



**CITY OF GLENDALE, CALIFORNIA**

Community Development  
Planning

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glendaleca.gov

November 30, 2023

Zaroui Chaapouni and Simon Badalian  
1257 Linden Avenue  
Glendale, CA 91201

**RE: 1257 Linden Avenue  
ADMINISTRATIVE DESIGN REVIEW APPLICATION NO. PADR-001745-2023**

On November 30, 2023, 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 for a one-story, 476 square-foot (SF) addition and a 30 SF covered porch at the front façade of an 848 SF one-story house built in 1922, and a new detached two-car garage with alley access at the rear. The addition includes a whole-house style change from a traditional style to a contemporary style. The house is located on a 6,277 SF interior lot in the R1-I (Low-Density Residential, FAR District I) Zone.

**CONDITIONS OF APPROVAL:**

- A landscaping plan shall be provided for new landscaping areas, indicating number and types of plants, and demonstrating they are complementary to the building design and native/drought-tolerant.
- Permeable paving shall be used where feasible.
- Stucco siding finish shall be a smooth finish.
- Siding wrapping the north façade shall extend the full length of the façade, not terminate at the gate.
- Any exterior lighting fixtures to be used shall feature a style and proportion consistent with the architectural style.
- Specific window product information shall be provided, including manufacturer, material, color, and window type. Any window grids visible from the street shall be external grids.
- Rain gutters/downspouts shall be appropriately placed to complement the adjacent materials and/or colors.

**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 front and prevailing setbacks are maintained.
- Placement of the new detached garage at the rear is consistent with the street pattern.
- Existing trees on site that are not in the location of the addition are maintained; however, proposed planting material for new landscaped area has not been

specified. A condition of approval ensures the landscaping will be appropriate to the design and native/drought-tolerant.

- Hardscape areas are not shown as featuring permeable paving. A condition of approval ensures permeable paving will be used where feasible.
- A new fence/gate is added at the north property line, stepped back from the front façade; the front yard remains open. The new gate will match the appearance of the existing wrought iron gate on the south property line.
- The trash collection area and mechanical equipment are located outside of public view, screened by a fence.

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

- The addition and porch at the front are well-integrated into the existing building and roof form, maintaining the existing mass and scale.
- The addition adds architectural features to the front façade that help break up the massing, including additional windows, a porch, a wider variety of finish materials, and a variety of well-proportioned design features.

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

- The addition and covered patio feature a consistent architectural concept, utilizing contemporary architectural forms, details and materials that are appropriate to the project and surrounding neighborhood.
- The front façade roof form changes from a hip roof to a gable roof, which helps accentuate the contemporary design features, yet is consistent with the traditional roof shape pattern in the neighborhood.
- The entryway provides an appropriate focal point and is well-proportioned.
- The front façade features a variety of well-proportioned design features including a trapezoidal window over the front porch, nestled into the gable; multi-light windows that fit into the modular pattern; and other façade shapes delineated by materials that provide further articulation.
- Windows are recessed with sill, non-sliders, consistent with the existing traditional style home and the predominant neighborhood pattern. Windows are indicated in the window schedule as not featuring external grids, however, they show a grid pattern. A condition of approval ensures specific window product information will be provided demonstrating if grids are used they must be external grids.
- Privacy of neighbors is maintained since new windows do not directly face windows on neighboring houses.
- A variety of high-quality exterior finish materials are used, including composition shingle roofing, stucco siding, stone veneer siding, wood siding, and wood trim.
- Although stucco joints are featured, adding additional architectural detailing, the stucco finish has not been shown. A condition of approval has been added to ensure a high-quality smooth finish.
- Siding on front façade wraps corners and terminates at logical end points; however the siding wrapping around the north façade needs to extend the full length of the façade rather than terminating at the gate. A condition of approval has been added to address this.

- The design features a variety of natural colors including several variations of brown, with black window frames.
- The front walkway is modestly sized and features concrete scoring.
- Rain gutters/downspouts have not been shown. A condition of approval has been added to ensure they are well integrated into the design.

**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, Cassandra Pruet, at 818-937-8186 or via email at [cpruett@glendaleca.gov](mailto:cpruett@glendaleca.gov).**

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

Staff did not receive any public comments during the comment period.

#### **APPEAL PERIOD, 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 Planning Commission 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 **December 15, 2023**.

All appeals must be filed using the City's online permit portal at [www.glendaleca.gov/Permits](http://www.glendaleca.gov/Permits). Create an account, click "Apply," type "appeal" in the search bar, and apply for "Appeal of Planning Decision." Information regarding appeals and fees may be obtained by calling the Community Development Department staff at 818-548-2140, or contacting the case planner, Cassandra Pruet at [CPruett@glendaleca.gov](mailto:CPruett@glendaleca.gov) or 818-937-8186.

**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.

### **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.

### **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, **Cassandra Pruett**, 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, **Cassandra Pruett**, for DRB stamp and signature prior to submitting for Building plan check. Please contact Cassandra Pruett directly at 818-937-8186 or via email at [cpruett@glendaleca.gov](mailto:cpruett@glendaleca.gov).

Sincerely,

BRADLEY CALVERT, AICP  
Director of Community Development



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Erik Krause  
Deputy Director of Community Development