CITY OF BURBANK

COMMUNITY DEVELOPMENT

November 9, 2026

Rodrigo Escobar, Vice President
217 West Alameda Ave, Suite 203
Burbank, CA 91502

Via email: rescobar@lrarchitecture.com

RE: Notice of Decision – Approval
PROJECT NO. 23-0000439 – Development Review
3915 Heffron Drive, Burbank

Dear Mr. Escobar:

This letter is to notify you that the Community Development Director has approved your application for **Development Review** to construct a new two-story multifamily residential building with two dwelling units and two uncovered parking spaces per unit, at 3915 Heffron Drive in the Media District R-3 (MDR-3) zone (**Attachment A**), pursuant to the ability of staff to affirmatively determine the project satisfies the requisites for approval (**Attachment E**) upon implementation of the attached Conditions of Approval (**Attachment F**).

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 Commission. 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 24, 2026**. If no appeal is filed, then you may submit to the Building & Safety Division for Building Plan Check review the first business day following the conclusion of the 15-day appeal period. If appealed, this decision will be set aside, and the Planning Commission will conduct a De Novo review of the application and make a decision. The Planning Commission decision is final and cannot be appealed. If you have any questions concerning this letter, please contact me by phone at (818) 238-5250 or by email at KChavezHernandez@burbankca.gov.

Sincerely,

Karen C. Hernandez
Associate Planner
Community Development Department

Patrick Prescott,
Community Development Director

Enc:

Attachment A	Approved Plans
Attachment B	Project Summary and Background Information
Attachment C	Neighborhood Character and Compatibility Requirements
Attachment D	Burbank Municipal Code Title 10 Compliance Table
Attachment E	Findings for Granting a Development Review Approval
Attachment F	Conditions of Approval

Cc: David Gasbarro, Property Owner – David@gasbarroinv.com
23371 Mulholland Drive, #425, Woodland Hills, CA 91364

ATTACHMENT A

Page Reserved for Approved Plans

ATTACHMENT B

Project Summary and Background Information

APPLICANT: Rodrigo Escobar, LRA Architecture

PROJECT TITLE: 23-0000439 – Development Review

PROJECT ADDRESS 3915 Heffron Drive, Burbank, CA 91505

ZONING: MDR-3 **GENERAL PLAN:** High Density Residential

SITE AND NEIGHBORHOOD CONTEXT:
The 6,190-square-foot project site is currently developed with a 1,362 square-foot single family dwelling with a 400 square-foot detached two-car garage in the rear. The surrounding neighborhood consists of a mix of single family and multifamily residential buildings, nestled in a residential pocket between the Ventura Freeway (134) to the south and The Ranch Lot Studios to the north (Attachment C).

PROJECT DESCRIPTION:
The project proposes to demolish the existing single family dwelling structure and detached garage and construct a new 1,914 square-foot two-story multifamily residential building with two dwelling units, and two uncovered parking spaces per unit. The project proposed one unit on the first floor, and another unit on the second floor (Attachment A).

MUNICIPAL CODE CONFORMANCE: The Project has been evaluated for consistency with the Burbank Municipal Code and, as conditioned, the Project will comply with all applicable objective development standards including, but not limited to, density, height, lot coverage, minimum and average setbacks, open space, amenities, and landscaping. See Attachment D for the Municipal Code Compliance Table, and Attachment F for the complete list of Conditions of approval.

ENVIRONMENTAL REVIEW: This project is categorically exempt from California Environmental Quality Act (CEQA) pursuant to Section 15303(b) - Class 3 of the CEQA Guidelines pertaining to the new construction of up to four dwelling units, or six dwelling units in urbanized areas. The proposed project is to construct a new duplex on a property currently developed with a single family dwelling in an urbanized area, which is consistent with the purpose of the exemption. Therefore, this project qualifies for this exemption and there are no special circumstances that would preclude the use of this exemption.

DATE SIGN POSTED ON-SITE: September 8, 2026

DATE PUBLIC NOTICE MAILED: September 4, 2026

DATE PUBLIC COMMUNITY MEETING HELD: September 22, 2026

ATTACHMENT C

Neighborhood Character & Compatibility Analysis

Project Features	Description of Neighborhood Character	Compatibility Analysis
Building Height	The surrounding neighborhood consists of a mix of one- and two-story residential structures. There are single-story, multifamily buildings. There are also residential buildings where height varies, where they are one-story in the front and step up to a two-story towards the rear of the property. There are two-story residential buildings. And there are also two-story residential buildings with a semi-subterranean garage.	The proposed project has a maximum height of 25 feet, and constitutes two-stories, with one unit on each floor. Each floor has an internal height of 8 feet, and the building proposes a parapet that is consistent with the project's architectural style. The proposed height is compatible with the building height of the surrounding neighborhood since there are two-story buildings on Heffron Drive and on Maple Street.
Building Size & Massing	The neighborhood consists of diverse residential building sizes. The block along Heffron Drive has small-scale, rectilinear buildings with little variation in planes, each building ranging from 2,000 to 4,000 square feet in area. Along Heffron Drive and Maple Street, there are also properties that have square-shaped buildings, with detached garages in the rear, thereby breaking up the massing into more than one structure. Along Maple Street, there are properties that are developed with multiple medium-scale buildings, with groupings of rectilinear and "U" shaped buildings around a central courtyard or a corridor.	The proposed building is 1,914 square feet, and consists of one square-shaped building with façade and plane breaks along the front, the sides, and the rear, which soften the appearance of its mass and bulk. The proposed size and massing are consistent with existing buildings in the neighborhood, located on the south side of Heffron Drive and north of Heffron Drive along Maple Street, and is therefore compatible.

Project Features	Description of Neighborhood Character	Compatibility Analysis
Proportions of Elements Within a Building and Buildings Within a Project	The neighborhood consists of residential buildings that have front- and side-facing main entrances, with minimal-design entry porches and landings. The small-scale residential buildings have windows along all facades, which consist of a mix of single windows and grouping windows, and in a few instances bay windows. The larger, multiplex buildings in the neighborhood have both, units with primary entrances along the street, and units that have primary entrances facing a common courtyard or corridor. The multiplex buildings have projecting balconies facing either the street, courtyard, or corridor. Most of the buildings in the neighborhood have a single-color stucco exterior, with some buildings using two-colors and/or a decorative brick material.	The proposed project includes architectural features such as doors, windows, and patios that are thoughtfully scaled and positioned to reflect the character of existing homes in the neighborhood. The placement and sizing of these elements are designed to maintain a balanced façade composition, contributing to a coherent and visually appealing street frontage. The project maintains consistency with the proportions and design elements found in neighboring buildings. Although the project is pioneering by being one of the first modern architectural styles in the neighborhood, it incorporates similar design elements from existing architectural styles such as a small-scale building mass, flat roof, balanced façade composition, and balconies and open spaces facing the rear of the property.
Roof Design and Massing	The neighborhood primarily consists of buildings that have a hipped roof or a gable roof. However, there are buildings in the neighborhood with other roof designs such as flat roof, mix of mansard and flat roof, and cross hipped roof. The roof materials within the neighborhood are predominantly asphalt shingles, with some clay/concrete roof tiles.	The proposed building has a flat roof, with a parapet extending above the top of roof. The parapet will conceal proposed solar equipment. The proposed roof form is consistent with the mixed condition of the neighborhood.

Project Features	Description of Neighborhood Character	Compatibility Analysis
Parking and Circulation Areas and Vehicle Access Points	The small-scale residential buildings primarily have covered parking that is located at the rear of the property, and accessed from an alley. There are a few properties that have access to parking from the front of the property, via a driveway and driveway apron at the front of the property leading towards the rear of the lot. The medium-scale buildings generally have gated and covered parking, located either on the first floor or in a semi-subterranean parking structure that is accessed via one primary driveway apron located on the street frontage.	The project includes (4) uncovered parking spaces at the rear of the property, and which are accessed via a driveway along the west side of the property with entry from Heffron Avenue. The driveway and driveway apron are existing, and will be maintained as part of the project. The parking area will not be visible from the street since it is concealed behind the residential building.
Building Orientation Including Design and Location of Entries, Windows, and Balconies and Their Relationship to the Street and Neighboring Properties	The neighborhood consists of small- and medium-scale residential buildings, which are oriented towards the street frontage, have entry porches facing the street, and pedestrian pathways accessed from the sidewalk. The existing small-scale multifamily buildings have entries that face either the front or the interior side property lines. These buildings have larger windows oriented towards the front or street-facing side. The small-scale multifamily buildings generally are single-story, and do not have balconies. The medium-scale residential buildings have a mix of building orientations, with units that either face the street, or face the interior courtyard or corridor. For units that face the street, they have their own private and direct entry facing the street. For units that face a	The primary entry of the project faces the north elevation, oriented directly toward the street to establish a clear connection with the public right-of-way. The primary entry is accessible along a dedicated pedestrian path from the sidewalk, along the east side of the property. The primary entry leads to the respective entrance for each unit. The building orientation, entryway, and window locations are consistent with the design patterns found throughout the neighborhood, where similar two-story buildings incorporate comparable design features to the street and neighboring homes. The building is strategically sited to maintain this connection, with the main

Project Features	Description of Neighborhood Character	Compatibility Analysis
	courtyard or corridor, there is a private entry leading to the courtyard or corridor. The larger windows on the units are located along the unit's entry façade, and if they have balconies, they are usually projecting from the building and are also located along the entry façade.	entrance accessible along a dedicated pedestrian path extending from the sidewalk, reinforcing walkability and a sense of neighborhood engagement. This orientation enhances the building's presence along the street frontage, aligning with the community's pattern of pedestrian-friendly design. Further, the primary entry, windows, and façade treatments have been thoughtfully positioned and scaled to provide natural surveillance, daylighting, and cross-ventilation to the (2) new units. Lastly, the project site is mindful of the window placement along the sides of the building – the east and west elevations – to be considerate of the adjacent properties and preserving the privacy of neighboring homes.
Pedestrian Access Points, Entry Locations, and Circulation	The neighborhood generally consists of properties that have pedestrian pathways between the street sidewalk and a building's or unit's entry. These pathways are either at-grade pedestrian pathways, or with stairs and landings leading from the street grade to the first floor grade. Although few, there are some properties that use the driveway to connect between the sidewalk and the pedestrian pathway. Many of the properties in the neighborhood do not have fences at the property lines, creating a seamless transition	The project provides clear and direct pedestrian access from the public sidewalk to the front entry of the proposed units, reinforcing a strong connection between the residence and the street. The dedicated walkway is designed to guide residents and visitors through the site in an intuitive and accessible manner. The pedestrian pathway is strategically located on the east side of the property, and on the opposite side of the driveway located on the west side, in order to create a clear distinction between pedestrian and vehicle pathways.

Project Features	Description of Neighborhood Character	Compatibility Analysis
	and circulation between private property and public right-of-way.	In addition to the main entries, the path also connects to on-site amenities including a permanent seating area, BBQ area, rear parking area, and the trash area, supporting ease of movement throughout the property. This layout is consistent with other buildings in the neighborhood, which commonly feature similar pedestrian pathways leading from the sidewalk to the units. These shared design elements support a walkable environment and maintain the cohesive, community-oriented character of the area.
Location and Orientation of Common and Private Open Space Areas	The neighborhood generally consists of properties that have a landscaped front yard area. Because the properties in the neighborhood generally have a large Lot Coverage, and because the buildings are oriented towards the rear two-thirds of the properties, the front yard area is often the only open space available at the properties. There are some properties where the residential units are detached from the garages at the rear, thereby creating another open space area. For the medium-scale residential buildings, open space is provided in the form of balconies, courtyard area, and a pool.	The project includes both common and private open space areas that are thoughtfully located and oriented to maximize usability, comfort, and privacy. The common open space, which features a permanent seating area and a BBQ area, is easily accessible via the main pedestrian path, encouraging casual interaction among residents. Additionally, private open space is provided adjacent to each unit. The first floor unit has an enclosed porch, and the second floor unit has a projecting balcony. Both private open spaces are located at the rear of the building, offering a quiet, functional outdoor area for residents to enjoy personal activities without compromising the privacy of neighboring properties, and

Project Features	Description of Neighborhood Character	Compatibility Analysis
		which is compatible with existing buildings located along Heffron Drive and N Maple Street. This configuration is consistent with the layout of other properties in the neighborhood, where units typically incorporate a balance of shared and private outdoor areas, enhancing livability while respecting surrounding residential patterns.

ATTACHMENT D

Compliance with Burbank Municipal Code Title 10 (Zoning)

(Title 10, Ch. 1, Article 6)

DEVELOPMENT STANDARD	REQUIREMENT	PROPOSED	COMPLIES?
Min. Lot Area 10-1-628(A)	6,000 sq. ft.	No Change	Yes
Min. Lot Width 10-1-628(A)	50 ft.	No Change	Yes
Min. Lot Depth 10-1-628(A)	100 ft.	No Change	Yes
Max. Density 10-1-628(A)	**Lots < 12,000 sq. ft.: 1 D.U. per 2,400 sq. ft.**	2 Units	Yes
Max. Structure Height 10-1-628(A) & (D)	**Top Plate: 35 ft. if > 500 ft. of R-1 lot.** **Top of roof: 50 ft. if > 500 ft. of R-1 lot.** Parapets: no more than 30 inches high (unless proposing rooftop open space areas). Per 10-1-628(D)(3), a flat roof surface must be no higher than the top of plate of 35'-0"	Top of Plate: 17'-6" Top of Roof: 19'-0" Parapet Height: 30 inches	Yes
Max. Number of Stories 10-1-628(A)	**3 stories if > 500 ft. of R-1 lot.**	2 Stories	Yes
Max. Lot Coverage 10-1-628(A) & (C)	**70% if lot located > 500 ft. of R-1 lot.**	16.7%	Yes
Front Yard 10-1-628(A) & (G)	Min.: 25 ft. Avg.: 27 ft.	**First and Second Floor** Min.: 27'-8" Avg.: 28'-3"	Yes
Interior Side Yard 10-1-628(A) & (G)	Min.: 5 ft. Avg.: 7 ft. Per 10-1-628(G)(6): For purposes of calculating the average setback	**West Side: First and Second Floor** Min.: 15'-1" Avg.: 16'-5"	Yes

DEVELOPMENT STANDARD	REQUIREMENT	PROPOSED	COMPLIES?
	and breaks, openings on a building elevation are considered to have a setback equivalent to the greatest setback along the same elevation.	**East Side: First and Second Floor** Min.: 6'-0" Avg.: 9'-2"	
Street-Side Yard 10-1-628(A) & (G)	Min.: 10 ft. Avg.: 12 ft.	Not Applicable	NA
Rear Yard 10-1-628(A)	Min.: 5 ft. Avg.: 7 ft.	**First and Second Floor** Min.: 57'-2" Avg.: 60'-10"	Yes
Average Setbacks & Plane Breaks 10-1-628(G)	• No less than 3 ft. avg. offset distance. • No single break less than 1 ft. • On each elevation, min. 25% and max. 75% of the length must be behind the avg. setback plane for that elevation. • Balconies, entries, and porches or portions thereof that are recessed into the building may be utilized to satisfy the average setback and break requirements.	**North: First and Second Floor** 11.75 ft. (Plane Break) 32% (Plane Average) **East: First and Second Floor** 7.13 ft. (Plane Break) 64% (Plane Average) **West: First and Second Floor** 3 ft. (Plane Break) 47% (Plane Average) **South: First and Second Floor** 11.96 ft. (Plane Break) 51% (Plane Average)	Yes
Encroachments into yard areas 10-1-628(E)	Varies – see Table 10-1-628(E) **Non-covered trash enclosures** Rear and Interior Side: Up to within 40 inches of property line	The project meets the required minimum 40-inch setback from the rear and interior side property lines	Yes
Common Open	• Min. 150 sq. ft. per D.U.	333 sq. ft. of	Yes

DEVELOPMENT STANDARD	REQUIREMENT	PROPOSED	COMPLIES?
Space 10-1-628(A), (K), (N)	• Min. 15% that must be landscaped. • All portions usable for recreation. • Centrally located within the project. • 80% open to sky, with no overhangs. • Slope less than 5% • Not including front or street-side yards. • Not including rooftops to satisfy the minimum requirement (may only be utilized to provide additional area). • Tree requirements: see 10-1-628(N)(8).	common open space 100% landscaped	
Private Open Space 10-1-628 (A) & (K)(11)	• Min. 50 sf per D.U. or 200 sf if not providing common open space. • No dimension less than 5 ft to meet private open space. • Enclosed by opaque enclosure 42” tall. • Placed at single location for each D.U. • Must abut the unit that it serves, and provide direct access without having to enter a common area. 10-1-628(K)(6): Rooftop terraces may not be utilized to satisfy required common or private open space requirements; Rooftop open space areas must have opaque parapets at least 6 feet tall and be set back at least 5 feet from exterior face of the building on each elevation, as measured from the portion of the elevation set back furthest from the property line. 10-1-628(K)(11)(a): Each individual private open space must be enclosed by an opaque enclosure at least 42 inches tall.	54.61 sq. ft. (5’-1” x 10’-9”) of private open space per unit	Yes

DEVELOPMENT STANDARD	REQUIREMENT	PROPOSED	COMPLIES?
	10-1-628(K)(11)(c):You cannot break up private open space in 2 areas.		
View onto Street or On-Site Open Space 10-1-628(K)(11, 12)	• One or more windows. • Combined min. width of 8'0" of windows or sliding doors on the same wall in a primary living area – (no bedrooms). • May face a front or street-side yard. • May face on-site common open space, but not parking areas or driveways. • May not face an alley.	**First Floor Unit** Two windows and one door proposed on the north (front) elevation that have a combined width of at least 8'-0". **Second Floor Unit** Three windows proposed on the north (front) elevation that have a combined width of at least 8'-0".	Yes
Amenities On-Site 10-1-628(L)	• **=/< 20 DU: 2 different items** Please provide at least 2 of the following: gazebo, spa, cooking/eating area with built-in barbeque, fountain, reflection pool, water garden, or permanently affixed outdoor seating.	Project proposes a permanent seating area and a barbeque area located towards the rear half of the lot.	Yes
Off-street parking 10-1-628(A) & (I)	• 1.25 spaces per efficiency unit (< 500). • 1.75 spaces per 1BR or Studio unit. • 2.0 spaces per unit w/ two or more BR. • Guest: 1 guest space per 4 D.U.	The project proposes a total of four uncovered parking spaces located at the rear half of the lot – two parking spaces for each 2-bedroom unit.	Yes
Parking area sizes & design 10-1-628(I), 10-1-1417	• Only parking spaces at rear half of lot may be in a garage, carport, covered or uncovered. All others must be within a garage. • Min. 8'6" wide & 18'0" deep. • Individual garage or carport: 9'6" by 19'0" • Unenclosed spaces must be	Two uncovered parking spaces towards the rear half of the lot for each two- bedroom unit. Each parking stall	Yes

DEVELOPMENT STANDARD	REQUIREMENT	PROPOSED	COMPLIES?
	located so as to be screened with opaque material so they're not visible from Public Street. • On P/L, a CMU wall a minimum of 6'0" high is required. • Unrestricted access to all guest spaces. • Min. backup turn radius of 24'0" • Curb cuts max. 18 ft. wide. • Trees: see 10-1-628(N)(10).	measures 9' x 20' and provide the required 24'- backup turning radius. No guest spaces required.	
Building Design & Architecture 10-1-628(P – U)	<u>Building Orientation and Design:</u> • All structures must be oriented to the street by providing entries, windows, architectural features, and/or balconies on the front and street-facing side yard elevations. • All elevations must provide façade treatment in a manner that provides variation in heights, volumes, entries, materials, colors, architectural features, and/or architectural style elements. • Any architectural element, material, and/or color used on one façade of the building must be used equally on all facades. Transitions or changes in materials or colors and breaks in architectural style elements may not occur at building corners. • Any architectural elements and features used to create articulation must be consistent in architectural style and materials. • Semi-subterranean and above-grade parking garages must be designed to serve as the architectural base for the building through the alignment of architectural elements and axes, continued façade treatment, and use of complementary colors and materials.	The proposed two-story duplex has windows and entries facing the front (street view) and side yard elevations. The new two-story duplex will include a covered entry for each unit, and will incorporate architectural features consistent with the proposed Modern Architectural Style. The project's exterior facades will have a smooth stucco finish, wood siding. These materials and the window frames will be consistent in color and style across all four facades. The Project proposes a roof with a self-adhering cap sheets material, and will	Yes

DEVELOPMENT STANDARD	REQUIREMENT	PROPOSED	COMPLIES?
	Materials and Colors: • A Minimum of 2 colors must be used on the primary structure. • All building facades must utilize the same palette of materials in the same or similar proportions. If the front façade utilizes more than one material, the same combination of materials must be utilized on all facades. • When more than one palette of materials I used for multiple structures within a project, the primary materials must be the same for all structures; only secondary materials may be changed among the structures. • Frames, sills, or similar architectural elements must be used around all windows on all elevations when appropriate to the architectural style. All frames, sills, and similar elements must be consistent or complementary to the architectural style. Roof Design and Massing: • Changes in roof heights and shapes must be used to avoid long flat walls and break up the mass of the structure. • Roof mansards and parapets, when used, must continue around all building elevations, whether or not they are visible from the street. • Roof materials must complement the building materials and colors and the architectural style. • All roof mounted equipment must be screened from view using architectural screening systems that are integrated into the building design. Entries and Porches: • All unit and project entries must	have solar equipment that will be screened from view with a parapet. The entries for both units do not open directly to the parking area, driveway, or vehicle circulation area. Instead, they are accessible from a designated pedestrian pathway. The proposed duplex is a two-story structure a balcony on the second floor, and also has an exterior stairway that leads to the unit on the second floor.	

DEVELOPMENT STANDARD	REQUIREMENT	PROPOSED	COMPLIES?
	serve as primary design element through changes in building footprint, elevation, volume, and/or landscaping. • No unit or project entry may open directly into the parking area, driveway, or other vehicle circulation area. • The maximum permitted height for any porch enclosure is 42 inches. <u>Balconies and Stairways:</u> • Balconies must have architectural elements that are consistent with the architectural style of the structure. Balconies must be enclosed in a manner consistent with the architectural style. • Balconies must be a minimum of 3 feet deep. When used to satisfy the private open space requirement, balconies must be a minimum of 5 feet deep. • Exterior stairways must be treated as a design element that is integral to the main structure and consistent with the architectural style.		
Fences, Walls, Hedges 10-1-628(A) & (H)	• 4 ft. max. within front or street-side yard (6 ft. for hedges only). • Outside of front & street-side yards, 8 ft. max. (or 12 ft. for hedges only). • Corner cut-off provisions apply; see Section 10-1-1303. • Retaining walls: 4 ft. max. per wall; fences, walls, hedges max. 4 ft. high plus an additional 2 ft. setback.	The project does not propose a fence within the front yard area. The project proposes a new 6-ft. concrete masonry wall along the interior side and rear property lines.	Yes
Landscaping 10-1-628(N)	• Plans prepared by registered landscape architect. • Min. 15% of lot area. • Dimensions not less than 3 ft. wide.	The project meets the required min. 25% landscape area of the lot.	Yes

DEVELOPMENT STANDARD	REQUIREMENT	PROPOSED	COMPLIES?
	• Max. 35% of the total L/S area may be turf or lawn. • Min. 50% of the total L/S area must be planted with shrubs (1 per 10 sq. ft.). • Trees: 1 per 40 linear ft. of yard space. • Min. one tree at 48" box size within the front and street-side yards. • Front yard trees must be complementary to street trees. • Must reach maturity within 5 years.	Project does not propose turf. The project will include (7) - 24" tree boxes.	
Pedestrian Circulation 10-1-628(M)	• All entries, parking areas, common open space areas, and trash collection areas must be connected by pedestrian paths. • Public sidewalks & transit stops must be accessible by pedestrian paths. • Min. width 48 inches for all paths. • Decorative paved surface, pavers, etc. • If adjacent to parking area or driveway, use a different color, material, or texture (e.g., concrete).	All entries, parking area, and trash collected are connected by a pedestrian path. The paved pathway meets the required 48" minimum width dimension.	Yes
Trash Collection Areas 10-1-628(V)	• On-site trash & recycling areas are required. • Minimum on-site trash area 7'0" by 8'0"; when located outside of a structure, the collection area must be enclosed on 3 sides by a masonry wall no less than 6 feet tall. • The materials, colors, and finish of trash enclosures located outside of a structure must be consistent with or complementary to the architectural style of the building.	The project proposes a non-covered trash area. The trash and recycling area is proposed to be located within the rear half of the lot.	Yes
Lighting 10-1-628(W)	• Must be provided in all common areas. • Light poles no taller than 8'0"	Light fixtures will be included in areas where the	Yes

DEVELOPMENT STANDARD	REQUIREMENT	PROPOSED	COMPLIES?
	high. • Must be position and directed so as not to shine or cause glare into adjacent properties or public right-so-way. • Design to be consistent with the architectural style of the buildings.	pedestrian pathway is proposed. The project does not propose light poles. The light fixtures will not be positioned to shine or cause glare into adjacent properties or public right-of-way.	
Condominium projects only 10-1-629	2.0 parking spaces per D.U., within a garage or carport. 60 cubic feet of individual secure storage per D.U., to be located outside of the D.U.	Not Applicable	NA
Neighborhood Compatibility 10-1-631	The below findings must be made: • The project would not conflict with, or would not have an adverse impact on the existing or intended neighborhood character; and • The project would not have an adverse impact on nearby single-family residential structures located in any single-family residential zone. To make these findings, the following shall be considered: • Building height, size, and massing. • Proportions of elements within a building and buildings within a project. • Roof style and pitch. • Parking and circulation areas and vehicle access points. • Building orientation including design and location of entries, windows, balconies (and their relationship to the street and	Refer to Attachment C	Yes. Refer to Attachment C

DEVELOPMENT STANDARD	REQUIREMENT	PROPOSED	COMPLIES?
	neighboring properties). • Pedestrian access points, entry locations, and circulation. Location and orientation of common and private open space areas.		

ATTACHMENT E

Analysis of Requisite Findings for Granting a Development Review Approval (Multi-family)

The Community Development Director must find that 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 Conditions of Approval in **Attachment F**.

10-1-1912.A *A Development Review application shall be approved if the Director, or if appealed, the Planning Commission or City Council, finds that the application/project is consistent with all provisions of this Code. Any application not meeting code may be approved with conditions that assure code compliance.*

The proposed two-story duplex was evaluated for compliance with the Burbank Municipal Code.

As noted in the Burbank Municipal Code Compliance Table in **Attachment D**, the Project complies with all applicable provisions of the Burbank Municipal Code (BMC). Therefore, this finding can be made.

10-1-1912.B *Development Review applications for all projects in Multiple Family Residential Zones are also subject to the Neighborhood Character and Compatibility requirements in BMC Section 10-1-631.*

As required by BMC Section 10-1-631(B), the specific project features noted in **Attachment C** were considered in support of the following findings in 10-1-631 A.1 and 2.

> ***BMC Section 10-1-631.A.1*** *The project would not conflict with, or would have an adverse impact on, the existing or intended neighborhood character.*
>
> As conditioned, the Project will not conflict with, or have an adverse impact on, the existing or intended neighborhood character. The Project Site is zoned MDR-3, Media District R-3, with a General Plan Land Use designation of High Density Residential. These designations are intended to accommodate a mix of small-scale garden type apartments to urban mid-rise apartment buildings that are appropriate to multifamily residential neighborhoods. The existing development pattern within the immediate neighborhood includes a mix of properties with single family and multifamily residential structures to the north, south, east, and west of the subject parcel, which is consistent with the MDR-3 and MDR-4 zoning and the High Density Residential land use designation of the neighborhood.
>
> The Project will replace an existing single-family dwelling with a two-story duplex and will contribute to the City's stock of rental housing opportunities and mix of housing types, and as described in **Attachment C**, the proposed structure is consistent with the surrounding neighborhood character along the north and south side of Heffron Drive. Therefore, this finding can be made.

BMC Section 10-1-631.A.2 *The project would not have an adverse impact on nearby single family residential structures located in any single family residential zone.*

The nearest single-family structure in a single-family zoned property is located approximately 1,035 feet from the Project site and the proposed project will not adversely impact this property. The proposed two-story duplex will be replacing an existing one-story single-family residential dwelling and will not be visible to the nearest single-family residential property in a single-family residential zone. In addition, the height and size of the proposed duplex is below the maximum permitted by the Burbank Municipal Code multifamily development standards. Further, the proposed duplex includes façade modulations provided by the plane breaks, the proposed two-story duplex has front, side, and rear yard setbacks that exceed the minimum and average setbacks. Therefore, the Project will not have any adverse impact on nearby single-family residential structures located in a single-family residential zone.

10-1-1912.E *The Director Finds that minor revisions are needed to satisfy the requirements, subject to conditions of approval. Any conditions imposed are deemed to be appropriate or necessary to assure compliance with the requirements of the Burbank Municipal Code.*

The included Conditions of Approval included in **Attachment F** will ensure that the Project will meet the standards of the Burbank Municipal Code and all City Requirements. The standards include standard departmental Conditions as well as special conditions of approval that are based on Project features.

ATTACHMENT F

Conditions of Approval

Planning Division

1. Project No. 23-0000439 approves a Development Review to construct a new two-story multifamily residential building with two dwelling units and two uncovered parking spaces per unit at 3915 Heffron Drive, in the MDR-3 (Media District R-3) zone. Unless otherwise approved by the Community Development Director or his/her designee, the Site Plan, Floor Plan, and operational plan shall be in substantial conformance with the conceptual plans approved on November 9, 2026 (**Attachment A**). The Community Development Director or their designee may determine what minor modifications to the approved plans may be considered to be in substantial conformance.

2. Unless otherwise modified by this entitlement or preempted by state or federal law, the Project shall comply with the Multiple Family Residential Zone property development and design standards. Compliance with these standards will be verified at the time of building permit submittal.

3. This permit shall expire if the scope of work is not initiated within one year of the date of this approval (expires on November 9, 2027), or the final decision following an appeal, unless the Property Owner or Permittee has diligently developed the proposed project as shown by the issuance of a grading, foundation, or building permit and the construction of substantial improvements. Any period of time during which the project is subject to a legal challenge shall not count towards the expiration date.

4. Pursuant to Burbank Municipal Code (BMC) Section 10-1-19401, the Permittee, including their successors and assignees, shall defend, indemnify, and hold harmless the City of Burbank (the City) and its agents, officers, employees, agencies, boards, commissions, or City Council from any claim, action or proceeding brought against the City, its agents, officers, employees agencies, boards, commissions, or City Council to attack, set aside, void or annul the subject approval and environmental determination under the California Environmental Quality Act or National Environmental Policy Act by the City, its agents, officers, employees, agencies, commissions, or City Council. The indemnification shall include damages awarded against the City, if any, cost of suit, attorney's fees, administrative expenses, and other costs and expenses incurred in connection with such action, including, but not limited to, all such City costs and expenses incurred by enforcing this indemnification provision. This duty to defend, indemnify, and hold harmless the City and its agents, officials, employees, agencies, boards, commissions, or City Council shall apply even if the Permittee fails or refuses to enter into the indemnification agreement. In the event of a legal challenge, the provisions under BMC Section 10-1-19402 shall be followed.

5. 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.

6. The Permittee 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.

7. The Permittee shall incorporate a copy of these Conditions of Approval in all construction plans submitted to the Building and Safety Division for a building permit. The Permittee 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.

8. 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.

9. The plans submitted for building plan check shall include at minimum 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 the required common open space area(s) and cannot be within any easement area.

10. The plans submitted for building plan check shall include private open space area for each unit, and must be enclosed by an opaque enclosure at least 42 inches tall. The private open space must abut the unit that it serves and allow for direct access from the unit without having to enter a common area. The private open space must be provided at a single location for each individual unit and may not be divided among two (2) or more locations. Except that when 200 square feet of private open space is provided for projects with five (5) or fewer units, the private open space may be divided among two (2) or more locations so long as no one location is smaller than 50 square feet and all locations meet the minimum dimensions specified in Table 10-1-628(A).

11. The plans submitted for building plan check shall include floor plans confirming compliance with the requirement that each dwelling unit must have one (1) or more windows (which, for the purposes of this section, includes other transparent materials such as sliding glass doors) with a combined minimum width of eight (8) feet located on the same wall in a primary common living area (not a bedroom).

12. The plans submitted for building plan check shall include a Property Survey verifying property lines and location of existing and proposed structures in relation to property lines.

13. The plans submitted for building plan check shall include a Site Plan that includes any dedications requested by other City Departments, if applicable. If this results in a decrease in size of the lot, then the applicant shall revise the project as needed to maintain compliance with the Multifamily Development Standards in BMC Section 10-1-628, including but not limited to the Landscaping and the Parking Area standards.

14. Permittee shall provide a photometric plan during plan check showing compliance with the following requirements: 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 specifications 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, and a note shall be included on the plan set confirming such.

15. All required fees shall be paid as required by the Burbank Municipal Code prior to the issuance of any building permits for the project.

16. 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.

17. 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.

18. The Permittee shall comply with all Department/Division comments and Code requirements and shall be verified by the responsible Department and/or the Building Official or their designee, prior to the issuance of any Certificate of Occupancy.

19. 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.

20. The Permittee shall keep a copy of the Conditions onsite at all times available for public review. In addition, the Permittee shall display the current phone and email contact information of the Planning Division and Code Enforcement on a laminated weather-proof (or similar) sign, in a location of the Project Site that is clearly visible from the public right-of-way. The sign shall also state that the Conditions of Approval may be obtained from the City of Burbank Planning Division. The sign shall be installed prior to the issuance of a Certificate of Occupancy and remain in good repair for the life of the Project.

21. Prior to transfer of ownership and/or operation of the Project Site, the Permittee or Property Owner shall provide a written copy of Approval Letter and all attachments for the project to the new property owner and operator.

Building and Safety Division

22. All projects shall comply with Title 9, Chapter 1, of the Burbank Municipal Code, and the **2025 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.

23. 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 eplancheck@burbankca.gov.

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

25. All Departments that have provided Conditions of Approval are to review drawings and provide final approval via online electronic review, prior to issuance of Building Permit.

26. Development Impact Fees are assessed by the City for construction of new commercial and/or residential square footage as listed in the Burbank Fee Schedule and Title 10, Article 22, of the Burbank Municipal Code. **(BMC 10-1-2201)**

27. Low Impact Development: A LID Plan is required for City review that provides a comprehensive, technical discussion of how the project will provide on-site retention in compliance with the requirements of the LID Ordinance and LID Standards Manual. **(BMC 9-3-407)**

    Best Management Practices and control measures shall be prioritized in the following order:

    i. On-site infiltration, bioretention, and/or rainfall harvest.
    ii. On-site biofiltration, off-site ground water replenishment, and/or off-site retrofit.

28. New or Addition/Alteration construction projects within the City of Burbank are subject to MWELO review. **(BMC 9-3-500)**
    a. Full structure demolition and new construction are required to provide a full MWELO plan check set for review.
    b. 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.

29. The parking layout will have to comply with City standards, including minimum turning radii for accessing parking stalls. **(BMC 10-1-920-I)**

30. Separate Permits will be required for the following: **(BMC 9-1-1-105)**
    a. Demolition
    b. Grading & Shoring
    c. Architectural & Structural

31. 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. **(BMC 9-1-2 & CBC 107.3.4.1)**

32. Screening will be required for equipment located in front and side yards. The screening will include electrical panels, A/C compressor units, gas meters, and transformers. All screening will be subject to approval by Planning and Building divisions, and BWP. **(BMC 10-1-603 & 10-1-1113.1)**

33. Grading and drainage plans will be required, and a separate Grading & Shoring Permit will

be required. Geotechnical report to be submitted along with Grading & Shoring Permit Application. **(BMC 9-3-403)**

34. 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. **(BMC 9-1-11-1012)**

35. 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. **(BMC 9-1-1-107)**

36. 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: **(BMC 9-1-2R-R301.1.3.2)**
    - 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.

37. Approved hours of construction are: **(BMC 9-1-1-105.10)**

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.

Transportation Division

38. Pursuant to **CSODS Section 2.2**, all projects within a medium/high density residential land use area shall provide a 12-foot sidewalk with either an 8-foot pedestrian zone, a 3.5-foot furnishing zone improved with landscaping, and a 0.5-foot curb zone or a 7.5-foot pedestrian zone, a 4-foot furnishing zone improved with sidewalk and tree grates, and a 0.5-foot curb zone. Future project plans shall indicate public right-of-way dimensions and sidewalk width.

39. Pursuant to **CSODS Section 2.3**, the Project shall resurface all trenches caused by the Project, restoring the Affected Street and/or Sidewalk in accordance with the applicable Burbank Public Works Department standard plans and in accordance with the Pavement Condition Index (PCI) reported by the City of Burbank at the time of application for a Building Permit for the Project.

Public Works Engineering Division

40. Show dimensions and location of all proposed property dedications.

41. 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.

42. 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].

43. No structure is permitted in any public right-of-way or any public utility easements/pole line easements [BMC 7-3-701.1, BMC 9-1-2-3203].

44. All unused driveways shall be removed and reconstructed with curb, gutter and sidewalk [BMC 7-3-504].

45. 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

<u>The following must be completed prior to the issuance of a Building Permit:</u>

1. Dedicate* to the City for street right-of-way: a portion of the property adjacent to alley frontage lying within 10 feet of alley centerline [BMC 7-3-106].

***Contact Real Estate Division of the Community Development Department at (818) 238-5180 for information to accomplish this dedication.**

46. Off-site improvement plans (in the public right-of-way) must be approved by the Public Works Director. Plans must be submitted in City of Burbank Standard format and as-built plans must be submitted on mylar paper.

47. 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].

48. An address form must be processed [BMC 7-3-907].

49. Plans should include easements, elevations, right-of-way/property lines, dedication, location of existing/proposed utilities and any encroachments.

50. All soldier piles/beams that are required for any subterranean structure shoring, must be placed on private property and are not to encroach into the public right-of-way.

The following must be completed prior to issuance of Certificate of Occupancy:

51. Reconstruct dedicated portion of alley with asphaltic concrete pavement per City of Burbank Standard Plans BA-200 [BMC 7-3-105, BMC 7-3-106].

52. Remove and reconstruct full alley width fronting the property per City of Burbank Standards. Plans must be submitted in City of Burbank Standard format.

53. Remove and reconstruct driveway apron fronting the property along Heffron Drive per City of Burbank Standards.

54. Street pavement restoration limits shall be determined during the review and approval of the offsite improvement plans and public right-of-way excavation permits, in accordance with City of Burbank standards and the pavement restoration moratorium.

55. Remove and reconstruct any portion of sidewalk that is uneven or up-heaving fronting the property along Heffron Drive per City of Burbank Standards. 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].

56. Protect in place or re-establish centerline ties at the intersection of Maple Street and Heffron Drive, at the intersection of Maple Street and the Alley between Oak Street and Heffron Drive, at the intersection of Kenwood Street and Heffron Drive, and at the intersection of Kenwood Street and the Alley between Oak Street and Heffron Drive per City of Burbank Standards.

57. Any portion of the public parkway (sidewalk, curb, gutter, driveways, landscape, etc.) that is broken, uneven or uplifted at the end of the project must be reconstructed to the satisfaction of the City Engineer. The repairs and/or reconstruction will be required whether the damage is pre-existing or is a result of the project. Contact the Public Works Inspection Office at (818) 238-3955 to have these areas inspected and identified after obtaining a Public Works Excavation Permit [BMC 7-3-501].

Additional Comments:

58. Building access doors, loading docks doors, and access gates may not swing open into the public right-of-way [BMC 7-3-701.1].

59. If any utility cuts or construction related impacts are made on Heffron Drive, applicant will have to resurface with rubber asphalt (ARHM) per moratorium requirements fronting the property. Heffron Drive was resurfaced with ARHM in 2019 and falls under moratorium requirements with a PCI = 95.

60. Additional impacts to street triggered by this project could extend the paving restoration limits.

61. For additional information or questions, please contact Ellen Chen, Civil Engineering Associate, at (818) 238-3957.

Public Works Water Reclamation and Sewer

Required Information Missing On Plans:

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

Public Works Wastewater Requirements

63. Under the current rate structure, pulling the Building Permit for the proposed development is subject to a Sewer Facilities Charge estimated at $1,305. The charge is due prior to issuance of a Building Permit [BMC 8-1-802 and BMC 8-1-806].

SFC = Proposed Developments - Demolition Credits
= Multi-Family Residential Units [$1,674/unit * 2 Units] - Single Family Residential [$2,043/unit * 1 Unit]
= $3,348 - $2,043
= $1,305

(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. Pollutants, including construction debris, soil, and other discharges, are prohibited from entering the City's sewer collection system [BMC 8-1-501.1]. Discharges that exceed the local limits per BMC 8-1-501.4 are prohibited. In addition, the applicant shall not obstruct or damage any part of the City sewer system, and shall reimburse the City for sanitary sewer overflows and the reasonable costs of necessary maintenance and/or repair of the sewer system [BMC 8-1-311]. As such, it is required that all existing private sewer laterals are capped prior to any demolition activities.

Public Works Stormwater Requirements

68. 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 [BMC 9-3-407].

69. For additional information or questions, please contact Larry Rivera at (818) 238-3930.

Public Works Traffic Engineering

Conditions:

70. 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)].

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

Burbank Water and Power, Water Division

All Plan Submittals Shall Contain:

72. BWP Rules and Regulations Section 4.30 (a): Size & location of water services (domestic, fire, type & location of the backflow assembly)

73. § 4.30 (a) & (b): Calculations for sizing of domestic water meter and service

74. § 4.30 (a): Landscape Irrigation Plans

75. § 4.30 (a): Plumbing Plans

General Requirements

76. § 4.31, 4.32, 4.33, & 4.34: New potable/fire water service will connect from a 6” main located in Heffron Drive at a static pressure of approximately 140+ psi.

77. § 4.31 (d) and 4.31 (e): The applicant shall be responsible for all additional costs of connection, installation, and abandonment

78. § 4.36: Temporary potable water may be supplied from the ¾” existing service located on Heffron Drive. The existing meter(s) and box(es) must always be protected in place.

79. § 4.36: Water may be supplied temporarily from a hydrant. Contact Water Engineering concerning fees, required permit, and fittings.

80. § 4.30 (k): Since the static pressure at this site exceeds 80 pounds per square inch (PSI), the Building Division requirements for a pressure regulator are to be followed in accordance with the California Plumbing Code (CPC).

81. § 4.30 (b): Domestic meter size shall be adequate to provide the required flow, as determined by a licensed plumber, architect or engineer, calculated from the number of fixture units for the proposed development, pursuant to the CPC, CCR, Title 24, Part 5. Prior to final approval and preparation of an estimate by the BWP Water Division, the applicant shall obtain approval from the Fire Department for appropriate fire service size and appurtenance selection. A deposit will then be collected to cover construction costs for all required services.

82. § 4.14 & 4.15: If the Fire Department requires any new fire hydrants and/or fire services for this development, the Applicant shall request an estimate for same from BWP Water Division. The full deposit for any required work (including upgrading the fire service/backflow device) must be paid before the Water Division approves the project plans.

83. A copy of this Development Review shall be shown on the applicant's plan submittal.

Fees

84. § 4.34 (a), (b), (c), (d), & (e): A Water Main Replacement Fee (WMRF) is required.

    1. 8" WMRF: 51' of frontage on Heffron Drive x $85/linear-foot = $4,335

Burbank Water and Power, Electric Division

BWP – Electric Conditions on this Project (General Requirements)

85. The Project shall comply with the latest Burbank Water and Power Rules & Regulations for Utility Service. The Rules are authorized by Burbank Municipal Code; Title 8, Chapter 2, Section 8.2 and are approved by the Council of the City of Burbank on an annual basis. The Rules and Regulations can be viewed at Rules and Regulations.

86. The Project shall comply with the latest Burbank Water and Power Electric Specifications as authorized by the Burbank Water and Power Rules & Regulations for Utility Service.

    The latest Electric Specifications can be viewed at:
    https://burbankwaterandpower.com/electric/specifications.

Issues Identified During Preliminary Review Requiring Correction

87. Official Address Assignments shall be obtained from Public Works for the new units.

88. The proposed construction conflicts with the existing electrical service. Therefore, the applicant shall obtain a Confirmation of Electric Service for the new permanent electrical service. Based on the preliminary site plan, the proposed building may be served by either an overhead or underground electrical service. An overhead service may be provided at the rear wall of the proposed building adjacent to the existing serving pole. Alternatively, underground electric service may be available at the sides or rear of the proposed building, subject to final engineering review and field verification.

89. An electric load schedule and secondary electric service schematic for the entire property shall be provided to determine the extent of the electrical service requirements. BWP will provide full comments after the electrical sheets are submitted. A meeting shall be scheduled between the developer, project WOC SK architect, electrical engineer, and BWP Electrical Engineering at (818) 238-3647 to discuss the proposed service configuration and finalize the facility locations.

90. Temporary electrical service will likely be required during construction. The applicant shall

coordinate with BWP Electrical Engineering to determine the appropriate temporary service configuration and obtain a Confirmation of Electric Service for temporary power.

91. If solar PV is required or proposed for the project, the applicant shall coordinate with BWP Electrical Engineering to determine the appropriate solar configuration and obtain a Confirmation of Electric Service for solar PV.

92. The neighboring property at 304 N Maple St currently has an overhead service drop that crosses the subject parcel; therefore, this cross-parcel overhead service conflict shall be resolved by the applicant prior to construction. One acceptable approach is to underground the neighboring property's existing service from the alley pole to the existing service equipment. If the applicant elects to install a new underground service for the subject property, the newly constructed underground substructures may also be utilized to serve the neighboring property, if feasible. The final service configuration shall be
93. determined by BWP Electrical Engineering.

94. An electrical service upgrade may incur both on-site and off-site charges, which depend on the customer's final requested service characteristics. On-site Charges, assessed through an AIC charge, are equal to 100% of all costs incurred by BWP to provide electrical facilities solely for the customer's use, including but not limited to contract labor, meters, poles, transformers, switches, and related equipment and materials (BWP Rules & Regulations Section 3.26(f)). Off-site Charges, assessed through a Capacity Charge, are based on the kVA demand of new, upgraded, or replaced metered electric panels and applied according to the latest City of Burbank Fee Resolution (BWP Rules & Regulations Section 3.26(g)). The total amount of applicable charges will be provided at the time of the meter spot. Customers may contact BWP Electrical Engineering beforehand if an estimated range of the charges is desired.

<u>General Comments Applicable to this Project</u>

95. The following information shall be required to be included on the construction plans:
    a. Location of the existing electric service panel, utility poles, anchors, and overhead conductors serving the property.
    b. Dimensions/location of existing/proposed public improvements adjacent to project.
    c. The width and the location of all the existing and proposed easements.
    d. 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.

96. Final Plan-Check approval for this Project shall not be given by BWP until an electric service confirmation is obtained. Contact BWP Engineering at (818) 238-3575. The construction plans shall show the pertinent information related to the method of service as specified on the confirmation. (BWP Rules and Regulations 2.60(b) per BMC Section 8-2-203)

Load Requirements (BWP Rules and Regulations 2.01(d), 2.01(j), 3.26 per BMC 8-2-203)

97. A load schedule and secondary service schematic shall be required to determine the extent of the electrical load requirements prior to Plan-Check review submittal. An

electronic copy of the site plan, showing all the existing and proposed substructures, complying with BWP AutoCAD standards shall be provided to BWP Electrical Engineering to aid the electrical design. BWP will conduct a review and will provide full comments after the electrical sheets are provided. A meeting shall be scheduled between the Property Owner, Project Applicant, 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. (BWP Rules and Regulations 2.01(d) per BMC Section 8-2-203)

98. Loads below 5MVA shall be fed from the existing system and shall require upgrades to accommodate the Project, at the Property Owner/Project Applicant's expense. (BWP Rules and Regulations 2.01(j) per BMC Section 8-2-203) Substructure (BWP Rules and Regulations 2.50-2.53, 2.55, 2.80, 2.81 per BMC 8-2- 203, General Plan Land Use Element Policy 4.11, 4.12)

99. Overhead BWP electrical facilities traversing or adjacent to the Project shall be converted to underground at the Property Owner/Project Applicant's expense. The Property Owner/Project Applicant will be responsible for costs involved in converting existing overhead electric services to underground for any customers impacted by this underground conversion. (BWP Rules and Regulations 2.80 per BMC Section 8-2-203)

100. The project shall require the installation of pad-mounted switches and transformers. The pad-mounted switches will be looped on the line side.

101. The project shall require the installation of transformer and switch pads, which have a vault underneath them. No structures are allowed to be constructed underneath these vaults.

102. The installation of pad-mounted transformers and switches for the Project shall 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 shall be maintained. Any design that would restrict vertical access clearance to a level below 40' shall be subject to BWP approval. (BWP Rules and Regulations 2.52(a) per BMC Section 8-2- 203)

103. The project shall provide a minimum 12' x 16' 6" clear accessible area at grade level on undisturbed soil with easy crane access 20-foot wide for each three-phase pad-mount transformer facility. (BWP Rules and Regulations 2.52(a) per BMC Section 8-2-203)

104. The project shall 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. (BWP Rules and Regulations 2.52(b) per BMC Section 8-2-203)

105. The project shall require the installation of 4' x 6' primary pull-boxes. (BWP Rules and Regulations 2.81(c) per BMC Section 8-2-203)

106. Additional conduits may be required to provide for future needs. (BWP Rules and Regulations 2.81(c) per BMC Section 8-2-203)

107. The Property Owner/Project Applicant shall be responsible for the cost of offsite improvements to extend or upgrade distribution lines to the Project. (BWP Rules and

Regulations 2.80 per BMC Section 8-2-203)

108. The Property Owner/Project Applicant provide a recorded easement for the new underground system from the property line to the transformer. The exact amount of space for the recorded easement will be determined after the design is complete. The Property Owner/Project Applicant provide 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). (BWP Rules and Regulations 2.52 per BMC Section 8-2- 203)

109. The Property Owner/Project Applicant's shall provide as-built drawings showing the exact location of underground substructure installed to serve the property. (BWP Rules and Regulations Section 2.50, 2.80(c)(3), and 2.52 per BMC Section 8-2- 203)

110. All substructure work including transformer pads, switch pads, pull boxes, grounding systems, primary conduits and secondary conduits shall be the responsibility of the Property Owner/Project Applicant and shall be done in accordance with Burbank Water and Power drawings and specifications. (BWP Rules and Regulations Section 2.41, 2.50, 2.52, and 2.81 per BMC Section 8-2-203)

111. 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. (BWP Rules and Regulations Section 2.01(e) per BMC Section 8-2-203)

112. BWP will provide the following services and support at the Property Owner/Project Applicant's cost (BWP Rules and Regulations Section 2.50 per BMC Section 8-2-203):
    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

113. The Property Owner/Project Applicant's contractor shall install secondary conduits, pull cable from the transformer to the switchboard, and terminate the secondary cables on the switchgear. (BWP Rules and Regulations Section 2.53 per BMC Section 8-2-203)

114. Depending on the location of the switchgear (whether it is outside or inside the building), secondary conduits and cables shall 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). (BWP Rules and Regulations Section 1.1(d), 2.11(e), 2.50 (9). 2.52(h) per BMC Section 8-2-203)

115. The Building Inspector shall 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 shall inspect the amount and size of secondary conduits and cables. (BWP Rules and Regulations Section 1.1(d), 2.11(e), 2.50 (9), 2.52(h) per BMC Section 8-2-203)

Safety/Clearances

116. 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 actual height and location of the conductor attachment shall be surveyed and shown on the plans. (BWP Rules and Regulations Section 2.34(d) per BMC Section 8-2-203)

117. 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 actual height and location of the conductor attachment shall be surveyed and shown on the plans. (BWP Rules and Regulations Section 2.34(d) per BMC Section 8-2-203)

118. 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 shall be allowed to encroach within the required clearance envelopes as stated in the previous two comments. (BWP Rules and Regulations Section 2.34(d) per BMC Section 8-2-203)

119. Burbank Water and Power Rules and Regulations require that no open patios or balconies shall be erected underneath any high voltage overhead conductor regardless of vertical clearance. (BWP Rules and Regulations 2.34(b) per BMC 8-2-203)

120. 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 envelopes described above, clear from any portion of the building per BWP drawing S-708 (attached). (BWP Rules and Regulations 2.34(d) per BMC 8-2-203)

121. The Property Owner/Project Applicant's contractor shall be responsible for protecting any existing Burbank Water and Power facilities in place. Power poles shall be protected in place to prevent any movement of the pole butt during excavation. Anchors shall 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. (BWP Rules and Regulations 1.14, 2.01(e), 2.54 per BMC 8-2-203)

122. The Property Owner/Project Applicant's contractor is responsible for protecting any existing Burbank Water and Power underground facilities from damage during construction. No crane-imposed loads shall be allowed on any existing manhole or pull box structures. (California Government Code 4216, BWP Rules and Regulations 1.14, 2.01(e), 2.54 per BMC 8-2-203)

123. Any excavation that restricts vehicular access to existing BWP facilities shall be required to relocate such facilities prior to excavation at the Property Owner/Project Applicant's expense. (BWP Rules and Regulations 1.12, 1.14, 2.01(e), 2.52(f), 2.54 per BMC 8-2-203)

Aid-in-Construction

124. The Burbank Water and Power fees for providing electric service are Aid-in-Construction (AIC) charges set forth in Section 3.26 of the latest version 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.

125. A Capacity Charge based on the kVA demand of such new, upgraded, or replaced metered electric panels, which will be applied according to the latest version of the City of Burbank Adopted Citywide Fee Schedule, shall be charged to the Property Owner/Project Applicant. The kVA demand is calculated using the formulas per BWP Rules and Regulations 3.26(g).

126. If any portion of the existing BWP facilities is upgraded or relocated due to the subject project, it shall be done at the Property Owner/Project Applicant's expense.

Metering/Service (BWP Rules and Regulations 2.61-2.75 per BMC 8-2-203)

127. All electrical installations shall conform to the Burbank Water and Power Rules and Regulations for Electric Service (latest revision). (BWP Rules and Regulations 2.61-2.74 per BMC Section 8-2-203)

128. If the existing service panel requires upgrading, contact BWP Engineering at (818) 238-3647 (residential) or (818) 238-3565 (commercial).

129. For multi-metered services all numbering shall 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. (BWP Rules and Regulations 2.61-2.74 per BMC Section 8-2-203)

130. 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. (BWP Rules and Regulations 2.61-2.74 per BMC Section 8-2-203)

131. 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 with an access key to the room, which will be installed in a lock box adjacent to the door. The Property Owner/Project Applicant provide shall consult BWP for approved location and obtain a service confirmation prior to any installations. (BWP Rules and Regulations 2.61-2.74 per BMC Section 8-2-203)

132. All new metered services shall require a path for meter communications to BWP communication networks. Installation of meters that fail to continuously communicate with BWP communication networks shall be required to provide additional BWP approved

equipment to be installed at the Property Owner/Project Applicant's expense in order to create the appropriate communications path. (BWP Rules and Regulations 2.63 per BMC Section 8-2-203)

133. The main meter room shall be located at grade level. (BWP Rules and Regulations 2.63 per BMC Section 8-2-203)

Street Lighting (BWP Rules and Regulations 3.19(c)4 per BMC 8-2-203)

134. 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. If the source of feed or any other part of the streetlight system is located on-site, a recorded easement will be required. An exact amount of space for the recorded easement will be determined after the design is complete. The Developer/Property Owner's surveyor will provide a legal description of the easement, which will be reviewed by BWP and then processed by the Community Development Department (contact 818-238-5250 for recording). A plot plan of the site must be submitted to BWP during the initial planning stage of the project for street light design.

135. Any construction that impacts existing streetlight standards or infrastructure shall require relocation at the Property Owner/Project Applicant's cost. (BWP Rules and Regulations 3.19(c)4 per BMC Section 8-2-203)

Fiber/Communication

136. 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. To facilitate connection, a conduit shall be installed between the electric meter room and the telecom/data MPOE. For further information, email support@oneburbank.com or call 818-238-3113.

137. 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 (BWP Rules and Regulations 2.52(i) per BMC 8-2-203)

138. Any trees planted in the area adjacent to the street/alley shall be of a type that will not grow into the existing power lines and shall also have sufficient clearance from the electric facilities. (BWP Rules and Regulations 1.12 (f) and 2.52(i) per BMC 8-2-203)

139. All equipment locations and screening structures shall be indicated on the construction plans and must meet the BMC standards. The plans shall 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 shall 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. (BWP Rules and Regulations 2.52(i) per BMC 8-2-203)

140. BWP landscaping requirements for transformer pads and switch pads:
    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. Additionally, surface water shall drain away from the concrete pads.

141. Landscape plans shall adhere to the above requirements, showing proper working clearances for electrical facilities on L-sheets. (BWP Rules and Regulations 2.52(i) per BMC 8-2-203)

Energy Efficiency

142. 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 the 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.

143. Power factor correction to a minimum of 90% shall be requested to minimize kVA demand as well as energy use. The Property Owner/Project Applicant shall apply the California Nonresident Building Standard to consider and implement energy efficient electrical equipment and devices for minimizing peak demand and wasteful energy consumption. (BWP Rules and Regulations 2.21 per BMC 8-2-203)

Electric Vehicle Charging

144. 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.

145. 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 Andres Azarian at 818-238-3653 or AAzarian@burbankca.gov. Additionally, information can be found at https://www.burbankwaterandpower.com/conservation/electric-vehicles-rebate.

Additional Comments

146. For additional information or questions please contact Tade Aghakian, Electrical Service Planner, BWP at (818) 238-3647 or TAghakian@burbankca.gov.

Fire Department

147. 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.

148. Provide an automatic fire sprinkler system in accordance with the Burbank Municipal Code.

149. 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.

150. Provide a fire alarm system to notify all occupants of automatic fire sprinkler water flow.

151. Provide a Knox key box for fire department access.

152. Provide a Knox KS-2 key access switch for security gates.

153. Provide address numbers a minimum of 4 inches high for residential structures and six inches high for all other occupancies with ¾ inch stroke to identify the premises. Numbers shall be plainly visible from the street or road fronting the property and from the alley or rear accessway to the property.

154. 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.

155. 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.

156. Provide a fire alarm system.

157. 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.

158. Specifications for fire apparatus access roads shall be provided and maintained in accordance with the California Fire Code.

159. Plans for fire apparatus access road shall be submitted to the fire department for review and approval prior to construction.

160. Plans and specifications for fire hydrant systems shall be submitted to the fire department for review and approval prior to construction.

161. 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.

162. 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.

163. 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.

164. All exits, fire department access and fire protection shall me maintained in accordance with the California Fire Code during construction.

165. Any fire hydrants for this block shall be upgraded with a 4" X 2-2 ½" outlets. Contact the Water Division at 238-3500 for specifications on the type fire hydrants to be provided.

166. Provide smoke detection for dwelling units, congregate residences and hotel or lodging guestrooms that are used for sleeping purposes.

167. 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.

168. 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.

169. 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.

170. 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.

Police Department

171. All outside lighting shall comply with the requirements of Burbank Municipal Code 5-3-505 - Outside Lighting.

172. Pursuant to Burbank Municipal Code 9-1-1-2703 Public Safety UHF Radio Amplification System, all buildings and parking structures shall be capable of supporting emergency safety service radio communication systems. All enclosed and/or subterranean interior areas of this project will be tested upon completion of construction to determine the radio signal transparency. Any buildings or structures which cannot pass the appropriate radio signal strength test may require installation of a radiating cable antennae or internal multiple antennae low power repeater system with or without FCC-type accepted bi-directional UHF amplifiers as necessary to meet this requirement.

173. Buildings/structures shall display a street number in accordance with Burbank Municipal Code 9-2-505.1(A) – Residential Building Identification and/or Burbank Municipal Code 9-2-505.1(B) – Commercial Building Identification.

174. Pursuant to Burbank Municipal Code 9-2-505.1.1 - approved numbers or addresses shall be placed on all new and existing buildings in such a position as to be visible and legible from the street or road fronting the property and from the alley or rear accessway to the property. Numbers/addresses on residential structures shall be at least four (4) inches (101.6 mm) in height with three-fourths (3/4) inch (19.1 mm) stroke. All other occupancies shall have numbers/addresses a minimum of six (6) inches (152.4 mm) in height with three-fourths (3/4) inches (19.1) stroke. All numbers/addresses shall contrast with their background.

175. Pursuant to Burbank Municipal Code 9-2-506.1(a) - Key Boxes For Police:
    a. Residential Dwellings: When access to or within a multiple-family dwelling or complex or private residential community is unduly difficult because of secured openings or where immediate access is necessary for lifesaving or police purposes, a key box is to be installed in an accessible location. The key box shall contain keys to allow access to security gates or doors as required by the Chief of Police
    b. Other Buildings: When access to or within a multi-occupancy building is unduly difficult because of secured openings or where immediate access is necessary for lifesaving or other police purposes, a key box may be required by the Chief of Police.

    The installation shall occur during the construction phase. Depending on the size of the development, more than one “key box for police” may be required. Your project requires a “key box for police,” also known as KnoxBox, to be installed in the following location(s):

    Police KnoxBox to be mounted on the wall adjacent to the main front door. The box must be visible while standing at the front door, and easily accessible.

Parks and Recreation Department

176. Submit landscape and irrigation plans prepared by a licensed landscape architect. Must comply with Municipal Water Efficient Landscape Ordinance (MWELO) requirements if over 500 square feet of landscape.

177. Park Development Fee shall be paid prior to issuance of building permits: $161.40 /bedroom.
4 x$161.40=$645.60

178. Street trees required to be protected in place

179. Street trees to remain: YES

180. Revise plans to include the following street trees: Contact Forestry for list of approved street trees if any need to be planted. All street trees shall be a minimum of 24" box size.

181. Trees in grass shall be installed with Arbor Guards.

182. 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.

183. Provide irrigation bubbler to street trees.

184. Provide automatically controlled irrigation system to the parkway.

185. Do not remove existing street trees.

186. Must comply with Art in Public Places Ordinance if building costs are over $500,000

187. Additional Comments:
Tree Protection zone must be shown on DEMO and Construction plans and in place before and during all DEMO and construction.

188. The Developer shall comply with the City's Art in Public Places (APP) Ordinance, per **Burbank Municipal Code Section 10-1-1114**. The Developer may contact Megan Wilke (MWilke@burbankca.gov) directly with any questions or to discuss next steps regarding this requirement.