



# Weekly Management Report

## September 8, 2017

1. **Update** Wood Roof Removal Ordinance Update  
**Fire Department**
2. **Synopsis** Traffic Commission Meeting of August 24, 2017  
**Public Works Department**
3. **Synopsis** Downtown Burbank Partnership Meeting of August 16, 2017  
**Community Development Department**
4. **Synopsis** Burbank Hospitality Association Meeting of August 9, 2017  
**Community Development Department**
5. **Synopsis** Landlord-Tenant Commission Meeting of August 7, 2017  
**Community Development Department**





# BURBANK FIRE DEPARTMENT

## MEMORANDUM

**DATE:** August 21, 2017

**TO:** Ron Davis, City Manager

**FROM:** Tom Lenahan, Fire Chief  
Patrick Prescott, Community Development Director

**BY:** Steve Briggs, Fire Marshal

**SUBJECT:** Wood Roof Removal Ordinance Update

### PURPOSE:

The purpose of this memo is to provide City Council with an update on the progress of the Wood Roof Removal Ordinance (No. 3296) which was originally adopted in August 1992 and revised in February 2012, and to recap a subsequent meeting that was held in response to a request from representatives from the Burbank Board of Realtors.

### BACKGROUND:

In August 1992, the Burbank City Council unanimously adopted Ordinance No. 3296 which prohibited the use of wood shakes and shingles for roof coverings in the City of Burbank. Ordinance No. 3296 required that all wood shake roofs be replaced by August 14, 2012. In March of 2004, the City Council adopted Ordinance No. 3636, which shortened the time to replace wood roofs in the Mountain Fire Zone to August 14, 2005, but left the 2012 date for all buildings outside of the Mountain Fire Zone.

At the City Council meeting of October 25, 2011, staff provided a status update on the citywide compliance of the Wood Roof Removal Ordinance as well as public outreach efforts to inform and educate the community of the impending August 14, 2012 deadline. During the meeting, staff informed the City Council that there were approximately 120 residential properties remaining with exposed wood shake or shingle roofs. Additionally, during the public comment period of the City Council meeting, weak economic conditions were cited as a major contributor inhibiting homeowners from attaining compliance. As a result, the City Council requested that staff bring back compliance options of the Wood Roof Removal Ordinance for further consideration.

During the City Council meeting of February 21, 2012, staff presented two compliance options for consideration and received direction from the City Council to proceed with Option 2 - to amend the existing ordinance and extend the compliance timeline.

The Fire Prevention Bureau staff worked with the City Attorney's Office to amend the Burbank Municipal Code (BMC) in accordance with the direction given by the City Council at the February 21, 2012 meeting. Provided below are the amendments to the BMC:

1. Exposed wood shingle or shake roofs must be removed by August 14, 2014.
2. Roof Re-coverings or "Roof-overs" must be removed by August 14, 2020.

“Roof Re-coverings” are defined as wood shingle or shake roofs that remain on the structure and are covered by another type of roofing material.

In addition to these revisions the Ordinance also amended Section 5-3-1402 relating to the disclosure of the amortization period for wood roofs by the seller of any residential property in the City of Burbank. The Ordinance amended the BMC to make the disclosure in conformity with the new periods.

**Update January 2017**

On February 1, 2017, a field survey was completed by the Community Development Department to verify the remaining residences with exposed wood shake or shingle roofs. Nineteen (19) remaining homes were identified as still being noncompliant.

In Coordination with the Community Development Department the Fire Prevention Bureau has identified the following residences which have not complied with the ordinance as of this date:

| Site Address | Dir1 | Street 1        |
|--------------|------|-----------------|
| 4238         |      | Clybourn Ave    |
| 411          |      | Amherst Dr.     |
| 1069         |      | Harvard Rd      |
| 351          | W    | Spazier Ave     |
| 221          | N    | Lima St         |
| 1078         | E    | Valencia Ave    |
| 204          | S    | Beachwood Dr.   |
| 712          |      | Brown Dr.       |
| 922          | E    | Angeleno Ave    |
| 736          |      | Hampton Rd      |
| 1323         | N    | California St   |
| 400          | N    | Brighton St     |
| 542          | N    | Catalina St     |
| 310          | W    | Elm Ave         |
| 1416         |      | Morningside Dr. |
| 1108         | W    | Palm Ave        |
| 1916         |      | Riverside Dr.   |
| 2117         | W    | Verdugo Ave     |
| 228          | S    | Virginia Ave    |

After the Wood Roof Ordinance time extension expired in August 2014, the Community Development and Fire Departments sent a Notice of Violation to the remaining homeowners on September, 3, 2014, and a Notice and Order on October 20, 2014. These notices followed the City’s standard code enforcement procedures. After the Notices and Orders were sent, staff was directed to delay any further enforcement.

In previous discussions with the Fire Department, staff from both departments agreed to recommend recordation of the violations with the County Recorder as the final step in the enforcement procedure. This method of enforcement has been successful as part of the seismic retrofit program. By recording the violation, the requirement is highlighted during a title search, and has resulted in compliance during any property sale. While the recorded violation may also arise during refinancing or other action by the owner, the City can

release the recordation to allow for the refinancing, and then replace the recordation. We have also released a seismic retrofit recordation during a sale on the condition that the buyer provide the City with a notarized statement that they were aware of the violation and would assume all responsibility and have the violation corrected.

**Update August 2017**

On May 15, 2017, a meeting was held by request of representatives from the Burbank Association of Realtors to further discuss the Wood Roof Ordinance. Attendees included City Manager Ron Davis, Assistant City Manager Justin Hess, Fire Marshal Steve Briggs, Building Official Tom Sloan, Mayor Jess Talamantes, Realtor Dan Soderstrom and several other members of the Burbank Association of Realtors. The primary topic of discussion centered on other options for non-compliance of the existing Code that may be considered available to homeowners in lieu of recordation. It was City Staff's opinion that ample time had been given, including benevolent extensions in timelines, for the corrections to be made. It was further discussed by the Realtor group that there may not even exist a threat to individual residences or the community at large, particularly with re-covered roofs. Fire Marshal Briggs passionately cited numerous past residential fires at homes with wood roofs and roof re-coverings which directly refuted this belief. Fire Marshal Briggs further recounted two specific fires in Burbank to support his statement. The first was at a wood roof home during a high wind event in which homes on either side of the involved structure suffered extensive burn damage from the flying brands of wood shingles. This would not have occurred with a non-combustible roof covering. The second involved a home with a non-combustible roof recovering which had the existing wood shake roof underneath. At this incident, fire burned through the roof underlayment and fire began to burn in and throughout the wood shake underlayment. This condition caused total involvement of the wood shake underneath the non-combustible roof. Unbeknownst to the firefighters on the roof whose main objective is vertical ventilation, a well-executed roof vent will control the fire and smoke and allow firefighters to work in a safer environment below, the entire roof underneath them was burning until an eventual sudden smoke explosion occurred forcing the firefighters to leap from the roof to survive. These two incidents exemplify the threat wood roofs pose not only to those structures not yet in compliance but also to nearby structures that are in compliance as well as safety personnel.

Further discussion took place regarding the potential financial hardships of requiring the corrections. City Staff representatives were sympathetic to these isolated situations and tabled several options for further internal discussion and advisement to Council. Grants are not available, but hardship requests may be responded to with a time extension for compliance according to a policy being developed by the Community Development Department (CDD). Outside help may be available from the Burbank City Federal Credit Union, which offers a low-rate Home Improvement Loan to affected owners of single-family residences. Homeowners with hardship concerns shall be referred to Building Division of CDD at 818-238-5220.

As of August, 2017, CDD has identified the remaining residences which have not complied with the ordinance:

|      |                |
|------|----------------|
| 411  | Amherst Dr     |
| 1069 | Harvard Rd     |
| 351  | W Spazier Ave  |
| 221  | N Lima St      |
| 1078 | E Valencia Ave |
| 712  | Brown Dr       |
| 922  | E Angeleno Ave |

400 N Brighton St  
542 N Catalina St  
1416 Morningside Dr  
1108 W Palm Ave  
1916 Riverside Dr  
2117 W Verdugo Ave  
228 S Virginia Ave

By: Steve Briggs  
Battalion Chief, Fire Marshal  
Fire Prevention Bureau

Ref:

**9-1-1-1501.1.1: WOOD ROOFS PROHIBITED:**

A. All wood roofs located outside of the Mountain Fire Zone. Notwithstanding any other requirement of the Burbank Municipal Code and the California Building Code, no wood roofs shall be permitted to remain on any building or structure after August 14, 2014.

B. All wood roofs located inside the Burbank Fire Hazard Severity Zone. Notwithstanding any other requirement of the Burbank Municipal Code and the California Building Code, no wood roofs shall be permitted to remain on any building or structure after August 14, 2005. [Formerly Numbered 7-1-1503.2; Amended by Ord. No. 3825, eff. 7/13/12; 3797, 3742, 3733, 3636, 3604, 3519, 3423.]

**9-1-1-1507.8: WOOD SHINGLES:**

No wood roof covering shall be installed on any new or existing building or structure. [Formerly Numbered 7-1-1503.1.1 and Amended by Ord. No. 3733, eff. 12/21/07; Amended by Ord. No. 3797, eff. 12/3/10; 3636, 3604, 3519, 3423.]

**9-1-1-1507.9: WOOD SHAKES:**

No wood roof covering shall be installed on any new or existing building or structure. [Formerly Numbered 7-1-1503.1.1 and Amended by Ord. No. 3733, eff. 12/21/07; Amended by Ord. No. 3797, eff. 12/3/10; 3636, 3604, 3519, 3423.]

**9-1-1-1510.3: RECOVERING VERSUS REPLACEMENT:**

Section 1510.3(2) of the California Building Code is amended to read:

2. Where the existing roof covering is wood shake, wood shingle, slate, clay, cement or asbestos-cement tile.

[Added by Ord. No. 3733, eff. 12/1/07; Amended by Ord. No. 3797, eff. 12/3/10.]

**9-1-1-1510.4: ROOF RECOVERING:**

No roof covering shall be applied over existing wood shakes or wood shingles. When a roof has two or more layers of roof covering, any of which is wood shake or wood shingle, all layers shall be completely removed before applying a new roof covering. Existing roof recovering over wood shakes or wood shingles shall be removed and replaced no later than August 14, 2020. [Added by Ord. No. 3733, eff. 12/21/07; Amended by Ord. No. 3825, eff. 7/13/12; 3797.]



**TRAFFIC COMMISSION**  
**August 24, 2017**

SYNOPSIS OF ITEMS ARE IN BOXES BELOW

Members Present:

Linda Barnes, Kevin Harrop, Michael Kiaman Andre Krikorian, Brian Malone, Paul McKenna, Vanessa Rachal, Joe Terranova, and Christopher Toth

Members Absent:

None.

**III. ORAL COMMUNICATIONS**

A. Public Communication

None.

B. Commission Comments

Michael Kiaman stated residents have inquired on the frequency of street repaving for Angeleno, Sunset Canyon, Bel Aire, and Sixth. Staff indicated the Street Department assigns a "score" to the streets every 3-5 years; repaving is prioritized based on the "score".

Paul McKenna inquired on the recent train accident at Vanowen and Buena Vista. Brian Malone asked if "quadrant" gates had been installed. Per Staff, in 2009 the City gave \$1.4 million to Metrolink for project improvements; however, Metro could not complete all improvements. Mr. Malone requested the investigation results be agendized. Vanessa Rachal praised the Police and Fire Department for their quick response.

Paul McKenna complimented Police Traffic for ticketing Uber drivers parked in a no stopping zone on Warner Blvd. The situation was handled in a non-confrontational way by writing down license plate numbers and issuing tickets via mail.

Brian Malone reported he spoke on the history of the Traffic Commission at the Council's Goal Setting Meeting. Per Linda Barnes, although some Traffic Commission members did not attend the goal setting meeting, they did speak directly with City Council on the Traffic Commission goals.

Andre Krikorian asked to see a summary of 2018 Budget pertaining to Traffic Improvement Projects. Staff will provide.

Joe Terranova inquired on Olive and First Street, bus stop corner near Bank of America. He said there is a consistent backup during rush hour and suggested a right turn lane to eliminate traffic back up. Staff will investigate. Mr. Terranova also asked if the Citywide Parking Study would include residential parking zones. Staff confirmed the study will include these areas and a detailed scope of work is being prepared to hire a consultant. Mr. Terranova requested special emphasis on public schools, public buildings, and apartment zones; he feels it is as important as commercial parking.

C. Staff Communication

Staff provided updates on the following:

- a. Caltrans Project: Buena Vista Congestion – Contractor will be closing west side of Buena Vista for 6-8 weeks in late September to seismically retrofit the existing freeway column. This will make Buena Vista one lane in each direction and severe congestion is anticipated.
- b. Council Goal Setting Meeting – Council identified traffic and parking as one of their top five goals; Staff will be working to develop a work program for the goal.
- c. Council consideration of four additional Measure R Projects – Council approved \$6 million in funding agreements for four additional Measure R Projects. These projects will upgrade approximately 30 traffic signals.

IV. **APPROVAL OF MINUTES:**

Paul McKenna motioned to approve Minutes for July; Brian Malone seconded. The motion passed unanimously with two abstentions; Michael Kiaman and Chris Toth.

V. **PUBLIC HEARINGS: None.**

VI. **REPORTS:**

A. Consideration of "KEEP CLEAR" Guidelines

Staff reported on the guidelines drafted for "KEEP CLEAR" markings for the Commission to review.

Andre recommended expanding on criteria to include specific statistical thresholds. He would like to avoid extra steps of presenting to the commission if criteria is met.

Joe inquired on the Bank parking lot entrance at Burbank Blvd. Staff is still investigating. Kevin asked if "KEEP CLEAR" would be placed for both lanes. Staff confirmed the "KEEP CLEAR" is for all lanes and also included a line to indicate where the traffic should stop.

B. School Crosswalk Pilot Project

Staff reported on school crosswalk enhancements.

After discussion, the Traffic Commission Members complimented staff for being proactive and improving safety of school crosswalks.

VII. **DISCUSS COMMISSION GOALS:**

A. Election of Chair and Vice-Chair

Linda Barnes motioned to elect Kevin Harrop as chair; seconded by Paul McKenna. Motion passed unanimously.

Linda Barnes motioned to elect Vanessa Rachal as Vice Chair; seconded by Brian Malone. Motion passed unanimously.

**VIII. FUTURE AGENDA ITEMS:**

- 1) Evaluation of Permit Only Parking on California Street south of Riverside Drive  
– September or October
- 2) Update on Caltrans Project – September
- 3) Additional discussion of future commission goals and responsibilities
- 4) Update on CDD Citywide Parking Study – Magnolia Park Parking study results
- 5) Update on AB1069-County regulation of taxicabs
- 6) PIO tutorial for flashing yellow arrows
- 7) Buena Vista/Vanowen incident

**IX. ADJOURNMENT:**

5:14pm



# memorandum

**DATE:** August 29, 2017

**TO:** Ron Davis, City Manager

**FROM:** Patrick Prescott, Community Development Director   
Via: Simone McFarland, Asst. Community Development Director - Business  
& Economic Development 

**SUBJECT:** **Downtown Burbank Partnership (P-BID) Meeting – August 16, 2017**

- Representatives from AC Hotels presented details of the proposed hotel development at 550 N Third Street. A letter of support was requested on behalf of the project to be delivered to the Burbank Planning Board prior to the September 25th meeting. The Board approved submitting a letter of support for the AC Hotel development.
- Staff discussed options for a 'renewal intercept survey'. The intercept surveys would be completed as a part of the district's renewal process, and are used to quantify the amount of benefit that the Downtown Burbank Partnership delivers to the public-at-large. The Board approved employing an outside verification company to administer the survey and write the analysis.
- Staff presented design renderings and pricing for the Art and Mural Program in Downtown Burbank. The Board approved the mural designs in concept, as well as the costs for: utility box covers, pendant lighting in the pergolas, paseo painting expenses, and festival lighting for a not to exceed amount of \$126,539.00.
- Staff presented a memo to the Board addressing concerns expressed by the property owner at 150 E. Olive Avenue stemming from the upgrades and construction to the adjacent MUD Paso. The Board discussed the letter with request for payment and alleged damages that was received by the property owner, as well as several images of the site pre- and post- construction. After review of the background materials presented, the Board decided to make an offer of good faith to pay remuneration in the amount of \$4,000 to cover all claims and damages as alleged in the letter that was sent to the Downtown Burbank Partnership staff on July 7th.
- An update on the Downtown Burbank Car Classic was tabled to the September meeting in the interest of time.
- The next regular board meeting will be held on September 7, 2017



# memorandum

**DATE:** August 30, 2017

**TO:** Ron Davis, City Manager

**FROM:** Patrick Prescott, Community Development Director   
Via: Simone McFarland, Assistant Community Development Director-  
Business and Economic Development 

**SUBJECT: THE BURBANK HOSPITALITY ASSOCIATION (BHA)  
MEETING SYNOPSIS –AUGUST 9, 2017**

- The Board held a Closed Session Meeting with legal counsel pursuant to Government Code section 54956.9(d)(2) or (3) to discuss the recommendations from the Burbank City Attorney's December 20, 2016 staff report to City Council.
- Representatives from AC Hotel presented details for the proposed hotel development slated for 550 N Third Street and requested a letter of support to be sent to the Burbank Planning Board prior to their September 25<sup>th</sup> meeting. The BHA Board approved submitting a letter of support for AC Hotel.
- Representatives from the Burbank YMCA presented a \$5,000 sponsorship proposal for the 2017 YMCA Tuckey Trot. As stated in the Sponsorship Guidelines and discussed during the meeting, in order for the BHA to approve funding, the event must have a proven track record demonstrating an increase in overnight stays or the ability to increase overnight stays in the future. Without any historical data or a mechanism to track the return on investment from the sponsorship, the Board could not justify a sponsorship at this time.
- The BHA's General Counsel, Ryan Dunn, presented a draft of the amended BHA By-Laws. This amended version includes revisions that were approved during the ten-year renewal of the district. According to the current By-Laws, any proposed revisions to the By-Laws must be posted seven days prior to the date the formal approval of the document takes place. A formal approval will take place at the September 14<sup>th</sup> Board Meeting. No action was taken at this time.
- The BHA approved entering into a Legal Services Agreement with Olson, Hagel, and Fishburn, LLP for assistance with matters pending before the Fair Political Practices Commission (FPPC).

- The BHA approved the hiring of two consultants to facilitate the administrative functions of the BHA as recommended by Burbank City Council. The following Service Agreements will be effective September 1, 2017:
  1. Barbara Miller for administrative functions related to agenda preparation, minutes, and records retention; and
  2. Teresa Mackey for book-keeping functions and financial record-keeping.

The BHA also authorized the Board Chair, Tony Garibian, to negotiate the terms of a Rental Agreement between the BHA and the Burbank Chamber of Commerce. The agreement will include the use of office space for their newly hired administrative services consultants, storage, and use of a physical mailing address for the BHA.

- In order for City staff to continue managing the Marketing and Advocacy duties for the BHA, the Board formally approved rescinding their prior vote made on February 9<sup>th</sup> to solicit for a Marketing and Administrative Staffing Services Request for Proposal.
- The Destination Development Sub-Committee presented a recommendation to create a partnership with the Burbank Chamber utilizing their facility as the official Visitor Center for Visit Burbank. The Board was in favor of this recommendation and advised the Sub-Committee to continue discussions and obtain quotes for the interior design and renovations of the facility to create a modern visitor center.
- Staff provided an update on the Event Economic Impact Report slated to take place during the Burbank Comedy Festival from August 13-19, 2017. Staff was able to negotiate a not-to-exceed budget of \$13,000 with Hunden Strategic Partners to research and provide a report on the economic impact and growth potential of the Burbank Comedy Festival.
- The next regular meeting of the BHA is tentatively scheduled for September 14, 2017.



# memorandum

**DATE:** August 29, 2017

**TO:** Ron Davis, City Manager

**FROM:** Patrick Prescott, Community Development Director   
**VIA:** Simone McFarland, Assistant Community Development Director 

**SUBJECT:** Landlord-Tenant Commission Meeting – August 7, 2017

- Two members of the Commission were absent for the meeting.
- Under announcements, a member of the public announced that there will be a public meeting being held in Glendale regarding the option of mandatory one year leases.
- Two members of the public attended the meeting. The first member shared his ideas on how the Commission can try to bring rent control in Burbank. The second member of the public attended the meeting for educational purposes.
- Two tenant questionnaires were submitted and reviewed. No additional action was required by the Commission. Staff provided tenants with resources for further assistance.
- Maciel Medina gave a presentation on Accessory Dwelling Units. The Commission was provided the ADU Ordinance. Assistant Community Development Director Fred Ramirez also attended the meeting and answered Commission questions.
- The Sub-committee members for August, September, and October were elected. The elected Sub-committee will be responsible for handling any Tenant and Landlord questionnaires submitted during these three months.
- The Commission approved moving the Chair and Vice-Chair election to next month's meeting.
- The Commission approved the minutes of July 10, 2017.
- The meeting was adjourned at 7:30 p.m.