Weekly Management Report

December 2, 2016

1. Synopsis – Planning Board Meeting of November 14, 2016
   Community Development Department

2. Synopsis – Sustainable Burbank Commission Meeting of November 21, 2016
   Public Works Department

city of burbank
community development department

memorandum

DATE: November 14, 2016

TO: Ron Davis, City Manager

FROM: Patrick Prescott, Community Development Director

SUBJECT: **Planning Board Actions of November 14, 2016**

At the regular meeting of November 14, 2016, the Planning Board discussed the following items:

Hearing

1. **Continued Public Hearing from August 22, 2016 | Project No. 14-0004599 (Planned Development, Development Agreement, and Development Review) | 227, 249, 315 and 333 North First Street; 36, 42 and 52 East Palm Avenue; and 36, 52 and 60 East Magnolia Boulevard**

On August 22, 2016, the Board was presented with a request for a Planned Development, Development Agreement, and Development Review. The Board voted 3-1 to continue the item to allow the applicant time to redesign the mixed-use project. The project was a request to construct: three 5-story buildings with a total of 261 apartments (87 units per acre); a total of approximately 20,285 square-feet (maximum) for a mix of retail, commercial, and restaurant uses on the ground floors divided among the three phases: a total of approximately 665 parking spaces in ground-level and subterranean garages divided amoung the three phases; on-site amenities for residents divided among the three phases; and related site improvements. After reviewing and discussing the change proposed by the applicant, the Board voted 5-0 to recommend that the City Council approve the proposed project.

The Board's decision on this item is a recommendation to the City Council and will be heard by the City Council at a later date.

2. **Project No. 16-0347 (Minor Setback Exception) | 715 North Buena Vista Street | Appeal of the Community Development Director's Decision**

The Board was presented with an appeal of the Community Development Director's decision denying an application for a Minor Setback Exception on an existing single-family property. The applicant asked to legalize an existing 524 square foot accessory

structure that is attached to the rear of an existing garage with a setback of 1'9" from the side-yard property line, which does not conform to the code required 3'-0" setback. After considering that the project was built by the current owner and that it might not have been constructed to building code standards, the Board voted 5-0 to uphold the Director's decision and to deny the project.

The Board's decision on this item is final. Modifications may not be made, nor the decision of the Board reversed, unless the Board's decision is appealed by the public or the City Council as a body decides to set the matter for a public hearing in lieu of an appeal. Any City Council Member requesting City Council review of this matter must submit a request in writing to the City Clerk by December 6, 2016.

3. Project No. 16-4402 (Conditional Use Permit) | 3208 ½ West Magnolia Boulevard

The Board was presented with a request for a Conditional Use Permit to allow for the on-site consumption of alcohol at a canvas painting art studio located at 3208 ½ West Magnolia Boulevard. The art studio is a permitted use in this zone, and the Conditional Use Permit is only for the consumption of alcohol within the art studio. The applicant will not be selling alcohol for off-site consumption and there wil be no food prepared on-site. The Board voted 5-0 to approve the project.

The Board's decision on this item is final. Modifications may not be made, nor the decision of the Board reversed, unless the Board's decision is appealed by the public or the City Council as a body decides to set the matter for a public hearing in lieu of an appeal. Any City Council Member requesting City Council review of this matter must submit a request in writing to the City Clerk by December 6, 2016.

REPORTS

4. Review of Proposed Design Guidelines Checklist

The Board was presented with the revised checklist and suggested that minor revisions be made to the phrases in the Footnotes of Table's C, F, and N. In addition, the Board suggested that the Landscape Section include "when it applies" and clarifying the difference between Turf Subsitutes and Artificial Turf.

Attendance
Present: Jo, Petrulis, Rizzotti, Atteukenian, Eaton
Absent:

SUSTAINABLE BURBANK COMMISSION
November 21, 2016

SYNOPSES OF ITEMS ARE IN BOXES BELOW

I. GREEN SPOTLIGHT AWARD:

None

II. ORAL COMMUNICATIONS:

A. Public Communication: None

B. Commission Member Communication:

Mr. Newhoff informed the Commission about a company in Detroit called Shinola, which was created to keep manufacturing jobs in the United States and employ workers who had been laid off from the auto industry.

C. Staff Communication: None

III. APPROVAL OF MINUTES:

Mr. Newhoff moved and Ms. Gamiño seconded, to approve the September 19, 2016, minutes. The minutes were unanimously approved by all present with one abstention. Mr. Dunigan abstained.

IV. DISCUSS DECEMBER MEETING DATE AND 2017 DRAFT MEETING CALENDAR

The upcoming scheduled Commission meeting is calendared for Monday, December 19, 2016. The Commissioners may discuss whether or not they will be available to attend this meeting due to holiday and vacation schedules. A draft 2017 meeting schedule is attached. Two of the regularly scheduled meetings conflict with City holidays. Staff will request the Commission to identify alternative meeting dates for the January and February, 2017, meetings. The Commission may entertain a motion regarding further action on this item if desired.

The Commission agreed to meet at the regularly scheduled Commission meeting calendared for Monday, December 19, 2016. The Commission agreed to have a meeting on Monday, January 30, 2017, instead of the regularly scheduled January and February 2017 meetings, which fall on City holidays.

V. AD HOC MOBILITY AND URBAN DESIGN SUBCOMMITTEE REPORT

At its July 20, 2015, meeting, the Commission agreed to form the ad hoc Mobility and Urban Design Subcommittee to discuss the bicycle plan, the network of bikeways, public transportation, and pedestrian corridors as they relate to sustainability in the community. The Subcommittee may give an update on its activities. In addition, the Subcommittee concurred with a request from Mr. Michael Cusumano to provide a presentation on the proposed Premier on First mixed use project located at 103 E. Verdugo Avenue. The Subcommittee may give an update on its activities. The Commission may ask questions, engage in discussion, and provide feedback.

Ms. Hadian, on behalf of the Subcommittee, reported that the Subcommittee met with the developers of the First Street Village to discuss the project. The developers made changes to the project based on comments provided by the Subcommittee and the Planning Commission. As a result of the changes, the project received Planning Commission approval.

Mr. Michael Cusumano provided an overview of the Premier on First mixed use project that would be located on First Street between Verdugo Avenue and Tujunga Avenue. The proposed project would construct two 14-story structures to be constructed in two phases (one structure in each phase). The first phase would include apartments, retail space, and parking for both tenants and the public. The second phase would either be a hotel or commercial space. Mr. Cusumano highlighted the sustainable features planned for the project including rooftop solar, solar water assist system, 100 percent on-site stormwater retention, recycling of demolition materials, and urban heat island reduction elements.

The Commission engaged in discussion and provided feedback to Mr. Cusumano.

VI. CONTINUE DISCUSSING COMMISSION GOALS AND FUTURE COUNCIL PRESENTATION:

The City Council has requested that each Commission Chair and/or Vice Chair make a brief presentation to introduce himself or herself and provide the Council with a brief summary of the Commission's mission and goals. A copy of the Commission's goals and priorities that were discussed at the February 1, 2016, meeting is attached. At its October 17, 2016, meeting the group reviewed its continuing efforts and agreed to continue discussing new considerations for 2016 at the November meeting. The Commission may discuss securing a Council date for their presentation and may entertain a motion and vote regarding items to include in the presentation.

Due to lack of a quorum, this item was not discussed.

VII. MOBILITY IN BURBANK – ROUNDTABLE DISCUSSION:

At its September 19, 2016, meeting, the Commission agreed to have a roundtable discussion on mobility in Burbank and how future changes will affect the city. The Commission may entertain a motion regarding further action on this item if desired.

Due to lack of a quorum, this item was not discussed.

VIII. AD HOC BURBANK GREEN SPOTLIGHT AWARD SUBCOMMITTEE REPORT:

At its June 6, 2016, meeting, the Commissioners agreed to form the ad hoc Burbank Green Spotlight Award Subcommittee to investigate sponsorship and format of the Burbank Green Spotlight Award. The ad hoc subcommittee will provide the Commission with an update on the group's progress and proposed future direction for discussion and Commission direction.

Due to lack of a quorum, this item was not discussed.

IX. INTRODUCTION OF ADDITIONAL AGENDA ITEMS:

At the May 14, 2009, Sustainable Burbank Task Force (now the Sustainable Burbank Commission) meeting, those present voted unanimously that members can suggest agenda items and obtain consensus from the group to have the items added to a future agenda.

Due to lack of a quorum, this item was not discussed.

X. BURBANK GREEN SPOTLIGHT AWARD FOR DECEMBER 2016:

The Commission will select one if its members to identify a Burbank Green Spotlight Award winner for December 2016.

Due to lack of a quorum, this item was not discussed.

XI. ADJOURNMENT

The meeting was adjourned at 6:08 p.m.