



August 14, 2017

Anet Minasian
2255 Honolulu Ave, Unit 1A
Glendale, CA 91020

**RE: ADMINISTRATIVE DESIGN REVIEW CASE NO. PDR 1709935
1211 OAK CIRCLE DRIVE**

Dear Ms. Minasian,

On August 5, 2017, 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 construct a 254 square-foot addition and 35 square-foot entry porch at the front, and a 116 square-foot addition at the rear of an existing one-story 1,703 square-foot single-family residence (developed in 1948) on a 9,580 square-foot interior lot, zoned R1 Floor Area District II, located at **1211 Oak Circle Drive**.

CONDITION(S) OF APPROVAL:

1. That the horizontal siding material shall be specified for staff review and approval prior to building plan check submittal.
2. That the horizontal siding shall be applied at the east elevation of the addition to provide a consistent aesthetic throughout the project. The applicant shall coordinate with staff to determine a location for the siding to terminate at the east elevation.

SUMMARY OF THE DIRECTOR OF COMMUNITY DEVELOPMENT'S DECISION

Site Planning – The proposed site planning is appropriate, as modified by any conditions, to the site and its surroundings for the following reasons:

- The proposed project does not significantly alter the site planning of the lot.
- The front additions maintain the prevailing street front setback pattern of the immediate neighborhood. The 233 square-foot additions at the front yard of the property will be set back 26 feet, 2 inches from the street front property line along Oak Circle Drive.
- The proposed additions will maintain the existing relationship with adjacent buildings. The 116 square-foot additions at the rear yard will not extend the building foot print closer to the adjacent neighbor to the east, and will be set back approximately 21-feet from eastern interior property line.

The project will not affect the existing oak tree located at the rear of the property. The proposed additions are approximately 30 feet away from the tree's trunk and separated by the intervening detached garage.

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

- The overall massing of the project will be compatible with the adjacent dwellings in terms of mass and scale. The maximum height of the one-story single-family dwelling will be 14-feet, 10-inches and will maintain a low profile viewed from the street.
- The hipped roof forms will be consistent with the overall building design and relate well with the building concept.

Building Design and Detailing – The proposed design and detailing are appropriate, as modified by any conditions, to the site and its surroundings for the following reasons:

- The proposal will improve on the existing design by eliminating the awkwardly-designed entry area and roof, and more appropriate windows.
- The project retains the existing architectural style and incorporates design details such as horizontal siding, stucco and asphalt shingles.
- The new block frame, hung and fixed windows are provided at the additions and existing dwelling to complement the style. The material of the windows will be fiberglass and they will be treated with simple wood trim surrounds.

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, Dennis Joe, at 818-937-8157 or via email at djoe@glendaleca.gov.

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 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 May 23, 2017 at the Permit Services Center (PSC), 633 East Broadway, Room 101, Monday thru Friday 7:00 am to 12:00 pm, or at the Community Development Department (CDD), 633 East Broadway, Room 103, Monday thru Friday 12:00 pm to 5 pm.

RESPONSES TO COMMUNITY INPUT RECEIVED DURING COMMENT PERIOD

Staff received a comment letter from the Montrose/Verdugo City/ Sparr Heights Neighborhood Association in support of the project stating the design is an improvement to the neighborhood.

APPEAL FORMS available on-line: www.glendaleca.gov/appeals

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. Visit us.

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, **Dennis Joe**, 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, Dennis Joe, for stamp and signature prior to submitting for Building plan check. Please contact Dennis Joe directly at 818-937-8157 or via email at djoe@glendaleca.gov.

Sincerely,

PHILIP LANZAFAME
Director of Community Development



Urban Design Studio Staff
EK:DJ