

# memorandum

**DATE:** May 09, 2023

**TO:** Joseph Onyebuchi, Associate Planner (ext. 5267)

**FROM:** Building & Safety Division

**SUBJECT:** **Project No. 23-0002305 (SB 35 Ministerial Approval)**  
**Located at 910 S MARIPOSA ST**

---

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 and local amendments adopted as of January 01, 2023.
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](mailto: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
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**

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

Department	<b>Burbank Water and Power (Electric)</b>
DR #	<b>22-2305</b>
Project Name	<b>Development Review</b>
Location	<b>910 South Mariposa Street</b>

Checked by: **Michael Truong** **5/11/2023**  
**Electrical Engineering Associate I**

Approved by: **Calvin Clark** **5/11/2023**  
**Senior Electrical Engineer**

## **General Requirements**

### *Plan Information*

1. 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.
2. 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)*

3. 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.
4. Loads below 5MVA will be fed from the existing system but will require upgrades to accommodate the new development, at the developers cost.

5. 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)*

6. 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.
7. The proposed development will require the installation of pad-mounted switches and transformers. The pad-mounted switches will be looped on the line side.
8. The proposed development will require transformer and switch pads, which have a vault underneath them. No structures are allowed to be constructed underneath these vaults.
9. 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.
10. 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.
11. 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.
12. The proposed development will require the installation of 4' x 6' primary pull-boxes.
13. The proposed development will require the installation of 8' x 14' primary manholes.
14. Additional conduits may be required to provide for future needs.
15. 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).
16. The developer's contractor will provide as-built drawings showing the exact location of underground substructure installed to serve the property.
17. 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.

18. 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.
19. 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
20. The developer's contractor shall install secondary conduits, pull cable from the transformer to the switchboard, and terminate the secondary cables on the switchgear.
21. 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).
22. 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*

23. The State of California Public Utilities Commission General Order No. 95 requires that no building or structure be allowed to encroach within the envelope 8' vertical and 3' horizontal from the existing low voltage lines along the existing alleys within project boundary. The lines are approximately 30 feet from grade. The actual height and location of the conductor attachment has to be surveyed and shown on the plans.
24. The State of California Public Utilities Commission General Order No. 95 requires that no temporary scaffolding, platforms or supporting framework upon which men may work be allowed to encroach within the required clearance envelopes as stated in the previous two comments.



25. Burbank Water and Power Rules and Regulations require that no open patios or balconies will be erected underneath any high voltage overhead conductor regardless of vertical clearance. *(BWP Rules and Regulations 2.34(b) per BMC 8-2-203)*
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. 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.
31. 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)*

32. All electrical installations must conform to the Burbank Water and Power Rules and Regulations for Electric Service (latest revision).
33. Contact BWP Engineering at (818) 238-3647 (residential) or at (818) 238-3565 (commercial) if the existing service panel requires upgrading.

34. 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.
35. 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.
36. 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.
37. 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)*

38. 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.
39. Any construction that impacts existing streetlight standards or infrastructure will require relocation at the developer's cost.

### *Fiber/Communication*

40. 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](mailto:support@oneburbank.com) or call (818) 238-3113.
41. 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)*

42. 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.

43. 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.
44. 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*

45. 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.
46. 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.

### *Electric Vehicle Charging*

47. 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.

48. 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](mailto:dkidd@burbankca.gov). Additionally, information can be found at <https://www.burbankwaterandpower.com/conservation/electric-vehicles-rebate>.

### *Additional Comments*

49. 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 will 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.
50. This project will be required to underground the adjacent overhead lines, this work will affect adjacent services and provisions to refeed these services will need to be provided either on or off site. If provided onsite these electrical structures may affect layout of parking, buildings, and landscaping. See Substructure section above.

For additional information or questions please contact Michael Truong, Electrical Engineering Associate I, BWP at (818) 238-3654 or [MTruong@BurbankCA.gov](mailto:MTruong@BurbankCA.gov).

#### Attachments:

- A. BWP Specifications for the Construction of Underground Electrical Systems
- B. S-330 Three-phase 6' x 8'-6" Transformer Pad Details
- C. S-458 Barrier Post Detail
- D. S-461 Primary Riser Pole Grounding Requirements
- E. S-462 7' x 10.5' Padmounted Switch Pad Details
- F. S-464 4' x 4.5' Single-Phase Transformer Pad Details
- G. S-708 GO-95 Clearances
- H. S-723 Three-phase 8' x 10' Transformer Pad Details
- I. S-724 Clearances for Three phase 6'x 8'-6" Transformer Pad

- J. S-725 Clearances for Three phase 8' x 10' Transformer Pad
- K. S-729 4' x 6' x 6' Traffic Rated Pullbox Details
- L. S-732 7' x 10.5' Padmounted Switch Clearances
- M. S-794 8' x 14' Precast Manhole Details
- N. S-821 Spec. for bonding grounding electrode conductors and grounding electrodes

# MEMORANDUM



**WATER AND  
POWER**



**DATE:** November 7, 2022

**TO:** David Kim, Associate Planner

**FROM:** Bassil Nahhas, Principal Civil Engineer ***BASSIL NAHHAS***  
BY: Jared Lee, Civil Engineer

**SUBJECT:** SB 35 Project – Notice of Intent to Submit a Streamlined Ministerial Application and Eligibility Checklist (with IDRC Staff Meeting)

Project No. 22-0006774 – APN: 2443-004-017(910 S. Mariposa Ave.)

## Project Description:

An SB 35 Project – NOI Application was submitted on Thursday, October 27, 2022. The Project includes demolition of all existing structures on the site and the new construction of six three-story residential structures, containing a total of 21 townhomes ranging from 1,178 to 1,689 square feet in size and a total of 42 enclosed parking spaces and five open parking spaces. The project proposes four triplex buildings located along the rear of the site, each containing 2 two-bedroom units, and one three-bedroom unit. One fourplex containing 4 three-bedroom units and one fiveplex containing 5 three-bedroom units is proposed along the southern portion of the site. The Project design also includes 8,050 square feet of combined common and private open space, proposed in the form of patios and/or upper-level balconies only, and will be accessed from a two-way driveway from South Mariposa Avenue.

## All Plan Submittals Shall Contain:

<input checked="" type="checkbox"/>	<b>BWP Rules and Regulations Section 4.30 (a):</b> Size & location of water services (domestic, fire, type & location of the backflow assembly)
<input checked="" type="checkbox"/>	<b>§ 4.30 (a) &amp; (b):</b> Calculations for sizing of domestic water meter and service
<input checked="" type="checkbox"/>	<b>§ 4.30 (a):</b> Landscape Irrigation Plans
<input checked="" type="checkbox"/>	<b>§ 4.30 (a):</b> Plumbing Plans
<input type="checkbox"/>	<b>§ 4.31 (b):</b> Location of stub-out(s) for future connection(s)

<input type="checkbox"/>	<b>Other:</b>
--------------------------	---------------

**General Requirements:**

<input checked="" type="checkbox"/>	<b>§ 4.31, 4.32, 4.33, &amp; 4.34:</b> New potable water service will connect from an 6” main located in Mariposa Street at a static pressure of approximately 160+ psi.
<input checked="" type="checkbox"/>	<b>§ 4.31 (d) and 4.31 (e):</b> The applicant shall be responsible for all additional costs of connection, installation, and abandonment
<input checked="" type="checkbox"/>	<b>§ 4.36:</b> Temporary potable water may be supplied from the 2” existing service located on Mariposa Street The existing meter(s) and box(es) must always be protected in place.
<input checked="" type="checkbox"/>	<b>§ 4.36:</b> Water may be supplied temporarily from a hydrant. Contact Water Engineering concerning fees, required permit, and fittings.
<input checked="" type="checkbox"/>	<b>§ 4.30 (k):</b> 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"/>	<b>§ 4.30 (b):</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"/>	<b>§ 4.14 &amp; 4.15:</b> 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 type="checkbox"/>	<b>§ 1.10:</b> 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"/>	<b>Other:</b>

**Fees:**

<input checked="" type="checkbox"/>	<b>§ 4.34 (a), (b), (c), (d), &amp; (e):</b> A Water Main Replacement Fee (WMRF) is required. 1. 8” WMRF: 144’ of frontage on Mariposa St x \$85/linear-foot = \$12,240
<input type="checkbox"/>	<b>§ 4.34 (g):</b> A Water Distribution Main Charge (WDMC) is required.
<input type="checkbox"/>	<b>Other:</b>

**Cross-Connection Prevention and Control:**

<input checked="" type="checkbox"/>	<b>§ 4.35:</b> 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"/>	<b>Other:</b>

**Recycled Water:**

<input checked="" type="checkbox"/>	<b>§ 5.01 &amp; 5.15:</b> Recycled water shall be utilized for construction, grading, and dust control. Contact Water Engineering for fees and permitting requirements.
<input type="checkbox"/>	<b>§ 5.02:</b> 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"/>	<b>§ 5.02:</b> 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"/>	<b>Other:</b>

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





# BURBANK FIRE DEPARTMENT

## Memorandum

**TO:** Joseph Onyebuchi

**FROM:** Dave Burke, Fire Marshal  
By: Daniel King

**DATE:** 5/25/2023

**RE:** 910 South Mariposa Street Project No. 22-0002497

---

**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:

**All Fire Sprinkler, Fire Alarm, Underground Fire Water and Private Hydrant Plans Shall Be Submitted to The Burbank Fire Department by Hard Copy.**

- 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.
- 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.
- Provide a fire alarm system to notify all occupants of automatic fire sprinkler water flow.
- Provide a Knox key box for fire department access.
- Provide a Knox KS-2 key access switch for security gates.
- 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.
- 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.
- 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.
- Provide a fire alarm system.
  
- Fire apparatus access roads shall be provided in accordance with the California Fire Code, for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction when any portion of the facility or any portion of an exterior wall of the first story of the building is located more than 150 feet from fire apparatus access as measured by an approved route around the exterior of the building or facility. More than one fire apparatus road shall be provided when it is determined by the chief that access by a single road might be impaired by vehicle congestion, condition of terrain, climatic conditions or other factors that could limit access. Access during construction shall be maintained in accordance with the CFC/BMC.

- Specifications for fire apparatus access roads shall be provided and maintained in accordance with the California Fire Code.
- Plans for fire apparatus access road shall be submitted to the fire department for review and approval prior to construction.
- Plans and specifications for fire hydrant systems shall be submitted to the fire department for review and approval prior to construction.
- 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.**
- 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.
- 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.
- 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 fire hydrants to be provided.
- 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.
- All existing single-family dwelling units intended for human occupancy shall have installed on or before July 1, 2011 carbon monoxide detectors in accordance with the Health & Safety Code §17926.
- All existing Multi-dwelling units intended for human occupancy shall have installed on or before January 1, 2013 carbon monoxide detectors in accordance with the Health & Safety Code §17926.

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 Assistant Fire Marshal or Fire Marshal at (818) 238-3473.

PARKS AND RECREATION DEPARTMENT  
DEVELOPMENT REVIEW COMMITTEE

LOCATION: 910 S. Mariposa St	PROJECT: BS 22-0002497
DESCRIPTION: New Multi Unit SB-35	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"> <li>Do not remove any Street/Parkway Trees.</li> <li>Tree protection zones are required around all trees, during construction.</li> </ul>
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</p>
4	<p>Street trees to remain: YES</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. Trees in grass shall be installed with Arbor Guards.</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. YES</p>
8	<p>Provide irrigation bubbler to street trees. YES</p>
9	<p>Provide automatically controlled irrigation system to the parkway. YES</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</p>
12	<p>Additional Comment Street Trees and irrigation to street trees required Landscape plans required</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

# memorandum

**DATE:** May 18, 2023

**TO:** Joseph Onyebuchi, Associate Planner

**FROM:** Chris Buonomo, Senior Transportation Planner

**SUBJECT: Project No. 23-0002305– 910 South Mariposa Street**

The Transportation Division, Community Development Department has reviewed the plans for 910 South Mariposa Street and has the following comments:

**Project Description**

The applicant, Butterfly Gardens, LLC, has submitted an application on May 2, 2023 for an SB 35 streamlined ministerial design review for a 23-unit, three-story townhome project on a 1.01-acre site located at the above referenced address (Project). The Project site is zoned M-1 and has a Burbank2035 General Plan Land Use designation of Rancho Commercial (Maximum 0.60 FAR; 20 DU/acre). Two of the proposed for-sale units are set aside as “Low Income.” The Project also includes 46 parking spaces. In addition, the Project includes the dedication of approximately 5,3000 square-feet at the front of the property to accommodate a roadway expansion, parkway landscaping, sidewalk, and an equestrian trail.

**EXISTING STRUCTURES ON SITE:** The site is a flat lot within an urban infill area. The site is currently being used for a commercial horse boarding operation, and the only building on the site is a 240 square foot shack at the front of the property, which is used for office. All structures on the site are proposed to be demolished.

<b>CURRENT</b>	<b>Zoning:</b> M-1 (Limited Industrial)
	<b>General Plan:</b> Rancho Commercial
<b>PROPOSED</b>	<b>Zoning:</b> No Change
	<b>General Plan:</b> No Change

**Traffic Study Requirement**

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), including a traffic study.

For this Project, a traffic study will not be required.

### **Sidewalk Standards / Requirement**

The following are reflected in the current plans following previous comments provided 11/22/23:

- Provide a 37-foot dedication along the entire project frontage that allow the City to widen South Mariposa Street in accordance with the Burbank2035 General Plan. Utilize the following dimensions (from the 910 South Mariposa Street property line along the project frontage): 13-foot decomposed granite area that can be optionally improved with small plants, bushes, or shrubs, at the applicant's discretion, to be maintained by the applicant; a 5-foot sidewalk with a 7-foot planting strip maintained by the applicant (for 12 feet of total parkway); 8-foot parking lane; 11-foot northbound travel lane; 11-foot southbound travel lane; maintain existing planting strip and sidewalk on the opposite curb. This cross-section allows for the future construction of a bridle path on South Mariposa Street which is identified as a Long-Term Priority Project in the City of Burbank Complete Streets Plan.
- Landscape and maintain landscaped area at project frontage.
- Provide dedicated pedestrian path of travel into the development.

The following are additional comments to be addressed:

Install pedestrian ramp at the curb between driveway and southern property line across from SW corner of Mariposa and Valley Heart. Design per [Caltrans Standard Plans A88A Case F](#) to connect project pedestrian path of travel to contiguous public sidewalk. Standard for pedestrian connectivity is Burbank2035 General Plan Mobility Element Policy 5.5 which requires new development to provide land necessary to accommodate pedestrian infrastructure, including sidewalks at the standard widths specified in Table M-2.

Change curb at driveway to Type 2 per Burbank Standard Plan [BS-103](#).

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](mailto:cbuonomo@burbankca.gov).



**DATE:** May 25, 2023

**SUBJECT: 910 South Mariposa Avenue –  
CONDITIONS OF APPROVAL COMMENTS**

**Housing Division Comments:**

The Project Applicant shall provide two (2) for-sale, ownership units that are affordable to lower income households (the Affordable Units) in lieu of four (4) moderate-income units to comply with the applicable requirements for density bonus, SB 35, and inclusionary housing as provided in Burbank Municipal Code (BMC), Title 10, Chapter 1 (Zoning), Article 6, Division 5 (Affordable Housing Incentives); Government Code Section 65915; Government Code Section 65913.4 (SB 35); and Updated Streamlined Ministerial Approval Process Government Code Section 65913.4 Guidelines, issued March 30, 2021 by the California Department of Housing and Community Development (HCD Guidelines).

1. The Project Applicant shall enter into one Affordable Housing Agreement with the City that will satisfy the requirements of the Burbank Municipal Code, Inclusionary Housing and Density Bonus Implementing Regulations, Government Code Section 65915, Government Code Section 65913.4, and the HCD Guidelines. The Affordable Housing Agreement shall be finalized and recorded with the City prior to the issuance of any certificate of occupancy or approval of the final map for the Project, whichever occurs first. The Affordable Housing Agreement must include the following provisions identified below:
  - A table showing the number of bedrooms, unit size, and location of each of the Affordable Units and a floor plan that references the table and shows the type of Affordable Unit and location to ensure units are dispersed throughout the site.
  - Provisions for the review and approval of a Marketing and Tenant Selection Plan.
  - Description of the process for qualifying prospective homebuyer households for income eligibility.
  - To comply with all of the provisions of the Burbank Municipal Code, Government Code Section 65915, Government Code Section 65913.4, and the HCD Guidelines, the Affordable Units shall remain reserved for lower income homebuyers in perpetuity for as long as the land is used for housing, which shall

not be less than 55 years. Household incomes of eligible households shall not exceed eighty percent (80%) of annual median income (AMI), adjusted for actual household size, as AMI is determined annually by HCD (25 CCR Section 6932). Sales prices shall be calculated as provided in Health & Safety Code Section 50052.5 and 25 CCR 6920.

- Any other specific provisions required by the Burbank Municipal Code, Inclusionary Housing and Density Bonus Implementing Regulations, Government Code Section 65915, Government Code Section 65913.4, and the HCD Guidelines.
2. The Project Applicant is subject to full cost recovery of City expenses, including any consultant time, for drafting and recording the Affordable Housing Agreement with the City and for ensuring the Project Applicant's compliance with said agreement. These fees are authorized by the City of Burbank fee schedule under Article III Land Use and Zoning, and Article I, Section 14 (Real Estate Services).
  3. Recording of Agreements with Buyers of Affordable Units. The City shall provide Affordability Agreements and other documents (which may include resale restrictions, deeds of trust, rights of first refusal, and/or other documents) between the City and the homebuyer that must be executed and/or recorded against each Affordable Unit at the time of sale. The Project Applicant shall ensure that the Affordability Agreements and other documents provided by the City are properly executed and recorded.
  4. The Affordability Agreement for each Affordable Unit shall include a requirement for owner-occupancy of the Affordable Unit and a provision for City monitoring of that requirement and other provisions of the Affordability Agreement. City monitoring will include a requirement for the homebuyer to either a) utilize annually an on-line system to collect and submit documents to demonstrate compliance with the Affordability Agreement; or b) pay an annual fee, adopted by the City Council, for City staff or a City-hired consultant to collect, review, and audit compliance of each homeowner. The future homebuyers are subject to full cost recovery of City expenses to ensure compliance with the Affordability Agreement. These Fees are authorized by the City of Burbank fee schedule under Article III Land Use and Zoning, and Article I, Section 14 (Real Estate Services).