



June 14, 2021

Alen Malekian  
2255 Honolulu Avenue #1A  
Montrose, CA 91020

**RE: ADMINISTRATIVE DESIGN REVIEW CASE NO. PDR 2100131  
900 WEST GLENOAKS BOULEVARD**

Dear Mr. Malekian:

On June 14, 2021, 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 495 square-foot addition at the first level (infill of existing breezeway) and a 1,517 square-foot mezzanine addition (within the existing building envelope) to an existing 9,566 square-foot multi-tenant commercial building (originally constructed in 2014), located on a 15,569 square-foot corner lot located at **900 West Glenoaks Boulevard** in the C2 (Height District I) Zone. The existing 37-space parking lot satisfies the parking requirement for the existing and proposed building areas.

**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 and building footprint remains relatively unchanged. The scope of work includes additional floor area by infilling an existing breezeway from Glenoaks Boulevard to the rear parking lot between existing units.
- In order to comply with Building and Safety requirements for site accessibility, 240 square-feet of an existing landscaped planter area along the Highland Avenue elevation will be removed for a required walkway. No other changes to the existing landscaping are proposed.

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

- The project does not impact the existing overall height, mass, or scale of the one-story, commercial building in relation to the surrounding neighborhood context. The infill of the interior breezeway, as well as the interior mezzanine addition, occur within the existing building envelope, so the massing and height will remain the same.

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

- The new breezeway enclosure (building addition) will match the existing finish materials and colors of the contemporary building.
- The entryway to the tenant space (Unit A) is currently located at the building corner at Highland Avenue and West Glenoaks Boulevard and will be used for the newly expanded unit (combined Units A and B, with breezeway enclosure). This entryway is appropriately sited and integrated into the building design.
- Along Glenoaks Boulevard, the design of the addition features aluminum storefront windows that are 21'-0" tall, consistent with the existing storefronts along this frontage. The design also features plaster walls to match the existing building at the area of the breezeway to be infilled.
- A new walkway is proposed along the Highland Avenue frontage to comply with Building and Safety requirements for site accessibility. The paving material is concrete to match the existing walkways on the property.

**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, Vista Ezzati, at 818-937-8180 or via email at [VEzzati@glendaleca.gov](mailto:VEzzati@glendaleca.gov).**

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

Staff did not receive any community input during the comment period regarding this application.

#### **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, appeal forms and fees will be provided by the Community Development Department (CDD) staff upon request by calling 818-548-2140.

The completed appeal form must be filed with the prescribed fee prior to expiration of the 15-day period, on or before **June 29, 2021**

Due to the current COVID-19 social distancing and work from home orders issued by federal, state and local governmental agencies, in order for any appeal to be considered timely, **the appeal must be postmarked by the June 29, 2021 deadline (mailed to Community Development Department – Planning Division, Attention Vista Ezzati, 633 East Broadway, Room 103, Glendale, CA 91206) OR emailed to the case planner Vista Ezzati at [VEzzati@glendaleca.gov](mailto:VEzzati@glendaleca.gov) prior to the close of said business day.** The prescribed fee must be included along with the appeal application and may be submitted either in the form of a check or credit card payment. For credit card payment, please contact the case planner to make arrangements with the cashier. Note: The standard 2.5% fee for credit card payment applies.

**APPEAL FORMS available on-line:** [www.glendaleca.gov/appeals](http://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, **Vista Ezzati**, 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, Vista Ezzati, for stamp and signature prior to submitting for Building plan check. Please contact Vista Ezzati directly at 818-937-8180 or via email at [VEzzati@glendaleca.gov](mailto:VEzzati@glendaleca.gov).

Sincerely,

PHILIP LANZAFAME  
Director of Community Development



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Urban Design Studio Staff

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