



## 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

**March 18, 2021**

Chris Aslanyan  
1015 North Everett Street  
Glendale, CA 91207

**RE: ADMINISTRATIVE DESIGN REVIEW CASE NO. PDR 2018742  
1841 OAKWOOD AVENUE**

Dear Mr. Aslanyan,

On March 16, 2021, 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 add 436 SF addition and a new 96 SF covered porch to the front of an existing 2,061 SF, one-story, single family residence with a detached three-car garage (constructed in 1936) on a 15,740 SF lot located in the R1R zone, Floor Area District II.

### **CONDITIONS OF APPROVAL:**

1. Provide drawings showing roof drainage plan and elevations with gutters and downspouts for staff review.

### **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 proposal will alter the site plan by infilling the recessed portion of the house located centrally on the front facade. The addition will project approximately 9.5 feet closer to the street and become the prominent feature of the elevation with a front entry porch. The existing front setback is 62'-6" while the new setback will be 53'-0". The new front setback is still greater than other properties in the neighborhood.
- The existing landscaping at the front currently complements the building design. Landscape will be removed due to the addition and patio, however, the amount of existing landscaping will still comply with current code. The applicant has provided an additional 574 SF beyond the 40% minimum landscaping standard.

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

- The mass and scale of the one-story addition will be compatible with its existing structure and surrounding houses.
- The hipped roof addition matches the existing roof form and the new porch is well integrated.
- There will be no change in the overall existing height of 16'-9".
- The scale and proportion of the project fits well within the surrounding context. The addition will not appear large since the combination of low overall height, materials, and location of doors/windows maintain the existing scale and proportions. The ranch-style columns, fiber-cement siding, and the extended addition with covered porch break up the massing/volume of the house, allowing the project to fit into the surrounding context.
- The new roof form will reinforce the overall building design with a matching pitch of 4:12. By adding an additional hipped roof form on the south side, the building will have a sense of balance, visual interest, scale and proportion.

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

- The proposed addition will be architecturally consistent with the existing ranch style of the house.
- The new entryway will be well integrated into the overall building design. The volume created by the new addition and porch will provide visual interest and a sense of arrival to the structure.
- All existing windows on the building will remain. Only two new windows will be installed at the front façade. The windows will be vinyl, single-hung, block frame construction, with a wood sill and frame. Wood trim will be added around the windows to match the existing condition, appropriate to the style and period of the house.
- Materials for the addition and front porch include fiber cement siding, consistent with the existing house. The siding will wrap from the left side of the addition to the right, where the siding will terminate into the recessed volume of the house with brick. A dark asphalt shingle roof will be installed, matching the existing roof material.
- Drawings do not show a drainage plan for downspouts or gutters. A condition of approval is for the applicant to provide drawings indicating the location of downspouts.

**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).**

## **RESPONSES TO 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 **April 2, 2021** 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

A handwritten signature in black ink, appearing to read "Kristina Aguilera". The signature is written in a cursive, fluid style.

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Urban Design Studio Staff  
KA:dm