



July 22, 2024

Sepou Ohanian  
4341 Boston Avenue  
Glendale, CA 91214

**RE: ADMINISTRATIVE DESIGN REVIEW CASE NO. PADR-003097-2024  
4341 BOSTON AVENUE**

Dear Sepou Ohanian

On July 22, 2024, the Director of Community Development, pursuant to the provisions of the Glendale Municipal Code, Title 30, Chapter 30.47, **APPROVED** your design review application to add a new 758 square-foot (SF) second story and add 790 SF to the first floor of an existing one-story, 964 SF house (built in 1952) with an attached 400 SF 2-car garage on an 8,050 SF lot located at **4341 Boston Avenue** in the R1 (Floor Area District II) Zone.

**CONDITIONS OF APPROVAL:**

None.

**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:

- Overall, the site planning is appropriate and remains relatively unchanged with the house centrally sited on the lot.
- At the first floor, there will be a 202 SF addition at the front elevation that extends beyond the existing building wall by approximately 6'-0". There are no prevailing setbacks along this street and the addition complies with the minimum street-front setback requirement. The addition at the first floor also includes 588 SF at the rear of the house, with the new 758 SF second-story located above.
- The existing attached 2-car garage and the driveway will remain as existing.
- The existing gravel will be replaced with drought tolerant landscaping that complements the design of the house, and the new walkway will use stamped concrete to match the stone veneer of the home.
- The existing chainlink fence on the north side facing Boston Avenue will be replaced with a 6 feet tall rectangular steel tube fence and gate in the same location.

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

- While the immediate surrounding neighborhood features one-story single-family residences, the new two-story addition is proposed towards the rear (east side) of the property and will be setback approximately 41 feet from the street and approximately 16 feet from the north adjacent property to minimize the visual mass and scale.
- In addition to the upper floor setbacks, the massing of the addition is broken up by changes in the façade planes.
- The addition will feature a flat roof that matches the existing single-family residence.

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

- Overall, the addition's design and detailing are appropriate and consistent with the existing style of the residence through the use of the same materials and colors.
- The addition will feature a sand finish stucco in a light gray color and stone veneer wainscoting that matches the existing conditions.
- The proposed second-story addition does not include any windows facing north and south and the property is setback approximately 29 feet - 6 inches from the east to avoid any potential privacy concerns.
- The new entryway features a single door with side lights and will be parallel to the street. It is appropriately integrated into the overall design of the house.
- The new windows will be white, aluminum clad wood windows with a nailing fin installation. The operation of the windows that are visible from the public street will also change from sliding to casement windows. The existing molded vinyl edge detail will also be replaced with molded aluminum edge detail.
- The roof of the proposed addition will match the existing flat roof design.
- The proposed wall sconces have a simple vertical design and will complement the rectilinear geometry of the home and are appropriately placed at the entry to avoid over-lit façades.

**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, Eric Ji, at 818-937-8178 or via email at [EJi@glendaleca.gov](mailto:EJi@glendaleca.gov).**

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

Staff received two emails during the public comment period. One email was sent in error and was regarding a different project address. The second email was received from the adjacent neighbor at 3806 4<sup>th</sup> Avenue. Below is a summary of the concerns of the second email, as well as staff's responses.

- 1. The proposed addition will block their view and impact their privacy.**

As it relates to the addition blocking the commenters views, the City of Glendale does not have a view protection ordinance in place. The proposed project meets all required development standards including required setbacks and height. Glendale Municipal Code (GMC) Section 30.47.040 establishes privacy standards for all projects subject to design review. These standards specify that privacy shall be judged by the view from any public rooms (e.g., living room, den, study, family room, dining room) or balconies greater than 25 SF in size. The new second story features bedrooms and bathrooms on the second floor which are not considered public rooms and as such, there are no privacy impacts with the new second floor. As it relates to privacy, the code also requires consideration to be given regarding the placement of windows in relation to the windows on adjacent properties. The proposed second story does not include any windows that face the adjacent neighboring property at 3806 4<sup>th</sup> Avenue and therefore would not impact the privacy to the neighbor.

## **2. There are no 2-story buildings in the area.**

While the immediate surrounding neighborhood features one-story single-family residences, the new two-story addition has been designed appropriately and complies with the City's Comprehensive Design Guidelines. The addition is proposed towards the rear (east side) of the property and will be setback approximately 41 feet from Boston Avenue and approximately 16 feet from the adjacent property directly to the north to minimize the visual mass and scale of the project.

### **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 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.

**All appeals must be filed using the City's online permit portal: [www.glendaleca.gov/Permits](http://www.glendaleca.gov/Permits). Create an account, click "Apply," select, "Skip Application Guidance...", then type "appeal" in the search bar, and apply for "Appeal of Planning Decision." Any appeal must be filed within fifteen (15) days of the decision with the prescribed fee prior to the expiration of the 15-day appeal period, on or before August 06, 2024. Information regarding appeals and fees may be obtained by calling the Community Development Department staff at 818-548-2140, or contacting the case planner, Eric Ji at [Eji@glendaleca.gov](mailto:Eji@glendaleca.gov) or 818-937-8178.**

**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, **Eric Ji**, 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, Eric Ji, for DRB stamp and signature prior to submitting for Building plan check. Please contact Eric Ji directly at 818-937-8178 or via email at [ejj@glendaleca.gov](mailto:ejj@glendaleca.gov).

Sincerely,

BRADLEY CALVERT, AICP  
Director of Community Development



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Jay Platt  
Principal Planner