



October 21, 2024

Aris Artunyan
7054 Shadygrove Street
Tujunga, CA 91042

**RE: ADMINISTRATIVE DESIGN REVIEW CASE NO. PADR-003038-2024
611 EAST GLENOAKS BOULEVARD**

Dear Applicant,

On October 17, 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 1,601 square-foot (SF), two-story addition at the rear of an existing 1,649 SF two-story office building (built in 1931), located on a 5,533 SF lot in the C1 (Neighborhood Commercial) 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:

- The addition will be setback approximately 11 feet – 2 inches from the rear property line, where the property abuts a single-family residential property in the residential zone. The proposed site planning is appropriate to the surroundings and follows the development pattern of the neighborhood
- The existing site and the area underneath the proposed second floor cantilever will be restriped to accommodate nine (9) parking spaces required by the Zoning Code. Four (4) of the nine (9) will be parallel parking spaces along the east property line and five (5) of the parking spaces will be situated underneath the second floor cantilever extension.
- The existing driveway opening from Glenoaks Boulevard will be slightly moved towards the west side of the existing driveway to be aligned with the new parking layout. The proposed driveway location is appropriate to the site and surroundings.
- A new landscape buffer with Italian Cypress trees along the north property line (adjacent to the neighboring residential building) is complementary to the building design.

- Mechanical equipment will be located at the top of the proposed flat roof, towards the rear of the property and will be screened appropriately with perforated metal panels.

Mass and Scale – The proposed massing and scale are appropriate, as modified by any proposed conditions, to the site and its surroundings for the following reasons:

- The proposal will extend the existing two-story building towards the rear of the property and maintains the existing building height of 20 feet – 8 inches.
- The proposed addition is consistent with the existing volume and scale of the surroundings, and it replicates the mass and architectural concept of the existing building.
- The new 247 SF balcony proposed at the rear of the building is appropriate to the proposed design and surroundings.

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

- The overall design is consistent with the existing architecture of the building. The proposed addition will have stucco finish on exterior walls to match the existing buildings. The existing front elevation will remain unchanged.
- The four (4) new windows will be aluminum framed picture windows, recessed within the walls, and with external simulated dived lights to match the existing windows on the front elevation. The new windows will be located on the east and south elevation.
- The new flat roof and parapet will match the existing roof and details and the perforated metals panels will screen the mechanical equipment from public view.

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.

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 4th 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 4th 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. 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 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.

Sincerely,

BRADLEY CALVERT, AICP
Director of Community Development



Jay Platt
Principal Planner