

June 25, 2018

Ani Mnatsakanian  
102 E. Prospect Avenue  
Burbank, CA 91502

**RE: ADMINISTRATIVE DESIGN REVIEW CASE NO. PDR 1722027  
1919 VERDUGO LOMA Drive**

Dear Ms. Mnatsakanian,

On June 25, 2018, 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 458 square-foot ground-level addition, a 133 square-foot second story addition, and a 433 square-foot balcony to an existing two-story, 2,841 square-foot single-family residence with a 762 square-foot three-car garage (developed in 1958) on a 12,320 square-foot lot, zoned R1R Floor Area District II, located at **1919 Verdugo Loma Drive**.

**CONDITION(S) OF APPROVAL:**

1. The applicant shall obtain an indigenous tree permit to perform work near the identified protected tree(s) and adhere to the list of tree protection measures described within the Urban Forester's comments

**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 additions and balcony will be located behind the existing three-car garage and maintain the existing street front setback pattern from the street.
- The project will maintain the 6-foot interior setback from its closest adjacent neighbor.

**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 form of the addition relates well with the overall building concept and surrounding context of the neighborhood.
- The proposed addition is in keeping with the existing two-story, single-family residence and is compatible in terms of mass and scale with adjacent structures and the additions will not be visible from the street.
- The roof pitch and gable roof design for the addition will match the existing house.

**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 project incorporates design details and materials that are complementary to the existing style of the single-family dwelling, such as stucco, wood fascia and asphalt composition shingles.

- The neighborhood is comprised of a variety of building styles. The proposed first and second level additions are well designed and relate to the context of the surrounding neighborhood.
- The windows and doors will be constructed of vinyl and installed with a flush placement (new construction) with a mix of horizontal sliding and fixed windows.
- The rear deck will be at an elevation higher than the adjoining property to the west and views will be directed over its roof and away from adjacent windows or yards.

**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](mailto:djoe@glendaleca.gov).**

#### **APPEAL PERIOD (effective date), TIME LIMIT, LAPSE OF PRIVILEGES, TIME EXTENSION**

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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 July 10, 2018 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.

**APPEAL FORMS available on-line: [www.glendaleca.gov/appeals](http://www.glendaleca.gov/appeals)**

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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**

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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

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**

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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](mailto:djoe@glendaleca.gov).

Sincerely,

PHILIP LANZAFAME  
Director of Community Development

  
Urban Design Studio Staff

EK:DJ