



Weekly Management Report

March 23, 2018

- 1. Synopsis** Planning Board Actions
Meeting of March 12, 2018
Community Development Department
- 2. Synopsis** Sustainable Burbank Commission
Meeting of March 19, 2018
Public Works Department
- 3. Memo** Proposed Transitional Housing Project in
Partnership with Burbank Housing Corporation and
Family Promise
Community Development Department
- 4. Memo** San Fernando Blvd & Verdugo Ave – Request for Right
Turn on Red
Public Works Department

memorandum

DATE: March 14, 2018
TO: Ron Davis, City Manager
FROM: Patrick Prescott, Community Development Director 
SUBJECT: **Planning Board Actions of March 12, 2018**

At the regular meeting of March 12, 2018, the Board discussed the following items:

Hearing

1. Project No. 16-0005201 (Variance) | 622 N. Keystone

The Board was presented with a Variance to allow a new carport to deviate from the Single Family Residential Zone development standard, that requires garages (and carports) be located at the front of the main dwelling must be located no closer to the front property line than 10 feet setback from the ground floor front façade. The Board voted 5-0 to approve the project.

2. Project No. 17-0005787 (Conditional Use Permit) | 920 N. San Fernando Blvd

The Board was presented with a request for a Conditional Use Permit to allow for the incidental sale of beer and wine for on-site consumption in conjunction with the operation of a restaurant (bona fide public eating place) for Harry's Family Restaurant located at 920 N. San Fernando Boulevard. 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 March 27, 2018.

Attendance

Present: Rizzotti, Eaton, Liu, Hadian, Atteukenian

SUSTAINABLE BURBANK COMMISSION

March 19, 2018

SYNOPSIS OF ITEMS ARE IN BOXES BELOW

I. GREEN SPOTLIGHT AWARD:

Ms. Kirschenbaum introduced the Green Spotlight Award recipient, Catherine Glandon. Ms. Glandon was honored for her efforts in spotlighting the importance of recycling by designing the 2019 Burbank Rose Parade float, "Sand Sational Helpers". She is the youngest Burbank Tournament of Roses float designer.

II. ORAL COMMUNICATIONS:

A. Public Communication:

Girl Scout Troop 1946 presented the Commission with the Bronze Award, the highest Girl Scout honor of achievement. The girl scouts of Troop 1946 gave a brief presentation on their "Take Action" project, highlighting reuse/recycle, backyard food sharing, reducing meat consumption, and creating a Girl Scout patch program.

B. Commission Member Communication:

Ms. Kirschenbaum reported that she visited all City parks and libraries to see how the Roundup ban effected the grounds. She reported that the parks looked good and that she will return after the rains to view them again. She expressed interest in meeting with Michael Del Campo, the new Landscape and Forestry Services Superintendent. Ms. Kirschenbaum advised the Commission that there was an article about Sarah Andrews in the Burbank Leader regarding the polystyrene ban. She attended a meeting regarding housing bill SBA 27 and one regarding bill AB1745, proposing all new cars have zero emissions by 2040.

Ms. Gamino announced that the Getty will host a sustainability event on April 20, 2018.

Mr. Dunigan reported that he met with Mayor Rogers and the owner of Poquito Mas restaurant regarding a polystyrene ban. He stated that the restaurant owner was not opposed to the ban but needs appropriate alternatives for his business. The restaurant owner asked that the City avoid "shaming" businesses that do not immediately comply with a polystyrene ban.. Mr. Dunigan noted that Mayor Rogers expressed interest in meeting with distributors of polystyrene alternative products rather than polystyrene manufacturers.

Mr. Yegparian stated that he participated in a City walk to explore/study the LA River bike path/134 Freeway underpass.

C. Staff Communication:

None.

III. APPROVAL OF MINUTES:

The minutes from the February 5, meeting were approved by Mr. Dunigan, Ms. Gamino, Mr. Hagobian, and Mr. Yegparian. Mr. Goodman and Ms. Kirschenbaum abstained. Mr. Roesner arrived late and was not in attendance to vote.

IV. ROBERT'S RULES OF ORDER AND BROWN ACT PRESENTATION:

At its February 5, 2018 meeting, the Commissioners agreed to have a representative from the City Attorney's Office provide a presentation on Robert's Rules of Order to review conducting meetings and making decisions as a Commission. Staff will also give an overview of the Brown Act and how it applies to serial communications. The Commission may ask questions and engage in discussion.

Mary Riley, Senior Assistant City Attorney, spoke about the Brown Act. She noted that the Sustainable Burbank Commission uses the Brown Act, not Robert's Rules of Order to conduct its meetings. Ms. Riley handed out information on serial meetings and the group participated in a discussion.

V. AD HOC POLYSTYRENE BAN SUBCOMMITTEE REPORT

At its November 20, 2017 meeting, the Commissioners agreed to form the ad hoc Polystyrene Ban Subcommittee to investigate and develop a plan to recommend a citywide ban on polystyrene products. 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. The Commission may ask questions, engage in discussion, and provide feedback.

Ms. Kirschenbaum announced that she conducted an outreach project at the Burbank Farmer's Market and found 140 people were in favor of a polystyrene ban. She polled 60 restaurants and two noted a ban would cause financial hardship to their business. Ms. Kirschenbaum noted six hotels used no polystyrene at all, but Marriott, that prides itself on having a "green" business model, does use plastic #6. Year to date, the Ad Hoc Polystyrene Ban Subcommittee has created and presented a memo to Council, met with individuals and businesses, and has done some outreach with the Recycle Center. Ms. Kirshenbaum shared an alternative container used by a modest business, Yala.

Mr. Yegparian suggested that the Commission not disregard the use of shaming non-participating businesses, if necessary.

Mr. Goodman suggested tying business license renewal to the polystyrene ban compliance.

VI. AD HOC PROJECT DEVELOPMENT CHECKLIST SUBCOMMITTEE REPORT:

At its September 18, 2017, meeting, the Commissioners agreed to form the ad hoc Project Development Checklist Subcommittee to craft a sustainability checklist for project development packets. 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. The Commission may ask questions, engage in discussion, and provide feedback.

Mr. Goodman asked that the Commission engage in discussion and feedback of the Project Development Checklist at its April 16, 2018 meeting. All in attendance agreed.

VII. AD HOC COMMUNITY SCORECARD SUBCOMMITTEE REPORT:

At its September 18, 2017, meeting, the Commissioners agreed to form the ad hoc Community Scorecard Subcommittee to create a scorecard that reflects the progress of the City's sustainability goals. 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. The Commission may ask questions, engage in discussion, and provide feedback.

Mr. Roesner arrived late to the meeting and addressed the Commissioners out of agenda order. He announced that the Subcommittee will report on the final first phase of the scorecard at next month's meeting. The Subcommittee will also provide a PowerPoint presentation.

VIII. AD HOC BICYCLE PATH CONNECTIVITY SUBCOMMITTEE REPORT:

At its September 18, 2017 meeting, the Commissioners agreed to form the ad hoc Bicycle Path Connectivity Subcommittee to focus its efforts on bicycle path links and regional bicycle path connectivity. 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. The Commission may ask questions, engage in discussion, and provide feedback.

Mr. Yegparian announced that he and Mr. Hagobian met and discussed meeting with other entities to determine bicycle path connectivity issues. The Subcommittee would like the Councilmembers to consider becoming more engaged with bicycle connectivity efforts, as it involves neighboring cities and the Army Corp of Engineers.

Councilmember Frutos suggested the Subcommittee contact David Kriske, Assistant CD Director – Transportation & Planning.

IX. AD HOC COMMUNITY OUTREACH SUBCOMMITTEE REPORT

At its September 18, 2017, meeting, the Commissioners agreed to form the ad hoc Community Outreach Subcommittee to investigate and formulate avenues for community outreach that will promote sustainability throughout the City. 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. The Commission may ask questions, engage in discussion, and provide feedback.

Ms. Kirschenbaum explained that the Outreach Subcommittee would like the City Council to recognize former Green Spotlight Award winners at a City Council meeting. Mr. Dunigan stated that he will follow up with John Molinar.

Ms. Gamino inquired about a Sustainable Burbank Commission Twitter account. Mr. Dunigan replied that the Commission does not have a Twitter account. Ms. Gamino also inquired as to the process for recommending a Green Spotlight Award recipient. Mr. Dunigan explained that the form can be brought to a Sustainable Burbank Commission meeting or emailed to John Molinar, who will bring it to the meeting to share with the group.

X. DISCUSS JOINT MEETINGS:

At its December 18, 2017, meeting, the Commission agreed to discuss the interest of joint meetings with other City Commissions.

Mr. Goodman noted that he thought this item was related to Transportation, but stated that currently the Transportation division of Community Development is in flux. Mr. Yegparian suggested to wait 4 – 5 months before attempting to schedule a joint meeting with the Transportation Commission. He also suggested setting up joint meetings with other commissions on a six-month cycle. Mr. Roesner recommended Mr. Dunigan meet with other commission chairs at the Boards & Commissions recognition dinner to determine whether or not there is interest in joint meetings.

Mr. Yegparian recommended a yearly meeting with all Commission Chairs and Council Members. The Commissioners agreed to have Mr. Yegparian speak to Council at a future meeting.

XI. DISCUSS ROUNDUP AND ALTERNATIVE METHODS FOR WEED CONTROL IN THE CITY

At its February 5, 2018 meeting, the Commissioners agreed to discuss Roundup and alternative methods for weed control in parks and other areas of the City. The Commission may ask questions, engage in discussion, and provide feedback.

Ms. Kirschenbaum announced that there is a new Landscape and Forestry Services Superintendent, Michael Del Campo, and suggested that Mr. Dunigan meet with him. She explained that she met with the City of Malibu and Poison Free Malibu. Mr. Dunigan responded that he met with Mr. Del Campo.

Ms. Gamino explained that the City of Petaluma is exploring the use of Finalsan and/or Suppress as alternatives to Roundup for weed control. She noted that both of these products are significantly more expensive than Roundup.

XII. 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.

- Brief sustainability presentation by Loraine Lundquist, CSUN professor.
- Discuss a later start time for the Sustainable Burbank Commission meetings.

XIII. BURBANK GREEN SPOTLIGHT AWARD FOR MARCH 2018:

The Commission will review applications, if any, and select one if its members to identify a Burbank Green Spotlight Award winner for March 2018.

The Commission agreed to present The New Deal restaurant with the Green Spotlight award at their April 2018 meeting.

XIV. ADJOURNMENT

The meeting was adjourned at 7:00 p.m.

memorandum

DATE: March 14, 2018

TO: Ron Davis, City Manager

FROM: Patrick Prescott, Community Development Director 
Simone McFarland, Assistant Community Development Director
BY: Maribel Leyland, Housing Authority Manager

SUBJECT: PROPOSED TRANSITIONAL HOUSING PROJECT IN PARTNERSHIP WITH BURBANK HOUSING CORPORATION (BHC) AND FAMILY PROMISE

As discussed with the City Council last July 2017 with the approval of the Elmwood Preservation Project, and again in December 2017 with the Annual Report for the Successor Housing Agency, the City and Burbank Housing Authority receive monies restricted for the creation of affordable, subsidized housing for lower-income households. Currently, there is about \$5 million dollars available in federal HOME Investment Partnership program (HOME) funds and Low and Moderate Income Housing Asset funds (LHIHAF) (from the debt repayment of the former redevelopment agency to the City).

Furthermore, during the affordable housing study session last summer, the City Council directed staff to facilitate housing that is affordable to all segments of the community, including possible transitional housing for homeless households and families. To that end, staff has reported during the last year that it has been a challenge to locate a property to acquire and rehabilitate utilizing these available funds. However, in January of this year, BHC identified and was successful in negotiating a purchase contract on a triplex; subject and contingent on City and Housing Authority financing scheduled for consideration by the City of Burbank and Burbank Housing Authority on March 27, 2018.

BHC has submitted a proposal requesting funds for the acquisition and rehabilitation of the triplex to be used as transitional housing in partnership with Family Promise.¹ The site is right across the street from Providencia Elementary school, and believed to be an excellent location for the homeless families Family Promise serves. The proposed use as transitional housing would be for up to 24 months while families locate permanent

¹ Family Promise has been operating the day center at the transitional housing units located in the Golden State neighborhood across from Lundigan Park.

housing. Family Promise has committed \$125,000 to the project through a private donation, and proposes to be the partner in overseeing the transitional housing program. In addition to the donor funds, BHC has proposed the use of HOME funds and LMIHAF to fund the proposed project to cost \$1.4 million.²

² Cost includes relocation of two (2) families (one unit is vacant), rehab of the units and site work.



**CITY OF BURBANK
PUBLIC WORKS DEPARTMENT
MEMORANDUM**

DATE: March 21, 2018

TO: Ron Davis, City Manager

FROM: Marnell Gibson, Public Works Director
By: Jonathan Yee, Assistant Public Works Director – Traffic *[Signature]* 3/21/18

SUBJECT: **City Manager Tracking List No. 2078 – San Fernando Blvd and Verdugo Ave - Request for No Right Turn on Red**

This memo provides the City Council with information about pedestrian safety and traffic signal operations related to concerns at the intersection of San Fernando Boulevard and Verdugo Avenue.

Introduction

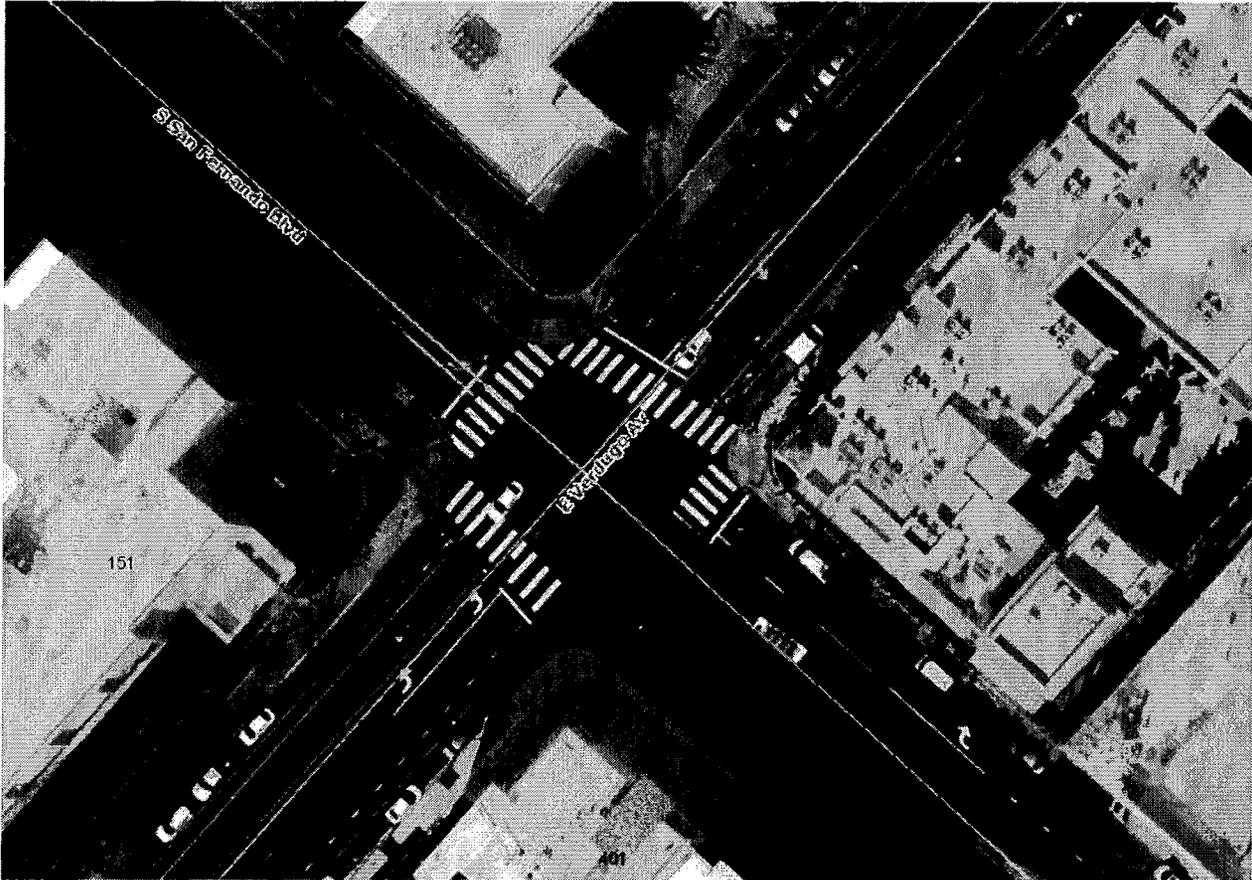
At the December 5, 2017 Council meeting, a resident spoke during public comment to express concerns regarding pedestrian safety at San Fernando Boulevard and Verdugo Avenue. The resident requested No Right Turn on Red signs.

Background

The intersection of San Fernando Boulevard and Verdugo Avenue is controlled by a traffic signal. San Fernando Boulevard is a two-lane street without parking north of the intersection and becomes a four-lane street with parking south of the intersection. Verdugo Avenue is a two-lane street with striped bicycle lanes and parking. The north, east, and west approaches have speed limits of 30 mph and the south approach has a speed limit of 35 mph. In addition, Los Angeles Metro 94 and 155 bus lines travel through the intersection.

In November 2016, the intersection was repaved and re-striped with high visibility crosswalk bars and stop lines set 4 feet behind the crosswalk. An aerial view of the intersection is shown on the next page.

Aerial View of San Fernando Blvd at Verdugo Ave Intersection



Discussion

The 2014 California Manual on Uniform Traffic Control Devices Section 2B.54 provides standards and guidance regarding No Right Turn on Red Signs.

In November 2017, Public Works Traffic staff installed traffic cameras to observe the intersection and complete an investigation of the intersection. Below is a summary of the results:

- Staff observed the intersection using camera video and did not observe any conflicts between pedestrians and vehicles turning right on red. There were a few instances of vehicles beginning to turn on green, stopped partially in the crosswalk, and waited for pedestrians to cross
- Staff reviewed the intersection incident history during the past 10 years. There were two incidents involving pedestrians (2009 and 2015). One incident was caused by a vehicle driving under the influence and the second incident was caused by a vehicle turning on green. There were no incidents involving vehicles turning right on red
- In addition, staff collected data and compared conditions to the 2014 CAMUTCD criteria.

The table below summarizes the analysis.

2014 CAMUTCD guidance	Criteria	Verdugo at San Fernando Intersection	Met?
A. Sight Distance	North leg: 200ft South leg: 200ft East leg: 250ft West leg: 200ft	North leg: 225ft South leg: 200ft East leg: 200ft* West leg: 300ft	No No Yes* No
B. Intersection Geometry	Odd geometry resulting in unexpected conflicts	Normal geometry, no unexpected conflicts	No
C. Exclusive Pedestrian Phase	Used	Not Used	No
D. Pedestrian Conflicts	Unacceptable number of right turn on red conflicts	No right turn on red conflicts observed	No
E. Incidents	3 or more right on red accidents in 12 months	0 right on red accidents in 12 months	No
F. Skewed Angle	Skewed angle exists	No skewed angle exists	No

* The sight distance from the east leg is within 25 feet of the standard. On March 12, 2018 staff painted 30 feet of additional red curb to increase the sight distance.

Conclusion

Staff does not recommend installing No Right Turn on Red signs at the intersection of San Fernando Boulevard and Verdugo Avenue. Based on video observation, the intersection appears to operate in a safe and efficient manner. The intersection has existing striping that clearly outlines the crosswalks and a 12-inch white stopline located four feet away from the crosswalk. All traffic signal indications are visible and do not have obstructions.

Public Works has notified the Police Department Traffic Bureau about the complaint. California Vehicle Code 21453 states a driver shall stop at a marked limit line before entering the crosswalk. A driver turning right shall yield the right-of-way to pedestrians lawfully within an adjacent crosswalk. Drivers may be cited for violating this code.

Public Works staff will continue to monitor the intersection and work with the Police Department Traffic Bureau to optimize pedestrian safety.



**CITY OF BURBANK
PUBLIC WORKS DEPARTMENT
TRAFFIC DIVISION WORK ORDER**

TO: Signs and Painting

DATE: March 7, 2018

W.O. NO.: _____

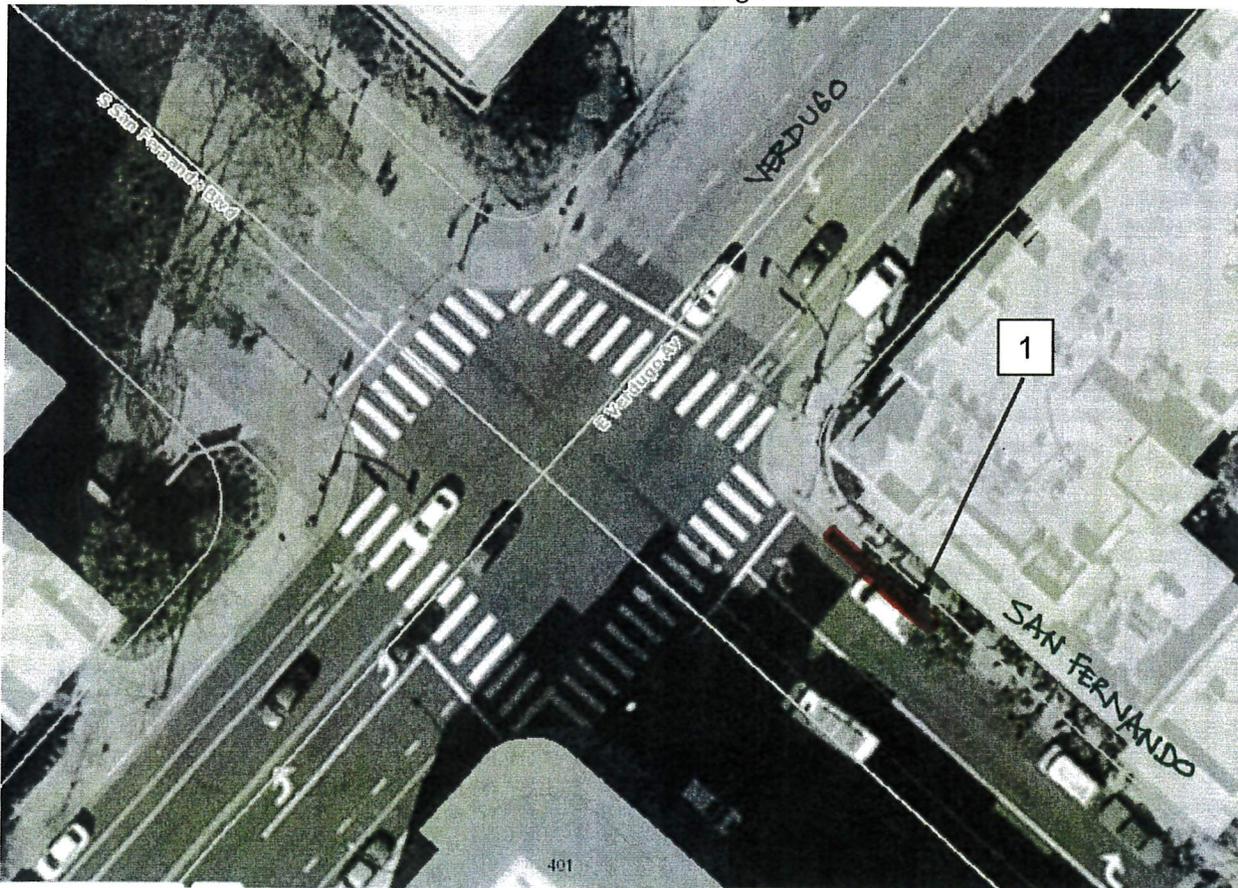
ATTN: Jerry Anderson

PRIORITY: Normal

P.W. FILE: Location File

LOCATION: East side of San Fernando just south of Verdugo

DESCRIPTION: Paint 30 LF of red curb to extend existing red



Note: Improve line of sight for westbound Verdugo.

Requested by: Resident at Council meeting . August 2017 meeting	Date: 3/7/2018
Approved by: Jonathan Yee <i>[Signature]</i>	Date: 3/7/2018
Completed by: <i>[Signature]</i>	Date: 3-12-18
Copy sent to Police Department <i>[Signature]</i>	Date: 3/13/18