



**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

640 West Milford Street  
PDR 2113755

February 17, 2022

**Revised**

Mikael Gevorkian  
1419 El Rito Ave.  
Glendale, CA 91208

**RE: ADMINISTRATIVE DESIGN REVIEW CASE NO. PDR 2113755  
640 WEST MILFORD STREET**

Dear Mr. Gevorkian:

On **February 11, 2022**, 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 539 square-foot, one-story addition facing the street along the west side of the existing 924 square-foot one-story, single-family residence (built in 1920) with an existing detached two-car garage on a 5,700 square-foot corner lot in the R-3050 (Moderate Density Residential) Zone.

**CONDITIONS OF APPROVAL:**

1. Update plans to show the location of exterior light fixtures and provide cut sheets of exterior (shielded) light fixtures, appropriate to the architectural style and design.
2. Update plans to appropriately show the location of gutters and downspouts on elevation drawings.

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

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

- The proposed addition will extend the existing building footprint towards the rear (south) and does not change the existing site planning significantly because the existing minimum setbacks along the front, street side, and interior property lines will remain unchanged. The proposed site plan is appropriate to the existing site and the surrounding neighboring properties.
- The addition will be set back approximately 19 feet away from the street side frontage (along Brent Place), consistent with the predominant street setback.



- The addition will have a 7'-2" distance from the existing detached two-car garage to the south. There is no change to the location of the existing garage and existing vehicular access from Brent Place.
- The existing landscaping will remain unchanged; however, a 2'-0" wide landscaping visual buffer (hedge) is proposed along the new open wood deck (no more than 12 inches in height) in front of the existing house and addition (north and west frontage).

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

- Overall the mass, height, proportions and architectural concept of the addition is consistent with the existing house and surroundings.
- There is no change to the existing overall height of 12'-8 ½" and the design will maintain the existing roof and adds new gabled roofs with a 3:12 roof pitch, consistent with the existing roofs and architectural style.

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

- Overall, the addition's design and detailing will enhance the appearance of the house and its design, color, and detailing including horizontal siding (cementitious plank lap siding), roofing material (asphalt shingle), roof fascia, eave details (boxed eave), windows and doors, and raised open deck (wood deck) are consistent with the existing house and neighboring properties.
- New dark brown color sliding doors are proposed to provide access from interior of the house to the new courtyard between the house and addition, which appear to be appropriate to the architecture of the house.
- The new windows are fiberglass (dark brown color) with an appropriate combination of casement, awning, and fixed windows. One window which is not visible from the public view (east elevation) will be horizontal slider.
- The proposed plans currently do not show the locations of light fixtures. A condition of approval is added to show appropriate locations and provide cut sheets of exterior (shielded) light fixtures for staff review and approval.
- The proposed drawings do not show the location of gutters and downspouts on elevation drawings. A condition of approval is added to address this issue.

**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**



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**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](mailto:ababakhani@glendaleca.gov).**

### RESPONSES TO COMMUNITY INPUT RECEIVED DURING COMMENT PERIOD

No public comments were received.

### 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, appeal forms and fees will be provided by the Community Development Department (CDD) staff upon request by calling 818-548-2140.

The completed appeal form must be filed with the prescribed fee prior to expiration of the 15-day period, on or before **March 4, 2022**.

Due to the current COVID-19 social distancing and work from home orders issued by federal, state and local governmental agencies, in order for any appeal to be considered timely, **the appeal must be postmarked by the March 4, 2022 deadline (mailed to Community Development Department – Planning Division, Attention Aileen Babakhani, 633 East Broadway, Room 103, Glendale, CA 91206) OR emailed to the case planner Aileen Babakhani at [ababakhani@glendaleca.gov](mailto:ababakhani@glendaleca.gov) prior to the close of said business day.** The prescribed fee must be included along with the appeal application and may be submitted either in the form of a check or credit card payment. For credit card payment, please contact the case planner to make arrangements with the cashier. Note: The standard 2.5% fee for credit card payment applies.



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**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.

### 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](mailto:ababakhani@glendaleca.gov).



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Sincerely,

PHILIP LANZAFAME  
Director of Community Development

A handwritten signature in black ink, appearing to be "PL", is written over a horizontal line.

Urban Design Studio Staff

JP:AB