City of Burbank Community Development Department - Planning Division
Development Review Community Meeting Agenda

MEETING DATE & TIME: Wednesday, February 16, 2022, 6:00 P.M.

*****

PROJECTS:

1. **Project No.: 20-0006508** – Development Review
    Address: 1709 North San Fernando Blvd.
    Applicant: Rodrigo Escobar, LRA Architecture
    Project Planner: Xjvirr Thomas, Assistant Planner
    Email: Xathomas@burbankca.gov

    Project Description: A request to construct a 5,750 square foot first story and a 1,650 square foot second story (mezzanine) commercial building with twenty-four parking spaces in the rear of a commercial zoned lot. The existing structure onsite will be demolished as a part of this project. The property is located at 1709 North San Fernando Blvd., in the North San Fernando Commercial (NSFC) Zone. The General Plan Land Use designation is Corridor Commercial.

    Environmental Review: This project has been determined to be exempt from the California Environmental Quality Act (CEQA) in accordance with Section15303 (New Construction) of the State CEQA Guidelines.

*****

ADDITIONAL INFORMATION:
▪ **No decision will be made on the project this evening.** The purpose of this meeting is to inform area property owners and residents of the pending project, and to solicit input in advance of a decision being made on the Project.
▪ You may submit comments at any time, if you do not wish to speak. You can do so by e-mailing the listed Project Planner. You may also contact the Project Planner to seek additional information on the proposed project and/or to inquire on the status. During the project review period, project-related documents are also available at www.burbankca.gov/pendingprojects.

-PLEASE SEE NEXT PAGE FOR DETAILED INSTRUCTIONS ON HOW TO PARTICIPATE IN THE MEETING-

INSTRUCTIONS FOR REMOTE COMMUNITY MEETING PARTICIPATION

To Participate on Your Computer:
Please use the following link and meeting ID:
https://burbankca.zoom.us/j/87099764223?pwd=NXhhNDRCTkhYR2U4WU14T2hHWGtnUT09

Meeting ID: 870 9976 4223, *Password*: 386296

To Participate by Phone (with or without computer log-in):

Call-in Number: 1-253-215-8782 (use Meeting ID and Password above)

If participating via Zoom on your computer, please follow the below steps:
1. **At the meeting start time, click the meeting link provided above**.
   a. *If Zoom is **not** already installed on your computer*: click "Download & Run Zoom" on the launch page and press "Run" when prompted by your browser.
   b. *If Zoom has been previously installed on your computer:* Please allow a few moments for the application to launch automatically.
2. **Select "Join Audio via Computer."** Your audio will be muted when you join the meeting.
3. **The virtual conference room will open**; your microphone will be muted but you will hear audio from the meeting host once they've started to speak. If you receive a message "Please wait for the host to start the meeting," simply remain in the room until the meeting begins.
4. Once the meeting is underway, an overview of the project will be provided and then Planning Staff will invite attendees to provide comments or questions.
5. **To make a comment or ask a question**: Once the host invites attendees to provide comments or questions, use the **"raise hand" function** located in the Zoom participant window on your computer and wait for Planning staff to announce your name to speak. Staff will unmute your line when it is your turn to speak. *Please note, in order to give all attendees an opportunity to speak in a timely manner, staff may limit comments/questions to 5 minutes per speaker.*

If participating by phone*, please follow the below steps:

(**if you will be launching the meeting video on your computer while listening through your phone, please first follow the steps above for joining by computer*)
1. **At the meeting start time, dial the number provided at the top of the page and enter the meeting ID and Password provided.** Once the information is entered, an automated voice will notify you that you have joined the meeting.
2. Your audio will be muted when you join the meeting.
3. Once the meeting is underway, an overview of the project will be provided and then Planning Staff will invite attendees to provide comments or questions.
4. **To make a comment or ask a question**: Once the host invites attendees to provide comments or questions, use the **"raise hand" function** by dialing *9 on your phone and wait for Planning staff to announce your name to speak. Staff will invite you to unmute your line when it is your turn to speak. Dial *6 to unmute yourself. *Please note, in order to give all attendees an opportunity to speak in a timely manner, staff may limit comments/questions to 5 minutes per speaker.*

PLEASE NOTE: If you have concerns regarding your ability to participate in the online community meeting, please contact the Project Planner listed in advance of the meeting in order to make arrangements for participation.