

Public Notice

Residential Modifications and Driveway Gate at 3252 N Frederic St

What is this?

This notice is to let you know that the City of Burbank Community Development Director will be making a decision to approve or deny an application for a Hillside Development Permit (HDP) a to legalize a 197 square foot reconstructed solid patio cover and reconstructed main entry to a single-family residence, as well as minor grading for the reconstruction of a portion of the existing retaining wall located in the interior yard area. The project also includes the request for a Minor Fence Exception (MFE) to construct a 6'-0" high fence/gate in the driveway area. The applicant will also demolish an unpermitted front porch to reconstruct a new entry to the home that will comply with Burbank Municipal Code (BMC) development standards. The Floor Area on the lot is 2,612 square feet and the proposed project will not expand the existing Floor Area. The property is located in the R-1 (Single Family Residential - Hillside) zone.

This project has been determined to be exempt from the California Environmental Quality Act (CEQA) in accordance with Sections 15301 and 15304 of the State CEQA Guidelines pertaining to Small Additions to Existing Structures, and Minor Alterations to Land, respectively. The request is to legalize residential additions of less than 50% of the existing square footage, as to reconstruct a minor portion of an existing retaining wall structure. The scope of work included in this project is covered by these exemptions.

Why am I getting this?

This notice was mailed to all residents and property owners within 300 feet of the project to solicit input prior to the final decision. You can call or write to provide input on the project. The Community Development Director will make a decision to approve or deny the project on or after February 28, 2022. You also have a right to appeal the decision within 15 days of the decision date (*any appeal must be filed with the applicable fee no later than 5:00 p.m. within 15 days of the decision date*). To confirm the appeal period, please contact the Project Planner listed below.

How do I find out more or participate?

☎ Call the project planner, Greg Mirza-Avakyan / Leonard Bechet at 818-238-5250

✉ E-mail the project planner at:

gmirzaavakyan@burbankca.gov / lbechet@burbankca.gov

📖 View documents related to this project online at:

www.burbankca.gov/pendingprojects

Date: February 11, 2022

Project: Planning Permit No. **18-0002918**

Burbank Planning Division - www.burbankca.gov/planning



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Notes

Maps: Need to have dark parcel lines and large street names (must be legible), not less than 9 or 10 font size.

These lines/names can be adjusted using ArcMap properties (right-click on the feature you to adjust, listed on the left side column); to increase the street name size for printing @ 10 font, you'll probably need to select font size 36 or 40 on the ArcMap properties. The subject property(ies) may also be selected & darkened to clearly identify the project site. Include an arrow or star to label the site.

Text: City Manager wants to update the format to be clearer and have more project description/details, and processing requirements. The header at the top (underneath 'Public Notice') must include a few words to describe the project (2nd floor addition or whatever it is). The project description must be easy to read (for the general public) and not so much technical language (more conversational tone). Square footages and heights must be accurate. If there are story poles installed on the project site, then state that in the notice. The Director's decision date should be firm, so that the ending date for the appeal period can be stated in the notice. For large projects or controversial projects, we may decide to create a webpage for it, and include a statement referring to it.