Weekly Management Report
January 30, 2026

1.	**Synopsis**	Burbank Hospitality Association (BHA) Meeting on December 17, 2025 **Community Development Department**
2.	**Memo**	Status Update on the Empire Project – Tracking List # 2710 **Community Development Department**
3.	**Memo**	Overview of the City of Burbank's Brush Clearance and Vegetation Management Program – Tracking List # 2676 & 2708 **Fire Department**
4.	**Notice**	Burbank-Glendale-Pasadena Airport Authority Meeting On February 2, 2026 **Burbank-Glendale-Pasadena Airport Authority**
5.	**Minutes**	Burbank Water and Power Board Meeting on January 8, 2026 **Burbank Water and Power Department**
6.	**Synopsis**	Landlord-Tenant Commission Meeting on January 5, 2026 **Community Development Department**
7.	**Minutes**	Civil Service Board Meeting on January 7, 2026 **Management Services Department**

MEMORANDUM

COMMUNITY DEVELOPMENT

DATE: January 16, 2025

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director
VIA: Simone McFarland, Asst. Community Development Director
Mary Hamzoian, Economic Development Manager
BY: Odette Zakarian, Administrative Analyst II

SUBJECT: Burbank Hospitality Association (BHA) Meeting – December 17, 2025

- Casey Graves, General Manager of Hotel Burbank, and Armaan Patel, General Manager of Coast Burbank Hotel and Safari Inn filled the two vacant positions on the Board.

- Tony Garibian submitted his resignation to the BHA as a member and Board Chair since he sold his hotel properties in Burbank. His resignation as Board Chair led to a reorganization of the Executive Committee. Michael Hernandez of Hilton Garden Inn is now Chair, Jamie Keyser from the Chamber of Commerce is Vice Chair, Danny Kahn from Warner Bros. Studio Tour Hollywood is Secretary, and David Lurie from Hotel Amarano is Treasurer.

- Visit Burbank will present the Superman bronze statue to the Hollywood Burbank Airport Commission in early 2026 for the possibility of placing the statue in the new airport terminal.

MEMORANDUM

COMMUNITY DEVELOPMENT

DATE: January 14, 2026

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director
VIA: Maribel Leyland, Assistant Community Development Director, Housing and Homelessness Division
BY: Shipra Rajesh, Housing Development Manager

SUBJECT: City Manager Tracking List Item #2710 – Status Update on the Empire Project

BACKGROUND

At the December 16, 2025 City Council meeting, Council Member Rizzotti requested an update on the status of the multi-family residential development located at 2814 West Empire Avenue (Project). This memorandum provides a status update on the project, including entitlement history, permitting requirements, and next steps towards occupancy.

DISCUSSION

Project Entitlement

The Empire Project is a 148-unit apartment style, 100% affordable, seven-story multi-family residential development located at 2814 W. Empire Avenue. The Project was submitted to the City in June 2021 and processed under Senate Bill (SB) 35 Residential Streamlined Ministerial Approval Process pursuant to California Government Code Section 65913.4, and the corresponding provisions of the Burbank Municipal Code (BMC) Title 10, Chapter 1, Article 19, Division 12. Following a determination that the Project complied with all applicable objective development standards, the City Council approved the streamlined ministerial design review in November 2022.

Plan Check and Permitting

After the completion of the entitlement process, the Project underwent a plan check process for issuance of building permits. The building permits for the Project were finalized in September 2025, following completion of construction. The Project is currently

under final review for compliance with the project conditions of approval in preparation for issuance of a Temporary Certificate of Occupancy.

City Department Pending Items

Issuance of Temporary Certificate of Occupancy is contingent upon compliance with the conditions of approval for the project contained in Resolution No. 22-29,374 (Attachment 1). The Developer team has been coordinating with the City Departments to ensure compliance with each condition of approval. In addition to coordinating with Burbank Water and Power (BWP) and the Public Works Department to finalize documentation related to Project easements, the Developer team is working with the Housing Division to finalize and record an Affordable Housing Agreement (AHA) as well as to complete a Marketing and Tenant Selection Plan for the Project. Execution and recordation of the AHA and final approval of a Marketing and Tenant Selection Plan are required prior to issuance of Temporary Certificate of Occupancy. The Developer continues to work with Housing staff on these items, as further described below.

Affordable Housing

The Project is a 100% affordable residential development and requires execution and recordation of an AHA against the title of the property pursuant to BMC Article 6, Division 5. The AHA deed restricts the affordability of the property for a term of 55 years, making it eligible for occupancy by moderate, low, and very-low-income households. City staff provided a final version of the agreement to the Developer team on December 17, 2025, for their review and consideration and are currently awaiting their response. To ensure an efficient and timely AHA process for similar projects in the future, staff has been working closely with Building & Safety, Planning, and the applicants to ensure execution and recordation of the AHA prior to issuance of building permits.

In addition to the AHA, the Project requires a Marketing and Tenant Selection Plan that outlines procedures for marketing the affordable units to all Burbank residents in compliance with the Affirmatively Furthering Fair Housing (AFFH) requirements and for selecting income eligible tenants. A City approved Marketing and Tenant Selection plan is required prior to issuance of a Temporary Certificate of Occupancy. City staff reviewed the Marketing and Tenant Selection Plan submitted by the Developer team and provided revisions on November 26, 2025. Currently, staff is awaiting submittal of a revised plan from the Developer and Property Management team addressing the City's comments.

Unit Leasing and the City's Ongoing Role

Once the AHA is recorded and the Marketing and Tenant Selection Plan is approved, the Developer and the Property Management team can begin marketing the units. At this time, the Developer and the Property Management team anticipates initiating marketing of the units in late January or February of 2026.

The City will verify income eligibility for each selected tenant and confirm compliance with occupancy requirements for each unit prior to move-in. In addition, the City will monitor the project on an annual basis to ensure ongoing compliance with affordable housing requirements and related regulatory obligations.

CONCLUSION

The Empire Project has completed construction and is nearing occupancy, subject to verification of compliance with the project conditions of approval. City staff continues to work collaboratively with the Developer and the Property Management team to finalize required documentation, including execution and recordation of AHA and approval of a Marketing and Tenant Selection Plan.

Currently, the Project is under review to confirm compliance with the conditions of approval, which is a pre-requisite for issuance of a Temporary Certificate of Occupancy. City staff has provided a final version of the AHA to the Developer as well as issued comments on the Marketing and Tenant Selection Plan and is awaiting the Developer's response. A Temporary Certificate of Occupancy can be issued to initiate occupancy of the units upon completion of these outstanding items.

ATTACHMENT

Attachment 1 – Resolution No. 22-29,374

RESOLUTION NO. 22-29,374

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURBANK CONFIRMING THE COMMUNITY DEVELOPMENT DIRECTOR'S DETERMINATION THAT PROJECT NO. 21-0003649, LOCATED AT 2814 W. EMPIRE AVENUE IS CONSISTENT WITH ALL APPLICABLE OBJECTIVE GENERAL PLAN, ZONING, AND DESIGN REVIEW STANDARDS AND APPROVING THE PROJECT'S STREAMLINED MINISTERIAL DESIGN REVIEW.

THE CITY COUNCIL OF THE CITY OF BURBANK FINDS:

A. Based upon the First Half Reporting Period of the 5th planning cycle (2014 – 2021), the City is subject to Senate Bill (SB) 35, Streamlined Ministerial Review and Approval Process.

B. On June 29, 2021, ABS Properties, Inc. ("Applicant") submitted a Notice of Intent to submit a SB 35 Application for Streamlined Ministerial Design Review for a housing development project located at 2814 W. Empire Avenue (the "Project").

C. On July 28, 2021, the Planning Division requested Tribal Consultation as required by AB 168.

D. On January 6, 2022, the City notified the Applicant that the Project submitted at 2814 W. Empire Avenue was eligible for SB 35 Streamline Ministerial Approval Processing.

E. On January 13, 2022, the City and the Fernandeño Tataviam Band of Mission Indians completed the Enforceable Agreement for monitoring of the Project site;

F. On January 28, 2022, the City and the Gabrieleño Band of Mission Indians-Kizh Nation completed the Enforceable Agreement for monitoring of the Project site.

G. On April 25, 2022, the Applicant submitted an SB 35 application for 148-unit seven-story multi-family residential development for Streamline Ministerial Design Review and Approval Process.

H. The City Council of the City of Burbank held a duly noticed public hearing on November 1, 2022, to consider the Community Director's Determination that the Project is consistent with all applicable Objective General Plan, Zoning, and Design Review Standards, as well as to conduct Streamline Ministerial Review pursuant to Burbank Municipal Code Title 10, Chapter 1 (Zoning), Article 19, Division 12 (Streamlined Ministerial Approval Process).

I. The Project is statutorily exempt from environmental review under Government Code Section 65913.4(d)(2) and the California Environmental Quality Act ("CEQA") per CEQA Guidelines Section 15268.

J. The City Council considered the report and recommendations of the Community Development Director and the evidence presented at such hearing; and

K. The City Council considered the testimony and evidence from the Project Applicant, and the public presented at such hearing.

THE CITY COUNCIL OF THE CITY OF BURBANK RESOLVES:

1. The Community Development Director's Determination that Project No. 21-0003649, a proposal for 148-unit seven-story multifamily residential development, is consistent with all Objective General Plan, Zoning, and Design Review Standards and California Government Code Section 65913.4 is hereby affirmed. Further the Burbank City Council approves the Ministerial Design Review for Project No. 21-0003649 for the proposed 148-unit seven-story multifamily residential development subject to compliance with all standard Conditions of Approval (Exhibit A). This approval is based upon the City Council's determination that all required findings for approval of the requested Project application could be made as required under the Burbank Municipal Code (BMC) for Project No. 21-0003649, as follows:

a. Findings for Streamlined Ministerial Design Review:
The Project conforms to the requirements of Streamlined Ministerial Design Review as outlined in Burbank Municipal Code Title 10, Chapter 1 (Zoning), Article 19, Division 12 (Streamlined Ministerial Approval Process); and California Government Code Section 65913.4, respectively.

The Project has been reviewed under the requirements noted in BMC Title 10, Chapter 1 (Zoning), Article 19, Division 12 (Streamlined Ministerial Approval Process). A publicly noticed City Council meeting was held on November 1, 2022. At this City Council meeting city staff, the Project Applicant and architect presented the Project and provided responses to questions regarding the proposed Project.

i. The Project complies with all requirements of California Government Code Section 65913.4(a), as detailed in Exhibits B, C, and D attached hereto and incorporated herein by this reference. Specifically, the 148-unit seven-story multifamily residential development is a housing development containing two or more units; the Project parcel is within incorporated City limits and at least 75 percent of the parcel is adjoining to urban uses, the Project site is surrounded by urban uses on all sides; both the Project site General Plan land use designation and zoning permit residential or residential mixed-use development. In this case, the General Industrial (M-2) zone and the General Plan Land Use Designation of Regional Commercial allow a density of up to 58 units to the acre;

the Project Applicant has committed one hundred percent of the units (excluding managers units) as affordable for extremely low-, very low-, and low-income households; the Project is consistent with all zoning, General Plan, and Design Review standards as provided in Exhibit B.

ii. The Project site is not located on prime farmland or farmland of statewide importance as provided in Exhibit C;

iii. The Project site is not located in Wetlands, as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993) as provided in Exhibit C;

iv. The Project site is not located in a very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection pursuant to Section 51178, or within a high or very high fire hazard severity zone as indicated on maps adopted by the Department of Forestry and Fire Protection pursuant to Section 4202 of the Public Resources Code as provided in Exhibit C;

v. The Project site is not a listed hazardous waste site pursuant to Section 65962.5 or a hazardous waste site designated by the Department of Toxic Substances Control pursuant to Section 25356 of the Health and Safety Code as provided in Exhibit C;

vi. The Project site is not located within a delineated earthquake fault zone as determined by the State Geologist in any official maps published by the State Geologist, as provided in Exhibit C;

vii. The Project site is not located in lands identified for conservation in an adopted natural community conservation plan pursuant to the Natural Community Conservation Planning Act (Chapter 10 (commencing with Section 2800) of Division 3 of the Fish and Game Code), or in a habitat conservation plan pursuant to the federal Endangered Species Act of 1973 (16 U.S.C. Section1531 et seq.), or other adopted natural resource protection plan as provided in Exhibit C;

viii. The Project site is not located within a habitat for protected species identified as candidate, sensitive, or species of special status by state or federal agencies, fully protected species, or species protected by the federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), the California Endangered Species Act (Chapter 1.5 (commencing with Section 2050) of Division 3 of the Fish and Game Code), or the Native Plant Protection Act (Chapter 10 (commencing with Section 1900) of Division 2 of the Fish and Game Code) as provided in Exhibit C;

ix. The Project site is not located under a conservation easement as provided in Exhibit C;

x. The Project would not result in the demolition of housing, a site that would require demolition of housing that is subject to recorded restrictions or law that limits rent to levels affordable to moderate, low, or very-low income households, subject to rent control currently occupied by tenants or that was occupied by tenants within the past 10 years, or a site that previously contained housing occupied by tenants that was demolished within the past 10 years because it has been occupied by a commercial use;

xi. The Project will not result in the demolition of a historic structure that is on any local, state or federal register;

xii. The Project site is not a parcel of land or site governed by the Mobilehome Residency Law, the Recreational Vehicle Park Occupancy Law, the Mobilehome Parks Act, or the Special Occupancy Parks Act;

xiii. A portion of the site is within a special flood hazard area subject to inundation by the 1 percent annual chance flood (100-year flood) as determined by the Federal Emergency Management Agency in any official maps published by the Federal Emergency Management Agency. The Project Applicant was able to demonstrate they can safely construct within the 100-year flood way as provided in Exhibit D;

xiv. The Project is exempt from labor standards contained in the streamlined ministerial approval process inclusive of prevailing wages and employment of skilled and trained workforce pursuant to State Department of Housing and Community Development (HCD) SB 35 Guidelines Section 403(b) and for which this exemption is applied pursuant to California Government Code Section 65913.4(a)(8)(B).

xv. The Project complies with all applicable development standards noted in the BMC, unless deviations are otherwise permitted through the incentives, concession and waiver requests and exemptions sought under local and State density bonus law (BMC Section 10-1-634 et. seq. and California Government Code Section 65915) and SB 35 streamlined ministerial approval process (California Government Code Section 65913.4), as shown in Exhibit B – Objective Standards Consistency Analysis. More specifically, the Project complies with the M-2 zone development standards related to: 50% landscaping requirement along exposed front and side yards, 36-inch box tree installation throughout the Project site, design review standards with recessed front entrance, building modulations, surface breaks, and use of neutral and earth tone colors for exterior finishes that are complementary and consistent across all building elevations, and all other applicable standards as identified in Articles 6, 8, and 11 through 16 of Chapter 1 (Zoning) of Title 10 (Zoning Regulations).

b. Findings For Concession

The Project conforms to the requirements outlined in Burbank Municipal Code (BMC) Section 10-1-634 et. seq. and California Government Code Section 65915.

In accordance with BMC Section 10-1-634 et. seq. and California Government Code Section 65915, the Project is requesting two exemptions and one concession from the City's development standards that would facilitate the Density Bonus request. Additionally, in accordance with California Government Code Section 65913.4, the Project is requesting one exemption to facilitate development of a 148-unit multifamily residential building. The Project is requesting the following development standard concession and exemptions from the BMC:

1. Setbacks: BMC Section 10-1-812 of the City's Zoning Code states that all structures within the General Industrial (M-2) zone shall be set back at least 5 feet from the front lot line or 20 percent of the building height, whichever is greater. The minimum required front setback for the proposed building is 15 feet and 2 inches. The Project is requesting an exemption from the required front yard setback to allow a zero feet front yard setback due to a required dedication to the City of Burbank for street improvements along Empire Avenue. The requested modification is necessary to accommodate the required building envelope to facilitate development of the permitted units and needed accessory facilities for the proposed housing development as provided for under local and State density bonus law. The requested concession is identified as a Tier 3 in the City's inclusionary housing regulations, as a 100 percent reduction to the minimum front setback is not identified in Tiers 1 or 2.

2. Density: The area of the Project site is 0.84 acres. The base density allowed on the lot is 58 units per acre. Thus, the allowed number of units on the approximate 0.86-acre site at 58 dwelling units per acre is 49 dwelling units. Pursuant to California Government Code Section 65915(f)(3)(D)(ii), the Project is eligible for unlimited density because one hundred percent of the units proposed under the Project (excluding manager's units) are affordable to extremely low-, very low-, and low- income households and the Project site is located within one-half mile distance of major transit stops. Specifically, the Project is located within one-half mile of two major public transit stations – the Project is approximately 68 feet from the Empire/Niagara station and approximately 0.41 miles from the Regional Intermodal Transportation Canter (RITC). Public Resources Code Section 21064.3 defines a Major Transit Stop as a site containing a rail or bus rapid station or the intersection of two or more major bus routes with a frequency of service interval of 15 minutes or less during the morning and afternoon peak headway periods. Its proximity to Major Transit Stops and 100% affordable units make the Project eligible for the requested 302% density increase, pursuant to the State Density Bonus law. Therefore, the requested density is necessary to facilitate development of the permitted units as provided for under local and State density bonus law.

3. Building Height: The maximum allowed building height on the Project site pursuant to BMC Section 10-1-812 of the Burbank Zoning Code is 50 feet. The Project qualifies for an increase in building height from the maximum allowed 50 feet to 75.75 feet pursuant to California Government Code Section 65915(d)(2)(D), which allows for a 33-foot increase in height if a multi-family development is located within half a mile distance of a major transit stop and proposes one hundred percent of all units as affordable units. The additional 25.75 feet increase in building height will allow the Project to accommodate the proposed 148 units on the Project site. The requested modification is necessary to accommodate the required building envelope to facilitate development of the permitted units and needed accessory facilities for the proposed housing development as provided for under local and State density bonus law.

4. On-Site Parking Standards: The Project is requesting a reduction in on-site parking standards to allow 7 parking spaces. Pursuant to California Government Code Section 65913.4(e)(1)(A) and Section 102(t) of the updated streamlined ministerial approval process HCD guidelines, the Project is eligible for exemption from on-site parking requirements because it is located within one-half mile of a public transit stop. The reduced on-site parking allows the Project to accommodate the proposed 148 units on the Project site. Therefore, the proposed number of on-site parking complies with the applicable exemptions provided to the Project as a 100% affordable housing development under the noted provisions of State law.

5. The City Clerk shall mail a copy of this Resolution to the Applicant in accordance with the Burbank Municipal Code.

PASSED AND ADOPTED this 1st day of November, 2022.

Jess A. Talamantes
Mayor

Approved as to Form:
Office of the City Attorney

Attest:

Zizette Mullins, MMC, City Clerk

By: _____
Joseph H. McDougall
City Attorney

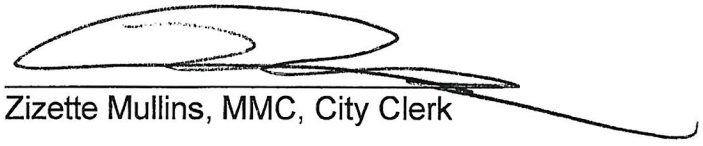
STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF BURBANK)

I, Zizette Mullins, City Clerk of the City of Burbank, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the Council of the City of Burbank at its special meeting held on this 1st day of November 2022, by the following vote:

AYES: Frutos, Schultz, Anthony and Talamantes.

NOES: Springer.

ABSENT: None.



Zizette Mullins, MMC, City Clerk

EXHIBIT A
CONDITIONS OF APPROVAL

CONDITIONS OF APPROVAL (EXHIBIT A)
Project No. 21-0003649
SB 35 Housing Development Project
(2814 W. Empire Avenue – ABS Properties, Inc.)

Planning Division

1. Project No. 21-0003649 a SB 35 Housing Development Project approves the construction of a housing development project with one forty-eight (148) rental units, that are one hundred percent affordable (excluding managers units). The affordable units will be deed restricted for a period of 55 years, with 66 units affordable to extremely low-income households, 17 units affordable to very-low-income households, and 62 units affordable to low-income households. The Project is located at 2814 W. Empire Avenue in the General Industrial (M-2) zone and has a Burbank2035 General Plan Land Use Designation of Regional Commercial.

2. Unless otherwise provided for under the provision of SB 35 (The Affordable Housing: Streamlined Ministerial Approval Process; California Government Code Section 65913.4), this permit shall expire if the scope of work is not initiated within three years of the date of this approval (expires on November 1, 2025), unless the Property Owner has diligently developed the project as shown by the issuance of a grading, foundation, or building permit and the construction of substantial improvements. Pursuant to SB 35, the Project may receive a one-time, one-year extension if the Project Applicant can provide documentation that there has been significant progress toward getting the development construction ready, such as filing a building permit application. The Project Applicant can make a written request for a 1-year extension of the approved Project. The extension request is subject to the review and approval of the Community Development Director or his/her designee.

3. The operation/construction on the Project site shall remain in substantial conformance with the request and with the application materials submitted by the Applicant and the Project plans date stamped and approved by the City Council on November 1, 2022, and placed on file in the office of the City's Community Development Department's Planning Division. The Project Applicant shall provide material boards for the proposed buildings that includes the proposed colors and finishes of the different building model types. These material boards must be submitted as part of the plan check submittal and must be reviewed and approved by the Planning Division prior to the issuance of a building permit for any of the buildings. Subject to the provisions of SB 35, California Government Code Section 65582.1. modifications to the approved plans may be granted, subject to the prior review and approval of the Community Development Director or his/her designee.

4. The Project Applicant shall comply with all applicable Federal, State, and local laws. Violation of any of those laws in connection with the use and/or conviction resulting from an associated violation will be cause for revocation of this permit.

5. The Project Applicant shall list these standard Conditions of Approval in the construction plans submitted to the Building and Safety Division as part of a building permit request. The Applicant shall also provide a separate written document outlining how, or where, each of the Conditions of Approval have been addressed in the building permit plan set for all City Division/Department's conditions enclosed and provide the same number of copies as building plan sets submitted for Building Plan Check.

6. By signing and/or using this approval, the Applicant acknowledges all the conditions of project approval imposed and accepts this permit subject to those Conditions of Approval and with full awareness of the provisions of the Burbank Municipal Code. Failure of the permittee or property owners to sign the Project's conditions does not affect their enforceability by the City or other responsible entity. These Conditions of Approval are binding upon all future property owners and occupants of the Project site located at 2814 W. Empire Avenue.

7. The Project must maintain the areas and square footage of landscaping that are noted on the plans approved by the City Council. Any deviations from the plans must be reviewed and approved by the Community Development Director or his/her designee.

8. Colors and materials shown on the plans must be reflected on the Building Permit plans unless otherwise approved by the Community Development Director or his/her designee. A material board and color pallet board shall be provided for each residential building types.

9. The height of the buildings must be measured from grade in accordance with the BMC definition of "Grade" as defined in BMC Section 10-1-203. Building section details for each building must be included in the plans submitted for building plan check. These sections must depict the height measurement noted from grade to the top of plate, and to the roof pitch/appurtenant structures.

10. The Project must be built and operated in conformance with the applicable objective development and design standards as approved by the City Council as their Ministerial Design Review of the Project on November 1, 2022.

11. The Project shall be built in conformance with the applicable provisions of the City's Inclusionary Housing regulations as noted in Article 6, Division 5, of Chapter 1, of Title 10 of the Burbank Municipal Code (BMC) Sections 10-1-633 through 10-1-653.

12. Pursuant to the Enforceable Agreement between the City and the Fernando Tataviam Band of Mission Indians (FTBMI), as well as the Enforceable Agreement between the City and the Gabrieleño Band of Mission Indians-Kizh Nation (GBMI-Kizh Nation), the Project Applicant shall retain a professional Cultural Resources monitor procured or selected by the FTBMI and/or GBMI-Kizh Nation (the "Tribes") to observe all

clearing, grubbing, and grading operations of undisturbed soil below a depth of 5-feet within the proposed impact areas. If cultural resources are encountered, the monitor will have the authority to request that ground-disturbing activities cease within 50 feet if discovery to assess and document potential finds in real time. One monitor will be required on-site for all ground-disturbing activities in areas designated through additional consultation. However, if ground-disturbing activities occur in more than one of the designated monitoring areas at the same time, then the parties can mutually agree to an additional monitor, to ensure that simultaneously occurring ground-disturbing activities receive thorough levels of monitoring coverage.

a. Any and all archeological documents created as a part of the project (isolate records, site records, survey reports, testing reports, and monitoring reports) shall be provided to the relevant Tribe or Tribes.

b. The Project Applicant and Lead Agency shall, in good faith, consult with the tribes on the disposition and treatment of any Tribal Cultural Resource encountered during the Project implementation.

13. Applicant shall provide notice to the Tribes not less than 14 calendar days prior to commencement of ground disturbing activities to ensure the tribes have sufficient time to schedule adequate site monitoring personnel.

14. The Tribes shall be responsible to retain sufficient monitoring personnel to meet its monitoring obligations during all phases of ground disturbing activities. The Project Applicant may, but shall have no obligation to, stop ground disturbing activities in the event the tribes are not able to attend or monitor the site.

15. The Project Applicant shall pay FTBMI a rate of $125.00 per hour for all monitoring costs and expenses

16. The Project Applicant shall pay the GBMI-Kizh Nation a predetermined rate agreed upon by the Project applicant and the tribe for all monitoring costs and expenses.

17. The Monitor appointed by the Tribes shall complete monitoring logs on a daily basis, providing descriptions of the daily activities, including construction activities, locations, soil, and any cultural materials identified and available to the City upon request. The on-site monitoring shall end when grading and excavation activities of native soil (i.e., previously undisturbed) are completed, or when the Native American Monitor has indicated that the site has a low potential for cultural resources, whichever occurs first. The City may request a copy of all field documentation from the Native American Monitor. In addition, the Native American Monitor shall provide the City a "closeout report" that addresses the Monitors role on the project and provides a summary of cultural findings, if any.

18. The Tribes shall comply with Project Applicant's site access and workplace safety requirements.

19. If human remains or funerary objects are encountered during any activities associated with the project, work in the immediate vicinity (within a 100-foot buffer of the find) shall cease and the County Coroner shall be contacted to State Health and Safety Code § 7050.5 and that code enforced for the duration of the Project.

20. The Project Applicant shall submit a complete landscape plan during Building Plan Check review that includes all existing and proposed plantings on the Project site. The landscape plan shall include a matrix or legend with the plant species and a list of the maximum height of the proposed plants at full growth.

21. Project Applicant must provide a Construction Management Plan (CMP) that includes amongst other things, construction staging, traffic coordination, construction haul routes information and the identification of construction contractor/subcontractor including on and off-site (if applicable) parking throughout the extent of construction. The CMP is subject to review and approval by the City Building Official and the City Engineer. The Applicant and/or on-site primary general contractor (superintendent) shall have the responsibility of monitoring and enforcing the approved Construction Management Plan. The CMP shall provide a comprehensive outline of how the Applicant and Contractor(s) shall implement construction work at the project site and vicinity, as well as addressing the issue of parking, access, deliveries, et cetera.

22. The Project Applicant shall indicate the location of construction personnel parking throughout the extent of construction. Additionally, no construction personnel will be permitted to park any vehicle anywhere on any of the surrounding City streets. Contractor shall be required to post, and enforce, "NO CONSTRUCTION PARKING" signs at these locations to alleviate impacts to surrounding uses and the residential neighborhood.

23. The Project shall comply with the applicable requirements for construction activity as noted in BMC Section 9-1-1-105.10, which includes amongst other things that there shall be no set-up, staging, or similar operations whatsoever until 7:00 a.m. Monday through Friday and not until 8:00 a.m. on Saturday.

24. There shall be no deliveries to the Project site accepted prior to 7:00 a.m. Delivery vehicles, if any, prior to 7:00 a.m. shall not impede or block traffic, idle the engine, nor otherwise generate any public nuisances. A queuing plan for delivery trucks shall be included as part of the CMP to identify acceptable locations.

25. Request for work outside of BMC construction hours may be granted for specific purposes, and limited time periods only. All requests must be submitted in writing to the City Building Official and approved prior to commencing any off-hour work pursuant to the provisions of BMC Section 9-1-1-105.10.

26. In addition to the above general guidelines, the general contractor and on-site construction superintendent (or other designated primary contractor responsible for activities on and around the Project site) shall continue to strictly enforce the other construction guidelines specific to the Project, which includes, but is not limited to the following: the construction site and its perimeter area shall be kept free of trash, debris, and litter throughout the period of construction.

27. The Project Applicant shall identify, to the satisfaction of the City of Burbank Community Development Department's Planning Division, a qualified "Noise Disturbance Coordinator". The Noise Disturbance Coordinator shall be responsible for responding to any local complaints about construction noise. When a complaint is received, the Noise Disturbance Coordinator shall notify the City within 24 hours of the complaint and determine the cause of the noise complaint (e.g., starting too early, malfunctioning muffler, etc.) and shall implement reasonable measures to resolve the complaint, as deemed acceptable by the City of Burbank Community Development Director or his/her designee. All signs posted at the construction site shall include the contact name and the telephone number for the Noise Disturbance Coordinator in addition to the general contractor and construction superintendent.

28. The Project must be in compliance with all of the standards outlined in the General Industrial (M-2) Zone as stated in the BMC Title 10, Chapter 1, Article 8, Division 2.

30. Pursuant to California Government Code Section 65915(d)(2)(D), the City shall grant an increase in the building height from the maximum allowed 50 feet (BMC Section 10-1-812) to 75.75 feet as noted in the plans approved by the City Council as part of its Ministerial Design Review of the Project.

31. Pursuant to BMC Section 10-1-635, the City shall grant a concession for an exemption from the required 15'-0" front yard setback (BMC Section 10-1-812) to allow zero (0 feet) front yard setback due to a required dedication to the City of Burbank for street improvements along Empire Avenue.

32. The Project must be in compliance with the landscaping requirements outlined in BMC Section 10-1-812.

33. Pursuant to California Government Code Section 65915(f)(3)(D)(ii), the City shall allow unlimited density because one hundred percent of the units proposed under the Project (excluding the manager's units) are affordable to extremely low-, very low-, and low- income households and the Project site is located within one-half mile distance of major transit stops.

34. Pursuant to California Government Code Section 65913.4(e)(1)(A) and Section 102(t) of the updated streamlined ministerial approval process HCD guidelines, the City shall grant an exemption from on-site parking standards because the Project is located within one-half mile of public transit stop.

35. The construction plans must remain in compliance with the design elements and architectural designs as shown on the plans approved by the City Council during ministerial design review. Any deviations from these standards must be approved by the Community Development Director or his/her designee and must be in compliance with the design standards outlined in BMC, Title 10, Chapter 1, Article11.

36. The driveway, lighting, parking area, and vehicle access and turning areas proposed shall comply with all applicable objective design standards outlined in BMC, Title 10, Chapter 1, Article 14, Divisions 1 through 4.

37. The Project must be in compliance with the corner cutoff requirements outlined in BMC Section 10-1-1303.

38. The Project shall comply with the Federal Aviation Administration (FAA) notification requirements as outlined in BMC Section 10-1-1308.

39. The Project shall comply with Art in Public Places standards as outlined in BMC Section 10-1-1114.

40. The Project shall comply with all the design related objective standards outlined in BMC Section 10-1-1113.1.

41. The Project shall comply with the standards on access to utility poles contained in BMC Section 10-1-1206.

42. The Project shall comply with the encroachment standards as outlined in BMC Section 10-1-1211.

43. The Project shall comply with the all the applicable standards for curb-cut, vehicular accessways and driveways, and turn around areas outlined in BMC Title 10, Chapter 1, Article16.

44. The Project shall comply with the *Burbank2035* General Plan Mobility Element sidewalk standards outlined in Table M-2.

45. The Project must comply with the *Burbank2035* General Plan Mobility Element standard of providing a 15-foot-wide parkway/sidewalk along the Project's site property frontage along Empire Avenue.

46. The Project shall comply with the *Burbank2035* General Plan Noise Element noise standards inclusive of noise reducing features as outlined in Tables N-3 and N-5.

47. The Project will ensure provision of low water landscaping as outlined in Burbank2035 Land Use Element Goal 4 Policy 4.10.

48. The Project shall incorporate building design features that minimize the consumption of energy, water, and other natural resources as outlined in *Burbank2035* Land Use Element Goal 2 Policy 2.6.

49. The Project will pay its fair share for infrastructure improvements and ensure that needed infrastructure and services are available prior to or at project completion as outlined in Burbank 2035 Land Use Element Goal 2 Policy 2.3.

50. The Project shall comply with the City's Inclusionary Housing requirements outlined in BMC Section 10-1-646.

51. The Project shall comply with the City's Inclusionary Housing Agreement as outlined in BMC Section 10-1-650.

52. The Project shall comply with the design and dispersion standards for inclusionary units outlined in BMC Section 10-1-651.

53. The timing of construction of the designated inclusionary units shall comply with BMC Section 10-1-651(B).

54. The Project shall comply with the duration of time the inclusionary units must remain as affordable rental units to qualifying extremely low-, very low-, and low-income households as outlined in BMC Section 10-1-651(C).

Housing Division

55. The Project Applicant shall comply with the applicable requirements for a density bonus, SB 35, and inclusionary housing as provided in Burbank Municipal Code (BMC), Title 10, Chapter 1 (Zoning), Article 6, Division 5 (Affordable Housing Incentives); Government Code Section 65915; Government Code Section 65913.4 (SB 35); and Updated Streamlined Ministerial Approval Process Government Code Section 65913.4 Guidelines, issued March 30, 2021 by the California Department of Housing and Community Development (HCD Guidelines). The Project Applicant shall enter into one Affordable Housing Agreement with the City that will satisfy the requirements of the Burbank Municipal Code, Inclusionary Housing and Density Bonus Implementing Regulations, Government Code Section 65915, Government Code Section 65913.4, and the HCD Guidelines.

56. Affordable Housing Agreement. The Project Applicant shall enter into and record the Affordable Housing Agreement with the City prior to the issuance of a building permit. The Affordable Housing Agreement must include the following provisions for multi-family rental units:
    a. Provisions for the review and approval of a Marketing and Tenant Selection Plan.

    b. Provisions for the review and approval of a Waiting List Management Plan.

c. Provisions and description of the process for qualifying income-eligible tenants and monitoring for affordable rents.

d. To comply with all of the provisions of the Burbank Municipal Code, Government Code Section 65915, Government Code Section 65913.4, and the HCD Guidelines, the Affordable Units shall remain reserved for extremely-low to lower-income tenants in perpetuity for as long as the land is used for housing, which shall not be less than 55 years. Household incomes and rents of eligible households shall not exceed the annual median income (AMI), adjusted for actual household size and rent for applicable household as follows:

30% AMI:	66 units
50% AMI:	17 units
60% AMI:	28 units
80% AMI:	34 units

AMI is determined annually by HCD (25 CCR Section 6932).

e. The Project Applicant is subject to full cost recovery of City expenses, including any consultant time, for drafting and recording the Affordable Housing Agreement with the City and for ensuring the Project Applicant's compliance with said agreement; and on-going affordability monitoring of the units. These fees are authorized by the City of Burbank fee schedule under Article III Land Use and Zoning, and Article I, Section 14 (Real Estate Services).

58. Operations and Voucher Utilization. The City of Burbank Housing Authority does not administer Project Based Vouchers as identified in the Project Information Summary.

Building Division

59. All projects shall comply with Title 9, Chapter 1, of the Burbank Municipal Code, and the **2019 edition** of the California Building Code, California Residential Code, California Electrical Code, California Mechanical Code, California Plumbing Code, California Green Building Standards and Building Energy Efficiency Standards, including all intervening Code cycles.

The 2019 California Building Standards Code is applicable to projects that submit a building permit application on or before December 31, 2022. The 2022 California Building Standards Code is applicable to projects that submit a building permit application on or after January 1, 2023.

60. Plans and reports submitted for Plan Check Review are to be submitted electronically. For more information about the online submittal process, please contact the Building Division at 818-238-5220 or via email at: building@burbankca.gov.

61. All the Project's Conditions of Approval are to be reproduced on the construction document drawings as part of the Approved Construction Set.

62. All Departments that have provide Conditions of Approval are to review drawings and provide final approval via online electronic review, prior to issuance of Building Permit.

63. Development Impact Fees are assessed by the City for construction of new commercial and/or residential square footage as listed in the Burbank Fee Schedule and Title 10, Article 22, of the Burbank Municipal Code.

64. Separate Permits will be required for the following:
    a. Demolition
    b. Grading & Shoring
    c. Architectural & Structural
    d. Mechanical
    e. Plumbing
    f. Electrical

65. Low Impact Development: A LID Plan is required for City review that provides a comprehensive, technical discussion of how the project will provide on-site retention in compliance with the requirements of the LID Ordinance and LID Standards Manual. Best Management Practices and control measures shall be prioritized in the following order:
    i. On-site infiltration, bioretention, and/or rainfall harvest.
    ii. On-site biofiltration, off-site ground water replenishment, and/or off-site retrofit.

66. The parking layout will have to comply with City standards, including minimum turning radii for accessing parking stalls.
    i. Standard Plans(https://www.burbankca.gov/web/public-works/standard-plans)
    ii. General Parking Standards BT-402
    iii. Parking Bay Widths BT-403
    iv. Striping BT-404

67. Grading and drainage plans will be required, and a separate Grading & Shoring Permit will be required. Geotechnical report to be submitted along with Grading & Shoring Permit Application.

68. New or Addition/Alteration construction projects within the City of Burbank are subject to MWELO review.
    New or replacement landscape areas for residential and non-residential projects between 500 (new) and 2,500 (replacement) square feet requiring a building or landscape permit, plan check, or design review will be required to complete, either a Performance or Prescriptive Compliance Method. Full house demolition will require MWELO review, either prescriptive or performance, no exceptions.

69. The property shall comply with accessibility requirements for the various occupancies as stated in California Building Code Chapter 11. Accessibility regulations apply to all common areas and pools and spas.

70. Deferral of any submittal items shall have prior approval of building official. The registered design professional in responsible charge shall list the deferred submittals on construction documents for review.

71. Screening will be required for equipment located in front and side yards. The screening will include the electrical panels, A/C compressor units, gas meters, and transformers. All screening will be subject to approval by Planning and Building divisions, and BWP.

72. The City's mandatory Construction & Demolition Debris Diversion Ordinance requires the recycling and diversion of at least 65% of construction and demolition debris. A refundable deposit and non-refundable administrative fee will be collected prior to permit issuance. The Ordinance applies to all demolitions and to new construction, additions, remodels, renovation, tenant improvement and alteration projects over 500 square feet in scope of work.

73. A stamped setback certification by a Licensed Surveyor will be required to certify the location of the new construction in relation to the setbacks prior to the first foundation inspection.

74. Plans submitted for plan check must be stamped by State-licensed architect or engineer unless the project is one of the following listed below and complies with conventional light wood frame construction requirements in the CBC:
    - Wood-framed, single-family dwellings not more than two stories in height;
    - Wood-framed, multi-family dwellings not more than two stories in height, and limited to four dwelling units per parcel;
    - Wood-framed, garages or accessory structures for single-family dwellings not more than two stories in height; and
    - Non-structural or non-seismic storefronts, interior alterations, or additions.

75. Approved hours of construction are:

Monday – Friday	7:00 am to 7:00 pm
Saturday	8:00 am to 5:00 pm

No construction is permitted by contractors or subcontractors after hours, on Sunday or on City holidays without prior written request and approval from the Community Development Department.

Transportation Division

76. For this Project, a traffic study will not be required.

77. To promote and enhance transit, bicycle, and pedestrian connectivity and multi-modal options, the Developer shall be required to provide lighting in all common areas including, but not limited to: parking garages, outdoor parking areas, common open space areas, pedestrian paths, stairways, and hallways, per 10-1-628: Property Development Standards.

78. Per State accessibility requirements, accessible paths of travel within the Project shall be a minimum of 4 feet and pedestrian crossings shall be clearly marked.

79. Development shall provide all the following circulation measures to the satisfaction of the City:

    a. Sidewalks or other designated pathways following direct and safe routes from the external pedestrian circulation system to the building.
    b. Safe and convenient access from the external circulation system to bicycle parking facilities onsite.

Parks and Recreation

80. Submit landscape and irrigation plans prepared by a licensed Landscape Architect.

81. The Project must comply with Municipal Water Efficient Landscape Ordinance (MWELO) requirements if over 500 square feet of landscape (BMC 10-1-1418(b)).

82. Do not remove any street/parkway trees unless the Director or appointee gives an approval and applicant is subject to pay the value of the tree removed BMC 7-4-111(a) and 7-4-102(a).

83. Street trees will be required if any are removed.

84. Street trees are required. Contact Forestry Services for list of approved street trees.

85. Trees in grass shall be installed with Arbor Guards.

86. Developer to install the street trees, they must contact the Forestry Supervisor, at (818) 238-5343, at least forty-eight (48) hours prior to installation. Failure to contact the City for inspection and installation may cause the removal and replacement at the developers' expense.

87. Tree wells required if planting in public right-of-way (BMC 7.4.118).

88. A minimum of 50 percent of required trees shall be a minimum 36-inch box size, with the remainder a minimum 24-inch box size. The required 36-inch box trees shall be equally distributed in required front or street side yards (BMC 10-1-812).

89. Provide irrigation bubbler to street trees (BMC Section 10-4-2713).

90. Provide automatically controlled irrigation system to the parkway (BMC 10-1-2713).

91. Project shall with Art in Public Places Ordinance (BMC 10-1-1114).

92. Contact Forestry Services at (818) 238-5343 for removal fee.

93. Provide an arborist/landscape architect valuation of any landscape and trees removed from the public rights-of-way for the Project (BMC 7-4-105).
94. No person shall stand or park any vehicle upon a parking lot of a public park unless they are actually using the park's facilities (BMC 6-1-1017).

Burbank Water and Power – Electric Division

95. The following information shall be included on the construction plans:
    a. Location of the existing electric service panel
    b. Dimensions/location of existing/proposed public improvements adjacent to project.
    c. The width and the location of all the existing and proposed easements.
    d. Fully dimensioned building elevations showing height of structure from natural grade.
    e. Proposed location of the electric service panel/meters.
    f. Proposed location of the any pad-mounted electrical equipment.

98. Plan approval will not be given until an electric service confirmation is obtained. Contact BWP Engineering at (818) 238-3575. The plans must show the pertinent information related to the method of service as specified on the confirmation.

Load Requirements *(BWP Rules and Regulations 2.01(d), 2.01(j), 3.26 per BMC 8-2-203)*

99. A load schedule and secondary service schematic will be required to determine the extent of the electrical load requirements. An electronic copy of a plot plan of the site, showing all the existing and proposed substructures, complying with BWP AutoCAD standards should also be provided to BWP Electrical Engineering to aid the electrical design. BWP will provide full comments after the electrical sheets are provided. A meeting should be scheduled between the developer, project architect, electrical engineer, and BWP Electrical Engineering early in the design stage of each phase of the project to discuss all the issues and to finalize the location of the facilities.

100. Loads below 5MVA will be fed from the existing system but will require upgrades to accommodate the new development, at the developers cost.

101. Loads 5MVA or greater will require a new substation. The developer must provide the necessary space (a minimum of 125' x 80', with two 20' access roads on two sides), if a substation is required. Please contact BWP Engineering at (818) 238-3575 for details if the projected load will exceed 5MVA.

Substructure *(BWP Rules and Regulations 2.50-2.53, 2.55, 2.80, 2.81 per BMC 8-2-203, General Plan Land Use Element Policy 4.11, 4.12)*

102. Overhead BWP electrical facilities traversing or adjacent to the development are to be converted to underground at the developer's cost. The developer will be responsible for costs involved in converting existing overhead electric services to underground for any customers impacted by this underground conversion.

103. The proposed development will require the installation of pad-mounted switches and transformers. The pad-mounted switches will be looped on the line side.

104. The proposed development will require transformer and switch pads, which have a vault underneath them. No structures are allowed to be constructed underneath these vaults.

105. The installation of pad-mounted transformers and switches will require the use of a crane or boom truck. To facilitate this installation, a vertical clearance of 40' from the transformer or switch pad level should be maintained. Any design that would restrict vertical access clearance to a level below 40' shall be subject to BWP approval.

106. Provide a minimum 14' x 18' clear accessible area at grade level on undisturbed soil with easy crane access 20-foot wide for each three phase pad-mount transformer facility.

107. Provide a minimum 10' x 17' clear accessible area at grade level on undisturbed soil with easy crane access 20-foot wide for each single-phase pad-mount transformer facility.

108. The proposed development may require the installation of 4' x 6' primary pull-boxes.

109. The proposed development may require the installation of 8' x 14' primary manholes.

110. Additional conduits will be required to provide for future needs.

111. The developer will provide 5' wide recorded easement for the new underground system from the property line to the switch and a minimum 25' x 15' clear accessible easement for a pad-mount switch. The developer's surveyor will provide a legal description of the easements, which will be reviewed by Burbank

Water and Power and then processed by the Community Development Department (contact 818-238-5250 for recording).

112. The developer's contractor will provide as-built drawings showing the exact location of underground substructure installed to serve the property.

113. All substructure work including transformer pads, switch pads, pull boxes, grounding systems, primary conduits and secondary conduits are the responsibility of the developer and shall be done in accordance with Burbank Water and Power drawings and specifications.

114. Any existing and proposed substructure on-site and off-site, which may affect the location of the new underground electrical system and any other improvements shall be identified and shown on the final plans in order to avoid a potential conflict with other substructure.

115. BWP will provide the following items at the developer's cost:

a. Construction drawings for all substructure work

b. Engineering support during construction

c. Inspection of the work performed by the developer's contractor to ensure the work is done per the plans provided by BWP and per BWP specifications

d. Installation of all transformers, switches, primary cables, and metering devices

e. Termination of the secondary cables at the transformer

116. The developer's contractor shall install secondary conduits, pull cable from the transformer to the switchboard, and terminate the secondary cables on the switchgear.

117. Depending on the location of the switchgear (whether it is outside or inside the building), secondary conduits and cables will be inspected and approved by both the BWP inspector and the Building Inspector (switchgear inside the building) or by the BWP inspector (switchgear outside the building).

118. The Building Inspector will provide structural inspection of secondary conduits for compliance with the Building code-concrete encasements, fire walls, support of the conduit package, etc. The BWP inspector will inspect the amount and size of secondary conduits and cables.

Safety/Clearances

119. Burbank Water and Power Rules and Regulations require that no open patios or balconies will be erected underneath any high voltage overhead conductor

regardless of vertical clearance. *(BWP Rules and Regulations 2.34(b) per BMC 8-2-203)*

120. The developer's contractor is responsible for protecting any existing Burbank Water and Power facilities in place. Power poles must be protected in place to prevent any movement of the pole butt during excavation. Anchors must also be protected to prevent slippage or exposure that could result in the reduction or loss of holding power. If these requirements cannot be met, then no excavation will be allowed within three feet from the face of poles and five feet from anchors. *(BWP Rules and Regulations 1.14, 2.01(e), 2.54 per BMC 8-2-203)*

121. The developer's contractor is responsible for protecting any existing Burbank Water and Power underground facilities from damage during construction. No crane imposed loads will be allowed on any existing manhole or pullbox structures. *(California Government Code 4216, BWP Rules and Regulations 1.14, 2.01(e), 2.54 per BMC 8-2-203)*

122. Any excavation that restricts vehicular access to existing BWP facilities may require the relocation of such facilities prior to excavation at the developer's cost. *(BWP Rules and Regulations 1.12, 1.14, 2.01(e), 2.52(f), 2.54 per BMC 8-2-203)*

Aid-in-Construction

123. The Burbank Water and Power fees for providing electric service are Aid-in-Construction (AIC) charges set forth in Section 3.26 of BWP's Rules and Regulations for Electric Service. AIC charges are to recover the actual cost of:

a) Providing and installing new facilities to serve the customer;

b) Conducting feasibility studies and engineering;

c) Relocating existing overhead or underground facilities.

124. Depending on local site conditions and the location of the project, AIC costs can vary widely from project to project. For reference, historical AIC costs for developments between 1 MVA and 5 MVA have ranged from $400,000 - $1,200,000 (2021 dollars) per MVA. For projects in this size range, BWP recommends performing a feasibility study early on in the project to determine a proposed electrical route and a rough cost estimate.

125. If any portion of the existing BWP facilities needs to be upgraded or relocated due to the subject project, it will be done at the developer's expense.

Metering/Service *(BWP Rules and Regulations 2.61-2.75 per BMC 8-2-203)*

126. All electrical installations must conform to the Burbank Water and Power Rules and Regulations for Electric Service (latest revision).

127. Contact BWP Engineering at (818) 238-3647 (residential) or at (818) 238-3565 (commercial) if the existing service panel requires upgrading.

128. For multi-metered services all numbering must be completed in a permanent manner at all individual units and meter sockets before service can be energized. See BWP Rules and Regulations, Section 2.68 (c) for acceptable labeling (stenciling or riveted tags required, permanent marker is unacceptable). Contact Public Works Engineering for unit designations.

129. The service switchboard rating shall be limited to 3000 Amps. Five copies of EUSERC drawings of the switchboard shall be provided to BWP for approval prior to submittal to the manufacturer. Service shall not be energized unless these drawings are provided.

130. Outdoor meter locations are preferred. When adequate exterior wall space is not available, a separately locked, clearly labeled meter room is acceptable. All meter rooms must be located on the ground floor and have two exit doors equipped with panic hardware. At least one door must lead directly outside. BWP must be supplied an access key to the room, which will be installed in a lock box adjacent to the door. The developer shall consult BWP for approved location and obtain a service confirmation prior to any installations.

131. All new metered services require a path for meter communications to BWP communication networks. Installation of meters that fail to continuously communicate with BWP communication networks will require additional BWP approved equipment to be installed at the developer's expense in order to create the appropriate communications path.

Street Lighting

132. The developer is responsible for the street lighting system traversing or adjacent to the project. The street light system is required to be underground fed with LED luminaires. If existing lighting conditions do not satisfy this requirement, modification will have to be made at the developer's expense. Standards and luminaries will be supplied by BWP at the developer's expense. A plot plan of the site must be submitted to BWP during the initial planning stage of the project for street light design.

133. Any construction that impacts existing streetlight standards or infrastructure will require relocation at the developer's cost.

Fiber/Communication

134. Burbank Water and Power offers high-speed, high-quality fiber optics-based services through its ONE Burbank program. Fiber service is available to the project if desired. For further information, email support@oneburbank.com or call (818) 238-3113.

135. Contact AT&T at (866) 577-7726 for any phone company facility conflicts. Contact Charter Communications at (818) 847-5013 for any cable T.V. facility conflicts.

Landscaping *(BWP Rules and Regulations 2.52(i) per BMC 8-2-203)*

136. Any trees planted in the area adjacent to the street/alley will be of a type that will not grow into the existing power lines and will also have sufficient clearance from the streetlight facilities.

137. All equipment locations and screening structures will be indicated on the plans and must meet the Community Development Department Equipment Screening Guidelines. The plans will include the proposed screening method, height of screening, material finish, and color or species of vegetation. All screen walls, which are a part of, or adjacent to, the proposed building will be shown on the building elevations. All screen walls detached from the building will be included as a separate elevation. Verification of submittal requirements and recommendations for screening requirements shall be by the CDD Director or his designee.

138. BWP landscaping requirements for transformer pads and switch pads:

Due to the natural maturation of trees and other landscaping elements, the following requirements are to be adhered to:

a) New plantings within three feet of the back or sides of the pad and within eight feet of the front shall be of a groundcover type. This is considered the working zone.

b) Outside of the working zone, shrubbery is acceptable within eight feet of the pads, but trees must be beyond an eight-foot radius to lessen future root conflicts.

c) Landscaping grade shall be a minimum of five inches below the grade level of the top of transformer pads.

d) All irrigation and sprinkler systems shall be constructed so that water shall not be directed onto the switch, the transformers, or the concrete pads. Additionally, surface water shall drain away from the concrete pads.

Landscape plans shall adhere to the above requirements, showing proper working clearances for electrical facilities on L-sheets.

Energy Efficiency

139. The electrical design shall comply with California Building Code Title 24 energy efficiency requirements and shall use, wherever practical, surge suppressors, filters, isolation transformers, or other available means to preserve a quality of power of its electrical service and to protect sensitive electronic and computer-

controlled equipment from voltage surges, sags, and fluctuations. BWP also recommends the use of an uninterruptible power supply (UPS) and a standby generator for critical loads.

140. Power factor correction to a minimum of 90% will be requested to minimize kVA demand as well as energy use. The developer must use California Nonresident Building Standard to consider and implement energy efficient electrical equipment and devices for minimizing peak demand and wasteful energy consumption.

Electric Vehicle Charging

141. Electric Vehicle (EV) parking capacity shall be in accordance with Title 24 building code requirements. Plans shall detail all planned EV charger installations as well as all EV capable parking spaces. The electrical service panel shall include capacity to simultaneously charge all EV capable parking spots at their full-rated amperage whether installed or not.

142. As part of our efforts to reduce greenhouse gas emissions, improve air quality, and enhance customer service, Burbank Water and Power's Electric Vehicle Charging program promotes the use of electric vehicles by providing rebates for the installation of Level 2 (240V) charging equipment. BWP also installs and maintains a public electric vehicle charging network, consisting of 45 Level 2 charging ports and 2 DC Fast Chargers (480V), with new stations added each year depending on budget and availability. For more information on the rebates and the charging network, please contact Drew Kidd at 818-238-3653 or dkidd@burbankca.gov. Additionally, information can be found at https://www.burbankwaterandpower.com/conservation/electric-vehicles-rebate.

Additional Comments

143. A feasibility study as recommended under the Aid-in-Construction comment above should be requested and completed before finalizing the site plan. A padmount switch will be required, and electrical structures may affect layout of parking, buildings, and landscaping. The Feasibility study is not required ahead of time, but it will help the developer in planning for the electrical installation. Past projects and experience have shown that a feasibility study will help determine the extent of onsite electrical facilities for the requested load, and may save the developer cost and time in the design process. BWP highly recommends a feasibility study to reduce cost and improve coordination of new utility installations with the development.

For additional information or questions please contact Sven Knauth, Electrical Engineering Associate II, BWP at (818) 238-356 or SKnauth@BurbankCA.gov.

Burbank Water and Power – Water Division

144. The plans shall contain the size and location of water services (domestic, fire, type and location of the backflow assembly).

145. The plans shall contain the calculations for sizing of domestic water meter and service.

146. The plans shall contain plumbing plans.

147. The plans shall contain landscape irrigation plans.

148. New water service will connect from a 24" main located on Empire Avenue at a static pressure of approximately 100+ psi.

149. The applicant shall be responsible for all additional costs of connection, installation, and abandonment in accordance with BWP Rules and Regulations.

150. Water may be supplied temporarily from a hydrant. Contact Water Engineering concerning fees, required permit, and fittings.

151. Since the static pressure at this site exceeds 80 pounds per square inch (PSI), the Building and Division requirements for a pressure regulator are to be followed in accordance with the California Plumbing Code (CPC).

152. The applicant shall contact Water Engineering before the building permit is issued. The drawings will be reviewed for adequate sizing of the service and meter and will take a minimum of five working days. Domestic meter size shall be adequate to provide the required flow, as determined by a licensed plumber, architect or engineer, calculated from the number of fixture units for the proposed development, pursuant to the CPC, CCR, Title 24, Part 5. Prior to final approval and preparation of an estimate by the BWP Water Division, the applicant shall obtain approval from the Fire Department for appropriate fire service size and appurtenance selection. A deposit will then be collected to cover construction costs for all required services. Construction scheduling will be based on date of receipt of the required drawings, fees and deposit. BWP 4.31

153. If the Fire Department requires any new fire hydrants and/or fire services for this development, the applicant shall request an estimate for same from BWP Water Division. The full deposit for any required work (including upgrading the fire service/backflow device) must be paid before the Water Division approves the project plans. BWP 4.31

154. A copy of these Design Review Standard Conditions of Approval shall be shown on the applicants plan submittal.

155. The Applicant shall meet with utility representatives from BWP/Water, BWP/Electric, and Public Works/Sewer to discuss utility requirements in detail. BWP 4.35.

156. A Water Main Replacement Fee (WMRF) is required in accordance with Sections 4.34 (a), (b), (c), (d), and € of the BWP Water Division Rules and Regulations. 12" WMRF: $125/LF x 99' of frontage on Empire Ave. = $12,375

157. The water service for this project must be provided with protective devices that prevent objectionable substances from being introduced into the public water supply system, per Title 17 of the California Administrative Code. A minimum $50 backflow prevention plan check fee and up to actual cost will be applied. Both domestic and fire services will require installation of backflow prevention devices. Backflow devices must be installed on the applicant's property and as close as possible to the property line (see Standard Drawing No. BWP-615). BWP 4.35.

Burbank Water and Power – Recycled Water

158. Recycled water shall be utilized for construction, grading, and dust control. Contact Water Engineering for fees and permitting requirements. BWP 5.15

159. Recycled water shall be utilized for landscape irrigation and hydraulic cooling towers. Contact Water Engineering for additional information.

PUBLIC WORKS

Engineering Division

160. Show dimensions and location of all proposed property dedications.

161. Applicant shall protect in place all survey monuments (City, County, State, Federal, and private). Pursuant to California Business and Professions Code Section 8771, when monuments exist that may be affected by the work, the monuments shall be located and referenced by or under the direction of a licensed land surveyor or licensed civil engineer legally authorized to practice land surveying, prior to construction, and a corner record or record of survey of the references shall be filed with the county surveyor. A permanent monument shall be reset, or a witness monument or monuments set to perpetuate the location if any monument that could be affected, and a corner record or record of survey shall be filed with the county surveyor prior to the recording of a certificate of completion for the project.

162. No building appurtenances for utility or fire service connections shall encroach or project into public right-of-way (i.e., streets and alleys). Locations of these appurtenances shall be shown on the building site plan and the off-site improvement plans [BMC 7-3-701.1].

163. No structure is permitted in any public right-of-way or any public utility easements/pole line easements [BMC 7-3-701.1, BMC 9-1-1-3203].

164. All unused driveways shall be removed and reconstructed with curb, gutter and sidewalk [BMC 7-3-504].

165. Any work within the public right-of-way must be permitted and approved by the Public Works Department before construction can commence. All construction work in the public right-of-way must comply with Burbank Standard Plans and must be constructed to the satisfaction of the City Engineer. A Public Works **EXCAVATION PERMIT** is required. The excavation permit requires a deposit acceptable to the Public Works Director to guarantee timely construction of all off-site improvements. Burbank Standard Plans can be accessed at; http://file.burbankca.gov/publicworks/OnlineCounter/main/index.htm

The following must be completed prior to the issuance of a Building Permit:

166. A portion of the property is within a flood plain. Applicant shall provide a copy of the "Flood Plain Development Permit" pursuant to Part 59 and Part 60 of subchapter B of Chapter I of Title 44 of the Code of Federal Regulations as stated in "SB 35 – Notice of Intent to Submit Application".

167. Dedicate* to the City for street right-of-way: a portion of the property adjacent to Empire Avenue to create a 15' parkway per Burbank 2035 General Plan [BMC 7-3-106].

168. The City of Burbank and the applicant must develop an egress/ingress easement agreement for the fire access lane that is proposed through Robert E. Gross Park (City property).

***Contact Real Estate Division of the Community Development Department at (818) 238-5180 for information to accomplish this dedication**

169. The applicant must coordinate with Public Works to establish a professional service Agreement (PSA) for engineering support/project management and inspection services to oversee any related Public Works Construction in the public right of way or within public utility easements related to this project. The cost of the PSA will be paid by the applicant.

170. Applicant shall notify City of Burbank Building Department in regard to proximity of flood zone. FEMA flood map can be accessed at https://msc.fema.gov/portal/search?AddressQuery=10950%20sherman%20way%20burbank%20#searchresultsanchor.

171. Off-site improvement plans (in the public right-of-way) must be approved by the Public Works Director. Plans must be submitted in City of Burbank Standard format and as-built plans must be submitted on mylar paper.

172. Submit hydrology/hydraulic calculations and site drainage plans. On-site drainage shall not flow across the public parkway (sidewalk) or onto adjacent private property. It should be conveyed by underwalk drains to the gutter through the curb face or connected to a storm drain facility [BMC 7-1-117, BMC 7-3-102]. The proposed development will need to submit a hydrology/hydraulic calculation, which depict both the existing and proposed drainage conditions. Any drainage studies and/or improvements on private property are to be reviewed and approved by the City's Building Department. Any drainage studies and/or improvements within the public right-of-way are to be reviewed and approved by the City's Public Works Department. The Lockheed Channel hydraulics are at capacity. Proposed drainage to the Lockheed Channel shall not increase the channel's existing capacity. If development is proposing to connect to the Lockheed Channel, applicant must apply for a connection permit from the City of Burbank, Stormwater Division.

173. An address form must be processed [BMC 7-3-907].

174. Applicant must contact the City of Burbank, Park and Recreation Department for the removal of any parkway tree(s).

175. Plans should include easements, elevations, right-of-way/property lines, dedication, location of existing/proposed utilities and any encroachments.

The following must be completed prior to issuance of Certificate of Occupancy:

176. Resurface (grind and overlay minimum 2") with Asphalt Rubber Hot Mix (ARHM) to the centerline of Empire Avenue fronting the property per City of Burbank Standards. Plans must be submitted in City of Burbank Standard format.

177. Applicant must re-stripe the resurface area and re-establish all traffic loops.

178. Remove and reconstruct sidewalk fronting the property along Empire Avenue per City of Burbank Standards.

179. Reconstruct dedicated portion of parkway with PCC sidewalk per City of Burbank Standard Plans BS-100 & BS-104-1.

180. Existing driveway apron along Empire Avenue is to be removed and reconstructed with sidewalk, curb and gutter per City of Burbank Standards Plan BS-100 & BS-104-1 [BMC 7-3-504].

181. Proposed driveway along Empire Avenue must be constructed per City of Burbank Standards.

182. Any portion of public curb or gutter that is broken, uneven or uplifted at the end of the project must be reconstructed to the satisfaction of the City Engineer. That reconstruction will be required whether the damage is pre-existing or is a result of the project. Contact the Public Works Inspection Office at (818) 238-3955 to have these areas inspected and identified after obtaining a Public Works Excavation Permit [BMC 7-3-501].

Additional Comments:

183. Building access doors, loading docks doors, and access gates may not swing open into the public right-of-way [BMC 7-3-701.1].

184. Additional impacts to street triggered by this project could extend the paving restoration limits.

185. For additional information or questions, please contact Anthony Roman, Senior Civil Engineer, at (818) 238-3945.

WATER RECLAMATION AND SEWER

Wastewater requirements:

186. Under the current rate structure, pulling the Building Permit for the proposed development is subject to a Sewer Facilities Charge estimated at $87,581.70. The charge is due prior to issuance of a Building Permit [BMC 8-1-802 and BMC 8-1-806].

SFC = Proposed Developments – Demolition Credits
= Multi Family Units [$667/unit * 148 units] – Restaurant/Office [$11,134.30]
= $87,581.70

(Note: It is the responsibility of the developer to show proof of the existing sewer usage or existing developments so that the proper credit can be given.)

187. Every building or structure in which plumbing fixtures are installed which conveys sewage must be connected to the municipal wastewater system [BMC 8-1-104].

188. No person shall connect to or tap an existing public sewer without obtaining a permit [BMC 8-1-301].

189. A maintenance hole must be installed at the connection point to the City sewer main for any newly proposed private sewer lateral connection(s) that are greater

than or equal to 8-inches in diameter [BMC 8-1-308] per Standard Drawing BSS-201-2 located in the 2012 edition of Standard Plans for Public Works Construction.

190. Pollutants, including construction debris, soil, and other discharges, are prohibited from entering the City's sewer collection system [BMC 8-1-501.1]. Discharges that exceed the local limits per BMC 8-1-501.4 are prohibited. In addition, the applicant shall not obstruct or damage any part of the City sewer system, and shall reimburse the City for sanitary sewer overflows and the reasonable costs of necessary maintenance and/or repair of the sewer system [BMC 8-1-311]. As such, it is strongly recommended that all existing private sewer laterals are capped prior to any demolition activities.

191. A backwater valve is required on every private sewer lateral(s) connected to a private building(s), unless it can be shown that all fixtures contained therein have flood level rim elevations above the elevation of the next upstream maintenance hole cover of the public sewer serving the property, or a conditional waiver is granted by the Director [BMC 8-1-313]. Please note that Public Works' Wastewater Division will not sign off on the Certificate of Occupancy until the owner/developer provides proof that the backwater valve(s) has been installed.

Project Specific Requirements:

192. A Sewer Capacity Analysis (SCA) is required. The SCA shall analyze how the proposed project will impact wastewater flows and assess the ability of existing sewer lines to accommodate the proposed project in a peak wet weather scenario for all sewer reaches downstream/tributary to the property. The sewer study can be conducted by the applicant and submitted for review and approval by Public Works, or prepared by Public Works subject to a fee per the currently adopted Citywide Fee Schedule. Public Works requires that the SCA be completed prior to the review of the project's offsite improvement plans. Please note that if sufficient capacity does not exist, the Director will require the applicant to restrict discharge until sufficient capacity is available, or to construct a public sewer to provide sufficient capacity, or agree to pay a shared portion of the sewer infrastructure improvement costs with the City. The City may refuse service to persons locating facilities in areas where their proposed quantity or quality of sewage in unacceptable [BMC 8-1-301A and BMC 8-1-304].

193. For any cooling tower(s) included in this project using recycled water, separate recycled water meter(s) will be required. A recycled water meter must be obtained and coordinated with Burbank Water and Power, located at 164 E Magnolia Blvd., Burbank, CA 91502 or by phone at (818) 238-3500.

Stormwater Requirements:

194. Best Management Practices shall apply to all construction projects and shall be required from the time of land clearing, demolition or commencement of construction until receipt of a certificate of occupancy [BMC 9-3-407].

195. Discharges from essential non-emergency firefighting activities (i.e., fire sprinkler system testing) is a conditionally allowed non-storm water discharge into the storm drain system, provided appropriate Best Management Practices (BMPs) are implemented. Please see the attached Fire Suppression Systems discharge form and follow the requirements to comply when conducting the conditionally allowed non-storm water discharge.

196. Certain construction and re-construction activities on private property will need to comply with post-construction Best Management Practices (BMPs), which include Sections 8-1-1007 and 9-3-414.D of the BMC authorizing the City to require projects to comply with the Standard Urban Stormwater Mitigation Plan provisions and the City's **Low Impact Development** (LID) ordinance. For questions on these requirements, please contact the City's Building Division at (818) 238-5220.

197. Landscape irrigation discharges using potable or reclaimed/recycled waters are a conditionally allowed discharge per Table 8 of *Final LA County MS4 Permit (Order No. R4-2012-0175) as amended by State Water Board Order WQ 2015-0075*, which can be found at: http://www.waterboards.ca.gov/losangeles/water_issues/programs/stormwater/municipal/la_ms4/2015/OrderR4-2012-0175-FinalOrderasamendedbyOrderWQ2015-0075.pdf

198. For additional information or questions, please contact Seiko Oishi at (818) 238-3941.

TRAFFIC ENGINEERING

199. No visual obstruction shall be erected or maintained above 3' high or below 10' high in a 5' by 5' visibility cut-off at intersection of street and driveway. [BMC 10-1-1303(C)]

200. Driveway apron shall be constructed per Burbank Standard Plan BS-102. Driveway slope and transition shall be constructed per Burbank Standard Plan BT-406.

201. All driveways and access road leading to parking areas shall be designed to accommodate turn path of Passenger Car (P) design vehicle per the AASHTO Greenbook with minimum 24' outer turning radius and 15' inner turning radius.

202. Parking spaces shall be constructed per BMC 10-1-1401, 10-1-1403, 10-1-1417, 10-1-1606.

203. Parking shall be arranged so that vehicles do not back onto major or secondary highway to exit from the parking area. [BMC 10-1-1403]

204. Parking spaces for residential use shall have a minimum width of 8'-6" and a minimum length of 18' per BMC 10-1-1401.

205. Access aisle width for standard spaces shall be per Burbank Standard Plan BT-401 as follows:

STANDARD SIZE AUTOMOBILE SPACES ADJOINING ACCESS AISLE	
BASIC STALL WIDTH	ACCESS AISLE WIDTH
8'-6"	27'-4"
8'-8"	26'-8"
9'-0"	25'-4"
9'-4"	24'-0"

206. This project is anticipated to increase the volume of pedestrians that will cross Empire Avenue to access the transits stops near Niagara Street/Empire Avenue and Catalina Street/Empire Avenue. The Developer has agreed to install a High Intensity Activated Crosswalk (HAWK) beacon at the intersection of Empire Avenue and Catalina Street as a part of the Project's design features. The HAWK beacon and traffic control signal are community benefits/amenities that would 1) improve accessibility for the residents of the project to transits stop located on the north side of Empire Avenue and 2) reduce the chance of vehicle vs. pedestrian conflicts due to uncontrolled pedestrian crossing at the intersection. Developer shall provide documentation that the signal meets the one of the traffic control signal warrants per the 2014 California Manual on Traffic Control Devices Chapter 4C.

The HAWK beacon is required to comply with the following:

- All improvements are subject to the approval of the Public Works Director or his/her designee. Developer will coordinate with the Public Works Department for the installation of a traffic control signal at the intersection.

- Developer is required to submit traffic signal installation and striping plans to the Public Works Department, for review and acceptance. These plans are required to be submitted with a Public Work Excavation Permit application.
- High-visibility crosswalks are required to be installed at the intersection to provide a clear and accessible pedestrian path across Empire Avenue. The crosswalks are required to comply with City of Burbank Standard Plan BT-409A-1.
- New ADA ramp(s) are required to be installed at the intersection to provide accessible pedestrian path across Empire Avenue.
- The HAWK beacon is required to meet the regulations in Chapter 4F 'Pedestrian Hybrid Beacons' of the 2014 California Manual on Uniform Traffic Control Devices.
- The HAWK beacon is required to have Caltrans signal and safety lighting standards, 3-inch conduit, a Caltrans 332L controller cabinet, and a Myers USPA service cabinet.
- The signing and striping is required to be in accordance with 2014 California Manual on Uniform Traffic Control Devices.

207. Investigate the need to relocate transit stop on the south side of Empire at Empire/Catalina to Empire/Niagara to improve transit accessibility.

FIELD SERVICES

Solid Waste:

208. Must have a common location(s) for trash enclosures large enough to house an appropriate number of refuse and recycling bins.

209. Must comply with AB 341 and SB 1383 requirements.

210. There must be an appropriate location on the property for all solid waste containers or bins. Solid waste containers shall not to be visible from the street.

211. Recycling must be provided for all residents/businesses.

212. For additional information or questions, please contact Public Works Field Services at (818) 238-3800.

Police Department

213. All outside lighting shall comply with the requirements of Burbank Municipal Code 5-3-505 - *Outside Lighting*.

214. Pursuant to Burbank Municipal Code 9-1-1-2703 *Public Safety UHF Radio Amplification System*, all buildings and parking structures shall be capable of supporting emergency safety service radio communication systems. All enclosed

and/or subterranean interior areas of this project will be tested upon completion of construction to determine the radio signal transparency. Any buildings or structures which cannot pass the appropriate radio signal strength test may require installation of a radiating cable antennae *or* internal multiple antennae low power repeater system with or without FCC type accepted bi-directional UHF amplifiers as necessary to meet this requirement.

215. Buildings/structures shall display a street number in accordance with Burbank Municipal Code 9-1-9-505.1.1– *Residential Building Identification* and/or Burbank Municipal Code 9-1-9-505.1.2– *Commercial Building Identification*.

216. Pursuant to Burbank Municipal Code 9-1-9-505.1.1- approved numbers or addresses shall be placed on all new and existing buildings in such a position as to be plainly visible and legible from the street or road fronting the property and from the alley or rear accessway to the property. Numbers/addresses on residential structures shall be at least four (4) inches (101.6 mm) in height with three-fourths (3/4) inch (19.1 mm) stroke. All other occupancies shall have numbers/addresses a minimum of six (6) inches (152.4 mm) in height with three-fourths (3/4) inches (19.1) stroke. All numbers/address shall contrast with their background.

217. Pursuant to Burbank Municipal Code 9-1-9-506.1(a)- *Key Boxes For Police*:

A. Residential Dwellings: When access to or within a multiple-family dwelling or complex or private residential community is unduly difficult because of secured openings or where immediate access is necessary for lifesaving or police purposes, a key box is to be installed in an accessible location. They key box shall contain keys to allow access to security gates or doors as required by the Chief of Police

B. Other Buildings: When access to or within a multi-occupancy building is unduly difficult because of secured openings or where immediate access is necessary for lifesaving or other police purposes, a key box may be required by the Chief of Police.

218. The installation shall occur during the construction phase. Depending on the size of the development, more than one “key box for police” may be required. Your project requires “key box for police,” also known as *KnoxBox,* to be installed in the following location(s): *Police KnoxBox to be mounted on the wall adjacent to the main front door. The box must be visible while standing at the front door, and easily accessible.*

219. Recommendation - Preventive measures should be taken to secure any entrances to the building(s) from any parking structures to prevent the possibility of theft or burglary. (Burbank2035 General Plan Safety Element Goal 3, Policy 3.2 – *Reduce opportunities for criminal activity through physical design standards such as Crime*

Prevention Through Environmental Design (CPTED) and youth programs, recreation opportunities, educational programs, and counseling services.)

220. Recommendation - All exterior doors, other than primary entry doors, shall be self-closing and self-locking to prevent trespassing. (Burbank2035 General Plan Safety Element Goal 3, Policy 3.2 – *Reduce opportunities for criminal activity through physical design standards such as Crime Prevention Through Environmental Design (CPTED) and youth programs, recreation opportunities, educational programs, and counseling services.)*

221. Recommendation - Secure fencing around the construction site with locking gates and appropriate lighting should be installed during construction to prevent trespassing and theft. During construction, the Police Department should be given emergency contact information of contractors and owners for any problems encountered after normal construction hours. (Burbank2035 General Plan Safety Element Goal 3, Policy 3.2 – *Reduce opportunities for criminal activity through physical design standards such as Crime Prevention Through Environmental Design (CPTED) and youth programs, recreation opportunities, educational programs, and counseling services.)*

222. Recommendation - To ensure construction personnel are aware of the restricted construction times, the developer should install legible, professionally made sign(s) 2 ft. X 3 ft. in size in location(s) satisfactory to the City Planner and the Police Department that states, "NOTICE: THE CITY OF BURBANK LIMITS CONSTRUCTION ACTIVITIES OF THIS PROJECT (DEMOLITION, EXCAVATION, GRADING, ACTUAL CONSTRUCTION, AND LANDSCAPING) as follows: 7:00 AM TO 7:00 PM MONDAY THROUGH FRIDAY, AND FROM 8:00 AM TO 5:00 PM ON SATURDAY. THERE SHALL BE NO WORK PERFORMED ON SUNDAYS OR ON MAJOR HOLIDAYS." Any exceptions would be subject to the approval of the Directors of both the Community Development and Public Works Departments.

223. Burbank Municipal Code 9-1-1-105.10 – Construction Hours: The following construction hours shall apply to all construction, alteration, movement, enlargement, replacement, repair, equipment, maintenance, removal, and demolition work regulated by this code:

Construction Hours:
Monday – Friday 7:00 a.m. to 7:00 p.m.
Saturday 8:00 a.m. to 5:00 p.m.
Sunday and City Holidays – None

224. Recommendation - Stairwells, the interiors of which are not completely visible when first entering, shall have mirrors so placed as to make the whole stairwell interior visible to pedestrians outside. (Burbank2035 General Plan Safety Element Goal 3, Policy 3.2 – *Reduce opportunities for criminal activity through*

physical design standards such as Crime Prevention Through Environmental Design (CPTED) and youth programs, recreation opportunities, educational programs, and counseling services.)

For additional information or questions, please contact Sergeant Brent Fekety at (818) 238-3240 or via email at bfekety@burbankca.gov. The Police Department will be available to review plans and apply an approval stamp for building permits Monday through Thursday between 9:00 A.M. and 11:00 AM.

Fire Department

225. Provide construction site security by means of a six-foot high fence maintained around the entire site or a qualified fireguard when required by the Fire Chief.

226. Provide an automatic fire sprinkler system in accordance with the Burbank Municipal Code.

227. Provide electrical supervision for all valves controlling the water supply and all water flow switches on all fire sprinkler systems where the number of sprinklers is 20 or more.

228. Provide a fire alarm system to notify all occupants of automatic fire sprinkler water flow.

229. Provide a Knox key box for fire department access.

230. Provide a Knox KS-2 key access switch for security gates.

231. Provide address numbers a minimum of 4 inches high for residential structures and six inches high for all other occupancies with ¾ inch stroke to identify the premises. Numbers shall be plainly visible from the street or road fronting the property and from the alley or rear accessway to the property.

232. 2A10BC fire extinguishers shall be provided and located as directed by the Fire Inspector in the field. All portable fire extinguishers shall be installed on a positive latching bracket or within an enclosed cabinet.

233. Exit doors shall be openable from the inside without the use of a key or any special knowledge or effort. All locking devices shall be of an approved type.

234. Provide a fire alarm system.

235. Fire apparatus access roads shall be provided in accordance with the California Fire Code, for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction when any portion of the facility or any portion of an exterior wall of the first story of the building is located more than 150 feet from fire apparatus access as measured by an approved route around the exterior of the building or facility. More than one fire apparatus road shall be provided when it is determined by the chief that access by a single road might be impaired by vehicle congestion, condition of

terrain, climatic conditions or other factors that could limit access. Access during construction shall be maintained in accordance with the CFC/BMC.

236. Specifications for fire apparatus access roads shall be provided and maintained in accordance with the California Fire Code.

237. Plans for fire apparatus access road shall be submitted to the fire department for review and approval prior to construction.

238. Plans and specifications for fire hydrant systems shall be submitted to the fire department for review and approval prior to construction.

239. When fire protection, including fire apparatus access roads and water supplies for fire protection, is required to be installed, **such protection shall be installed and made serviceable prior to and during the time of construction.**

240. Approved signs or other approved notices shall be provided and maintained, at the expense of the person(s) in possession of the property, for fire apparatus access roads to identify such roads and prohibit the obstruction thereof or both.

241. An approved water supply capable of supplying the required fire flow for fire protection shall be provided to all premises upon which facilities, buildings, or portions of buildings are hereafter constructed or moved into or within the jurisdiction. When any portion of the facility or building protected is in excess of 150 from a water supply on a public street, as measured by an approved route around the exterior of the facility or building, on-site fire hydrants and mains capable of supplying the required fire flow shall be provided when required by the chief.

242. All exits, fire department access and fire protection shall me maintained in accordance with the California Fire Code during construction.

243. Any fire hydrants for this block shall be upgraded with a 4" X 2-2 ½" outlets. Contact the Water Division at 238-3500 for specifications on the type fire hydrants to be provided.

244. Except as otherwise provided, no person shall maintain, own, erect, or construct, any building or structure or any part thereof, or cause the same to be done which fails to support adequate radio coverage for City emergency service workers, including but not limited to firefighters and police officers. Buildings and structures which cannot meet the required adequate radio coverage shall be equipped with any of the following in order to achieve the required adequate radio coverage: a radiating cable system or an internal multiple antenna system with or without FCC type accepted bi-directional UHF amplifiers as needed. Further information and guidance can be obtained by contacting the City of Burbank Radio Communications shop at (818)238-3601.

245. For parking garages provided with a ventilation system in accordance with the California Building Code "Interior Environment" a remote over-ride switch shall be

provided for Fire Department use as assistance for smoke removal. The switch shall be located and clearly marked in a readily accessible location as directed by the Fire Department.

246. Provide smoke detection for dwelling units, congregate residences and hotel or lodging guestrooms that are used for sleeping purposes.

247. Power and location of smoke detectors in Group R occupancies shall be in compliance with the California Fire Code, California Building Code as amended by the Burbank Municipal Code.

248. All existing single-family dwelling units intended for human occupancy shall have installed on or before July 1, 2011 carbon monoxide detectors in accordance with the Health & Safety Code §17926.

249. All existing Multi-dwelling units intended for human occupancy shall have installed on or before January 1, 2013 carbon monoxide detectors in accordance with the Health & Safety Code §17926.

250. Buildings having floors used for human occupancy located more than 35 feet, but less than 75 feet above the lowest level of fire department vehicle access, shall be in compliance with all applicable "Mid-Rise" requirements as defined by the Burbank Municipal Code.

251. Buildings having floors used for human occupancy located more than 75 feet above the lowest level of fire department vehicle access, shall be in compliance with all applicable "High-Rise" requirements as defined by the Burbank Municipal Code.

252. High–rise and Mid-rise buildings shall be accessible on a minimum of two sides. Roadways shall not be less than 10 feet or more than 35 feet from the building. Landscaping or other obstructions shall not be placed or maintained around structures in a manner so as to impair or impede accessibility for fire fighting and rescue operations.

253. Group B office buildings and Group R, Division 1 Occupancies, each having floors used for human occupancy located more than 35 feet above the lowest level of Fire Department vehicle access, shall be provided with an automatic fire alarm system.

254. Every mid-rise building shall be provided with an approved combined standpipe system.

255. All stair shaft doors at each building level shall provide access to the building for fire department use.

256. There shall be provided for fire department use at least one access door to one enclosed exit stair shaft that serves all building levels and the roof at the main entrance level outside the building.

257. All enclosed exit stairways shall be continuous to each floor served in either direction and shall be without obstructions such as intervening doors and gates.
EXCEPTION: Approved barriers provided at the ground floor level to prevent persons traveling downward from accidentally continuing into the basement, in accordance with the Building Code.

258. Locking of enclosed exit stairshaft doors:
1. All enclosed exit stairshaft doors which are to be locked from the stairshaft side shall have the capability of being unlocked without unlatching, by all of the following methods:
1.2 A manual signal from the central fire control room.
1.3 The actuation of a fire alarm device.
1.4 Upon failure of electrical power.
2. When enclosed exit stairshaft doors are locked from the stairway side, an approved emergency communication system directly connected to the building control station, proprietary supervisory station, or other approved emergency location shall be available to the public and shall be provided at every fifth floor landing in each required enclosed exit stairshaft.

259. In all high-rise and mid-rise buildings, approved breakout panels or tempered glass windows shall be provided in the exterior wall at the rate of at least twenty square feet of opening per fifty lineal feet of exterior wall in each story, distributed around the perimeter at not more than fifty foot intervals. Such panels shall be clearly identified as required by the Chief.

260. In every bank of elevators, there shall be provided and available to the fire department, an elevator that opens on to each floor served by the individual bank. A bank of elevators is one or more elevator cars controlled by a common operating system, or where all elevator cars will respond to a single call button.

261. Elevator cars assigned for fire department use shall have at height, recessed area, or removable ceiling, which will make possible the carrying of a nine- (9) foot high ladder. At least one elevator car assigned for fire department use and serving all floors shall be of a size that will accommodate a 24 inch by 85 inch ambulance stretcher in the horizontal position, and have a clear opening width of 42 inches. The elevator shall be identified with approved signs.

262. Elevators shall open into a lobby on all floors except the lowest terminal floor of building entry. Lobbies may serve more than one (1) elevator.

263. Lobbies shall be separated from the corridor by one (1) hour fire resistive construction with all openings protected by tight fitting twenty (20) minute door assemblies designed to close automatically upon activation of a detector which will respond to visible or invisible particles of combustion. Lobbies shall also be

separated from the remainder of the building as required for corridor walls and ceilings.

264. Every high-rise building shall have an emergency helicopter landing facility located on the roof in an area approved by the Chief. The roof structure shall be designed and constructed to support a minimum live load of ten thousand (10,000) pounds. Such landing facility shall be installed as required for Helistops in accordance with the CFC.

265. In order to determine fire flow requirements for this building, the following information shall be provided prior to issuing a building permit for final fire department plan check:
- Building Type Construction as defined by the California Building Code.
- Square feet of the building.
- The fire flow shall be gpm for hours in accordance with the CFC.

Fire Lane Requirements California Fire Code Chapter 5. and Appendix D.

266. **503.1.1 Buildings and Facilities** Approved fire apparatus access roads shall be provided for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction. The fire apparatus access road shall comply with the requirements of this section and shall extend to within 150 feet (45 720 mm) of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility.

267. **503.2.2 Authority** The fire code official shall have the authority to require or permit modifications to the required access widths where they are inadequate for fire or rescue operations or where necessary to meet the public safety objectives of the jurisdiction.

Section D 105 Aerial Fire Apparatus Access Roads

268. **D 105.1 Where required.** Where the vertical distance between the grade plane and the highest roof surface exceeds 30 feet (9144 mm), approved aerial fire apparatus access roads shall be provided. For e purpose of this section, the highest roof surface shall be determined by the measurement to the eve of the pitched roof, the intersection of the roof to the exterior wall of the top of parapet walls, whichever is greater.

269. **D 105.2 Width.** Aerial fire apparatus access roads shall have a minimum unobstructed width of 26 feet. (7925 mm), exclusive of shoulders, in the immediate vicinity of the building or portion thereof.

270. **D 105.3 Proximity to building.** One or more of the required access routes meeting this condition shall be located not less than 15 feet (4572 mm) and not greater than 30 feet (9144 mm) from the building, and shall be positioned parallel to one entire side of the building. The side of the building on which the aerial fire apparatus access road is positioned shall be approved by the fire code official.

271. **D 105.4 Obstructions.** Overhead utility and power lines shall not be located over the aerial fire apparatus access road or between the aerial fire apparatus road and the building. Other obstructions shall be permitted to be placed with the approval of the fire code official.

272. Dimensions of dead ends fire apparatus access roads:

D103.4 Dead ends. Dead-end fire apparatus access roads in excess of 150 feet (45 720 mm) shall be provided with width and turnaround provisions in accordance with Table D103.4.

TABLE D103.4
REQUIREMENTS FOR DEAD-END
FIRE APPARATUS ACCESS ROADS

LENGTH (feet)	WIDTH (feet)	TURNAROUNDS REQUIRED
0–150	20	None required
151–500	20	120-foot Hammerhead, 60-foot "Y" or 96-foot diameter cul-de-sac in accordance with Figure D103.1
501–750	26	120-foot Hammerhead, 60-foot "Y" or 96-foot diameter cul-de-sac in accordance with Figure D103.1
Over 750	Special approval required	

For SI: 1 foot = 304.8 mm.

273. All items reviewed are based on information provided at time of review. The comments provided do not limit or relieve the owner and the owner's architect and/or contractor from the responsibility of ensuring compliance with all applicable provisions of fire/life safety codes. Such compliances may include but are not limited to fire department access for fire fighting, including fire department vehicle access, fire water supplies and appurtenances. Further reviews may require additional requirements or limitations as the project develops and is not limited to the requirements provided in these comments.

274. All noted information pertaining to the proposed Project shall be shown on plans submitted as part of the Fire Department review for approval.

275. The permittee, or the owner of the subject property if other than the permittee, shall record the terms and conditions of this Resolution in the office of the County Registrar Recorder/County Clerk and provide a certified copy to the City prior to the issuance of a Building Permit. In addition, upon any transfer or lease of the property and/or business, the permittee, or the owner of the subject property if

other than the permittee, shall promptly provide a copy of this Resolution and its conditions to the transferee or lessee of the subject property and/or business.

X _____
Signature of Applicant/Permittee

X _____
Signature of Property Owner

EXHIBIT B
OBJECTIVE STANDARD CONSISTENCY ANALYSIS

EXHIBIT B

2814 Empire Avenue – Objective Standards Consistency Analysis

Table 1.1: Consistency with requirements of California Government Code Section 65913.4		
Objective Standards	**Consistency Analysis**	**Determination**
NUMBER AND TYPE OF UNITS: The project must be a multifamily housing development that contains at least two residential units and complies with the minimum and maximum residential density range permitted for the site, plus any applicable density bonus	The proposed Project is a 100% affordable multi-family apartment development consisting of 148 dwelling units. The Project also complies with the minimum and maximum residential density range permitted for the site plus the allowable density bonus units under SB 35 and local and State Density Bonus Law.	**Consistent**
AFFORDABILITY: If more than 10 residential units are proposed, at least 10 percent of the project's total units must be dedicated as affordable to households making below 80 percent of the area median income. If the project will contain subsidized units, the applicant has recorded or is required by law to record, a land use restriction for the following minimum durations, as applicable: o 55 years for rental units. o 45 years for homeownership units.	The Project meets this criterion. The proposed project is a 100% Affordable Housing development. The project applicant proposes 148 units with 83 units designated for extremely low and very-low-income households, and 62 units designated for low-income households, complying with both State Density Bonus law and the City's Inclusionary Housing Ordinance. Additionally, due to subsidized project units, the applicant will record a land use restriction for the rental units for the minimum durations of fifty-five (55) years.	**Consistent**
URBAN INFILL: The project must be located on a legal parcel or parcels within the incorporated City limits. At least 75 percent of the perimeter of the site must adjoin parcels that are developed with urban uses. For purposes of SB 35, "urban uses" means any current or former residential, commercial, public institutional, transit or transportation passenger facility, or retail use, or any	The Project meets this criterion. The Project is located on a legal lot within the incorporated City limits. Moreover, at least 75% of the perimeter of the site adjoins parcels that are developed with urban uses.	**Consistent**

combination of those uses. Parcels that are only separated by a street or highway shall be considered adjoined.		
ZONED OR PLANNED RESIDENTIAL USES: The project must be located on a site that is either zoned or has a General Plan designation for residential or residential mixed-use development, including sites where residential uses are permitted as a conditional use. If the multifamily housing development is a mixed-use development, at least two-thirds of the project's square footage must be designated for residential use	According to the City's *Burbank2035* General Plan (2013) the General Plan Land Use designation for the property is Regional Commercial. This designation allows for a maximum FAR of 1.25 and maximum residential density of 58 units per acre, typically (i.e., when not being processed as an SB 35 approval) with discretionary approval. According to the City's Zoning Map (2019), the Property is zoned M-2 (General Industrial) Zone. Pursuant to Section 10-1-808.5 of the Burbank Municipal Code, in the M-2 Zone, all uses shall be consistent with the maximum floor area ratio (FAR) and maximum residential density of 1.25 FAR and 58 units per acre.	**Consistent**
CONSISTENT WITH OBJECTIVE STANDARDS: The project must meet all objective zoning and design review standards in effect at the time the application is submitted.	The Project complies with all applicable development standards noted in the BMC and *Burbank2035* General Plan, unless deviations are otherwise permitted through the concession requests and exemptions sought under local and State density bonus law (BMC Section 10-1-634 et. seq. and California Government Sections 65915) and SB 35 streamlined ministerial approval process (California Government Sections 65913.4), as indicated in Tables 1.2 and 1.3.	**Consistent**
PARKING: The project must provide at least one parking space per unit; however, no parking is required if the project meets any of the following criteria –	The Project is located within ½ a mile radius of a public transit as defined by Section 102(r) of the HCD guidelines. The Project is eligible for reduced parking to permit zero parking spaces, pursuant to Government Code Section 65913.4(e)(1)(A). Although the Project is	**Consistent**

o The project is located within one-half mile of public transit as defined by Section 102(r) of the HCD Guidelines. o The project is located within an architecturally and historically significant historic district. o On-street parking permits are required but not offered to the occupants of the project. o There is a car share vehicle as defined by Section 102(d) within one block of the development. A block can be up to 1,000 linear feet of pedestrian travel along a public street from the development.	not required to provide onsite parking under the affordable housing incentives and Code Section 102(r) of the HCD guidelines, the project development will include 7 new parking stalls onsite.	
LOCATION: The project must be located on a property that is outside each of the following areas:	The Project meets this criterion. The Project satisfies the SB 35 requirements related to location within any area designated as farmland, wetlands, very high fire severity zone, hazardous waste site, delineated earthquake fault zone, flood plain, floodway, conservation lands, habitat for protected species, or lands under conservation easement. Moreover, the site does not require the demolition of housing and it did not previously contain housing occupied by tenants. The site also does not require demolition of an historic structure, and the site is not governed by the Mobilehome Residency Law, the Recreational Vehicle Park Occupancy Law, the Mobilehome Parks Act, or the Special Occupancy Parks Act.	**Consistent**
o Either prime farmland or farmland of statewide importance, as defined pursuant to United States Department of Agriculture land inventory and monitoring criteria, as modified for California, and designated on the maps prepared by the Farmland Mapping and Monitoring Program of the Department of Conservation, or land zoned or designated for agricultural protection or preservation by a local ballot measure that was approved by the City's voters.	The Project site is not located on prime farmland or farmland of statewide importance as provided in Exhibit C.	**Consistent**

o Wetlands, as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993).	The Project site is not located in Wetlands, as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993) as provided in Exhibit C.	**Consistent**
o A very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection pursuant to Section 51178, or within a high or very high fire hazard severity zone as indicated on maps adopted by the Department of Forestry and Fire Protection pursuant to Section 4202 of the Public Resources Code. This does not apply to sites excluded from the specified hazard zones by the City, pursuant to subdivision (b) of Section 51179, or sites that have adopted fire hazard mitigation measures pursuant to existing building standards or state fire mitigation measures applicable to the development.	The Project site is not located in a very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection pursuant to Section 51178, or within a high or very high fire hazard severity zone as indicated on maps adopted by the Department of Forestry and Fire Protection pursuant to Section 4202 of the Public Resources Code as provided in Exhibit C.	**Consistent**
o A hazardous waste site that is listed pursuant to Section 65962.5 or a hazardous waste site designated by the Department of Toxic Substances Control pursuant to Section 25356 of the Health and Safety Code, unless the Department of Toxic Substances Control has cleared the site for residential use or residential mixed-uses.	The Project site is not a listed hazardous waste site that is listed pursuant to Section 65962.5 or a hazardous waste site designated by the Department of Toxic Substances Control pursuant to Section 25356 of the Health and Safety Code as provided in Exhibit C.	**Consistent**
o A delineated earthquake fault zone as determined by the State Geologist in any official maps published by the State Geologist, unless the development complies with applicable seismic protection building code standards adopted by the California Building Standards Commission under the California Building Standards Law (Part 2.5 (commencing with Section 18901) of Division 13 of the Health and Safety Code), and by any local building department under Chapter 12.2 (commencing with Section 8875) of Division 1 of Title 2.	The Project site is not located within a delineated earthquake fault zone as determined by the State Geologist in any official maps published by the State Geologist, as provided in Exhibit C.	**Consistent**
o A flood plain as determined by maps promulgated by the Federal Emergency Management Agency, unless the	A portion of the site is within a special flood hazard area subject to inundation by the 1 percent annual	**Consistent**

development has been issued a flood plain development permit pursuant to Part 59 (commencing with Section 59.1) and Part 60 (commencing with Section 60.1) of Subchapter B of Chapter I of Title 44 of the Code of Federal Regulations.	chance flood (100-year flood) as determined by the Federal Emergency Management Agency in any official maps published by the Federal Emergency Management Agency. The Project Applicant was able to demonstrate they can safely construct within the 100-year flood way as provided in Exhibit D.	
o A floodway as determined by maps promulgated by the Federal Emergency Management Agency, unless the development has received a no-rise certification in accordance with Section 60.3(d)(3) of Title 44 of the Code of Federal Regulations.	A portion of the site is within a special flood hazard area subject to inundation by the 1 percent annual chance flood (100-year flood) as determined by the Federal Emergency Management Agency in any official maps published by the Federal Emergency Management Agency. The Project Applicant was able to demonstrate they can safely construct within the 100-year flood way as provided in Exhibit D.	**Consistent**
o Lands identified for conservation in an adopted natural community conservation plan pursuant to the Natural Community Conservation Planning Act (Chapter 10 (commencing with Section 2800) of Division 3 of the Fish and Game Code), habitat conservation plan pursuant to the federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), or other adopted natural resource protection plan.	The Project site is not located in lands identified for conservation in an adopted natural community conservation plan pursuant to the Natural Community Conservation Planning Act (Chapter 10 (commencing with Section 2800) of Division 3 of the Fish and Game Code), or in a habitat conservation plan pursuant to the federal Endangered Species Act of 1973 (16 U.S.C. Sec.1531 et seq.), or other adopted natural resource protection plan as provided in Exhibit C.	**Consistent**
o Habitat for protected species identified as candidate, sensitive, or species of special status by state or federal agencies, fully protected species, or species protected by the federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), the California Endangered Species Act (Chapter 1.5 (commencing with Section 2050) of Division 3 of the Fish and Game Code), or the Native Plant Protection Act (Chapter 10 (commencing with Section 1900) of Division 2 of the Fish and Game Code).	The Project site is not located within Habitat for protected species identified as candidate, sensitive, or species of special status by state or federal agencies, fully protected species, or species protected by the federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), the California Endangered Species Act (Chapter 1.5 (commencing with Section 2050) of Division 3 of the Fish and Game Code), or the Native Plant Protection Act (Chapter 10 (commencing with Section	**Consistent**

	1900) of Division 2 of the Fish and Game Code) as provided in Exhibit C.	
o Lands under conservation easement.	The site is not located under a conservation easement as provided in Exhibit C.	**Consistent**
o A site that would require demolition of housing that is: • Subject to recorded restrictions or law that limits rent to levels affordable to moderate, low, or very-low income households. • Subject to rent control. • Currently occupied by tenants or that was occupied by tenants within the past 10 years.	The project would not result in the demolition of housing, a site that would require demolition of housing that is subject to recorded restrictions or law that limits rent to levels affordable to moderate, low, or very-low income households, subject to rent control currently occupied by tenants or that was occupied by tenants within the past 10 years, or a site that previously contained housing occupied by tenants that was demolished within the past 10 years because it has been occupied by a commercial use.	**Consistent**
o A site that previously contained housing occupied by tenants that was demolished within the past 10 years.		**Consistent**
o A site that would require demolition of an historic structure that is on a local, state, or federal register.	The project will not result in the demolition of an historic structure that is on local, State or Federal register.	**Consistent**
o A parcel of land or site governed by the Mobilehome Residency Law, the Recreational Vehicle Park Occupancy Law, the Mobilehome Parks Act, or the Special Occupancy Parks Act	The Project site is not governed by the Mobilehome Residency, the Recreational Vehicle Park Occupancy Law, the Mobilehome Parks Act, or the Special Occupancy Parks Act.	**Consistent**
SUBDIVISIONS: The project does not involve an application to create separately transferable parcels under the Subdivision Map Act. However, a subdivision is permitted if either of the following apply: o The project is financed with low-income housing tax credits (LIHTC) and satisfies the prevailing wage requirements identified in item 9 of this Eligibility Checklist. o The project satisfies the prevailing wage and skilled and trained workforce requirements identified in items 9 and 10 of this Eligibility Checklist.	The Project does not propose the subdivision of land.	**Consistent**
PREVAILING WAGE: The project proponent must certify that at least one of the following is true:	The Project is exempt from labor standards contained in the streamlined ministerial approval process inclusive of provision of prevailing wages and employment of skilled	**Consistent**

o The entirety of the project is a public work as defined in Government Code section 65913.4(8)(A)(i). o The project is not in its entirety a public work and all construction workers employed in the execution of the development will be paid at least the general prevailing rate of per diem wages for the type of work and geographic area. o The project includes 10 or fewer units AND is not a public work AND does not require subdivision.	and trained workforce pursuant to State Department of Housing and Community Development (HCD) SB35 Guidelines Section 403(b).	
SKILLED AND TRAINED WORKFORCE: If the project consists of 75 or more units that are not 100 percent subsidized affordable housing, the project proponent must certify that it will use a skilled and trained workforce, as defined in Government Code section 65913.4(8)(B)(ii)	The Project is exempt from labor standards contained in the streamlined ministerial approval process inclusive of provision of prevailing wages and employment of skilled and trained workforce pursuant to State Department of Housing and Community Development (HCD) SB35 Guidelines Section 403(b).	**Consistent**

Table 1.2: Consistency with Burbank Municipal Code (BMC)		
Objective Standards	**Consistency Analysis**	**Determination**
Article 6 Division 5		
Section 10-1-635: CALCULATION OF DENSITY BONUS AND NUMBER OF INCENTIVES AND CONCESSIONS A. The City shall grant a Density Bonus to a developer of a Housing Development of five (5) or more dwelling units who seeks a Density Bonus in accordance with this Division and agrees to construct at least one of the following: 1. Ten percent of the total units of the Housing Development as Affordable Units affordable to low-income households; or 2. Five percent of the total units of the Housing Development as Affordable Units affordable to very low-income households; or	The Project complies with the applicable standard of Section 10-1-639 by providing 145 of 148 units for households earning 80% AMI or less. Total units proposed: 148 Managers units (market rate): 3 Low Income units (80% AMI): 62 Very Low-Income units (50% AMI): 17 Extremely Low-Income units (30% AMI): 66	**Consistent**

3. A Senior Citizen Housing Development; or 4. Ten percent of the total units of a newly constructed Condominium Project or Planned Development as Affordable Units which are affordable to moderate income households.		
10-1-639: AFFORDABILITY AND DEVELOPMENT STANDARDS	Total units proposed: 148 Managers units (market rate): 3 Low Income units (80% AMI): 62 Very Low-Income units (50% AMI): 17 Extremely Low-Income units (30% AMI): 66	**Consistent**
10-1-640: DEVELOPMENT STANDARDS MODIFIED AS INCENTIVE OR CONCESSION	The Project is eligible for four concessions/incentives and exemptions from maximum allowed density, building height standards, and on-site parking requirements pursuant to State Density Bonus Law and SB35 ministerial streamlined review process. Specifically, the Project is requesting for the following: - Increase in density to permit 148 units, pursuant to Government Code Section 65915(f)(3)(D)(ii); - Reduced parking to permit zero parking spaces, pursuant to Government Code Section 65913.4(e)(1)(A). The Project provides 7 spaces; - An increase in height, up to an additional 33 feet, for a total height of 75.75 feet pursuant to Government Code Section 65915(d)(2)(D); - One incentive or concession for: a front setback reduction from 15 ft. to 0 ft. pursuant to local and State Density Bonus law	**Consistent**
10-1-641: APPLICATION REQUIREMENTS AND REVIEW	The project complies with the City's review process.	**Consistent**
10-1-642: DENSITY BONUS HOUSING AGREEMENT	The Project complies with the City's Density Bonus Housing Agreement.	**Consistent**

10-1-646: INCLUSIONARY UNIT REQUIREMENT At least 15 percent of all newly constructed dwelling units in Residential Developments shall be developed, offered to and sold or rented to Very Low, Low and Moderate Income Households, at an Affordable Rent or Affordable Ownership Housing Cost, as follows: 1. For-sale projects - All Inclusionary Units 15 percent of the total Residential Development) shall be sold to Low and/or Moderate Income Households. 2. Rental projects - A minimum of five percent of units in the total Residential Development shall be Very Low Income; the remaining ten percent of the units shall be Low Income.	The Project complies with the City's inclusionary housing requirement by providing 145 of 148 rental units for households earning 80% AMI or less. Total units proposed: 148 Managers units (market rate): 3 Low Income units (80% AMI): 62 Very Low-Income units (50% AMI): 17 Extremely Low-Income units (30% AMI): 66	**Consistent**
10-1-649: AFFORDABLE HOUSING INCENTIVES	The Project is eligible for one incentive or concession for a front setback reduction from 15 ft. to 0 ft. pursuant to local and State Density Bonus law.	**Consistent**
10-1-650: COMPLIANCE PROCEDURES	The Project is undergoing a streamlined ministerial design review process pursuant to City Ordinance No. 22-3,964 and CA Government Code Section 65913.4 and is compliant with the City's Inclusionary Housing Plan requirements. The Project will comply with the City's Inclusionary Housing Agreement, which has been included in the final Conditions of Approval for the Project.	**Consistent**
10-1-651: STANDARDS FOR INCLUSIONARY UNITS	All units that are being proposed are affordable to low-, very low-, and extremely low-income households. Additionally, per the requirements of SB 35 application, the applicant will record a land use restriction for the rental units for the minimum duration of 55 years.	**Consistent**
Article 8 Division 2		
10-1-808.5: GENERAL PLAN CONSISTENCY	The Project proposes a multifamily residential building with 148 units. The project site is located on	**Consistent**

In the M-2 Zone, all uses shall be consistent with the maximum FAR and maximum residential density, as prescribed in the General Plan	a site that has a General Plan Land Use designation (Regional Commercial) that allows residential use subject to a discretionary review. Burbank Municipal Code Section 10-1-808.5 allows for residential use in Regional Commercial Land Use designation. The Project is eligible for an increase in density to construct 148 units, pursuant to Government Code Section 65915(f)(3)(D)(ii).	
10-1-809: USES IN THE M-2 ZONE	The Project development is in consistent with the use allowed under the *Burbank2035* General Plan Regional Commercial Land Use Designation.	**Consistent**
10-1-812: PROPERTY DEVELOPMENT STANDARDS A. STRUCTURE HEIGHT B. OPEN SPACE C. YARDS (includes setbacks and landscaping) D. MASONRY WALL E. OFF-STREET PARKING F. ADDITIONAL STANDARDS	A. STRUCTURE HEIGHT The Project is eligible for an increase in height, up to an additional 33 feet, for a total height of 75.75 feet pursuant to Government Code Section 65915(d)(2)(D). B. OPEN SPACE Not Applicable to the Project because the Project site is not located adjacent to any residentially zoned lot. Therefore, it is not required to comply with the open space requirement. C. YARDS The Project is eligible for one incentive or concession for a front setback reduction from 15 ft. to 0 ft. pursuant to State Density Bonus law. Additionally, the Project complies with the landscaping standards including minimum 50% landscaping requirement for exposed front and side yards and provision of 36" box trees. D. MASONRY WALL	**Consistent**

	The project is proposing the installation of a six (6) feet high masonry wall on the East, West, and South side of the property. E. OFF-STREET PARKING The Project is eligible for reduced parking to permit zero parking spaces, pursuant to Government Code Section 65913.4(e)(1)(A). The Project provides 7 spaces. F. ADDITIONAL STANDARDS The Project complies with applicable provisions and standards contained in Article 11 through 16 of Burbank Municipal Code.	
Article 11. General Property Development Regulations		
10-1-1103: LOT TO HAVE FRONTAGE	The proposed building is located on a lot with 99.22 feet of street frontage along Empire Avenue.	**Consistent**
10-1-1104: FRONTAGE ON ALLEYS	No alleys exist, the lot fronts Empire Avenue.	**Consistent**
10-1-1105: HAZARDOUS AREAS	The Project proposes a 6-feet high block wall to create a barrier between the proposed building and railway tracks located towards the south of the Project site.	**Consistent**
10-1-1113.1: COMMERCIAL AND INDUSTRIAL DESIGN STANDARDS A. ROOF DESIGN 1. All parapets shall have returns equal to the height of the parapet. Parapets used for fire separation purposes should be visually integrated into the building. 2. All mansards shall be continuous on all sides of a building visible from neighboring properties and public rights-of-way, including those elevations facing a street, alley, yard, setback or open space. All mansards on all other elevations which are not exposed or visible to neighboring properties and public rights-of-way, shall have a return at least equal to the height of the mansard.	A. ROOF DESIGN Compliance with BMC Section 10-1-1113.1 has been included as part of the final Conditions of Approval for the Project. B. WINDOW TREATMENT Not Applicable to the Project. The proposed building will be constructed on a lot that is 99 feet wide along Empire Avenue. C. BUILDING MATERIALS The Project incorporates different building materials that is consistent along all the building elevations	**Consistent**

3. All roof mounted equipment shall be screened from view through the use of architectural screening systems which are visually integrated into building design with respect to color, material and form. B. WINDOW TREATMENT Those buildings on lots with 75 feet or less of street frontage which are built to the street property line shall have a minimum 25 percent of the building facade on the ground floor devoted to window treatment. C. BUILDING MATERIALS All facades visible to the public and surrounding neighbors must be designed, treated and finished in a manner compatible with the other visible sides of the building. D. VARIATION ON PLANE All building elevations fronting public streets or residentially zoned lots shall contain elements designed for the purpose of providing visual variation including expressed floor or surface breaks, balconies, projections, recesses, awnings and horizontal setbacks. E. ENTRIES Pedestrian entrances on exposed elevations shall be recessed and architecturally highlighted. F. APPENDAGES, AWNINGS AND MARQUEES All appendages, awnings and marquees shall be flame resistant or erected with non-combustible materials and meet Uniform Fire Code requirements, and shall not protrude far enough to obstruct a ladder placed at ground level at a 70 degree angle to the building openings above the appendage, awnings or marquees G. EXTERIOR STAIRWAYS Enclosures or landscape barriers must be provided wherever there is less than seven (7) feet vertical clearance below stairs.	and includes stucco and concrete base façade, dark brown vinyl window frame, and metal siding panel to enhance visual interest of the proposed building. D. VARIATION ON PLANE The proposed building is oriented towards Empire Avenue and incorporates visual variation by providing surface breaks and building modulation along the front elevation and west elevation. E. ENTRIES The building incorporates a recessed main entrance that is located along the north elevation fronting Empire Avenue. F. APPENDAGES, AWNINGS AND MARQUEES Compliance with BMC Section 10-1-1113.1 has been included as part of the final Conditions of Approval for the Project. G. EXTERIOR STAIRWAYS The Project does not propose any exterior stairways. H. LOCATION AND SCREENING OF TRASH BINS The trash area for the Project is located within the proposed building. J. FENCES AND WALLS The Project proposes a 6 feet high block wall along the side and rear property lines. No fence or perimeter wall is proposed along the front yard setback area. Additionally, the Project does not	

Front entry stair rails should be integrated into the overall building and site design. Thin section wrought iron and stair rails that have minimal form, mass or color reference to the design elements within the facades are discouraged. Open risers are prohibited. H. LOCATION AND SCREENING OF TRASH BINS Trash bins shall not be located in any required front or street side yard, but may be permitted within the required interior side and rear yards. Trash enclosures shall be recessed or within the structure, or enclosed by a six (6)foot high masonry wall on three (3) sides and have a solid permanent metal gate(s). Doors and gates of trash enclosures cannot swing out into any public right-of-way. If the lot abuts an alley, the trash bin must be directly accessible from the alley. J. FENCES AND WALLS 1. Height - Except as otherwise provided for property located at an intersection, the height of walls, fences and hedges may not exceed: a. Three (3) feet above the finished grade of the lot within any required front yard and within the required side yard on the street side of a corner or reverse corner lot; provided, however, that where a parking lot abuts or is across the street from a residential zone, a six (6) foot high masonry wall may be constructed within the required front yard and within the required side yard on the street side of a corner or reverse corner lot to the extent specified in Article 14, Division 4 of this Chapter or in a Conditional Use Permit granted by the Board or the Council. b. Eight (8) feet above the finished grade of the lot within any yard area behind the required front yard or required	propose structures, fences, or walls within the corner cutoff zone of Empire Avenue.	

side yard on the street side of a corner or reverse corner lot except cutoff area. 2. All fences and walls must comply with the corner cutoff provisions of Section 10-1-1303. 3. The requirements of this Subsection do not apply to security fencing maintained by a governmental entity.		
10-1-1114: ART IN PUBLIC PLACES	Compliance with provisions of BMC Section 10-1-1114 - Art in Public Places has been included as part of the final Conditions of Approval.	**Consistent**
Article 12. GENERAL YARD AND SPACE STANDARDS		
10-1-1201: YARDS OPEN AND UNOBSTRUCTED	The Project is eligible for one incentive or concession for a front setback reduction from 15 ft. to 0 ft. pursuant to local and State Density Bonus law.	**Consistent**
10-1-1203: YARDS CANNOT SERVE OTHER BUILDINGS OR LOTS	The Project complies with the requirements of BMC Section 10-1-1203.	**Consistent**
10-1-1206: ACCESS TO UTILITY POLES	The Project site does not contain any utility poles. Nonetheless, compliance with Section 10-1-1206 has been included in the final Conditions of Approval.	**Consistent**
10-1-1211: MISCELLANEOUS ENCROACHMENTS B. FIRE ESCAPES. C. EAVES, CORNICES, CANOPIES, ETC. D. UNCOVERED PORCHES, PATIOS AND PLATFORMS. E. STAIRWAYS, HANDICAP RAMPS AND BALCONIES. Open, F. PORTE-COCHERE. G. UTILITY POLES. H. GARAGE DOORS. I. ACCESSORY APPLIANCES. J. CHIMNEYS.	The proposed building can encroach into the required front yard setback pursuant to the State Density Bonus law. Further, compliance with all the applicable requirements of BMC Section 10-1-1211 has been included as part of the final Conditions of Approval.	**Consistent**
ARTICLE 13. GENERAL HEIGHT STANDARDS:		

10-1-1301: EXCEPTIONS TO BUILDING HEIGHT LIMITS	The building inclusive of roof top structures/equipment can exceed maximum allowed height limit pursuant to State density bonus law subject to FAA clearance. The building height of the proposed structure is 75.75 feet.	**Consistent**
10-1-1303: CORNER CUTOFF: No structure, object, or feature, including but not limited to fences, walls, and hedges, may be erected or maintained in any zone below a height of ten (10) feet and above a height of three (3) feet above the finished ground surface within a corner cutoff area. The corner cutoff area is defined by a horizontal plane making an angle of 45 degrees with the front, side, or rear property lines as the case may be, and passing through points as follows: A. STREETS. At intersecting streets, ten (10) feet from the intersection at the corner of a front or side property line. B. ALLEYS. At the intersection of an alley with a street or another alley, ten (10) feet from the edges of the alley where it intersects the street or alley right-of-way. C. DRIVEWAYS. At the intersection of a driveway with a street or alley, five (5) feet from the edges of the driveway where it intersects the street or alley right-of-way.	The Project does not propose structures, fences, or walls within the corner cutoff zone of Empire Avenue.	**Consistent**
10-1-1304.5: NOTICE OF BUILDING HEIGHT	The Project includes a request for increased height up to 33 additional feet pursuant to Government Code Sections 65915(d)(2)(D). The proposed height is 75.75 feet.	**Consistent**
10-1-1307: AIRPORT AREAS AND HEIGHT LIMITS ESTABLISHED	The Project site is located within Zone 3 of FAA Notice Zone and is subject to the provisions of BMC Section 10-1-1308, which has been included as one of the Conditions of Approval.	**Consistent**

10-1-1308: PROOF OF FAA NOTIFICATION OF INTENT TO CONSTRUCT	The Project as designed will be 75.75 feet in height. As part of building permit plan check, the Project Applicant shall file a Notice of Proposed Construction with the FAA. This notice is required at least 45-days prior to the start of construction or the date an application for a construction permit is filed, whichever is earliest. As the Project is still undergoing the SB 35 review the notice has not been finalized but will be filed according to the applicable requirements. A copy will be provided to the Community Development Director once filed. Pursuant to Federal Aviation Regulations Section 77.7 Notice of Proposed Construction the Project is not anticipated to be an Obstruction or Hazard to air navigation as it does not meet or exceed the applicable FAA criteria for Construction Requiring Notice.	**Consistent**
ARTICLE 14. DIVISION 1		
10-1-1401: PARKING SPACE DIMENSIONS	Plans comply with the requirements of BMC Section 10-1-1405. Additionally, a Condition of Approval has been incorporated to ensure that all proposed onsite parking spaces comply with BMC Section 10-1-1401, including compliance with minimum dimension of 8.50 feet width and 18' depth.	**Consistent**
10-1-1403: INGRESS AND EGRESS; BACKING INTO HIGHWAY	The proposed seven (7) off-street parking spaces are accessible from and to Empire Avenue. Additionally, the off-street parking is designed to prevent backing into Empire Avenue to exit from the parking area.	**Consistent**
10-1-1404: TANDEM PARKING	The Project is eligible for exemption from on-site parking requirements pursuant to California Government Code Section 65913.4(e)(1)(A).	**Consistent**

10-1-1405.5: BICYCLE PARKING SPACES	The Project proposes a bicycle storage facility with 18 bicycle stalls.	**Consistent**
10-1-1406: SITE PLAN	The Applicant has provided a Project site plan and landscape plans with detailed parking arrangement and landscaping.	**Consistent**
10-1-1407.01: USE OF PARKING AREAS FOR STORAGE	Compliance with Section BMC Section 10-1-1407.01 has been included in the final Conditions of Approval.	**Consistent**
DIVISION 2. PARKING REQUIREMENTS:		
10-1-1408: SPACES REQUIRED	The Project is eligible for exemption from on-site parking requirements pursuant to California Government Code Section 65913.4(e)(1)(A).	**Consistent**
DIVISION 3. LOCATION OF PARKING AREAS:		
10-1-1412: LOCATION OF PARKING AREAS	The seven (7) on-site parking spaces for the proposed multifamily dwelling is located on the same lot as the building.	**Consistent**
DIVISION 4. IMPROVEMENT OF PARKING AREAS:		
10-1-1417: PARKING LOT DESIGN STANDARDS A. All off-street parking areas and accessways shall be graded, paved, and marked as follows: 1. All paved areas used for parking, loading, or vehicle circulation shall be designed consistent with accepted engineering principles for the largest type of anticipated vehicle loading in order to minimize future maintenance and safety hazards. 2. Surfaces shall be paved with concrete or suitable asphaltic surfacing to prevent the emanation of dust. 3. Surfaces shall be graded and drained in accordance with standards prescribed by the Public Works Director. 4. Parking spaces and access lanes shall be clearly marked including the use of directional arrows when necessary to guide internal movements.	The Project Applicant has provided as detailed site plan and landscape plan indicating location of parking stalls, driveway, wheel stops, vehicle circulation and turnaround areas, and safety barrier around the proposed open space. Additionally, compliance with Section BMC Section 10-1-1417 has been included in the final Conditions of Approval.	**Consistent**

B. The Public Works Director, Community Development Director, and/or the Planning Board may place special requirements on an individual site to reduce or increase the number, width, and location of driveways in order to reduce traffic hazards, decrease paved area, or mitigate on-street parking problems. The Public Works Director, Community Development Director, and/or the Planning Board may require that access, either primary or secondary, take advantage of existing public alleys. C. Parking and directional signs shall be provided in accordance with the Burbank Municipal Code or when required by the Public Works Director. D. Barriers shall be provided as follows: 1. Safety barriers, protective bumpers, or curbing and directional markers shall be provided to ensure pedestrian and vehicular safety and efficient utilization and protection of landscaping, and to prevent encroachment onto adjoining public or private property. 2. Concrete curbs at least six inches high shall be installed to serve as wheelstops for cars next to streets, sidewalks, buildings, or other structures, and as protective edging for planting areas. E. All open space areas designed for active or passive recreation purposes shall be physically separated from parking areas and driveways in a fashion necessary to protect the safety of all pedestrians. F. Visibility of pedestrians, bicyclists, and motorists shall be ensured when entering individual parking spaces, when circulating within a parking facility, and when entering and exiting a parking facility. G. Internal circulation patterns and the location and traffic direction of all access drives shall be designed and maintained in accordance with accepted principles of traffic engineering		

and traffic safety. All vehicle movements involved in loading, parking, or turning around shall occur on-site.		
10-1-1417.1: SETBACKS AND WALLS A. Parking areas, trash enclosures, and utility cabinets or equipment shall be fully screened from public view through the use of berming, landscape materials, walls, buildings, lowering the elevation of parking areas below street grade, or a combination thereof. All walls to be used for screening purposes shall be of solid masonry construction and ornamental in texture, pattern, or shadow relief and shall be used in conjunction with foreground landscaping.	The Project site plan indicates that the proposed parking area, trash enclosure, and utility cabinets are located within the walls of the proposed building and will be screened from public view. Additionally, compliance with Section BMC Section 10-1-1417.1 has been included in the final Conditions of Approval	**Consistent**
10-1-1420: LIGHTING	Compliance with Section BMC Section 10-1-1420 has been included in the final Conditions of Approval.	**Consistent**
10-1-1421: MAINTENANCE	Compliance with BMC Section 10-1-1421 will be included in the final Conditions of Approval for the Project.	**Consistent**
Article 16. General Vehicular Access Standards		
10-1-1601: ACCESS TO STREET	The project provides one vehicular driveway access from Empire Avenue.	**Consistent**
10-1-1602: CURB CUTS	The Project includes one curb-cut and the width of the driveway at the curb-cut is 26 feet.	**Consistent**
10-1-1603: DRIVEWAY WIDTH	The project provides one 20-feet wide driveway.	**Consistent**
10-1-1604: DRIVEWAY SLOPES	The project's driveway provides a slope of less than 20%.	**Consistent**
10-1-1606: TURN AROUND AREAS	Compliance with BMC Section 10-1-1606 will be included in the Project's final Conditions of Approval.	**Consistent**
10-1-1607: APPROVAL BY PUBLIC WORKS DIRECTOR	All vehicular accessways to the street is subject to approval by Public Works Dept. Compliance with Section BMC Section 10-1-1607 has been included in the Project's final Conditions of Approval.	**Consistent**

Table 1.3: Consistency with Objective Standards of Burbank 2035General Plan		
Objective Standards	**Consistency Analysis**	**Determination**
Chapter 4 – Mobility Element: Table M-2 Sidewalk Standards: Regional Commercial: 15 feet standard width; 10 feet min. width.	The Project has dedicated land to accommodate a City required 15 feet sidewalk along Empire Avenue.	**Consistent**
Noise Goals and Policies: Policy 1.2 - Provide spatial buffers in new development projects to separate excessive noise generating uses from noise-sensitive uses.	The Project proposes to incorporate noise reducing design features and provide appropriate spatial buffer to ensure that the interior noise levels are restricted to 45 dBA CNEL/Ldn. Compliance with Policy 1.2 of Goal 1 of the *Burbank2035* Noise Element has been included as a Condition of Approval for the Project.	**Consistent**
Citywide Land use Goals and Policies: Policy 2.3 - Require that new development pay its fair share for infrastructure improvements. Ensure that needed infrastructure and services are available prior to or at project completion.	Conditions of Approval for the Project will include a condition requiring the proposed development to pay its fair share for infrastructure improvements and ensure that needed infrastructure and services are available prior to or at project completion.	**Consistent**
Citywide Land use Goals and Policies: Policy 2.6 - Design new buildings to minimize the consumption of energy, water, and other natural resources. Develop incentives to retrofit existing buildings for a net reduction in energy consumption, water consumption, and stormwater runoff.	Conditions of Approval for the Project will include a condition requiring compliance with *Burbank2035* Land Use Element Goal 2 Policy 2.6, requiring building design features that minimize the consumption of energy, water, and other natural resources.	**Consistent**
Citywide Land use Goals and Policies: Policy 4.6 Provide adequate open space and amenities in residential projects that encourage residents to gather and that supplement public open spaces.	Plans indicate presence of an 1,800 sq. ft. open space area with amenities like benches towards the rear of the proposed building.	**Consistent**
Citywide Land use Goals and Policies: Policy 4.10 Require new development projects to provide adequate low-water landscaping.	Conditions of Approval for the Project will include a condition requiring compliance with *Burbank2035* Land Use Element Goal 4 Policy 4.10.	**Consistent**

EXHIBIT C
INFORMATIONAL MAPS

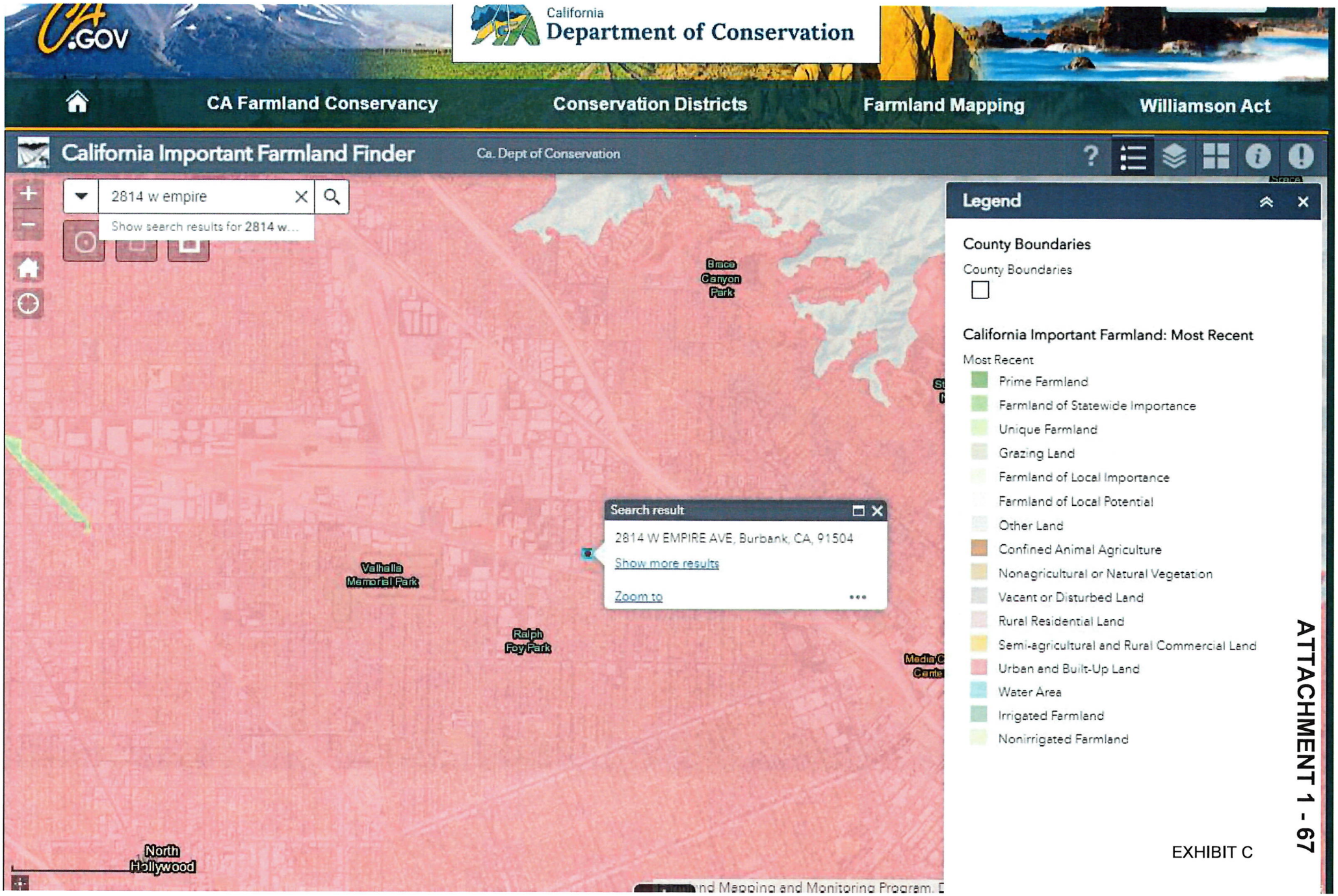


EXHIBIT C

ATTACHMENT 1 - 67



EXHIBIT C

ATTACHMENT 1 - 68

FHSZ Viewer
FRAP
LEGEND
City Boundaries
Incorporated Area
County Boundaries
FHSZ in LRA
VHFHSZ
FHSZ in SRA
Very High
High
Moderate
SRA
Local Responsibility Area (LRA)
State Responsibility Area (SRA)
Federal Responsibili Area (FRA)
PROJECT SITE
EXHIBIT C

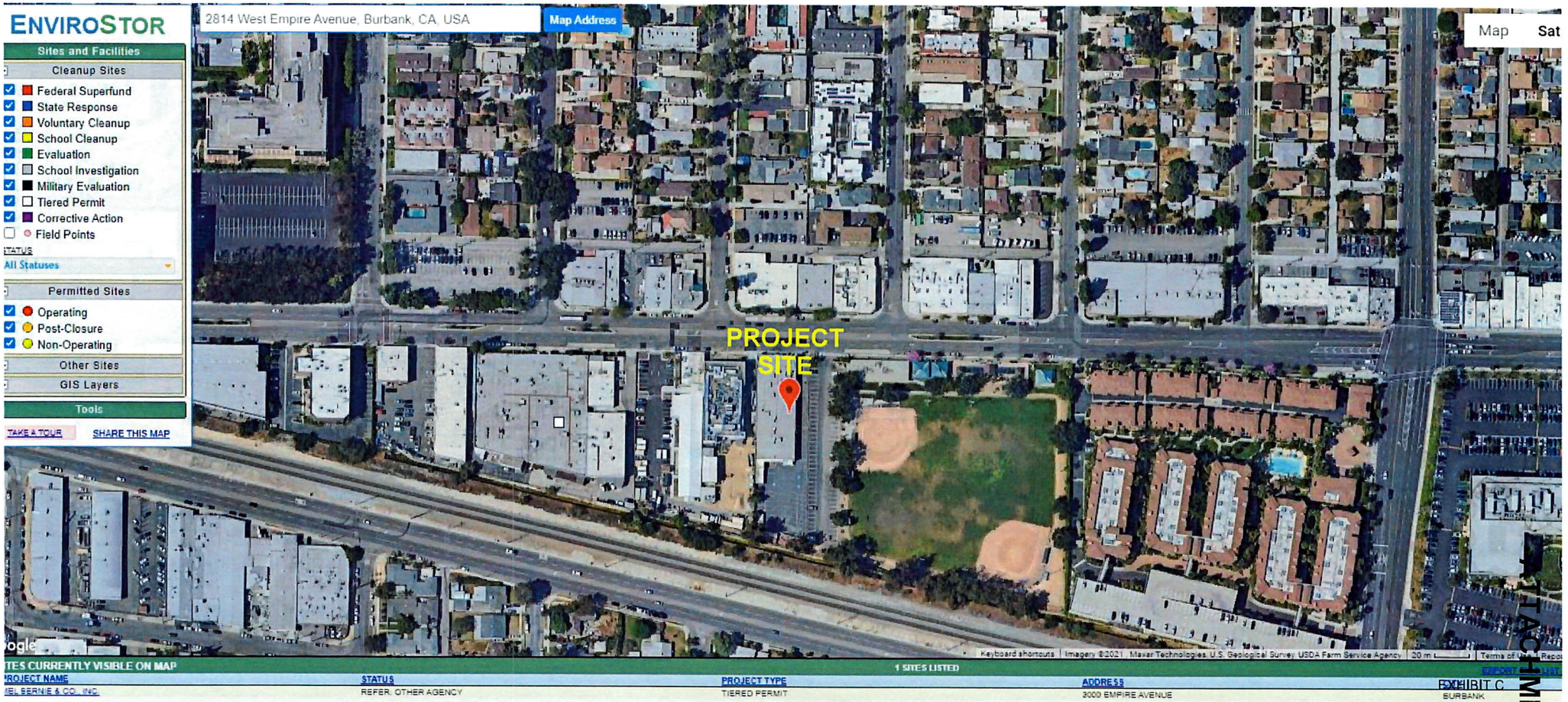


EXHIBIT C

ATTACHMENT 1 - 70

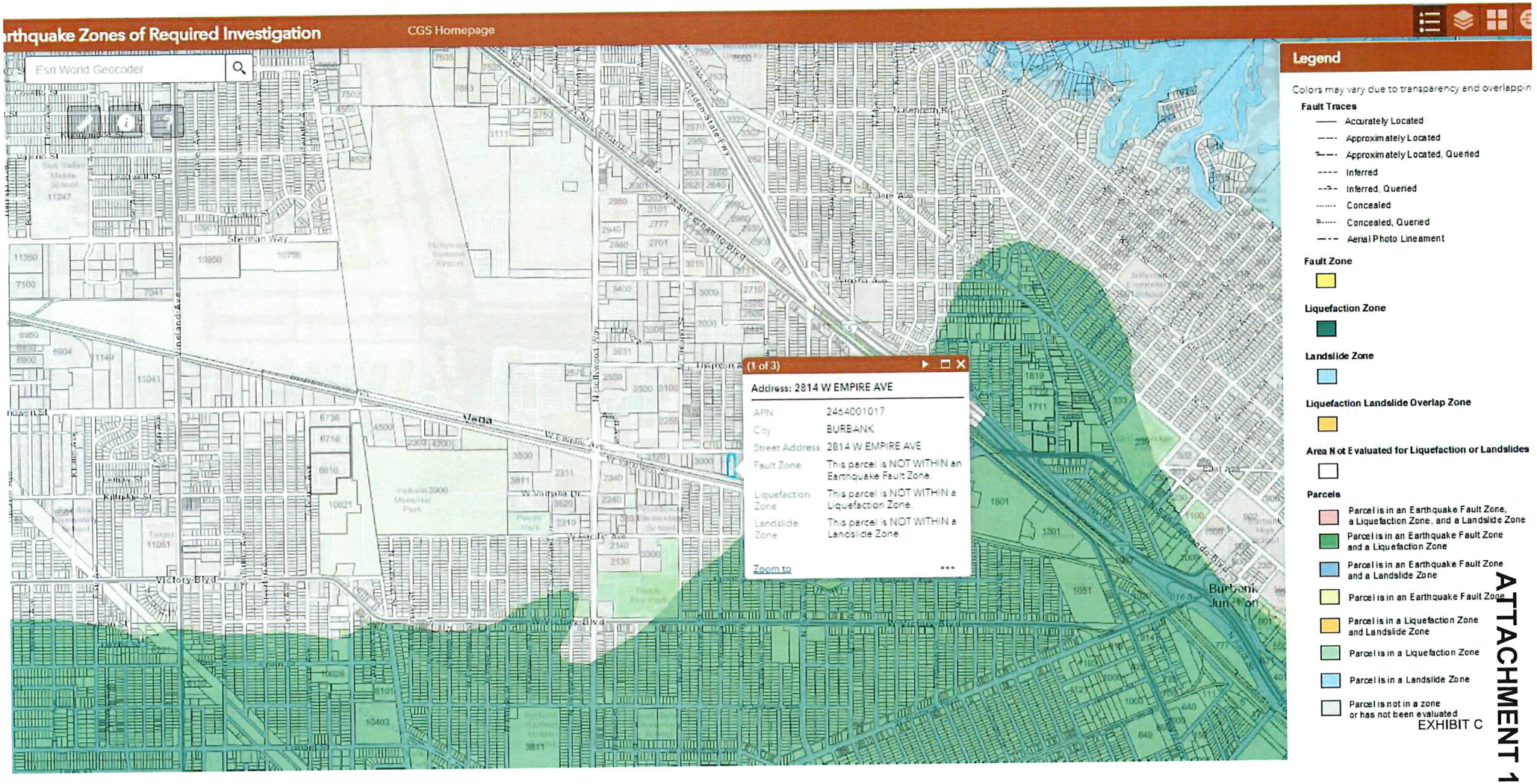


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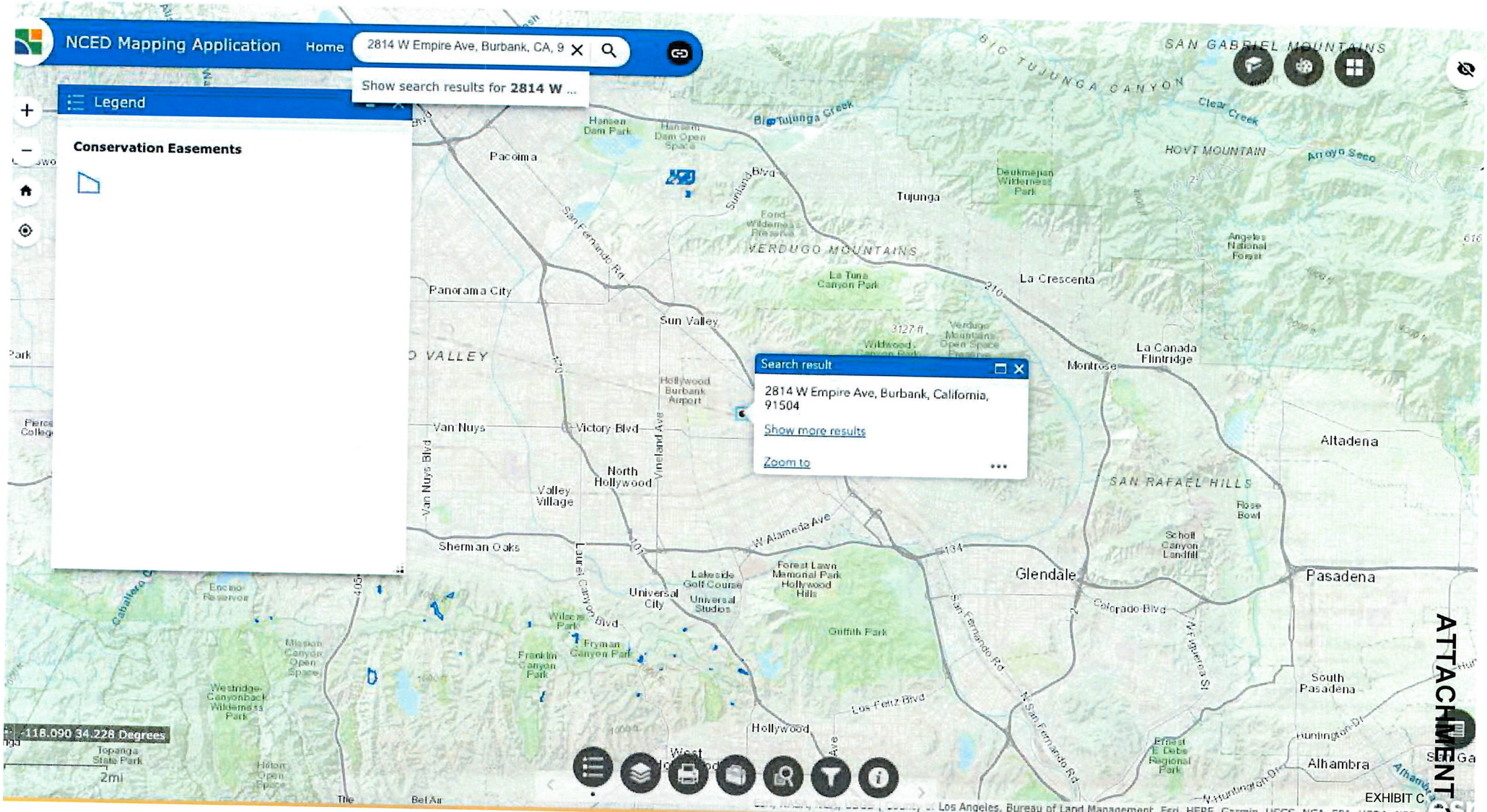


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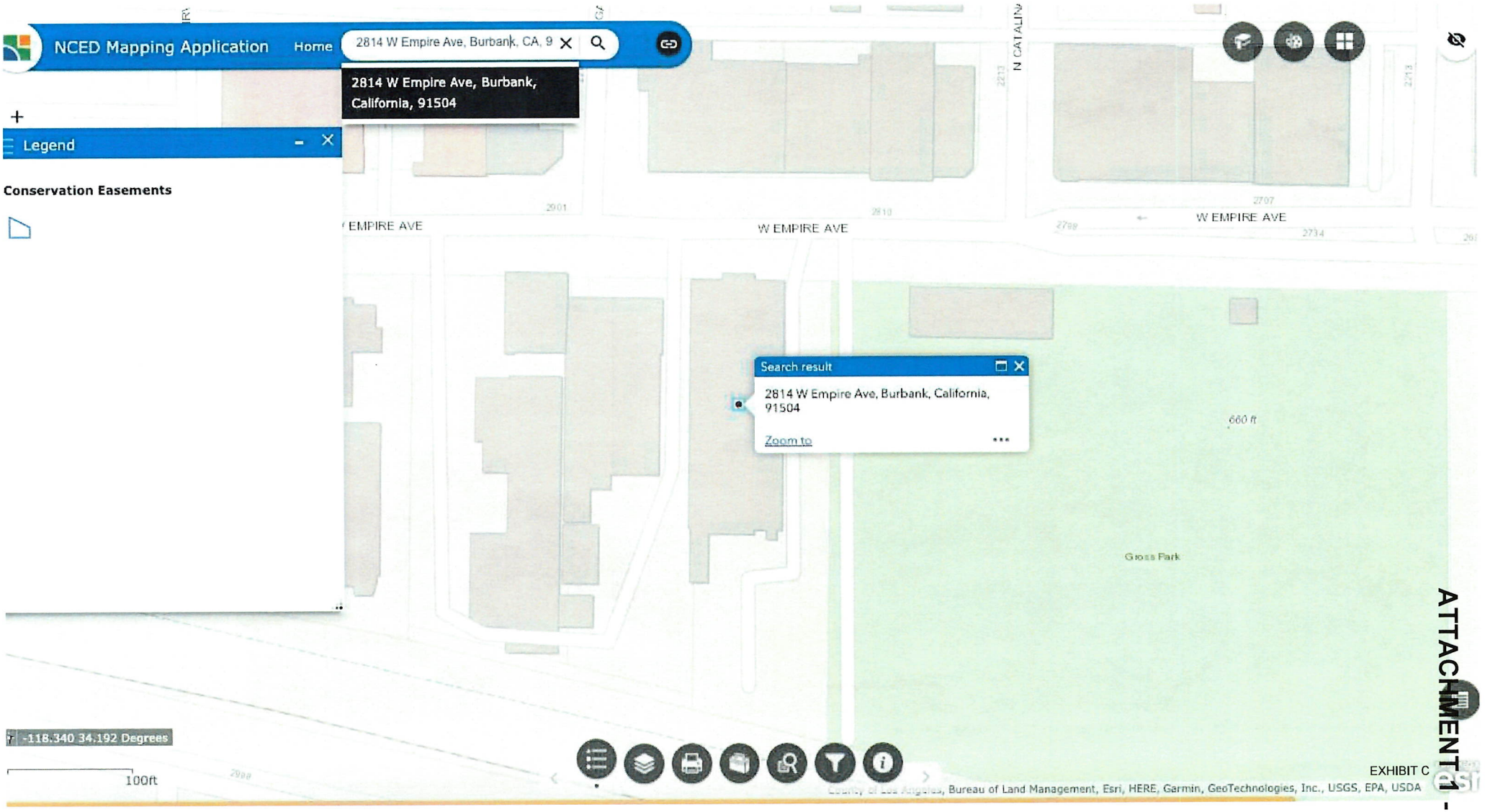


EXHIBIT C

ATTACHMENT 1 - 73

me Critical Habitat for Threatened & Endangered Species [USFWS]

Open in Map Viewer Modify Map

Details | Basemap |

Share Print Measure Bookmarks 2814 W Empire Ave, Burbank, CA, 91504, USA

About Content Legend

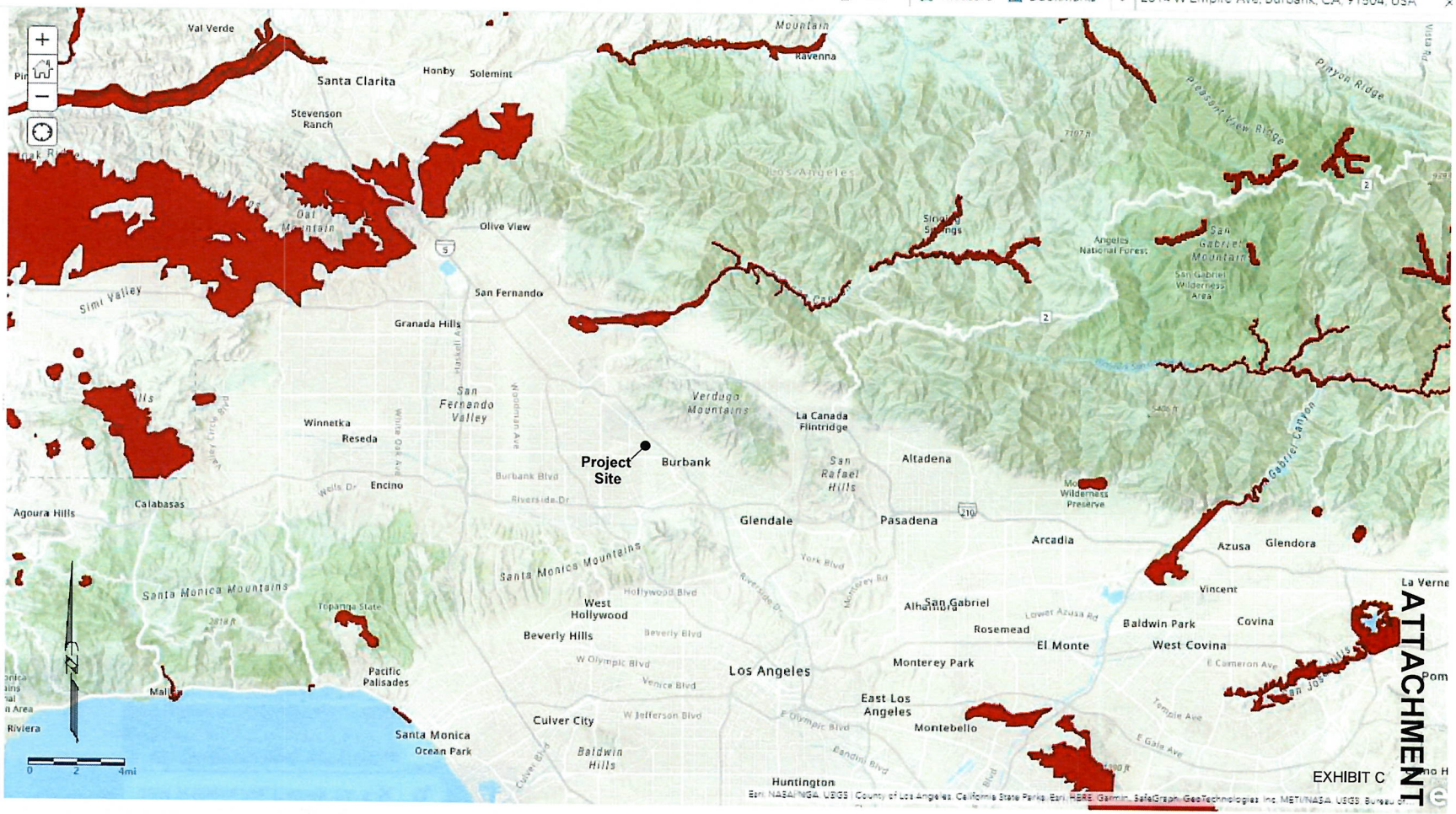
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posed Polygon Features



Esri, NASA/NGA, USGS | County of Los Angeles, California State Parks, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau

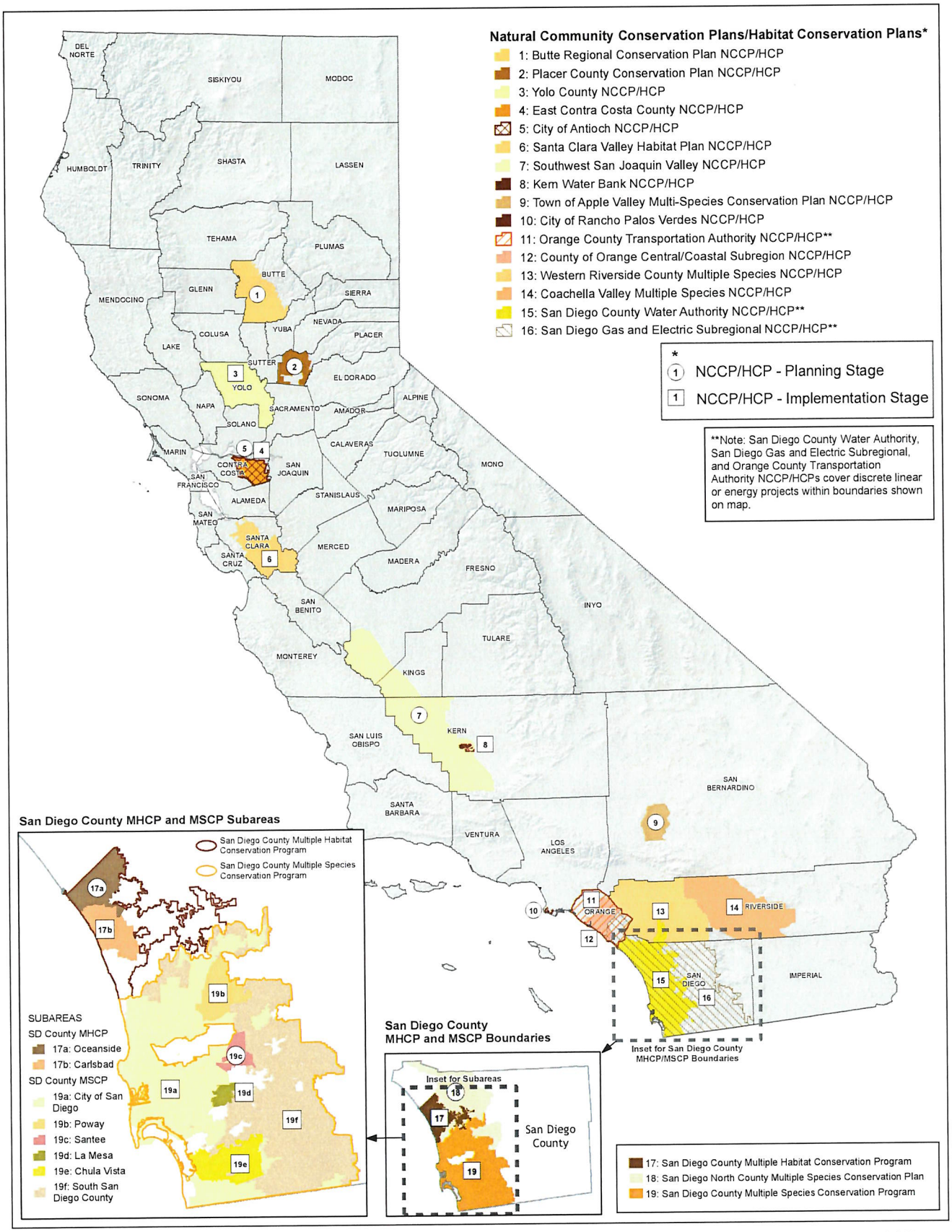
Trust Center Legal Contact Esri
port Abuse Contact Us

EXHIBIT C

ATTACHMENT 1 - 74

CALIFORNIA NATURAL COMMUNITY CONSERVATION PLANS

April 2019



NCCP: Natural Community Conservation Plan (California Fish and Game Code §2800) (https://www.wildlife.ca.gov/Conservation/Planning/NCCP)

HCP: Habitat Conservation Plan (Federal Endangered Species Act Section 10) (http://www.fws.gov/endangered/what-we-do/hcp-overview.html)

Conservation plans may be in various stages of review, and subject to change. In some cases, boundaries have not been submitted by participants, and are **estimated locations**.

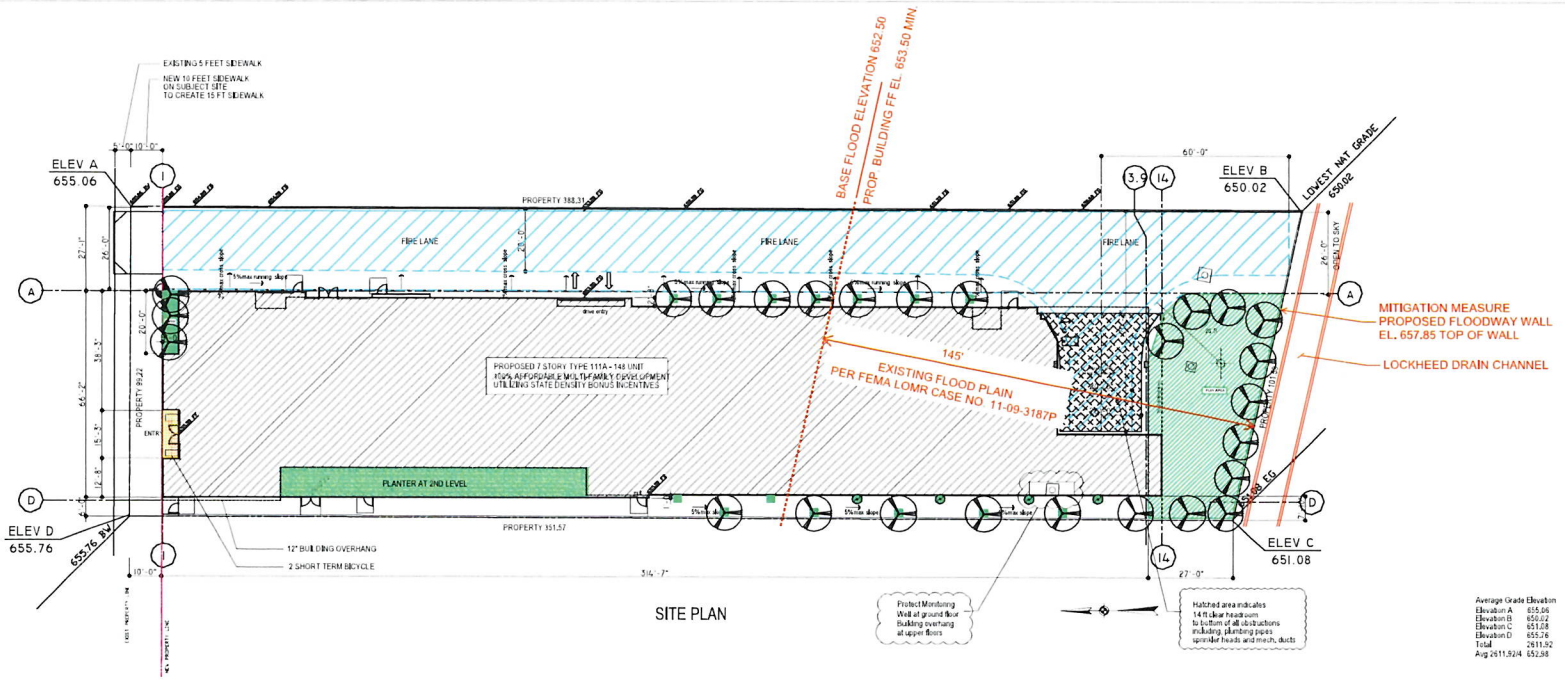
Data Sources: California Department of Fish and Wildlife, Kern Water Bank, Orange County, Dudek, Orange County Transportation Authority, Contra Costa County, San Diego Association of Governments, Santa Clara Valley Habitat Agency, Placer County, Kern County, San Diego County Water Authority, Coachella Valley Association of Governments.

Projection: Teale Albers, units in meters, NAD83. D.Mastalir 20190402

EXHIBIT C

EXHIBIT D

COMPLIANCE WITH SB 35 "SPECIAL FLOOD HAZARD AREA" QUALIFYING CRITERION



SITE PLAN

EXHIBIT H - FEMA FLOOD PLAN MAP
DISTANCE FROM LOCKHEED DRAIN CHANNEL TO PROPOSED BUILDING AND PROPOSED PROJECT FLOODWAY MITIGATION MEASURE

EDWIN MOHABIR
EM
ARCHITECT, INC.
25206 BISHOP CT.
STEVENSON RANCH, CA 91381
EDWINMOHABIR@GMAIL.COM
TEL 323-459-8809

LICENSED ARCHITECT EDWIN R. MOHABIR C23674 Exp.02-28-23 STATE OF CALIFORNIA

PROJECT ADDRESS:
148 AFFORDABLE HOUSING DEVELOPMENT

RESIDENCY AT THE EMPIRE 1

2814 W. EMPIRE AVE
BURBANK, CA

DEVELOPER INFORMATION

ABS PROPERTIES, INC.
5500 HOLLYWOOD BLVD., 4TH FLR
LOS ANGELES, CA 90028
(213)268-4723

NOTES/REVISIONS

PROJECT DATA

DATE	22
ARCHITECT	EM
CHECKED BY	M
DRAWN BY	EM
PROJECT NO.	-
SCALE	1/

SHEET NAME/NUMBER
PLOT PLAN
A-2.0

ATTACHMENT 1 - 77

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EXHIBIT D

F:\2022-PROJECT\SAMIR-BURBANK\BURBANK CAD\PACKAGE C\EDWIN\BURBANK 06-07-22.dwg, 6/9/2022 7:17:16 AM, DWG To PDF.pc3

MEMORANDUM

FIRE DEPARTMENT

DATE: January 30, 2026

TO: Justin Hess, City Manager

FROM: Danny Alvarez, Fire Chief

SUBJECT: City Manager Tracking List No. 2676 & 2708 - Overview of the City of Burbank's Brush Clearance and Vegetation Management Program

BACKGROUND

The Burbank Fire Department (Department) is responsible for implementing a fire hazard reduction program within the City of Burbank's Very High Fire Hazard Severity Zone (VHFHSZ), as required by California Government Code §§51182 and 51186. This program involves conducting annual inspections of public and private properties to ensure completion of brush clearance and maintenance of defensible space barriers, as well as vegetation management on City property.

DISCUSSION

In March 2025, the Office of the State Fire Marshal published updated maps delineating moderate, high, and very high fire hazard severity zones and required local jurisdictions to adopt these changes within 120 days. The Department conducted community outreach which included distribution of mailers to all properties within the new boundaries of the City's VHFHSZ notifying them of annual brush clearance requirements, a presentation to the Burbank Realtors' Association at their monthly meeting on May 8, 2025, and a community meeting at the Fire Training Center on April 24, 2025 to discuss changes to the fire hazard severity zone map and answer questions from the public. In coordination with staff from Community Development's Building and Safety Division, the Department presented an overview of the fire hazard severity zone updates to the Board of Building and Fire Code Appeals on April 28, 2025. Following a Study Session on May 20, 2025, the City Council voted to adopt the updates to the City's fire hazard severity zones, encompassing a total area of 4,264 acres as detailed below:

Burbank Fire Hazard Severity Zones (2025)	Acres
Very High	3,563
High	367
Moderate	334
Total	**4,264**

The new maps represent an increase of 839 acres across all zones, with a rise in the number of properties that fall within the VHFHSZ from approximately 2,800 to 3,000.

Brush Inspections

A team of sworn and non-sworn staff assigned to the Department's Fire and Life Safety Division conduct approximately 3,000 brush inspections annually starting July 1st each year, which coincides with the start of the typical fire season. Impacted property owners are notified via letter of brush clearance requirements in early April. Per Burbank Municipal Code Section 9-1-9-304.1.2.2, property owners must conduct general brush removal within 0 to 200 feet of a structure, which includes:

- Removal of cut or uncut weeds, vines, palm fronds, and other vegetation, as well as clearance of any additional areas deemed a fire hazard by the City's Fire Code Official.
- Within 100 feet of a structure:
    - Remove dead trees and maintain vegetation at a height of no more than three inches.
    - Trim native shrubs trimmed and trees maintained to specific heights and widths.
    - Remove vegetation within 10 feet of a chimney or stovepipe
    - Maintain vertical clearance between roof and overhanging trees, and clear roof of leaves, needles, twigs, and other combustible matter
- Within 100 to 200 feet of a structure:
    - Reduce native brush by 50 percent and maintain at a maximum depth of 6 inches.

If violations are discovered during an inspection, property owners are given 30 days to come into compliance, and the Department pursues a tiered fee schedule to charge for initial inspection and subsequent inspections to correct violations. For Fiscal Year 2025-26, the Department has conducted 2,986 inspections, with 97 percent of properties found to be in compliance during the first inspection. 90 properties were issued first violation notices, with 63 of these properties coming into compliance prior to the second inspection. Nine properties are currently outstanding in completing brush clearance requirements, and the Department continues to work with these property owners to help bring them into compliance. In addition to inspection activity, staff conduct numerous site visits, follow up calls, and meetings with property owners or neighborhood associations to provide guidance on state and local brush clearance requirements.

Additionally, California Assembly Bill 38 (AB 38), which became effective July 2021, requires documentation of defensible space compliance for real estate transactions in high and very high fire hazard severity zones. Sellers must provide proof to buyers that their property meets local defensible space requirements (i.e. has passed a local brush inspection) before closing escrow. The addition of a High Fire Hazard Severity Zone to Burbank's local responsibility area expanded the number of properties subject to the requirements of AB 38, with approximately 1,800 properties now falling within this designation.

Valley Heart Brush outreach

Following adoption of the new fire hazard severity zone maps, an approximate two-acre area of land between Bob Hope Drive and California Street along West Valley Heart Drive and the Los Angeles River fell into the newly expanded VHFHSZ. Encompassing property owned by private entities, the City of Burbank, Los Angeles County Flood Control, and the U.S. Army Corps of Engineers, this area is subject to state and local brush clearance requirements. As property owners adjacent to this land were new to the City's fire hazard reduction program, the Fire Marshal and Fire Captain assigned to the Department's brush program met with approximately 40 community members in June 2025 to discuss defensible space requirements and options to attain compliance. Staff engaged residents who had questions regarding the City's fire hazard reduction program and discussed suitable vegetation, privacy issues, and potential solutions. Staff collaborated with all parties involved to ensure the area was brought into compliance with the City's defensible space requirements by mid-September.

Staff further explored the possibility of landscaping to address aesthetic concerns, however landscaping along Valley Heart Drive in the Burbank right-of-way would be limited, as the area in question is a narrow three to six foot strip of right-of-way, providing minimal opportunity for a meaningful barrier. Any improvements would be costly, requiring proper design, irrigation, and ongoing maintenance. Additionally, such work would need to be coordinated with the U.S. Army Corps of Engineers and the City of Los Angeles. Given the limited land, coordination and costs, staff does not recommend moving forward with landscaping the right-of-way at this time.

City Property

A Fire Captain assigned to the Fire & Life Safety Division oversees the Department's hazard reduction program and coordinates with a contracted vendor for completion of brush clearance on approximately 2,400 acres of City property constituting undeveloped mountain and park land. The Fire Captain meets with the vendor prior to brush season to discuss the scope of work and schedule, conducts quality checks and monitors vendor progress, and completes final review to ensure all work is completed in a timely manner and to the satisfaction of the City.

CONCLUSION

The Burbank Fire Department is mandated by law to implement a comprehensive fire hazard reduction program within the VHFHSZ. This critical responsibility ensures that the community remains informed and safe from the increased risk of wildfires in vulnerable areas. Brush clearance and vegetation management are legally mandated and essential components of the City's wildfire preparedness efforts. Through annual inspections, vegetation management on public and private property, and community outreach and education, the Department aims to enforce and maintain compliance with state and local requirements and reduce the risk of fire hazard in the community.

January 29, 2026

CALL AND NOTICE OF A REGULAR MEETING
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that a regular meeting of the Burbank-Glendale-Pasadena Airport Authority will be held on Monday, February 2, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

In addition to attending the meeting in person, members of the public may observe the meeting telephonically and may offer comment in real time through the following number:

Dial in: (818) 862-3332

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

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of February 2, 2026

9:00 A.M.

The public comment period is the opportunity for members of the public to address the Commission on agenda items and on Airport-related non-agenda matters that are within the Commission's subject matter jurisdiction. At the discretion of the presiding officer, public comment on an agenda item may be presented when that item is reached.

▼▼▼

Members in-person attendance or participation at meeting of the Commission is allowed, members of the public are requested to observe the following rules of decorum:

- *Turn off cellular telephones and pagers.*
- *Refrain from disorderly or boisterous conduct, including loud, threatening, profane, or abusive language, clapping, whistling, stamping, or other acts that disrupt or otherwise render unfeasible the orderly conduct of the meeting.*
- *If you desire to address the Commission during the public comment period, fill out a speaker request card and present it to the Board Secretary.*
- *Confine remarks to agenda items or to Airport-related non-agenda matters that are within the Commission's subject matter jurisdiction.*
- *Limit comments to three minutes or to such other period of time as may be specified by the presiding officer.*

▼▼▼

The following activities are prohibited:

- *Allocation of speaker time to another person.*
- *Video presentations requiring use of Authority equipment.*

▼▼▼

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Authority to the Commission less than 72 hours prior to that meeting are available for public inspection at Hollywood Burbank Airport (2627 N. Hollywood Way, Burbank) in the administrative office during normal business hours.

▼▼▼

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the Board Secretary at (818) 840-8840 at least 48 hours prior to the meeting.

AGENDA

Monday, February 2, 2026

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

4. PUBLIC COMMENT (Public comment will be limited to a total of 20 minutes at the beginning of the meeting and will continue at the conclusion of the meeting, if necessary. Comments are limited to 3 minutes each, and the Authority President may limit this time if reasonable under the circumstances.)

5. CONSENT CALENDAR (Includes Minutes. Items on the Consent Calendar are generally routine in nature and may be acted upon by one motion unless removed for separate consideration.)

   a. Committee Minutes
      (For Note and File)

      1) Operations and Development Committee

         (i) December 15, 2025 ***[See page 1]***

      2) Finance and Administration Committee

         (i) December 15, 2025 ***[See page 3]***

      3) Legal, Government and Environmental Affairs Committee

         (i) December 15, 2025 ***[See page 5]***

   b. Commission Minutes

      1) January 20, 2026 ***[See page 7]***

   c. Treasurer's Report

      1) October 2025 ***[See page 14]***

   d. Proposed Resolution No. 520 ***[See page 39]***
      Adopting the 2026 Authority Investment Policy

6. ITEMS FOR COMMISSION APPROVAL

   a. Award of Aviation Hangar Lease ***[See page 48]***
      Hangars 44 and 45
      Earth Star, Inc.

7. ITEMS FOR COMMISSION INFORMATION

   a. National Transportation Safety Board ("NTSB") Chair Comment on Airspace

8. ITEMS PULLED FOR DISCUSSION

9. EXECUTIVE DIRECTOR COMMENTS

10. COMMISSIONER COMMENTS
    (Commissioners may make a brief announcement, make a brief report on their activities, and request an agenda item for a future meeting.)

11. PUBLIC COMMENT

12. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, February 2, 2026

[Regarding agenda items]

5. CONSENT CALENDAR

(Consent Calendar items may be enacted by one motion. There will be no separate discussion on these items unless a Commissioner so requests, in which event the item will be removed from the Consent Calendar and considered in its normal sequence on the agenda.)

a. COMMITTEE MINUTES. A copy of the approved minutes of the Operations and Development Committee meeting of December 15, 2025; a copy of the approved minutes of the Finance and Administration Committee meeting of December 15, 2025, and an approved copy of minutes of the December 15, 2025, Legal, Government and Environmental Affairs Committee are included in the agenda packet for information purposes.

b. COMMISSION MINUTES. A draft copy of the January 20, 2026, special meeting Commission minutes are included in the agenda packet for review and approval.

c. TREASURER'S REPORT. The Treasurer's Report for October 2025 is included in the agenda packet. At its special meeting on January 20, 2026, the Finance and Administration Committee voted unanimously (3–0) to recommend that the Commission note and file this report.

d. PROPOSED RESOLUTION NO. 520 ADOPTING THE 2026 AUTHORITY INVESTMENT POLICY. A staff report is included in the agenda packet. Formerly mandated by State law and now currently recommended under Sections 53646(a)(2) and 53646(h) of the California Government Code ("Code"), the Commission annually reviews and approves an investment policy to identify policies and procedures for the prudent and systematic investment to be followed by the Authority Treasurer in the exercise of the investment authority delegated to him/her.

The Authority's Investment Manager, Columbia Management Investment Advisors LLC, has opined that the 2025 Authority Investment Policy, with overall investment criteria of capital preservation (safety) and liquidity, is still appropriate and conservative, and does not need revisions at this time. Staff concurs with the CMIA recommendation and seeks a Finance and Administration Committee recommendation to the Commission that it adopt the attached proposed Resolution No. 520 approving the 2026 Investment Policy (Exhibit A), which reaffirms the current 2025 Investment Policy with no changes.

At its special meeting on January 20, 2026, the Finance and Administration Committee voted unanimously (3–0) to recommend that the Commission approve Proposed Resolution No. 520 Adopting the 2026 Authority Investment Policy.

6. ITEMS FOR COMMISSION APPROVAL

   a. AWARD OF AVIATION HANGAR LEASE – HANGARS 44 AND 45 - EARTH STAR, INC. A staff report is included in the agenda packet. At its special meeting on January 20, 2026, the Finance and Administration Committee voted unanimously (3–0) to recommend that the Commission approve a proposed Aviation Hangar Lease with Earth Star, Inc. ("Earth Star") for Hangars 44 and 45. Earth Star seeks a lease term of eleven years, with one eleven-year extension option, for the purpose of storing and operating its aircraft at Hollywood Burbank Airport.

7. ITEMS FOR COMMISSION INFORMATION

   a. NATIONAL TRANSPORTATION SAFETY BOARD ("NTSB") CHAIR COMMENT ON AIRSPACE. No staff report attached. On Tuesday, January 27, 2026, the Chair of the NTSB during a question-and-answer session after the hearing regarding last year's collision near DCA between a helicopter and commercial jet made a comment about airports she called "safety hotspots", with potential for a mid-air collision, specifically mentioning "Burbank". The comment was in regard to air space and air traffic issues. The Federal Aviation Administration ("FAA") Western Pacific Regional Communication Office issued an immediate response to area media inquiries about the comment regarding Burbank and the steps FAA had taken over the past year to related to the traffic pattern at Van Nuys Airport and potential conflicts of aircraft landing at Hollywood Burbank Airport.

      Staff will provide a technical briefing of the steps FAA undertook last year to reduce the Traffic Collision Avoidance System ("TCAS") alerts for arrivals into Hollywood Burbank Airport.

6A.

UNAPPROVED

BURBANK WATER AND POWER BOARD
MINUTES OF MEETING
JANUARY 08, 2026

Mr. Cherry called the meeting of the Burbank Water and Power Board to order at 5:00 p.m. in the third-floor board room of the BWP Ron E. Davis Administration Building, 164 West Magnolia Boulevard, Burbank, California.

Mr. Cherry called for the Pledge of Allegiance to the Flag.

ROLL CALL

BOARD PRESENT: Mr. Altman; Mr. Eskandar; Mr. LeMasters; Mr. Luddy; Mr. Malotte; Mr. Smith

BOARD ABSENT: Mr. Cherry

STAFF PRESENT: Ms. Samra, General Manager-BWP; Mr. Olsen, Acting Assistant General Manager-Power Supply; Mr. Sleiman, Chief Assistant General Manager-BWP; Mr. Lillio, Chief Financial Officer; Mr. Wilson, Acting Assistant General Manager-Operational Technology; Mr. Aquino, Assistant General Manager-Customer Service Operations; Mr. Casillas, Acting Administrative Officer-BWP; Mr. Maruca, Legislative Analyst; Mr. Chwang, Senior Assistant City Attorney; Ms. Luz, Senior Secretary; Ms. Kalomian; Financial Planning and Risk Manager; Mr. Kidd, Marketing Associate; Mr. D'Aquila, Power Resources Manager; Mr. Canyon, Marketing Manager

ORAL COMMUNICATIONS
None.

BOARD AND STAFF RESPONSE TO ORAL COMMUNICATIONS
None.

GENERAL MANAGER REPORT
Ms. Samra began the General Manager's report by reminding the board of the City Council-approved rate adjustments that went into effect on January 1, 2026. Ms. Samra then informed the board about the two recent grant agreements with the California Energy Commission (CEC) for the Magnolia Power Plant, highlighting some obstacles encountered during the CEC Business Meeting in November.

Ms. Samra then informed the board about the water waste notifications via the City of Burbank's 311 App, noting that they will be paused temporarily until the updated Sustainable Water Use Ordinance is in place.

Lastly, Ms. Samra briefly spoke to the Burbank Police Department incident that occurred on December 23, 2025, expressing her gratitude to the Senior Leadership Team Members present during the incident.

INITIAL DISCUSSION OF THE CONTINUITY OF OPERATION PLANNING AND CYBER SECURITY FOR BURBANK WATER AND POWER

The BWP Board discussed whether to agendize this item for a future board meeting. The BWP Board reached consensus to have this agendized for the future. Mr. Cherry was absent.

Ms. Samra and Mr. Chwang responded to board member questions.

CONSENT CALENDAR

MINUTES

It was moved by Mr. Eskandar, seconded by Mr. Malotte, and carried 6 – 0 to approve the meeting minutes of the regular meeting of November 06, 2025. Mr. Cherry was absent.

RECOMMENDATION TO APPROVE THE CLEAN ENERGY PURCHASE CONTRACT FOR PREPAID RENEWABLE ENERGY

This item was pulled from the consent calendar for further discussion.

Mr. Lillio and Ms. Samra responded to board member questions.

It was then moved by Mr. Malotte, seconded by Mr. Luddy, and carried 6 – 0 to recommend that the Burbank City Council approve the clean energy purchase contract for prepaid renewable energy. Mr. Cherry was absent.

END OF CONSENT CALENDAR

REPORTS TO THE BOARD

BURBANK WATER AND POWER'S OPERATIONS AND FINANCIAL REPORTS

Mr. Lillio presented BWP's financial update for the month of October 2025.

Ms. Samra and Mr. Lillio responded to board member questions.

This was an information item only. No action was taken.

UPDATING AND RELAUNCHING THE GREEN CHOICE PROGRAM

Mr. Kidd presented updates on the Green Choice Program and a proposal to relaunch it.

Mr. Kidd, Mr. Samra, and Mr. Sleiman responded to board member questions.

This item was pulled from the agenda by the General Manager after board and staff deliberation. Mr. Cherry was absent.

RENEWABLE ENERGY STORAGE REBATE PROGRAM UPDATES DUE TO THE CANCELLATION OF THE FEDERAL INVESTMENT TAX CREDIT

Mr. Kidd presented the proposed updates to the Renewable Energy Storage Rebate Program.

Mr. Kidd and Ms. Samra responded to board member questions.

It was moved by Mr. Eskandar, seconded by Mr. LeMasters, and carried 6 – 0 to approve the increase of $255/kWh to the new Renewable Energy Storage Rebate amounts for customers no longer eligible for the federal Investment Tax Credit (ITC), in accordance with the rebate program, previously approved by the Burbank City Council (Council) at the May 6, 2025, Council meeting, and approve removing the additional rebate amounts for batteries installed on 4kV feeders. Mr. Cherry was absent.

INFORMATION FROM STAFF

CUSTOMER SERVICE UPDATE

Mr. Aquino updated the board on BWP's AMI Project, 2025 division improvements and challenges, and the billing process. Mr. Aquino also highlighted improvements to the Customer Information System scheduled for 2026.

Ms. Samra and Mr. Aquino responded to board member questions.

WATER DIVISION UPDATE

Mr. Maruca updated the board on a proposed water exchange agreement between the City of Burbank and the San Diego County Water Authority, highlighting the benefits of this agreement.

Mr. Maruca and Ms. Samra responded to board member questions.

POWER SUPPLY UPDATE

Mr. D'Aquila updated the board on the Intermountain Power Project (IPP) and the Renewable Portfolio Standard (RPS) product negotiations.

Ms. Samra and Mr. D'Aquila responded to board member questions.

SUSTAINABILITY UPDATE

Mr. Kidd updated the board on staff's efforts towards assisting the community to get their solar projects completed. Mr. Kidd also highlighted the Landscape Equipment Electrification Workshop, scheduled for Saturday, January 17, 2026, at George Izay Park.

Mr. Kidd responded to board member questions.

ELECTRIC SERVICES UPDATE

Mr. Sleiman updated the board on a $5 million grant from the California Energy Commission for the 12kV conversion project, highlighting its significance. Mr. Sleiman also updated the board on the Regional Intermodal Transportation Center Solar + Storage project.

COMMUNICATION AND OUTREACH UPDATE

Mr. Canyon updated the board on BWP's recent customer satisfaction survey, presenting its results and findings. Mr. Canyon also informed the board of the BWP website update and BWP's financial assistance programs.

Mr. Canyon and Ms. Samra responded to board member questions.

COMMENTS AND REQUESTS FROM BOARD MEMBERS

Ms. Samra took a brief moment to update the board on one additional item, noting that Ms. Edwards, Assistant General Manager of Strategy, Communications, and Outreach, was no longer with BWP, and that Mr. Sleiman had absorbed both the Strategy and Sustainability divisions.

ADJOURNMENT

The regular meeting was adjourned at 6:56 p.m.

The next regular board meeting is scheduled for February 05, 2026, and will be held in the third-floor board room at Burbank Water and Power Ron E. Davis Administration Building.

Armando Casillas
Acting Administrative Officer-BWP
Recording Secretary

Mandip Kaur Samra
General Manager-BWP
Secretary to the Board

Tim Cherry, BWP Board Chair

MEMORANDUM

COMMUNITY DEVELOPMENT

DATE: January 27, 2026

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director
VIA: Maribel Leyland, Assistant Community Development Director

SUBJECT: **Landlord-Tenant Commission Meeting – January 5, 2025.**

- Eight members of the public attended the meeting in-person.
- Two speakers expressed interest in stronger tenant protections and continued public education regarding available City resources.
- A third speaker described an incident with their landlord that involved allegations of harassment and receipt of a notice to pay or quit.
- Senior Assistant City Attorney Alexander Prite presented an overview of Senate Bill 681 that affects various laws related to housing, landlord-tenant rules, planning & zoning, and accessory dwelling units (ADUs).
- The Commission Subcommittee reported on one intake form regarding a tenant's request for mediation of a lease agreement dispute. The Subcommittee facilitated the mediation, however, due to lack of agreement the parties decided to pursue other remedies. The case was closed.
- The meeting adjourned at 6:47 P.M.

January 7, 2026
4:30 p.m.

The regular meeting of the Civil Service Board was held in the Council Chambers of City Hall.

Roll Call

Members present:	Linda Barnes, Chairperson Jacqueline Waltman, Vice-Chairperson Iveta Ovsepyan, Secretary Matthew Doyle Brady Griffin
Also present:	Daniel Amaya, Administrative Analyst II Sean Aquino, Ast Gen Mgr-Cust Service & Marketing Alyssa Meredith, Senior Administrative Analyst Betsy McClinton, Management Services Director Jina Oh, Chief Assistant City Attorney Brooke Oldaker, Acting Administrative Analyst II Katie Picha, Administrative Officer Scott Plambaeck, Planning Manager Alex Prestia, Ast Gen Mgr-Utility Administrative Services April Rios, Human Resources Manager Rene Sanchez, Acting Human Resources Manager Jessica Sandoval, Executive Assistant Riad Sleiman, Chief Assistant General Manager-BWP Julianne Venturo, Ast Management Services Director

Open Public Comment Period of Oral Communications

None

Future Agenda Items

None

Approval of Minutes

MOTION CARRIED: It was moved by Ms. Waltman, seconded by Ms. Ovsepyan and carried 5-0 to approve the minutes of the regular meeting of November 5, 2025, with the following roll call vote: Ayes: Matthew Doyle, Brady Griffin, Iveta Ovsepyan, Jacqueline Waltman, and Linda Barnes. NOES: None.

Proposed Amendments to Classification Plan

None

Recruitment and Selection Report – December 2025

Noted and filed

Expedited Recruitment Quarterly Report

Noted and filed.

Appointments and Assignments

For the month of January 2026, there were seven temporary appointment extensions, and four temporary assignment extensions needed. The extensions were being sought on behalf of the Burbank Water and Power Department, Information Technology Department, and the Community Development Department.

MOTION CARRIED: It was moved by Mr. Griffin, seconded by Mr. Doyle and carried 5-0 to approve the Appointments and Assignments for the month of January 2026 with the following roll call vote: AYES: Matthew Doyle, Brady Griffin, Iveta Ovsepyan, Jacqueline Waltman, and Linda Barnes. NOES: None.

Additional Leave Quarterly Report

Noted and filed.

Adjournment

The regular meeting of the Civil Service Board was adjourned at 4:53 p.m.

Julianne Venturo
Assistant Management Services Director

APPROVED:

_____DATE_____
Linda Barnes, Chairperson

_____DATE_____
Iveta Ovsepyan, Secretary