional floor area, provided that such remodeling does not involve a change in the architectural style of the building or structure;
 - c. All building additions and alterations to any existing "one (1) residential dwelling," where there is only one (1) dwelling on a lot, and the addition or alteration does not cumulatively exceed, within a two (2) year period, a seven hundred (700) square foot limit except for such alterations and additions to buildings which have been found to be contributing structures in an adopted Historic District Overlay Zone;
 - d. A new detached residential garage, or additions or alterations to a detached residential garage, provided that the garage is compatible with any existing dwelling(s) on the same lot through the use of colors and materials, roof style and general architectural style and treatment and, in an adopted Historic District Overlay Zone, such new detached garages or additions or alterations to detached residential garages that can or will be seen from the public street or sidewalk immediately adjacent the subject property that are compatible with the Historic District Design Guidelines;
 - e. Wireless telecommunications facilities. Wireless telecommunications facilities permits shall be reviewed by the review authority named in Section 30.48.020 and according to the standards in Chapter 30.48;
 - f. Accessory buildings that do not exceed five hundred (500) square feet that are compatible with any existing dwelling(s) on the same lot through use of colors and materials, roof style and general architectural style and treatment or, in an adopted Historic Overlay Zone, accessory buildings that do not exceed five hundred (500) square feet that can or will be seen from the public street or sidewalk immediately adjacent to the subject property that are compatible with the Historic District Design Guidelines.
4. In the ROS, R1R, and R1 zones:
- a. All new fences and walls constructed of permitted materials which are compatible with buildings and structures on the property, decks with a maximum overall height of eight (8) feet, patio covers, trellises, gazebos, and all mechanical equipment screening (both rooftop

and ground mounted), satellite dish antennas and screening (both rooftop and ground mounted) or other similar structures that do not include floor area;

- b. All new buildings or alterations, or additions to any existing building which propose an increase in floor and/or garage area less than seven hundred (700) square feet and do not propose an additional story and/or a change to a facade directly facing a street which includes an increase in area, measured horizontally, greater than two hundred (200) square feet. Applications for building additions shall not cumulatively exceed, within a two (2) year period, the seven hundred (700) square foot limit without first receiving review authority approval;
 - c. Accessory buildings that do not exceed five hundred (500) square feet that are compatible with any existing dwelling(s) on the same lot through use of colors and materials, roof style and general architectural style and treatment or, in an adopted Historic District Overlay Zone, accessory buildings that do not exceed five hundred (500) square feet that can or will be seen from the public street or sidewalk immediately adjacent the subject property that are compatible with the Historic District Design Guidelines; and
 - d. A new detached residential garage, or additions or alterations to a detached residential garage, provided that the garage is compatible with any existing dwelling(s) on the same lot through use of colors and materials, roof style and general architectural style and treatment and, in an adopted Historic District Overlay Zone, such new detached garages or additions or alterations to detached residential garages that can or will be seen from the public street or sidewalk immediately adjacent the subject property that are compatible with the Historic District Design Guidelines.
5. Notwithstanding the above exemptions, any new building or structure, or alteration or addition to an existing building or structure determined by staff as being incompatible with the surrounding neighborhood character or with existing buildings or structures on the lot shall not be exempt from design review by a review authority. In making their determination of incompatibility, staff shall consider evidence such as neighborhood predominance of street front setback, roof styles, use of eaves and overhangs, variation in plane (both horizontal and vertical), building location on the site, massing, scale, use of colors and materials and other architectural treatments which, if otherwise ignored, could be injurious to surrounding properties. The review authorities and staff shall be guided by the intent and purpose of Section 30.47.040 and shall ensure that any proposed project will not conflict with the orderly and harmonious development of the neighborhood in which it is proposed. Neither the review authorities nor the staff shall discourage originality in site planning, architecture, landscaping or graphic expression, or mandate any one particular decorative style of development.
 6. Notwithstanding the above exemptions, any new walls, fences, decks, patio covers, trellises, gazebos, mechanical equipment, satellite dish antennas and screen or other similar structures, any addition or alteration in the "HD" Historic District Overlay Zone, regardless of size, which is visible from the public street or sidewalk immediately adjacent the subject property, are not exempt from design review, unless the Director of Community Development determines that the proposed project, addition or alteration is in accordance with the city-wide Historic District Design Guidelines, and any supplements to those guidelines and any guidelines for non-residential buildings as may be adopted by the City Council for the Historic District Overlay zone. The Director of Community Development may determine that routine maintenance and repair in accordance with the Historic District Design Guidelines, any applicable adopted

supplements to those guidelines, or any adopted guidelines for non-residential buildings, is exempted from design review.

7. Properties that are listed in the Glendale Register of Historic Resources or the Historic Preservation Element.
8. Any property in a redevelopment project area shall be reviewed in accordance with the policies adopted by the City of Glendale or the Glendale Redevelopment Agency and in accordance with the design standards in the Glendale Municipal Code or other adopted design guidelines.
9. Solar energy equipment, as defined in this Title.
10. Community gardens.

30.47.030 – Authority

- A. For buildings and structures in any redevelopment project area, as adopted by the Legislative Body/Glendale Redevelopment Agency over 10,000 square feet, or any addition over 10,000 square feet to an existing building, the Glendale Redevelopment Agency shall be the review authority instead of the Design Review Board (in the event the Redevelopment Agency is suspended or eliminated, the review authority shall be the City Council). The process for design review, including any consultation with the Design Review Board, shall be in accordance with policies adopted by the City of Glendale or Glendale Redevelopment Agency and in accordance with design standards in the Glendale Municipal Code or other adopted design guidelines.
- B. For buildings and structures in any redevelopment project area, as adopted by the Legislative Body/Glendale Redevelopment Agency of 10,000 square feet or less, or any addition of 10,000 square feet or less to an existing building, the Director of Community Development shall be the review authority.
- C. For buildings and structures in the DSP zone outside of a redevelopment project area over 10,000 square feet, or any addition over 10,000 square feet to an existing building, the City Council shall be the review authority instead of the Design Review Board.
- D. For building and structures in the DSP zone, outside of a redevelopment project area, 10,000 square feet or less, or any addition 10,000 square feet or less to an existing building, the Director of Community Development shall be the review authority.
- E. For sign programs, creative signs, and murals in any redevelopment project area, as adopted by the Legislative Body/Glendale Redevelopment Agency, the Glendale Redevelopment Agency shall be the review authority instead of the Design Review Board (in the event the Redevelopment Agency is suspended or eliminated, the review authority shall be the City Council). The process for design review shall be in accordance with the Glendale Redevelopment Agency Design Guidelines.
- F. For sign programs, creative signs, and murals in the DSP zone outside a redevelopment project area, the City Council shall be the review authority instead of the Design Review Board, when the sign program, creative sign, or mural is proposed in conjunction with a new building greater than 10,000 square feet or an addition greater than 10,000 square feet to an existing building. In all other cases in the DSP zone outside a redevelopment project area, the review authority shall be the Director of Community Development.

- G. For buildings, structures, and creative signs in a Historic District Overlay Zone, plans and proposals shall be reviewed by the Historic Preservation Commission.
- H. In all other cases, plans and proposals shall be reviewed by the Design Review Board.
- I. The review and approval of plans and proposals by the review authority is intended to assure that buildings and structures are designed and located in a manner that will satisfy the purpose and intent of design review and the standards herein set forth. For the purposes of this Chapter, the term “review authority” shall mean the Design Review Board, the Glendale Redevelopment Agency (in the event the Redevelopment Agency is suspended or eliminated, the review authority shall be the City Council), the City Council, the Director of Community Development, or the Historic Preservation Commission, as applicable.

1. Review of Plans and Conditions of Approval. The review authority may impose conditions related to site planning, design, general layout, and appearance. The review authority shall approve, approve with conditions or deny the design of the project. The review authority shall not have the authority to require full working drawings. In the event of denial, the review authority shall specify those areas in which the project fails to comply with the provisions of this Title.

Notwithstanding any provision of Title 30, the review authority shall have the authority to impose conditions in order to ensure compatibility with surrounding development in terms of size, scale, bulk/mass, roofline orientation, setbacks, and site layout. Regarding privacy, access to natural light, and placement of windows, the review authority shall consider alternative arrangement of windows or building massing or site layout to avoid conflicting relationships to adjacent buildings, structures, improvements and uses; for these reasons alone, however, the review authority shall not reduce the size or scale of a project or shall not prohibit construction with a reasonable number or size of windows in a new or remodeled building, or an addition thereto. The review authority is not required to review plans that are not in reasonable conformance with the provisions of this Title unless applications for appropriate discretionary permits are pending. The Director of Community Development is authorized to withhold plans from the review authority when such plans are in violation of the provisions of this Title and the required redesign would have a substantial effect on the appearance of the project, or are otherwise not in substantial conformance with relevant adopted design guidelines.

Notwithstanding the above, the review authority shall have authority to impose conditions for sign programs in any redevelopment project area or the DSP zone or for licensed vehicle dealers in the South Brand Boulevard Specific Plan area, as applicable, according to Section 30.33.220 in order to ensure compatibility with surrounding development, size, scale, bulk/mass, setbacks and site layout. The review authority is not required to review plans that are not in reasonable conformance with provisions of this Title. The review authority shall approve, approve with conditions or deny sign programs as applicable.

2. Changes to Projects/Plans. Upon request of the applicant, the review authority shall have the authority to modify its previous actions. The review authority, as applicable, may delegate authority to the Director of Community Development for review and approval of minor changes, and to approved resubmitted plans with modifications or changes provided such modifications or changes are in substantial conformance with reviewed plans, such changes are in keeping with the architectural style of the building or structure and are consistent with the objectives of the Council.

When changes to projects approved by the Design Review Board occur at project sites during the course of construction, the Director of Community Development has the option of presenting the design changes to the Design Review Board for their consideration. The Board may then approve or deny any changes. The poster-size sign on the property in question that is normally required for design review cases by Section 30.61.010 shall not be a requirement for public notice purposes in these cases.

Projects that do not conform to designs approved by a review authority and/or the Planning Division of the Community Development Department shall be deemed to be in violation of this Code.

The Director of Community Development shall have the authority to modify approved landscape plans when modifications are consistent with California-friendly plantings or California-friendly landscaping as defined in Section 13.36.040 of this Code.

- 3. Building Permit Plan Check and Conformance with Design Review.** Except as provided herein, no building permit plan check application shall be accepted for a project which requires design review unless said plans are in conformance with plans approved and any conditions imposed by the review authority. Upon application for any design review consideration, a building permit plan check application may be accepted for a nonresidential project which requires design review prior to final action by the review authority if the review authority authorizes proceeding to building plan check during the public comment period for the environmental documentation of a project. Plans are in conformance with plans approved and any conditions imposed by the review authority if they comply in all material respects with all plans submitted and approved as part of the design review including but not limited to the site plan and all elevations as to all matters regulated by this Chapter, including without limitation site layout and planning (which shall include location of primary and accessory structures), design, architectural style and treatments, appearance, size, scale, bulk/mass, roofline orientation, and setbacks.

30.47.040 – Standards

In consideration of applications for design review, the review authority shall be guided by the intent and purpose of Section 30.47.010 and the standards set forth in this Section. The Design Review Board shall adopt written guidelines consistent with such intent, purposes, and standards, as it may deem necessary to properly exercise its powers and duties. Such guidelines shall be approved by the City Council and shall be kept on file in the office of the Director of Community Development, and a copy thereof shall be furnished to any person upon request. Within the DSP zone, all design review shall be subject to the guidelines and standards established by the Downtown Specific Plan.

For the purposes of this section, the term “review authority” shall mean the Design Review Board, the Glendale Redevelopment Agency (in the event the Redevelopment Agency is suspended or eliminated the review authority shall be the City Council), the City Council, the Director of Community Development or the Historic Preservation Commission, as applicable.

- A. The review authority shall ensure that all projects are consistent with adopted community plans.
- B. The following standards and criteria may be utilized by the review authority which may require changes in materials, color, general design and layout, projections in the vertical or horizontal plane or such other design changes as may be necessary.

1. In addition to the height and minimum setback requirements set forth for the zone in which the property is located, changes in material, height, projections in the vertical or horizontal plane or similar facade changes should be encouraged on visible exterior building walls. Primary attention shall be given to those sides visible from the public right-of-way.
2. The appropriateness of a new or remodeled building to the zoning and area within which it is located, surrounding architectural design, scale and streetscape appearance should be considered provided they are in keeping with the intent and purpose of this Chapter. Integrated and harmonious design themes are encouraged, including the use of consistent materials, colors, textures and signs on exposed building walls. New development or remodeling should be designed in such a way as to upgrade the appearance and quality of the area and be harmonious with existing improvements.
3. Conflicting relationships to adjacent buildings, structures, improvements and uses should be avoided as appropriate to the zone and area. For buildings in the R1, R1R or ROS zones, new development or remodeling that includes more than one story in height shall continue to allow reasonable access to natural light for buildings in the R1, R1R and ROS zones, and shall not unreasonably impact the privacy of buildings and outdoor spaces in the R1, R1R and ROS zones. Privacy shall be judged by the view from the living room, den, study, family room, great room, library, dining room or balconies (greater than 25 square feet) of the new development into the buildings and backyard outdoor space of existing buildings. For new development and remodeling in the R1, R1R and ROS zones, consideration shall be given to the placement of windows in the new development vis-à-vis the placement of windows in adjacent residential buildings.
4. Boundary and other walls should generally be of decorative masonry and/or wrought iron which is complementary in color, texture and material to the development as a whole, although it is recognized that these materials may not be appropriate in all situations (i.e., wood fencing in residential zones and chain link fencing in industrial zones).
5. Landscaping shall be integrated into the architectural scheme so as to accent and enhance the appearance of the development. Existing mature trees (including those regulated in Chapter 12.44 of this Code pertaining to preservation and protection of indigenous trees) over eight (8) inches in diameter on the site and within the parkway as well as trees on adjacent property within twenty (20) feet of the common property line should be considered for preservation in the site planning.
6. Subject to any applicable height limits, rooftop equipment shall be incorporated into the design of the project in such a manner that it is completely enclosed on all sides or concealed from view by screening, roofing or parapets at least six (6) inches higher than the height of the uppermost part of such equipment.
7. Any dish antenna that is ground-mounted but attached to a building or structure, and any roof-mounted dish antenna, shall be designed in accord with the criteria in Section 30.34.050.

In evaluating any proposed ground-mounted dish antenna that is attached to a building or structure, any roof-mounted dish antenna, or any ground-mounted dish antenna not qualifying for exemption under the criteria of Section 30.47.020 of this Chapter, the review authority shall determine whether the color would be unobtrusive, whether the dish antenna can be installed in a location and in a manner which would minimize visual intrusion while maintaining practical operation, and whether the dish can be screened so that it is suitably concealed from view, in

order to promote aesthetic objectives including, but not limited to, compatibility of neighborhood properties, the preservation of views and vistas, and the overall harmonious development of property. The criteria set forth herein shall apply only insofar as such criteria do not prevent the reception of satellite delivered signals or do not impose costs on the users of such antennas that are excessive in light of the purchase and installation costs and intended use of the dish antenna.

8. Any wireless telecommunications facility shall be designed in accord with the criteria specified in Chapter 30.48 of this Title. The standards outlined elsewhere in this Section 30.47.040 notwithstanding, all wireless telecommunications facilities shall be designed in accordance with Chapter 30.48 of this Title 30.
 9. In addition to paragraphs (1) through (8) of this subsection (A), within designated "HD" historic district overlay zones, design review standards shall be as adopted by the City Council in the city-wide Historic District Design Guidelines, as may be supplemented by the City Council for each district, or any guidelines for non-residential buildings for each district as adopted by the City Council at the time of designation of that district. In the event of a conflict between paragraphs (1) through (8) of this subsection (A) and the city-wide Historic District Design Guidelines, and as may be supplemented by the City Council for each district at the time of designation of that district, or any guidelines for non-residential buildings for each district, as adopted by the City Council at the time of designation of that district, the city-wide Historic District Design Guidelines and applicable supplements thereto, and any guidelines for non-residential buildings as may be adopted by the City Council for that district, shall take precedence, with the final determination of whether there is a conflict to be made by the Director of Community Development.
- C. The review authority shall ensure the compatible design of all multi-unit projects that abut a single-family zone. To accomplish this goal, the review authority shall have the authority to impose more restrictive development standards than the provisions of the zone in which the project is located. The review authority shall review each multi-unit project in terms of its impact on the single-family residential neighborhood, including but not limited to such design elements as window location, balconies, location of recreational facilities, entryways, and garage location. Although street setbacks are not required in the IMU, IMU-R and SFMU zones, the review authority may add conditions to ensure pedestrian activity at the street edge including the location of building entrances and surface parking lots and the use of setback areas as plazas, open space, or other active uses. In the IMU, IMU-R and SFMU zones, facades on the corner cutoff areas at intersections should incorporate significant architectural design features (e.g., a tower). The review authority may require transitional height increases in order to promote a visual transition between the single-family neighborhood and multiple-family zone and to ensure that adequate landscape buffering is provided and permanently maintained. The review authority shall also consider the multiple dwelling building facades, roof designs, and use of materials and colors to ensure compatibility with the architectural design elements generally found in the neighboring single-family zone.
- D. The review authority shall ensure single-family design that is compatible with the character inherent within the surrounding neighborhood. Primary emphasis on what constitutes a neighborhood should generally be given to the existing development pattern within 300 feet of the subject property. Special attention should also be placed on ensuring a positive design relationship with the adjacent developments and developments on the block on which the proposed project is located. The Director of Community Development shall have the discretion to consider an alternate area to be the neighborhood of primary emphasis. To accomplish compatibility, the review authority shall review each single-family residential project in terms of its specific impact on the surrounding single-family neighborhood, including but not limited to such design elements as massing, scale, height, setback,

landscaping, and window location. The review authority shall consider the setbacks of buildings and structures on adjacent properties and ensure that a project's proposed height and setback promote a visual transition between the project and neighboring buildings. The review authority shall also consider garage location and design to promote compatibility with neighborhood patterns. The review authority shall also consider the single-family building facades, roof designs, and use of material and colors to ensure compatibility with the architectural design elements generally found in the surrounding single-family zone.

- E. Decisions related to development in the ROS and R1R zones shall consider the hillside development review policy contained in sub-section 30.11.040.A.
- F. The review authority shall ensure that signs located in the South Brand Boulevard Specific Plan Area are consistent with the guidelines of the South Brand Boulevard Specific Plan.
- G. The review authority shall ensure that sign programs are consistent with the following standards:
 - 1. Signs shall be compatible with the intended location, the project architecture, and the surroundings including significant landscape features.
 - 2. Signs shall not unduly compete with or obstruct other business signs, obstruct traffic signals, detract from the architectural features of the neighborhood, or create visual clutter.
 - 3. The sign program shall exhibit a harmonious design theme for the entire lot or site and shall include the use of internally consistent materials, colors, and textures.
 - 4. The sign program shall be consistent with any applicable plans or guidelines related to a redevelopment project area.
- H. The review authority shall ensure that murals are consistent with the following standards:
 - 1. Murals shall not contain any letters, numbers, or symbols that constitute any form of advertisement or commercial message.
 - 2. Murals shall not contain any obscenity.
 - 3. Murals shall not detract from the architecture of the site or surrounding area.
 - 4. Murals shall not cause the removal of required landscaping.
 - 5. Murals must be durable and capable of being well maintained.
 - 6. Murals shall be located on existing walls.
- I. The review authority shall ensure that creative signs are consistent with the following design criteria:
 - 1. Design Quality. The sign shall:
 - a. Constitute a substantial aesthetic improvement to the site and shall have a positive visual impact on the surrounding area;

- b. Be of unique design, and exhibit a high degree of creativity, thoughtfulness, imagination, inventiveness, and spirit; and
 - c. Provide strong graphic and artistic character through the imaginative use of graphics, color, texture, quality materials, scale, and proportion.
 - d. Inventive representation of the use, name, or logo of the structure or business.
2. Contextual Criteria. The sign shall contain at least one of the following elements:
- a. Symbols or imagery relating to the entertainment, creative, or design industries;
 - b. Creative image reflecting current or historic character of the city or neighborhood;
 - c. Classic historic design style; or
3. Architectural Criteria. The sign shall:
- a. Utilize or enhance the architectural elements of the building; and
 - b. Be placed in a logical and proportional location in relation to the overall composition of the building's façade and not cover any key architectural features and details.

30.47.050 – Maintenance of Approved Building Colors, Building Materials and Landscaping

The building colors, building materials and landscaping approved by the review authority shall be maintained substantially as shown in the approved plans for a period of five (5) years after the issuance of building permits in the ROS, R1R and R1 zones. In all other zones, building colors and materials approved by the review authority shall be maintained substantially as shown in the approved plans for a period of two (2) years after the issuance of building permits. In all other zones, landscaping approved by the review authority shall be permanently maintained in substantial conformance with approved plans. Any changes to the approved building colors, building materials and landscaping within timeframes noted above may be approved by the Director of Community Development or may be referred by the Director of Community Development to the individual or board which approved the original plans.

30.47.060 – Authorization for Initiation, Application Filing and Filing Fees

For authorization for initiation, application filing and filing fees, see Chapters 30.40 & Chapter 30.41.

30.47.070 – Procedure for Review

The Community Development Department shall refer the complete applications for design review and accompanying materials to the Design Review Board, where applicable, with staff comments and a recommendation. An application for preliminary or conceptual review may be submitted to and considered by the review authority for discussion and direction regarding the potential design. No approval or final action shall be construed to be authorized in connection with a preliminary or conceptual review. A complete application for final review shall be submitted in accordance with the provisions of Section 30.40.020 prior to any approvals. The authority of the review authority to review and comment on any aspect of the project design shall not be limited in any way by virtue of having previously reviewed a preliminary or conceptual plan. Any new project submitted on a property previously reviewed by the Design Review Board shall be returned to the same Design Review Board if submitted within two

(2) years of the original review. After two (2) years, the project may be reviewed by a different board. For the purposes of this section the term “review authority” shall mean the Design Review Board, the Glendale Redevelopment Agency (in the event the Redevelopment Agency is suspended or eliminated, the review authority shall be the City Council), the City Council, the Director of Community Development, or the Historic Preservation Commission, as applicable.

The Redevelopment Agency (or, in the event the Redevelopment Agency is suspended or eliminated, the City Council), shall adopt written policies on submittal requirements and review procedures consistent with such intent, purposes, and standards, as it may deem necessary to properly exercise its powers and duties. Such policies shall be approved by the Redevelopment Agency (or, in the event the Redevelopment Agency is suspended or eliminated, the City Council) and shall be kept on file in the office of the Director of Community Development, and a copy thereof shall be furnished to any person upon request.

30.47.075 – Actions of the Review Authority

- A. For preliminary review, the review authority shall provide comments to the applicant related to the design of the project. Such comments may relate to design features of the project or to recommendations for design changes.

- B. For final design review the review authority may, on the initial project review, make a decision that a project be returned for redesign; or may approve the project with conditions; or may approve the project without conditions. If the decision of the review authority on the initial project review is that a project shall be returned for redesign, the applicant shall file a new application and present plans showing revisions to the project design and additional information as necessary to address the comments of the review authority within 180 days of the review authority’s decision. The applicant may also file a new application within 180 days of the review authority’s decision and request that the original project design be considered by the review authority at the second project review. For the second project review, the review authority may make a decision that the project be returned for redesign; or may approve the project with conditions; or may approve the project without conditions; or may deny the project. If the decision of the review authority on the second project review is that a project shall be returned for redesign, the applicant shall file a new application and present plans showing revisions to the project design and additional information as necessary to address the comments of the review authority within 180 days of the review authority’s decision. For any third project review, the review authority may approve the project with conditions; or may approve the project without conditions; or may deny the project. All review authority decisions shall be in writing and shall include a written statement that justifies the decision based on criteria in this title and applicable design guidelines. A copy of the decision shall be mailed to the applicant and to those persons speaking at the public meeting or those persons who provided written communications and who submitted their correct mailing address. For the purposes of this section the term “review authority” shall mean the Design Review Board, the Glendale Redevelopment Agency (in the event the Redevelopment Agency is suspended or eliminated, the review authority shall be the City Council), the City Council, the Director of Community Development, or the Historic Preservation Commission, as applicable. If the applicant does not file a new application within the required 180-day period, the case shall be considered terminated and no further action, including appeals, shall occur.

30.47.090 – Public Meetings

All meetings of the design review board shall be open to the public.

30.47.100 – Appeals

- A. Appeal to the City Council. After approval, approval with conditions, or denial of a final design review application, the applicant or any aggrieved party, including any city official may appeal the decision of the review authority to the City Council in the manner provided in Chapter 2.88 of this Code.

- B. Should the applicant elect to change a project design after a determination by the review authority but prior to the date set for an appeal before the City Council, said changed project shall be referred forthwith to the review authority which originally heard the matter for consideration anew and the appeal will be vacated.

30.47.110 – Duration of Review Authority's Approval

For duration of the review authority's approval, see Chapter 30.41 Permit Implementation.

30.47.120 – Notice

For public hearing and notice, see Chapter 30.61.