



## CITY OF GLENDALE, CALIFORNIA

Community Development  
Planning

633 E. Broadway, Suite 103  
Glendale, CA 91206-4311  
Tel. (818) 548-2140 Fax (818) 240-0392  
glendaleca.gov

**June 2, 2020**

Arthur Israelyan  
635 West Colorado Street #102  
Glendale, CA 91204

**RE: ADMINISTRATIVE DESIGN REVIEW CASE NO. PDR 1918666  
1320 WINCHESTER AVENUE**

Dear Mr. Israelyan,

On June 2, 2020, the Director of Community Development, pursuant to the provisions of the Glendale Municipal Code, Title 30, Chapter 30.47, **APPROVED** your design review application to legalize an existing 373 SF roof deck and a 77 SF patio cover at the rear of an existing, two-story, single family house located at 1320 Winchester Avenue on an 8,479 SF lot, zoned R1 (District I).

### **SUMMARY OF THE DIRECTOR OF COMMUNITY DEVELOPMENT'S DECISION**

**Site Planning** – The proposed site planning is appropriate to the site and its surroundings for the following reasons:

- The roof deck is located on top of a one-story projection at the rear, behind the primary two-story mass, and is not visible from the street.
- The patio cover is attached at the ground level of the same one-story projection at the rear and is 8'-0" from the interior property line.
- The project will not affect the amount of existing landscaping, which meets code standards.

**Mass and Scale** – The proposed massing and scale are appropriate to the site and its surroundings for the following reasons:

- The roof deck will not add mass to the second floor, though the new guardrail will not project above the parapet.
- The roof deck and patio cover represent a modest change to the existing massing and will not be visible from the street.

**Building Design and Detailing** – The proposed design and detailing are appropriate to the site and its surroundings for the following reasons:

- The patio cover will be architecturally consistent with the existing Spanish style of the house since the roofing material is clay tile.

- The proposed roof deck will be adjacent to the neighbor's yard, but not directly face the pool or windows and is therefore unlikely to create a privacy concern for adjoining 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, Danny Manasserian, at 818-937-8159 or via email at [dmanasserian@glendaleca.gov](mailto:dmanasserian@glendaleca.gov).**

### **COMMUNITY INPUT RECEIVED DURING COMMENT PERIOD**

Staff did not receive any community input during the comment period regarding this application.

### **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 **June 17, 2020** 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 pm.

**APPEAL FORMS available on-line:** [www.glendaleca.gov/appeals](http://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, **Danny Manasserian**, 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, Danny Manasserian, for stamp and signature prior to submitting for Building plan check. Please contact Danny Manasserian directly at 818-937-8159 or via email at [dmanasserian@glendaleca.gov](mailto:dmanasserian@glendaleca.gov).

Sincerely,

PHILIP LANZAFAME  
Director of Community Development



Urban Design Studio Staff  
JP:dm