

January 25, 2022

Mike Geragos  
2155 Verdugo Blvd, #614  
Montrose, CA 91020

**RE: ADMINISTRATIVE DESIGN REVIEW CASE NO. PDR 2101059  
2931 OAKENDALE PLACE**

Dear Mr. Geragos,

On January 25, 2022, 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 new 425 square-foot, attached garage at the front and legalize a 373 square-foot addition at the rear of the existing 1,652 square-foot, one-story, single-family residence (built in 1946) on a 8,650 lot, located in the R1 II (Low Density Residential Zone), Floor Area District II), located at **2931 Oakendale Place**.

**CONDITION:**

1. In lieu of the Hardie trim proposed at the base of the new windows (faux sills), wooden sloped sills are to be incorporated to match the appearance of the existing windows.
2. Prior to submittal to Building & Safety plan check submittal, the applicant is to specify locations for the downspouts, and design of the wall lighting (if any).
3. Prior to submittal to Building & Safety plan check submittal, approval of an Indigenous Tree Ordinance (ITO) permit by the City's Urban Forester is required prior to construction.

**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 site planning of the project will generally follow the shape of the lot and does not significantly alter the site planning of the lot.
- The proposed additions will have code compliant setbacks and are in keeping with the setbacks of adjoining and nearby properties.
- The additions will not change the street front setback pattern of the neighborhood. The surrounding neighborhood features a combination of attached and detached garages. The new two-car garage will be constructed at the front of the existing dwelling and oriented towards Oakendale Place.
- The new garage will be in close proximity to the oak tree located on the property, but appropriate protection measures have been conditioned by the Urban Forester to be taken during construction to minimize any detrimental effects.

**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 nearby dwellings in terms of mass and scale. The one-story additions will not project above the existing height of the building (approximately 16 feet) and will not alter the massing of the house viewed from Oakendale Place. The height for the proposed attached two-car garage and rear addition will be approximately 14 feet and 10 feet, respectively.
- The house relates well to the context of the neighborhood, where the majority of the homes are single story. The proposed garage creates additional modulations to the east and west elevations, and is consistent with the overall character of the house.
- The garage is configured with a gable roof and the rear addition requested to be legalized is designed with a shed roof. The roof designs are appropriate to the style of the building.

**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 new windows at the new garage and rear addition will be configured with a mix of casement and fixed hung operations, external grids and constructed with a recessed (block frame) placement into the walls. The new windows will be constructed of fiberglass and will include two-over-four exterior grid pattern to match the existing windows and the aesthetic of the existing dwelling. In lieu of the Hardie trim faux sills, identified on detail 2 of Sheet A-2, a condition is provided to have wood sloped sills at the new windows to match the existing windows on the building
- The drawings do not demonstrate locations for exterior wall lighting and gutters/downspouts. However, staff recommends a condition of approval requiring that prior to submittal to Building & Safety plan check submittal, the applicant is to specify locations for the downspouts, and design of the wall lighting (if any).
- The project incorporates design details that are complementary to the existing style of the single-family dwelling, such as a cedar shingle siding, composition asphalt roof shingles, and wooden fascia.

**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 **February 10, 2022** 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 did not receive any community input during the comment period regarding this application.

### **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, **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



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Urban Design Studio Staff  
EK:DJ