



CITY OF BURBANK
COMMUNITY DEVELOPMENT DEPARTMENT

150 North Third Street, P.O. Box 6459, Burbank, California 91510-6459
www.burbankca.gov

JUNE 21, 2021

ALEN MALEKIAN
2255 HONOLULU AVE.
MONTROSE, CA 91020

**RE: Project No. 20-0000130 (Single-Family Special Development Permit) – Approved
Located at 3201 Scott Road**

Dear Applicant:

This letter is to notify you that the Community Development Director has approved your application for a Single-Family Special Development Permit (Project No. 20-0000130) to allow for a proposed construction of a new single-family residence. The Project involves a proposed new construction of a single-family residence that includes a new 4325.14 SF (includes open staircase area) 2-story house with a 55.77 SF front porch, attached 651.60 SF garage and attached 312.10 SF covered patio. The project also includes new landscaping improvements and new fences/walls at the property. The property is located at 3201 Scott Road in the R-1 (Single-Family Residential) zoning district. Enclosed is the approval with conditions.

Please be advised the decision of the Community Development Director will become final fifteen (15) days from your approval date (June 21, 2021), unless the decision is appealed to the Planning Board within these 15 days. Any appeal of the Director's decision must be submitted to the Planning Division with the applicable filing form, copy of the decision letter and fee prior to the expiration of the fifteen-day appeal period, by 5:00 p.m. on July 6, 2021. Please note, an appointment must be made for any appeal filed after 12 p.m., Monday through Friday. If no appeal is filed, then you can submit to the Building Division for Building Plan Check review the first business day following the conclusion of the fifteen-day appeal period.

If you have any questions, please contact me by phone at (818) 238-5250 or by email at dkim@burbankca.gov.

Sincerely,

DAVID KIM
Associate Planner
Community Development Department

Community Development Department Director's Decision

DATE: June 21, 2021

PROJECT TITLE: Project No. 20-0000130 – Single-Family Special Development Permit

PROJECT ADDRESS: 3201 Scott Road

APPLICANT: Alen Malekian

PROJECT DESCRIPTION: A Single-Family Special Development Permit (SFSDP) to allow for a proposed construction of a new single-family residence. The Project involves a proposed new construction of a single-family residence that includes a new 4325.14 SF (includes open staircase area) 2-story house with a 55.77 SF front porch, attached 651.60 SF garage and attached 312.10 SF covered patio. The project also includes new landscaping improvements and new fences/walls at the property.

ZONING: R-1 **GENERAL PLAN:** Low Density Residential

MUNICIPAL CODE CONFORMANCE: The project conforms to the Burbank Municipal Code per Sections 10-1-603 and 10-1-607.

ENVIRONMENTAL REVIEW: This project has been determined to be exempt from the California Environmental Quality Act (CEQA) in accordance with Section 15303(a) of the State CEQA Guidelines for the new construction of a single-family residence.

DATE SIGN POSTED ON-SITE: June 7, 2021

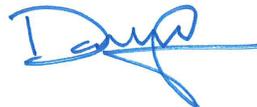
DATE PUBLIC NOTICE MAILED: June 7, 2021

DATE OF DIRECTOR'S DECISION: June 21, 2021

END OF APPEAL PERIOD: July 6, 2021



David Kim, Associate Planner
Planning Division (818) 238-5250



Patrick Prescott, Community Development Director

SINGLE-FAMILY SPECIAL DEVELOPMENT PERMIT NO. 20-0000130
(3201 Scott Road – Alen Malekian, Applicant and Marianna Manoukian, Property Owner)

Findings for Granting a Single-Family Special Development Permit

The Community Development Director finds the proposed project satisfies the requisite findings contained in the Burbank Municipal Code Section 10-1-607(C) necessary for approval of the Single-Family Special Development Permit, subject to the attached conditions of approval.

a) *The house conforms to all of the required standards of this Article (Article 6) unless an exception has been approved; and*

The project complies with applicable standards set forth in the Burbank Municipal Code, including building setbacks, heights, floor-area ratio (FAR), and lot coverage for the house.

- The proposed house has a front yard setback ranging from 26'-8.5" to 27'-4". The proposed front setback meets the minimum required average front yard setback of 26'-7.5". The interior side yard setback for the proposed house is 45'-11.75", according to the project plans, which meets the minimum required interior side yard setback of 10'-0". The street side yard setback for the proposed house is 10'-10.75" and 20'-0" for the first-story and second-story, respectively, which complies with the minimum 10'-0" first-story setback and 20'-0" second-story setback on the street side. The required rear yard setback is 15'-0". The minimum rear yard setback provided for the proposed house is approximately 29'-4.6".
- The proposed house is two (2)-story and has a building height of 27'-0" with the highest top-plate height at 20'-0". The R-1 zone's maximum building height and top plate height for the main dwelling unit is 30 feet and 20 feet, respectively.
- The floor area ratio (FAR) for this project site is determined on a sliding percentage scale due to the project's lot size. The maximum square footage for the FAR is 5,091.3 square feet. The project proposes a FAR square footage of 4,888.84 square feet.
- The lot coverage proposed for the project is 22%, which is within the maximum 50% lot coverage allowed in the R-1 zone.
- The proposed 651.60 square foot three (3)-car garage is the required parking for this project. It is located at the front half of the property attached to the proposed house accessed along Scott Road.
- There are three (3) existing trees on the property that will remain. A minimum of two (2) trees is required to be planted if they are no existing trees on the property as a requirement of the Single-Family Special Development Permit application.

The proposed single-family residence and the new improvement to the site including new fences/walls, retaining wall, and landscaping/hardscaping were reviewed for compliance with the City's Zoning Code. The project is in compliance with the City's Zoning Code and no exception was requested by the applicant and property owner.

b) *If the house has an FAR greater than .35, or is larger than 3,000 square feet, or involves an addition or remodel that requires a Permit (but the FAR remains less than .40 with the addition),*

the house has been reviewed against the Neighborhood Compatibility and the house complies with the City's Single Family Design Guidelines.

The square footage of the proposed two-story house is approximately 4,325 square feet (including staircase open area). The project has been reviewed for neighborhood compatibility and complies with the adopted Design Guidelines. Enclosed is a completed Neighborhood Compatibility Review – Design Guidelines Checklist for the project and supporting documentation. The proposed architecture of the house can be considered contemporary with similarities to Minimal Traditional, Ranch, and Mediterranean style houses.

- c) *Conditions are necessary for the purpose of satisfying the required findings, ensuring conformance with the Design Guidelines, mitigating environmental or other impacts of the project, and/or protecting the public health, safety, convenience, or welfare.*

The City Departments and Divisions have reviewed the application and have provided conditions of approval for this project. The applicant and property would be required to comply with the recommended conditions of approval (#1-87) to ensure conformance with the Design Guidelines, mitigating environmental or other impacts of the project, and/or protecting the public health, safety, convenience, or welfare.

SINGLE-FAMILY SPECIAL DEVELOPMENT PERMIT NO. 20-0000130
(3201 Scott Road – Alen Malekian, Applicant and Marianna Manoukian, Property Owner)

CONDITIONS OF APPROVAL

PLANNING DIVISION

1. Project No. 20-0000130, Single-Family Special Development Permit approves a proposed construction of a new single-family residence. The Project involves a proposed new construction of a single-family residence that includes a new 4325.14 SF (includes open staircase area) 2-story house with a 55.77 SF front porch, attached 651.60 SF garage and attached 312.10 SF covered patio. The project also includes new landscaping improvements and new fences/walls at the property. The property is located at 3201 Scott Road in the R-1 zone.
2. This permit shall expire if the scope of work is not initiated within one year of the date of this approval (expires on June 21, 2022), unless the Property Owner has diligently developed the proposed project as shown by the issuance of a grading, foundation, or building permit and the construction of substantial improvements.
3. Project No. 20-0000130 shall be in substantial conformance with the approved plans and conditions of approval as placed on file in the office of the Planning Division. Any modifications to the approved project must be reviewed and approved by the Planning Division.
4. The Applicant shall comply with all federal, state, and local laws. Violation or conviction of any of those laws in connection with the use will be cause for revocation of this permit.
5. This permit may be modified or revoked by the City should the determination be made that the structure or conditions under which it was permitted present detrimental impacts on neighboring properties.
6. The Applicant shall list these conditions of approval in all construction plans submitted to the Building Division for a building permit. The applicant shall also provide a separate written document outlining how, or where, each of the conditions have been addressed in the building permit plan set for all City Division/Department conditions enclosed and provide the same number of copies as building plan sets submitted for Building Plan Check.
7. By signing and/or using this Single-Family Special Development Permit, the Permittee acknowledges all of the conditions imposed and accepts this permit subject to those conditions and with full awareness of the provisions of the Burbank Municipal Code. Failure of the permittee or property owners to sign these conditions does not affect their enforceability by the City or other responsible entity. These conditions are binding upon all future property owners and occupants of the subject property.

8. The architectural style of the proposed house and garage must be maintained at all times. The proposed architecture is similar to the Ranch, Minimal Traditional and Mediterranean styles. Any future exterior remodel of the proposed house and garage would need to be consistent with the City Design Guidelines.
9. All proposed landscaping at the project site shall be maintained at all times. All landscaping shall be in compliance with City's regulation for corner cut-off area and height limits for hedges in the R-1 zones.

BUILDING DIVISION

10. 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.
11. A separate demolition permit will be required for the demolition of the existing structure.
12. Grading and drainage plans will be required. Topographical contour lines are to be indicated, showing existing and proposed contours.
13. While the project address is outside of the City of Burbank Mountain Fire Zone, it would be advantages of the design team to review the City of Burbank Mountain Fire Zone.
14. New construction projects within the City of Burbank are subject to MWELo review. New landscape areas for residential and non-residential projects between 500 and 2,500 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.
15. Construction projects must comply with Best Management Practices for construction and stormwater runoff requirements of the National Pollutant Discharge Elimination System MS4 Permit.
16. 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.
17. 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.
18. The California Division of Mines and Geology Active Fault Near-Source Zones Map for Burbank indicates the city is within 2 km - 5 km of the Verdugo and Hollywood Faults. Structural design of construction projects must address the impact of the Near-Fault Zones.

19. 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;
 - Non-structural or non-seismic storefronts, interior alterations or additions.

20. A Building Permit may be issued to the Property Owner provided that the work is limited to:
 - A single-family dwelling of wood frame construction not more than two stories and a basement in height.
 - Garages or other structures appurtenant to single-family dwellings of wood frame construction not more than two stories and basement in height.
 - Nonstructural or non-seismic alterations or additions.

21. Approved hours of construction are:
 - Monday – Friday 7:00 am to 7:00 pm
 - Saturday 8:00 am to 5:00 pmNo 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.

22. 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.

23. 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.

24. Plans and reports submitted for Plan Check Review may be submitted electronically. For more information about the online submittal process, please contact Senior Plan Check Engineer Mario Osuna in Building Division at 818-238-5241.

25. All conditions of approval are to be reproduced on the construction document drawings as part of the Approved Construction Set.

26. All Departments that have provide Conditions of Approval are to receive a set of drawings for review and have provided final approval stamp on drawings, prior to issuance of Building Permit.

27. Five (5) sets of drawings shall be provided at the time of Plan Check Review. The following lists the necessary sheets per department:
 - a.Planning – Full set of Plans
(1 set of Civil /Landscape/Architectural/Structural)
 - b.Building & Safety – Full set of Plans

- (1 set of Civil /Landscape/Architectural/Structural)
- c. Public Works – Partial set of Plans
(1 set of Civil /Landscape/Architectural/Structural)
- d. Burbank Fire Department – Partial set of Plans
(1 set of Architectural/Structural)
- e. Parks & Recreation – Partial set of Plans
(1 set of Civil /Landscape/Architectural)
Requires Site Plan with existing landscape to be removed
Requires Site Plan with new landscape
Requires the number of new bedrooms adding

PUBLIC WORKS DEPARTMENT

28. 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.
29. Show the width and location of all existing and proposed easements [BMC 9-1-1-3203]. Plans shall show a 10' public utility easement at rear of property.
30. 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 in the building site plan and the off-site improvement plans [BMC 7-3-701.1].
31. No permanent 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].
32. 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>
33. Submit on-site drainage plans to Public Works for review. 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 [BMC 7-1-117, BMC 7-3-102].
34. Public Works Permit Division to verify and sign off that the 10' public utility easement at the rear of the property is cleared of any existing and/or proposed permanent structures prior to the start of construction.

35. Plans should include easements, elevations, right-of-way/property lines, dedication, location of existing/proposed utilities and any encroachments.
36. Provide verification from the City of Burbank, Building Division indicating the 10' public utility easement at the rear of the property is cleared of any existing and/or proposed permanent structures after construction is completed.
37. All unused driveways, or a portion of, shall be removed and reconstructed with curb, gutter and sidewalk [BMC 7-3-504].
38. Any portion of the public parkway (sidewalk, curb, gutter, driveways, landscape, etc.) that is broken, uneven or uplifted at the end of the project must be reconstructed to the satisfaction of the City Engineer. The repairs and/or 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].
39. If any utility cuts or construction related impacts are made on Scott Road or on Haven Way adjacent to the property, applicant will have to restore the street fronting the property per City of Burbank paving requirements.
40. The location, depth, and dimensions of all sanitary sewer lines and easements must be shown on the plans.
41. 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].
42. No person shall connect to or tap an existing public sewer without obtaining a permit [BMC 8-1-301].
43. Any existing fixture or connection to the sewer main line must be capped before a building demolition occur.
44. 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.
45. Per BMC 8-1-1004.B (3), a Pool Discharge Permit is to be issued by the Public Works Permits counter and a \$37.75 fee (fiscal year 2019-20) is required each time single family residential pool is emptied. Please refer to the enclosed pool discharge brochure. If the proposed pool-spa contains salt water, please note that salt water pool/spa discharges are currently conditionally allowed to discharge into the storm drain system, subject to meeting (and not exceeding) the following water quality objectives, in addition to other BMP

requirements. TDS = 950 mg/l Sulfate = 300 mg/l. This conditional allowance and the limits may be changed by the Regional Water Quality Board in the future. The City strongly discourages the use of saltwater pools.

46. Per BMC 9-3-407, 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.
47. 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 project 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.
48. There shall be a designated location on the property for all solid waste containers and/or bins. Containers are not to be visible from the street.
49. Solid Waste collection for this property occurs along Scott Road, not within the alley.

POLICE DEPARTMENT

50. All outside lighting shall comply with the requirements of Section 5-3-505 BMC. Required lighting devices shall have vandal resistant covers.
51. Secure fencing around the construction site with locking gates and appropriate lighting shall be installed during construction to prevent trespassing and theft. During construction, the Police Department shall be given emergency contact information of contractors and owners for any problems encountered after normal construction hours.
52. To ensure that construction personnel are aware of the restricted construction times, the developer shall install 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.
53. All residential structures shall display a street number in a prominent position so that it is easily visible from the street. The numbers shall be at least four (4) inches in height, of a color contrasting to the background, and located so they may be clearly seen and read. The numbers shall be illuminated during darkness. If the structure has rear vehicle access, numbers shall be placed there as well (9-2-505.1(a) BMC). *The Fire or Police Departments may require the size of the numbers to be increased or provided in additional locations if the distance from or orientation to the street limits visibility.*

54. A construction “truck route plan,” which identifies truck routes along major arterials while avoiding residential streets, and the frequency of trips and hours of operation, shall be prepared prior to approval of any demolition, grading, or building permits and approved by the Public Works Director. The plan shall demonstrate avoidance of congested roadways and sensitive receptors (e.g., residential areas) and shall minimize the number of trips and trip lengths to the maximum extent feasible.
55. The developer shall provide a site plan, to the Police Department representative’s and the Public Works Director’s satisfaction, that shows sufficient off-street parking locations for construction employees and equipment so as to not impact the local residential community or nearby businesses, and shall require contractors to prepare a trip reduction plan for construction crew vehicles to reduce potential vehicle trips on the road. The developer shall place such language (dealing with parking and trip reduction) in all contractor agreements.

BURBANK WATER & POWER – WATER DIVISION

56. The Water Division’s approval is contingent upon the following conditions:
 - a. There is currently a 1” meter at the project address
 - b. The applicant will be responsible for submitting plans through the usual plan check review process to determine adequate water meter and service line size.
 - c. Please see and review attached “Sizing Water Meter and Service Line” form and if accurate, initial inside the red circle; otherwise, fill out the blank form accordingly and initial.
 - d. The applicant shall be responsible for all additional cost of connection, installation and abandonment in accordance with Burbank Water and Power (BWP) Rules and Regulations.
57. The southeast line of the 40-foot easement shall be staked out by a licensed surveyor prior to commencing new construction and that those stakes be maintained until the new building’s foundation has been poured.

BURBANK WATER & POWER – ELECTRIC SERVICES DIVISION

58. Contact the Residential Service Planner at 818-238-3647 to obtain a confirmation of electric service for permanent and temporary power. BWP can provide electric service of 400 amps or less to the property. Overhead service may be possible at the right rear of the garage with conditions. Temporary power may be possible at the rear of the property with conditions.
59. The applicant should research the tract map, parcel map, survey, grant deed, property deed, etc. further and provide evidence of all easements on this lot. The applicant should show on the plans that any new construction is clear and will not conflict with any of the easements or dedications on the lot.
60. Prior to final plan approval, contact the Residential Service Planner to determine the new service location and to discuss BWP’s electric service requirements. A load schedule should be provided at that time.

LANDSCAPE ARCHITECT

61. Project must comply with the Water Efficient Landscape Ordinance. Planting and Irrigation plans must be submitted at the time of submittal to Building Dept for Permits.
 - a. For Single Family Residences with planting under 2,500 S.F., the “Prescriptive” measures for compliance may be selected (see Appendix D, attached), or the “Performance” measures may be selected (see Appendix B, attached).
 - b. If the planting area equals or is greater than 2,500 s.f., the “Performance” measures for compliance must be followed.
62. Landscape Plans shall include the frontage right-of-way between the property line and the street curbs at the front and side streets.

FIRE DEPARTMENT

63. 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 Code Official.
64. Provide an automatic fire sprinkler system in accordance with the Burbank Municipal Code.
65. 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.
66. Provide a fire alarm system to notify all occupants of automatic fire sprinkler water flow.
67. Provide a Knox key box for fire department access.
68. Provide a Knox KS-2 key access switch for security gates.
69. 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.
70. 2A10BC fire extinguishers shall be provided and located as directed by the Fire Code Official in the field. All portable fire extinguishers shall be installed on a positive latching bracket or within an enclosed cabinet.
71. 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.
72. Provide a fire alarm system.
73. 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.

74. Specifications for fire apparatus access roads shall be provided and maintained in accordance with the California Fire Code.
75. Plans for fire apparatus access road shall be submitted to the fire department for review and approval prior to construction.
76. Plans and specifications for fire hydrant systems shall be submitted to the fire department for review and approval prior to construction.
77. 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.
78. 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.
79. 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.
80. All exits, fire department access and fire protection shall be maintained in accordance with the California Fire Code during construction.
81. Any fire hydrants for this block shall be upgraded with a 4" X 2-2 1/2" outlets. Contact the Water Division at 238-3500 for specifications on the type fire hydrants to be provided.
82. Provide smoke detection for dwelling units, congregate residences and hotel or lodging guestrooms that are used for sleeping purposes.
83. 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.
84. 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.

- 85. 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.
- 86. 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:
 - a. Building Type Construction as defined by the California Building Code.
 - b. Square feet of the building.

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.

NOTE: All references are in accordance with the 2020 Edition of the California Fire Code (CFC) and the California Building Code (CBC) as amended by the Burbank Municipal Code (BMC).

ALL NOTED INFORMATION PERTAINING TO THE PROPOSED PROJECT SHALL BE SHOWN ON PLANS SUBMITTED AS PART OF THE FIRE DEPARTMENT REVIEW FOR APPROVAL.

OTHER APPLICABLE CONDITIONS

- 87. The Applicant and Property Owner is responsible to complying with all applicable requirements of the Project in the process of obtaining construction-related permits with the City.

X _____
Signature of Applicant/Permittee

X _____
Signature of Property Owner

**EXHIBIT A: NEIGHBORHOOD COMPATIBILITY REVIEW –
DESIGN GUIDELINES CHECKLIST
(3201 Scott Road, Project No. 20-0000130)**

DWELLING SETBACKS *(Table A: Must meet all 3)*

Front Yard Setbacks

The proposed project meets the average front yard setback as required by the R-1 zoning. The average front yard setback for this property is 26'-7.5" and the proposed two-story house would have a front yard ranging from 26'-8.5" to 27'-4".

Side Yard Setbacks

The proposed project meets the minimum side yard setbacks as required by the R-1 zoning. The new house is two-story and meets the required 10 and 20-foot street side yard setbacks for the first and second-story portions of the house, respectively. The interior side yard is approximately 45'-11.75". In addition, there would be new 8-foot high hedges along the interior side yard. The new landscaping would provide both screening and privacy for the project site and abutting properties.

Rear Yard Setbacks

The proposed project complies with the required rear yard setback of 15 feet as required by the R-1 zoning. The proposed house is setback from the rear property line by approximately 29'-4.6". In addition, there is one existing tree along the rear yard area with new 8-foot high hedges along the rear yard that will provide screening and privacy for both the project site and abutting properties.

DWELLING ORIENTATION *(Table B: Must meet minimum 1 of 4)*

Dwelling Frontage Orientation

The dwelling frontage is along Scott Road with the main entry to the proposed two-story house facing Scott Road. As proposed, the design of the two-story house does provide details to the front façade that creates visual interest such as more than one exterior wall materials (stucco with stone combination), variety of window styles and window placement along with a front porch entry that is not higher than the first-story of the house. These features contribute to the details of the façade. In addition, the second-story portion is setback from the first-story building wall, breaking up the overall massing of the house.

Front Entry Orientation

The proposed dwelling has a front porch that faces Scott Road. Taking into consideration, the landscaping, hardscaping and low-height wall proposed in the front yard, the front porch would function as a visual interest from the front yard and abutting sidewalk of the property. The front entry is also connected with the front yard hardscaping and abutting sidewalk; therefore, the proposed entry of the house is accessible from the front yard and sidewalk.

Front Entry Design

The proposed dwelling has a front porch that faces Scott Road. As proposed, the height of the front porch is no higher than the first-story of proposed house. The front porch as proposed provides visual interest from the sidewalk, representing the front entry to the house.

DWELLING ORIENTATION CONTINUED *(Table C: Must meet minimum 1 of 2)*

Garage Orientation, General

The proposed three-car garage would be attached to the new two-story house and be located at the front half of the property, facing Scott Road. The massing and bulk of the three-car garage is continuous with the first-story level of the house, making sure the mass and bulk of the garage is not greater than the overall massing of the two-story house.

ROOFLINES *(Table D: Must meet minimum 1 of 3)*

Pitched Roof

The proposed two-story house and attached garage utilize a pitched roof style in accordance with development standards of the R-1 zoning.

MAJOR AND MINOR MASSING & MODULATION *(Table E: Must meet minimum 2 of 4)*

Major & Minor Massing

The proposed two-story house incorporates both major and minor massing to the project including a second-story setback from the first-story wall, and a smaller massing and lower height for the second-story floor level. In addition, the height of the front porch entry is in proportion to the first-story level of the house, creating more of a pedestrian-level entry at the front of the house.

Residential Modulation, Front Yards

The proposed two-story house would have building modulation along the front yard. The front porch helps break up the front wall length of the house and also the attached front garage is setback from the front wall façade of the house to provide additional break-up of the two-story house's massing and bulk.

Residential Modulation, Side Yards

The proposed two-story house would have building modulation along the side yards including second-story setback from the first-story façade wall and building wall modulation for the second-story portion.

Residential Modulation, Minor

A front porch is provided to create a break-up of the building wall length along the front façade of the proposed house.

RESIDENTIAL DWELLING HEIGHT, UPPER STORIES & HEIGHT TRANSITIONS

(Table F: With one story only, must meet minimum 1 of 2 below, and then do not complete Table G; with two or more stories, skip table F and complete Table G)

The proposed house is two-story. Table F is skipped.

RESIDENTIAL DWELLING HEIGHT CONTINUED (*With two or more stories, skip Table F and complete Table G. Table G: With two stories or more, must meet minimum 3 of 4*)

Residential Height and Upper Levels, Adjoining Existing One-Story Dwellings

There is an existing single-story house abutting to the north of the project site. As explained in the Major And Minor Massing & Modulation Section, major and minor massing and modulation of the proposed two-story house are proposed to ensure the overall massing of the house is taken into consideration adjacent to existing single-story residential properties. In addition, the interior side yard setback of the house exceeds the minimum 10-foot required setback. There is also proposed hedges that would be planted along the interior side yard that would help provide screening and privacy to the project site and abutting properties.

Upper Stories, New Construction

As proposed, the second-story footprint is less than the first-story footprint; the second-story is 2,181.66 square feet (including staircase) and 3,162.95 square feet (including front porch, garage and covered patio). In addition, the front façade of the second-story is setback from the first-story building wall plane. Therefore, the proposed two-story house is consistent with this design guideline.

Window, Balcony, and Roof Terrace Placement, at Upper Stories Overlooking Side Yards

As proposed, windows facing the interior side yard would be looking towards the existing side façade wall of the abutting property to the north. This existing side façade wall is the existing attached carport structure. To ensure privacy and screening can be provided for the project site and abutting properties, there would be proposed hedges planted along the interior side yard.

Window, Balcony, and Roof Terrace Placement, at Upper Stories Overlooking Rear Yards

As proposed, windows facing the rear yard would be looking towards the rear yard of the abutting properties to the west. The proposed house exceeds the minimum 15-foot rear yard setback for the R-1 zone. In addition, to ensure privacy and screening can be provided the project site and abutting properties, there would be proposed hedges planted along the rear yard.

RESIDENTIAL DWELLING HEIGHT CONTINUED (*Table H: With third story, must meet 1 item*).

Table H is not applicable since the project does not include a third story.

WINDOWS AND 360° ARCHITECTURE (*Table I: Must meet minimum 1 of 4*)

360° New Construction

The architectural character of the proposed two-story house extends to all building facades visible from the street. The architectural style of the house can be considered contemporary, drawing styles from different designs similar to Ranch, Minimal Traditional and Mediterranean architectures. The proposed two-story house has a front porch element and provide different exterior wall materials such as stucco and stone.

ACCESSORY STRUCTURES *(Table J: Must meet 1 item)*

Accessory Structure Design

There is no accessory structure proposed for the project as defined in the City's Zoning Code.

FENCES AND PROPERTY LINE WALLS *(Table K: If provided, must meet all 3)*

At Front Yards

A front wall is proposed along the front yard of the property. It is measured at 2 feet from natural grade. The front wall material would be masonry. In addition, the front low-wall would be setback from the front property line at 18 inches with appropriate shrubs/ground cover material along the front.

At Street-Facing Side Yards

There are proposed fences and retaining walls along the street-facing side yard and they are proposed to be setback from the street-side property lines.

Retaining Walls, at Front Yards and Street-Facing Side Yards

The project proposes a new retaining wall along a portion of the front yard and all of the street-side yard area. The retaining wall would be Zoning Code compliant and would be setback from the front and street side property lines. The setback areas would be planted with new landscaping.

LANDSCAPE *(Table L: Must meet minimum 2 of 4)*

Landscape Design

The project proposes a new single-family residence. A preliminary landscape plan was provided at this stage of Planning review. The preliminary landscape plan shows an integrated design with the proposed construction at the property.

Artificial Turf, Front Lawns

According to the preliminary landscape plan, there is no artificial turf proposed in the front yard.

Hardscape, Front Yards

The project meets the requirement for maximum hardscaping allowed in the required front yard of a R-1 zoned property and is less than the total landscaped area provided in the front yard.

LANDSCAPE CONTINUED *(Table M: Must meet minimum 3 of 7)*

Landscape along Street Frontages

The proposed landscaping along the frontages of the property would provide an openness along the block frontage. Appropriate landscaping would need to be planted to ensure the openness is maintained on the property.

Lawns and Low Maintenance Lawn Alternative

The preliminary landscape plan shows that the new landscaping would be drought tolerant plants. Lawn material is not proposed according to the preliminary landscape plan.

Landscape at Buildings

According to the preliminary landscape plan, there would be proposed landscaping along the building frontage that create a consistent landscape area along the frontages of the property.

Side Yard Landscape

Proposed hedges planted along the interior side yard would provide landscaping screening and privacy for the project site and abutting properties.

Rear Yard Landscape

Proposed hedges planted along the rear yard would provide landscaping screening and privacy for the project site and abutting properties.

USE OF CHARACTERISTIC OR OTHER ARCHITECTURAL STYLES *(Table N: Meet 1 of 2)*

Use of Characteristic Style

The proposed architecture of the new two-story house and attached garage is considered cotemporary, drawing styles from other designs similar to Minimal Traditional, Ranch, and Mediterranean architectures. The proposed house would use stone and stucco for the exterior wall, concrete roof tile and aluminum/wood clad windows. In addition, the proposed house meets the City Design Guidelines and Neighborhood Compatibility for a new single-family development.