

**CITY OF GLENDALE**  
**INTERDEPARTMENTAL COMMUNICATION**  
**Community Development Department**  
**Request for Comments Form (RFC)**

**DATE:** July 12, 2024

**DUE DATE:** July 29, 2024

**NOTE:** If project comments are not received by the due date, it will be assumed that your department has no comments.

**FROM:** Alan Lamberg, Planner

**Tel. #** 818-937-8158

**PROJECT ADDRESS:** 1317 Thompson Avenue, Glendale, 91201

Applicant: Izabela Boyajyan

Property Owner: Garnik Sargsyan & Marine Avdalyan

**PROJECT DESCRIPTION:** Demolition of the existing one-residential unit and detached garage and grading the lot for new construction of two-story one-residential unit and detached accessory garage in the Glendale neighborhood of El Miradero.

**PLEASE CHECK:**

<p><input type="checkbox"/> <b>A. CITY ATTORNEY</b></p> <p><input type="checkbox"/> <b>B. COMMUNITY DEVELOPMENT:</b></p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> (1) Building &amp; Safety</li><li><input checked="" type="checkbox"/> (2) Neighborhood Services</li><li><input checked="" type="checkbox"/> (3) Design Review &amp; Historic</li><li><input type="checkbox"/> (4) Economic Development</li><li><input type="checkbox"/> (5) Housing</li><li><input type="checkbox"/> (6) Urban Design &amp; Mobility</li></ul> <p><input checked="" type="checkbox"/> <b>D. COMMUNITY SERVICES/PARKS:</b></p> <p><input checked="" type="checkbox"/> <b>E. FIRE ENGINEERING (PSC)</b></p> <p><input type="checkbox"/> <b>F. GLENDALE WATER &amp; POWER:</b></p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> (1) Water</li><li><input checked="" type="checkbox"/> (2) Electric</li></ul>	<p><input type="checkbox"/> <b>G. INFORMATION SERVICES</b> (Wireless Telecom)</p> <p><input type="checkbox"/> <b>H. PUBLIC WORKS (ADMINISTRATION):</b></p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> (1) Engineering &amp; Land Development</li><li><input type="checkbox"/> (2) Traffic</li><li><input type="checkbox"/> (3) Facilities (city projects only)</li><li><input type="checkbox"/> (4) Integrated Waste</li><li><input type="checkbox"/> (5) Maintenance Services/Urban Forester</li></ul> <p><input type="checkbox"/> <b>J. GLENDALE POLICE</b></p> <p><input type="checkbox"/> <b>K. OTHER:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> (1) STATE-Alcohol Beverage Control (ABC)</li><li><input type="checkbox"/> (2) Tribal Consultations (EIFs)</li><li><input type="checkbox"/> (3) City Clerk's Office</li></ul>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**ENTITLEMENT(S) REQUESTED**

Variance Case No.: \_\_\_\_\_

AUP/CUP Case No.: \_\_\_\_\_

ADR/DRB Case No.: PDR-003041-2024

Tentative Tract/Parcel Map No.: \_\_\_\_\_

Zone Change/GPA: \_\_\_\_\_

Other: \_\_\_\_\_

**INTER-DEPARTMENTAL COMMUNICATION  
PROJECT CONDITIONS AND COMMENTS**

**Project**  
**Address:** 1317 Thompson Ave

**Project**  
**Case No.:** PDR-003041-2024

***If project comments are not received by the due date, it will be assumed that your department has no comments.***

***NOTE:*** Your comments should address, within your area of authority, concerns and potentially significant adverse physical changes to the environment regarding the project. You may also identify code requirements specific to the project, above and beyond your normal requirements. Applicant will be informed early in the development process. You may review complete plans, maps and exhibits in our office, MSB Room 103. We appreciate your consideration and look forward to your timely comments. Please do not recommend APPROVAL or DENIAL. For any questions, please contact the Case Planner ASAP, so as not to delay the case processing.

**COMMENTS:**

☐ This office **DOES NOT** have any comment.

☒ This office **HAS** the following comments/conditions. ☐ (See attached Dept. Master List)

**Date:** 7/23/2024

**Print Name:** Jose A. Munoz

**Title:** Arborist Technician **Dept.** PW Forestry **Tel.:** x.3402

**a. ADDITIONAL COMMENTS:**

☐ **1. SUMMARY**

The subject property is a Single-family residence, southwest of the El Miradero neighborhood in Glendale. Provided plans propose to demolish existing house and detached two car garage and construct a new two car garage. Project as proposed is supportable by Forestry given requirements below are adhered to.

**INDIGENOUS TREE ORDINANCE**

Provided plans note include a note that there are no Oak, bay, or Sycamore on site or within 20 feet of property. Note will need to be removed, as there is one (1) Coast live oak in parkway. Subject note shall be removed, as it is inaccurate.

**CITY STREET TREES**

There is currently one (1) City Street tree located on parkway adjacent to subject property. City Street tree is one (1) Coast live oak. Forestry will require the protection/preservation of tree in parkway as a condition of this permit. A Street Tree Permit along with Tree Protection Plan will be required to perform the work. See "Recommendations" below.

**RECCOMENDATIONS**

1. Remove current Forestry note as mentioned above.
2. Accurately represent existing City Street Tree on plans. Include name, dimension, and approximate canopy shape to scale. For more information, please visit [www.glendaletrees.org](http://www.glendaletrees.org). Depict proposed location for new City Street Tree on plans.
3. Draft Tree Protection Plan for the conservation of (1) City Street Tree

4. Apply for and obtain a Street Tree Permit prior to commencing the work.
5. Plant a total of 1 new City Street Tree adjacent to subject property in new tree well provided by developer. New tree must be 24" minimum root ball diameter at time of install. New tree species may be Coast live oak (*Quercus agrifolia*).
6. Contact Forestry 48 hours prior to planting replacement City Street tree, to accept quality of nursery stock.
7. Planting must be executed to City Standards (See attachment for planting diagram)
8. Contact Forestry post planting to finalize permit.

I can be contacted at x. 3402 or [JoseMunoz@GlendaleCa.Gov](mailto:JoseMunoz@GlendaleCa.Gov)

**b. CASE SPECIFIC CODE REQUIREMENTS:** (these are not standard code requirements)

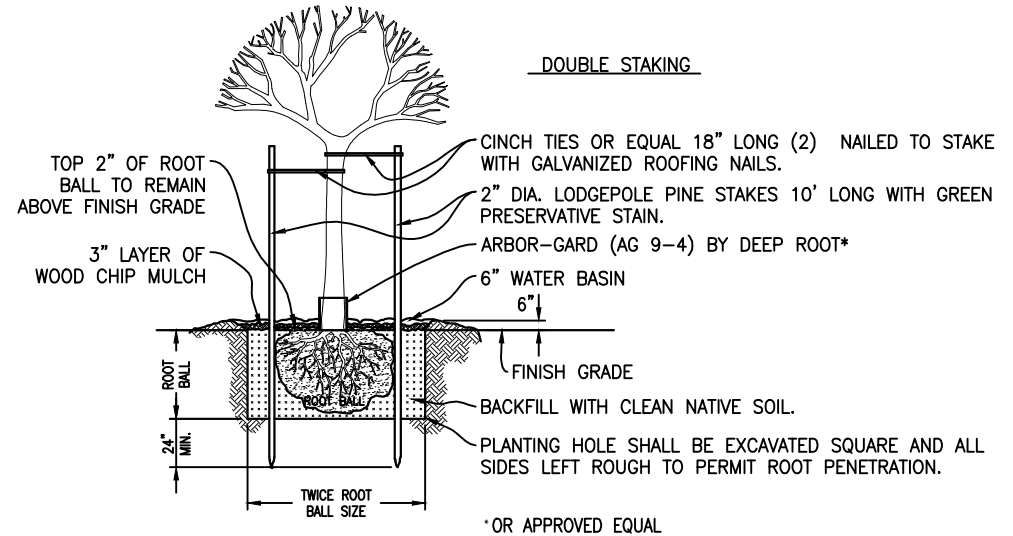
- 1.

**c. SUGGESTED CONDITIONS:** (may or may not be adopted by the Hearing Officer)

- 1.

### TREE PLANTING NOTES:

1. DIG THE DIAMETER OF THE PLANTING HOLE AT LEAST TWO (2) TIMES WIDER THAN THAT OF THE ROOT BALL.
2. DIG THE DEPTH OF THE PLANTING HOLE SHALLOW ENOUGH TO ALLOW FOR THE TOP TWO (2") INCHES OF THE ROOT CROWN TO REMAIN ABOVE THE FINISH GRADE.
3. TAMP DOWN THE BASE OF THE HOLE TO ALLOW THE TREE TO STAND STRAIGHT AND TO AVOID THE POTENTIAL OF THE TREE SETTLING BELOW THE FINISH GRADE.
4. POUND TWO (2) LODGEPOLE PINE TEN (10') FOOT LONG STAKES TO A DEPTH OF TWENTY-FOUR (24") INCHES BELOW BOTTOM OF PLANTING HOLE. ENSURING THAT THE TOP OF THE STAKE IS SLIGHTLY BELOW THE LOWEST LATERAL LIMBS OF THE CANOPY.
5. ATTACH A MINIMUM OF TWO (2) INCH TIES TO TIE THE TREE TO THE STAKES, LEAVING THE TIES LOOSE ENOUGH AROUND THE TRUNK TO ALLOW THE TREES TO SWAY SLIGHTLY.
6. SCARIFY OR SCRAPE THE SIDES OF THE PLANTING HOLE.
7. BACKFILL THE PLANTING HOLE WITH CLEAN, NATIVE SOIL NO HIGHER THAN HALFWAY UP THE ROOTBALL. SLIGHTLY TAMP THE SOIL TO REMOVE AIR POCKETS, BUT BE SURE NOT TO COMPACT THE SOIL TOO MUCH.
8. COMPLETE THE BACKFILLING TO THE FINISH GRADE. ONCE AGAIN, TAMP THE SOIL SLIGHTLY TO REMOVE AIR POCKETS.
9. FORM A WATERING BASIN OUT OF BACKFILL MATERIAL, APPROXIMATELY SIX (6) INCHES HIGH. THE BASIN SHALL BE INSTALLED FOUR (4") INCHES OUTSIDE OF AND AROUND THE EDGE OF THE PLANTING HOLE.
10. REMOVE ALL NURSERY STAKES, TIES AND RIBBONS FROM THE TREE.
11. INSTALL A THREE (3") TO FOUR (4") INCHES LAYER OF CITY APPROVED WOOD CHIP MULCH WITHIN THE PLANTING BASIN OF THE TREE. A SPACE OF THREE (3") INCHES SHALL BE LEFT BETWEEN THE TREE'S STEM AND THE MULCH LAYER TO ALLOW AIRFLOW AND TO RESTRICT MOISTURE FROM REMAINING STATIC AROUND THE BASE OF THE TRUNK.
12. GIVE THE NEW TREE AN INITIAL DEEP WATERING.
13. ALL SPECIMEN PLANT MATERIALS, SHRUBS AND LAWN SHALL BE APPROVED BY THE ENGINEER PRIOR TO THE INSTALLATION.
14. SPECIMEN TREES IN BOXES SHALL BE GUARANTEED FOR (2) YEAR. UPON COMPLETION OF WORK APPROVED BY THE CITY OF GLENDALE, THE CONTRACTOR SHALL PERFORM A TWO-YEAR (2) MAINTENANCE.
15. THE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING AND SKATING ALL SEWER, ELECTRICAL, WATER MAIN LINES, AND UTILITIES PRIOR TO PLANTING. THE CONTRACTOR SHALL ASSUME SOLE RESPONSIBILITY FOR ANY COSTS INCURRED DUE TO DAMAGE AND REPLACEMENT OF SAID UTILITIES.
16. THE CONTRACTOR SHALL EXERCISE CARE WHILE WORKMEN ARE DIGGING AROUND.



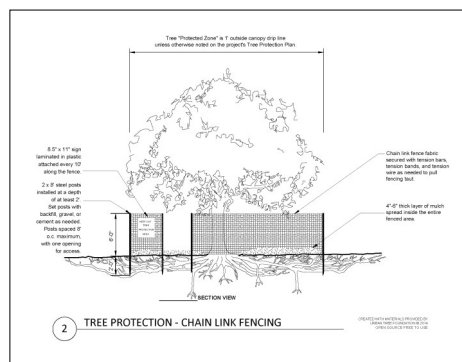
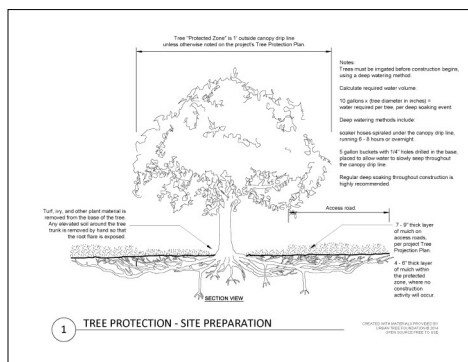
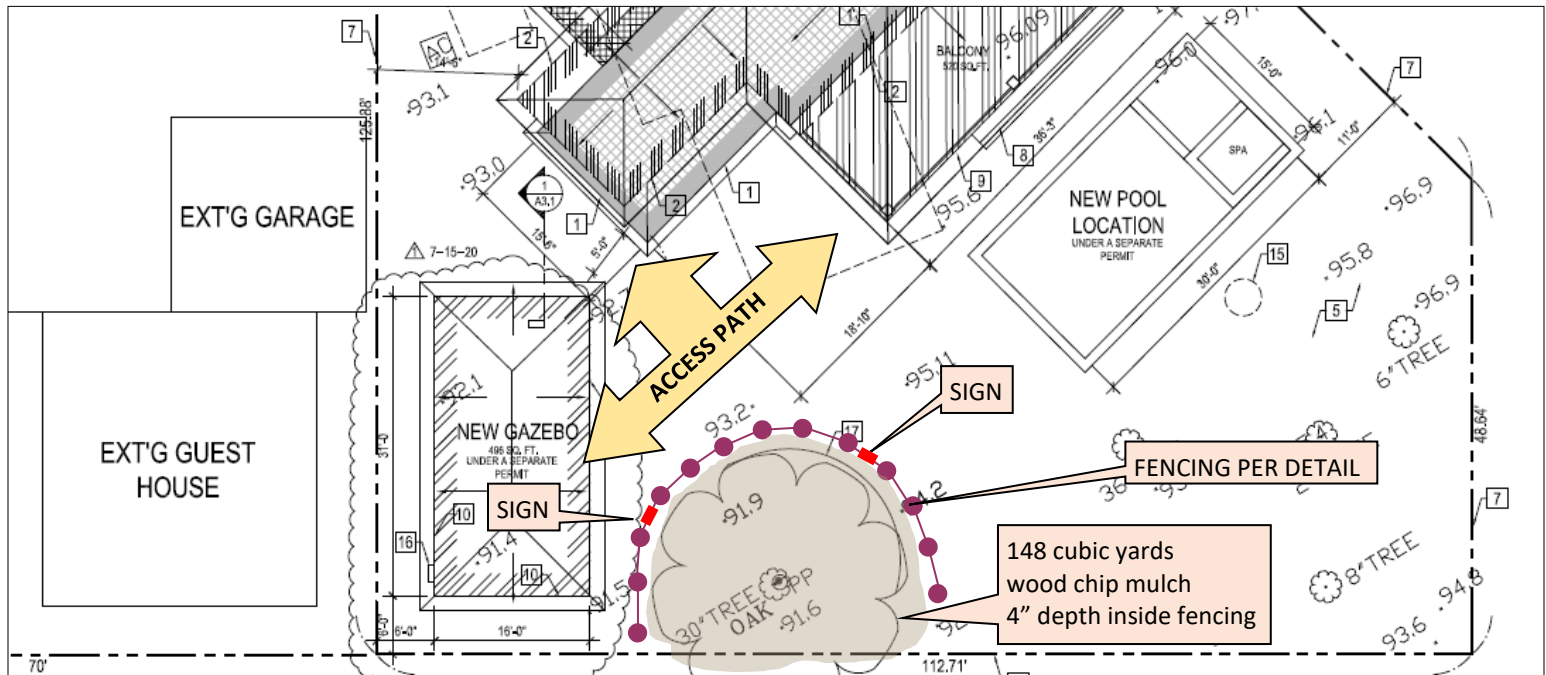
### PLANTING TREE IN PARKWAY

NOT TO SCALE

# How Do I Create a Tree Protection Plan?

- 1 Make sure your site plan shows the location of ALL construction activities planned — including grading, over-excavation, trenching, compaction, and the installation of underground utilities, as well as all protected trees on site and within 20' of the site.
- 2 DRAW THE CONSTRUCTION ACCESS PATH for foot traffic, heavy machinery, deliveries, and material storage.
- 3 DRAW the TREE PROTECTION FENCING around the protected trees on site. Show exactly where each fence POST will be installed in the ground and where each SIGN will be installed on the fencing, per the attached detail. The fencing should enclose as much of the Protected Zone (under the canopy, plus 1' outside) as possible.
- 4 NOTE where soil conditions must be improved per the attached detail, and include the volume of WOOD CHIP MULCH to be installed on site (cubic yards).

## EXAMPLE TREE PROTECTION PLAN



**WARNING**

**TREE PROTECTION ZONE**

KEEP OUT.

CALL 818-648-3950 TO REPORT VIOLATIONS

**ADVERTENCIA**

**ZONA DE PROTECCIÓN DE ÁRBOLES**

NO ENTRAR.

LLAMAR AL TEL 818-648-3950 PARA REPORTAR INFRACCIONES

For more information, visit [www.glenclatetrees.org](http://www.glenclatetrees.org)

INDIVIDUAL TREE PROTECTION MEASURES	
1. Tree Protection Measures	2. Tree Protection Measures
3. Tree Protection Measures	4. Tree Protection Measures
5. Tree Protection Measures	6. Tree Protection Measures
7. Tree Protection Measures	8. Tree Protection Measures
9. Tree Protection Measures	10. Tree Protection Measures
11. Tree Protection Measures	12. Tree Protection Measures
13. Tree Protection Measures	14. Tree Protection Measures
15. Tree Protection Measures	16. Tree Protection Measures
17. Tree Protection Measures	18. Tree Protection Measures
19. Tree Protection Measures	20. Tree Protection Measures
21. Tree Protection Measures	22. Tree Protection Measures
23. Tree Protection Measures	24. Tree Protection Measures
25. Tree Protection Measures	26. Tree Protection Measures
27. Tree Protection Measures	28. Tree Protection Measures
29. Tree Protection Measures	30. Tree Protection Measures
31. Tree Protection Measures	32. Tree Protection Measures
33. Tree Protection Measures	34. Tree Protection Measures
35. Tree Protection Measures	36. Tree Protection Measures
37. Tree Protection Measures	38. Tree Protection Measures
39. Tree Protection Measures	40. Tree Protection Measures
41. Tree Protection Measures	42. Tree Protection Measures
43. Tree Protection Measures	44. Tree Protection Measures
45. Tree Protection Measures	46. Tree Protection Measures
47. Tree Protection Measures	48. Tree Protection Measures
49. Tree Protection Measures	50. Tree Protection Measures
51. Tree Protection Measures	52. Tree Protection Measures
53. Tree Protection Measures	54. Tree Protection Measures
55. Tree Protection Measures	56. Tree Protection Measures
57. Tree Protection Measures	58. Tree Protection Measures
59. Tree Protection Measures	60. Tree Protection Measures
61. Tree Protection Measures	62. Tree Protection Measures
63. Tree Protection Measures	64. Tree Protection Measures
65. Tree Protection Measures	66. Tree Protection Measures
67. Tree Protection Measures	68. Tree Protection Measures
69. Tree Protection Measures	70. Tree Protection Measures
71. Tree Protection Measures	72. Tree Protection Measures
73. Tree Protection Measures	74. Tree Protection Measures
75. Tree Protection Measures	76. Tree Protection Measures
77. Tree Protection Measures	78. Tree Protection Measures
79. Tree Protection Measures	80. Tree Protection Measures
81. Tree Protection Measures	82. Tree Protection Measures
83. Tree Protection Measures	84. Tree Protection Measures
85. Tree Protection Measures	86. Tree Protection Measures
87. Tree Protection Measures	88. Tree Protection Measures
89. Tree Protection Measures	90. Tree Protection Measures
91. Tree Protection Measures	92. Tree Protection Measures
93. Tree Protection Measures	94. Tree Protection Measures
95. Tree Protection Measures	96. Tree Protection Measures
97. Tree Protection Measures	98. Tree Protection Measures
99. Tree Protection Measures	100. Tree Protection Measures

**PUBLIC WORKS ENGINEERING**  
**Land Development Section**☒ Comments/Conditions☐ No Comments

1. The project shall comply with all National Pollutant Discharge Elimination System (NPDES) requirements.
2. The applicant shall dedicate to the City, for alley use purposes, a strip of land, 2.5 feet wide, along entire alley frontage of the property.

Contact Negin Rezaei @ [nrezaei@glendaleca.gov](mailto:nrezaei@glendaleca.gov) for dedication details and fees.

3. Any existing private improvements within the 2.5 feet wide alley dedication shall be removed or relocated, and the entire 2.5 feet wide dedication to be paved with asphalt.
4. Reconstruct the driveway apron per the latest edition of the SPPWC Manual.
5. Remove any broken curb, gutter, sidewalk, walkway, landscaping, and irrigation along the entire frontage of the property, and construct new concrete integral curb and gutter, sidewalk, walkway, landscaping, and irrigation.
6. The entire asphalt concrete roadway pavement within the vicinity of the property shall be inspected after the construction of the project. In the event of damage, because of construction-related activities, the applicant may be required to perform additional street improvement repairs, up to the reconstruction of the asphalt concrete pavement, at no cost to the City and to the satisfaction of the Director of Public Works.
7. The applicant shall bear all costs involved in the relocation/reconstruction and/or adjustment to new finished grade of all utilities (underground and overhead) within the public right-of-way that may be affected by the project. The applicant shall coordinate all such work with the respective utility owners.
8. All existing street appurtenances including traffic striping, utilities, street signs, curb paintings, landscaping, and tree wells within the public right-of-way that were damaged, removed, or relocated during construction shall be restored to the satisfaction of the Director of Public Works.
9. Separate permits are required for all work within the public-right-of-way. All applicable construction work shall conform to the latest edition of the SPPWC manual. The applicant shall bear all fees for the necessary permits and construction inspections for work within the public right-of-way.
10. Additional requirements may apply after the initial submittal of the final engineering plans for building plan checking.

RFC#: PDR-003041-2024

ADDRESS: 1317 THOMPSON AVE

**Case No.: PDR-003041-2024**

**Address: 1317 THOMPSON AVENUE**

**Case Planner: Alan Lamberg**

Signature: \_\_\_\_\_



Daniel Hernandez

Interim Director of Public Works

Date: \_\_\_\_\_

8/7/24

**INTER-DEPARTMENTAL COMMUNICATION  
PROJECT CONDITIONS AND COMMENTS**

**Project**  
**Address:** 1317 Thompson Ave

**Project**  
**Case No.:** PDR-003041-2024

***If project comments are not received by the due date, it will be assumed that your department has no comments.***

***NOTE:*** Your comments should address, within your area of authority, concerns and potentially significant adverse physical changes to the environment regarding the project. You may also identify code requirements specific to the project, above and beyond your normal requirements. Applicant will be informed early in the development process. You may review complete plans, maps and exhibits in our office, MSB Room 103. We appreciate your consideration and look forward to your timely comments. Please do not recommend APPROVAL or DENIAL. For any questions, please contact the Case Planner ASAP, so as not to delay the case processing.

**COMMENTS:**

☐ This office **DOES NOT** have any comment.

☒ This office **HAS** the following comments/conditions. ☐ (See attached Dept. Master List)

**Date:** July 11, 2024

**Print Name:** Amirah Limayo

**Title:** Senior Administrative Analyst **Dept:** Community Services & Parks **Tel:** (818) 548-2057

**a. ADDITIONAL COMMENTS:**

☒ 1. This project is subject to appropriate provisions of the Public Use Facilities Development Impact Fee Ordinance which requires that fees be paid to offset impacts on parks, recreation and library facilities. Developer should complete the Development Impact Fee forms for staff to calculate the appropriate amount of the fee due based upon the net new square footage and/or new units added.

**b. CASE SPECIFIC CODE REQUIREMENTS:** (these are not standard code requirements)

☐ 1.

**c. SUGGESTED CONDITIONS:** (may or may not be adopted by the Hearing Officer)

☐ 1.



CITY OF GLENDALE  
**INTERDEPARTMENTAL COMMUNICATION**

**DATE:** July 23, 2024

**TO:** Alan Lamberg, Community Development Department

**FROM:** Kevin Runzer, GWP Water Engineering  
Catherine Babakhanlou, GWP Electric Engineering

**SUBJECT: PDR-003041-2024**  
**1317 Thompson Ave**

Glendale Water & Power (GWP) Engineering has reviewed the plans.  
Requirements are as follows:

**Electric Engineering**

**Customer Service (818) 548-3921**

- Project to contact GWP Customer Service Engineering to determine electric service requirements before starting the permitting process. Final construction plans must incorporate the electric service plan information for GWP Electric Engineering to sign off the building plan application.
- Additional comment(s) and/or attachment(s).  
Electric Service Spot required for new home.

**Fiber Optics (818) 548-3923**

- No conflict.

**Street Lighting (818) 548-4877**

- No Conflict

**Transmission & Distribution (818) 548-3923**

- No conflict.

**Water Engineering**

**Recycled Water (818) 548-2062**

- No conflict.

**Backflow Prevention (818) 548-2062**

- No conflict.

**Potable Water (818) 548-2062**

- Developer is responsible for the current cost of a water service or fire line installation in accordance with the current water fee schedule.
- A complete set of plumbing plans and fire sprinkler plans shall be submitted to GWP Water Engineering for review and approval prior to request of new domestic water service and new fire line respectively
- Any water service or fire line connection, when no longer needed by the customer, must be permanently abandoned (disconnected at water main and water meter removed) by GWP following payment of the necessary fee.
- All water facilities shall be protected in place during construction of the subject project. All water valves, water meter boxes, water vaults and fire hydrants must be relocated and set to finished grade when necessary at

project's expense.

- Please contact GWP Water Engineering at (818) 548-2062 prior to construction.
- Please add the following to the General Notes: All water facilities shall be protected in place during construction of the subject project. All water valves, water meter boxes, water vaults and fire hydrants must be relocated and set to finished grade when necessary at project's expense. Please contact GWP Water Engineering at (818) 548-2062 prior to construction.

Catherine Babakhanlou  
Senior Electrical Engineer

Kevin Runzer  
Senior Civil Engineer



CB/KR:sb/eh

**INTER-DEPARTMENTAL COMMUNICATION  
PROJECT CONDITIONS AND COMMENTS**

**Project**  
**Address:** 1317 Thompson Ave

**Project**  
**Case No.:** PDR-003041-2024

***If project comments are not received by the due date, it will be assumed that your department has no comments.***

***NOTE:*** Your comments should address, within your area of authority, concerns and potentially significant adverse physical changes to the environment regarding the project. You may also identify code requirements specific to the project, above and beyond your normal requirements. Applicant will be informed early in the development process. You may review complete plans, maps and exhibits in our office, MSB Room 103. We appreciate your consideration and look forward to your timely comments. Please do not recommend APPROVAL or DENIAL. For any questions, please contact the Case Planner ASAP, so as not to delay the case processing.

**COMMENTS:**

☒ This office **DOES NOT** have any comment.

☐ This office **HAS** the following comments/conditions. ☐ (See attached Dept. Master List)

**Date:** 07/23/2024

**Print Name:** Sita Partamian  
**Title:** Principal FESS Dept. FIRE **Tel.:** 818-937-8105

**a. ADDITIONAL COMMENTS:**

☐ 1.

**b. CASE SPECIFIC CODE REQUIREMENTS:** (these are not standard code requirements)

☐ 1.

**c. SUGGESTED CONDITIONS:** (may or may not be adopted by the Hearing Officer)

☐ 1.

**INTER-DEPARTMENTAL COMMUNICATION  
PROJECT CONDITIONS AND COMMENTS**

**Project**  
**Address:** 1317 Thompson Ave

**Project**  
**Case No.:** PDR-003041-2024

***If project comments are not received by the due date, it will be assumed that your department has no comments.***

***NOTE:*** Your comments should address, within your area of authority, concerns and potentially significant adverse physical changes to the environment regarding the project. You may also identify code requirements specific to the project, above and beyond your normal requirements. Applicant will be informed early in the development process. You may review complete plans, maps and exhibits in our office, MSB Room 103. We appreciate your consideration and look forward to your timely comments. Please do not recommend APPROVAL or DENIAL. For any questions, please contact the Case Planner ASAP, so as not to delay the case processing.

**COMMENTS:**

- ☒ This office **DOES NOT** have any comment.
- ☐ This office **HAS** the following comments/conditions. ☐ (See attached Dept. Master List)

**Date:** 7/30/24

**Print Name:** Jessica Sada

**Title:** Admin. Assoc.

**Dept.** Neighborhood Services, CDD

**Tel.:** 818-937-8167

**a. ADDITIONAL COMMENTS:**

- ☐ 1.

**b. CASE SPECIFIC CODE REQUIREMENTS:** (these are not standard code requirements)

- ☐ 1.

**c. SUGGESTED CONDITIONS:** (may or may not be adopted by the Hearing Officer)

- ☐ 1.