



November 10, 2022

MICHAEL KO
KSK DESIGN, INC
3435 WILSHIRE BLVD., #2905
LOS ANGELES, CA 90010

VIA EMAIL: MSKO.KSK@GMAIL.COM

**RE: Notice of Decision – Approval
Project No. 22-0001426 - Development Review
2235 N. Frederic St.**

Dear Mr. Ko:

This letter is to notify you that the Community Development Director has approved your application for Development Review to construct a new 2,212 square-foot, two-story, single-family residential building that includes an attached 525 square-foot, two-car garage at 2235 Frederic Street, in the R-3 zone. An existing single-family dwelling will remain as-is.

Please be advised that the decision of the Community Development Director will become final fifteen (15) days from the date of this letter, unless the decision is appealed to the Planning Board within 15 days. Any appeal of the Director's decision must be submitted to the Planning Division with the applicable filing fee prior to the expiration of the fifteen (15) day appeal period, or **by 5:00 p.m. on November 25, 2022**. 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 15-day appeal period.

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Joseph'.

JOSEPH PANGILINAN
Assistant Planner
Community Development Department

Enc: Conditions of Approval
cc: Suanna Kwant, Property Owner (*via email*)

Community Development Department Director's Decision

DATE: November 10, 2022

PROJECT TITLE: Project No. 22-0001426 – Development Review

PROJECT ADDRESS: 2235 North Frederic Street.

APPLICANT: Michael Ko, KSK Design, Inc.

PROJECT DESCRIPTION: The project proposes to construct a new 2,212 square-foot, two-story, single-family residential building that includes an attached 525 square-foot, two-car garage at 2235 Frederic Street, in the R-3 zone. An existing single-family dwelling will remain as-is.

ZONING:	<u>R-3</u>	GENERAL PLAN:	<u>High Density Residential</u>
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MUNICIPAL CODE CONFORMANCE: As conditioned, the Project will comply with all applicable development standards set forth in the BMC, including, but not limited to, density, height, lot coverage, minimum and average setbacks, open space, amenities, parking, and landscaping.

ENVIRONMENTAL REVIEW: This project is categorically exempt from California Environmental Quality Act (CEQA) pursuant to Section 15303(e) Class 3 of the CEQA Guidelines pertaining to the new construction of up to three single-family residences. The proposed project is to add one residential unit to a property currently developed with one residential unit, which qualifies for this exemption

DATE SIGN POSTED ON-SITE: August 29, 2022

DATE PUBLIC NOTICE MAILED: August 29, 2022

DATE PUBLIC OF COMMUNITY MEETING: September 8, 2022

DATE OF DIRECTOR'S DECISION: November 10, 2022

END OF APPEAL PERIOD: November 25, 2022



Joseph Pangilinan, Assistant Planner



Patrick Prescott, Community Development Director

**PROJECT NO. 22-0001426, DEVELOPMENT REVIEW
(2235 N. Frederic St. – Michael Ko, Applicant)**

Findings for Granting a Development Review

Findings for Granting a Development Review Application:

The Community Development Director finds the proposed project satisfies the requisite findings contained in the Burbank Municipal Code (BMC) Section 10-1-1912 necessary for approval of a Development Review Application, subject to the attached Conditions of Approval.

(1) The project is consistent with all applicable provisions of the Burbank Municipal Code.

The Project as conditioned complies with all applicable provisions of the Burbank Municipal Code (BMC) including, but not limited to, lot coverage, height, setbacks, open space, amenities, parking, and landscaping, as outlined below:

- **Lot Coverage** – The project complies with the maximum lot coverage of 60 percent of the lot area when located within 500 feet of R-1 zoned property, with 46.15 percent proposed.
- **Building Height** – The project is within the maximum building height of 27'-0" to the top of wall plate and 35'-0" to the top of roof, as measured from Code-defined grade, which is the average elevation of the ground surface, prior to any construction or grading, as calculated by adding the elevations of the corners of a lot and dividing by that number of corners. The maximum height to top of plate proposed is 24'-0", and the maximum height to top of roof is 28'-2".
- **Setbacks** – The following table identifies the minimum and average setbacks required and provided on the first and second stories, as measured from the new property line after dedication:

	Min. Setback Required	Min. Setback Provided	Min. Average Required	Average Provided
First Story				
Front yard setback	25'-0"	25'-0"	27'-0"	32'-4"
Interior side yard setback (North)	5'-0"	5'-0"	7'-0"	7'-1"
Interior side yard setback (South)	5'-0"	5'-0"	7'-0"	11'-6"
Rear yard setback	5'-0"	67'-5"	7'-0"	67'-5"

Second Story				
Front yard setback	25'	25'	27'	28'-7"
Interior side yard setback (south)	5'	5'	7'	7'-4"
Street-facing side yard setback (north)	5'	5'	7'	7'-4"
Rear yard setback	5'	67'-5"	7'	67'-5"

In addition to minimum building setbacks, the project complies with required building plane breaks described in BMC Section 10-1-628(G), as the building has various articulations along the outside of the structure's elevations as a result of the project incorporating the required average setbacks.

The project is also compliant with the following development requirements listed in the table below:

Project Component	Development Standard/ Requirement	Provided by Project
Parking	2 parking spaces	2 Parking Spaces
Private Open Space	150 square feet minimum for each dwelling unit	200 square feet for each dwelling unit
Common Open Space	For projects with five (5) or fewer units, 200 square feet of private open space per unit may be provided in lieu of providing separate common and private open space, per BMC Table 10-1-628(A), Footnote 13.	200 square feet of private open space per unit is provided in lieu of providing separate common.
Landscaping	25% of total lot area must be landscaped.	25.4% of total lot area is landscaped.
Amenities	For projects with 20 or fewer units, two (2) different items from the following: gazebo, spa, cooking/eating area with built-in barbeque, fountain, reflection pool, water garden, or permanently affixed outdoor seating.	Project provides 2 amenities: a fountain and permanently affixed outdoor seating.
Pedestrian Circulation	Pedestrian circulation paths must be provided to connect the following on-site and off-site locations and features:	Project provides circulation paths connecting to all required on-site and off-site locations and features.

	• Common building/project entries and individual unit entries • Parking garages and surface parking areas • Bicycle parking areas • Common open space areas including play areas, recreation areas, and sitting areas • Trash collection areas • Public sidewalks • Transit stops	
Trash/Recycling Collection Areas	All multi-family lots must provide a designated on-site trash and recycling collection area no smaller than 7'-0" by 8'-0" and must be enclosed on 3 sides by a masonry wall no less than 6'-0" tall.	On-site trash and recycling collection area that complies with area and enclosure requirements is located at the rear of the lot.
Lighting	Lighting must be provided in all common areas including, but not limited to: parking garages, outdoor parking areas, common open space areas, pedestrian paths, stairways, and hallways.	Lighting provided in all common areas of the lot.

(2) *The project complies with the Neighborhood Character and Compatibility requirements in Section 10-1-631 of the Burbank Municipal Code.*

BMC Section 10-1-631(A)(1), (2) requires that all projects proposed on multifamily-zoned property comply with the following:

1. The project would not conflict with, or would not have an adverse impact on, the existing or intended neighborhood character; and/or,
2. The project would not have an adverse impact on nearby single-family residential structures located in any single family residential zone.

The Project Site is zoned R-3, High Density Residential with a General Plan Land Use designation of High Density Residential. The existing development pattern within the immediate neighborhood includes of a mix of properties with single family and multifamily residential structures. The Project will create an additional single-family dwelling unit and contribute to the City's stock of for-sale housing opportunities and mix of housing types, consistent with the surrounding neighborhood character along N. Frederic St. between N. San Fernando Blvd. and Thornton Ave., as well as the properties along N. Buena Vista St. As the project site may be developed with a maximum of 2 units (rounded down) based on the applicable development standards, the proposed additional dwelling unit is consistent with the allowable density, General Plan Land Use designation, and applicable objective development standards.

Additionally, as required per BMC Section 10-1-631(B), in making the above determination specific project features were considered, as follows:

Project Component	Development Standard/ Requirement	Provided by Project
Building Height	27'-0" to top plate; 35'-0" to top of roof	24'-0" feet to top plate; 27'-8" feet to top of roof
Building Size and Massing	The building size and massing must reflect the building height limitation for two story volume. Additionally, the project must incorporate modulations for front and side elevations that comply with the average setback requirement.	The building size and massing reflect the building height limitation for two story volume. The project also incorporates modulations for front and side elevations that comply with the average setback requirement.
Proportions of Elements Within a Building and Buildings Within a Project	All doors, windows, balconies, patios and other architectural and design elements must be appropriate in scale for a two-story residential building. The Project must utilize traditional floor-to-ceiling heights, roof pitches, window surrounds, porches, and symmetry of design.	All doors, windows, balconies, patios and other architectural and design elements are appropriate in scale for a two-story residential building. The Project utilizes traditional floor-to-ceiling heights, roof pitches, window surrounds, porches, and symmetry of design.
Roof Style and Pitch	Changes in roof heights and shapes must be used to avoid long flat walls and break up the mass of the structure. The roof form must be consistent with the roof forms for residential structures in the subject lot and surrounding area.	The building design incorporates traditional pitched roof forms, utilizing side gable design with intersecting cross-gables for the proposed unit. The roof style is consistent with many of the roof forms for residential structures in the subject lot and surrounding area.
Parking and Circulation Areas and Vehicle Access Points	A minimum of two spaces per dwelling units with 2 or more bedrooms	The Project includes an attached garage that provides two covered parking spaces. Access to the parking garage is provided off of N. Frederic St and is designed so as to comply with applicable

		driveway widths and backup distance requirements.
Building Orientation Including Design and Location of Entries, Windows, and Balconies and Their Relationship to the Street and Neighboring Properties	All structures must be oriented to the street by providing entries, windows, architectural features, and/or balconies on front and street-facing side yard elevations. All elevations must provide facade treatment in a manner that provides variation in heights, volumes, entries, materials, colors, architectural features, and/or architectural style elements.	The proposed single-family dwelling is designed with a main front entry facing N. Frederic St., which serves as the front side of the project. The dwelling's orientation combined with its front porch and abundance of windows and doors on its front elevation create an engaging design at the street level and gives great visibility for the proposed unit.
Pedestrian Access Points, Entry Locations, and Circulation	Pedestrian circulation paths must be provided to connect the proposed unit to following on-site and off-site locations and features: • Common building/project entries and individual unit entries • Parking garages and surface parking areas • Bicycle parking areas • Common open space areas including play areas, recreation areas, and sitting areas • Trash collection areas • Public sidewalks • Transit stops	As noted above, the project complies with the pedestrian circulation requirements, as the on-site paths connect the public street to individual unit entries, parking areas, amenities, and public sidewalks
Location and Orientation of Common and Private Open Space Areas	150 square feet minimum of private open space must be provided for each dwelling unit. For projects with five (5) or fewer units, 200 square feet of private open space per unit may be provided in lieu of providing separate common and private open space, per BMC Table 10-1-628(A), Footnote 13.	Both units in the subject lot provide 200 square feet of private open space which can be provided in lieu of any common open space in accordance with BMC Table 10-1-628(A), Footnote 13. The proposed dwelling includes two uncovered decks totaling 200 square feet that are directly accessible from the dwelling.

**PROJECT NO. 22-0001426, DEVELOPMENT REVIEW
(2235 N. Frederic St. – Michael Ko, Applicant)**

Conditions Of Approval

Planning Division

1. Project No. 22-0001426 approves a Development Review to construct a new 2,212 square-foot, two-story, single-family residential building with an attached 525 square-foot, two-car garage. The Project Site is zoned R-3, Medium Density Residential. The General Plan designation is High Density Residential.
2. This permit shall expire if the scope of work is not initiated within one year of the date of this approval (expires on November 8, 2023), 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. The operation/construction on the site shall remain in substantial conformance with the request and with the application materials submitted by the applicant and the project plans approved November 8, 2022, placed on file in the office of the Planning Division.
4. This permit or approval may be modified or revoked by the City should it be determined that the proposed use as permitted by this approval or conditions under which they were permitted are detrimental to the public health, welfare, or materially injurious to property or improvements in the vicinity or if the use is maintained so as to constitute a public nuisance.
5. The applicant shall comply with all federal, state, and local laws. Violations or convictions of any of those laws in connection with the use will be cause for revocation of this permit.
6. The plans submitted for building plan check shall include the on-site amenities shown on the approved plans. The amenity items may be substituted with a comparable amenity subject to approval by the Director. All amenities shall be constructed of high-quality materials and permanently installed as part of the project. All outdoor amenities must be located in a required common open space area or other common area that is readily accessible by all tenants.
7. The plans submitted for building plan check shall clearly call out all exterior building materials and colors on the elevations, including product and finish manufacturer name, color name and number, and surface finish type (such as: stucco with smooth finish, plaster with smooth finish) to be used in construction.
8. Lighting shall be provided in all common areas including but not limited to parking garages, outdoor parking areas, common open space areas, pedestrian paths, stairways, and hallways, and shall be identified on the site plan and elevations submitted with the building permit application. The product specs for all lighting fixtures shall be included in the plans

submitted for building plan check. Outdoor lighting fixtures must be positioned and directed so as not to shine or cause glare onto adjacent properties of public rights-of-way.

9. The Developer shall provide off-street parking for the project, including the number/types of spaces, stall dimensions, paving, striping, location, and access, as required by the Burbank Municipal Code.
10. All required fees shall be paid as required by the Burbank Municipal Code prior to the issuance of any building permits for the project.
11. If applicable, the Developer shall obtain approval from the U.S. Postal Service local growth coordinator to ensure that the plans properly locate the mailboxes. Contact Cristina.L.Belendez@USPS.gov to obtain approval. Prior to issuance of a building permit, documentation regarding approval shall be provided to the Planning Division.
12. The Developer shall arrange for materials collection during construction, demolition, and occupancy with the City's Street & Solid Waste Division (Public Works Department), or Developer shall arrange for self-hauling to an authorized facility.
13. By signing and/or using this 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 Burbank Municipal Code Section 10-1-1913. Failure of the permittee 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.
14. The applicant shall comply with all enclosed Department/Division comments and Code requirements and shall be verified by the Building Official or designee, prior to the issuance of any Certificate of Occupancy.
15. The Developer shall list these conditions of approval in all construction plans submitted to the Building Division for a building permit. The Developer 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.
16. By signing and/or using this 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 Burbank Municipal Code Section 10-1-1913. Failure of the permittee 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.

Building and Safety Division

17. All projects shall comply with Title 9, Chapter 1, of the Burbank Municipal Code, and the **2019 edition** of the California Building Code, California Residential Code, California Electrical Code, California Mechanical Code, California Plumbing Code, California Green Building Standards and Building Energy Efficiency Standards, including all intervening Code cycles.
18. Plans and reports submitted for Plan Check Review are to be submitted electronically. For more information about the online submittal process, please contact the Building Division at 818-238-5220 or via email at building@burbankca.gov.
19. All conditions of approval are to be reproduced on the construction document drawings as part of the Approved Construction Set.
20. All Departments that have provide Conditions of Approval are to review drawings and provide final approval via online electronic review, prior to issuance of Building Permit.
21. Separate Permits will be required for the following:
 - a. Demolition
 - b. Grading & Shoring
 - c. Architectural & Structural
 - d. Pool, Spa, & Equipment
 - e. Accessory Dwelling Unit
 - f. Mechanical
 - g. Plumbing
 - h. Electrical
22. New or Addition/Alteration construction projects within the City of Burbank are subject to MWELo review.

New or replacement landscape areas for residential and non-residential projects between 500 (new) and 2,500 (replacement) square feet requiring a building or landscape permit, plan check, or design review will be required to complete, either a Performance or Prescriptive Compliance Method. Full house demolition will require MWELo review, either prescriptive or performance, no exceptions.
23. A CF1R energy report will be required, and design team is required to review and coordinate all values with those shown on Plans, Elevations, Sections, and Window Schedules.

24. 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.
 - a. Manufacturer's elevator drawings can be submitted as a deferred package, but Architect or Engineer of Record will need to review and provide their stamp on package drawings.
 - b. Deferred approvals will need to be identified on Cover Page along with a date as to when package will be delivered for City review.
25. 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.
26. Grading and drainage plans will be required. Topographical contour lines are to be indicated, showing existing and proposed contours. Geotechnical report may be submitted along with Grading & Shoring Permit Application.
27. 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.
28. 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.
29. 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.
30. Approved hours of construction are:

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

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

Fire Department

31. Provide construction site security by means of a six-foot high fence maintained around the entire site or a qualified fireguard when required by the Fire Chief.
32. Provide an automatic fire sprinkler system in accordance with the Burbank Municipal Code.
33. 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.
34. Provide a fire alarm system to notify all occupants of automatic fire sprinkler water flow.
35. Provide a Knox key box for fire department access.
36. Provide a Knox KS-2 key access switch for security gates.
37. Provide address numbers a minimum of 4 inches high for residential structures and six inches high for all other occupancies with $\frac{3}{4}$ 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.
38. 2A10BC fire extinguishers shall be provided and located as directed by the Fire Inspector in the field. All portable fire extinguishers shall be installed on a positive latching bracket or within an enclosed cabinet.
39. 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.
40. Provide a fire alarm system.
41. 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.
42. Specifications for fire apparatus access roads shall be provided and maintained in accordance with the California Fire Code.
43. Plans for fire apparatus access road shall be submitted to the fire department for review and approval prior to construction.

44. Plans and specifications for fire hydrant systems shall be submitted to the fire department for review and approval prior to construction.
45. 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.
46. 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.
47. 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:
48. All exits, fire department access and fire protection shall be maintained in accordance with the California Fire Code during construction.
49. Any fire hydrants for this block shall be upgraded with a 4" X 2-2 1/2" outlets. Contact the Water Division at 818-238-3500 for specifications on the type fire hydrants to be provided.
50. Provide smoke detection for dwelling units, congregate residences and hotel or lodging guestrooms that are used for sleeping purposes.
51. 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.
52. 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.
53. 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.
54. 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.
 - c. The fire flow shall be gpm for hours in accordance with the CFC.

Public Works Department

Engineering Division

55. Show width and location of all existing and proposed easements [BMC 9-1-1- 3203]. Plans shall show 5' pole line easement at the rear of the property.
56. 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.
57. No building appurtenances for utility or fire service connections shall encroach or project into public right-of-way (i.e. streets and alleys). Locations of these appurtenances shall be shown on the building site plan and the off-site improvement plans [BMC 7-3-701.1].
58. No structure is permitted in any public right-of-way or any public utility easements/pole line easements [BMC 7-3-701.1, BMC 9-1-1-3203].
59. All unused driveways shall be removed and reconstructed with curb, gutter and sidewalk [BMC 7-3-504].
60. 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>
61. The following must be completed prior to the issuance of a Building Permit:
 - a. Public Works Permit Division to verify and sign off that the 5' public utility easement is cleared of any existing and/or proposed permanent structures prior to the start of construction.
 - b. Submit site drainage plans to Public Works Department 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].
- c. An address form must be processed [BMC 7-3-907].
 - d. Plans should include easements, elevations, right-of-way/property lines, dedication, location of existing/proposed utilities and any encroachments.
62. The following must be completed prior to issuance of Certificate of Occupancy:
- a. Provide verification from the City of Burbank, Building Division showing the 5' public utility easement is cleared of all permanent structures at the rear of the property after construction is completed.
 - b. Remove and reconstruct any portion of sidewalk that is uneven or up-heaving fronting the property along Frederic Street per City of Burbank Standards.
 - c. Contact the Public Works Inspection Office at (818) 238-3955 to have these areas identified after obtaining a Public Works Excavation permit [BMC 7-3-501].
 - d. Any portion of the public parkway (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].
 - e. Building access doors, loading docks doors, and access gates may not swing open into the public right-of-way [BMC 7-3-701.1].
 - f. If any utility cuts or construction related impacts are made on Frederic Street adjacent to the property, applicant will have to resurface with rubber asphalt (ARHM) per moratorium requirements fronting the property. Frederic Street was resurfaced with ARHM in 2021 and falls under moratorium requirements.
 - g. Additional impacts to street triggered by this project could extend the paving restoration limits.

Water Reclamation and Sewer

63. All Under the current rate structure, pulling the Building Permit for the proposed development is subject to a Sewer Facilities Charge estimated at \$814. The charge is due prior to issuance of a Building Permit [BMC 8-1-802 and BMC 8-1-806].

$$\begin{aligned} \text{SFC} &= \text{Proposed Developments} - \text{Demolition Credits} \\ &= \text{Single-Family Residential [1 unit X \$814/ unit]} = \$814 \end{aligned}$$

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

64. 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].
65. No person shall connect to or tap an existing public sewer without obtaining a permit [BMC 8-1-301].

66. Each lot must have its own private lateral (building sewer) connection to the City sewer main [BMC 8-1-309], Should the lot be subdivided in the future, a separate sewer lateral connection to the City sewer main will be required for each lot. For reference, the applicant can propose that separate building structures on one lot have separate sewer lateral connections to the City sewer main.
67. 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.

Stormwater Requirements

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

Traffic Engineering

65. The maximum width of driveways at a curb shall be no more than 25 percent of the lot width with no single driveway exceeding 15 feet in width [BMC 10-1- 603(l)(7)]. The proposed 18 feet wide driveway (i.e., driveway apron) exceeds the allowable maximum width. The maximum driveway apron width for this lot is 12.5 feet.
66. Driveway apron shall be constructed per City Standard Plan BS-103.
67. Driveway path to garage must be constructed per BMC 10-1-603.1.
68. No visual obstruction shall be erected or maintained above 3' high or below 10' high in a 5' by 5' visibility cut-off at intersection of street/alley and driveway [BMC 10-1-1303(C)], This requirement includes trees, shrubs, monument, or walls that are 3' or higher.

Field Services

69. Separate dwelling unit will require separate Solid Waste service.
70. There must be an appropriate location on the property for all solid waste containers or bins. Solid waste containers shall not to be visible from the street.

71. Recycling and organics collection must be provided for all residents/businesses.

Parking and Recreation Department

72. Trees are required in Park Way. Contact Burbank Forestry for Approved Trees.
73. Provide Arborist Inspection of all landscape to be removed.
74. Park Development Fee shall be paid prior to issuance of building permits: \$150 /bedroom.
 $3 \times \$150.00 = \$450$
75. Revise plans to include the following street trees: Contact Forestry for list of approved street trees. Street Trees are required. All street trees shall be a minimum of 24" box size.
76. Trees in grass shall be installed with Arbor Guards.
77. Add note on planting plan:
Owner to install the street trees, they must contact the Forestry Supervisor, at (818) 238-5343, at least forty-eight (48) hours prior to installation. Failure to contact the City for inspection and installation may cause the removal and replacement at the owner's expense.
78. Tree wells required.
79. Provide irrigation bubbler to street trees.
80. Provide automatically controlled irrigation system to the parkway.
81. Must comply with Art in Public Places Ordinance if building costs are over \$500,000.
82. Landscaping and Landscape Plans required.

Burbank Water and Power

Plan Information

83. The following information shall be included on the construction plans:
- Location of the existing electric service panel
 - Dimensions/location of existing/proposed public improvements adjacent to project.
 - The width and the location of all the existing and proposed easements.
 - Fully dimensioned building elevations showing height of structure from natural grade.

- e. Proposed location of the electric service panel/meters.
 - f. Proposed location of the any pad-mounted electrical equipment.
84. Plan approval will not be given until an electric service confirmation is obtained. Contact BWP Engineering at (818) 238-3575. The plans must show the pertinent information related to the method of service as specified on the confirmation. Separate dwelling unit will require separate Solid Waste service.

Load Requirements

85. A load schedule and secondary service schematic will be required to determine the extent of the electrical load requirements. An electronic copy of a plot plan of the site, showing all the existing and proposed substructures, complying with BWP AutoCAD standards should also be provided to BWP Electrical Engineering to aid the electrical design. BWP will provide full comments after the electrical sheets are provided. A meeting should be scheduled between the developer, project architect, electrical engineer, and BWP Electrical Engineering early in the design stage of each phase of the project to discuss all the issues and to finalize the location of the facilities.
86. Loads below 5MVA will be fed from the existing system but will require upgrades to accommodate the new development, at the developers cost.
87. Loads 5MVA or greater will require a new substation. The developer must provide the necessary space (a minimum of 125' x 80', with two 20' access roads on two sides), if a substation is required. Please contact BWP Engineering at (818) 238-3575 for details if the projected load will exceed 5MVA.

Substructure

88. Overhead BWP electrical facilities traversing or adjacent to the development are to be converted to underground at the developer's cost. The developer will be responsible for costs involved in converting existing overhead electric services to underground for any customers impacted by this underground conversion.
89. The proposed development will require the installation of pad-mounted switches and transformers. The pad-mounted switches will be looped on the line side.
90. The proposed development will require transformer and switch pads, which have a vault underneath them. No structures are allowed to be constructed underneath these vaults.
91. The installation of pad-mounted transformers and switches will require the use of a crane or boom truck. To facilitate this installation, a vertical clearance of 40' from the transformer or switch pad level should be maintained. Any design that would restrict vertical access clearance to a level below 40' shall be subject to BWP approval.
92. Provide a minimum 14' x 18' clear accessible area at grade level on undisturbed soil with

- easy crane access 20-foot wide for each three phase pad-mount transformer facility.
93. Provide a minimum 10' x 17' clear accessible area at grade level on undisturbed soil with easy crane access 20-foot wide for each single-phase pad-mount transformer facility.
 94. The proposed development will require the installation of 4' x 6' primary pull-boxes.
 95. The proposed development will require the installation of 8' x 14' primary manholes.
 96. Additional conduits may be required to provide for future needs.
 97. The developer will provide 5' wide recorded easement for the new underground system from the property line to the switch and a minimum 25' x 15' clear accessible easement for a pad-mount switch. The developer's surveyor will provide a legal description of the easements, which will be reviewed by Burbank Water and Power and then processed by the Community Development Department (contact 818-238-5250 for recording).
 98. No permanent structures are allowed within the 5' pole line easement along the 2235 N Frederic St.
 99. The developer's contractor will provide as-built drawings showing the exact location of underground substructure installed to serve the property.
 100. All substructure work including transformer pads, switch pads, pull boxes, grounding systems, primary conduits and secondary conduits are the responsibility of the developer and shall be done in accordance with Burbank Water and Power drawings and specifications.
 101. Any existing and proposed substructure on-site and off-site, which may affect the location of the new underground electrical system and any other improvements shall be identified and shown on the final plans in order to avoid a potential conflict with other substructure.
 102. BWP will provide the following items at the developer's cost:
 - a. Construction drawings for all substructure work
 - b. Engineering support during construction
 - c. Inspection of the work performed by the developer's contractor to ensure the work is done per the plans provided by BWP and per BWP specifications
 - d. Installation of all transformers, switches, primary cables, and metering devices
 - e. Termination of the secondary cables at the transformer
 103. The developer's contractor shall install secondary conduits, pull cable from the transformer to the switchboard, and terminate the secondary cables on the switchgear.
 104. Depending on the location of the switchgear (whether it is outside or inside the building), secondary conduits and cables will be inspected and approved by both the BWP

inspector and the Building Inspector (switchgear inside the building) or by the BWP inspector (switchgear outside the building).

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

Safety/Clearances

106. The State of California Public Utilities Commission General Order No. 95 requires that no building or structure be allowed to encroach within the envelope 12' vertical and 6' horizontal from the existing high voltage lines along the existing alleys within project boundary. The lines are approximately 39 feet from grade. The actual height and location of the conductor attachment has to be surveyed and shown on the plans.
107. The State of California Public Utilities Commission General Order No. 95 requires that no building or structure be allowed to encroach within the envelope 8' vertical and 3' horizontal from the existing low voltage lines along the existing alleys within project boundary. The lines are approximately 29 feet from grade. The actual height and location of the conductor attachment has to be surveyed and shown on the plans.
108. The State of California Public Utilities Commission General Order No. 95 requires that no temporary scaffolding, platforms or supporting framework upon which men may work be allowed to encroach within the required clearance envelopes as stated in the previous two comments.
109. Burbank Water and Power Rules and Regulations require that no open patios or balconies will be erected underneath any high voltage overhead conductor regardless of vertical clearance.
110. Plans must be revised to avoid encroachment into the envelope as commented above. Building elevations will show the existing power poles, their height from natural grade, conductor attachment heights and locations (all surveyed), and the described above envelopes clear from any portion of the building per BWP drawing S-708 (attached).
111. The developer's contractor is responsible for protecting any existing Burbank Water and Power facilities in place. Power poles must be protected in place to prevent any movement of the pole butt during excavation. Anchors must also be protected to prevent slippage or exposure that could result in the reduction or loss of holding power. If these requirements cannot be met, then no excavation will be allowed within three feet from the face of poles and five feet from anchors.
112. The developer's contractor is responsible for protecting any existing Burbank Water and Power underground facilities from damage during construction. No crane imposed loads will be allowed on any existing manhole or pull box structures.

113. Any excavation that restricts vehicular access to existing BWP facilities may require the relocation of such facilities prior to excavation at the developer's cost.

Aid-in Construction

114. The Burbank Water and Power fees for providing electric service are Aid-in-Construction (AIC) charges set forth in Section 3.26 of BWP's Rules and Regulations for Electric Service. AIC charges are to recover the actual cost of:
 - a. Providing and installing new facilities to serve the customer.
 - b. Conducting feasibility studies and engineering.
 - c. Relocating existing overhead or underground facilities.
115. Depending on local site conditions and the location of the project, AIC costs can vary widely from project to project. For reference, historical AIC costs for developments between 1 MVA and 5 MVA have ranged from \$400,000 - \$1,200,000 (2021 dollars) per MVA. For projects in this size range, BWP recommends performing a feasibility study early on in the project to determine a proposed electrical route and a rough cost estimate.
116. If any portion of the existing BWP facilities needs to be upgraded or relocated due to the subject project, it will be done at the developer's expense.

Metering/Service

117. All electrical installations must conform to the Burbank Water and Power Rules and Regulations for Electric Service (latest revision).
118. Contact BWP Engineering at (818) 238-3647 (residential) or at (818) 238-3565 (commercial) if the existing service panel requires upgrading.
119. Service to the addition will be from the existing customer-owned facilities.
120. Relocate the existing service to furthest North wall of 2235 N Frederic St.
121. For multi-metered services all numbering must be completed in a permanent manner at all individual units and meter sockets before service can be energized. See BWP Rules and Regulations, Section 2.68 (c) for acceptable labeling (stenciling or riveted tags required, permanent marker is unacceptable). Contact Public Works Engineering for unit designations.
122. The service switchboard rating shall be limited to 3000 Amps. Five copies of EUSERC drawings of the switchboard shall be provided to BWP for approval prior to submittal to the manufacturer. Service shall not be energized unless these drawings are provided.
123. Outdoor meter locations are preferred. When adequate exterior wall space is not

available, a separately locked, clearly labeled meter room is acceptable. All meter rooms must be located on the ground floor and have two exit doors equipped with panic hardware. At least one door must lead directly outside. BWP must be supplied an access key to the room, which will be installed in a lock box adjacent to the door. The developer shall consult BWP for approved location and obtain a service confirmation prior to any installations.

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

Street Lighting

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

Fiber/Communication

127. Burbank Water and Power offers high-speed, high-quality fiber optics-based services through its ONE Burbank program. Fiber service is available to the project if desired. For further information, email support@oneburbank.com or call (818) 238-3113.
128. Contact AT&T at (866) 577-7726 for any phone company facility conflicts. Contact Charter Communications at (818) 847-5013 for any cable T.V. facility conflicts.

Landscaping

129. Any trees planted in the area adjacent to the street/alley will be of a type that will not grow into the existing power lines and will also have sufficient clearance from the streetlight facilities.
130. All equipment locations and screening structures will be indicated on the plans and must meet the Community Development Department Equipment Screening Guidelines. The plans will include the proposed screening method, height of screening, material finish, and color or species of vegetation. All screen walls, which are a part of, or adjacent to, the proposed building will be shown on the building elevations. All screen walls detached

from the building will be included as a separate elevation. Verification of submittal requirements and recommendations for screening requirements shall be by the CDD Director or his designee.

131. BWP landscaping requirements for transformer pads and switch pads:
Due to the natural maturation of trees and other landscaping elements, the following requirements are to be adhered to:
- a. New plantings within three feet of the back or sides of the pad and within eight feet of the front shall be of a groundcover type. This is considered the working zone.
 - b. Outside of the working zone, shrubbery is acceptable within eight feet of the pads, but trees must be beyond an eight-foot radius to lessen future root conflicts.
 - c. Landscaping grade shall be a minimum of five inches below the grade level of the top of transformer pads.
 - d. All irrigation and sprinkler systems shall be constructed so that water shall not be directed onto the switch, the transformers, or the concrete pads.
 - e. Additionally, surface water shall drain away from the concrete pads.
- Landscape plans shall adhere to the above requirements, showing proper working clearances for electrical facilities on L-sheets.

Energy Efficiency

132. The electrical design shall comply with California Building Code Title 24 energy efficiency requirements and shall use, wherever practical, surge suppressors, filters, isolation transformers, or other available means to preserve a quality of power of its electrical service and to protect sensitive electronic and computer-controlled equipment from voltage surges, sags, and fluctuations. BWP also recommends the use of an uninterruptible power supply (UPS) and a standby generator for critical loads.
133. Power factor correction to a minimum of 90% will be requested to minimize kVA demand as well as energy use. The developer must use California Nonresident Building Standard to consider and implement energy efficient electrical equipment and devices for minimizing peak demand and wasteful energy consumption.

Electric Vehicle Charging

134. Electric Vehicle (EV) parking capacity shall be in accordance with Title 24 building code requirements. Plans shall detail all planned EV charger installations as well as all EV capable parking spaces. The electrical service panel shall include capacity to simultaneously charge all EV capable parking spots at their full-rated amperage whether installed or not.
135. As part of our efforts to reduce greenhouse gas emissions, improve air quality, and enhance customer service, Burbank Water and Power's Electric Vehicle Charging program promotes the use of electric vehicles by providing rebates for the installation of

Level 2 (240V) charging equipment. BWP also installs and maintains a public electric vehicle charging network, consisting of 45 Level 2 charging ports and 2 DC Fast Chargers (480V), with new stations added each year depending on budget and availability. For more information on the rebates and the charging network, please contact Drew Kidd at 818-238-3653 or dkidd@burbankca.gov. Additionally, information can be found at <https://www.burbankwaterandpower.com/conservation/electric-vehicles-rebate>.

136. The proposed new 2-story single family residence will not conflict with the existing electrical service panel, however, if the applicant requests separate electrical metering for the proposed new 2-story single family residence, the applicant will need to contact the Electrical Service Planner at 818-238-3647 to obtain a confirmation of electric service for permanent power. BWP can provide electric service of 400 amps or less to the property. Overhead service may be possible on the north wall of the existing front house. In parallel, there are proposed plans to convert a garage to an Accessory Dwelling Unit under a separate permit that have not been officially submitted to BWP. BWP will review the official garage to Accessory Dwelling Unit plans and determine whether BWP can provide an additional overhead service to the west wall of the proposed Accessory Dwelling Unit.
137. Prior to final approval, contact the Electric 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.