



April 23, 2019

Anet Minassian
2255 Honolulu Avenue, #1A
Montrose, CA 91020

**RE: 2950 Oak Glen Road
Design Review PDR1826000**

Dear Ms. Minassian:

On April 22, 2019, 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 proposing to construct additions and change the architectural style of the existing 1,516 SF, 2-story house built in 1947 at 2950 Oak Glen Road. The house is located on a 269,202 SF lot, zoned R1R-II, with an average slope of 43 percent.

CONDITIONS OF APPROVAL

1. Provide decorative paving material and documentation on plans for staff's review and approval.
2. Provide the locations of the air conditioning unit and trash storage on the drawings for staff's review and approval.

SUMMARY OF THE DIRECTOR OF COMMUNITY DEVELOPMENT'S DECISION

Site Planning

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

- The building footprint will remain in the same location with only a small addition to the front for the new garage, front porch and foyer.
- The driveway and garage will be generally in the same location with access from Oak Glen and the existing secondary driveway will be removed and landscaped in accordance with Forestry's conditions of approval, thereby protecting the oak trees.
- The existing rear retaining walls will remain with a 1 to 3 feet high retaining wall being added adjacent to the driveway.

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 addition is appropriately proportioned and fits in with the new architectural style, with the majority of additional living space being added in the existing underfloor area.

- The addition is located on an existing flat portion of the lot at the front of the house and does not alter the land form.
- The site topography, large lot size, and location of the addition on the north side of the house help avoid any negative impact on adjacent properties.
- The new roof forms and modest new entry at the ground level reinforce the farm house design.

Building Design and Detailing

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

- The new fiberglass windows with black frames, slate grey seam metal roof with a higher pitch, grey Hardie panel vertical siding with battens, faded grey smooth plaster finish, and black railing will provide a consistent farmhouse style update for the existing residence and is in keeping with the neighborhood character.
- The new entry at the ground level ties the roof edge together and provides a focal point for the front entry.

RESPONSES TO COMMUNITY INPUT RECEIVED DURING COMMENT PERIOD

1. No responses received.

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, Kathy Duarte, at 818-937-8163 or via email at KDuarte@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 Planning Commission 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 8, 2019** 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

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, Kathy Duarte, 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, Kathy Duarte, for stamp and signature prior to submitting for Building plan check. Please contact Kathy Duarte directly at 818-937-8163 or via email at KDuarte@glendaleca.gov.

Sincerely,

PHILIP LANZAFAME
Director of Community Development


Urban Design Studio Staff

JP:KWD

CC: Property Owners, Bela Alaverdian and Armen Arutyunyan