



CITY OF BURBANK  
COMMUNITY DEVELOPMENT DEPARTMENT

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

APRIL 22, 2022

GOR VARDANYAN  
621 S VICTORY BOULEVARD  
BURBANK, CA 91502

**RE: Project No. 19-0000653 - Approved (Hillside Development Permit)**  
Located at 3425 Brace Canyon Road

Dear Mr. Vardanyan:

This letter is to notify you that the Community Development Director has approved your application for a Hillside Development Permit (Project No. 19-0000653) to construct a 446 square foot second story addition and uncovered balcony to the front of an existing 2,870 square foot, two-story, single-family residence. The project also includes the proposal to construct an open trellis patio cover in the rear yard and to reconstruct the front porch entry. The property is located at 3425 Brace Canyon Road the R-1 (Single-Family Residential) zoning district within the designated Hillside area. Enclosed is the approval with associated Conditions of Approval.

Please be advised the decision of the Community Development Director will become final fifteen (15) days from your approval date (April 22, 2022), 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 fee prior to the expiration of the 15-day appeal period, or by 5:00 p.m. on May 9, 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 & Safety Division for Plan Check review the first business day following the conclusion of the 15-day appeal period.

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

Sincerely,

GREG MIRZA-AVAKYAN  
Associate Planner  
Community Development Department

## Community Development Department Director's Decision

**DATE:** April 22, 2022

**PROJECT TITLE:** Project No.19-0000653 – Hillside Development Permit

**PROJECT ADDRESS:** 3425 Brace Canyon Rd.

**APPLICANT:** Gor Vardanyan

**PROJECT DESCRIPTION:** The project includes the proposal to construct a 446 square foot second story addition and uncovered balcony to the front of an existing 2,870 square foot, two-story, single-family residence. The project also includes the proposal to construct an open trellis patio cover in the rear yard and to reconstruct the front porch entry. The proposed total Floor Area on the lot is 3,531 square feet and the proposed Lot Coverage is approximately 21.5%. The existing residence height is approximately 23'-3" and the proposed addition will maintain the same height. The property is located in the R-1 (Single Family Residential) zone within the designated Hillside Area.

**ZONING:** R-1(Hillside)                      **GENERAL PLAN:** Low Density Residential

**MUNICIPAL CODE CONFORMANCE:** The Project conforms to the Burbank Municipal Code. The proposed Floor Area Ratio (FAR) on the 10,005 square foot lot is 0.35, and the proposed Floor Area is 3,531 square feet, within the maximum Floor Area of 3,750 square feet. The proposed Lot Coverage is 21.5%, within the maximum allowable 50%. The second-story addition complies with the upper-story front modulation "Alternative A", as the top plate of the addition is located behind the 60-degree inclined daylight plane as measured 12'-0" up from the intersection of the natural grade and the existing primary front wall. The second story addition also complies with the upper-story side yard modulation "Alternative C" with the addition proposed within the 45-degree inclined daylight plane. The overall building height of the addition is 23'-3", within the maximum allowed 30'-0" height. The proposed open trellis patio cover meets the required maximum height and is at least 50% open to the sky, and therefore is exempt from the Floor Area calculation.

**ENVIRONMENTAL REVIEW:** This Project has been determined to be exempt from the California Environmental Quality Act (CEQA) in accordance with Section 15301(e) of the State CEQA Guidelines pertaining to minor additions to existing structures that do not increase square footage by more than 50% or add more than 2,500 square feet. The Project qualifies for this exemption.

**DATE SIGN POSTED ON-SITE:** February 9, 2022

**DATE PUBLIC NOTICE MAILED:** April 8, 2022

**DATE OF DIRECTOR'S DECISION:** April 22, 2022

**END OF APPEAL PERIOD:** May 9, 2022

 FOR

Greg Mirza-Avakyan, Associate Planner  
Planning Division (818) 238-5250

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Patrick Prescott, Community Development Director

**HILLSIDE DEVELOPMENT PERMIT NO. 19-0000653**  
**(3425 Brace Canyon Rd. – Gor Vardanyan, Applicant and Serg Petrosian, Property Owner)**

**Findings for Granting a Hillside Development Permit**

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

*1) The vehicle and pedestrian access to the house and other structures do not detrimentally impact traffic circulation and safety or pedestrian circulation and safety and are compatible with existing traffic circulation patterns in the surrounding neighborhood. This includes, but is not limited to: driveways and private roadways, access to public streets, safety features such as guardrails and other barriers, garages and other parking areas, and sidewalks and pedestrian paths.*

The home is situated on an existing lot with an existing driveway and pedestrian access. There are no changes proposed to vehicular or pedestrian circulation on the property, and no changes proposed to the existing driveway. The proposed second-story addition will be built above the existing building footprint.

*2) The house and other structures are reasonably consistent with the natural topography of the surrounding hillside.*

The proposed second-story addition to the home and the attached open patio trellis are located on a flat, previously graded area of the lot. There are no proposed changes to the undeveloped portions of the lot, and no grading proposed for the Project; therefore, the topography of the surrounding hillside will not be affected by this Project.

*3) The house and other structures are designed to reasonably incorporate or avoid altering natural topographic features.*

The proposed addition to the existing two-story single-family home will not require grading work to accommodate an extension of the building pad. The area of the addition to the residence is within the existing footprint and both the open trellis structure and reconstructed front porch are proposed on previously graded areas behind the residence. No grading will be required to complete the proposed work. The natural topographic features of the lot will not be affected, since all the work will be limited to the previously graded portions of the lot immediately adjacent to the existing residence.

*4) The house and other structures will not unnecessarily or unreasonably encroach upon the scenic views from neighboring properties, including both downslope and upslope views.*

The proposed second-story addition to the existing residence, the proposed open patio trellis structure, and the reconstructed front porch will not have an unreasonable impact on surrounding upslope or downslope views of properties in the surrounding neighborhood. The applicant was asked to put up story poles which depict the shape and bulk of the proposed additions. Staff also sent letters to all neighbors adjacent to the Project site, requesting any feedback pertaining to any potential visual impacts from the addition. No feedback was received by Staff within the timeframe indicated in the letter. Staff analyzed the view impacts using the story poles, photographs, site plan, elevation drawings, topographic elevation contours, and conducted a Site visit on January 13, 2022, to observe

potential view impacts of the additions to the surrounding area. Staff completed a view study, attached herein as Exhibit “A”, in which Staff concludes that the proposed Project does not create unreasonable impacts to the primary and secondary views of properties in the surrounding neighborhood.

*6) For the purpose of evaluating required finding (d) above, a view study must be submitted with all Hillside Development Permit applications documenting the impacts of the proposed structure(s) on views from adjacent properties. The view study must be prepared in a manner approved by the Director or his/her designee and contain all information and documentation deemed necessary by the Director for the purpose of analyzing view impacts and establishing setback lines for view determination pursuant to Section 10-1-606(E). This study is separate from the Ridgeline setback analysis required by Section 10-1-606(D).*

The applicant installed story poles to demonstrate the massing of the proposed additions to the existing two-story residence. These story poles were installed and certified for accuracy by a licensed surveyor. The photos submitted with the application show the framing with a massing that is consistent with the massing of the main residence and provides modulation as required by the BMC. Staff conducted a site visit on January 13, 2022, and took photographs of the residence with the installed story poles from various angles. In conducting a review to identify potential view impacts, Staff also sent letters to the neighboring property owners and occupants in the immediate vicinity of the Project site on January 14, 2022, requesting any feedback regarding potential view impacts that the Project may pose. No response was received by Staff by the date indicated in the letter. A view study completed by Staff and attached herein as Exhibit “A” illustrates that the proposed additions will not significantly impact upslope or downslope views from neighboring properties.

*7) The view impacts of the proposed Project must be considered by the Director, or Planning Board or City Council if appealed, and may be used as a basis for requiring modifications to a Project or denying a Hillside Development Permit due to inability to make the required finding.*

Based on Staff’s consideration and analysis of the information provided by the story poles, photographs, site plan, elevation drawings, topographic elevation contours, and site visit conducted on January 13, 2022; Staff concludes that the proposed Project does not create unreasonable impacts to the primary and secondary views of properties in the surrounding neighborhood. See Exhibit “A” for a complete analysis of potential view impacts.

## HILLSIDE DEVELOPMENT PERMIT NO. 19-0000653

(3425 Brace Canyon Rd – Gor Vardanyan, Applicant and Serg Petrosian, Property Owner)

### CONDITIONS OF APPROVAL

#### PLANNING DIVISION

1. Project No. 19-0000653, Hillside Development Permit, approves a proposal to construct a 446 square foot second story addition and uncovered balcony to the front of an existing 2,870 square foot, two-story, single-family residence (“Project”). The project also includes the proposal to construct an open trellis patio cover in the rear yard and to reconstruct the front porch. The property is located in the R-1 (Single Family Residential) zone within the designated Hillside area.
2. The Project has been reviewed for consistency with the Zoning Code (Title 10 of the Burbank Municipal Code). Prior to the submittal of a Building Permit, the Applicant shall ensure that the construction plans comply with City of Burbank Planning Division redlines, as noted on the approved plans stamped on April 22, 2022.
3. This permit shall expire if the scope of work is not initiated within one year of the date of this approval (expires on April 22, 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.
4. The operation/construction on the site shall remain in substantial conformance with the request and with the application materials submitted by the applicant on February 1, 2019, and the Project plans stamped approved on April 22, 2022, and placed on file in the office of the Planning Division.
5. 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.
6. 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.
7. 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.
8. By signing and/or using this Hillside 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.

9. No visual obstruction over three (3) feet high and under seven (7) feet high shall be placed within the five (5) foot by five (5) foot corner cut-off at the intersection of the driveway and the sidewalk.
10. Exterior materials and designs shown on the approved set of plans stamped approved on April 22, 2022, must be the same used during construction. Any modifications to materials must be reviewed and approved by the Planning Division prior to installation.
11. Applicant shall utilize shielded lighting fixtures to avoid glare and light intrusion between adjoining and adjacent residences.
12. Applicant shall arrange for materials collection during construction, demolition, and occupancy with the City's Street & Solid Waste Division (Public Works Department) or Applicant shall arrange for self-hauling to an authorized facility.

### **BUILDING DIVISION**

12. 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.
13. 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](mailto:building@burbankca.gov).
14. All conditions of approval are to be reproduced on the construction document drawings as part of the Approved Construction Set.
15. 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.
16. Project lies within the City of Burbank Mountain Fire Zone.
  - a. All construction is required to meet Burbank Municipal Code 9-1-1-701A.1.1
17. A Civil plan is required showing the proposed changes to the site grading to accommodate the garage and driveway. Topographical contour lines are to be indicated, showing existing and proposed contours.
18. Grading and drainage plans will be required, and a separate Grading & Shoring Permit 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.
19. The foundation shall comply with California Building Code Section 1808.7, for foundations on or adjacent to slopes. A soils report will be required.
20. Justify Floor Area Ratio per current Burbank Municipal Code 10-1-601 (ARTICLE 6. RESIDENTIAL USES AND STANDARDS)

21. Provide corrected Demolition Calculations (demolition calculations are based upon the length of walls, not the square footage of walls).
  - a. Total length of all walls to be demolished divided by total length of all existing walls = Demolition Percentage.
  - b. Length of walls are to include interior and exterior walls, including openings, and any walls attached to existing structure.
22. 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.
23. Construction projects must comply with Best Management Practices for construction and stormwater runoff requirements of the National Pollutant Discharge Elimination System MS4 Permit.
24. 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.
25. 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.
26. 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.
27. 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.
28. 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.
29. 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.

30. 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.
31. 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.

## **PUBLIC WORKS DEPARTMENT**

### **Engineering Division**

32. 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].

No building appurtenances for utility or fire service connections shall encroach or project into the 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].

33. 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 or connected to a storm drain facility [BMC 7-1-117, BMC 7-3-102].
34. 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.
35. 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>
36. Plans should include easements, elevations, right-of-way/property lines, dedication, location of existing/proposed utilities and any encroachments.

37. Prior to the issuance of Certificate of Occupancy, any portion of public sidewalk, curb or gutter that is broken, uneven or uplifted at the end of the project must be reconstructed to the satisfaction of the City Engineer. That 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].
38. If any utility cuts or construction related impacts are made on Catalina Street adjacent to the property, applicant will have to restore the street fronting the property per City of Burbank paving requirements. For additional information or questions, please contact Anthony Roman, Civil Engineer Associate, at (818) 238-3945.
39. Additional impacts to street triggered by this project could extend the paving restoration limits.

### **Water Reclamation and Sewer Division**

40. The location, depth, and dimensions of all sanitary sewer lines must be shown on plans.

### **Wastewater Requirements**

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. 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**

44. Per BMC 8-1-1004.B (3), a Pool Discharge Permit is to be issued by the Public Works counter and a \$37.75 fee (fiscal year 2020-21) 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: TSD = 950 mg/l, Sulfate – 300 mg/l, Chloride = 190 mg/l. This conditional allowance and the limits may be changed by the Regional Water Quality Control Board in the future. The City strongly discourages the use of saltwater pools.

45. 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.
46. 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 more information, please contact Kenneth Kozovich at (818) 238-3932.

### **Traffic Engineering Division**

47. Plans shall show existing parkway width of 5', existing driveway apron location with dimensions and all utilities.
48. No visual obstruction over 3' high and under 10' high shall exist within the 5' by 5' corner cut-off at the intersection of the street and driveway [BMC 10-1-1303(C)].

For additional information, please contact Vikki Davtian, Principal Engineer – Traffic, at (818) 238-3922.

### **Traffic Engineering Division**

49. 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.

### **PARKS AND RECREATION DEPARTMENT**

50. Park Development Fee shall be paid prior to the issuance of building permits: \$150.00 per bedroom. 1 x \$150.00 = \$150.00.
51. Submit landscape and irrigation plans prepared by a licensed landscape architect.
52. Existing street trees are to remain. If any street trees are removed:
  - a. Any street trees that are removed shall be replaced. Contact Forestry Supervisor for a list of approved street trees.
  - b. Contact Forestry Services at (818) 238-5343 for removal fee.
  - c. All street trees shall be a minimum of 24" box size.
  - d. Trees in grass shall be installed with Arbor Guards.
  - e. Tree wells are required.
  - f. Provide irrigation bubbler to street trees.
  - g. Provide automatically controlled irrigation system to the parkway.
53. Landscape plan shall include the following note: "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."

54. Must comply with Municipal Water Efficient Ordinance (MWELo) requirements if over 500 square feet of landscaping is proposed.

## **BURBANK WATER AND POWER**

### **Water Division**

55. There is currently a 1” service at the subject address.
56. Please review the “Sizing Water Meter and Service Line” Form with the completed quantities of each type of plumbing fixtures that are existing and proposed. If the quantities look accurate, initial inside the red circle, otherwise fill out the blank form accordingly. This form will help determine the adequate water meter and service size required.
57. The project must undergo the Plan Check review process to determine adequate meter and service size.
58. The applicant shall be responsible for all additional costs of connection, installation, and abandonment of water services in accordance with Burbank Water and Power (BWP) Rules and Regulations.

Please contact Samantha Miranda at (818) 238-3500 if you have any questions.

## **FIRE DEPARTMENT**

59. If the project meets the requirements of the Burbank Municipal Code sprinkler ordinance Fire Sprinklers shall be required.
60. 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.
61. Provide an automatic fire sprinkler system in accordance with the Burbank Municipal Code.
62. 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.
63. Provide a fire alarm system to notify all occupants of automatic fire sprinkler water flow.
64. Provide a Knox key box for fire department access.
65. Provide a Knox KS-2 key access switch for security gates.
66. 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.
67. 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.

68. 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.
69. Provide a fire alarm system.
70. 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.
71. Specifications for fire apparatus access roads shall be provided and maintained in accordance with the California Fire Code.
72. Plans for fire apparatus access road shall be submitted to the fire department for review and approval prior to construction.
73. Plans and specifications for fire hydrant systems shall be submitted to the fire department for review and approval prior to construction.
74. 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.
75. 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.
76. 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.
77. All exits, fire department access and fire protection shall be maintained in accordance with the California Fire Code during construction.
78. 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 of fire hydrants to be provided.
79. Provide smoke detection for dwelling units, congregate residences and hotel or lodging guestrooms that are used for sleeping purposes.

80. 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.
81. 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.
82. 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.
  - Knox boxes (shall be provided if not existing), access keys, and provide/maintain automatic gate key access switches.
  - Smoke detectors.
  - Building addresses clearly visible from the street and alley. Address numbers shall be at least 4 inches in height with ¾” stroke and a contrast in color to their background.
  - Exit signs and emergency lights.
  - Water heaters securely earthquake strapped with a three foot clearance of any combustibles.
  - Swimming pools or Jacuzzi spas are fenced and secured with gates that self-close and latch.
83. 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:
  - Building Type Construction as defined by the California Building Code.
  - Square feet of the building.
84. 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.

## **POLICE**

85. All outside lighting shall comply with the requirements of Section 5-3-505 BMC. Required lighting devices shall have vandal resistant covers.
86. 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.
87. 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.

88. 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.
89. 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.
90. 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.

X \_\_\_\_\_  
Signature of Applicant/Permittee

X \_\_\_\_\_  
Signature of Property Owner

**EXHIBIT A: VIEW STUDY FOR HILLSIDE DEVELOPMENT PROJECT NO. 19-0000653  
LOCATED AT 3425 BRACE CANYON ROAD, BURBANK, CA 91504**

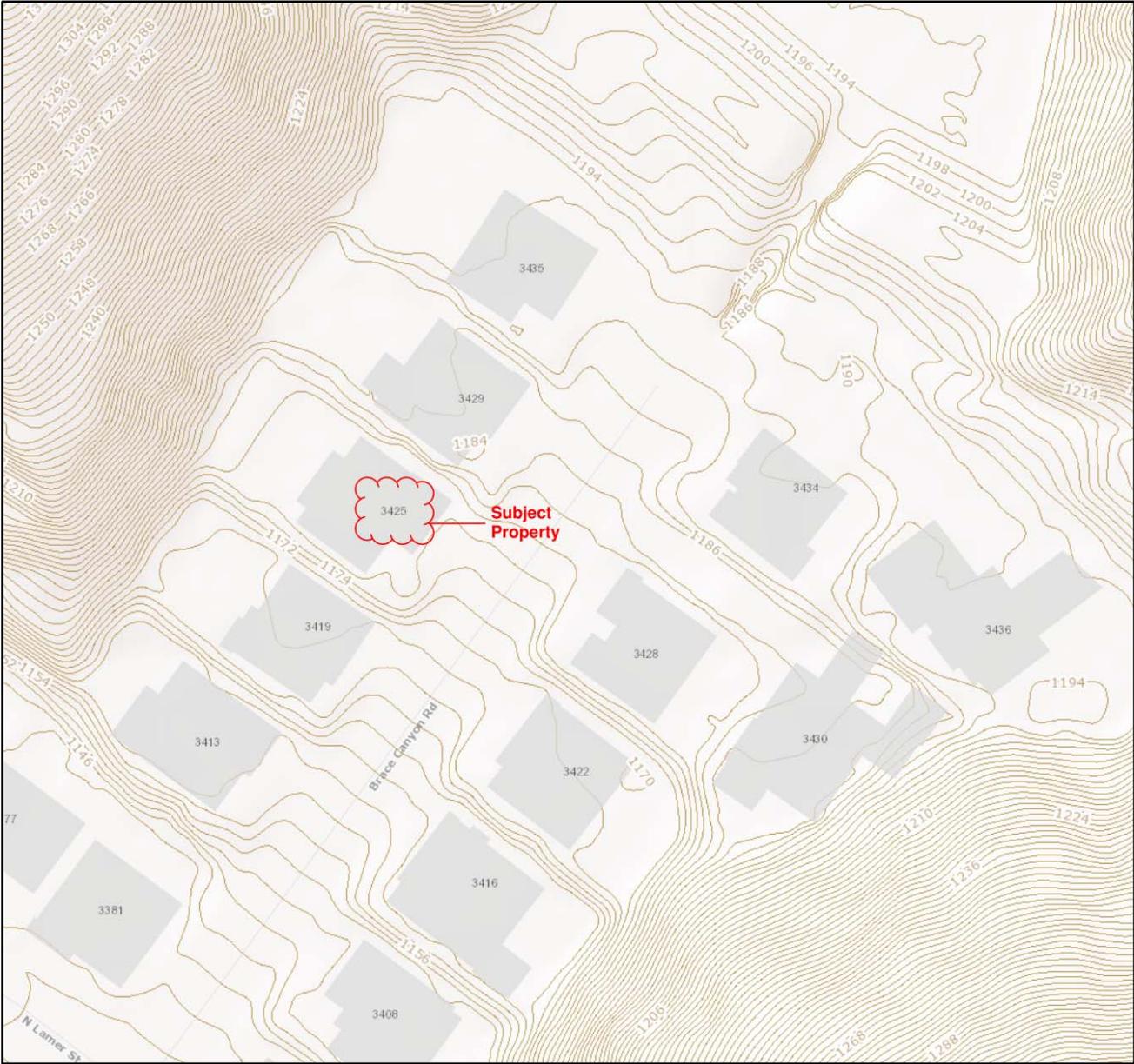
**Objective and Analysis:**

Per Burbank Municipal Code Section 10-1-607(D)(3)(f), a view study is required as a part of the Hillside Development Permit process to analyze the impact of the proposed development on views from adjacent properties. As a part of the view study the applicant installed story poles on the property that outline the bulk of the proposed 446 square foot second-story addition and balcony and an open trellis patio cover in the rear yard. Furthermore, residents and property owners of all the neighboring properties located within the immediate vicinity of the project site were contacted and informed of the proposed project along with the process involved in the view study. This was done in addition to the requirement for public notices to be sent to all property owners and/or occupants within a 300'-0" radius of the Project site. The installed story-poles were used to demonstrate the shape of the proposed development, and Staff analyzed the topographic map and photos taken from various angles to assess the potential impact of the development on the views from the neighboring properties. The exhibits used in the study can be found below:



EXHIBIT A

**Figure 1:** Location of the proposed project with respect to the neighboring properties



**Figure 2:** The topographic map of the subject property and vicinity.

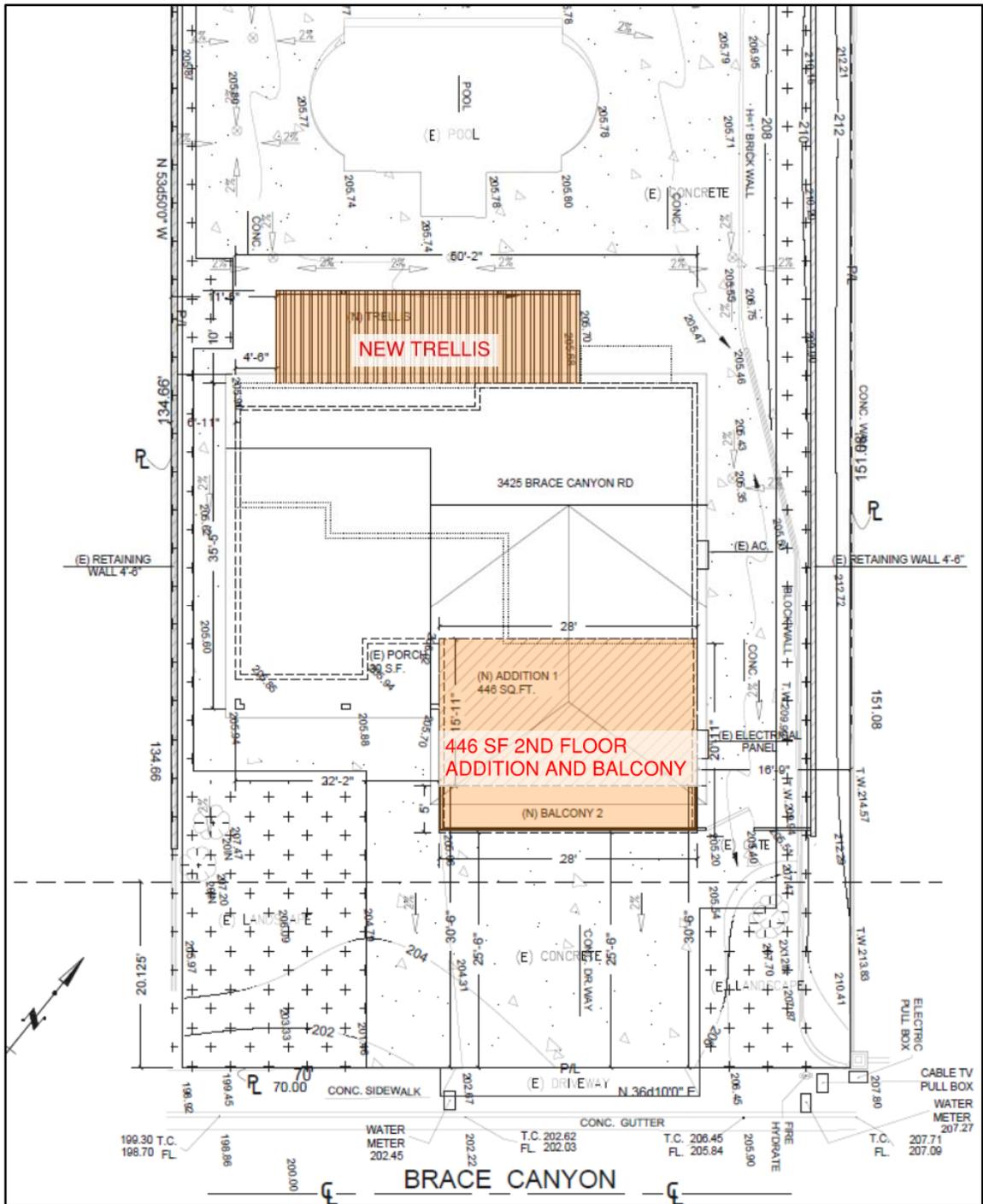


Figure 3: Site plan of the proposed development with additions shown in orange



**Figure 4:** Photo Key – Photos of installed story poles taken from different locations (see next page)



1



3



2

EXHIBIT A

3425 BRACE CANYON  
BURBANK  
11/25/21  
STORY POLE PLAN

INSTALLATION BY:  
COASTAL BUILDERS  
ASHLEY@CALIFORNIASTORYPOLES.COM  
310-980-2543

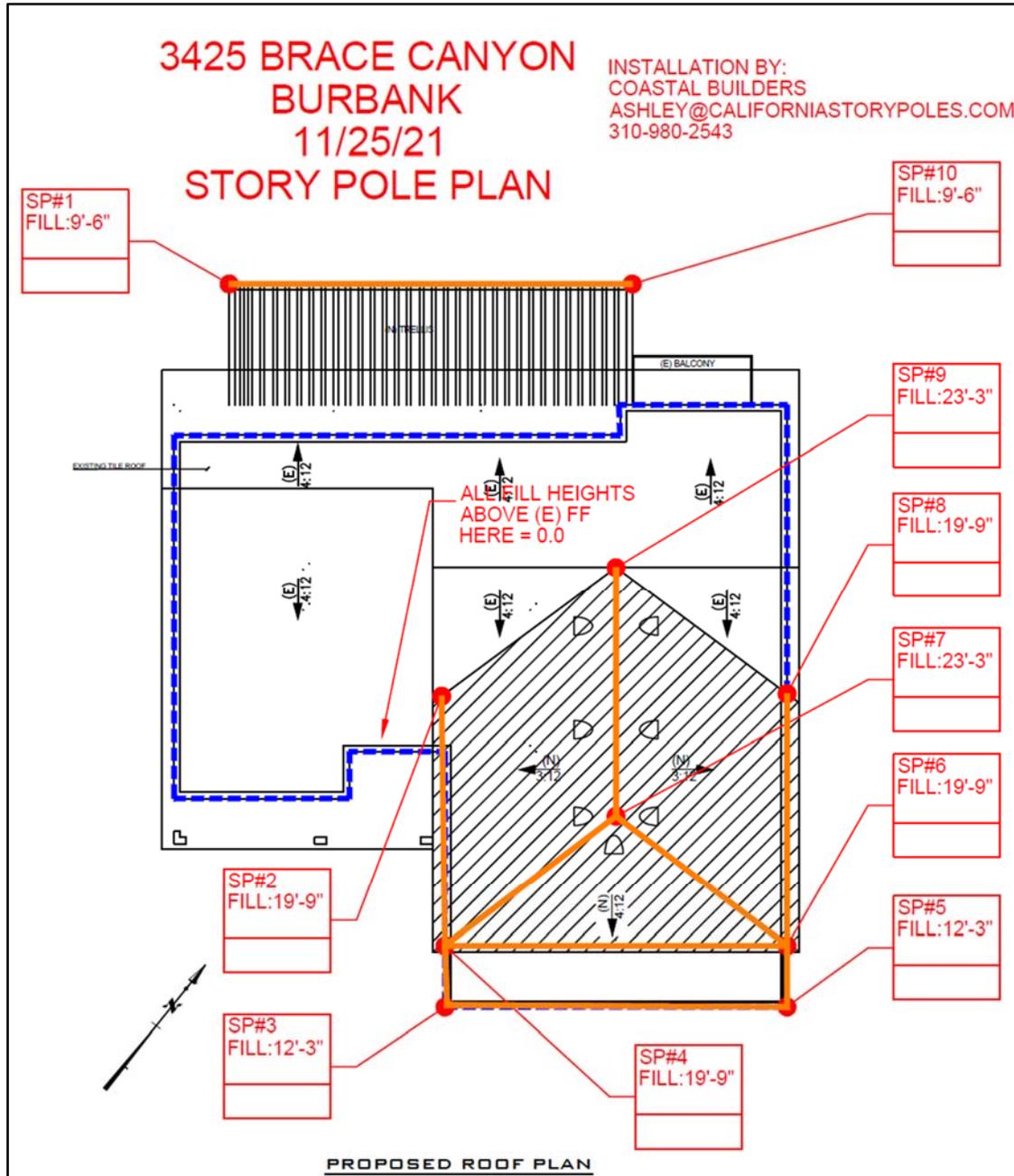


Figure 5: Top-down view of installed story-poles.



## **Conclusion:**

The overall impact of the additions, as demonstrated by the installed story poles (see Figures 4-6), will be reasonably minimized by the additional setback of the second story.

As evident from the installed story poles and proposed elevations, the placement and overall massing of the proposed additions will have minimal impact on the views from surrounding properties. The massing of the 446-square-foot second-story addition is set back from the wall of the first story and falls completely within the footprint of the existing residence (Figure 3), and the approximately 330-square-foot, 9'-0"-tall, attached open trellis patio cover in the rear of the residence will be built over an existing paved patio area at grade, and will not be visible from the public right-of-way.

The residence adjoining the subject property upslope to the north, located at 3429 Brace Canyon Road does not have any window views that will be directly impacted by the second-story addition at 3425 Brace Canyon Rd. The second-story addition does not include any windows to either the north or the south, and only contains windows facing the street. The open trellis patio cover will be built over a ground level patio, attached to the rear of the residence does not create a new usable area where a new impact is created. The location of the proposed open trellis patio cover will be placed on an existing flat portion of the backyard and will be used to provide shade over an existing paved patio area. Therefore, privacy for the subject property or the adjoining properties will not be compromised and the impacts to downslope or upslope views will not be increased.

In addition, staff analyzed the difference in elevation between the subject property and the upslope properties whose views could be affected (Figure 2). The property immediately to the north of the project site is at an approximately 6'-0" to 8'-0" higher elevation. The existing residence already blocks the downslope view of the adjacent residence at 3429 Brace Canyon Road, and the addition to the second story does not further deteriorate this view. All the homes on the blockface are built in a straight line along a gentle slope, and a similar condition can be observed on other properties located along the same blockface as the subject residence.

Considering the information provided by the story poles, photographs, site plan and elevation drawings, elevation contours, and site visit conducted by staff on January 13, 2022, City staff's analysis of the Project concludes that the proposed project does not create unreasonable impacts to the primary and secondary views of properties in the surrounding neighborhood.