

# Planning Board Agenda

Monday December 13<sup>th</sup> , 2021

Video Teleconference

6:00 p.m.

This agenda contains a summary of each item of business that the Planning Board may discuss or act on at this meeting. The staff report and all other documentation relating to each agenda item are on file and available for public inspection in the office of the Community Development Department. Staff reports are also available on the internet at [www.burbankca.gov/planning](http://www.burbankca.gov/planning). If you have any questions or comments about any agenda item, please call the Planning Division at (818) 238-5250.

**Auxiliary aids and services are available for individuals with speech, vision, or hearing impairments (48-hour notice is required). For more information, please contact the ADA Coordinator at (818) 238-5424.**

NOTICE IS HEREBY GIVEN that a Regular Planning Board Meeting will be held by video conference/teleconference on December 13<sup>th</sup>, 2021 at 6:00 p.m., to discuss matters on the attached agenda. This online meeting is held pursuant to Executive Order N-29-20 issued by California Governor Gavin Newsom, which suspends certain requirements of the Ralph M. Brown Act.

Balancing the health risks associated with the Coronavirus (COVID-19), while appreciating the public's right to conduct the people's business in a transparent and open manner, during the current State of Emergency and in the interest of public health and safety, most-and possibly all-of the Planning Board will be participating in the Planning Board Meeting by teleconference. City facilities are closed to the public until further notice and the public will not be able to physically attend the Planning Board Meeting. The City is providing alternatives to in-person attendance for viewing and participating in Planning Board Meetings.

In lieu of in-person attendance, members of the public may participate in the meeting telephonically and may submit their written comments regarding City business using the eComment.

How to View the Meeting:

Local Cable: Spectrum Channel 6 or AT&T Uverse Channel 99.

YouTube Live Streaming Channel: [Click here](#).

City Website Live Streaming: [Click here](#).

**Public Comment:**

1. To speak during one of the public hearing items or during the oral communications period of the meeting, you can call (818) 238-3335 during the meeting – when

prompted to. City staff will be forwarding and announcing calls in real time to the Planning Board during the Meeting; and

2. You can submit electronic correspondence ahead of the meeting through eComment. eComments will remain open until 5:00 p.m. the night of the meeting.

Agenda items that are not in process by 10:45 p.m. may be carried over to the next regular meeting of the Planning Board.

## **CALL TO ORDER**

## **INVOCATION**

The Courts have concluded that sectarian prayer as part of City meetings is not permitted under the Constitution.

## **FLAG SALUTE**

## **ROLL CALL**

## **ANNOUNCEMENTS**

## **HEARINGS**

- 1. Project No. 19-0001137 | Public Review Period of Draft Environmental Impact Report for 3700 Riverside Drive Mixed Use Project | Note and File**

PROJECT DESCRIPTION: Receive public comment for the Draft Environment Impact Report (DEIR) for the proposed Mixed-Use Project (“the Project”) consisting of 49 condominium units, 2,000 square feet of ground level restaurant/retail use, located at 3700 Riverside Drive. This public hearing is being held during the 45-day review period that started on November 29, 2021 and will end on January 12, 2021. No decisions will be made by the Planning Board at this meeting, only public comments will be received.

RECOMMENDATION: Staff recommends that the Planning Board receive public comments on the Draft Environmental Impact Report for the proposed 3700 Riverside Drive Mixed Use Project, then note and file this item.

Project Manager:  
Daniel Villa, Senior Planner  
[dvilla@burbankca.gov](mailto:dvilla@burbankca.gov)  
818-238-5250

- 2. Project No. 21-0004984 | Request for a Zone Text Amendment to amend Sections of Title 10 of the Burbank Municipal Code pertaining to definitions and standards for Single Family Residential Zones and Nonconforming**

**Structures in order to regulate the construction, remodel, and addition to Single-Family Residential Dwellings. | Resolution**

PROJECT DESCRIPTION: A City Initiated Zone Text Amendment to amend to amend Sections of Title 10 (Zoning) of Burbank Municipal Code Pertaining to Definitions, Standards for Single Family Residential Zones and Nonconforming Structures.

ENVIRONMENTAL REVIEW: The proposed Zone Text Amendment has been reviewed for compliance with the California Environmental Quality Act (CEQA). The proposed amendments to Title 10 Chapter 1 of BMC amend development standards regulating new constructions, remodels, and additions to single-family residential dwellings. Additionally, the Zone Text Amendment as noted in the draft Ordinance proposes updates to remove redundant information related to certain development standards for single-family dwellings. The Project would not allow any new uses and would not change the amount of physical development that is currently allowed pursuant to the City zoning regulations. As a result, the proposed ZTA and associated draft Ordinance will not have a significant adverse impact on the environment.

It is City staff's assessment that the draft Ordinance has been determined to be exempt from CEQA review pursuant to State CEQA Guidelines, Article 18: Statutory Exemptions, Section 15061(B)(3). This section of CEQA establishes a statutory exemption for "The activity is covered by the commonsense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA."

RECOMMENDATION: Adopt a Resolution of the Planning Board of the City of Burbank recommending the City Council adopt an Ordinance of the City Council of the City of Burbank Amending Title 10, Chapter 1 (Zoning) of the Burbank Municipal Code to update the standards and definitions pertaining to Single Family Residential Zones and continuation of Nonconforming Structures.

Project Manager:  
Shipra Rajesh, Associate Planner  
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**ORAL COMMUNICATIONS**

**REPORT TO BOARD**

**APPROVAL OF MINUTES**

Minutes from the November 8, 2021 meeting.

**INTRODUCTION OF ADDITIONAL AGENDA ITEMS**

Planning Board Members may introduce new items for discussion, but no action may take place except to place the item on a future agenda.

**CITY PLANNER COMMENTS**

**ADJOURNMENT TO THE JANUARY 10, 2022 PLANNING BOARD MEETING**