



**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

**March 8, 2024**

Harut Sumbatyan  
16853 Hiawatha St  
Granada Hills, CA 91344

**RE: Administrative Design Review Case No. PADR-002032-2023  
1914 Vassar Street**

Dear Applicant:

On March 8, 2024 the Director of Community Development, pursuant to the provisions of the Glendale Municipal Code, Title 30, Chapter 30.47, **APPROVED** your design review application proposing to demolish the existing one-story, 636 square-foot (SF) single-family dwelling (originally built circa 1922), and to construct a new two-story, 2,593 SF two-unit multi-family residential building with two attached garages on an 8,000 SF lot, located in the R-3050 (Moderate Density Residential) zone.

**CONDITIONS OF APPROVAL**

After a review of the plans, exhibits and consideration of community input, the Director of Community Development has placed the following condition of approval on this project:

**Conditions:**

1. That specifications (cut sheets) for site light and the exterior light fixtures on the new building and locations shall be submitted to staff for review and approval prior to plan check submittal. The exterior lighting should be appropriate to and consistent with the style of the new building; limit their location to the main entry and patio doors.
2. Label gutters and downspouts on the elevations and paint gutters to match the adjacent wall color.

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

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

- The location of the new two-story residential building and attached garages are appropriately located on the site. Both units will face and are oriented towards Vassar Street with separate entries for each unit, appropriately setback 25 feet from the street front property line. The new units will be integrated with the existing site, complementing the site and the neighborhood.

- The design of the new attached garages is fully integrated into the overall structure. The existing driveway will be maintained along the west side of the property, providing access to the new garages attached to the rear of the new building.
- The site provides the required landscaping and incorporates permeable pavers in the driveway and common areas.
- The project provides the required, functional common and private outdoor spaces: each unit has balcony space on the second floor, oriented towards the street and there is a required designated common open space at the rear. In addition to the common open space area, a 3,478 square-foot, functional landscaped yard is featured at the rear of the property.
- The proposed landscaping plan is complementary to the development of the site, with new drought tolerant landscaping used to create functional and a usable common open space area. Currently, there are no oak trees on or within 20 feet of the subject site. However, as part of the new landscape design, new oak trees are proposed to be planted at the front and rear yard, complementing the site and the neighborhood.
- The existing perimeter fences are proposed to remain in their current form and new side entry gate is proposed, complementing the building and the site.

**Mass and Scale** – The proposed massing and scale are appropriate, as modified by any proposed conditions, to the site and its surroundings for the following reasons:

- The property is located in a moderate density residential zone with the surrounding neighborhood featuring a mix of multi-family development, ranging in height from one to three stories. As such, the proposal to build a new two-story, multi-family development is appropriate.
- The project's massing is broken up using a number of architectural devices, including recessed building forms, changes in façade planes, balconies, appropriately stepping the second floor back from the first, and a combination of cladding materials. Overall, the proposed building's mass and scale, its overall height of 23 feet, 9-inches, where the maximum permitted is 31 feet for a development with a pitched roof, proportions, and architectural concept of the project are appropriate to the site and the neighborhood context.
- The facades of the new units minimize a boxy profile through the use of varying forms, offsets and recesses. A mix of materials, including stucco and siding, especially at the front façade and wrapping on its sides, appropriately articulates the facades of the building.
- The proposed gabled roof forms are compatible with the style of development and help minimize the massing of the new building. Additionally, the use of a 4:12 roof pitch is consistent throughout the design of the new development and appropriate to the site and the neighborhood.

**Building Design and Detailing** – The proposed design and detailing are appropriate, as modified by any proposed conditions, to the site and its surroundings for the following reasons:

- The surrounding neighborhood features a mix of architectural styles, and as such, the proposed design of the new development is appropriate.

- Overall, the building's design and detailing are compatible with and reinforces the contemporary style of the new building. This is accomplished through the use of architectural treatments, materials, windows, and colors.
- The building features an asphalt shingle roof material, and the exterior walls will be clad with a combination of stucco and wood siding, wrapping on the sides of the building. Overall, the proposed white color and material palette integrates well with other buildings in the neighborhood, which are painted with neutral colors. The entryways for each unit are well integrated into the design and avoid a sense of monumentality. Both unit entries are well defined, facing the street.
- The new windows will be block frame, wood finish, casement operation, clear glass, and recessed in the openings with wood sills and frames. Overall, the proposed windows are appropriate to the buildings in terms of its style, material, operation and installation.

**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, Milca Toledo, at 818-937-8181 or via email at [Mitoledo@glendaleca.gov](mailto:Mitoledo@glendaleca.gov).**

#### **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 to the City Council 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 plans 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 Building and Safety Division upon request and must be filed with the prescribed fee prior to expiration of the 15-day period, on or before **March 25, 2024**, in the Building and Safety Division, 633 E. Broadway, Room 101.

#### **APPEAL FORMS available on-line:**

<http://www.ci.glendale.ca.us/planning/SubmittingAProject.asp>

#### **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, Milca Toledo, 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, Milca Toledo, for stamp and signature prior to submitting for Building plan check. Please contact Milca Toledo directly at 818-937-8181 or via email at [mitoledo@glendaleca.gov](mailto:mitoledo@glendaleca.gov).

Sincerely,

BRADLEY CALVERT  
Director of Community Development



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Milca Toledo, Senior Planner  
BC:MLT