



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 5, 2023

Davit Mkrtchyan
9410 Topanga Canyon Boulevard Unit 104
Chatsworth, CA 91311

**RE: ADMINISTRATIVE DESIGN REVIEW APPLICATION NO. PADR-000937-2023
1621 Cleveland Road**

Dear Davit Mkrtchyan,

On October 5, 2023, 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 184-square-foot second-story addition on the east side of the existing 2,266-square-foot, two-story, single-family residence

CONDITION: None

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 addition is appropriately stepped in from the existing corners to create a differential between the existing and new.
- The addition is located on top of an existing one-story portion of the building with no changes to the existing footprint or site relationship.
- The street front setback along Cleveland Road will not be altered.
- Landscaping and trees along the front façade will be retained and the site will exceed the required minimum 40% open space requirement.

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 addition is minimal in size and stepped back from the existing primary façade to minimize its impact and be respectful of the original building.
- The new roof is simple in design, slightly lower than the main existing roof form, and matches the existing pitch and hipped form.
- The proposed project relates to its surrounding context by remaining a two-story single-family residence with articulation appropriate to the style of the house.

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 overall design and architectural concept of the addition will be consistent with the character of the existing residence.
- The finish materials are appropriate to the Spanish Colonial Revival style and mirror features found on the existing house including smooth stucco finish and one-piece red clay tiles.
- The new windows proposed as part of the project are consistent with the style and period of the house and mirror the existing windows.

RESPONSES TO COMMUNITY INPUT RECEIVED DURING COMMENT PERIOD

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

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, Jay Platt, at (818) 937-8155 or via email at jplatt@glendaleca.gov.

APPEAL PERIOD, TIME LIMIT, LAPSE OF PRIVILEGES, TIME EXTENSION

The applicant's attention is called to the fact that this grant is not a permit and that any permits 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 application within fifteen (15) days following the actual date of the decision. Information regarding appeals will be provided by the Community Development Department (CDD) staff upon request by calling 818-548-2140. Any appeal must be filed online with the prescribed fee prior to expiration of the 15-day appeal period, on or before **October 16, 2023, at 5:00 p.m.** All appeals must be filed using the City's online permitting and licensing portal, please visit www.GlendalePermits.org to submit the application.

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.

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 **Jay Platt**. This would include clarification and verification of condition compliance and plans or building permit applications, etc., and shall be accomplished **by appointment only**, 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 Jay Platt for stamp and signature prior to submitting for Building plan check. Please contact Jay Platt directly at 818-937-8155 or via email at jplatt@glendaleca.gov.

Sincerely,

Bradley Calvert
Director of Community Development



Erik Krause
Deputy Director of Planning

KC:ss