



May 2, 2019

Aris Artunyan
7054 Shadygrove Street
Tujunga, CA 91042

**RE: 611 EAST GLENOAKS BLVD
ADMINISTRATIVE DESIGN REVIEW CASE NO. PDR 1818522**

Dear Mr. Artunyan:

On May 2, 2019 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 construct a 1,601 square-foot, two-story addition at the rear of an existing 1,649 square-foot two-story office building (built in 1931), located on a 5,533 square-foot lot in C1 (Neighborhood Commercial) Zone. The existing site's parking lot will be restriped to provide nine (9) parking spaces in compliance with the Zoning Code requirement.

CONDITIONS OF APPROVAL:

1. Clearly show the location of the existing and new driveway and entrance to the driveway on plans.
2. Adjust or remove the new gate at the parking entrance to meet the Public Works/Engineering Section requirement for a minimum of 20-foot clearance for vehicle queueing.
3. Provide tall plant materials within the new landscape area at the front of the site to screen street-facing parking spaces

SUMMARY OF THE DIRECTOR OF COMMUNITY DEVELOPMENT'S DECISION

Site Planning – The site planning is appropriate, as modified by any conditions, to the site and its surroundings for the following reasons:

- The addition will maintain an approximately 15-foot distance from the rear property line, where the building abuts a residential property. The new site planning is appropriate to the surroundings and follows the development pattern in the neighborhood.
- The existing site and the area underneath the new second floor will be restriped to accommodate nine (9) parking spaces required by the Zoning Code. Four of the nine parking spaces will be parallel parking spaces along the east property line and five parking spaces will be situated underneath the second floor extension.

- The existing driveway opening from Glenoaks Boulevard will be slightly moved towards the west side of the existing driveway to be aligned with the new parking layout. The new driveway location is appropriate to the site and surroundings. However, conditions of approval are added to clearly show the location of the existing and new driveway and entrance to the driveway on plans; and adjust or remove the new gate at the parking entrance to meet the Public Works/Engineering Section requirements for a minimum of 20-foot clearance at the entrance of the parking to allow the vehicle queueing.
- New landscaping will be added at the street frontage, adjacent to the driveway; however, a condition of approval is added to provide tall plant materials in the new landscaped area to screen street-facing parking spaces.
- A new landscaped buffer with Italian Cypress trees along the north property line (adjacent to the neighboring residential building) is complementary to the building design.
- Mechanical equipment will be located at the top of the new flat roof, towards the rear of the property and will be screened appropriately.

Mass and Scale – The massing and scale are appropriate, as modified by any conditions, to the site and its surroundings for the following reasons:

- The new addition will extend the existing two-story building towards the rear of the property and maintain the existing building height of 20'-8". The addition related to its surrounding neighborhood.
- The addition is consistent with the existing volume and scale of the surroundings and it replicates the mass and architectural concept of the existing building.
- The new 200 square-foot balcony at the rear of the building is appropriate to the new addition and surroundings.

Building Design and Detailing – The design and detailing are appropriate, as modified by any conditions, to the site and its surroundings for the following reasons:

- The overall design is consistent with the existing architecture of the building. The new addition will have stucco finish on exterior walls to match the existing building. The existing front elevation will remain unchanged.
- The new windows (four) will be aluminum framed picture windows, recessed within the walls, and with external grids to match the existing windows on the front elevation. The new windows will be located on the east and south elevation.
- A new wrought iron gate, appropriate to the design concept, will be located at the street frontage. The gate is setback 10'-4" from the front property line. However, the location of the gate must be adjusted or it has to be removed in order to meet the Public Works/Engineering Section requirement for a minimum of 20-foot clearance at the entrance of the parking (from the front property line) to allow the vehicle queueing.
- The new flat roof and parapet will match the existing roof and details.

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, Aileen Babakhani, at 818-937-8331 or via email at ababakhani@glendaleca.gov.

RESPONSES TO COMMUNITY INPUT RECEIVED DURING COMMENT PERIOD

Two comments (emails) were received to question the project parking requirements and increase in the street parking demand in consequence of the addition.

Staff response: The project will provide 9 (nine) parking spaces on the site. The new parking spaces comply with the Glendale Municipal Code Section 30.32, which requires 2.7 parking spaces per 1,000 square feet of floor area for the existing and new office use for a total of 3,250 square feet of floor area in this zone (C1-Neighborhood Commercial.)

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 and appeal forms will be provided by the Permit Services Center (PSC) or the Community Development Department (CDD) upon request and must be filed with the prescribed fee prior to expiration of the 15-day period, on or before **May 17, 2019** at the Permit Services Center (PSC), 633 East Broadway, Room 101, Monday thru Friday 7:00 am to 12:00 pm, or at the Community Development Department (CDD), 633 East Broadway, Room 103, Monday thru Friday 12:00 pm to 5:00 pm.

APPEAL FORMS available on-line: 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, **Aileen Babakhani**, 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, Aileen Babakhani, for stamp and signature prior to submitting for Building plan check. Please contact Aileen Babakhani directly at 818-937-8331 or via email at ababakhani@glendaleca.gov.

Sincerely,

PHILIP LANZAFAME
Director of Community Development



Urban Design Studio Staff

JP:ab