



Weekly Management Report

November 19, 2021

- 1. Memo** Planning Board Actions of September 27, 2021
Community Development Department
- 2. Memo** Planning Board Actions of October 11, 2021
Community Development Department
- 3. Memo** Planning Board Actions of October 25, 2021
Community Development Department
- 4. Memo** Burbank Hospitality Association Meeting
on October 27, 2021
Community Development Department

memorandum

DATE: September 27, 2021

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
Fred Ramirez, Assistant Community Development Director 
Maciel Medina, Associate Planner

SUBJECT: Planning Board Actions of September 27th 2021

On September 27, 2021 the Planning Board met for a public hearing to discuss the following item:

Public Hearing

1. **Project No. 20-0005473 | A Resolution approving a Sustainable Communities Environmental Assessment (SCEA) and Mitigation Monitoring and Reporting Program (MMRP) and a Resolution approving Conditional Use Permit, Density Bonus Waivers, Development Review and Tentative Parcel Map Number 083410 for a mixed-use development submitted pursuant to SB 330 (The Housing Accountability Act) to allow the construction of a mixed-use project on a 10.43-acres site that includes 862 residential units, 151,800 square feet of office space and 9,700 square feet of ground level commercial and retail space at 2311 North Hollywood Way in the C-3 (Commercial General Business) Zone.**

The Board was presented with a proposed Conditional Use Permit, Density Bonus Waiver, Development Review and Tentative Parcel Map to allow a mixed-use development at 2311 N. Hollywood Way. The Board made a motion to approve the resolution. Motion passed 4-0.

Attendance



Present: Rizzotti, Atteukenian, Monaco, Heiner

Absent: Gamboa

memorandum

DATE: October 11, 2021

TO: Justin Hess, City Manager

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

SUBJECT: Planning Board Actions of October 11th 2021

On October 11, 2021 the Planning Board met for a public hearing to discuss the following item:

Public Hearing

1. **Project No. 21-0004984 | Request for a Zone Text Amendment to amend Sections of Title 10 of the Burbank Municipal Code pertaining to definitions and standards for Single Family Residential Zones and Nonconforming Structures in order to regulate the construction, remodel, and addition to Single-Family Residential Dwellings. | Resolution**

The Board was presented with a proposed Zone Text Amendment to amend sections of Title 10 of the Burbank Municipal Code pertaining to definition and standards for Single Family Residential Zones. The Board made a motion to postpone this hearing item to the next schedule Planning Board meeting of October 25th due to lack of board member attendance. Motion passed 3-0.



Attendance

Present: Rizzotti, Monaco, Heiner
Absent: Gamboa, Atteukenian

memorandum

DATE: October 25, 2021

TO: Justin Hess, City Manager

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

SUBJECT: Planning Board Actions of October 25th 2021

On October 25, 2021 the Planning Board met for a public hearing to discuss the following item:

Public Hearing

- 1. Project No. 21-0004984 | Request for a Zone Text Amendment to amend Sections of Title 10 of the Burbank Municipal Code pertaining to definitions and standards for Single Family Residential Zones and Nonconforming Structures in order to regulate the construction, remodel, and addition to Single-Family Residential Dwellings. | Resolution**

The Board was presented with a proposed Zone Text Amendment to amend sections of Title 10 of the Burbank Municipal Code pertaining to definition and standards for Single Family Residential Zones. The Board made a motion to approve the proposed resolution as amended. Motion passed 3-1.

Attendance

Present: Gamboa, Rizzotti, Attueukenian, Monaco
Absent: Heiner

MEMORANDUM



COMMUNITY DEVELOPMENT



DATE: November 10, 2021

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 – October 27, 2021

- Michael Matsuda from the Martial Arts History Museum and Jenny Deahl provided a follow-up presentation to the BHA Board to reconsider sponsorship funding for the Dragonfest event. However, after further discussion the BHA Board decided not to move forward with funding at this time due to inadequate data substantiating hotel room nights.
- Marketing Consultant, Robin Faulk presented a summary of Visit Burbank's marketing campaign as well as a wrap-up of the September 18-22, 2021, International Pow Wow (IPW) Trade Show Convention.
- The BHA received a \$15,000 CA Relief Grant, eligible use of funds may cover costs incurred due to the COVID-19 pandemic.