



Weekly Management Report

September 25, 2026

- 1. Summary** Parks and Recreation Board
Meeting on September 10, 2026
Parks and Recreation Department

- 2. Memo** Landlord-Tenant Commission
Meeting on September 14, 2026
Community Development Department

- 3. Memo** Planning Commission
Meeting on September 14, 2026
Community Development Department

- 4. Memo** Heritage Commission
Meeting on September 3, 2026
Community Development Department

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Parks and Recreation Board

Date: Thursday, September 10, 2026

Staff Present: Marisa Garcia; Parks and Recreation Director, Kristen Smith, Assistant Parks and Recreation Director; Grace Coronado, Assistant Parks and Recreation Director; Jon McGinley, Recreation Services Manager; Megan Wilke, Administrative Analyst II, Diana Alvarez, Senior Clerk; Colin Griffin, Recreation Leader

Board Members Present: Mr. DePalo, Mr. Brody, Ms. Assadi, Ms. Gamiño, and Mr. Messerlian

Board Members Absent: None

Council Liaison Present: None

Council Liaison Absent: Konstantine Anthony and Christopher Rizzotti

Item Discussed		Summary	Direction or Action, if any
1	Announcements	Mr. Griffin provided announcements regarding Parks and Recreation programs and facilities.	
2	Presentations	Mr. McGinley recognized Fleet Feet for Global Running Day, which took place at Johnny Carson Park. Fleet Feet donated \$2,000 to support the City of Burbank's adaptive sports programming.	
3	Department Director Report	None.	
4	Oral Communications	Ms. Freed provided information regarding the Auction for Animals and noted that proceeds from the auction go directly toward supporting the animals at the Burbank Animal Shelter. Ms. Salas expressed her support for a monument at Brace Canyon Park honoring St. Frances Xavier Cabrini. Mr. Hawk provided updates on the Burbank Community Band.	
5	Response to Oral Communications	Ms. Assadi commended the Volunteers of the Burbank Animal Shelter for their work on the auction and thanked Fleet Feet for its contributions to the Burbank community. Mr. Messerlian thanked Ms. Salas and Mr. Hawk for their comments.	
6	Written Communications	One written communication was received.	
7	Park Board Comments	None.	
8	Downtown Burbank Transit-Oriented Development Specific Plan Update	Mr. Bechet from the Community Development Department's Planning Division, provided an update on the Downtown Burbank Transit-Oriented Development Specific Plan. Mr. Messerlian asked how the proposed development might affect the Burbank Town Center. He also asked whether the downtown area would retain its one-way traffic configuration or return to a pedestrian-only configuration and whether transportation options would retain for short-distance travel within downtown Mr. Brody asked whether a new location for the Farmers Market was being considered.	Noted and Filed.

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9	Burbank Tennis Center Annual Report for Fiscal Year 2025-26	Mr. McGinley introduced Mr. Starleaf, who provided the Board with an annual report on Burbank Tennis Center operations for Fiscal Year 2025-26. Mr. Messerlian asked whether the stadium court could be used to host watch parties for tennis events. Mr. DePalo commended Mr. Starleaf for his many years of service at the Burbank Tennis Center. Ms. Assadi commended Mr. Starleaf for his inclusive approach to programming at the Burbank Tennis Center.	Noted and Filed.
10	Discussion on Potential Memorial Installation Honoring St. Frances Xavier Cabrini	Ms. Wilke provided an overview of the request, potential locations, and considerations associated with a potential memorial installation honoring St. Frances Xavier Cabrini. Mr. Messerlian noted that a high-traffic area does not necessarily make a location more appropriate for a memorial. Ms. Gamiño noted that Brace Canyon Park is peaceful and tranquil and expressed support for the location as a potential site for the memorial.	It was motioned by Mr. Messerlian and seconded by Mr. DePalo to identify Brace Canyon Park as the preferred location for a potential small memorial area within an existing City park honoring St. Frances Xavier Cabrini, for consideration through the City's established facility and park naming/renaming process. The motion carried 5-0.
11	Consent Calendar	<u>Approval of Minutes</u> Minutes of the August 13, 2026, meeting were approved. <u>City Council Agenda Items Update</u> Noted and Filed. <u>Contract Compliance</u> Noted and Filed. <u>Police Park Patrol Reports</u> The Police Park Patrol Report for July was noted and filed. <u>Dick Clark Dog Park Progress Report – August 2026 Update</u> Noted and Filed. <u>Departmental Operations Update</u> Noted and Filed.	Mr. DePalo moved, and Ms. Gamiño seconded, to approve the Consent Calendar. The motion carried 5-0.
12	Tabled Items	None.	
13	Additional Comments from the Board and staff	Mr. Messerlian congratulated Board members on their new positions and thanked Mr. DePalo for his service as Chair.	

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14	Introduction of New Agenda Items	None.	
15	Adjournment	The meeting was adjourned at 7:32 p.m.	

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MEMORANDUM



COMMUNITY DEVELOPMENT

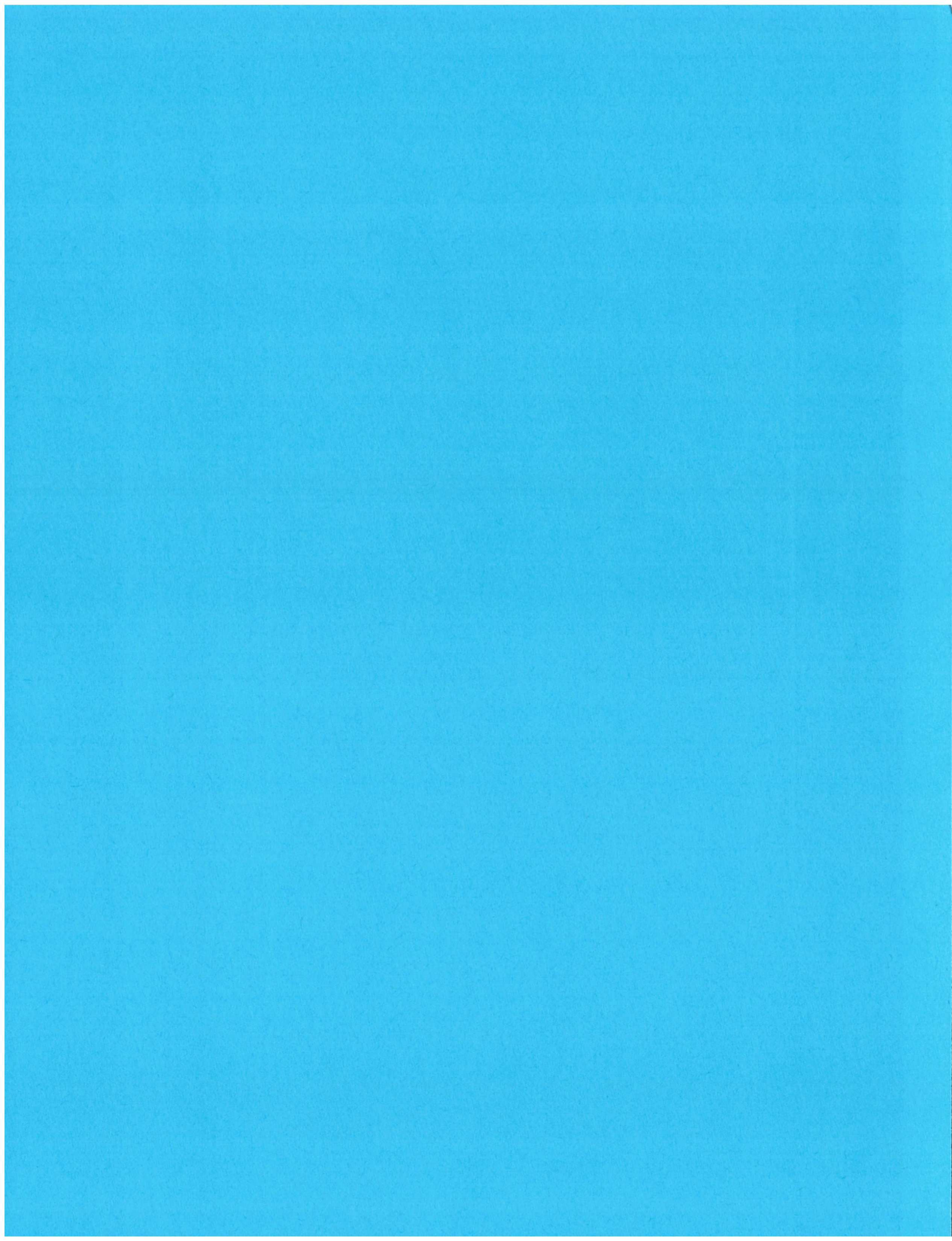
DATE: September 25, 2026

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
VIA: Shipra Rajesh, Housing Development Manager

SUBJECT: Landlord-Tenant Commission Meeting – September 14, 2026

- One member of the public attended the in-person meeting, with no Zoom attendees.
- There were no oral comments during the meeting.
- Alexander Prieto, Senior Assistant City Attorney, provided an overview of key provisions of the Brown Act.
- Shipra Rajesh, Housing Development Manager, provided an overview of the City Council direction related to updates on the City's Housing Enforcement Unit and Burbank Tenant Protection Ordinance.
- The Commission reported on two landlord-tenant forms:
- The first case, related to a rent reduction request due to unresolved property maintenance concerns, was resolved and has been closed.
- The second case, related to a rent payment concern, was resolved. However, the case remains open pending additional information related to new habitability concerns raised by the tenant.
- The Commission approved the minutes from July 6, 2026, and August 3, 2026 meetings.
- There were no Commission or staff announcements, and no additional agenda items were introduced.
- The meeting adjourned at 6:56 P.M.



MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: September 24, 2026

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director
Via: Fred Ramirez, Assistant Community Development Director – Planning
By: Diana Arias, Intermediate Clerk

For Prescott
9/24/26

SUBJECT: Planning Commission Meeting – September 14, 2026

- This memorandum goes over the general information of the Planning Commission meeting that was held on September 14, 2026. There were two public hearing items presented to the Planning Commission.
- Project No. 25-0006477 was presented to the Commission by Assistant Planner, Silvia Sulis. The project included a request for a Conditional Use Permit to allow a Cat Kennel (A Cat Hotel Named Cateau Marmont) On A Residentially Adjacent Parcel at 2801 Empire Avenue.
- After Commission discussion Commissioner Bennet made a motion to approve Project No. 25-0006477, a request for a Conditional Use Permit to allow a Cat Kennel (A Cat Hotel Named Cateau Marmont) on a residentially adjacent parcel at 2801 Empire Avenue, with a modification to the conditions of approval to allow up to two visitors per appointment. Vice Chair Safarian seconded the motion with proposed edits to the conditions. Motion carried by a 4-0 vote. Motion passes.
- Second public hearing item: Notice of Preparation of a Draft Environmental Impact Report (EIR) associated with the maps released by the Southern California Association of Governments (SCAG) for the SB 79 Transit-Oriented Development (TOD) Stops, Zones, and Tiers within the SCAG region was presented by Planning Manager, Scott Plambaeck. The project included city staff requested the Planning Commission receive public comments.
- After Commission discussion and public comment, the Commission closed the item.
- Chair Wick introduced an additional agenda item for clarification on the liaison protocol to other Boards and Commission.
- Assistant Community Development Director Ramirez confirmed staff will bring clarification regarding serving as liaison and the Notice of Preparation period for commenting is continuing till September 21, 2026.

The first part of the paper discusses the importance of the research and the objectives of the study. It then presents a literature review of the existing research on the topic. The next section describes the methodology used in the study, including the data sources and the statistical techniques employed. The results of the study are then presented, followed by a discussion of the findings and their implications. Finally, the paper concludes with a summary of the main points and suggestions for future research.

The research was conducted using a quantitative approach, with data collected from a large sample of participants. The results show a significant positive correlation between the variables studied, indicating that the research hypothesis was supported. The findings have important implications for the field and suggest that further research is needed to explore the underlying mechanisms.

In conclusion, the study provides valuable insights into the relationship between the variables and highlights the need for continued research in this area. The results are consistent with previous findings and offer new perspectives on the topic.

MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: September 22, 2026

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director *JP*
Via: Ryan Allen-Esquivel, Assistant Planner *RA 9/22/26*
By: Diana Arias, Intermediate Clerk

SUBJECT: Heritage Commission Meeting – September 3, 2026

This memorandum recaps the Heritage Commission meeting that was held on September 3, 2026:

- Commissioner Hardy was not in attendance.
- Assistant Planner Allen-Esquivel welcomed new Heritage Commissioners: Laura Strobl and Zach Marin.
- During public comment, Greg V. thanked the Commission for working on the concerns regarding Bob's Big Boy located at 4211 W. Riverside Drive but let them know the heaters on the roof were still installed and requested a future update.
- Library Services Director Eric Lashley provided a presentation for the upcoming Civic Center Library Project.
- Assistant Planner Rendon updated the Commission that the unpermitted canopy, ceramic planters, and water lines had been removed by the owner of Bob's Big Boy. The applicant is required to obtain a permit for the canopy heaters by September 5.
- Assistant Planner Allen-Esquivel updated the Commission that 902 East Olive Avenue "The Rock House" is under new ownership. Staff met with them and they are interested in retrofitting the property in the future.
- Assistant Planner Allen-Esquivel let the Commission know that staff has reached out to the Fernandeño Tataviam Band of Mission Indians per Commissioner Mensing but no response has been received.
- Commissioner Mensing reported on his individual discussions with Mayor Takahashi, Councilmember Perez, and the San Fernando Valley Japanese American Community Center regarding the former Winona Trailer Park site.

Commissioner Mensing requested that the Commission discuss the site at a future meeting.

- Commissioner Mensing reported on his individual conversations with the Fernandeño Tataviam Band of Mission Indians and requested that the Commission allow for a presentation from the tribe at a future meeting.
- Assistant Planner Allen-Esquivel stated the following tentative items for the next meeting are election of Chair and Vice Chair and two other Report Presentations: Golden State Specific Plan and the Transit Oriented Development Specific Plan. The absences of Commissioner Hardy may also be discussed at the next meeting.