



**CITY OF GLENDALE, CALIFORNIA**  
Community Development

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

April 27, 2023

Nareg Khodadadi  
213 N. Orange Street, Unit E  
Glendale, CA 91203

**RE: 1055 SHERLOCK DRIVE  
ADMINISTRATIVE DESIGN REVIEW CASE NO. PADR-000694-2022**

Dear Mr. Khodadadi:

On **April 27, 2023**, 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 to add a total of 790 square feet at the front of the existing 1,840 square-foot one-story, single-family residence (built in 1946) and build a new 500 square-foot attached, two-car garage on a 9,261 square-foot lot, located in the R1R - I zone (Restricted Residential - Floor Area Ratio I).

**CONDITIONS OF APPROVAL:**

1. Provide a cutsheet for the new decorative walkway and driveway finish to be architecturally consistent with the proposed style of the house.
2. Obtain required permits from Urban Forestry for the removal of the existing street tree and installation of two new street trees.
3. Provide landscape design and specify the plant species and ground cover for the new landscaped area to be complementary to building design, compliance with the MWEL0 and GMC 30.31.010, and meet the Urban Forestry requirements for the landscaping near the new street trees.
4. Provide details and design of the new steel side gates, consistent with the overall design concept.

**SUMMARY OF THE DIRECTOR OF COMMUNITY DEVELOPMENT'S DECISION**

**Site Planning** – The project's site planning is appropriate, as modified by any conditions, to the site and its surroundings for the following reasons:

- The proposed addition will extend the existing building footprint toward the street and is appropriate to the existing site and the surrounding neighboring properties, because it follows the predominant pattern in the neighborhood and will not alter the existing site planning significantly.
- The location of the new garage and driveway are consistent with predominant pattern on street and are compatible with primary structure.
- There are no indigenous protected trees on the site or within 20 feet of the site; and the majority of the existing landscaping and existing pool at the rear will remain unchanged. The existing mature street tree (deodar cedar tree) will be removed due to the construction of the new driveway. A condition of approval is added for the project to meet the Urban Forestry requirements for the removal of the existing street tree and replacement with two new street trees. A condition of approval is also added to provide landscape design to specify the plant species and ground cover for the new landscaped area to be complementary to building design, compliance with the MWEL0 and GMC 30.31.010, and meet the Urban Forestry requirements for the landscaping near the new street trees.
- A part of the existing boundary wall (plastered CMU wall) will be removed from the street front setback to comply with the street front setback regulations. The project does not propose any new boundary wall at this area and the remaining part of the existing boundary wall is appropriate to the style/color/material of the overall design concept.

**Mass and Scale** – The project’s 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 one-story addition are consistent with the existing house and surrounding neighborhood, which consists of one and two-story houses.
- The proposed addition and exterior remodel are consistent with the existing contemporary architectural concept.
- The addition will increase the height by 2-feet and the new height will be consistent with other houses in the area and will not create any overbearing mass that could impact neighboring properties.
- The proposed hipped roof of the addition reinforces the design concept, matches the existing pitch, and is appropriate to the context. The flat roof area and framing elements at the entry provide a more contemporary appearance without overwhelming the more traditional forms of the existing house.

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

- Overall, the addition’s design, detailing, finish materials, and colors including wall stone veneer (Ivory color), stucco finish, and windows are consistent with the architectural concept and are appropriate to the surrounding neighborhood. The design of the new entry door and garage door are consistent with the design concept. A condition of approval is added to provide a cutsheet for the new decorative walkway and driveway finish to be architecturally consistent with the proposed design and style.
- The project’s new entryway creates an appropriate focal point by using a flat roof design with a horizontal stucco framing element. The entryway is well integrated and avoids a sense of monumentality.

- The new windows will be fiberglass (black color) with an appropriate combination of fixed and horizontal sliding windows. According to the provided Window Detail No. 2 on sheet A4.1, the windows will be recessed in the exterior walls without exterior trim.
- The location and design of the proposed light fixtures are appropriate to the design. The project drawings also include the appropriate location of the downspouts and gutters.
- The project drawings indicate new steel side gate at the sides of the house, facing the street. However, no drawing is provided to show the detail and design of the gates. A condition of approval is added to provide details and design of the side gates, consistent with the overall design concept.
- The HVAC equipment and trash storage are well located and are out of public view.

**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, Aileen Babakhani, at 818-937-8331 or via email at [ababakhani@glendaleca.gov](mailto:ababakhani@glendaleca.gov).**

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

No public comments were received.

**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 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 line (<https://glendaleca-energogweb.tylerhost.net/apps/SelfService#/home>) 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 **May 12, 2023** online <https://glendaleca-energogweb.tylerhost.net/apps/SelfService#/home> or 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 5:00 pm. 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 online and may be downloaded. AGENDAS and other NOTICES are also posted on our website.

## 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, **Aileen Babakhani**, 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, Aileen Babakhani, for stamp and signature prior to submitting for Building plan check. Please contact Aileen Babakhani directly at 818-937-8331 or via email at [ababakhani@glendaleca.gov](mailto:ababakhani@glendaleca.gov).

Sincerely,

Bradley Calvert  
Director of Community Development



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Urban Design Studio Staff

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