



COMMUNITY DEVELOPMENT

September 20, 2023

SENT VIA EMAIL AND US MAIL

ABS Properties Inc.
5500 Hollywood Blvd.
4th Floor, West Wing
Los Angeles, CA 90028

Via Email: samir@absllc.org

**Subject: Determination of Application Status - Incomplete
Project No. 23-0003242, SB 35 Streamlined Ministerial Design Review
3000 West Empire Avenue (APN: 2464-001-019)**

Dear Mr. Srivastava:

On June 23, 2023, the City of Burbank received your formal SB 35 application for a Streamlined Ministerial Design Review for a proposed new multi-family residential project located at 3000 West Empire Avenue ("Project"). The Project proposes a construction of a new seven-story, 337 rental unit, multi-family residential development with 54 at-grade vehicle parking spaces and 110 bicycle parking spaces.

In accordance with California Government Code Section 65913.4 and Burbank Municipal Code (BMC) Section 10-1-19302(B), the application has been reviewed for completeness with the City's published application submittal requirements, and for consistency with the applicable objective standards, objective subdivision standards, and objective design review standards for the Project. After reviewing the submitted application materials, staff has determined that your application is incomplete because additional information is required for staff to review the Project's compliance with the applicable City's objective standards.

The following items/information are necessary to complete our review:

Additional Information:

Project Plans

1. The title sheet shall clarify the following information for staff's review:
 - a. Under the "Project Information" section, the "Base Parking Requirement" section needs to state that the Project would require no parking if located within ½ mile of major transit stop, as opposed to "1,500 ft of a major bus stop" as is currently noted.

- b. Under the “Project Information” section, the “Allowable Height” section needs to state that the Project would be allowed an additional 3 stories or 33 feet if located within ½ mile of major transit stop, as opposed to “1,500 ft of a major bus stop.”
 - c. The Vicinity Map appears to suggest that the “bus stop distance” would be indicated; however, there is no distance indicated on the map. Note that the requirement is for a major transit stop, which may be the intersection of two or more major bus routes with a frequency of service interval of 15 minutes or less during the morning of afternoon peak commute periods, as defined by Public Resource Code (PRC) §21064.3. Additionally, a major transit stop includes any existing rail or bus rapid transit station. Finally, PRC §21155 also includes major transit stops that are included in the applicable regional transportation plan. The vicinity map should show all transit stops that meet the above criteria, including the Burbank Airport South (VC Line) Metrolink stop, which is just under half a mile from the Project Site.
2. The site plan (and floor plans) shall provide or clarify the following information for staff’s review.
 - a. Property lines that are clearly differentiated from public right-of-way. A site plan legend that shows all items including the property line symbol is to be provided.
 - b. All easements on the property (existing and any proposed) are to be called out on the site plan. Records indicate that there is a 11.50-foot public storm drain easement. The project proposes to place a transformer and switchgear located fully or partially within the easement area.
 - c. The FEMA 1% 100-year flood plain area shall be depicted on the site plan.
 - d. The calculation of the average grade is shown on sheet A-2.0 of the plans as 656.46 feet. Please show the height in relation to that average grade in addition to the height over 0’-0” on the elevation drawings to help verify the maximum height.
 - e. Landscaping/planting information including proposed landscape material, landscape square footage and landscape calculations that shows consistency with the landscape requirements of BMC Section 10-1-812(C)(3) and 10-1-1418. The Site Plan (Sheet A-2.0) refers to a landscaping plan; however, landscaping plans were not included.

Consistency with SB 35 Eligibility Criteria

In accordance with California Government Code Section 65913.4, staff reviewed the Project for SB 35 eligibility. The analysis is provided as **Attachment 1** to this letter.

Consistency with Objective Standards:

In accordance with California Government Code Section 65913.4, staff reviewed the Project for consistency with City's objective standards. Applicant shall review the comments in **Attachment 2** and provide staff with an updated objective standard consistency table.

Next Steps:

No further processing of the submitted application will occur until all additional information requested for the review of the Project's compliance with the City's objective standards have been completely provided to staff. Pursuant to BMC Section 10-1-19302(B)(2), if the City provides written comments as to any conflicts in the objective standards, or requests additional information to make such a determination, then the application processing timeline will restart upon submittal of a revised development application in response to such a written notice.

The application re-submittal shall include the following items:

1. Revised plans.
2. Information addressing any incomplete items in the SB 35 Eligibility criteria.
3. An updated objective standards consistency table responding to City department/division comments, inclusive of comments from all City departments.

Please note that all revised and updated items should be submitted at the same time. Partial re-submittals will not be accepted. Once the required re-submittal items have been received, the application will continue to be processed.

Should you have any questions about this letter, please feel free to contact me at (818) 238-5250 or via email at GMirzaAvakyan@BurbankCA.gov.

Sincerely,



Greg Mirza-Avakyan
Associate Planner

CC: Patrick Prescott, Community Development Director
Fred Ramirez, Assistant Community Development Director – Planning
Scott Plambaeck, Planning Manager
Amanda Landry, Senior Planner
Joseph H. McDougall, City Attorney
Iain MacMillan, Senior Assistant City Attorney

Enclosures:

Attachment 1 – SB 35 Eligibility Criteria Analysis
Attachment 2 – City Comments – Review of City's Objective Standards

ATTACHMENT 1: SB 35 ELIGIBILITY CRITERIA REVIEW

The proposed Project shall demonstrate consistency with all SB 35 eligibility criteria per CA Government Code 65913.4.

- 1. NUMBER AND TYPE OF UNITS.** The project must be a multifamily housing development that contains at least two residential units and complies with the minimum and maximum residential density range permitted for the site, plus any applicable density bonus.

Analysis: Consistent. The Project is considered a multi-family housing development and proposes 337 new rental housing units (4 units would be set aside as manager's units). The Project is consistent with this SB 35 eligibility criteria.

- 2. AFFORDABILITY.** If more than 10 residential units are proposed, at least 10 percent of the project's total units must be dedicated as affordable to households making below 80 percent of the area median income. If the project will contain subsidized units, the applicant has recorded or is required by law to record, a land use restriction for the following minimum durations, as applicable:

- i. 55 years for rental units.
- ii. 45 years for homeownership units.

Analysis: Consistent. The Project proposes 337 residential units, where 333 units are considered affordable units (6 units set aside for Very Low Income; 260 units set aside for Low Income; and 67 units set aside for Moderate Income) with 4 manager's units. The proposed affordable rental units would be deed restricted for 55 years. The Project is consistent with this SB 35 eligibility criteria.

- 3. URBAN INFILL.** The project must be located on a legal parcel or parcels within the incorporated City limits. At least 75 percent of the perimeter of the site must adjoin parcels that are developed with urban uses. For purposes of SB 35, "urban uses" means any current or former residential, commercial, public institutional, transit or transportation passenger facility, or retail use, or any combination of those uses. Parcels that are only separated by a street or highway shall be considered adjoined.

Analysis: Consistent. The Project site is located within an existing legal parcel located in the City of Burbank, for which the boundaries include an urbanized area or urban cluster, as designated by the United States Census Bureau. The Project site also adjoins parcels that are developed with urban uses (North: commercial use; South: residential use; East: commercial use; West: commercial use).

- 4. ZONED OR PLANNED RESIDENTIAL USES.** The project must be located on a site that is either zoned or has a General Plan designation for residential or residential mixed-use development, including sites where residential uses are permitted as a conditional use. If the multifamily housing development is a mixed-use development, at least two-thirds of the project's square footage must be designated for residential use.

Analysis: Consistent. The Project site has Burbank2035 General Plan designation of Regional Commercial. This land use designation allows for a maximum FAR (floor area ratio) of 1.25 and 58 units per acre with discretionary approval. The Project site is zoned M-2 (General Industrial). In accordance with Burbank Municipal Code (BMC) Section 10-1-808.5,

all uses are required to be consistent with the City's General Plan standard for FAR and residential density. The M-2 zone and the City's General Plan land use designation of Regional Commercial allows for residential development; therefore, the Project is consistent with this SB 35 eligibility criteria.

- 5. CONSISTENT WITH OBJECTIVE STANDARDS.** The project must meet all objective zoning and design review standards in effect at the time the application is submitted.
- i. If the project is consistent with the minimum and maximum density range allowed within the General Plan land use designation, it is deemed consistent with housing density standards.
 - ii. Any density bonus or any concessions, incentives, or waivers of development standards or reduction of parking standards requested under the Density Bonus Law in Government Code section 65915 are deemed consistent with objective standards.
 - iii. Objective standards are those that require no personal or subjective judgment and must be verifiable by reference to an external and uniform source available prior to submittal. Sources of objective standards include, without limitation:
 - a) Burbank2035 General Plan,
 - b) Burbank Municipal Code,
 - c) Media District Specific Plan,
 - d) Burbank Center Plan Area,
 - e) North San Fernando Master Plan,
 - f) Rancho Commercial Recreation Master Plan.

Analysis: Incomplete. Applicant shall review Attachment 2 for staff's analysis of the Project's consistency with the City's objective standards. It is the applicant's responsibility to provide a detailed response to staff's comments and show how the Project would be complying with the applicable objective standards from all City departments.

- 6. PARKING.** The project must provide at least one parking space per unit; however, no parking is required in the project meets any of the following criteria:
- a. The project is located within one-half mile of public transit as defined by Section 102(t) of the HCD Guidelines.
 - b. The project is located within an architecturally and historically significant historic district.
 - c. On-street parking permits are required but not offered to the occupants of the project.
 - d. There is a car share vehicle as defined by Section 102(d) within one block of the development. A block can be up to 1,000 linear feet of pedestrian travel along a public street from the development.

Analysis: Consistent. The proposed Project is within one-half mile of public transit that is consistent with the public transit definition defined in HCD Guidelines; therefore, no parking is required. The proposed Project is consistent with this SB 35 criteria.

7. **LOCATION.** The project must be located on a property that is **outside** each of the following areas:

- a. Either prime farmland or farmland of statewide importance, as defined pursuant to United States Department of Agriculture land inventory and monitoring criteria, as modified for California, and designated on the maps prepared by the Farmland Mapping and Monitoring Program of the Department of Conservation, or land zoned or designated for agricultural protection or preservation by a local ballot measure that was approved by the City's voters.

Analysis: Consistent. According to the California Department of Conservation, the Project site is not located in a designated prime farmland or farmland of statewide importance. The Project is consistent with this SB 35 criteria.

- b. Wetlands, as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993).

Analysis: Consistent. According to the United States Fish and Wildlife Service, the Project site is outside designated wetland areas. The Project is consistent with this SB 35 eligibility criteria.

- c. A very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection pursuant to Section 51178, or within a high or very high fire hazard severity zone as indicated on maps adopted by the Department of Forestry and Fire Protection pursuant to Section 4202 of the Public Resources Code. This does not apply to sites excluded from the specified hazard zones by the City, pursuant to subdivision (b) of Section 51179, or sites that have adopted fire hazard mitigation measures pursuant to existing building standards or state fire mitigation measures applicable to the development.

Analysis: Consistent. According to the California Department of Forestry and Fire Protection, the Project site is outside designated high fire hazard severity zones.

- d. A hazardous waste site that is listed pursuant to Section 65962.5 or a hazardous waste site designated by the Department of Toxic Substances Control pursuant to Section 25356 of the Health and Safety Code, unless the Department of Toxic Substances Control has cleared the site for residential use or residential mixed-uses.

Analysis: Consistent. According to the California Department of Toxic Substances Control, the Project site is not currently listed as a hazardous waste site. The Project is consistent with this SB 35 eligibility criteria.

- e. A delineated earthquake fault zone as determined by the State Geologist in any official maps published by the State Geologist, unless the development complies with applicable seismic protection building code standards adopted by the California Building Standards Commission under the California Building Standards Law (Part 2.5 (commencing with Section 18901) of Division 13 of the Health and Safety Code), and by any local building department under Chapter 12.2 (commencing with Section 8875) of Division 1 of Title 2.

Analysis: Consistent. According to the California Geological Survey, the Project site is not located in earthquake fault zone. The Project is consistent with this SB 35 eligibility criteria.

- f. A flood plain as determined by maps promulgated by the Federal Emergency Management Agency, unless the development has been issued a flood plain development permit pursuant to Part 59 (commencing with Section 59.1) and Part 60 (commencing with Section 60.1) of Subchapter B of Chapter I of Title 44 of the Code of Federal Regulations.

Analysis: Incomplete. According to the provided FEMA Letter of Map Revision (LOMR), effective on June 28, 2012, only a small portion of the project site, adjacent to the Lockheed Drain Channel, falls within the 1% annual chance (100-year) flood plain area. A revised Hydrology Study dated January 27, 2023, states that the proposed retaining wall elevation of 658.77 feet will be used to mitigate the risk of flooding at the Base Flood Elevation of 657.50 feet. A part of the site and proposed improvements including, but not limited to the pad-mounted transformer vault and electrical switchgear fall within the flood plain area. Therefore, the project shall receive a flood plain development permit pursuant to Part 59 (commencing with Section 59.10 and Part 60 (commencing with Section 60.1) of Subchapter B of Chapter I of Title 44 of the Code of Federal Regulations *prior* to being deemed Consistent.

- g. A floodway as determined by maps promulgated by the Federal Emergency Management Agency (FEMA), unless the development has received a no-rise certification in accordance with Section 60.3(d)(3) of Title 44 of the Code of Federal Regulations.

Analysis: Consistent. According to FEMA, the Project site is not located in a floodway. The Project is consistent with this SB 35 eligibility criteria.

- h. Lands identified for conservation in an adopted natural community conservation plan pursuant to the Natural Community Conservation Planning Act (Chapter 10 (commencing with Section 2800) of Division 3 of the Fish and Game Code), habitat conservation plan pursuant to the federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), or other adopted natural resource protection plan.

Analysis: Consistent. According to the California Department of Fish and Wildlife, the Project site is not located in a natural community conservation plan. The Project is consistent with this SB 35 eligibility criteria.

- i. Habitat for protected species identified as candidate, sensitive, or species of special status by state or federal agencies, fully protected species, or species protected by the federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), the California Endangered Species Act (Chapter 1.5 (commencing with Section 2050) of Division 3 of the Fish and Game Code), or the Native Plant Protection Act (Chapter 10 (commencing with Section 1900) of Division 2 of the Fish and Game Code).

Analysis: Consistent. According to the United States Fish and Wildlife Service, the Project site is not located in critical habitat for threatened and endangered species. The Project is consistent with this SB 35 eligibility criteria.

- j. Lands under conservation easement.

Analysis: Consistent. According to the National Conservation Easement Database, the Project site is not located in a conservation easement.

- k. A site that would require demolition of housing that is:

- Subject to recorded restrictions or law that limits rent to levels affordable to moderate, low, or very-low income households.
- Subject to rent control.
- Currently occupied by tenants or that was occupied by tenants within the past 10 years.

Analysis: Consistent. The site is currently improved with an existing surface parking lot, and thus the proposed Project would not require the demolition of any existing housing units. The Project is consistent with this SB 35 eligibility criteria.

- l. A site that previously contained housing occupied by tenants that was demolished within the past 10 years.

Analysis: Consistent. The Project site is not currently improved with housing units. The commercial/industrial building and surface parking at the Project site has existed for at least the past 10 years. The Project is consistent with this SB 35 eligibility criteria.

- m. A site that would require demolition of an historic structure that is on a local, state, or federal register.

Analysis: Consistent. The site is not located in a historic district. According to the City's Historic Preservation Plan, there are no federal, state, or locally designated historic structures on the site. The proposed Project would not require the demolition of a historic structure that was placed on a national, state, or local historic register. The Project is consistent with this SB 35 eligibility criteria.

- n. A parcel of land or site governed by the Mobilehome Residency Law, the Recreational Vehicle Park Occupancy Law, the Mobilehome Parks Act, or the Special Occupancy Parks Act.

Analysis: Consistent. The site is currently developed with an existing 82,670-square-foot commercial/industrial building with an on-grade surface parking lot; therefore, the proposed Project would not require the demolition of any mobile housing. The proposed Project is not located on an existing parcel of land or site that is governed under the Mobilehome Residency Law, the Recreational Vehicle Park Occupancy Law, the Mobilehome Parks Act, or the Special Occupancy Parks Act. The Project is consistent with this SB 35 eligibility criteria.

8. **SUBDIVISIONS.** The project does not involve an application to create separately transferable parcels under the Subdivision Map Act. However, a subdivision is permitted if either of the following apply:

- a. The project is financed with low-income housing tax credits (LIHTC) and satisfies the prevailing wage requirements identified in item 9 below.

- b. The project satisfies the prevailing wage and skilled and trained workforce requirements identified in items 9 and 10 of this Eligibility Checklist.

Analysis: Consistent. The proposed Project does not involve subdivision of a parcel. The Project is consistent with this SB 35 eligibility criteria.

9. PREVAILING WAGE. The project proponent must certify that at least one of the following is true:

- a. The entirety of the project is a public work as defined in Government Code section 65913.4(8)(A)(i).
- b. The project is not in its entirety a public work and all construction workers employed in the execution of the development will be paid at least the general prevailing rate of per diem wages for the type of work and geographic area.
- c. The project includes 10 or fewer units AND is not a public work AND does not require subdivision.

Analysis: Consistent. The applicant provided staff with notarized letter confirming that the applicant will comply with the prevailing wage requirement of California Government Code Section 65913.4. The Project is consistent with this SB 35 eligibility criteria.

10. SKILLED AND TRAINED WORKFORCE. The project proponent must certify that it will use a skilled and trained workforce, as defined in Government Code Section 65913.4(8)(B)(ii) for proposed developments that are consistent with the criteria of Government Code Section 65913.4(8)(B)(i).

Analysis: Consistent. Applicant is proposing a 100% affordable housing project as defined in the California State Density Bonus Law. As such, the project is exempt from the Skilled and Trained Workforce requirement pursuant to Section GC Section 65913.4(B)(i)(V). The Project would be consistent with this SB 35 eligibility criteria.

ATTACHMENT 2

CITY COMMENTS – REVIEW OF CITY’S OBJECTIVE STANDARDS

PLANNING DIVISION ZONING CONSISTENCY WITH OBJECTIVE DEVELOPMENT STANDARDS

<p align="center">BURBANK MUNICIPAL CODE (BMC) - ARTICLE 8. INDUSTRIAL USES AND STANDARDS: DIVISION 2.</p>	<p align="center">Consistency Analysis</p>	<p align="center">Consistency Determination</p>
<p>General Plan Consistency. (Section 10-1-808.5)</p>	<p>According to the City’s 2035 General Plan, the Project site has a land use designation of Regional Commercial, which has a maximum residential density of 58 units per acre. Per the Regional Commercial land use designation, 115 units would be allowed on the Project Site (1.97 acres). The Project proposes to construct 337 new rental dwelling units. The applicant is also proposing a 100% affordable housing project. Pursuant to Section 65915(f)(3)(D)(ii) of the CA Government Code, 100% affordable housing projects within ½ mile of transit are not subject to maximum density requirements.</p> <p>In addition, pursuant to CA Government Code Section 65915(p)(3)(A), 100% affordable housing projects within one-half mile of a major transit stop are not subject to minimum parking requirements. The Project site is within one-half mile of the “Bob Hope Airport” Metrolink station located along Empire Avenue west of North Hollywood Way</p>	<p>Consistent; Applicant is applying for the State Density Bonus in accordance with Burbank’s Density Bonus Ordinance.</p>
<p>Uses in The M-2 Zone (Section 10-1-809)</p>	<p>The City’s General Plan land use designation of Regional Commercial allows for a residential density standard of 58 units per acre. In addition, Burbank Municipal Code (BMC) Section 10-1-808.5 (General Plan Consistency) that applies to the M-2 Zone, requires that all uses be consistent with the General Plan’s floor area ratio and residential density standards. Therefore, a proposed residential development is a use that could be proposed at the Project site.</p>	<p>Consistent.</p>
<p>Structure Height. (Section 10-1-812(A))</p>	<p>In the M-2 Zone, the maximum height of a structure within 300 feet of a R-1 zoned parcel shall be 50 feet as measured from</p>	<p>Consistent; Applicant is applying for the State Density Bonus in accordance with</p>

BURBANK MUNICIPAL CODE (BMC) - ARTICLE 8. INDUSTRIAL USES AND STANDARDS: DIVISION 2.	Consistency Analysis	Consistency Determination
	<p>grade to the ceiling of highest room for human occupancy.</p> <p>The applicant is proposing a new 7-story multi-family rental housing project (77'-4" in height). In accordance with Government Code Section 65915(d)(2)(D) and BMC density bonus regulations, the applicant can receive a height increase of three additional stories, or 33 feet because the proposed Project is considered 100% affordable and the Project site is within one-half mile of a major transit stop.</p>	<p>Burbank's Density Bonus Ordinance.</p>
<p>Open Space. (Section 10-1-812(B))</p>	<p>Projects that are adjacent to or abutting residential zones (R-1 zone) shall provide 20- foot-wide open space, which may be satisfied by the width of the right-of-way. The proposed Project is approximately 200 feet away from adjacent residential uses, therefore no open space is required.</p>	<p>Consistent.</p>
<p>Yards. (Section 10-1-812(C))</p>	<p>The minimum required setback from a street-facing property line is 5 feet or 20% of the proposed building height, whichever is greater. The proposed 7-story building is 77'-4" in height (to ceiling of highest roof for human occupancy). The minimum setback is 15.5 feet from the street-facing property line. For the purpose of reviewing required setback, the street facing side yards of a corner lot shall also be considered front yards.</p> <p>The applicant is requesting one incentive to reduce the required front yard setback for the building to zero feet. The requested 0-foot front setback along Empire Avenue is not exactly 0 feet for the building per the project plan sheet scale. The architectural feature of the windows appears to be approximately 0 feet on the site plan. Clarify all setback density bonus incentive request consistent with the proposed setbacks shown on the plans.</p> <p>In addition, due to the request for the reduction of the front yard, the Project does</p>	<p>Not Consistent; applicant shall provide a response to how the proposed Project is consistent with this standard.</p>

BURBANK MUNICIPAL CODE (BMC) - ARTICLE 8. INDUSTRIAL USES AND STANDARDS: DIVISION 2.	Consistency Analysis	Consistency Determination
	<p>not conform to the Landscaping Standards within the front yard. An additional incentive or waiver would need to be requested pursuant to State Density Bonus Law to deviate from the objective standards in BMC 10-1-812(C)(3) related to landscaping, plants, trees, etc.</p> <p>The Project plans shall provide information on the proposed landscaping to the extent that the Project can meet the standards mentioned above.</p>	
Masonry Wall. (Section 10-1-812(D))	<p>A six (6) foot high decorative masonry wall shall be erected along every property forming a boundary with a residential zone, except that along the front setback area of such residential zone the wall shall be reduced to three (3) feet.</p> <p>The Project site does have a shared common property line with a residential zone.</p>	Consistent.
Off-Street Parking. (Section 10-1-812(E))	<p>Yards may be used for off-street parking if consistent with this article.</p> <p>The proposed parking spaces for the Project are not proposed within the yard areas.</p>	Consistent.
Additional Standards. (Section 10-1-812(F))	Project was reviewed for compliance with Articles 11 – 16 of Chapter 1 – Zoning of the BMC.	For determination of consistency with objective standards, please refer to analysis below.

BURBANK MUNICIPAL CODE (BMC) - ARTICLE 11. GENERAL PROPERTY DEVELOPMENT REGULATIONS.	Consistency Analysis	Consistency Determination
Lot To Have Frontage. (Section 10-1-1103)	Every building shall be on a lot which has frontage of at least 20 feet on a public or private street.	Consistent.

BURBANK MUNICIPAL CODE (BMC) - ARTICLE 11. GENERAL PROPERTY DEVELOPMENT REGULATIONS.	Consistency Analysis	Consistency Determination
	The Project site is on a property which has at least 20 feet of public street frontage West Empire Avenue.	
Frontage On Alleys. (Section 10-1-1104)	Alleys shall not be considered public streets for street frontage requirements. The Proposed building does not face an alley.	Consistent.
Open Storage Areas Must Be Enclosed. (Section 10-1-1108)	Open storage areas in commercial and industrial zones shall have an opaque masonry wall surrounding the storage area at least six (6) feet in height and in good repair, except where the storage area is bounded by a building. The proposed Project does not include open storage areas.	Consistent.
Commercial And Industrial Design Standards. (Section 10-1-1113.1)	Per BMC Section 10-11113.1, the Project must comply with design standards related to roof design, window treatment, building materials, variation on lane, entry design, location and screening of trash bins, and fences and walls. The project design has been revised to be consistent with these standards.	Consistent.
Art in Public Places. (Section 10-1-1114)	Project will have to comply with Art in Public Places regulations if not considered an exempted development project in accordance with BMC Section 10-1-1114(K) - DEVELOPMENT PROJECTS EXEMPT FROM THIS SECTION.	This is a BMC requirement for all applicable projects.

BURBANK MUNICIPAL CODE (BMC) - ARTICLE 12. GENERAL YARD AND SPACE STANDARDS	Consistency Analysis	Consistency Determination
Yards Open And Unobstructed. (Section 10-1-1201)	Every yard shall be open, unoccupied, and unobstructed vertically except for projections and encroachments authorized by this Zoning Code. The Project, as proposed, is not meeting the required street-facing setback, which is determined by taking a percentage of the total	Consistent.

BURBANK MUNICIPAL CODE (BMC) - ARTICLE 12. GENERAL YARD AND SPACE STANDARDS	Consistency Analysis	Consistency Determination
	proposed building height. The required encroachment and projection standards would also therefore not be in compliance. The Applicant has requested an incentive of the required front yard setback.	
Yards Cannot Serve Other Buildings or Lots. (Section 10-1-1203)	No yard or open space area shall be used to meet the requirements of this chapter for more than one (1) structure, nor shall a yard or open space on one (1) lot be used to meet yard or open space requirements on any other lot unless the two (2) lots are owned by the same person and are developed as a single parcel. The Project is one proposed residential building on one lot.	Consistent.
Undedicated Streets. (Section 10-1-1205)	All land within the undedicated portion of a partially dedicated or future street shall remain open and unobstructed. Such land shall not be counted in meeting any yard and open space requirements of this chapter. the Applicant will require street dedication area which will need to remain open and unobstructed. The Project complies with the dedication, as shown on the Project plans. The Project is consistent with this standard.	Consistent.
Access to Utility Poles (Section 10-1-1206)	Whenever a utility pole is situated on a lot, required yard areas shall be maintained to provide unobstructed access to the pole. It is not clear if there are utility poles proposed or currently located on the property due to the lack of such detail on the Plan Set.	Not Consistent; applicant shall provide a response to how the proposed Project is consistent with this standard.
Miscellaneous Encroachments. (Section 10-1-1211)	The Project, as proposed, is not meeting the required street-facing setback, which is determined by taking a percentage of the total proposed building height. The applicant has requested a density bonus incentive of the required front yard setback. The proposed architectural features of the	Not Consistent; applicant shall provide a response to how the proposed Project is consistent with this standard.

BURBANK MUNICIPAL CODE (BMC) - ARTICLE 12. GENERAL YARD AND SPACE STANDARDS	Consistency Analysis	Consistency Determination
	residential building such as the architectural feature of the windows that encroach into the required setback is not compliant with encroachment standard. The plans would need to be modified or an additional incentive or waiver would need to be requested pursuant to State Density Bonus Law.	

BURBANK MUNICIPAL CODE (BMC) - ARTICLE 13. GENERAL HEIGHT STANDARDS. DIVISION 1.	Consistency Analysis	Consistency Determination
<p>Exception to Building Height Limits (Section 10-1-1301)</p>	<p>Skylights, fire and parapet walls, chimneys, ventilating fans, antennas (except personal wireless telecommunication facilities), tanks, flagpoles, penthouses or roof structures for housing elevators, lofts, stairways, air conditioning or similar equipment and similar appurtenances usually required to be placed above a building to operate and maintain it may be erected up to 15 feet above the height limits, but no penthouse or roof structure shall be allowed for the purpose of providing additional floor area.</p> <p>The applicant is proposing a new 7-story multi-family rental housing project (77'-4" in height). The maximum building height for the Project site is 50 feet.</p> <p>In accordance with Government Code Section 65915 and BMC density bonus regulations, the applicant can receive a height increase of three additional stories, or 33 feet because the proposed Project is considered 100% affordable and the Project site is located within one-half mile of a major transit stop.</p> <p>Under the Density Bonus Law in Government Code Section 65915, any concessions, incentives, or waivers of development</p>	<p>Consistent.</p>

BURBANK MUNICIPAL CODE (BMC) - ARTICLE 13. GENERAL HEIGHT STANDARDS. DIVISION 1.	Consistency Analysis	Consistency Determination
	standards requested are deemed consistent with objective standards.	
Corner Cutoff (Section 10-1-1303)	<p>No structure, object, or feature, including but not limited to fences, walls, and hedges, may be erected or maintained in any zone below a height of ten (10) feet and above a height of three (3) feet above the finished ground surface within a corner cutoff area. The corner cutoff area is defined by a horizontal plane making an angle of 45 degrees with the front, side, or rear property lines as the case may be, and passing through points as follows:</p> <p>At intersecting streets, ten (10) feet from the intersection at the corner of a front or side property line. At the intersection of an alley with a street or another alley, ten (10) feet from the edges of the alley where it intersects the street or alley right-of-way. At the intersection of a driveway with a street or alley, five (5) feet from the edges of the driveway where it intersects the street or alley right-of-way.</p> <p>The Project is not located on a corner, as it abuts other private properties on both sides. This standard is not applicable to the corners of the property; the corner cutoff requirement for driveways is compliant with the Code.</p>	Consistent.

BURBANK MUNICIPAL CODE (BMC) - ARTICLE 14. GENERAL OFF-STREET PARKING STANDARDS. DIVISION 1, 2, 3, & 4.	Consistency Analysis	Consistency Determination
Parking Space Dimensions. (Section 10-1-1401)	Parking stall requirement for residential uses is 8'-6" by 18'-0".	Consistent.

BURBANK MUNICIPAL CODE (BMC) - ARTICLE 14. GENERAL OFF- STREET PARKING STANDARDS. DIVISION 1, 2, 3, & 4.	Consistency Analysis	Consistency Determination
	<p>The minimum width of parking spaces adjacent to walls, columns, or other vertical obstructions shall be determined by standards established by the Public Works Director.</p> <p>Minimum parking space heights shall be determined by the Building Official, and every parking space shall maintain a vertical height in accordance with the standards of the California Building Code.</p> <p>The proposed parking stalls are a minimum 9'-0" in width and 18'-0" in depth. The proposed parking layout is considered a single loaded aisle for two-way traffic in the BMC.</p>	
Computation of Required Parking. (Section 10-1-1402)	<p>The applicant is proposing a 100% affordable housing project. Pursuant to CA Government Code Section 65915(p)(3)(A), 100% affordable housing projects within one-half mile of a major transit stop are not subject to minimum parking requirements.</p> <p>In addition, per CA Government Code Section 65913.4(e)(1), the Project is within one-half mile of public transit; therefore, no parking is required for this Project.</p>	Consistent.
Ingress And Egress; Backing Into Highway (Section 10-1-1403)	<p>Off-street parking shall be easily accessible from and to a street or other dedicated public right-of-way. The parking shall be so arranged that it shall not be necessary to back into a major or secondary highway to exit from the parking area.</p> <p>The proposed parking area is accessed through the existing alley.</p>	Consistent.
Tandem Parking (Section 10-1-1404)	<p>Tandem parking is not allowed for residential uses in Industrial Zones.</p> <p>The proposed Project does not include any tandem parking stalls.</p>	Consistent.
Bicycle Parking Spaces (Section 10-1-1405.5)	<p>Bicycle parking facilities shall be installed in a manner which allows adequate space for access when the facilities are occupied and</p>	Consistent.

BURBANK MUNICIPAL CODE (BMC) - ARTICLE 14. GENERAL OFF- STREET PARKING STANDARDS. DIVISION 1, 2, 3, & 4.	Consistency Analysis	Consistency Determination
	<p>shall be located so as to minimize the blocking of any public sidewalks or right-of-way. An encroachment permit from the Public Works Department is required for any encroachment into the public right-of-way.</p> <p>Bicycle parking facilities shall be located on a hard paved surface and shall be painted with a protective coating to prevent rusting and shall be well maintained.</p> <p>The proposed parking area would contain 110 bicycle parking spaces.</p>	
Spaces Required (Section 10-1-1408)	<p>The Burbank Municipal Code does not list required parking for residential uses in nonresidential zones; however, there are minimum required parking ratios within CA Government Code Sections 65915 and 65913.4(e)(1) depending on the number of bedrooms proposed within a residential unit.</p> <p>The applicant is proposing a 100% affordable housing project. Pursuant to CA Government Code Section 65915(p)(3)(A), 100% affordable housing projects within one-half mile of transit are not subject to any parking requirements. In addition, per CA Government Code Section 65913.4(e)(1), the Project is within one-half mile of public transit; therefore, no parking is required for this Project.</p>	Consistent.
Must Serve One Use; Exceptions. (Section 10-1-1411)	<p>Off-street parking for one use shall not be considered as providing required off-street parking for any other use, except as expressly authorized by Article 14 of Title 10 of the BMC.</p> <p>The Project is proposing onsite parking for the proposed residential use, and this parking will not be used by any other use.</p>	Consistent.
Location of Parking Areas (Section 10-1-1412)	<p>For single or multiple family dwellings, off-street parking shall be located on the same lot or building site as the building it is required to serve.</p>	Consistent.

BURBANK MUNICIPAL CODE (BMC) - ARTICLE 14. GENERAL OFF- STREET PARKING STANDARDS. DIVISION 1, 2, 3, & 4.	Consistency Analysis	Consistency Determination
	<p>The proposed parking spaces would serve the residential units located on the same lot.</p>	
Parking Lot Design Standards (Section 10-1-1417)	<p>All off-street parking areas shall be graded, paved, and marked as listed in Section 10-1-1417(A).</p> <p>Parking and directional signs shall be provided in accordance with the BMC or when required by the Public Works Director, pursuant to Section 10-1-1417(C).</p> <p>Barriers, including protective bumpers, curbing, and directional markers shall be provided to ensure pedestrian vehicular safety; in addition, all open space areas designed for passive or active recreation purposes shall be physically separated from parking areas and driveways in a fashion necessary to project the safety of all pedestrians.</p> <p>Any deviation from the above standards may be requested as an incentive/concession or waiver pursuant to State Density Bonus law.</p>	<p>Not consistent. Applicant shall indicate how the proposed project meets all Parking Lot Design Standards.</p>
Parking Lot Landscaping (Section 10-1-1418)	<p>All interior areas not used for parking spaces or driving aisles in parking lots shall be landscaped.</p> <p>Landscaping and shading plans shall be prepared by a licensed landscape architect and shall be consistent with Section 10-1-1418 and AB1881 (MWELo).</p> <p>Minimum landscape areas shall compose at least ten (10) percent of the open parking and driveway areas. All landscaping shall be located within a planter bounded by a six-inch concrete curb, and no planter shall have a dimensions of less than six by six feet (if there is a tree in the planter) and four by four feet if there is no tree. Each planter shall include permanent automatic irrigation.</p>	<p>Not Consistent. There is no landscaping indicated within the parking lot area.</p>

BURBANK MUNICIPAL CODE (BMC) - ARTICLE 14. GENERAL OFF- STREET PARKING STANDARDS. DIVISION 1, 2, 3, & 4.	Consistency Analysis	Consistency Determination
	<p>In addition, trees, shrubs, and ground cover shall be provided, and may not exceed three (3) feet I height. No one species shall comprise more than 75 percent of the planting within each of the following categories: Trees, shrubs, and groundcover. No more than 25% of the plant or planter or landscaped area may be covered with non-plant surfaces such as gravel, landscaping rock, artificial turf, or concrete.</p> <p>Finally, tree shading plans shall be submitted and pursuant to Section 10-1-1418(D).</p>	
Parking Structures (Section 10-1-1419)	<p>The proposed 7-story building does not contain a parking structure; instead, the proposed parking for 35 stalls is located in the surface level in the central portion of the property, surrounded by the residential component. As such, this BMC Code section does not apply.</p>	Consistent.
Lighting (Section 10-1-1420)	<p>All lighting shall be arranged to prevent glare or direct illumination on adjoining properties and streets.</p> <p>The proposed light fixture information was not provided. Any proposed lighting fixtures on the lot shall be shown the site plan with the design specification that shows appropriate light/glare shield design. All proposed lighting fixtures attached to the structure shall be shown on the elevation plans with the design specification that shows appropriate light/glare shield design.</p> <p>The applicant is required to show this information to review this requirement.</p>	Not Consistent. Applicant to include detail to plans that complies with the standards in this section.

BURBANK MUNICIPAL CODE (BMC) - ARTICLE 16. GENERAL VECHICULAR ACCESS STANDARDS.	Consistency Analysis	Consistency Determination
Access To Street (Section 10-1-1601)	<p>Every lot shall be provided with permanent vehicular access to a street or an alley upon which it abuts.</p> <p>The proposed Project provides permanent vehicular access through the alley access.</p>	Consistent.
Curb Cuts (Section 10-1-1602)	<p>No vehicular access way shall be located nearer than 30 feet to the ultimate curb lines of an intersecting street, nor be provided with a curb cut of more than 30 feet.</p> <p>The plans show the curb cut dimensions. The Project is consistent with this standard.</p>	Consistent.
Driveway Width (Section 10-1-1603)	<p>Every driveway shall be at least 10 feet wide, and a maximum as approved by the Director. The proposed project provides a driveway that exceeds the minimum driveway width.</p>	Consistent;
Driveway Slopes (Section 10-1-1604)	<p>The slope of a driveway or driveway ramp shall not exceed a grade of 20 percent. A grade transition shall be provided at each end of a driveway or driveway ramp in accordance with standards prescribed by the Public Works Director.</p> <p>The applicant has not provided the driveway slope on the ground-level site plan. This information is required to be provided on the plans.</p>	Not Consistent; additional information required. Applicant shall show how the proposed Project complies with this requirement.
Protective Barrier in Nonresidential Zones (Section 10-1-1605)	<p>Where a vehicular access is provided to a street in a nonresidential zone, a barrier consisting of a three (3) foot high masonry wall, or such other protective barrier as may be approved by the Director, shall be constructed along the remaining street frontage of the lot to prevent unchanneled motor vehicle ingress or egress to the property.</p> <p>=This standard does not apply to the Project.</p>	Consistent.
Turn-Around Areas (Section 10-1-1606)	<p>A 24-foot turning radius shall be provided for access to driveways and right-angle parking stalls.</p>	Not Consistent. Please include the requested

BURBANK MUNICIPAL CODE (BMC) - ARTICLE 16. GENERAL VECHICULAR ACCESS STANDARDS.	Consistency Analysis	Consistency Determination
	The plans shall include the required turning radius diagrams for right-angle parking stalls.	detail in the revised plans.

BURBANK MUNICIPAL CODE (BMC) - ARTICLE 6. DIVISION 5.	Consistency Analysis	Consistency Determination
<p>Affordable Housing Incentives (Sections 10-1-633 thru 10-1-653)</p>	<p>The Project proposes to construct 337 new rental dwelling units. The applicant is also proposing a 100% affordable housing project. Pursuant to CA Government Code Sections 65915(f)(3)(D)(ii) and 65915(p)(3)(A), 100% affordable housing projects within ½ mile of transit are not subject to maximum density or parking requirements.</p> <p>In addition, the applicant is currently requesting one incentive for the reduction of the required front yard setback in the M-2 zone. <u><i>This request would need to be updated given staff's review of the front yard/encroachment and parking lot design standards stated in this review.</i></u></p> <p>In addition, the inclusionary requirement shall apply to any project involving new construction of five or more residential dwelling units. For rental projects and consistent with the City's Inclusionary Housing regulations, at least 15 percent of all newly constructed dwelling units shall be rented to Very Low, Low and Moderate Income Households, at an Affordable Rent. Out of the 15 percent, a minimum of five percent of units shall be Very Low Income; the remaining ten percent of the units shall be Low Income.</p> <p>The applicant is proposing to set aside 6 very low income, 260 low income, and 37 moderate income units.</p>	<p>Consistent.</p>

BURBANK 2035 General Plan	Consistency Analysis	Consistency Determination
Policy 4.8 Locate parking lots and structures behind buildings or underground. Do not design parking lots and structures to face streets or sidewalks at ground level. Use alternatives to surface parking lots to reduce the amount of land devoted to parking.	The proposed Project is designed to locate at-grade parking spaces behind the proposed residential building.	Consistent.
Policy 3.14 Prohibit gated communities, private streets, private driveways, and other limited-access situations, except where special findings can be made.	The proposed Project does not propose any of the specific site-design features mentioned in Policy 3.14.	Consistent.

EXISTING EASEMENTS

Applicant shall call out any existing and proposed easements (if applicable) on the site plan with the dimensions.

BMC Section 9-1-2-3203 (BUILDING ON PUBLIC EASEMENT PROHIBITED) also states the following:

The following section is added to Chapter 32, Part 2 of the CBC:

SECTION 3203

BUILDING ON PUBLIC EASEMENT PROHIBITED

3203.1 Prohibition. No person shall erect, construct, alter, repair, raise, build or move any permanent building, structure, paving, or portion thereof, upon any easement or right-of-way, reserved by the original grantor of a lot or parcel of land or conveyed, granted or dedicated to the City for drainage or public utility purposes, including the construction and maintenance of pipes, conduits, open ditches, poles, wires or other facilities for conveying gas, electricity, power, water, telephone and telegraph service or sewerage to and from property within the City, without the written consent of the City or owner of the easement or right-of-way, as the case may be. The records of the County Recorder of the County shall be prima facie, but not conclusive, proof of the existence of such easement or right-of-way.

FEDERAL AVIATION ADMINISTRATION (FAA) DETERMINATION OF NO HAZARD TO AIR NAVIGATION (BMC SECTION 10-1-1308)

In accordance with BMC Section 10-1-1308 (Proof of FAA Notification of Intent to Construct), the applicant has provided a FAA Determination of No Hazard to Air Navigation. In the FAA document, the height is stated as 87 feet above grade level; however, the proposed Project plans show the building height as 77'-4" above grade (to ceiling of highest room for human occupancy) and 87'-4" to the top of the rooftop structures.

Applicant shall clarify if the FAA document would need to be updated or if the Project plans should be 87'-4" for the building height.

OTHER CITY DEPARTMENT/DIVISION COMMENTS

The proposed project has been routed to various City departments for review to ensure it complies with all applicable and objective development standards. The comments included in the following pages were provided by other City departments for the proposed project.

The applicant shall be aware that comments from the other City departments may affect the proposed site layout and building design. The applicant shall review and ensure consistency with each of these comments. Amongst other items, the project plans shall:

- 1) Confirm any equipment/transformer location on the property including any required clearances. (BWP Electric comments are attached).
- 2) Confirm any Fire Department site design comments if applicable to the Project (Fire Dept. comments are attached).
- 3) Confirm any accessibility requirements that could affect site plan design and also the number of proposed parking spaces.
- 4) Confirm and show on the Project plans the required dedications and proposed public right-of-way areas (with dimensions of sidewalk/parkway) per requirements of the Public Works Department and Transportation Division.
- 5) Confirm and show on the Project plans all landscape areas with square footage and landscape material (including street trees in accordance with the City's Street Tree Master Plan per Parks and Recreation Department).

For questions regarding these comments, please contact the appropriate staff from the City's departments. **In the next submittal, applicant shall provide a response to all site design comments and how Project is complying with City's objective standard requirements.**

See other City department comments on the following pages.



memorandum

DATE: July 10, 2023
TO: Greg Mirza-Avakyan, Associate Planner
FROM: Chris Buonomo, Senior Transportation Planner
SUBJECT: **Project No. 23-0003242d – 3000 Empire Avenue**

The Transportation Division, Community Development Department has reviewed the APB for 3000 Empire Avenue and has the following comments:

Project Description

The SB 35 Notice of Intent application process was considered complete on April 27, 2023 (Project No. 21-0007030), with the completion of the tribal consultation process and the signed tribal enforceable agreements. The completion of the SB 35 NOI application process allows the project applicant to submit to the City a SB 35 streamlined ministerial approval process application in accordance with Burbank Municipal Code (BMC) Section 10-1-19302(A)(4).

Review of a SB 35 application that proposes a new seven-story 337-unit multi-family residential development with 35 at-grade vehicle parking spaces and 110 bicycle parking spaces. The project applicant proposes to apply the State's Density Bonus Law that allows for increased residential density, incentives, waivers, and parking standards. The project is proposed as an 100% affordable rental unit development with deed-restricted 333 units for a minimum 55 years and three manager units. One incentive is proposed by the project applicant for the reduction of the front yard setback.

The project site is approximately 1.97 acres (85,922 SF) and located on the south side of Empire Avenue, approximately at the halfway point between Buena Vista Street and Hollywood Way. The project is approximately 200 feet from the nearest residentially zoned property.

The City Council would determine the decision on the SB 35 application in accordance with BMC Section 10-1-19302(C).

EXISTING STRUCTURES ON SITE: The project site is currently improved with an existing, 57,348-square-foot industrial building. The existing building would be demolished for the proposed new development.

PERMITS/APPROVALS NECESSARY:

Type of Permit	To Allow
Development Review	SB35 project of 337 deed-restricted 100% affordable units

CURRENT	Zoning: M-2 (General Industrial)
	General Plan: Regional Commercial
PROPOSED	Zoning: No Change
	General Plan: No Change

Traffic Study Requirement

The City’s project review process ensures that transportation impacts caused by new developments are fully considered so that the community may be informed of the potential effects of new development.

A project may not be approved unless the Director, Planning Board, or City Council finds that the Project would not have an adverse effect on traffic flow or circulation, or deems that any traffic impacts are acceptable because the benefits of the Project to the community outweigh these impacts.

The Community Development Department’s Transportation Division has reviewed this project and a traffic study will not be required. If a proposed project is determined to qualify for the SB 35 streamlined ministerial approval process, the project qualifies for a statutory exemption from the requirements of the California Environmental Quality Act (CEQA). This means the project can be entitled without any environmental review including a traffic study.

Sidewalk Standards / Requirement

Per the City’s *Burbank2035 General Plan Mobility Element*, the City has set specific sidewalk width requirements for Burbank’s streets. Based on Table M-2 (page 4-21) of the *Burbank2035 General Plan’s* Regional Commercial land use designation, the Project shall provide 15 feet wide sidewalks (from edge of curb to property line). The current plans reflect this width.

Per Burbank Municipal Code 10-1-628, sidewalks within the project shall be a minimum of 5 feet wide to meet ADA requirements and pedestrian crossings be clearly marked. The pedestrian crossing at the vehicle entrance to the parking garage shall be clearly marked with a painted crosswalk. The current plans reflect this width.

Bicycle Parking

The project provides 110 bicycle parking spaces. However, the plans only show a “bicycler repair” area on the ground level. Applicant shall identify where the 110 bicycle parking spaces will be located.

These are preliminary comments based on the review of the currently submitted project description and site plan. These comments may be subject to change if the project description and/or site plan are to change. Please feel free to direct all questions regarding the requirements listed above to the Transportation Division by email at cbuonomo@burbankca.gov.

City of Burbank Bicycle Parking Guidelines

Definitions

A Bicycle Parking Space: Shall be defined as the space where one bicycle may be securely stored within or attached to a facility (such as a bicycle rack) and which is affixed to a permanent surface.

Long-Term Bicycle Parking: Means bicycle parking which accommodates residents, employees, students, and others expected to park more than two hours. This parking shall be provided in a secure, weather-protected location.

Short-Term Bicycle Parking: Means bicycle parking which accommodates visitors, customers, messengers, and others expected generally to depart within two hours. Racks are relatively low-cost devices that typically hold between two to eight bicycles. The racks are secured to the ground and are generally located in highly visible areas.

On-Street Bicycle Parking: Means any bicycle parking facility placed within the public right-of-way, including but not limited to bicycle racks installed on the sidewalk or bicycle corrals installed within the roadway shoulder or parking lane.

Off-Street Bicycle Parking: Means any bicycle parking facility placed on private property and intended to serve a specific property or use.

Minimum Bicycle Parking Requirements

The minimum number of bicycle parking spaces shall be no less than 5% of the total number of required off-street vehicle parking spaces, subject to normal rounding where a fraction of 0.5 or greater counts as an additional space.

The minimum ratio of long-term and short-term bicycle parking facilities should be as follows:

Type of Use	Long-term	Short-term
Residential Uses	75%	25%
Commercial Uses	25%	75%
Office/Media Uses	85%	15%
Industrial Uses	100%	0%
Hotel/Motel Uses	85%	15%

An alternative ratio may be determined by the Community Development Director in the case of unspecified uses or unusual circumstances.

Bicycle Parking Design and Installation Requirements

What types of bike racks should be used?

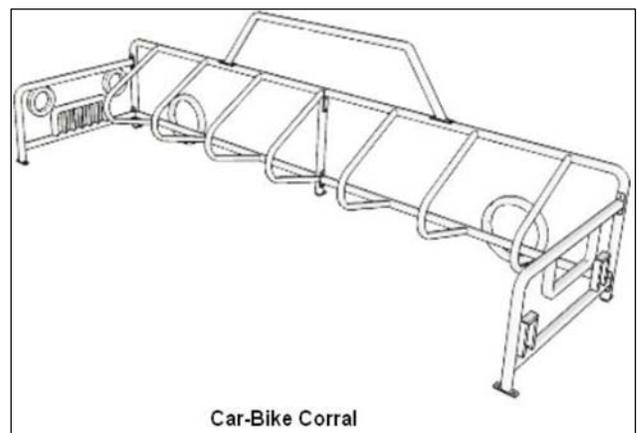
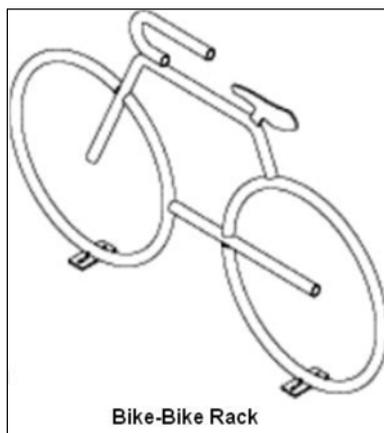
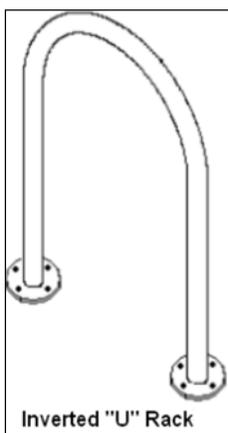
Racks shall support the bicycle in a stable position and allow cyclists to securely lock their frame at two-points. The following are the preferred rack designs meeting these requirements that are currently installed throughout the City of Burbank. The City permits the use of racks of different designs, so long as they meet these requirements.

The **Inverted “U” Rack** mounts onto a level surface, typically a sidewalk. The rack is equipped with a surface flange to allow for mounting with anchor bolts. This rack is the most common and can be found along commercial corridors and at city facilities. The rack is typically powder-coated in black to prevent regular rusting and wear and tear.

The **Bike-Bike Rack** mounts similar to the Inverted “U” via a surface flange and is typically mounted on a sidewalk. These racks are usually located in the Downtown and Civic Center area. They are also typically powder-coated in black.

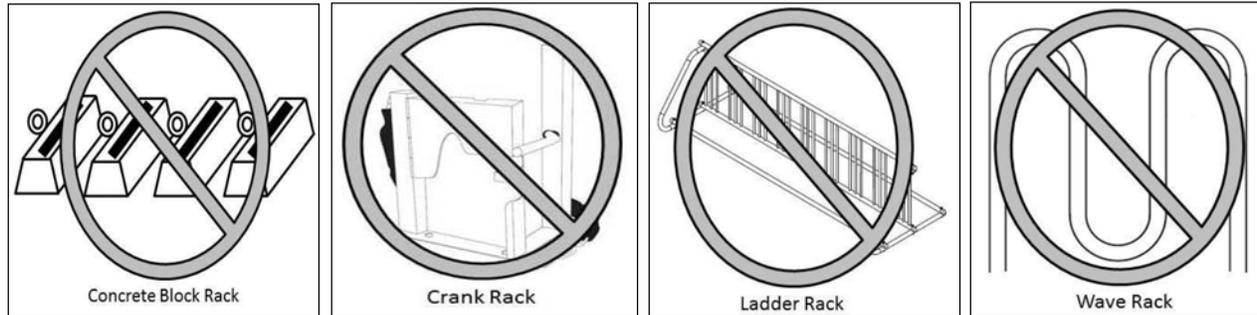
The **Car-Bike Corral** is a multi- bike rack that provides parking for up to 12 bicycles. These racks are typically located in the street within the curbside-parking lane. The rack itself provides protection from the vehicle travel lane. These racks are found in locations with a particularly high demand for bicycle parking or area without adequate sidewalk width to allow for bicycle racks. The racks are typically powder-coated in a bold color to provide increased visibility for motorists. These racks require a maintenance agreement with the local property/business owner(s) to keep the rack clear of debris.

All bicycle racks shall be painted (preferably powder coated) with a protective coating to prevent normal wear and tear. It is the responsibility of the property/business owner(s) to ensure that the bike racks are maintain in a state of good repair and clear of any accumulated debris.



What types of bike racks should not be used?

Bicycle racks shall not be of a design that supports the bicycle by the wheel as this may damage the wheel by causing them to bend. Racks which only provide a single location to securely lock a bicycle frame to and racks which support a bicycle by a single wheel or by the crank of the bicycle cannot be used.

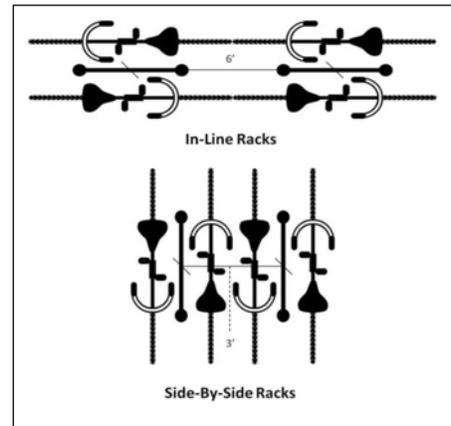


What if we are installing more than one rack?

Bicycle racks placed in clusters shall be spaced to allow for the free flow of bicycles in and out of the rack while not impeding the flow of pedestrian traffic.

When placed in-line, the racks shall be spaced a minimum of six feet apart from the center point of the rack to the center point of the adjacent rack.

When placed side-by-side or in parallel, racks shall be spaced a minimum of three feet apart.



Placement of Multiple Bike Racks

Additional space between racks shall be considered when placing racks near other impediments like light poles, newsstands, trees, or street furniture. When racks are placed side-by-side the racks shall be placed a minimum of three feet apart.

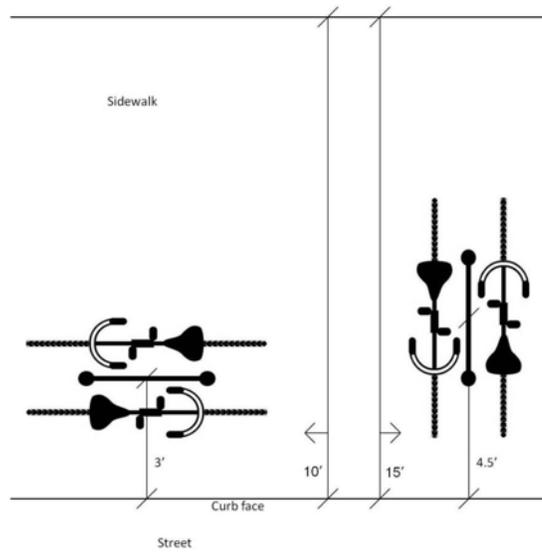
On-Street Bicycle Parking

What is on-street bicycle parking?

Burbank Municipal Code (Section 10-1-1408.5) defines on-street bicycle parking as any bicycle parking facility placed within the public right-of-way, including but not limited to bicycle racks installed on the sidewalk or bicycle corrals installed within the roadway.

Where should an on-street bike rack be placed?

If the bike racks are being placed on the sidewalk they shall be placed in the “furniture-zone” or parkway (the area closest to the curb). Any bike rack placed parallel to the curb shall be no less than three-feet from the face of the curb. The bike rack shall be placed a minimum of three-feet from any other fixed object. Where the sidewalk is fifteen-feet (or more) wide, a bike rack may be placed perpendicular to the curb. However, the distance from the center point of the rack to the face of the curb shall be no less than four and a half feet. As seen in the diagram to the right, this is to ensure a minimum of one and a half feet of clearance at the curb and to allow sufficient enough space for pedestrians walking along the sidewalk. No bicycle parking facilities shall be installed on any sidewalk where the sidewalk width, measured from the property line to the face of the curb, is less than 10 feet.



Bike Rack Placement on a Sidewalk

An encroachment permit shall be required from the City to install on-street bicycle parking in the public right-of-way.

All bicycle parking facilities within the public right-of-way shall be in compliance with all applicable access requirements, including the Americans with Disabilities Act.

Can bike racks be placed in the street?

Yes on a case-by-case basis, some bike racks can be placed in the curbside-parking lane of the street, provided they offer sufficient enough protection from motor vehicle traffic – i.e., the **Car-Bike Corral** described previously. This protection may include but is not limited to physical separation from the vehicle travel lane, reflective delineators, and/or additional lighting. Additional consideration shall be given to the type of bicycle rack used as some standard racks may be too unstable to mount directly to the asphalt. Racks similar to the **Bike-Bike Rack** and **Inverted “U” Rack** described previously can often be mounted to metal rails to provide the necessary stability. Please see the Bicycle Corral – Standard Design included with these guidelines.

Racks placed in the street shall be used only when substantial demand is identified at a particular location or when the necessary sidewalk space is unavailable due to a narrow sidewalk or existing sidewalk furniture. Racks cannot be placed in the gutter pan or in front of/adjacent to a storm water catch basin or culvert.

An encroachment permit shall be required from the City to install on-street bicycle parking in the public right-of-way.

All bicycle parking facilities within the public right-of-way shall be in compliance with all applicable access requirements, including the Americans with Disabilities Act.

To facilitate the City's street sweeping activities, all bike racks placed in the street shall require a signed maintenance agreement from the property/business owner(s) to keep the bicycle parking area free of debris.

Off-Street Bicycle Parking

What is off-street bicycle parking?

Burbank Municipal Code (Section 10-1-1408.5) defines off-street bicycle parking as any bicycle parking facility placed on private property and intended to serve a specific property or use.

Where should an off-street bike rack be placed?

Bicycle parking facilities shall be located on a hard paved surface, shall be painted with a protective coating to prevent normal wear and tear, and shall be well maintained in a state of good repair.

If a bicycle parking space is intended to serve short-term users (anyone who will only be staying less than two-hours) the bicycle parking space is required to be no farther than the nearest off-street automobile parking space.

A good rule of thumb for short-term bicycle parking is to place the parking space in an area that is visible from the street or the interior of the building it serves (through windows or doorways). For short-term or long-term bicycle parking (more than two-hours), the location of an off-street bicycle parking space is required to be in a highly visible and well lighted area. In order to meet these requirements, bicycle parking may be placed in the front, side, or rear setback of the building that it serves (all applicable landscaping, emergency access, and ADA requirements still apply). All bicycle parking facilities shall provide signage which is clearly legible upon the approach to every automobile entrance to the parking facility indicating the availability and location of bicycle parking. With prior approval, long-term bicycle parking may be located indoors.

Can I place bicycle parking in a parking lot or parking structure?

Generally speaking, this is an acceptable location. However beyond the requirements outlined above, additional considerations shall be given to ensure that the bicycle parking functions in a safe and effective manner. Bike racks and bicycles shall be protected from automobiles. This can

be accomplished by providing five-feet of open space that is marked to prohibit automobile parking or with a physical barrier like curbs, wheel stops, poles, or bollards to prevent automobiles from entering the bicycle parking area. All treatments shall meet the parking lot design standards outline in the Burbank Municipal Code (Section 10-1-1417).

memorandum

DATE: July 14, 2023

TO: Greg Mirza-Avakyan, Associate Planner (ext. 5277)

FROM: Building & Safety Division

SUBJECT: **Project No. 23-0003242d (SB 35 Ministerial Approval)**
Located at 3000 W. Empire Ave.

Based on the drawings submitted for this review, the following requirements apply to the project. Additional requirements will be included when complete drawings are submitted for Plan Check. The applicant and/or project designer is responsible for ensuring that all mandatory information required for permit issuance has been addressed on the plans.

DEVELOPMENT REVIEW IS NOT A PLAN CHECK REVIEW. Plan check review requires submittal of complete construction documents and calculations. Questions concerning exiting, fire-resistance, and occupancy should be presented to the Building Division in writing accompanied by appropriate plans.

Please review the following comments.

1. All projects shall comply with Title 9, Chapter 1, of the Burbank Municipal Code, and the **2022 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.
2. 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.
3. All conditions of approval are to be reproduced on the construction document drawings as part of the Approved Construction Set.
4. All Departments that have provide Conditions of Approval are to review drawings and provide final approval via online electronic review, prior to issuance of Building Permit.

5. 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.
6. 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. 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.
7. New or Addition/Alteration construction projects within the City of Burbank are subject to MWELo review.
 - Full structure demolition and new construction are required to provide a full MWELo plan check set for review.
 - New or replacement landscape areas for residential and non-residential projects between 500 (new) and 2,500 (replacement) square feet requiring a building or landscape permit, plan check, or design review will be required to complete, either a Performance or Prescriptive Compliance Method. Full house demolition will require MWELo review, either prescriptive or performance, no exceptions.
8. The property shall comply with accessibility requirements for the various occupancies as stated in California Building Code Chapter 11. Accessibility regulations apply to all common areas and pools and spas.
9. The parking layout will have to comply with City standards, including minimum turning radii for accessing parking stalls.
10. Separate Permits will be required for the following:
 - a. Demolition
 - b. Grading & Shoring
 - c. Architectural & Structural
 - d. Mechanical
 - e. Plumbing
 - f. Electrical
11. 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.
12. Screening will be required for equipment located in front and side yards. The screening will include the electrical panels, A/C compressor units, gas meters, and transformers. All screening will be subject to approval by Planning and Building divisions, and BWP.

13. 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.

14. 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.

15. 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.

16. Plans submitted for plan check must be stamped by State-licensed architect or engineer unless the project is one of the following listed below and complies with conventional light wood frame construction requirements in the CBC:

- Wood-framed, single-family dwellings not more than two stories in height;
- Wood-framed, multi-family dwellings not more than two stories in height, and limited to four dwelling units per parcel;
- Wood-framed, garages or accessory structures for single-family dwellings not more than two stories in height;
- Non-structural or non-seismic storefronts, interior alterations, or additions.

17. Approved hours of construction are:

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

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



**BUILDING & SAFETY DIVISION
CITY OF BURBANK**

LID / ULAR EWMP BMP REPORTING INFORMATION

Approval for development projects and building/grading permits will not be granted/issued until appropriate and applicable stormwater BMPs are incorporated into the project design plans. Also, a plumbing permit will be required for certain treatment control BMPs such as grease traps, sump pumps, and clarifiers. For all projects other than small scale residential developments (4 units or less), if an infiltration BMP is chosen for treatment control, a soils report to address the feasibility of infiltration will be required to be submitted with the plan for review and approval.

Project Name: _____

Street Address: _____

City: _____

Zip Code: _____

Latitude of Project Location (at least 6 decimals): _____

Longitude of Project Location (at least 6 decimals): _____

Parcel APN: _____

Project Type: _____

BMP Type: _____

Total Drainage Area: _____

Predominant Land Use: _____

Project Capital Cost: _____

Native Soil: _____

Managed by BMP: _____ acres

Project Storage Capacity: _____ ac-ft

Total Drainage Area to BMP: _____ Acres

Storm Water Quality Design Volume: _____ cubic feet

Infiltration Rate: _____ in/hr

% Imperviousness of Drainage Area: _____ %



**BUILDING & SAFETY DIVISION
CITY OF BURBANK**

LID / ULAR EWMP BMP REPORTING INFORMATION

User-Estimated Water Supply Benefit:		ac-ft per year
Is Project Storage Capacity Equal to Runoff from the 85th Percentile, 24-hour Storm?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
85th %-tile Vm:		ac-ft
Does BMP have a diversion structure to inlet?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, indicate design diversion rate:		acres cfs
BMP Footprint:		acres sq ft
Depth to bottom BMP from Inlet:		acres ft
Commercial Land Use in Drainage Area:		Acres
Residential Land Use in Drainage Area:		Acres
Industrial Land Use in Drainage Area:		Acres
Institutional Land Use in Drainage Area:		Acres
Street/Road Land Use in Drainage Area:		Acres
Open Space Drainage Area:		acres



DATE: August 9, 2023

SUBJECT: 3000 W EMPIRE AVE. PROJECT

The project applicant proposes to apply the State's Density Bonus Law that allows for increased residential density, incentives, waivers, and parking standards. The project is proposed as an 100% affordable rental unit development with 333 units for a minimum 55 years and three manager units. Household incomes and rents of eligible households shall not exceed the annual median income (AMI) for, adjusted for actual household size, and rent to be determined annually. Developer is proposing limits established by HUD/TCAC for the Very-Low and Low-Income units; and HCD incomes and rents for moderate-income units.

Housing Division Comments:

Affordable Housing Agreement. The Project Applicant shall enter into and record the Affordable Housing Agreement with the City prior to the issuance of a building permit. The Affordable Housing Agreement must include the following provisions for multi-family rental units:

- a. Provisions for the review and approval of a Marketing and Tenant Selection Plan;
- b. Provisions for the review and approval of a Waiting List Management Plan;
- c. Provisions and description of the process for qualifying income-eligible tenants and monitoring for affordable rents;
- d. Procedures for establishing Affordable Rents, filling vacancies, and maintaining Affordable Units for eligible tenants;
- e. Provisions requiring verification of household incomes; and
- f. Provisions requiring maintenance of records to demonstrate compliance.

MEMORANDUM



**PUBLIC
WORKS**

DATE: July 25, 2023

TO: Greg Mirza-Avakyan, Associate Planner

FROM: *DR* Daniel J. Rynn, Chief Assistant Public Works Director – City Engineer

SUBJECT: Project No. 23-0003242d – APN: 2464-001-019 SB 35 Streamlined Ministerial Design Review (with IDRC Staff Meeting)
Located at 3000 W Empire Ave.

Anthony Roman 7/31/2023

Project Description:

Review of a SB 35 application that proposes a new seven-story 337-unit multi-family residential development with 35 at-grade vehicle parking spaces and 110 bicycle parking spaces. The project applicant proposes to apply the State's Density Bonus Law that allows for increased residential density, incentives, waivers, and parking standards. The project is proposed as an 100% affordable rental unit development with deed-restricted 333 units for a minimum 55 years and three manager units. One incentive is proposed by the project applicant for the reduction of the front yard setback.

The project site is approximately 1.97 acres (85,922 SF) and located on the south side of Empire Avenue, approximately at the halfway point between Buena Vista Street and Hollywood Way. The project is approximately 200 feet from the nearest residentially zoned property.

The City Council would determine the decision on the SB 35 application in accordance with BMC Section 10-1-19302(C).

LAND DEVELOPMENT & PERMITS

General Requirements:

- Provide width and location of easement and U.S. Drain at the back of property adjacent to the rectangular concrete open channel [BMC 9-1-2-3203].
- 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.
- 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].
- 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].
- All unused driveways shall be removed and reconstructed with curb, gutter and sidewalk [BMC 7-3-504].
- 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>

The following must be completed prior to the issuance of a Building Permit:

- A portion of the property is within a flood plain. Applicant shall provide a copy of the “Flood Plain Development Permit” pursuant to Part 59 and Part 60 of subchapter B of Chapter I of Title 44 of the Code of Federal Regulations as stated in “SB 35 – Notice of Intent to Submit Application”.
- Dedicate* to the City for street right-of-way, a 9’ wide portion of the property adjacent to W. Empire Avenue to create a 15’ parkway per Burbank 2035 General Plan [BMC 7-3-106].

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

- Applicant shall notify City of Burbank Building Department in regard to proximity of flood zone. FEMA flood map can be accessed at <https://msc.fema.gov/portal/search?AddressQuery=10950%20sherman%20way%20burbank%20#searchresultsanchor>.
- 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 [BMC 7-1-224].
- Submit hydrology/hydraulic calculations and site drainage plans. On-site drainage shall not flow across the public parkway (sidewalk) or onto adjacent private property. It should be conveyed by underwalk drains to the gutter through the curb face or connected to a storm drain facility [BMC 7-1-117, BMC 7-3-102]. The proposed development will need to submit a hydrology/hydraulic calculation, which depict both the existing and proposed drainage conditions. Any drainage studies and/or improvements on private property are to be reviewed and approved by the City's Building Department. Any drainage studies and/or improvements within the public right-of-way are to be reviewed and approved by the City's Public Works Department.
- An address form must be processed [BMC 7-3-907].
- Applicant must contact the City of Burbank, Park and Recreation Department for the removal of any parkway tree(s).
- Plans should include easements, elevations, right-of-way/property lines, dedication, location of existing/proposed utilities and any encroachments.

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

- Resurface (grind and overlay minimum 2") with Asphalt Rubber Hot Mix (ARHM) to the centerline of Empire Avenue fronting the property per City of Burbank Standards. Plans must be submitted in City of Burbank Standard format.
- Applicant must re-stripe the resurface area and re-establish all traffic loops.
- Remove and reconstruct sidewalk fronting the property along Empire Avenue per City of Burbank Standards.
- Reconstruct dedicated portion of parkway with PCC sidewalk per City of Burbank Standard Plans BS-100 & BS-104-1.
- Remove and reconstruct proposed driveway aprons fronting the property along W. Empire Avenue per City of Burbank Standard Plans BS-102 & BS-103 [BMC 7-1-215].

- Any portion of the public parkway (curb, gutter, 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:

- Building access doors, loading docks doors, and access gates may not swing open into the public right-of-way [BMC 7-3-701.1].
- Additional impacts to street triggered by this project could extend the paving restoration limits.

For additional information or questions, please contact Anna Hartounian, Civil Engineering Associate, at (818) 238-3938.

Checked by: Anthony Roman

Date: July 18, 2023

WATER RECLAMATION AND SEWER

Required Information Missing on Plans:

- The location, depth, and dimensions of all sanitary sewer lines and easements must be shown on the plans.
- Type of existing use, including the gross square footage of the building's rooms, and its disposition.

Wastewater requirements:

- Under the current rate structure, pulling the Building Permit for the proposed development is subject to a Sewer Facilities Charge estimated at \$564,138. 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 Residence (\$1,674/Unit * 337 units)
=\$564,138.00

(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.)

- 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].

- No person shall connect to or tap an existing public sewer without obtaining a permit [BMC 8-1-301].
- A maintenance hole must be installed at the connection point to the City sewer main for any newly proposed private sewer lateral connection(s) that are greater than or equal to 8-inches in diameter [BMC 8-1-308] per Standard Drawing BSS-201-2 located in the 2012 edition of Standard Plans for Public Works Construction.
- 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 strongly recommended that all existing private sewer laterals are capped prior to any demolition activities.
- A backwater valve is required on every private sewer lateral(s) connected to a private building(s), unless it can be shown that all fixtures contained therein have flood level rim elevations above the elevation of the next upstream maintenance hole cover of the public sewer serving the property, or a conditional waiver is granted by the Director [BMC 8-1-313]. Please note that Public Works' Wastewater Division will not sign off on the Certificate of Occupancy until the owner/developer provides proof that the backwater valve(s) has been installed.

Project Specific Requirements:

- A Sewer Capacity Analysis (SCA) is required. The SCA shall analyze how the proposed project will impact wastewater flows and assess the ability of existing sewer lines to accommodate the proposed project in a peak wet weather scenario for all sewer reaches downstream/tributary to the property. The sewer study can be conducted by the applicant and submitted for review and approval by Public Works, or prepared by Public Works subject to a fee per the currently adopted Citywide Fee Schedule. For by-right developments, such as SB-35 projects, Public Works requires that the SCA be completed prior to the submittal of the project application. If an environmental impact analysis is performed, the applicant must complete the SCA early in the process must include the findings from the SCA in the draft release of the Environmental Impact Report. Please note that if sufficient capacity does not exist, the Director will require the applicant to restrict discharge until sufficient capacity is available, or to construct a public sewer to provide sufficient capacity, or agree to pay a shared portion of the sewer infrastructure improvement costs with the City. The City may refuse service to persons locating facilities in areas where their proposed quantity or quality of sewage is unacceptable [BMC 8-1-301A and BMC 8-1-304].

Stormwater Requirements:

- Effective July 1, 2010, any construction activity that results in soil disturbances greater than one acre is subject to the General Permit for Storm Water Discharges Associated with Construction Activity Permit Order 2009-0009-DWQ (2009 Construction General Permit) – see: http://www.waterboards.ca.gov/water_issues/programs/stormwater/constpermits.shtml. Additionally, if the construction activity less than one acre is part of a larger common plan of development that encompasses a total of one or more acres of soil disturbance or if there is significant water quality impairment resulting from the activity, it is subject to the 2009 Construction General Permit.
- 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].
- Discharges from essential non-emergency firefighting activities (i.e., fire sprinkler system testing) is a conditionally allowed non-storm water discharge into the storm drain system, provided appropriate Best Management Practices (BMPs) are implemented. Please see the attached Fire Suppression Systems discharge form and follow the requirements to comply when conducting the conditionally allowed non-storm water discharge.
- Certain construction and re-construction activities on private property will need to comply with post-construction Best Management Practices (BMPs), which include Sections 8-1-1007 and 9-3-414.D of the BMC authorizing the City to require projects to comply with the Standard Urban Stormwater Mitigation Plan provisions and the City's **Low Impact Development (LID)** ordinance. For questions on these requirements, please contact the City's Building Division at (818) 238-5220.
- Certain construction and re-construction activities within the City's transportation corridors (i.e., public streets, public alleys, public parkway areas, private streets, and private parking) will be subject to the City's Green Streets Policy requirements should the transportation corridor redevelopment area exceed 5,000 square feet. This policy can be reviewed at the following address:
http://file.burbankca.gov/publicworks/OnlineCounter/permits/app_docs_procedures/greenstreet/gspolicy.pdf

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

Checked by: Stephen Walker

Date: July 12, 2023

TRAFFIC ENGINEERING

CONDITIONS:

- Driveway slope and transition shall be constructed per Burbank Standard Plan BT-406.
- Parking spaces shall be constructed per BMC 10-1-1401, 10-1-1403, 10-1-1417, 10-1-1606.
- 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 and driveway per BMC 10-1-1303(C). The 6' high masonry wall, located at both driveways, violates this code. Either remove the portion of the masonry wall within the cut-off area or reduce masonry wall within the cut-off area to below 3' high.

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

Checked by: Vikki Davtian Date: July 18, 2023

FIELD SERVICES

Solid Waste:

- Must have a common location(s) for trash enclosures large enough to house an appropriate number of source separated trash, organics and recycling bins.
- Minimum trash enclosure clear inside dimensions shall be 20-ft by 9-ft with gates on 20-ft side.
- Must comply with AB 341 and SB 1383 requirements.
- The condominium complex must have a common location for a trash enclosure large enough to house two 2-yard bins (1 refuse and 1 recycling).
- There must be an appropriate location on the property for all solid waste containers or bins. Solid waste containers shall not to be visible from the street.

For additional information or questions, please contact Public Works Field Services at (818) 238-3800.

Checked by: John Molinar Date: July 25, 2023



City of Burbank
 PUBLIC WORKS DEPARTMENT
 275 East Olive Avenue, Burbank CA 91510-6459
 Tel: (818) 238-3915 Fax (818) 238-3918
 www.burbankca.gov

DISCHARGE PERMIT FIRE SUPPRESSION SYSTEMS

On November 8, 2012, the Los Angeles Regional Water Quality Control Board (Regional Board) adopted the Final Waste Discharge Requirements for Municipal Separate Storm Sewer System (MS4) Discharges within the Coastal Watersheds of Los Angeles County. The City of Burbank is a Co-Permittee regulated under the State-issued municipal storm water permit, which regulates discharges of storm water and urban runoff to and from the City's municipal separate storm sewer system (MS4). The current MS4 Permit can be accessed at:

http://www.waterboards.ca.gov/losangeles/water_issues/programs/stormwater/municipal/index.shtml

The MS4 Permit essentially prohibits any non-storm water discharges from entering the City's storm drain system. However, certain discharges are allowed if appropriate Best Management Practices (BMPs) are implemented; these are known as conditional exemptions. One of the conditionally exempt non-storm water discharges is for discharges from routine maintenance of fire suppression systems (e.g. fire sprinklers), if specific Best Management Practices are implemented prior to, during, and following the discharge. Tables 1 and 2 contain the required BMPs in order to discharge water from fire suppression systems to the City's MS4.

CITY USE ONLY

Permit processed by _____

Approved Denied

Inspection or Follow-up Required? Yes No

Inspector Assigned _____

Comments _____

Table 1. Required BMPs for Discharges from Fire Suppression Systems, Routine Maintenance

BMP Number	BMP Description
1	Obtain a permit from the City if the discharge is >10,000 gallons.
2	Maintain records if the discharge is >1,500 gallons (see Attachment 1).
3	Conduct flows for the shortest duration possible.
4	Remove all debris from the curb and gutter before initiating flushing.
5	If chlorine residual is a concern, use dechlorination. Discharges must be dechlorinated before entering a storm drain. ^a
6	Whenever possible and when safe to do so without causing damage or erosion, contain flows onsite by directing the water to landscaped or green areas.
7	When practicable and with the permission of the local sewer agency, divert sprinkler system discharge to the sewer. The local sewer agency may have additional conditions.
8	Assess the following prior to any partial or full discharge of water from a vault, substructure or building fire system into the street or storm drain system: a. Ensure the water is not cloudy, discolored and/or has no unusual odor. b. Ensure the Fire Protection System water does not have chemical additives. ^b
9	Dischargers must minimize sediments and other debris entering a storm drain.
10	Determine the flow path of the discharge from the point of release to the inlet of a storm drain.
11	Implement drain inlet protection (see table below).

^a Many, if not most, testing and maintenance discharges will not have chlorine residual due to the age of the water in the system. If CWS water is introduced during testing and then discharged, it will require dechlorination. Methods of dechlorination include aeration and/or other appropriate means such as infiltration to the ground, bags, diffusers, and at sediment traps in drop inlets where controllable.

^b If it has been determined that chemicals have been added to the fire protection system the following actions must be taken: The water should be tested by an approved testing facility to determine the chemical and the proper treatment. Upon completion of the chemical report of the water test, the results should be submitted to the City to determine the approved discharge method and location of the water discharge. Examples of the discharge location may be storm drains, sewage system or to an approved treatment facility or plant. If chemicals are to be reintroduced into a system, proper signage should be provided for guidance. Note: The following conditions may require testing by an accredited laboratory for cloudiness, discoloration and odors (sewage, chemicals, solvents, gasoline, etc.). Turbid water due to rust and musty stagnation would be subject to BMPs for containment and sediment control.

Table 2. Required BMPs for Storm Drain Inlet Protection

BMP Number	BMP Description
1	Before the drain event, check to be sure the fire protection system discharge does not interfere with or delay repairs or corrective actions undertaken by the MS4 agency.
2	Prior to the release, evaluate and determine the appropriate BMPs to use.
3	Where appropriate, place bags to either completely or partially surround drain inlet. The number of bags used will vary depending upon site conditions and the resources available. Protection should be installed around all affected drain inlets within reason. Several bags may need to be stacked on top of each other to produce the desired protection.
4	Remove grate from drain inlet and ensure that it is clear and clean of debris.
5	If appropriate, place filter bag insert so that edges are secured when grate is replaced.
6	Periodically inspect and adjust bags. Because filter bags clog quickly, pay particular attention to water backing up around the drain inlet. Where necessary, either replace the bags frequently or adjust upstream sediment dams to provide more sediment removal prior to drain inlet.
7	When the discharge is complete, allow any water that is ponded behind the dams to drain.
8	Clean the flow path and upstream dams to remove residual sediment from the street.
9	Retrieve all control equipment and remove temporary drain inlet bag.

I. Required Information:

Today's Date	
Responsible Party	
Phone Number	
Address/Location of Discharge	
Location of Nearest Storm Drain Inlet	
Date and Time of Anticipated Discharge	
Duration of Discharge	
Estimated Volume of Discharge	

II. Best Management Practices to be implemented:

1. How will the pathway to the storm drain inlet be cleaned?

2. Does the water contain chlorine? Yes No

3. How will the water be dechlorinated?

4. How will you minimize the discharge of water to the storm drain system?

5. Are there other chemical additives in the water to be discharged?

6. How will the storm drain inlet be protected?

Attachment 1

**RECORD KEEPING AND NOTIFICATION FORM
DISCHARGES FROM
WATER-BASED FIRE PROTECTION SYSTEMS**

DIRECTIONS:

Discharges less than 10,000 gallons but greater than 1,500 gallons – Part A only.
Discharges equal to or greater than 10,000 gallons – Fill out entire form.
For discharges less than 1,500 gallons, record keeping is not required.
Discharger is to retain records for a period of no less than five years.

PART A

Date of Discharge: _____

Name of Discharger/Responsible Party: _____

Location of Discharge: _____

Location of Nearest Storm Drain Inlet: _____

Time Frame of Discharge:

Beginning _____

Discharge Flow Rate (gpm) _____

End _____

Total Gallons Discharged _____

Duration (minutes): _____

Dechlorination Chemicals Used: _____

Chlorine Residual Concentration
(after dechlorination): _____ mg/l

Location of Monitoring: _____

Time of Monitoring: _____

Description of Sediment Controls Used: _____

PART B

Date of Notification: _____

Method of Notification: _____

Who was notified? _____

Department	Burbank Water and Power (Electric)
DR #	21-0007030, APN: 2464-001-019
Project Name	3000 W Empire Ave (337 Units) – SB 35 Project – Streamlined Ministerial Application
Location	3000 W Empire Ave

Checked by: **Mina Shehata** **7/20/2023**
Electrical Engineering Associate II

Approved by: **Calvin Clark**  **7/20/2023**
Senior Electrical Engineer

BWP – Electric Conditions on this Project (General Requirements)

1. 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 <https://burbankwaterandpower.com/electric/rules-and-regulations>.

2. 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

3. All meter rooms must be located on the ground floor and have two exit doors equipped with panic hardware. At least one door must lead directly outside. BWP must be supplied an access key to the room, which will be installed in a lock box adjacent to the door. The developer shall consult BWP for approved location and obtain a service confirmation prior to any installations.
4. Plans must be revised to show the required clearance for switch and transformer pads.

General Comments Applicable to this Project

Plan Information

5. The following information shall be included on the construction plans:
 - a. Location of the existing electric service panel
 - 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.
6. Plan approval will not be given until an electric service confirmation is obtained. Contact BWP Engineering at (818) 238-3575. The plans must show the pertinent information related to the method of service as specified on the confirmation.

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

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

Substructure (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)

- 10. Overhead BWP electrical facilities traversing or adjacent to the development are to be converted to underground at the developer's cost. The developer will be responsible for costs involved in converting existing overhead electric services to underground for any customers impacted by this underground conversion.
- 11. The proposed development will require the installation of a pad-mounted transformer at grade, which has a vault underneath it. No structures are allowed to be constructed underneath this vault.
- 12. The proposed development may require the installation of a pad-mounted switch at grade, which has a vault underneath it. No structures are allowed to be constructed underneath this vault. The pad-mounted switch will be looped on the line side.
- 13. The installation of pad-mounted transformers and switches will require the use of a crane or boom truck. To facilitate this installation, a vertical clearance of 40' from the transformer

or switch pad level should be maintained. Any design that would restrict vertical access clearance to a level below 40' shall be subject to BWP approval.

14. Provide a minimum 14' x 18' clear accessible area at grade level on undisturbed soil with easy crane access 20-foot wide for each three phase pad-mount transformer facility.
15. 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.
16. The proposed development will require the installation of 4' x 6' primary pull-boxes.
17. Additional conduits may be required to provide for future needs.
18. The developer will provide 5' wide recorded easement for the new underground system from the property line to the switch and a minimum 25' x 15' clear accessible easement for a pad-mount switch. The developer's surveyor will provide a legal description of the easements, which will be reviewed by Burbank Water and Power and then processed by the Community Development Department (contact 818-238-5250 for recording).
19. The developer's contractor will provide as-built drawings showing the exact location of underground substructure installed to serve the property.
20. All substructure work including transformer pads, switch pads, pull boxes, grounding systems, primary conduits and secondary conduits are the responsibility of the developer and shall be done in accordance with Burbank Water and Power drawings and specifications.
21. 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.
22. BWP will provide the following items at the developer's cost:
 - a. Construction drawings for all substructure work
 - b. Engineering support during construction
 - c. Inspection of the work performed by the developer's contractor to ensure the work is done per the plans provided by BWP and per BWP specifications
 - d. Installation of all transformers, switches, primary cables, and metering devices
 - e. Termination of the secondary cables at the transformer
23. The developer's contractor shall install secondary conduits, pull cable from the transformer to the switchboard, and terminate the secondary cables on the switchgear.
24. Depending on the location of the switchgear (whether it is outside or inside the building), secondary conduits and cables will be inspected and approved by both the BWP inspector and the Building Inspector (switchgear inside the building) or by the BWP inspector (switchgear outside the building).

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

Safety/Clearances

26. The developer's contractor is responsible for protecting any existing Burbank Water and Power facilities in place. Power poles must be protected in place to prevent any movement of the pole butt during excavation. Anchors must also be protected to prevent slippage or exposure that could result in the reduction or loss of holding power. If these requirements cannot be met, then no excavation will be allowed within three feet from the face of poles and five feet from anchors. (*BWP Rules and Regulations 1.14, 2.01(e), 2.54 per BMC 8-2-203*)
27. The developer's contractor is responsible for protecting any existing Burbank Water and Power underground facilities from damage during construction. No crane-imposed loads will be allowed on any existing manhole or pullbox structures. (*California Government Code 4216, BWP Rules and Regulations 1.14, 2.01(e), 2.54 per BMC 8-2-203*)
28. Any excavation that restricts vehicular access to existing BWP facilities may require the relocation of such facilities prior to excavation at the developer's cost. (*BWP Rules and Regulations 1.12, 1.14, 2.01(e), 2.52(f), 2.54 per BMC 8-2-203*)

Aid-in-Construction

29. The Burbank Water and Power fees for providing electric service are Aid-in-Construction (AIC) charges set forth in Section 3.26 of BWP's Rules and Regulations for Electric Service. AIC charges are to recover the actual cost of:
 - a) Providing and installing new facilities to serve the customer;
 - b) Conducting feasibility studies and engineering;
 - c) Relocating existing overhead or underground facilities.
30. A Customer or Developer requesting a new, upgraded or replacement metered electric panel will be charged a Capacity Charge based on the kVA demand of such new, upgraded, or replaced metered electric panels, which will be applied according to the current City of Burbank Fee Resolution. The kVA demand is calculated using the formulas per BWP Rules and Regulations 3.26(g).
31. Depending on local site conditions and the location of the project, AIC costs can vary widely from project to project. For reference, historical AIC costs for developments between 1 MVA and 5 MVA have ranged from \$400,000 - \$1,200,000 (2021 dollars) per MVA. For projects in this size range, BWP recommends performing a feasibility study early on in the project to determine a proposed electrical route and a rough cost estimate.

32. If any portion of the existing BWP facilities needs to be upgraded or relocated due to the subject project, it will be done at the developer's expense.

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

33. All electrical installations must conform to the Burbank Water and Power Rules and Regulations for Electric Service (latest revision).
34. Contact BWP Engineering at (818) 238-3647 (residential) or at (818) 238-3565 (commercial) if the existing service panel requires upgrading.
35. For multi-metered services all numbering must be completed in a permanent manner at all individual units and meter sockets before service can be energized. See BWP Rules and Regulations, Section 2.68 (c) for acceptable labeling (stenciling or riveted tags required, permanent marker is unacceptable). Contact Public Works Engineering for unit designations.
36. 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.
37. Outdoor meter locations are preferred. When adequate exterior wall space is not available, a separately locked, clearly labeled meter room is acceptable. All meter rooms must be located on the ground floor and have two exit doors equipped with panic hardware. At least one door must lead directly outside. BWP must be supplied an access key to the room, which will be installed in a lock box adjacent to the door. The developer shall consult BWP for approved location and obtain a service confirmation prior to any installations.
38. All new metered services require a path for meter communications to BWP communication networks. Installation of meters that fail to continuously communicate with BWP communication networks will require additional BWP approved equipment to be installed at the developer's expense in order to create the appropriate communications path.

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

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

Fiber/Communication

41. Burbank Water and Power offers high-speed, high-quality fiber optics-based services through its ONE Burbank program. Fiber service is available to the project if desired. For further information, email support@oneburbank.com or call (818) 238-3113.
42. 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)

43. Any trees planted in the area adjacent to the street/alley will be of a type that will not grow into the existing power lines and will also have sufficient clearance from the streetlight facilities.
44. All equipment locations and screening structures will be indicated on the plans and must meet the Community Development Department Equipment Screening Guidelines. The plans will include the proposed screening method, height of screening, material finish, and color or species of vegetation. All screen walls, which are a part of, or adjacent to, the proposed building will be shown on the building elevations. All screen walls detached from the building will be included as a separate elevation. Verification of submittal requirements and recommendations for screening requirements shall be by the CDD Director or his designee.
45. BWP landscaping requirements for transformer pads and switch pads:
Due to the natural maturation of trees and other landscaping elements, the following requirements are to be adhered to:
 - a) New plantings within three feet of the back or sides of the pad and within eight feet of the front shall be of a groundcover type. This is considered the working zone.
 - b) Outside of the working zone, shrubbery is acceptable within eight feet of the pads, but trees must be beyond an eight-foot radius to lessen future root conflicts.
 - c) Landscaping grade shall be a minimum of five inches below the grade level of the top of transformer pads.
 - d) All irrigation and sprinkler systems shall be constructed so that water shall not be directed onto the switch, the transformers, or the concrete pads. Additionally, surface water shall drain away from the concrete pads.

Landscape plans shall adhere to the above requirements, showing proper working clearances for electrical facilities on L-sheets.

Energy Efficiency

46. The electrical design shall comply with California Building Code Title 24 energy efficiency requirements and shall use, wherever practical, surge suppressors, filters, isolation transformers, or other available means to preserve a quality of power of its electrical service and to protect sensitive electronic and computer-controlled equipment from voltage surges, sags, and fluctuations. BWP also recommends the use of an uninterruptible power supply (UPS) and a standby generator for critical loads.
47. Power factor correction to a minimum of 90% will be requested to minimize kVA demand as well as energy use. The developer must use California Nonresident Building Standard to consider and implement energy efficient electrical equipment and devices for minimizing peak demand and wasteful energy consumption. (*BWP Rules and Regulations 2.21 per BMC 8-2-203*)

Electric Vehicle Charging

48. 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.
49. As part of our efforts to reduce greenhouse gas emissions, improve air quality, and enhance customer service, Burbank Water and Power's Electric Vehicle Charging program promotes the use of electric vehicles by providing rebates for the installation of Level 2 (240V) charging equipment. BWP also installs and maintains a public electric vehicle charging network, consisting of 45 Level 2 charging ports and 2 DC Fast Chargers (480V), with new stations added each year depending on budget and availability. For more information on the rebates and the charging network, please contact Drew Kidd at 818-238-3653 or DKidd@burbankca.gov. Additionally, information can be found at <https://www.burbankwaterandpower.com/conservation/electric-vehicles-rebate>.

Additional Comments

50. A feasibility study as recommended under the Aid-in-Construction comment above should be requested and completed before finalizing the site plan. A padmount switch may be required, and electrical structures may affect layout of parking, buildings, and landscaping. The Feasibility study is not required ahead of time, but it will help the developer in planning for the electrical installation. Past projects and experience have shown that a feasibility study will help determine the extent of onsite electrical facilities for the requested load and may save the developer cost and time in the design process. BWP highly recommends a feasibility study to reduce cost and improve coordination of new utility installations with the development.
51. Plans do not currently show the load schedule or single line diagram for the project. The

load schedule is required so that BWP can determine the power needs of the project. BWP can provide one single-phase service of 400 amps or less or one three-phase service of 200 amps or less from the overhead distribution facilities to the property. If the submitted electrical load schedule is greater than 400 amps single-phase or 200 amps three-phase, then the applicant will be required to install a new 120/240V single phase or a new 120/208V three-phase padmount transformer service at their expense. The applicant can obtain one meter per unit provided that public works assigns an address for each unit.

If a padmount service is required, the proposed development must meet required clearances (reference drawings S-724 and S-725). A load schedule is required to determine the service size. The applicant will be responsible for installing all underground substructures and paying actual costs incurred by BWP to provide electric service. The applicant will need to obtain an excavation permit through Public Works prior to excavating in the alley. Aid-in-Construction charges shall recover all costs by BWP to provide electric service. Expenses may include:

1. Transformers
 2. Primary service cable to the customer's transformer facilities
 3. New riser pole and riser conduits
 4. Primary protected devices and primary cable support structures within the vault
 5. Metering devices
 6. Labor and equipment to install the above
 7. Field services and inspections
 8. Engineering and construction drawings
52. The developer is responsible for the street lighting system traversing the project. The street light system is required to be underground fed with LED luminaires. Standards and luminaries will be supplied by BWP at the developer's expense. A plot plan of the site must be submitted to BWP during the initial planning stage of the project for streetlight design.
53. Feeder upgrades may be required to serve this project load. A load schedule is required to determine upgrade requirements.

For additional information or questions please contact **Mina Shehata, Electrical Engineering Associate II**, BWP at (818) 238-3719 or MShehata@burbankca.gov.

MEMORANDUM



**WATER AND
POWER**



DATE: July 7, 2023

TO: Greg Mirza-Avakyan, Associate Planner

FROM: Bassil Nahhas, Principal Civil Engineer *Bassil Nahhas*
BY: Samantha Miranda, Civil Engineering Assistant

SUBJECT: Project No. 23-0003242 – Development Review (with IDRC Staff Meeting)
Located at 3000 W. Empire Ave

Project Description:

Review of a SB 35 application that proposes a new seven-story 337-unit multi-family residential development with a 35 at-grade vehicle parking spaces and 110 bicycle parking spaces. The project applicant proposes to apply the State's Density Bonus Law that allows for increased residential density, incentives, waivers, and parking standard. The project is proposed as an 100% affordable rental unit development with deed-restricted 333 units for a minimum 55 years and three manager units. One incentive is proposed by the project applicant for the reduction of the front yard setback.

The project site is approximately 1.97 acres (85,922 SF) and located on the south side of Empire Avenue, approximately at the halfway point between Buena Vista Street and Hollywood Way. The project is approximately 200 feet from the nearest residential zoned property.

The City Council would determine the decision on the SB 35 application in accordance with BMC Section 10-1-19302(C).

All Plan Submittals Shall Contain:

<input checked="" type="checkbox"/>	BWP Rules and Regulations Section 4.30 (a): Size & location of water services (domestic, fire, type & location of the backflow assembly)
<input checked="" type="checkbox"/>	§ 4.30 (a) & (b): Calculations for sizing of domestic water meter and service

<input checked="" type="checkbox"/>	§ 4.30 (a): Landscape Irrigation Plans
<input checked="" type="checkbox"/>	§ 4.30 (a): Plumbing Plans
<input type="checkbox"/>	§ 4.31 (b): Location of stub-out(s) for future connection(s)
<input type="checkbox"/>	Other:

General Requirements:

<input checked="" type="checkbox"/>	§ 4.31, 4.32, 4.33, & 4.34: New potable/ domestic water service will connect from a 12" D.I. main located in Fairview St at a static pressure of approximately 100-120 psi.
<input checked="" type="checkbox"/>	§ 4.31 (d) and 4.31 (e): The applicant shall be responsible for all additional costs of connection, installation, and abandonment
<input checked="" type="checkbox"/>	§ 4.36: Temporary potable water may be supplied from the 2" existing service located on Empire Ave. The existing meter(s) and box(es) must always be protected in place.
<input checked="" type="checkbox"/>	§ 4.36: Water may be supplied temporarily from a hydrant. Contact Water Engineering concerning fees, required permit, and fittings.
<input checked="" type="checkbox"/>	§ 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).
<input checked="" type="checkbox"/>	§ 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.
<input checked="" type="checkbox"/>	§ 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.
<input checked="" type="checkbox"/>	§ 1.10: A service connection shall not be used to supply utility services to any parcel of land other than the parcel for which the service connection is assigned. If multiple parcels are not consolidated into one parcel, each parcel will require their own potable and fire water services.
<input checked="" type="checkbox"/>	A copy of this Development Review shall be shown on the applicant's plan submittal.
<input checked="" type="checkbox"/>	The Applicant shall meet with utility representatives from BWP/Water, BWP/Electric, and Public Works/Sewer to discuss utility requirements in detail.
<input type="checkbox"/>	Other:

Fees:

<input checked="" type="checkbox"/>	§ 4.34 (a), (b), (c), (d), & (e): A Water Main Replacement Fee (WMRF) is required.
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	1. 12" WMRF: 322.50' of frontage on Empire Ave x \$175/linear-foot = \$56,437.50
<input checked="" type="checkbox"/>	§ 4.34 (g): A Water Distribution Main Charge (WDMC) is required.
<input type="checkbox"/>	Other:

Cross-Connection Prevention and Control:

<input checked="" type="checkbox"/>	§ 4.35: The water service for this project must be provided with protective devices that prevent objectionable substances from being introduced into the public water supply system, per Title 17 of the California Administrative Code. A minimum \$50 backflow prevention plan check fee and up to actual cost will be applied. Both domestic and fire services will require installation of backflow prevention devices. Backflow devices must be installed on the applicant's property and as close as possible to the property line (Standard Drawing No. BWP-615).
<input type="checkbox"/>	Other:

Recycled Water:

<input checked="" type="checkbox"/>	§ 5.01 & 5.15: Recycled water shall be utilized for construction, grading, and dust control. Contact Water Engineering for fees and permitting requirements.
<input checked="" type="checkbox"/>	§ 5.02: Recycled water is available to your parcel. All landscape irrigation must be served by a dedicated recycled water landscape irrigation service. See attached sheet.
<input type="checkbox"/>	§ 5.02: Recycled water will be available to your parcel in the future. Until recycled water is available, landscape irrigation must be served by a dedicated landscape service protected by a BWP approved prevention device. When recycled water is available you must immediately convert; at your cost; all landscape irrigation from potable water to recycled water. See attached sheet.
<input type="checkbox"/>	Other:

For additional information or questions, please contact Bassil Nahhas PE, Principal Civil Engineer, at (818) 238-3500

Approved by:

X 

 Asif Sheikh, PE
 Manager, Water Engineering & Planning

BWP Water Conditions for Recycled Water Landscape Irrigation Use

1. Recycled water is available to your parcel. All landscape irrigation must be served by a dedicated recycled water landscape irrigation service.
2. Submit irrigation plans and plumbing plans for review and approval by BWP. The plans must clearly display:
 - a. Specific alignment and location of all irrigation lines and appurtenances;
 - b. Specific alignment and location of domestic and fire water lines and services;
 - c. Proposed location of the landscape irrigation water service point of connection;
 - d. Location of backflow prevention devices for domestic and fire water services;
 - e. Recycled water sign locations which must be visible at all public entrances; and
 - f. A legend of all components and appurtenances.
3. Potable water and recycled water systems must be constructed and horizontally/vertically separated in compliance with applicable water system construction standards as well as those specified in the California Health and Safety Code, Water Code, Titles 22 and 17 of the California Code of Regulations, and the Los Angeles County Code Title 28 – Plumbing.
4. On-site recycled water systems shall be under the management of an on-site supervisor designated by the user and approved by BWP per BWP Rules and Regulations Section 5.11. The supervisor shall be responsible for the installation and use of pipelines and equipment in accordance with the Rules and Regulations set forth by BWP as well as applicable Federal, State, and local statutes. The supervisor shall receive training from BWP on the hazards of working with recycled water and shall be periodically retrained. The County of Los Angeles Department of Environmental Health (County) must approve all recycled water systems prior to construction or implementation.
 - a. **Address:** CROSS CONNECTIONS AND WATER POLLUTION CONTROL PROGRAM, 5050 Commerce Drive, Baldwin Park, CA 91706-1423
 - b. **Phone:** Tel (626) 430-5290, FAX (626) 813-3025
 - c. Plans and specifications for recycled water distribution systems, as well as the use and operation of such systems must be submitted to the County for review and approval prior to construction or implementation.
 - d. Prior to commencing construction, the customer/contractor must contact the County to schedule an inspection of the proposed on-site recycled and potable water work.
 - e. No piping for potable or recycled water in conjunction with a specified project shall be installed prior to County plan check approval and preliminary inspection.
 - f. Upon completion of construction, no excavation or open trench may be backfilled without first securing the County approval. Any areas backfilled without prior approval will be required to be exposed and corrected as necessary.
 - g. Only a County approved temporary water connection, to a potable water supply via a dedicated, approved, reduced-pressure-principle backflow prevention device shall be permitted to be utilized for the purpose of flushing, pressure testing, landscape use or the final cross-connection testing.



BURBANK FIRE DEPARTMENT

Memorandum

TO: Greg Mirza-Avakyan

FROM: Dave Burke, Fire Marshal
By: Daniel King

DATE: 7/26/2023

RE: 3000 W. Empire Ave. Project No. 23-0003242d

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

While we make no attempt to cite all applicable provisions herein, the following code requirements are of special significance for this project:

- 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.
 - Provide an automatic fire sprinkler system in accordance with the Burbank Municipal Code. **9-1-9-903 (a)**
 - 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. **BMC 9-1-9-903.4.2.1**
 - Provide a fire alarm system to notify all occupants of automatic fire sprinkler water flow. **BMC 9-1-9-903.4.2.1**
 - Provide a Knox key box for fire department access. **CFC 506.1/BMC 9-1-9-506.1**
 - Provide a Knox KS-2 key access switch for security gates. **CFC 503.6**
 - Provide address numbers a minimum of 4 inches high for residential structures and six inches high for all other occupancies with $\frac{3}{4}$ inch stroke to identify the premises. Numbers shall be plainly visible from the street or road fronting the property and from the alley or rear accessway to the property. **BMC 9-1-9-505.1.1/BMC 9-1-9-505.1.2**
 - 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. **BMC 9-1-9-906.6.7.1/ CFC 906.1**
 - 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. **CFC 1010.1.9**
 - Provide a fire alarm system. **BMC 9-1-9-903.4.2.1**
- 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 Section 503 Through 503.6**

- Specifications for fire apparatus access roads shall be provided and maintained in accordance with the **CFC 503.2.3**
 - Plans for fire apparatus access road shall be submitted to the fire department for review and approval prior to construction. **CFC 105.4.1**
 - Plans and specifications for fire hydrant systems shall be submitted to the fire department for review and approval prior to construction. **CFC 105.4.1**
 - 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. CFC 501.4**
 - 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. **CFC 503.3 / 503.4**
 - 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.
 - All exits, fire department access and fire protection shall be maintained in accordance with the California Fire Code during construction. **CFC 3308.5 / CFC 3310.1 / CFC 3311.2**
 - Any fire hydrants for this block shall be upgraded with a 4" X 2-2 1/2" outlets. Contact the Water Division at 238-3500 for specifications on the type of fire hydrants to be provided.
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- Except as otherwise provided, no person shall maintain, own, erect, or construct, any building or structure or any part thereof, or cause the same to be done which fails to support adequate radio coverage for City emergency service workers, including but not limited to firefighters and police officers. Buildings and structures which cannot meet the required adequate radio coverage shall be equipped with any of the following in order to achieve the required adequate radio coverage: a radiating cable system or an internal multiple antenna system with or without FCC type accepted bi-directional UHF amplifiers as needed. Further information and guidance can be obtained by contacting the City of Burbank Radio Communications shop at (818)238-3601. **CFC Section 510**
 - For parking garages provided with a ventilation system in accordance with the California Building Code "Interior Environment" a remote over-ride switch shall be provided for Fire Department use as assistance for smoke removal. The switch shall be located and clearly marked in a readily accessible location as directed by the Fire Department. **CBC 406.6.2**
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- The occupancy shall be approved and limited to the number of occupants noted on the plan submitted for review.
 - Provide and maintain an approved occupant load sign in a conspicuous location near the main exit from the room.
-
- Provide smoke detection for dwelling units, congregate residences and hotel or lodging guestrooms that are used for sleeping purposes.
 - 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.
 - Buildings having floors used for human occupancy located more than 35 feet, but less than 75 feet above the lowest level of fire department vehicle access, shall be in compliance with all applicable "Mid-Rise" requirements as defined by the Burbank Municipal Code. **BMC 9-1-9504.3.1 / 9-1-9-504.3.1 / 9-1-9-504.3.1.2 / 9-1-9-504.5 / 9-1-9-905.3(a) / 9-1-9-907.2.1(a) /**
 - Buildings having floors used for human occupancy located more than 75 feet above the lowest level of fire department vehicle access, shall be in compliance with all applicable "High-Rise" requirements as defined by the Burbank Municipal Code. **BMC 9-1-9504.3.1 / 9-1-9-504.3.1 / 9-1-9-504.3.1.2 / 9-1-9-504.5 / 9-1-9-905.3(a) / 9-1-9-907.2.1(a)**
 - High-rise and Mid-rise buildings shall be accessible on a minimum of two sides. Roadways shall not be less than 10 feet or more than 35 feet from the building. Landscaping or other obstructions shall not be placed or maintained around structures in a manner so as to impair or impede accessibility for fire fighting and rescue operations.
 - Group B office buildings and Group R, Division 1 Occupancies, each having floors used for human occupancy located more than 35 feet above the lowest level of Fire Department vehicle access, shall be provided with an automatic fire alarm system. **BMC 9-1-9-907.2.1(a)**
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- Every mid-rise building shall be provided with an approved combined standpipe system. **BMC 9-1-9-905.3(a)**

- All stair shaft doors at each building level shall provide access to the building for fire department use **BMC 9-1-9-504.3.1.2**
- There shall be provided for fire department use at least one access door to one enclosed exit stair shaft that serves all building levels and the roof at the main entrance level outside the building. **BMC 9-1-9-504.3.1.2**
- All enclosed exit stairways shall be continuous to each floor served in either direction and shall be without obstructions such as intervening doors and gates. **BMC 9-1-9-504.3.1.2**
-
- EXCEPTION: Approved barriers provided at the ground floor level to prevent persons traveling downward from accidentally continuing into the basement, in accordance with the Building Code.
- Locking of enclosed exit stair shaft doors: **BMC 9-1-9-504.3.1.3**
 1. All enclosed exit stairshaft doors which are to be locked from the stairshaft side shall have the capability of being unlocked without unlatching, by all of the following methods: **BMC 9-1-9-504.3.1.3**
 - 1.1 A manual signal from the central fire control room.
 - 1.2 The actuation of a fire alarm device.
 - 1.3 Upon failure of electrical power.
 2. When enclosed exit stairshaft doors are locked from the stairway side, an approved emergency communication system directly connected to the building control station, proprietary supervisory station, or other approved emergency location shall be available to the public and shall be provided at every fifth-floor landing in each required enclosed exit stairshaft. **BMC 9-1-9-504.3.1.3**
 - 3.
- In every bank of elevators, there shall be provided and available to the fire department, an elevator that opens on to each floor served by the individual bank. A bank of elevators is one or more elevator cars controlled by a common operating system, or where all elevator cars will respond to a single call button.
- Elevator cars assigned for fire department use shall have at height, recessed area, or removable ceiling, which will make possible the carrying of a nine- (9) foot high ladder. At least one elevator car assigned for fire department use and serving all floors shall be of a size that will accommodate a 24 inch by 85-inch ambulance stretcher in the horizontal position and have a clear opening width of 42 inches. The elevator shall be identified with approved signs. **BMC 9-1-9-504.5**
- Elevators shall open into a lobby on all floors except the lowest terminal floor of building entry. Lobbies may serve more than one (1) elevator. Lobbies shall be separated from the corridor by one (1) hour fire resistive construction with all openings protected by tight fitting twenty (20) minute door assemblies designed to close automatically upon activation of a detector which will respond to visible or invisible particles of combustion. Lobbies shall also be separated from the remainder of the building as required for corridor walls and ceilings. **BMC 9-1-9-504.5**

Fire Lane Requirements California Fire Code Chapter 5. and Appendix D.

503.1.1 Buildings and Facilities Approved fire apparatus access roads shall be provided for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction. The fire apparatus access road shall comply with the requirements of this section and shall extend to within 150 feet (45 720 mm) of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility.

503.2.2 Authority The fire code official shall have the authority to require or permit modifications to the required access widths where they are inadequate for fire or rescue operations or where necessary to meet the public safety objectives of the jurisdiction.

Section D 105

Aerial Fire Apparatus Access Roads

D 105.1 Where required. Where the vertical distance between the grade plane and the highest roof surface exceeds 30 feet (9144 mm), approved aerial fire apparatus access roads shall be provided. For the purpose of this section, the highest roof surface shall be determined by the measurement to the eave of the pitched roof, the intersection of the roof to the exterior wall of the top of parapet walls, whichever is greater.

D 105.2 Width. Aerial fire apparatus access roads shall have a minimum unobstructed width of 26 feet (7925 mm), exclusive of shoulders, in the immediate vicinity of the building or portion thereof.

D 105.3 Proximity to building. One or more of the required access routes meeting this condition shall be located not less than 15 feet (4572 mm) and not greater than 30 feet (9144 mm) from the building, and shall be positioned parallel to one entire side of the building. The side of the building on which the aerial fire apparatus access road is positioned shall be approved by the fire code official.

D 105.4 Obstructions. Overhead utility and power lines shall not be located over the aerial fire apparatus access road or between the aerial fire apparatus road and the building. Other obstructions shall be permitted to be placed with the approval of the fire code official.

D103.4 Dead ends. Dead-end fire apparatus access roads in excess of 150 feet (45 720 mm) shall be provided with width and turnaround provisions in accordance with Table D103.4.

**TABLE D103.4
REQUIREMENTS FOR DEAD-END
FIRE APPARATUS ACCESS ROADS**

LENGTH (feet)	WIDTH (feet)	TURNAROUNDS REQUIRED
0-150	20	None required
151-500	20	120-foot Hammerhead, 60-foot "Y" or 96-foot diameter cul-de-sac in accordance with Figure D103.1
501-750	26	120-foot Hammerhead, 60-foot "Y" or 96-foot diameter cul-de-sac in accordance with Figure D103.1
Over 750		Special approval required

For SI: 1 foot = 304.8 mm.

- In order to determine fire flow requirements for this building, the following information shall be provided prior to issuing a building permit for final fire department plan check:
 - Building Type Construction as defined by the California Building Code.
 - Square feet of the building.
 - The fire flow shall be gpm for hours in accordance with the CFC.

All items reviewed are based on information provided at time of review. The comments provided do not limit or relieve the owner and the owner's architect and/or contractor from the responsibility of ensuring compliance with all applicable provisions of fire/life safety codes. Such compliances may include but are not limited to fire department access for fire fighting, including fire department vehicle access, fire water supplies and appurtenances. Further reviews may require additional requirements or limitations as the project develops and is not limited to the requirements provided in these comments.

NOTE: All references are in accordance with the 2022 Edition of the California Fire Code (CFC) and the California Building Code (CBC) as amended by the Burbank Municipal Code (BMC).

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

For additional information or questions contact the Deputy Fire Marshal or Fire Marshal at (818) 238-3473.

BURBANK POLICE DEPARTMENT

DEVELOPMENT REVIEW COMMENTS



Location 3000 Empire Avenue

PROJECT # 23-0003242d DR CUP PD LLA ZTA

TTM# _____ VACATION OTHER _____

Project Name: 3000 Empire Avenue Planner: Greg Mirza-Avakyan

Checked By: B. Fekety Title: Sergeant Date: 7/3/2023

Approved By: B. Fekety Title: Sergeant Date: 7/3/2023

General Requirements

In keeping with the City's intent to upgrade the safety infrastructure and preserve the general quality of life, the requirements listed below shall be met to address the concerns of the Chief of Police and the Police Department for this proposed development:

1. All outside lighting shall comply with the requirements of Burbank Municipal Code 5-3-505 - *Outside Lighting*.
2. 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.
3. 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*.
4. 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.

5. 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.

6. Recommendation - Preventive measures should be taken to secure any entrances to the building(s) from any parking structures to prevent the possibility of theft or burglary. (Burbank2035 General Plan Safety Element Goal 3, Policy 3.2 – *Reduce opportunities for criminal activity through physical design standards such as Crime Prevention Through Environmental Design (CPTED) and youth programs, recreation opportunities, educational programs, and counseling services.*)
7. Recommendation - All exterior doors, other than primary entry doors, shall be self-closing and self-locking to prevent trespassing. (Burbank2035 General Plan Safety Element Goal 3, Policy 3.2 – *Reduce opportunities for criminal activity through physical design standards such as Crime Prevention Through Environmental Design (CPTED) and youth programs, recreation opportunities, educational programs, and counseling services.*)
8. Recommendation - Secure fencing around the construction site with locking gates and appropriate lighting should be installed during construction to prevent trespassing and theft. During construction, the Police Department should be given the emergency contact information of contractors and owners for any problems encountered after normal construction hours. (Burbank2035 General Plan Safety Element Goal 3, Policy 3.2 – *Reduce opportunities for criminal activity through physical design standards such as Crime Prevention Through Environmental Design (CPTED) and youth programs, recreation opportunities, educational programs, and counseling services.*)
9. Recommendation - To ensure construction personnel is aware of the restricted construction times, the developer should install a legible, professionally made sign(s) 2

ft. X 3 ft. in size in location(s) satisfactory to the City Planner and the Police Department that states, "NOTICE: THE CITY OF BURBANK LIMITS CONSTRUCTION ACTIVITIES OF THIS PROJECT (DEMOLITION, EXCAVATION, GRADING, ACTUAL CONSTRUCTION, AND LANDSCAPING) as follows: 7:00 AM TO 7:00 PM MONDAY THROUGH FRIDAY, AND FROM 8:00 AM TO 5:00 PM ON SATURDAY. THERE SHALL BE NO WORK PERFORMED ON SUNDAYS OR MAJOR HOLIDAYS." Any exceptions would be subject to the approval of the Directors of both the Community Development and Public Works Departments.

Burbank Municipal Code 9-1-1-105.10 – Construction Hours: The following construction hours shall apply to all construction, alteration, movement, enlargement, replacement, repair, equipment, maintenance, removal, and demolition work regulated by this code:

Construction Hours:

Monday – Friday 7:00 a.m. to 7:00 p.m.

Saturday 8:00 a.m. to 5:00 p.m.

Sunday and City Holidays – None

10. Recommendation - Stairwells, the interiors of which are not completely visible when first entering, shall have mirrors so placed as to make the whole stairwell interior visible to pedestrians outside. (Burbank2035 General Plan Safety Element Goal 3, Policy 3.2 – *Reduce opportunities for criminal activity through physical design standards such as Crime Prevention Through Environmental Design (CPTED) and youth programs, recreation opportunities, educational programs, and counseling services.*)

For additional information or questions, please contact Sergeant Brent Fekety at (818) 238-3240 or via email at bfekety@burbankca.gov. The Police Department will be available to review plans and apply an approval stamp for building permits Monday through Thursday between 9:00 A.M. and 11:00 AM.

PARKS AND RECREATION DEPARTMENT
DEVELOPMENT REVIEW COMMITTEE

LOCATION: 3000 W Empire	APN: 2464-001-019
DESCRIPTION: New Housing development	DATE: 2023

1	<p>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 –</p> <ul style="list-style-type: none"> • Do not remove any Street/Parkway Trees. (BMC 7.4.102) • Provide an Arborist Evaluation of all landscape being removed (BMC 7.4.105)
2	<p>Park Development Fee shall be paid prior to issuance of building permits: \$150 /bedroom. N/A X \$150.00 =</p>
3	<p>Street trees required and Street Tree Required if Removed – YES. (BMC 7.4.107, 7.4.109, 7.4.110, 7.4.111, 7.4.112)</p>
4	<p>Street trees to remain: YES (BMC 7.4.116, 7.4.119)</p>
5	<p>Revise plans to include the following street trees: Contact Forestry for list of approved street trees. Street Trees are required. All street trees shall be a minimum of 24" box size. (BMC 10.1.1418) Trees in grass shall be installed with Arbor Guards. (BMC 7.4.102)</p>
6	<p>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.</p>
7	<p>Tree wells required. (BMC 7.4.118)</p>
8	<p>Provide irrigation bubbler to street trees. (7.4.120, 10.1.1418)</p>
9	<p>Provide automatically controlled irrigation system to the parkway. (7.4.120)</p>
10	<p>Remove existing street trees: NO _____ FEE: _____ Contact Forestry Services at (818) 238-5343 for removal fee.</p>
11	<p>Must comply with Art in Public Places Ordinance if building costs are over \$500,000 (BMC 10-1-1114)</p>
12	<p>Additional Comment Parking lot trees will be required to cover 50% of all parking (BMC 10.1.1418) Covenant Agreement will be required for all landscaping and Trees on park ways (BMC 7.4.110, 7.4.112)</p>

For additional information contact the Parks and Recreation Department at (818) 238-5300.

Approved: _____

Michael del Campo
Landscape and Forestry Superintendent
Parks and Recreation Department