



**CITY OF GLENDALE, CALIFORNIA**

Community Development  
Planning

633 E. Broadway, Suite 103  
Glendale, CA 91206-4311  
Tel. (818) 548-2140 Fax (818) 240-0392  
glendaleca.gov

October 29, 2021

Nareg Khodadadi  
213 North Orange Street, Suite E  
Glendale, CA 91203

**RE: ADMINISTRATIVE DESIGN REVIEW CASE NO. PDR 2111853  
1271 OAK CIRCLE DRIVE**

Dear Mr. Khodadadi:

On October 29, 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 for a 630 square-foot addition to the first floor and the conversion of existing attic space into a 650 square-foot second-floor addition to an existing one-story, 1,513 square-foot single-family residence (originally constructed in 1948) on a 7,578 square-foot interior lot located at **1271 Oak Circle Drive** in the R1 (FAR District II) Zone. The overall height and roofline of the house will remain unchanged.

**CONDITIONS OF APPROVAL:**

1. The applicant shall comply with all of the recommendations identified in the Urban Forestry Department Comments dated August 2, 2021.
2. The drawings shall be revised to include details of the gate design.
3. The drawings shall be revised to identify exterior light fixtures.

**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:

- At the 1st floor, the 377 square-foot addition on the east side of the house, and the 253 square-foot addition to the west side of the house will essentially be widening the house across the lot. The proposed additions modify the original building footprint in an appropriate manner with the house centrally sited on the lot. Although a portion of the new 1<sup>st</sup> floor addition will be bringing the house closer to the street, the existing street front setback of 25'-0" at the garage will remain unchanged and is consistent with the predominant neighborhood pattern.

- The existing landscape is to be maintained. There is one oak tree located on-site and one oak tree located in the parkway. The on-site tree is proposed for removal. The applicant has submitted an Indigenous Tree Report (Attachment 6), and the City's Urban Forestry Department has reviewed the application and did not cite any major concerns with the proposal. A condition of approval requires the applicant to comply with the Urban Forestry Department Comments, dated August 2, 2021, which will require the applicant to obtain an Indigenous Tree Permit prior to construction, and plant two new oak trees on-site.
- The drawings identify a new gate along the easterly property line, and is appropriately located. No other information is provided regarding the height or the design and a condition of approval requires that the applicant submit a detail of the gate design for staff review and approval.

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

- Overall, the mass, height, proportions and architectural concept of the proposal are consistent with the existing residence.
- The surrounding neighborhood features primarily one-story houses, with some two-story residences in the immediate area. While the scope of work technically involves an increase in the number of stories, the project will convert existing attic space within the building envelope without increasing the existing height.
- The massing of the additions at the first floor is broken up by changes in façade planes, and varying roof heights.
- The proposed roof forms are compatible with the style of development with the existing 8:12 roof pitch being continued throughout the addition, with the exception of the dormers and entry porch roof which will be 3:12.

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

- The new design will enhance the appearance of the house and its design and detailing are appropriate and consistent with the style of the residence through the use of the same materials, windows, and colors.
- The new, relocated entryway is well integrated into the design, and will directly face the street and provide a new covered porch entry that is compatible with the residence. The design of the entry door is compatible with the traditional style of the residence.
- The new windows are fiberglass, block frame, and an appropriate combination of casement and fixed windows. The windows will be recessed in the opening with a wood frame and sill to match the traditional style of the residence.
- The proposed materials include a brick veneer wainscoting, Hardie plank mitered siding and a composition shingle roof that are compatible with the style of the residence.
- No information is provided on the drawings related to exterior lighting on the site or the building façade. A condition of approval requires that the drawings be revised to identify exterior lighting for review and approval.

**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 **November 15, 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 November 15, 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)**

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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 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, **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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