



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

1417 OAK CIRCLE DRIVE
PDR2208285

November 7, 2022

Andrei Pogany
6375 North Ave 46
Los Angeles, CA 90042

**RE: 1417 OAK CIRCLE DR
Administrative Design Review Case No. PDR2208285**

Dear Applicant:

On **November 7, 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 511 square-foot, one-story addition at the front, and 50 square-foot, one-story addition at the rear of the existing 1,264 square-foot one-story, single-family residence (built in 1948) with an existing detached, two-car garage on an approximately 5,560 square-foot lot in the R1-II zone (Low Density Residential - Floor Area Ratio II).

CONDITIONS OF APPROVAL:

1. Obtain required permits from Urban Forestry to protect the street trees and depict the street trees on the site plan accurately.
2. Provide cut sheet(s) of exterior (shielded) light fixture appropriate to the design at the front façade; and if any new light fixtures are proposed at the side elevations, revise the drawings to show the proposed locations and provide cut sheets to indicate the facades will not be overlit and that the fixtures will be shielded to avoid light spillover to the adjoining property.

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 511 square-foot, one-story addition at the front of the house will extend the existing building footprint towards the street and does not change the existing site



planning significantly, because there are no other changes to the existing building footprint and the proposed 50 square-foot addition at the rear infills the existing covered patio.

- The proposed site planning is appropriate to the existing site and its surrounding neighboring properties, because the front addition will set back 25 feet away from the street side frontage (along Oak Circle Drive), consistent with the predominant street setback and average street front setback of 25.6 feet in the neighborhood.
- There is no change to the location of the existing detached two-car garage and no change is proposed to the existing vehicular access from Oak Circle Drive.
- The existing landscaping will remain unchanged. A condition of approval is added for the project to meet the Urban Forestry requirements for the two protected street trees, a cork oak (*Quercus suber*) and a coast live oak (*Quercus agrifolia*); and obtain required permits to protect the street trees during construction.

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 at the front of the house is consistent with the existing house and surroundings. The addition creates a front façade consistent with the existing front façade by replicating the existing front bay window and the primary entrance in almost the same form.
- The proposed addition will increase the overall height of the existing house from 16’-2” to 17’-2”, while the design will maintain the existing roof and adds primarily a new shed roof (with a 2.25:12 roof pitch) along with new gabled and hipped roofs, consistent with the existing roofs and architectural

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 are consistent with the existing architectural concept and surrounding neighborhood. The exterior materials include smooth stucco (gray color), brick veneer to match existing, and asphalt shingles for roofing to match the existing roofing material and color.
- The new primary entryway (front door) is well integrated into design and replicates the location and design of the existing primary entryway.
- The new windows are wood clad (white color) with an appropriate combination of hung and fixed windows.
- The proposed plans currently show the location of a light fixture at the front elevation, adjacent to the front entry. A condition of approval is added to provide a cut sheet of the exterior (shielded) light fixture, appropriate to the design; and if any new light fixtures are proposed at the side elevations, revise the drawings to show the proposed



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locations and provide cut sheets to indicate the facades will not be overlit and that the fixtures will be shielded to avoid light spillover to the adjoining property

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

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 **November 22, 2022**.

In order for any appeal to be considered timely, **the appeal must be postmarked by the November 22, 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 prior to the close of said business day.** The prescribed



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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.

APPEAL FORMS available on-line:

<https://www.glendaleca.gov/government/departments/community-development/main-applications>

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.



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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,

Bradley Calvert
Director of Community Development Department

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

Urban Design Studio Staff

JP:AB