



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

September 9, 2024

Nina Tchaghayan
2100 N. Verdugo Road
Glendale, Ca 91205

**RE: 1028 N. Jackson Street
ADMINISTRATIVE DESIGN REVIEW APPLICATION NO. PADR-000701-2023**

Dear Ms. Tchaghayan:

On September 9, 2024, 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 construction of additions totaling 697 square feet (43 square feet to the front entry area and 654 square feet to the rear) to the existing 1,305-square-foot single-family, one-story residence. The existing 330 square foot detached garage is proposed to remain. The project will also include a concrete patio and window and door replacements. The property is in the R1 (Low Density Residential) Zone, FAR District II.

CONDITIONS OF APPROVAL:

1. That the existing brick wainscoting below the bay window be retained.

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 addition is located behind the existing house and meets all setback requirements.
- The project's street front setback along Jackson Street and the street side setback along Dryden Street will not disrupt the prevailing setbacks of the immediate neighborhood.
- The existing landscaping will remain and maintained as part of the project. Overall, the site's landscaping will comply with the Zoning Code minimum 40% landscaping requirement.

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

- The addition remains one-story in height of the existing building and with a massing and scale similar to the surrounding neighborhood.
- The roof form of the addition is simple, mirrors the existing cross-gable roof exhibited on the existing building and is submissive in height to the existing roof form.

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

- The proposed project retains the design features of the existing house including the wood siding in the gables while introducing this feature on the addition for a seamless design and detailing between existing and proposed.
- The new nail-in windows will be recessed into the walls with wooden sills and surrounds and will be configured with casement and fixed window operations that complement the Minimal Traditional style of the building.
- The overall design and detailing of the addition are compatible with the existing residence and meets the city's Comprehensive Design Guidelines.

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, Shoghig Yepremian, at syepremian@glendaleca.gov.

RESPONSES TO COMMUNITY INPUT RECEIVED DURING COMMENT PERIOD

Staff received a single comment from the immediate neighbor via a telephone voice message in opposition of the project. The voice message indicated that the neighbor is very unhappy with the administrative design review application and opposes the proposed 697-square-foot addition. A returned phone call and voicemail was provided by staff and did not receive a subsequent response.

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 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 **September 24, 2024 by email to the case planner, Shoghig Yepremian, syepremian@glendaleca.gov.**

APPEAL FORM available on-line:

<https://www.glendaleca.gov/home/showdocument?id=11926>

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, **Shoghig Yepremian**, 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, Shoghig Yepremian, for DRB stamp and signature prior to submitting for Building plan check. Please contact Shoghig Yepremian via email at syepremian@glendaleca.gov.

Sincerely,

Bradley Calvert
Director of Community Development

Shoghig Yepremian

Shoghig Yepremian
Planner

BC: DJ:SKY