



Weekly Management Report

May 13, 2022

- 1. Minutes** Police Commission Meeting
on April 20, 2022
Police Department

- 2. Notice** Burbank-Glendale-Pasadena Airport Authority
Meeting on May 16, 2022
Burbank-Glendale-Pasadena Airport Authority

- 3. Synopsis** Parks and Recreation Board
Meeting on April 14, 2022
Parks and Recreation Department

- 4. Minutes** Sustainable Burbank Commission
Meeting on April 18, 2022
Public Works Department

- 5. Memo** Burbank Hospitality Association
Meeting on April 20, 2022
Community Development Department

- 6. Memos** Planning Board Meetings on March 14, 2022,
March 28, 2022, April 11, 2022,
April 25, 2022 and May 9, 2022
Community Development Department

April 20, 2022

A regular meeting of the Burbank Police Commission was held in the Council Chamber of City Hall, 275 East Olive Avenue, on the above date. The meeting was called to order at 1815 hours by Commission Chair Chapman.

CALL TO ORDER

Present: Via Videoconference: Commissioners Elman, Forouzan, and Lu
In Chamber: Chair Chapman

Also Present: In Chamber: Captains Irving and Puglis, Lieutenant Losacco, Sergeant Fekety, Detective Peltier, Officers Haratonian and Rhoads, and Executive Assistant Nakamura

Via Videoconference: Chief Assistant City Attorney Oh, Liaison Schultz

FLAG SALUTE

The flag salute was led by Officer Rhoads.

COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEES

Commissioner Forouzan reminded community members about the Department's Etch and Catch program, a partnership with local auto shops to etch serial numbers on catalytic converters.

Commissioner Forouzan also stated she is waiting for traffic safety data to compile the ped/traffic safety subcommittee report.

FIRST PERIOD OF ORAL COMMUNICATIONS

None

RESPONSE TO ORAL COMMUNICATIONS

None

APPROVAL OF MINUTES FROM MARCH 16, 2022

A motion was made by Commissioner Elman, with a second by Commissioner Forouzan, to approve the minutes of the March 16, 2022, meeting. Approved by consensus.

ITEMS OF BUSINESS

1. Presentation and discussion on the Department's drone program

Lieutenant Claudio Losacco and Officer Ryan Rhoads provided an overview of the drone program, description and uses of the devices, benefits and challenges associated with the drones, and future of the technology.

2. Discussion, and potential action, with regard to the Commission's duties as outlined in the City Charter

Commissioners discussed the duties as expressed in the Charter. This item will be tabled to a future agenda so the entire Commission may review the Charter and participate in the discussion of possibly making recommendations for change of it and the municipal code

April 20, 2022

Meeting of the Burbank Police Commission

Page 2

3. Discussion of the hybrid public comments period upon return to in-person Boards and Commissions meetings

Captain Puglisi announced the return to in-person meetings starting in May for Council and Boards and Commission meetings. For ninety days, a hybrid public comments period will now include in-Chamber comments, followed by a period of phone-in comments from the public.

4. General announcements by the Police Chief - brief announcements regarding upcoming events and/or items of note related to the police department

- 4/27 Morning Fuel with First Responders 8-10 am
- 4/30 Drug Take Back Event 10-2 pm
- 5/7 Police/Fire Service Day 9-2 pm
- 5/17 Muffins with MHET at Miracle Bakery 8-10 am

The annual NACOLE conference will be held September 11-15, 2022. Commission members should come prepared to discuss the selection of participants at the May meeting.

The Joint Council/Commission meeting will be held sometime in July, pending Council and OIR schedule availability.

The BPD fielded a team of 20 runners and numerous support personnel to participate in the 120-mile Baker to Vegas relay race on April 9, 2022.

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

For the May meeting, the items currently agendized include a presentation by the MHET team, selection of NACOLE conference participants, a presentation and discussion by the Self-Evaluation Subcommittee, and the Charter/Municipal Code discussion.

Commissioner Chapman made a motion to discuss making a request to Council for business cards and the parameters for their use. Motion not seconded; motion failed.

NEXT MEETING DATE

The next scheduled meeting of the Police Commission will be Wednesday, May 18, 2022, at 1800 hours (return to in-person meeting in City Council Chamber).

ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at 1940 hours.

s/Africa Turner

Africa Turner, Secretary
Burbank Police Commission

s



May 12, 2022

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, May 16, 2022, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

Pursuant to Government Code Section 54953(e), members of the Commission may participate in this meeting via teleconference. In the interest of maintaining appropriate social distancing, a physical location is not being provided for the public to attend or comment. 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

Airport Skyroom

Regular Meeting of Monday, May 16, 2022

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.



When in-person attendance or participation at meetings 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 five 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, May 16, 2022

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
5. CONSENT CALENDAR
 - a. Committee Minutes
(For Note and File)
 - 1) Finance and Administration Committee
 - (i) April 18, 2022 **[See page 1]**
 - 2) Legal, Government and Environmental Affairs Committee
 - (i) April 18, 2022 **[See page 3]**
6. ITEMS FOR COMMISSION APPROVAL
 - a. Determinations Regarding Return to In-Person Meetings and AB 361 Findings for Special Brown Act Requirements for Teleconference Meetings **[See page 5]**
 - b. Award of Construction Contract, Award of Professional Services Agreement, and Approval of Project Budget for Taxiway C and Shoulders Rehabilitation Project Number (E21-01) **[See page 8]**
 - c. Award of Professional Services Agreement Autocad, GIS, Graphic Display and Airport Planning Services **[See page 16]**
7. ITEMS FOR COMMISSION DISCUSSION
 - a. Third Quarter FY 2022 Financial Performance Update
 - b. Fiscal Year 2023 ("FY 2023") Proposed Budget Program; Replacement Passenger Terminal Proposed Capital Outlay
8. ITEMS FOR COMMISSION INFORMATION
 - a. March 2022 Passenger and Air Cargo Statistics **[See page 29]**
 - b. March 2022 Ground Transportation Statistics

c. March 2022 Parking Revenue Statistics

9. CLOSED SESSION

a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(California Government Code Section 54956.9(d)(1))

Name of Case: City of Los Angeles v. FAA et al. (Case No. 21-71170)

10. EXECUTIVE DIRECTOR COMMENTS

11. COMMISSIONER COMMENTS

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

12. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, May 16, 2022

[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. Approved minutes of the Finance and Administration Committee meeting of April 18, 2022; and approved minutes of the Legal, Government and Environmental Affairs Committee meeting of April 18, 2022, are included in the agenda packet for information purposes.

6. ITEMS FOR COMMISSION APPROVAL

- a. DETERMINATIONS REGARDING RETURN TO IN PERSON MEETINGS AND AB 361 FINDINGS FOR SPECIAL BROWN ACT REQUIREMENTS FOR TELECONFERENCE MEETINGS. A staff report is included in the agenda packet. Staff has placed this item on the agenda to give the Commission an opportunity to provide direction on the return to in-person Commission and standing Committee meetings at the Airport, and to make the findings specified in AB 361 (2021) for special Brown Act requirements for teleconference meetings.
- b. AWARD OF CONSTRUCTION CONTRACT, AWARD OF PROFESSIONAL SERVICES AGREEMENT, AND APPROVAL OF PROJECT BUDGET FOR TAXIWAY C AND SHOULDERS REHABILITATION - PROJECT NUMBER (E21-01) A staff report is included in the agenda packet. At its meeting on May 2, 2022, the Operations and Development Committee voted (2-0, 1 absent) to recommend that the Commission: i) Award a construction contract in the amount of \$3,065,000 to Sully-Miller Contracting Company for the Taxiway C and Shoulders Rehabilitation Project; ii) Award a professional services agreement in the amount of \$166,319 to RDM International, Inc. for engineer of record services, onsite technical services, and material testing; iii) Authorize a project budget for construction management, contract administration and field observation for a not-to-exceed amount of \$83,681, and; iv) Authorize a project contingency of \$75,000.
- c. AWARD OF PROFESSIONAL SERVICES AGREEMENT – AUTOCAD, GIS, GRAPHIC DISPLAY AND AIRPORT PLANNING SERVICES. A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks approval from the Commission to award a Professional Services Agreement to Azrial Ltd. for continued AutoCAD, GIS, graphic display, and airport planning services.

The proposed Agreement is on a time and materials basis at an hourly rate of \$125.00 per hour, not to exceed 1,400 hours annually, for a three-year period with two one-year extension options. An annual allowance of \$5,000 for miscellaneous

out-of-pocket expenses such as paper, ink, and reproduction costs are included in the Agreement.

7. ITEMS FOR COMMISSION DISCUSSION

- a. **THIRD QUARTER FY 2022 FINANCIAL PERFORMANCE UPDATE.** No staff report attached. Staff will update the Commission with information regarding the financial results for the third quarter of FY 2022.
- b. **FISCAL YEAR ("FY 2023") PROPOSED BUDGET PROGRAM; REPLACEMENT PASSENGER TERMINAL PROPOSED CAPITAL OUTLAY.** No staff report attached. As part of the FY 2023 budget development, Staff is presenting for Commission information, the proposed capital outlay associated with the Replacement Passenger Terminal to be funded initially through Airport Reserves. During FY 2023, potential sources for interim financing will be sought with the intent to reimburse Authority Reserves prior to the close of FY 2023. Mr. Geoff Wheeler of Ricondo & Associates and Mr. Louis Choi of Public Resource Advisory Group will present an activities timeline forecast.

8. ITEMS FOR COMMISSION INFORMATION

- a. **MARCH 2022 PASSENGER AND AIR CARGO STATISTICS.** A staff report is included in the agenda packet. The March 2022 passenger count of 481,044 was up 5% compared to March of 2019's 459,829 passengers. Also compared to March of 2019, air carrier aircraft operations in March 2022 increased 5%, while cargo volume was up 10%, at 9.4 million pounds.
- b. **MARCH 2022 GROUND TRANSPORTATION.** No staff report attached. Staff will update the Commission on Ground Transportation activities for the month of March 2022.
- c. **MARCH 2022 PARKING REVENUE STATISTICS.** No staff report attached. Staff will present parking revenue data for the month of March 2022.

**CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY**

Meeting: Parks and Recreation Board

Date: Thursday, April 14, 2022

Staff Present: Kristen Smith, Deputy Director; Diego Cevallos, Deputy Director; Grace Coronado, Administrative Officer; Kristen Hauptli, Senior Administrative Analyst; Jonathon Maldonado, Senior Recreation Leader; Karen Pan, Administrative Officer; Robert Newman, Administrative Analyst II

Board Members Present: Mr. Gussow, Ms. Durbin, Ms. Ramsey, and Mr. Messerlian.

Board Members Absent: Ms. Peguero Gamiño.

Item Discussed	Summary	Direction or Action, if any
1 Announcements	Ms. Hauptli provided announcements for Parks and Recreation programs and facilities.	
2 Presentations	Ms. Coronado presented the board with a Meet the Parks and Recreation Team presentation.	
3 Department Director Report	Mr. Cevallos provided an update on the Community Garden to the Board.	
4 Oral Communications	Council member Sharon Springer shared an invitation to the Earth Day Event on April 22, at the Community Garden on behalf of the Community Garden Subcommittee.	
5 Response to Oral Communications	None.	
6 Written Communications	None.	
7 Park Board Comments	Board member Ramsey shared her attendance of the George Izay Master Plan Workshop #1 and looks forward to attending the Workshop # 2. Board member Messerlian shared with the board his attendance to the Betsy Lueke Creative Arts Center Youth Art Expo. Chair Gussow shared his participation in the Tree City Event and congratulated the Forestry and Parks and Recreation Department of the continuous recognition.	
8 Proposed Greenhouse Gas Reduction Plan Update (Project No. 22-0000935)	Karen Pan, Administrative Officer, provided an update on the City of Burbank's Greenhouse Gas Reduction efforts.	
9 Update on City of Burbank Homelessness Efforts in the Parks	Robert Newman, Administrative Analyst II, presented an update on Homelessness efforts.	
10 Consent Calendar	<u>Approval of Minutes</u> Minutes of the March 10, 2022, meetings were approved.	It was moved by Ms. Durbin, seconded by Ms. Ramsey and

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

	<p><u>City Council Agenda Items Update</u> Noted and Filed.</p> <p><u>City Manager's Quarterly Report</u> Noted and Filed.</p> <p><u>Contract Compliance</u> Noted and Filed.</p> <p><u>Park Patrol Reports</u> The Park Patrol Report for February was noted and filed.</p> <p><u>Budget Update for fiscal Year 2022-2023</u> Noted and Filed</p> <p><u>Departmental Operations Update</u> Noted and Filed.</p>	<p>carried 4-0 to approve the Consent Calendar as presented.</p>
11	<p>Tabled Items</p>	
12	<p>Second Period of Oral Communications</p>	
13	<p>Response to Oral Communications</p>	
14	<p>Additional Comments from the Board and staff</p>	
15	<p>Introduction of New Agenda Items</p>	
16	<p>Adjournment</p>	<p>The meeting was adjourned at 7:35 p.m.</p>

SUSTAINABLE BURBANK COMMISSION
April 18, 2022 MINUTES

I. CALL TO ORDER:

The meeting of the Sustainable Burbank Commission was held online via Zoom on the above date. Vice Chair Robin Gemmill called the meeting to order at 5:00 p.m.

II. ROLL CALL:

Members Present:

Robin Gemmill (Vice Chair)
Victoria Kirschenbaum
Kevin O'Brien
Chris Weber
Limor Zimskind
Jean Schanberger
Alissandra Valdez

Members Absent:

Heather Robb

Council Members and Staff Present:

John Molinar – Asst. Public Works Director - Street & Sanitation
Amber Duran – Recycling Coordinator, Public Works Recycle Center
Stephanie Kandt – Senior Administrative Analyst, Public Works
Amy Hammes – Recycling Specialist, Public Works Recycle Center
Karen Pan - Administrative Officer, Community Development Department
Mandip Samra – Power Resource Manager, Burbank Water and Power
Jeannine Edwards – Assistant General Manager SMS, Burbank Water and Power

III. ORAL COMMUNICATIONS: (Limited to items on the printed agenda or items regarding the business of the Sustainable Burbank Commission. The Commission has adopted rules to limit oral communications to 2 minutes; however, the Commission reserves the right to extend this time period.)

A. Public Communication:

Craig Cadwallader of the Surfrider Foundation (South Bay Chapter) discussed the March 19, 2022 LA County Board of Supervisors' meeting approving their single-use plastics policy. Craig is also working with staff at the City of Glendale on a similar ordinance.

Burbank resident, Maya Shavzin, voiced support of item VIII on the agenda, the Electrification of Landscape Equipment.

B. Commission Member Communication:

Ms. Kirschenbaum requested Maya Shavzin's email contact information from staff.

Ms. Gemmill discussed the opening of the Community Garden and the 165 applications received. Ms. Gemmill also invited all to attend the Community Garden Open House on Earth Day April 22, 2022, from 5:00 p.m. to 7:00 p.m.

Ms. Schanberger discussed her attendance at the Planning Board Meeting for the Lakeside Carwash Project and condominium construction. The project was approved with conditions. Ms. Schanberger also discussed her attendance at the California Polytechnic Pomona's Soil and Social Justice Program. Ms. Schanberger announced that she participated in the community input for the proposed Pickwick Bowl SB35 Project and the 910 S. Mariposa stable-to-office conversion project.

C. Staff Communication:

John Molinar acknowledged the departure of former Chairperson Tenenbaum and mentioned the need to elect a new Chair and Vice Chair.

Amy Hammes informed the Commission about the Waste Warriors program which will run from April 23, through July 6, 2022. Ms. Hammes also discussed the Composting Workshops on the last Wednesday of every month from 6:00 p.m. to 7:00 p.m.

IV. APPROVAL OF MINUTES:

The minutes were approved with revisions by Ms. Gemmill, Ms. Kirschenbaum, Mr. Weber, and Ms. Schanberger, noting Ms. Robb's absence. Mr. O'Brien, Ms. Valdez, & Ms. Zimskind abstained from the vote.

V. GREENHOUSE GAS REDUCTION PLAN:

Karen Pan introduced Rincon consultants Hannah Mize and Andrew Beecher and discussed updates to the Burbank 2035 Greenhouse Gas Reduction Plan (GGRP). The Commissioners discussed how best to support the GGRP and requested clarification on the timeframe for the projected \$2 billion budget. There was inquiry into how the city is adapting to new reports coming out from climate scientists. There was discussion of a plan to consolidate budgetary oversight to coordinate the different department's planning and cooperation, and as to Rincon's continued involvement in the process. The City Sustainability Officer's role with this plan was discussed. Clarification was requested on Table 1 and the prioritization of the 12 action items within the report. There was discussion about the expectations of continued support of the commission towards the GGRP, and the nature of that support.

VI. SELECTION OF SUSTAINABLE COMMISSION CHAIR AND/OR VICE CHAIR:

Commissioner Kirschenbaum nominated Ms. Gemmill for Chair and Ms. Schanberger for Vice Chair. Mr. O'Brien seconded; all present approved the nominations, noting the absence of Ms. Robb.

VII. SOCIAL MEDIA MANAGER SELECTION:

Ms. Valdez will join the Ad Hoc Community Engagement Subcommittee and be the Social Media Manager, with contributions from Ms. Schanberger and Ms. Kirschenbaum.

VIII. AD HOC SINGLE USE PLASTIC BAN IMPLEMENTATION SUBCOMMITTEE REPORT:

There were no updates from the Subcommittee. Staff is working on restarting the internal policies while implementing SB 1383.

IX. AD HOC WORK PLAN DEVELOPMENT SUBCOMMITTEE:

There were no updates from the Subcommittee.

X. AD HOC RENEWABLE ENERGY SUBCOMMITTEE REPORT:

Electrification for new construction was discussed. Burbank Water and Power (BWP) will be bringing residential rate increases to City Council and Mr. Weber encouraged members to see the plan that is on the BWP website. The proposed budget increases will help achieve the GGRP goals. Mandip Samra explained the proposed budget and residential rate increases. Ms. Schanberger offered to join the Renewable Energy Subcommittee and Mr. Weber and Ms. Kirschenbaum agreed.

XI. AD HOC NATIVE LANDSCAPING IN PUBLIC SPACES SUBCOMMITTEE REPORT:

Mr. O'Brien volunteered to join the subcommittee. Ms. Gemmill announced the Urban Forestry project, a collaboration between the Eco Council's Sustainable Commission and the Tree People. They will have a tree planting on April 28, 2022 at Verdugo Park. Ms. Gemmill also announced the clearing and planting along the Monarch Mile.

XII. AD HOC COMMUNITY ENGAGEMENT PHASE 2 SUBCOMMITTEE REPORT:

John Molinar asked that the subcommittee help in distributing food waste pails to Burbank residents at community events. The Eco Council's "Trashion" Show will be on Earth Day. The Community Garden's Earth Day event was discussed.

XIII. ELECTRIFICATION OF LANDSCAPE EQUIPMENT:

Ms. Kirschenbaum spoke about the State law banning the sale of combustion engine landscape equipment by 2024 and how that ban wouldn't affect the use of existing gardening equipment. Ms. Kirschenbaum also discussed the difficulty of enforcing combustion engine landscape equipment bans in other communities. Amy Hammes discussed the negative impact that leaf blowers have, even if electric. Mr. Molinar brought up the unfortunate difficulty of maintaining a long expanse of bike paths without the use of leaf blowers.

XIV. DISCUSS UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS:

The commissioners discussed the public hearing for the GGRP on May 3, 2022. May 17, 2022 is the public hearing for the BWP rate increase, as well as the appointment for the new Sustainable Burbank Commission member. BWP is seeking approval from Council for a grant for an energy storage demonstration project on May 24, 2022. On June 7, 2022, BWP will present the renewable energy contract seeking approval for Powerex for delivery of renewables, and the wildfire mitigation plan.

XV. INTRODUCTION OF ADDITIONAL AGENDA ITEMS:

Mr. O'Brien moved to add a presentation on the potential partnership between Tesla and the City of Burbank for electric vehicle (EV) charging stations to the next agenda. Mr. Weber seconded the motion, and it was approved by all in attendance, noting the absence of Ms. Robb. Mr. Molinar suggested bringing all of the subcommittees into the next agenda, and all in attendance agreed. Mr. Weber proposed to discuss formally endorsing rate increases and the proposed budget, Ms. Schanberger seconded, and all present approved, noting the absence of Ms. Robb.

XVI. ADJOURNMENT:

The meeting was adjourned at 7:10 p.m. The next meeting will be held on Monday, May 16, 2022 at 5:00 p.m. at the Burbank Recycle Center.

Respectfully submitted,

John Molinar, Assistant Public Works Director - Street & Sanitation

JM: ad

MEMORANDUM



COMMUNITY DEVELOPMENT



DATE: May 11, 2022

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
VIA: Simone McFarland, Asst. Community Development Director 
Mary Hamzoian, Economic Development Manager
BY: Megan Anghel, Administrative Analyst I

SUBJECT: Burbank Hospitality Association Meeting – April 20, 2022



- Staff announced that in the City, regulations are changing, and all public meetings can resume in person, including City Boards and Commissions. The Board agreed to resume in-person meetings starting May 18th.
- Multiple hoteliers have reached out to staff asking for help with accommodating tour bus parking. Staff sent out a survey to the hotels to better understand the need for tour bus parking. After reviewing the survey results and hearing from the Board Members, there is a desire to provide tour bus parking in the City. Staff will work with the Transportation Division to bring back potential locations at a later meeting.



memorandum

DATE: March 14, 2022

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
Fred Ramirez, Assistant Community Development Director 
Shipra Rajesh, Associate Planner
Karen Pan, Administrative Officer

SUBJECT: **Planning Board Actions of March 14th 2022**

On March 14, 2022 the Planning Board met for a public hearing to discuss the following item:

Public Hearing

- 1. Project No. 20-0002167 | Public Review Period of Draft Environmental Impact Report for the Draft Housing Element, Safety Element and Environmental Justice General Plan Update | Note and File**

The Board was presented with the Draft Environmental Impact Report and received public comment. The Board made a motion to note and file. Motion passed 4-0.

- 2. Project No. 22-0000935 | Request to Recommend the City Council Adopt a Negative Declaration and Approve the Greenhouse Gas Reduction Plan Update | Resolution**

The Board was presented with the proposed update to the City's Greenhouse Gas Reduction Plan. The Board made a motion to approved the proposed resolution. Motion passed 4-0.

Attendance

Present: Rizzotti, Attueukenian, Monaco, Heiner

Absent: Gamboa



memorandum

DATE: March 28, 2022

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
Fred Ramirez, Assistant Community Development Director 
Shipra Rajesh, Associate Planner
Daniel Villa, Senior Planner

SUBJECT: Planning Board Actions of March 28th 2022

On March 28, 2022 the Planning Board adjourned to the regularly scheduled Planning Board meeting of April 11, 2022 due to lack of quorum.

Public Hearing

1. **Project No. 20-0002167 | Public Review Period of Draft Environmental Impact Report for the Draft Housing Element, Safety Element and Environmental Justice General Plan Update | Note and File.**
2. **Project No. 19-0001137 | 3700 Riverside Drive | Resolution**

Attendance

Present: Rizzotti, Monaco



Absent: Atteukenian, Heiner



memorandum

DATE: April 11, 2022

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
Fred Ramirez, Assistant Community Development Director 
Shipra Rajesh, Associate Planner
Daniel Villa, Senior Planner
Joseph Pangilinan, Planning Technician
Joseph Onyebuchi, Associate Planner

SUBJECT: Planning Board Actions of April 11th 2022

On April 11, 2022 the Planning Board met for a public hearing to discuss the following items:

Public Hearing

- 1. Project No. 20-0002167 | Public Review Period of Draft Environmental Impact Report for the Draft Housing Element, Safety Element and Environmental Justice General Plan Update | Receive Comments – *Continued from March 28, 2022 Planning Board Meeting due to lack of quorum.***



The Board received public comments for the Draft Environmental Impact Report for the Draft Housing Element.

- 2. Project No. 19-0001137 | Request to Certify a Final Environmental Impact Report (FEIR) and Adoption of a Mitigation Monitoring & Reporting Program (MMRP), Statement of Overriding Considerations and Findings of Fact; and Approval of a Development Review, Conditional Use Permit, Density Bonus, Vesting Tentative Tract Map No. 82605 to allow the construction of a mixeduse residential project on a 26,393 sq. ft. site that includes 49 residential units, 2,000 square feet of commercial space, and publicly accessible open space located on the ground floor at 3700 Riverside Drive in the MDC-3 (Media District Commercial) Zone | Resolution – *Continued from the March 28, 2022 Planning Board Meeting due to a lack of quorum.***

memorandum

DATE: April 25, 2022

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
Fred Ramirez, Assistant Community Development Director 
Joseph Pangilinan, Planning Technician
Joseph Onyebuchi, Associate Planner

SUBJECT: Planning Board Actions of April 25th 2022

On April 25, 2022 the Planning Board met for a public hearing to discuss the following items:

Public Hearing

1. **Project No. 21-0005726 | Request to approve a Conditional Use Permit and a Determination of Public Convenience and Necessity allowing the incidental sale of beer and wine for off-site consumption for an existing Chevron gas station and convenience store located at 140 E. Alameda Avenue, in the BCCM (Burbank Center Commercial Manufacturing) Zone.**

The Board made a motion to approve the proposed resolution. Seconded by Ms. Heiner, carried by a vote 4-0. Motion passed.

2. **Project No. 21-0000863 | Request to adopt an Initial Study and Mitigated Negative Declaration for Project No. 21-0000863 and adopting the Mitigation, Monitoring, & Reporting Program (MMRP) pursuant to the California Environmental Quality Act (CEQA); and Approval of a Development Review to construct an unmanned electrical distribution facility with a new control room, new transformers and other related equipment as well as a Variance to allow the following: (i) a reduction of the minimum setback requirement, (ii) to construct a 12-foot-tall wall rather than the maximum eight feet currently allowed, (iii) a reduction in the number of trees required in the front and side yards for non-residential uses, and (iv) relief from the requirement to locate and screen trash bins to provide zero trash bins for the property at 228 S. Naomi Street, in the MDC-3 (Media District General Business) zone.**



memorandum

DATE: May 9, 2022

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
Fred Ramirez, Assistant Community Development Director 
David Kriske, Assistant Community Development Director
Beverly Ibarra, Senior Administrative Analyst

SUBJECT: **Planning Board Actions of May 9th 2022**

On May 9, 2022 the Planning Board met for a public hearing to discuss the following items:

Public Hearing

1. **Project No. 22-0002020 | Request to recommend City Council approve a Zone Text Amendment for proposed updates to fees, standards and definitions pertaining to community facility fees as noted in Title 10 (Zoning Regulations), Chapter 1 (Zoning), Article 22 (Community Facility Fees) of the Burbank Municipal Code in order to accommodate a comprehensive update to the City's Development Impact Fee Program.**

The Board made a motion to approve the proposed resolution. Seconded by Mr. Elric, carried by a vote 4-0. Motion passed.

Attendance

Present: Atteukenian, Elric, Monaco, Rizzotti

Absent: HEINER