



Weekly Management Report

October 27, 2017

- 1. Memo** Projects listed on the City's Website under CDD-Planning
Community Development Department
- 2. Notice** Burbank-Glendale-Pasadena Airport Authority
Cancellation Notice of the regular meeting of November
6, 2017
Burbank-Glendale-Pasadena Airport Authority
- 3. Notes** City Notes, October 27, 2017
City Manager

memorandum

DATE: October 18, 2017

TO: Ron Davis, City Manager

FROM: Patrick Prescott, Community Development Director 
Fred Ramirez, Assistant Community Development Director

**SUBJECT: PROJECTS LISTED ON THE CITY'S WEBSITE UNDER CDD-
PLANNING DIVISION**

In order to ensure greater transparency and public access to projects, the City is posting larger development projects on the City's website. These larger projects are typically posted on the City's website soon after they are deemed complete by the Planning Division. Deemed complete means that the project submittal includes all required applications for entitlement and associated processing fees, planning staff has determined the required city approvals, and the proper environmental assessment process has been identified.

These larger development projects include projects needing: Development Review Permits, Conditional Use Permits for new Hotel Projects, and residential, commercial or mixed-use projects seeking a zone change that may include a Planned Development and Development Agreement (e.g., First Street Village Mixed Use Project, the Premier Project, the North of the Mall Mixed Use Project, et cetera) and/or a General Plan Amendment.

Under the Planning Division's webpages larger development projects are listed under the drop down menu of the Current Planning webpage: <http://www.burbankca.gov/departments/community-development/planning>. The second web page with large project information would be the "Long-Range Planning" page. The Long-Range Planning page includes: the City Burbank 20135 General Plan, 2014-2021 Housing Element, specific plans, as well as proposed ordinances for Accessory Dwelling Units and R-1 zoning regulations. In addition, the larger development projects currently under by the Planning Division are also available on the "Popular Planning Topics & Projects" also provides a comprehensive list of the aforementioned Current and Long-Range Planning projects.

A conscious effort is made to have specific pages for these largest projects that typically include the following information:

- Project Description (including application and conceptual plans)
- Environmental Review Documents (Initial Study, environmental impact reports, scoping meeting presentations, et cetera)
- Community Meeting Information (including presentations, handouts and/or link to videotaped meetings)
- Contact Information for the Project Planner(s)

In addition to the major projects list, which is the first thing seen on the Planning web page, there are also “What’s Happening In MY Neighborhood?” an interactive Map of Current Planning Applications, and “Active Planning Projects”, which is a generated list of active projects created through permitting and project tracking software.



October 25, 2017

CANCELLATION NOTICE OF THE REGULAR MEETING
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that the regular meeting of the Burbank-Glendale-Pasadena Airport Authority scheduled for 9:00 a.m., Monday, November 6, 2017, in the Airport Skyroom of Hollywood Burbank Airport, 2627 Hollywood Way, Burbank, California 91505, has been cancelled.

Terri Williams, Board Secretary
Burbank-Glendale-Pasadena Airport Authority

CITY MANAGER'S OFFICE CITY NOTES

Important Updates for the Burbank City Council

October 27, 2017

BPD Recognizes Newest Officers and Recent Promotions



The Burbank Police Department hosted a ceremony recognizing the newest Police Officers to join the force in addition to several recent promotions on Tuesday, October 17. Held several times each year, the ceremony provided an opportunity to gather and honor the professional achievements and hard work of the men and women of the Burbank Police Department, both sworn and civilian. In all, eleven members of the Department received promotions to a higher rank or position. In addition, ten recent graduates of the police academy were welcomed and introduced. As a tradition,

each sworn promotee and new officer was presented with a plaque inscribed with the Law Enforcement Code of Ethics. All employees recognized during the ceremony also received a pocket reference book of the United States Constitution.

Hurricane Maria Disaster Relief

Battalion Chief John Owings responded to Puerto Rico as a Division Supervisor on Southern California Incident Management Team 2 on Sunday, September 24. The Team assisted FEMA with Hurricane Maria disaster relief for 16 days. Some of the Team missions included opening roads, building foot bridges across washed out roads, and delivering food and drinking water to communities isolated by downed trees and mudslides. Also, the Team cleared debris from an aqueduct providing water to 70,000 people in the City of Isabel. While Battalion Chief Owings and the Team frequently respond to major wildland fires, this was the first time anyone in the Burbank Fire Department has traveled outside the contiguous United States to mitigate an emergency. This type of experience is valuable to the Department as we strengthen our readiness for natural disasters.



Local Authors' Showcase

Fifty authors were given the opportunity to meet and greet Burbank Public Library patrons, and to sign and sell their books on Saturday, October 21. Nearly 350 attendees stopped by to discover new authors of graphic novels, nonfiction, sci-fi, mystery, romance, fiction, children's and young adult books. It was a great chance for writers to find new readers, and for the community to connect with, and support local authors.

BPD Traffic Bureau Conducts Commercial Enforcement Operation

Burbank Police motorcycle officers assigned to the BPD Traffic Bureau, in conjunction with the California Highway Patrol (CHP) Mobile Road Enforcement Detail, conducted a commercial enforcement operation in the vicinity of Buena Vista and Vanowen Streets, between the hours of 7:00 a.m. and noon, on Wednesday, October 18. During the operation, 23 vehicles were inspected. Citations were issued for violations such as registration, steering and brakes, proper lighting, tires, and loading. Nearly half of the inspected vehicles were taken out of service due to safety violations. Additional citations were issued for frame and suspension issues along with other mechanical violations. In total, 73 violations were noted during this operation, 3 vehicles were impounded, 2 notices to correct violations were issued, and 18 notices to appear were issued. Officers gave 19 verbal warnings. It is anticipated that this operation will put trucking companies on notice that the City of Burbank takes the safety of its citizens very seriously.



Downtown Burbank Partnership Continues Improvements to Paseos



Visitors to Downtown Burbank will notice a new array of drought tolerant plants recently added to three of the area's paseos next to Tender Greens, Gourmet 88 and Portucal Peri Peri Chicken. These new plants complete the drought tolerant replanting program, which began in 2016 with the replanting of the yellow pots throughout Downtown. The addition of new plants to the paseos is part of a larger capital improvements program funded by the Downtown Burbank Partnership (Partnership), a group of property owners within the boundaries of Downtown Burbank that fund improvements to enhance Downtown Burbank and attract new visitors to the area. Since 2003, the Partnership has invested more than \$9.3 million back into Downtown Burbank through creation of this stable funding mechanism. With the replanting complete, the Partnership will now focus on the addition of benches, trash bins, and updated LED light fixtures in the paseos to create a more walkable and inviting atmosphere for visitors and residents. The Partnership is also looking forward to rolling out a new art and mural program which will further enliven the district's paseos and add points of interest for the neighborhood.

Halloween Special Events with Burbank Parks and Recreation

Burbank Residents got into the Halloween spirit and joined the Parks and Recreation Department for a variety of Halloween events. The Nature Center hosted its 21st Annual *Haunted Adventure* at Starlight Bowl "NIGHT TERRORS" on October 13, 14 and 20. Within the three nights more than 1,400 people joined in on this popular event. For the second year now, patrons were able to be self-guided through the maze as they were spooked by clowns, spiders, creepy scarecrows, zombies, dolls, and more! More than 100 volunteers including prop design, costumed actors, make-up, set up, etc., helped in putting this event together. The Burbank Nutrition Services held their annual Halloween event for those 55 years and up. The *Vampire's Ball* was held at McCambridge Recreation Center on Saturday, October 21. There were more than 70 guests at the event. The event was filled with dancing, games, and a costume parade. Ten volunteers ensured that the mummy wrap, freeze dance, and other games went off without a hitch. The Parks and Recreation Department hosted a *HalloTEEN Paint Night* at the Creative Arts Center for teens Grade 6 – 12 on Saturday, October 21. This was a new event offered based on feedback gathered through the Teen Activities Survey administered through the Youth Board in April of 2017. Parks and Recreation staff led a total of 12 participants through a step by step process to paint their own Halloween themed painting while enjoying music and snacks. The 4th Annual *Floating Pumpkin Patch* was held at Verdugo Aquatics Facility on Sunday, October 22. More than 480 patrons attended this free event. The Aquatics staff opened the Activity Pool slides, play structures and water features for 3 sessions. The main pool and diving boards were also available as well as the snack shack, pumpkin decorating station, and carnival themed games. Many took home a pumpkin or other spooky goodies.



Haunted Adventure



Vampire's Ball



Floating Pumpkin Patch



HalloTEEN Paint Night