



**COMMUNITY
DEVELOPMENT**

June 7, 2023

SENT VIA EMAIL AND US MAIL

Butterfly Gardens, LLC
910 South Mariposa Street
Los Angeles, CA 91506

Via Email: Info@Butterflygardensburbank.com

**Subject: Determination of Application Status -Incomplete
Project No. 23-0002305, SB 35 Streamlined Ministerial Design Review
910 South Mariposa Street (APN: 2443-004-017)**

Dear Mr. Gozumian:

On May 2, 2023, the City of Burbank received your formal SB 35 application for a Streamlined Ministerial Design Review for a proposed residential project located at 910 South Mariposa Street (**Project**). The Project also includes two units affordable to low-income households (10%), which receives a twenty percent density bonus. Pursuant to California Government Code Section 65915(d)(2)(A), projects that include at least 10 percent of the total units for lower income households shall receive one incentive or concession. Staff acknowledges that the project includes a request for a waiver from BMC 10-1-1114, related to the requirement to provide a work or works of public art on the project site, as the permitted concession.

The application has been reviewed for completeness with the published application submittal requirements, and for consistency with the applicable objective standards, objective subdivision standards, and objective design review standards for the proposed project. After reviewing the submitted materials, staff has determined that your application is incomplete, and the Project plans are not consistent with the City's objective standards. The submitted application includes insufficient information needed to complete the review of the Project in accordance with the objective standards mentioned previously.

The following items are necessary to complete our review:

Required Application Materials:

The submittal is missing the following items that are required pursuant to the published submittal requirements:

1. An updated Zoning Consistency Table clearly explaining how each objective standard listed in the Burbank Municipal Code (BMC), the Burbank2035 General Plan and other

city-adopted plans that apply to the project has been met. An example of the table to be completed is included as Attachment A.

Project Plans:

The submitted plans are not consistent with “The Standard Plan Details and General Requirements” as published on the city’s website (Attachment B). The plans must be revised to include the following information. For ease of reference, staff has highlighted the missing plan details on Attachment B.

2. Floor-Area Ratio (FAR) and calculations shall be included on the site plan.
3. The plans shall include a Demolition Plan showing all existing structures and indicating where demolition will occur.
4. The demolition plans shall call out the adjusted gross square footage and use of each building or structure to be demolished.
5. The plans shall include a plan sheet specifying all proposed building materials.
6. The submitted plans only include a section detail for the proposed fiveplex. The plans shall include section details for all proposed structures.
7. The plans shall include site section(s) at adjacent property lines indicating any grade differential, showing fence height, retaining walls, ground slope, et cetera.
8. The plans shall show the location of heating, ventilation, air condition (HVAC) units. Provide unit details, height, and distance from parapet or equipment screen.
9. The landscape plan shall be revised to include the following details:
 - a. A table listing notations for names/types and preliminary quantities of shrubs, trees, hedges, and groundcover.
 - b. Notations for types of hardscape (pavers, permeable concrete, et cetera.)
 - c. Location and species name(s) of existing and proposed trees and landscaping.
10. The plans shall show the location of the proposed public art, pursuant to the Art in Public Places requirement specified in Burbank Municipal Code Section 10-1-1114 or indicate on the plans that the applicant will provide a fee-in-lieu of this requirement.

Consistency with Objective Standards:

Additionally, staff has determined that the Project design conflicts with one objective standard, discussed in detail below.

11. Pursuant to Burbank Municipal Code (BMC) Section 10-1-806 (A), the maximum height of a structure shall be determined by its distance from the closest lot line of any property zoned for residential use. In this case, since the project is located between 50 feet and less than 150 feet from an R-1-H zone, the maximum height is 35 feet. The Project proposes top-of-plate heights at 32' 5", which is less than the maximum requirement at that distance. However, the plans depict encapsulated stairwells that lead to roof decks throughout the project, resulting in a building height that exceeds the maximum 35' height limit. Further, the stairwells do not qualify for the height exception listed in BMC 10-1-130, which permits equipment needed to operate and maintain a building above the maximum top of plate height. The stairs are considered a structural feature that provide access to proposed recreational roof decks, generally considered an optional amenity feature, and are therefore not considered as equipment integral to the operation or use of the building. Therefore, this exception does not apply. The plans shall be revised to address this objective development standard.

Next Steps:

No further processing of the submitted application will occur until all the submittal requirements discussed in this letter have been received and the objective standards have been met. 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. Missing application materials
3. If applicable, a revised waiver request and justification.

Please note that all re-submittal 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 the Project Manager, Joseph Onyebuchi, Associate Planner at (818) 238-5250 or via email at JOnyebuchi@BurbankCA.gov.

Sincerely,

A handwritten signature in black ink, appearing to read 'Joseph Onyebuchi', followed by a small handwritten mark that looks like 'for'.

Joseph Onyebuchi
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

Attachments:

Attachment A – Zoning Consistency Table Sample
Attachment B – Standard Plan Details and General Requirements.

Attachment A: Sample Zoning Consistency Table

Burbank Municipal Code Section/Adopted Plan (To be completed by the Applicant)	Consistency Analysis (To be completed by Applicant)	Compliance Determination (To be completed by staff)
10-1-502: USES IN ALL ZONES (EXCEPT RESIDENTIAL ZONES)	Applicant to describe how project complies, include reference page of plans or to submittal documents.	
10-1-630: ADDITIONAL REQUIREMENTS FOR THE RANCHO AREA		
A. APPLICABILITY		
B. ARCHITECTURAL DESIGN		
C. VEGETATION		
Article 6. RESIDENTIAL USES AND STANDARDS		
DIVISION 5. AFFORDABLE HOUSING INCENTIVES		
10-1-635: CALCULATION OF DENSITY BONUS AND NUMBER OF INCENTIVES AND CONCESSIONS		



City of Burbank
Planning Division
**STANDARD PLAN DETAILS
& GENERAL REQUIREMENTS**

150 North Third Street
Burbank, California 91502
www.burbankca.gov
T: 818-238-5250
F: 818-238-5150

For your application to be processed in a timely manner, it is important that as much information as possible be included in the application package, and that all documents, photographs, and plans conform to City requirements as set forth below. Insufficient information may result in your application being deemed incomplete.

GENERAL REQUIREMENTS:

1. All plans submitted shall be standard or half-sheet standard size, and must be drawn to scale with all lot and building dimensions labeled.
2. All plans must include the following: name of preparer; date originally prepared and date(s) of any revisions; applicant name; project address; north arrow and scale; tabulations and notations of the following: lot size, existing and proposed square-footage of all structures, separate calculations for garage and accessory structure(s), and any square-footage to be demolished.
3. Project Description: provide a summary of the project proposal that includes such information as the scope of work, square-footages (existing, proposed, demolition), the design concept, and existing and/or proposed uses (hours of operation, number of employees, maximum occupancy if applicable).

SITE PLAN:

1. Site plans should be prepared using an Engineer's Scale.
2. Accurate and complete lot boundaries and dimensions.
3. Footprint of all existing and proposed structures on the property, including structural walls and any eaves/overhangs. Provide dimensions including all structures and all front, side, and rear yard setbacks. Existing structures and portions of structures must be labeled or otherwise differentiated from proposed structures.
4. Provide the following applicable project information and development standard calculations on the cover sheet or the site plan:
 - a. All applicable City street addresses
 - b. All applicable Assessor's Parcel Numbers (APN)
 - c. Zone and General Plan designations for property
 - d. Floor-Area Ratio (FAR) and calculations
 - e. Lot Coverage and calculations
 - f. Required Parking (calculations and total).
 - g. Required ADA-accessible parking spaces and Path(s) of Travel
 - h. Lot Area (dimensions and calculations)
5. The location and name of all existing public streets and alleys adjacent to the site.
6. The width and location of all existing and proposed easements, whether public or private.

7. Outline of all parking facilities including paved areas/driveways leading to parking areas.
8. Location of trash and recycling bin enclosures or storage areas.

FOR RESIDENTIAL PROJECTS, ADD THE FOLLOWING TABULATIONS:

9. Total number of dwelling units.
10. Complete data and calculations for Floor-Area Ratio (FAR) and lot coverage (a separate handout is available detailing the necessary information and calculations).
11. Square-footage and number of bedrooms in each unit.
12. Square-footage and percent of common open space area.
13. Private open space provided for each unit.
14. Amount of tenant and guest parking required and provided.
15. Amount of personal storage provided for each dwelling unit.

FOR PROJECTS INVOLVING DEMOLITION OF EXISTING BUILDINGS OR STRUCTURES, ADD THE FOLLOWING TABULATIONS:

16. If existing buildings are to be demolished, two site plans must be submitted:
 - a. Demolition Plan (separate page) showing all existing structures and indicating where demolition will occur;
 - b. Site Plan showing existing structures or portions thereof that will remain (if any) and the proposed new structures.
17. Adjusted gross square-footage and use of each building or structure to be demolished.
18. If buildings to be demolished are residential, also indicate the number of single-family units and/or multi-family units to be removed.

FLOOR PLANS:

1. Floor plans should be prepared using an Architect's Scale.
2. All floor plans must include the following:
 - a. Complete interior floor plan of all structures, with each room labeled and dimensioned
 - b. Include dimensions and square-footage for the interior walls (exterior walls are excluded from the gross square-footage and FAR calculations)
3. Dimensions to property lines that abut or are adjacent to the structure(s).
4. For single-family residential projects involving interior remodeling and/or demolition, provide data showing: the gross length of existing walls to remain as is, gross length of walls to be modified and/or reconstructed, gross length of walls to be removed/demolished, and the percentages of each.

ELEVATIONS & RENDERINGS:

1. Elevations and renderings should be prepared using an Architect's Scale.

2. Provide complete elevations showing all sides for all structures on the property, with each side labeled by direction (North, South, East, and West). If applicable, label each elevation using local orientations or street names.
3. Label all dimensions, including but not limited to: required yard setbacks; height to top plate from each corner and the average grade; and height to top of roof from each corner and the average grade.
4. Show total height of structure on each elevation view, measured from the property elevation to the highest point on structure. Include intermediate heights for top of garage deck and ceiling height(s) of rooms that may be occupied.
5. Label and provide complete information for all proposed materials, colors, and all architectural elements:
 - a. Exterior wall treatment including textures and finishes
 - b. Exterior windows and treatment including trim, dimensions, and manufacturer's specifications
 - c. Exterior doors and treatment including trim, dimensions, and manufacturer's specifications
 - d. Exterior light fixtures and sconces including dimensions and manufacturer's specifications
 - e. Roof and exterior fascia materials, dimensions, and manufacturer's specifications. Pitch for existing and proposed rooflines must be included.
6. A materials/colors sample board should be no larger than 9" by 11".
7. Label and dimension all setbacks for walls, or any other structure elements, that abut or are adjacent to property lines.
8. Label and dimension all encroachments or any other structural elements (e.g., eaves, roof elements, etc.) that overhang any property line(s).
9. Provide an illustrative wall section from parapet to foundation showing foundation, wall, windows and doors, parapet, cornice, eave and roof. Include measurements from average grade.
10. Provide building site sections showing roof and floor heights, site slope, automobile or pedestrian ramps, basements, underground garages, and penthouses.
11. Provide section(s) at adjacent property lines indicating any grade differential, showing fence height, retaining walls, ground slope, etc.
12. Show location(s) of heating, ventilation, air conditioning (HVAC) units. Provide unit details, height, and distance from parapet or equipment screen.
13. Provide HVAC equipment screen locations and details (height, material, color, etc.).

PRELIMINARY LANDSCAPE PLAN:

1. A preliminary landscape plan should be prepared by a qualified person, such as a Landscape Architect with a valid landscape architecture license issued by the Calif. Architect's Board, Landscape Architects Technical Committee.
NOTE: Unlicensed persons may prepare drawings for the conceptual design and placement of tangible objects and landscape features. Unlicensed persons may NOT prepare: construction documents, details, or specifications for tangible landscape objects or landscape features; or grading or drainage plans for the alteration of sites. Personal property owners (e.g., residential properties) may prepare any plans, drawings, or specifications for any property owned by that person.
2. A preliminary landscape plan must include the following:
 - a. Distinguish areas that will be landscape and those that will be hardscape
 - b. Table listing notations for names/types and preliminary quantities of shrubs, trees, hedges, and groundcover
 - c. Notations for types of hardscape (pavers, permeable concrete, etc.)
 - d. Location and species name(s) of existing trees and landscaping
 - e. Provide conceptual sections and elevation drawings of all landscape architectural features such as walls, fences, lighting, paving types (and patterns), arbors, benches, fountains and other like features showing scale, form, materials and colors

PARKING PLAN:

1. If garage parking, use same scale as floor plans. If open/at-grade parking, use same scale as site plan.
2. Show all required and proposed spaces, including garages and covered/uncovered spaces.
3. Number each parking space; show striping, wheel stops, and directional arrows.
4. Show the dimensions of all circulation features including internal streets, driveways, turn-around areas, access areas, and loading or service areas.
5. Provide profile of ramps to underground parking which delineate all grade transitions, clearances, and dimensions, and also provide elevations of street, gutter, sidewalk, and curb.
6. Clearly identify whether parking spaces are standard or compact, tandem, or ADA-accessible; and for residential projects, which spaces are guest spaces.
7. Calculations for all applicable parking requirements (standard, ADA-accessible, bicycle, etc.) based on the standards for different land uses contained in BMC Section 10-1-1408.
8. If only open surface parking is proposed, the information may be included on the Site Plan, and a separate parking plan may be omitted.

CONCEPTUAL CIVIL DRAWINGS:

1. Existing and proposed grades from Existing City benchmark including estimated grading quantities (cut and fill calculations).
2. Existing and proposed site contours.
3. Finish floor and pad elevations.
4. Conceptual storm water treatment devices and site design measures.
5. Preliminary hydraulic drainage calculations.

CONCEPTUAL UTILITY PLANS:

6. Provide the locations of underground utilities (sewer, gas, electric, and water).
7. Show the location of backflow preventers, above ground electrical utilities, boxes, transformers, meter mains fire standpipes, etc.
8. Provide the location of the overhead utilities, locations of existing joint poles, indicate those to be removed, and services to be placed underground.

OTHER DOCUMENTS:

1. All reports, studies, text prepared by the applicant, and other such documents should be black and white, and no larger than 8½ by 11 inches for copying.
2. If available, submit one digital copy of each document.

PHOTOGRAPHS:

1. Photographs must show the Project Site as well as adjacent properties.
2. All photographs must be full-color, and no smaller than 3 by 5 inches. Each photograph must have the project address written on the back, or be attached to an 8½ by 11 inch sheet of paper with the project address printed on it. Photographs that are blurry, shadowed, or otherwise not usable may be rejected.

ART IN PUBLIC PLACES:

1. Identify the location of any proposed public art on the project site. All development projects are subject to the Art in Public Places Ordinance (BMC Section 10-1-1114), which requires the provision of public art as part of the project, or an in-lieu payment to the Art in Public Places fund. For further information, please contact the Park, Recreation, and Community Services Department at (818) 238-5300.