

Attachment 5: Staff Report, Resolution,
and Meeting Minutes for the October 13,
2025, Planning Commission Meeting

Planning Commission Staff Report, Dated October 13, 2025

STAFF REPORT



COMMUNITY DEVELOPMENT

DATE: October 13, 2025

TO: Planning Commission

FROM: Fred Ramirez, Assistant Community Development Director - Planning *FR*
VIA: Scott Plambaeck, Planning Manager *SP*
Daniel Villa, Principal Planner *DV*
BY: Vanessa Quiroz, Senior Planner *VQ*

SUBJECT: Project No. 25-0004932, A Zone Text Amendment to Amend Burbank Municipal Code, Title 10, Chapter 1 (Zoning) to Establish and Permit School - Adult / Vocational / Trade as a New Use in Industrial Zones

RECOMMENDATION

Adopt A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF BURBANK RECOMMENDING THE CITY COUNCIL ADOPT A ZONE TEXT AMENDMENT AND ORDINANCE OF THE COUNCIL OF THE CITY OF BURBANK AMENDING TITLE 10, CHAPTER 1 (ZONING) TO ESTABLISH AND PERMIT SCHOOL - ADULT / VOCATIONAL / TRADE AS A NEW USE IN M-1 (LIMITED INDUSTRIAL) AND M-2 (GENERAL INDUSTRIAL) ZONES AND RELATED REGULATIONS (PROJECT NO. 25-0004932, ZONE TEXT AMENDMENT) (Exhibit A).

EXECUTIVE SUMMARY

Staff recommends the Planning Commission adopt the attached Resolution recommending that the City Council approve the proposed Zone Text Amendment (ZTA) and adopt the associated Ordinance to establish and permit School - Adult / Vocational / Trade as a new use in M-1 (Limited Industrial) and M-2 (General Industrial) zones in Burbank Municipal Code (BMC), Title 10, Chapter 1, Zoning. The proposed use shall be subject to a Conditional Use Permit (CUP). The amendments shall also include a new definition for the use, separate from the Code's existing reference to "School – Public or Private," and a minimum parking standard requirement. If recommended, the City Council will hold a noticed public hearing to consider the ZTA and associated Ordinance.

BACKGROUND

The Community Development Department Planning Division has received several prior inquiries about operating a vocational/professional school in the City of Burbank, with an increased interest in the M-1 (Limited Industrial) and M-2 (General Industrial) industrial zones where the use is currently prohibited. The inquiries repeatedly mention benefits by locating these schools in proximity to future employers to facilitate partnerships for internships, apprentices, job placement, and networking.

Furthermore, the City's Economic Development Division recently published the 2024-2028 Economic Development Strategic Plan (Exhibit B), which analyzed current and future economic trends in the City and created an activation plan for the next five years. One of the four emerging sectors identified in the plan included Higher Education with the others consisting of Creative Economy, Tourism, and Healthcare. The plan includes goals and objectives for how to retain and attract these uses in the City. The City's industrial zones were also identified as having ideal parcels and characteristics that could accommodate higher education tenants, such as vocational schools.

Existing Permissibility of Vocational/Professional Schools and Proposed Amendment

Currently, a vocational/professional school is included under the "School – Public or Private" use in BMC Section 10-1-502 – refer to *Figure No. 1: BMC Zoning Use List*¹. The school use includes K–12 schools, vocational schools, and adult schools under the same classification. These uses are prohibited in industrial zones which were deemed unfit and incompatible for the use.

Figure No. 1: BMC Zoning Use List

City of Burbank Zoning Use List | BMC Section 10-1-502

P = permitted				CUP = Conditional Use Permit required										AUP = Administrative Use Permit required																																						
[blank] = prohibited				[CUP] = CUP required if residentially adjacent as defined in 10-1-202										[AUP] = AUP required if residentially adjacent as defined in 10-1-203																																						
[PRH] = prohibited if residentially adjacent as defined in 10-1-201				S = When required by State preemption law																																																
<table><tr><td>LAND USE</td><td>C-2</td><td>C-3</td><td>C-4</td><td>M-1</td><td>M-2</td><td>MDM-1</td><td>MDC-2</td><td>MDC-3</td><td>MDC-4</td><td>NB</td><td>GO</td><td>RC</td><td>C-R</td><td>RBP</td><td>BCC-1</td><td>BCC-2</td><td>BCC-3</td><td>BCCM</td><td>MPC-1</td><td>MPC-2</td><td>MPC-3</td><td>OS</td><td>AP</td><td>RR</td><td>AD</td><td>201-1-2021 HRS-02</td></tr></table>																										LAND USE	C-2	C-3	C-4	M-1	M-2	MDM-1	MDC-2	MDC-3	MDC-4	NB	GO	RC	C-R	RBP	BCC-1	BCC-2	BCC-3	BCCM	MPC-1	MPC-2	MPC-3	OS	AP	RR	AD	201-1-2021 HRS-02
LAND USE	C-2	C-3	C-4	M-1	M-2	MDM-1	MDC-2	MDC-3	MDC-4	NB	GO	RC	C-R	RBP	BCC-1	BCC-2	BCC-3	BCCM	MPC-1	MPC-2	MPC-3	OS	AP	RR	AD	201-1-2021 HRS-02																										
RECREATION, EDUCATION, AND ASSEMBLY																																																				
Schools - public or private	P [AUP]	P [AUP]	P [AUP]				P [AUP]	P [AUP]	P [AUP]	P [AUP]	P [AUP]	P [AUP]	P [AUP]	P [AUP]	P [AUP]	P [AUP]	P [AUP]	P [AUP]	AUP	AUP	AUP					10																										
School - public or private (existing before Jan. 1, 1991)						P																																														

¹ BMC Section 10-1-203 defines "school" in relevant part as "an establishment or facility used as an institution of learning for minors, whether public or private, which offers instruction in those courses of study required by the State Education Code or which is maintained pursuant to standards set by the State Board of Education. This definition includes...**a vocational or a professional institution** (emphasis added)."

As a result of increased interest in establishing vocational/professional schools within the City's industrial zones, staff is recommending an amendment to the BMC to distinguish vocational/professional schools as a separate land use from "School – Public or Private". While both uses share similarities, the operations and potential neighborhood impacts of K-12 schools and vocational/professional schools are inherently different. Establishing vocational/professional schools as an independent, defined use category will allow the City to better align with the Burbank 2024-2028 Economic Development Strategic Plan, which identifies Higher Education as a key emerging sector, and it will support potential opportunities for partnerships between schools and nearby employers in the M-1 and M-2 zones and citywide. This amendment will provide clearer regulatory guidance and enable the City to strategically accommodate vocational/professional schools in appropriate locations while providing a vetting process to ensure compatibility with surrounding uses.

Therefore, staff recommends amending Chapter 1, Title 10 (Zoning Regulations) of the Burbank Municipal Code (BMC), through a ZTA, to clearly establish and conditionally permit vocational/professional schools in City's M-1 and M-2 industrial zones and the related regulations.

DISCUSSION

Proposed Zone Text Amendment (ZTA)

To clearly establish vocational/professional schools as a conditionally permitted use in the City's M-1 and M-2 industrial zones, staff proposes the following amendments to Title 10 (Zoning Regulations), Chapter 1 of the BMC:

- 1) Amend the Zoning Use List in BMC Section 10-1-502 (Uses in All Zones (except Residential Zones) under sub-header Recreation, Education, and Assembly to add School - Adult / Vocational / Trade as a new use and permit the use subject to a Conditional Use Permit (CUP) in M-1 (Limited Industrial) and M-2 (General Industrial) zones.**

This zone text amendment creates a new use for vocational/professional schools called "Schools – Adult / Vocational / Trade" separate from the existing "Schools - Public or Private" use, which would differentiate these types of schools from traditional K-12 schools.

- 2) Amend BMC Section 10-1-203 (Definitions) to amend the existing definition of "SCHOOL" to remove reference to a vocational/professional school and establish a new definition "SCHOOL – ADULT / VOCATIONAL / TRADE" to be all encompassing of a variety of adult professional schools.**

The current BMC definition of "School" includes K-12 and vocational/professional schools. This Ordinance would revise the existing definition and create a new and separate definition for "School – Adult / Vocational / Trade" as follows:

- ***(Revision to relevant, existing definition at BMC Section 10-1-203 in redline)***
School: Means an establishment or facility used as an institution of learning for

minors, whether public or private. This can include institutions that, which offers instruction in those courses of study required by the State Education Code or which is maintained pursuant to standards set by the State Board of Education. This definition includes a child day care facility, kindergarten, elementary school, junior high school, senior high school or any special institution of learning under the jurisdiction of the State Department of Education, ~~and a Vocational or a professional institution~~. This definition also includes child day care facilities utilized at a school location which are licensed by the State Department of Social Services and the City of Burbank.

- **(New definition added to BMC Section 10-1-203)** School – Adult / Vocational / Trade: Means an establishment or facility used as an institution of learning for adults that provides specialized training and education in various trades and technical fields. These schools focus on practical, hands-on skills that prepare students for specific careers, such as plumbing, electrical work, automotive repair, culinary arts, healthcare, and more.

3) Amend BMC Section 10-1-1408 (Spaces Required) to establish a parking standard for the SCHOOL – ADULT / VOCATIONAL / TRADE.

This change ensures that the BMC includes a clear and objective parking standard for the new School – Adult / Vocational / Trade use as follows:

- 1 space per student. Reductions to this parking rate may be granted, subject to the Conditional Use Permit (CUP) process as specified in BMC Section 10-1-1934 et. seq. or the applicable discretionary review application required for the use. The applicant shall provide a parking study prepared by a qualified professional to justify the reduced parking rate. Updates to previously approved parking reductions may be granted under a CUP Minor Modification, subject to the consideration of a parking study prepared by a qualified professional to justify the reduced parking rate.

Findings for Approval of a Zone Text Amendment

Pursuant to BMC Section 10-1-1991 (Requirements for Adding a Use), the City Council cannot add a use to the list of permitted uses without first making required findings. Below is a list of the required findings, including staff's assessment.

1. The addition of the use will be in accord with the purposes of the zone in which it is proposed to be listed.

The inclusion of "School – Adult / Vocational / Trade" as a conditionally permitted use (CUP) in the M-1 (Limited Industrial) and M-2 (General Industrial) zones is in accord with the purposes of those zones. The M-1 and M-2 industrial zones are predominantly located within the Golden State Commercial/Industrial

area near the Burbank Airport and the North Victory Commercial/ Industrial area south of State Highway 5 and Downtown Burbank, except for one property along the south-east city boundary. The *Burbank2035* General Plan seeks to introduce additional commercial uses that are compatible with the industrial character of the area. As the new use will provide specialized training, hands-on skills, and education in various trades and technical fields, it can provide a workforce to support the industries in the M-1 and M-2 zones. This amendment will benefit industrial uses, the Burbank Airport, media studios, but a variety of creative industries, office uses and emerging economic sectors such as healthcare.

2. The proposed use is compatible with and has the same basic characteristics as the other permitted uses.

Although the M-1 and M-2 industrial zones are primarily intended to accommodate manufacturing and warehousing uses, the BMC Zoning Use List permits a variety of other land uses in these areas including lodging, retail and service uses, recreational, professional office, and media supporting uses. Among the permitted uses in these zones are two related to the proposed new use: Meeting Hall (Policy #502-1) and Personal or Physical Arts Studios. Additionally, the introduction of the "School – Adult / Vocational / Trade" use will offer training and certification for skills that may be in demand by surrounding businesses. The *Burbank2035* General Plan includes goals and policies that encourage a diverse range of uses, not only in these zones but throughout the City. Therefore, the proposed use would be compatible with and have the same basic characteristics as other permitted uses currently allowed in the M-1 and M-2 zones.

3. The proposed use can be expected to conform with the required conditions for the zone.

All permitted uses in the City of Burbank must comply with applicable regulations and development standards outlined in the BMC, such as parking standards, site maintenance, site improvements, et cetera. As required by BMC Section 10-1-1936 for uses subject to a CUP, the new "School – Adult / Vocational / Trade," shall be reviewed against the findings required to ensure that the site has the capacity in terms of size and shape to accommodate the use, that the streets around the site can carry the traffic to be generated by the proposed use, and that the use is compatible with other uses on the same lot as well as those in the general area. Therefore, the proposed use, subject to the Conditional Use Permit (CUP) process can be expected to conform with the required conditions for the M-1 and M-2 zones.

4. The proposed use will not be detrimental to the public health, safety or welfare.

Allowing "School – Adult / Vocational / Trade" as a new use in M-1 and M-2 industrial zones is not anticipated to be detrimental to the public health, safety or welfare. The use consists of providing specialized skill training and education that will serve as a supporting use to the industries and businesses in the industrial zones and citywide. All proposed schools shall be subject to a CUP discretionary review process. Under this process, the operation of the school will be analyzed against the required findings that must be satisfied before it is approved to ensure compatibility with the surrounding properties and to protect the public health, convenience, safety and welfare. Furthermore, the use will be required to adhere to Article 17 (Protections Against Nuisances) of Chapter 1, Title 10 (Zoning Regulations) of the BMC, California Building Code, and the California Fire Code that include building improvement and operational standards. Therefore, the proposed conditionally permitted use will not result in a detrimental impact to public health, safety, or welfare.

5. The proposed use will not adversely affect the character of the zone.

Although the M-1 and M-2 zones serve as the industrial zones for the City, they currently allow for a variety of uses including, but not limited to warehouse, manufacturing, lodging, retail and service uses, recreational, professional office, and media supporting uses. Additionally, the *Burbank 2035* General Plan includes Land Use Element goals and policies to promote diverse land uses in these areas, which include the Golden State Commercial/Industrial and the North Victory Commercial/Industrial land use designations. This ZTA proposes adding a use that will facilitate new opportunities for specialized skill training and certification that can support existing industries in the affected zones and citywide in a manner consistent with the 2024-2028 Economic Development Strategic Plan and the 2025-2026 City Council Economic Development Goals that are focused on diversification of the economic base and retention and attraction of new businesses that support local industries. Therefore, the proposed use will be compatible with the existing uses permitted in the industrial zones and will not adversely affect the character of the zones.

6. The proposed use will not create more vehicular or other traffic than the volume normally created by any of the uses permitted.

The M-1 and M-2 zones currently allow for a variety of uses with differing parking requirements that include uses with the most stringent parking standards such as full services restaurants and auditorium/meeting halls. Additionally, the new "School – Adult / Vocational / Trade" use will be subject to the CUP review process of which one of the six required findings requires that "the site for the proposed use relates to streets and highways properly designed and improved to carry the type and quantity of traffic generated or to be generated by the proposed use." Under review of the CUP, the Community Development Department's Transportation Planning Division will also review the trips generated by the use. If it is determined that the use may cause

impacts, additional analysis, mitigation measures, conditions of approval, and/or alternatives will be required. Therefore, the proposed use is not anticipated to create more vehicular or other traffic than the volume normally created by any of the uses permitted in the M-1 and M-2 industrial zones and should a specific school at a proposed site result in additional traffic volume, this site specific impact shall be reviewed and considered under the CUP review process before the Planning Commission can consider approval of the proposed use.

- 7. The proposed use will not create more odor, dust, dirt, smoke, noise, vibration, illumination, glare, unsightliness, or any other objectionable influence than the amount, if any, normally created by any of the permitted uses.**

The new use proposed under the proposed Zone Text Amendment and associated Ordinance will allow trade-based educational adult schools in M-1 and M-2 industrial zones, subject to a CUP discretionary review process. This process will assess a given school's operation against required findings to assure compatibility and protect the public health, convenience, safety and welfare. Per BMC Section 10-1-1937 (Conditions), the Planning Commission may impose further requirements and limitations on a use to regulate site and facility operation characteristics to minimize any potential impacts and nuisances. Additionally, the use must adhere to Article 17 (Protections Against Nuisances) of Chapter 1, Title 10 of the BMC the California Building Code, and the California Fire Code during building improvements and operation, as required for all businesses in the City. Therefore, the proposed use would not create more odor, dust, dirt, smoke, noise, vibration, illumination, glare, unsightliness, or any other objectionable influence than the amount, if any, normally created by any of the permitted uses.

- 8. The proposed use will not create any greater hazard of fire or explosion than the hazards normally created by any of the permitted uses.**

The proposed Zone Text Amendment and associated Ordinance permit adult based vocational and trade schools in existing M-1 and M-2 industrial zones. These zones allow businesses that handle, fabricate, process, and manufacture raw and potentially hazardous materials, either by-right or conditionally through a CUP. Should any proposed future school handle hazardous material, their operation shall be carefully analyzed under the CUP discretionary review process to ensure the use will not be detrimental to the surrounding properties and conditions can be imposed to safeguard public health, convenience, safety, and welfare. Further, the use would be subject to Article 17 (Protections Against Nuisances) of Chapter 1, Title 10 (Zoning Regulations) of the BMC, the California Building Code, and the California Fire Code. Therefore, the proposed use will not create any greater hazard of fire or explosion than hazards normally created by any of the permitted uses.

9. The proposed use will not cause substantial injury to the values of property in the zone in which it is proposed to be listed or in any abutting zone.

The inclusion of the "School – Adult / Vocational / Trade" use in M-1 and M-2 zones will allow for specialized work-based training and education in the City's workforce areas helping to bolster and expand the economic base by creating schools for specific trades, which can in turn help retain and attract new businesses to the City. The proposed Zone Text Amendment and associated Ordinance require that all new "School – Adult / Vocational / Trade" comply with relevant development standards and obtain approval of a CUP. This discretionary process adds a layer of review that considers compatibility with surrounding properties as a required finding for approval. Moreover, the proposed Ordinance will further diversify land uses permitted in the industrial zones, which can help make the properties in these areas more viable as trade and vocational school sites to support existing and new businesses consistent with the City's Economic Development Strategies and City Council Economic Goals. Therefore, the addition of the use subject to a CUP discretionary review process is not anticipated to cause substantial injury to the values of property in the zones in which it is proposed to be listed or in any abutting zone.

Consistency with Burbank2035 General Plan, Economic Development Strategic Plan, and City Council Goals

Pursuant to California Government Code Section 65860, to approve the Zone Text Amendment (ZTA), the City Council must find the proposed zoning regulations as defined in the associated Ordinance consistent with the objectives, policies, general land uses, and programs specified in the *Burbank2035 General Plan*. It is staff's assessment that the proposed ZTA and associated Ordinance are consistent with the following City plans, goals, and policy:

- Land Use Element of the *Burbank2035 General Plan*:
 - *Goal 6: Economic Vitality and Diversity*: Burbank has a healthy and diverse economy and provides for a full range of retail, commercial, office, and industrial uses. Businesses contribute to community character and economic vitality by supporting neighborhood, community, and regional needs and providing diverse employment options.
 - *Policy 6.1 of Goal 6*: Recruit and attract new businesses. Use these businesses to act as catalysts to attract other businesses. Continue to utilize public-private partnerships and other incentives to enhance economic vitality.
 - *Policy 12.3*: Ensure that a balanced mix of commercial and industrial uses is provided in the area of the Golden State Commercial/Industrial.

- Burbank 2024-2028 Economic Development Strategic Plan:
 - *Goal 4:* Retain and expand Burbank's leading and emerging industries to balance the future economy.
- 2025-2026 Economic Development City Council Goal:
 - Diversify economic base and retain and attract businesses.

The proposed ZTA and associated Ordinance to add "School – Adult / Vocational / Trade" as a new use, will allow for skill-based professional training in industrial areas of the City of Burbank, furthering several of the City's plans, goals, and policies. The inclusion of new school use enables a diverse economic base by allowing an expanded range of uses in the area of workforce training and development that can help and attract new businesses to the City seeking access to these workforces and thereby enhancing its long-term economic viability. The strategic placement of these professional schools in M-1 and M-2 industrial zones will facilitate the creation of a pipeline of trained workers for surrounding skill-based employers. Additionally, the proposed ZTA and associated Ordinance will provide a balance of mixed commercial and industrial uses in these zones, reinforcing the objective of the land use for the Golden State District, which primarily consist of M-1 and M-2 zoned parcels. Thus, the proposed Ordinance not only meets the *Burbank2035* General Plan but also implements City Council-adopted Economic Development Goals and the 2024-2028 Economic Development Strategic Plan.

PUBLIC NOTIFICATION AND INPUT

In conformance with BMC Section 10-1-1994, Staff provided public notice in a newspaper of general circulation in the City on September 20, 2025, for the proposed ZTA and associated Ordinance to be heard by the Planning Commission at their regular meeting of October 13, 2025. Additional notifications for the Planning Commission meeting were distributed via the City Calendar and the Planning Division website. As of completion of this report, the City has not received any correspondence in favor or in opposition to the proposed ZTA and associated Ordinance.

ENVIRONMENTAL REVIEW

The proposed ZTA and associated Ordinance have been reviewed for compliance with the California Environmental Quality Act (CEQA). It is staff's assessment that the ZTA and associated Ordinance are exempt from CEQA, pursuant to CEQA Guidelines Section 15061(b)(3), the common-sense exemption. CEQA applies only to projects that 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 has no possibility of causing significant effect on the environment, the activity is not subject to CEQA. No unusual circumstances exist that would preclude the use of this exemption. This proposed amendment is an administrative activity of the City, which will have no potential significant environmental effect on existing development.

Furthermore, pursuant to CEQA Guidelines Section 15378, this ZTA and associated Ordinance are not considered a "project" subject to the requirements of CEQA because

the ZTA, on its own, has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment and instead involves administrative updates to the Burbank Municipal Code. The ZTA itself does not effectuate any approvals of the use on a particular site. Further, future CUP requests for the proposed use would have to be evaluated individually for compliance with applicable zoning regulations and CEQA.

CONCLUSION

The proposed ZTA and associated Ordinance will codify a new Adult/Vocational/Trade School use that is compatible with City's M-1 and M-2 industrial zones. The proposed ZTA and associated Ordinance were found consistent with the required findings of the Burbank Municipal Code for a new use. The "School – Adult / Vocational / Trade" use is an appropriate and fitting use that will support industrial uses M-1 and M-2 zones and can create a synergy between schools and existing skill-based industries in the area seeking skilled and trained workers for high in demand positions. The proposed ZTA and associated Ordinance will not only implement the goals and policies of the Land Use Element of the *Burbank2035* General Plan, but will fulfill City Council's Economic Development Goals and Strategies to diversify the City's economic base and retain and attract new businesses in emerging industries in the City that further bolster the communities' long-term economic success.

List of Exhibits	
Exhibit	Title
A	Resolution
B	2024-2028 Economic Development Strategic Plan
C	Summary of Proposed Amendments

Planning Commission Resolution, Dated
October 13, 2025

RESOLUTION NO. 3481

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF BURBANK
RECOMMENDING THE CITY COUNCIL ADOPT A ZONE TEXT AMENDMENT
AND ORDINANCE OF THE COUNCIL OF THE CITY OF BURBANK AMENDING
TITLE 10, CHAPTER 1 (ZONING) TO ESTABLISH AND PERMIT SCHOOL -
ADULT / VOCATIONAL / TRADE AS A NEW USE IN M-1 (LIMITED INDUSTRIAL)
AND M-2 (GENERAL INDUSTRIAL) ZONES AND RELATED REGULATIONS**

(PROJECT NUMBER PROJECT NO. 25-0004932, ZONE TEXT AMENDMENT)

THE PLANNING COMMISSION OF THE CITY OF BURBANK FINDS:

A. The Planning Commission of the City of Burbank at its regular meeting of October 13, 2025, held a public hearing on Project No. 25-0004932, to approve a Zone Text Amendment (ZTA) and associated Ordinance to establish and permit "School - Adult / Vocational / Trade" as a new use in the Burbank Municipal Code (BMC), Title 10, Chapter 1, Zoning. The use will be allowed in the M-1 (Limited Industrial) and M-2 (General Industrial) zones, subject to a Conditional Use Permit. The proposed ZTA and associated Ordinance include a new definition and minimum parking requirement standard for the use.

B. Said hearing was properly noticed in accordance with the provisions of Burbank Municipal Code Section 10-1-1994 and California Government Code Section 65854(b)(2).

C. The Planning Commission considered the report and recommendations of the City Planner and the evidence presented at such hearing.

D. The Planning Commission has reviewed the City Planner's environmental assessment and concurs that the proposed ZTA and associated Ordinance are covered by the "common-sense exemption," that the California Environmental Quality Act (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 (CEQA Guidelines Section 15061(b)(3)). No unusual circumstances exist that would preclude the use of this exemption. Furthermore, pursuant to CEQA Guidelines Section 15378, the proposed ZTA and associated Ordinance are not considered a "project" subject to the requirements of CEQA because they have no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment as it involves an administrative update to the Burbank Municipal Code. The proposed ZTA and associated Ordinance do not effectuate any approvals of the use on a particular site. The adoption of the proposed ZTA and associated Ordinance are exempt from CEQA and no further analysis under CEQA is required.

E. The Planning Commission finds the proposed ZTA and associated Ordinance meet each of the required findings under BMC Section 10-1-1991 (Requirements for Adding a Use) for the request to add a new land use to the Zoning Use List under BMC Section 10-1-502.

F. In accordance with California Government Code Section 65860, the proposed ZTA and associated Ordinance have been determined consistent with the Land Use Element of the *Burbank2035* General Plan and are compatible with the objectives, policies, general land uses and programs specified therein.

G. The Planning Commission finds that the proposed ZTA and associated Ordinance are consistent with Goal 4 of the Burbank 2024-2028 Economic Development Strategic Plan, which states "retain and expand Burbank's leading and emerging industries to balance the future economy."

H. The Planning Commission finds that the proposed ZTA and associated Ordinance are consistent with the City Council's 2025-2026 Economic Development City Goal to "diversify [the City's] economic base and retain and attract businesses."

I. The documents and other materials that constitute the record of proceedings, upon which the decision to recommend approval of the proposed ZTA and associated Ordinance (Project No. 25-0004932) and associated environmental assessment qualify for a "common-sense" exemption under CEQA or in the alternative, is not a "project" subject to CEQA review, is located in the Planning Division of the City of Burbank and the custodian of record is the City Planner.

THE PLANNING COMMISSION OF THE CITY OF BURBANK RESOLVES:

Section 1. The findings above are true and correct, and incorporated herein.

Section 2. Project No. 25-0004932, a ZTA and Ordinance to amend Burbank Municipal Code (BMC), Title 10 (Zoning Regulations), Chapter 1 (Zoning) as described above and in the staff report dated October 13, 2025, and as reflected in the attachments hereto, which would result in amendments to the zoning text to establish and permit "School - Adult / Vocational / Trade" as a new use and related amendments are hereby recommended to the City Council for approval. Attachment A (Ordinance) to this Resolution, reflects the Commission's recommendation to Council.

Section 3. The recommendation to approve the proposed ZTA and associated Ordinance are based on the Commission's ability to make the following determination that the proposed ZTA and associated Ordinance meet the findings under BMC Section 10-1-1991 (Requirements for Adding a Use) and are consistent with the objectives, policies, general land uses and programs of the *Burbank2035* General Plan in accordance with California Government Code Section 65860.

FINDING FOR A ZONE TEXT AMEMDMENT:

Pursuant to BMC Section 10-1-1991 (Requirements for Adding a Use), the following findings must be met to approve a new land use:

1. The addition of the use will be in accord with the purposes of the zone in which it is proposed to be listed.

The inclusion of "School – Adult / Vocational / Trade" as a conditionally permitted use (CUP) in the M-1 (Limited Industrial) and M-2 (General Industrial) zones is in accord with the purposes of those zones. The M-1 and M-2 industrial zones are predominantly located within the Golden State Commercial/Industrial area near the Burbank Airport and the North Victory Commercial/ Industrial area south of State Highway 5 and Downtown Burbank, except for one property along the south-east city boundary. The *Burbank2035* General Plan seeks to introduce additional commercial uses that are compatible with the industrial character of the area. As the new use will provide specialized training, hands-on skills, and education in various trades and technical fields, it can provide a workforce to support the industries in the M-1 and M-2 zones. This amendment will benefit industrial uses, the Burbank Airport, media studios, but a variety of creative industries, office uses and emerging economic sectors such as healthcare.

2. The proposed use is compatible with and has the same basic characteristics as the other permitted uses.

Although the M-1 and M-2 industrial zones are primarily intended to accommodate manufacturing and warehousing uses, the BMC Zoning Use List permits a variety of other land uses in these areas including lodging, retail and service uses, recreational, professional office, and media supporting uses. Among the permitted uses in these zones are two related to the proposed new use: Meeting Hall (Policy #502-1) and Personal or Physical Arts Studios. Additionally, the introduction of the "School – Adult / Vocational / Trade" use will offer training and certification for skills that may be in demand by surrounding businesses. The *Burbank2035* General Plan includes goals and policies that encourage a diverse range of uses, not only in these zones but throughout the City. Therefore, the proposed use would be compatible with and have the same basic characteristics as other permitted uses currently allowed in the M-1 and M-2 zones.

3. The proposed use can be expected to conform with the required conditions for the zone.

All permitted uses in the City of Burbank must comply with applicable regulations and development standards outlined in the BMC, such as parking standards, site maintenance, site improvements, et cetera. As required by BMC Section 10-1-1936 for uses subject to a CUP, the new "School – Adult / Vocational / Trade," shall be reviewed against the findings required to ensure that the site has the capacity in terms of size and shape to accommodate the use, that the streets around the site can carry the traffic to be generated by the proposed use, and that the use is compatible with other uses on the same lot as well as those in the

general area. Therefore, the proposed use, subject to the Conditional Use Permit (CUP) process can be expected to conform with the required conditions for the M-1 and M-2 zones.

4. The proposed use will not be detrimental to the public health, safety or welfare.

Allowing "School – Adult / Vocational / Trade" as a new use in M-1 and M-2 industrial zones is not anticipated to be detrimental to the public health, safety or welfare. The use consists of providing specialized skill training and education that will serve as a supporting use to the industries and businesses in the industrial zones and citywide. All proposed schools shall be subject to a CUP discretionary review process. Under this process, the operation of the school will be analyzed against the required findings that must be satisfied before it is approved to ensure compatibility with the surrounding properties and to protect the public health, convenience, safety and welfare. Furthermore, the use will be required to adhere to Article 17 (Protections Against Nuisances) of Chapter 1, Title 10 (Zoning Regulations) of the BMC, California Building Code, and the California Fire Code that include building improvement and operational standards. Therefore, the proposed conditionally permitted use will not result in a detrimental impact to public health, safety, or welfare.

5. The proposed use will not adversely affect the character of the zone.

Although the M-1 and M-2 zones serve as the industrial zones for the City, they currently allow for a variety of uses including, but not limited to warehouse, manufacturing, lodging, retail and service uses, recreational, professional office, and media supporting uses. Additionally, the *Burbank2035* General Plan includes Land Use Element goals and policies to promote diverse land uses in these areas, which include the Golden State Commercial/Industrial and the North Victory Commercial/Industrial land use designations. This ZTA proposes adding a use that will facilitate new opportunities for specialized skill training and certification that can support existing industries in the affected zones and citywide in a manner consistent with the 2024-2028 Economic Development Strategic Plan and the 2025-2026 City Council Economic Development Goals that are focused on diversification of the economic base and retention and attraction of new businesses that support local industries. Therefore, the proposed use will be compatible with the existing uses permitted in the industrial zones and will not adversely affect the character of the zones.

6. The proposed use will not create more vehicular or other traffic than the volume normally created by any of the uses permitted.

The M-1 and M-2 zones currently allow for a variety of uses with differing parking requirements that include uses with the most stringent parking standards such as full services restaurants and auditorium/meeting halls. Additionally, the new "School – Adult / Vocational / Trade" use will be subject to the CUP review process

of which one of the six required findings requires that "the site for the proposed use relates to streets and highways properly designed and improved to carry the type and quantity of traffic generated or to be generated by the proposed use." Under review of the CUP, the Community Development Department's Transportation Planning Division will also review the trips generated by the use. If it is determined that the use may cause impacts, additional analysis, mitigation measures, conditions of approval, and/or alternatives will be required. Therefore, the proposed use is not anticipated to create more vehicular or other traffic than the volume normally created by any of the uses permitted in the M-1 and M-2 industrial zones and should a specific school at a proposed site result in additional traffic volume, this site specific impact shall be reviewed and considered under the CUP review process before the Planning Commission can consider approval of the proposed use.

7. The proposed use will not create more odor, dust, dirt, smoke, noise, vibration, illumination, glare, unsightliness, or any other objectionable influence than the amount, if any, normally created by any of the permitted uses.

The new use proposed under the proposed Zone Text Amendment and associated Ordinance will allow trade-based educational adult schools in M-1 and M-2 industrial zones, subject to a CUP discretionary review process. This process will assess a given school's operation against required findings to assure compatibility and protect the public health, convenience, safety and welfare. Per BMC Section 10-1-1937 (Conditions), the Planning Commission may impose further requirements and limitations on a use to regulate site and facility operation characteristics to minimize any potential impacts and nuisances. Additionally, the use must adhere to Article 17 (Protections Against Nuisances) of Chapter 1, Title 10 of the BMC the California Building Code, and the California Fire Code during building improvements and operation, as required for all businesses in the City. Therefore, the proposed use would not create more odor, dust, dirt, smoke, noise, vibration, illumination, glare, unsightliness, or any other objectionable influence than the amount, if any, normally created by any of the permitted uses.

8. The proposed use will not create any greater hazard of fire or explosion than the hazards normally created by any of the permitted uses.

The proposed Zone Text Amendment and associated Ordinance permit adult based vocational and trade schools in existing M-1 and M-2 industrial zones. These zones allow businesses that handle, fabricate, process, and manufacture raw and potentially hazardous materials, either by-right or conditionally through a CUP. Should any proposed future school handle hazardous material, their operation shall be carefully analyzed under the CUP discretionary review process to ensure the use will not be detrimental to the surrounding properties and conditions can be imposed to safeguard public health, convenience, safety, and welfare. Further, the use would be subject to Article 17 (Protections Against Nuisances) of Chapter 1, Title 10 (Zoning Regulations) of the BMC, the California

Building Code, and the California Fire Code. Therefore, the proposed use will not create any greater hazard of fire or explosion than hazards normally created by any of the permitted uses.

9. The proposed use will not cause substantial injury to the values of property in the zone in which it is proposed to be listed or in any abutting zone.

The inclusion of the "School – Adult / Vocational / Trade" use in M-1 and M-2 zones will allow for specialized work-based training and education in the City's workforce areas helping to bolster and expand the economic base by creating schools for specific trades, which can in turn help retain and attract new businesses to the City. The proposed Zone Text Amendment and associated Ordinance require that all new "School – Adult / Vocational / Trade" comply with relevant development standards and obtain approval of a CUP. This discretionary process adds a layer of review that considers compatibility with surrounding properties as a required finding for approval. Moreover, the proposed Ordinance will further diversify land uses permitted in the industrial zones, which can help make the properties in these areas more viable as trade and vocational school sites to support existing and new businesses consistent with the City's Economic Development Strategies and City Council Economic Goals. Therefore, the addition of the use subject to a CUP discretionary review process is not anticipated to cause substantial injury to the values of property in the zones in which it is proposed to be listed or in any abutting zone.

Pursuant to California Government Code Section 65860, the City Council must find the Ordinance consistent with the objectives, policies, general land uses, and programs specified in the *Burbank2035* General Plan. The proposed Ordinance is consistent with the following City plans, goals, and policy:

- Land Use Element of the *Burbank2035* General Plan:
 - *Goal 6: Economic Vitality and Diversity:* Burbank has a healthy and diverse economy and provides for a full range of retail, commercial, office, and industrial uses. Businesses contribute to community character and economic vitality by supporting neighborhood, community, and regional needs and providing diverse employment options.
 - *Policy 6.1 of Goal 6:* Recruit and attract new businesses. Use these businesses to act as catalysts to attract other businesses. Continue to utilize public-private partnerships and other incentives to enhance economic vitality.
 - *Policy 12.3:* Ensure that a balanced mix of commercial and industrial uses is provided in the area of the Golden State Commercial/Industrial.

- Burbank 2024-2028 Economic Development Strategic Plan:
 - *Goal 4:* Retain and expand Burbank's leading and emerging industries to balance the future economy.
- 2025-2026 Economic Development City Council Goal:
 - Diversify economic base and retain and attract businesses.

The proposed ZTA and associated Ordinance to add "School – Adult / Vocational / Trade" as a new use, will allow for skill-based professional training in industrial areas of the City of Burbank, furthering several of the City's plans, goals, and policies. The inclusion of new school use enables a diverse economic base by allowing an expanded range of uses in the area of workforce training and development that can help and attract new businesses to the City seeking access to these workforces and thereby enhancing its long-term economic viability. The strategic placement of these professional schools in M-1 and M-2 industrial zones will facilitate the creation of a pipeline of trained workers for surrounding skill-based employers. Additionally, the proposed ZTA and associated Ordinance will provide a balance of mixed commercial and industrial uses in these zones, reinforcing the objective of the land use for the Golden State District, which primarily consist of M-1 and M-2 zoned parcels. Thus, the proposed Ordinance not only meets the Burbank 2035 General Plan but also implements City Council-adopted Economic Development Goals and the 2024-2028 Economic Development Strategic Plan.

Section 4. The Planning Commission authorizes any change deemed necessary by the City Attorney to the proposed ZTA and associated Ordinance to address any editorial changes deemed necessary to maintain consistency with applicable State laws and City regulations and procedures.

Section 5. The Secretary of the Planning Commission shall forward a signed copy of this Resolution with the Planning Commission's report and decision to the City Council in accordance with BMC Section 10-1-1993.

PASSED AND ADOPTED this 13 day of October, 2025.

CITY PLANNING COMMISSION



Samantha Wick
Chair

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF BURBANK

I, Fred Ramirez, Secretary of the Planning Commission of the City of Burbank, certify that this Resolution was adopted by the City Planning Commission at its regular meeting held on the 13 day of October, 2025 by the following vote:

AYES: Wick, Bennett, Van Gorder

NOS:

ABSENT: Safarian, Mendez

ABSTAINED:



Fred Ramirez, Secretary

ATTACHMENT A – DRAFT ORDINANCE

ORDINANCE NO. _____

AN ORDINANCE OF THE COUNCIL OF THE CITY OF BURBANK AMENDING
TITLE 10, CHAPTER 1 (ZONING) OF THE BURBANK MUNICIPAL CODE TO
ESTABLISH AND PERMIT SCHOOL - ADULT / VOCATIONAL / TRADE AS A NEW
USE IN M-1 (LIMITED INDUSTRIAL) AND M-2 (GENERAL INDUSTRIAL) ZONES
AND RELATED REGULATIONS

(PROJECT NUMBER 25-0004932, ZONE TEXT AMENDMENT)

City Attorney's Synopsis

This Ordinance amends Burbank Municipal Code (BMC), Title 10 (Zoning Regulations), Chapter 1, Zoning to Establish and Permit "School - Adult / Vocational / Trade" as a new use in the M-1 (Limited Industrial) and M-2 (General Industrial) Zones and Related Regulations.

THE COUNCIL OF THE CITY OF BURBANK FINDS, DETERMINES, AND
DECLARES THAT:

A. Whereas the Planning Division of the Community Development Department has received several past inquiries about permitting vocational schools in M-1 (Limited Industrial) and M-2 (General Industrial) zones.

B. Whereas the City's 2024-2028 Economic Development Strategic Plan (1) identified Higher Education as one of the four new emerging sectors within the City; and (2) identified the City's industrial zones as having ideal parcels and characteristics that could accommodate higher education tenants, such as vocational schools.

C. Whereas a vocational school currently falls under the BMC's "SCHOOL - PUBLIC OR PRIVATE" use which includes all schools from K-12th grade, vocational schools, and adult schools under one category. These uses are prohibited in M-1 (Limited Industrial) and M-2 (General Industrial) zones which were deemed unfit and incompatible for the use.

D. Whereas the Community Development Department determined that amendments to the BMC are required to: (1) allow the City to better align with the 2024-2028 Economic Development Strategic Plan, which identifies Higher Education as a key emerging sector; and (2) provide clearer regulatory guidance to enable the City to strategically accommodate vocational/professional schools in appropriate locations while maintaining compatibility with surrounding uses.

E. On October 13, 2025, the Planning Commission held a duly noticed public hearing on this Ordinance (Project No. 25-0004932) and at such hearing recommended that the City Council of the City of Burbank ("Council") approve Zone Text Amendment (ZTA) and associated Ordinance to establish and permit "School - Adult / Vocational / Trade" as a new use in M-1 (Limited Industrial) and M-2 (General Industrial) zones and related regulations.

F. The Planning Commission found the proposed ZTA and associated Ordinance met the required findings under BMC Section 10-1-1991 (Requirements for Adding a Use) for the request to add a new land use to the Zoning Use List under BMC Section 10-1-502.

G. In accordance with California Government Code Section 65860, the proposed ZTA and associated Ordinance have been determined to be consistent with the Land Use Element of the *Burbank2035* General Plan and compatible with the objectives, policies, general land uses and programs specified therein.

H. The Planning Commission found the proposed ZTA and associated Ordinance consistent with Goal 4 of the Burbank 2024-2028 Economic Development Strategic Plan, to "retain and expand Burbank's leading and emerging industries to balance the future economy."

I. The Planning Commission found the proposed ZTA and associated Ordinance consistent with the City Council's 2025-2026 Economic Development City Goal, to "diversify economic base and retain and attract businesses."

J. On *_____, the Council at its regular meeting, held a public hearing on Project No. 25-0004932, an Ordinance to adopt the Zone Text Amendment.

K. Said hearing was properly noticed in accordance with the provisions of BMC Section 10-1-1994.

L. The Council considered the report and recommendations of the City Planner, the action and recommendations of the Planning Commission as evidenced by its Resolution *_____, and the evidence and testimony presented at such hearing.

M. The Council finds the proposed ZTA and associated Ordinance meet the required finding under BMC Section 10-1-1991 (Requirements for Adding a Use) to add a new land use to the Zoning Use List at BMC Section 10-1-502 as follows:

1. The addition of the use will be in accord with the purposes of the zone in which it is proposed to be listed.

The inclusion of "School – Adult / Vocational / Trade" as a conditionally permitted use (CUP) in the M-1 (Limited Industrial) and M-2 (General Industrial) zones is in accord with the purposes of those zones. The M-1 and M-2 industrial zones are predominantly located within the Golden State Commercial/Industrial

area near the Burbank Airport and the North Victory Commercial/ Industrial area south of State Highway 5 and Downtown Burbank, except for one property along the south-east city boundary. The *Burbank2035* General Plan seeks to introduce additional commercial uses that are compatible with the industrial character of the area. As the new use will provide specialized training, hands-on skills, and education in various trades and technical fields, it can provide a workforce to support the industries in the M-1 and M-2 zones. This amendment will benefit industrial uses, the Burbank Airport, media studios, but a variety of creative industries, office uses and emerging economic sectors such as healthcare.

2. The proposed use is compatible with and has the same basic characteristics as the other permitted uses.

Although the M-1 and M-2 industrial zones are primarily intended to accommodate manufacturing and warehousing uses, the BMC Zoning Use List permits a variety of other land uses in these areas including lodging, retail and service uses, recreational, professional office, and media supporting uses. Among the permitted uses in these zones are two related to the proposed new use: Meeting Hall (Policy #502-1) and Personal or Physical Arts Studios. Additionally, the introduction of the "School – Adult / Vocational / Trade" use will offer training and certification for skills that may be in demand by surrounding businesses. The *Burbank2035* General Plan includes goals and policies that encourage a diverse range of uses, not only in these zones but throughout the City. Therefore, the proposed use would be compatible with and have the same basic characteristics as other permitted uses currently allowed in the M-1 and M-2 zones.

3. The proposed use can be expected to conform with the required conditions for the zone.

All permitted uses in the City of Burbank must comply with applicable regulations and development standards outlined in the BMC, such as parking standards, site maintenance, site improvements, et cetera. As required by BMC Section 10-1-1936 for uses subject to a CUP, the new "School – Adult / Vocational / Trade," shall be reviewed against the findings required to ensure that the site has the capacity in terms of size and shape to accommodate the use, that the streets around the site can carry the traffic to be generated by the proposed use, and that the use is compatible with other uses on the same lot as well as those in the general area. Therefore, the proposed use, subject to the Conditional Use Permit (CUP) process can be expected to conform with the required conditions for the M-1 and M-2 zones.

4. The proposed use will not be detrimental to the public health, safety or welfare.

Allowing "School – Adult / Vocational / Trade" as a new use in M-1 and M-2 industrial zones is not anticipated to be detrimental to the public health, safety or welfare. The use consists of providing specialized skill training and education that will serve as a supporting use to the industries and businesses in the industrial zones and citywide. All proposed schools shall be subject to a CUP discretionary review process. Under this process, the operation of the school will be analyzed against the required findings that must be satisfied before it is approved to ensure compatibility with the surrounding properties and to protect the public health, convenience, safety and welfare. Furthermore, the use will be required to adhere to Article 17 (Protections Against Nuisances) of Chapter 1, Title 10 (Zoning Regulations) of the BMC, California Building Code, and the California Fire Code that include building improvement and operational standards. Therefore, the proposed conditionally permitted use will not result in a detrimental impact to public health, safety, or welfare.

5. The proposed use will not adversely affect the character of the zone.

Although the M-1 and M-2 zones serve as the industrial zones for the City, they currently allow for a variety of uses including, but not limited to warehouse, manufacturing, lodging, retail and service uses, recreational, professional office, and media supporting uses. Additionally, the *Burbank2035* General Plan includes Land Use Element goals and policies to promote diverse land uses in these areas, which include the Golden State Commercial/Industrial and the North Victory Commercial/Industrial land use designations. This ZTA proposes adding a use that will facilitate new opportunities for specialized skill training and certification that can support existing industries in the affected zones and citywide in a manner consistent with the 2024-2028 Economic Development Strategic Plan and the 2025-2026 City Council Economic Development Goals that are focused on diversification of the economic base and retention and attraction of new businesses that support local industries. Therefore, the proposed use will be compatible with the existing uses permitted in the industrial zones and will not adversely affect the character of the zones.

6. The proposed use will not create more vehicular or other traffic than the volume normally created by any of the uses permitted.

The M-1 and M-2 zones currently allow for a variety of uses with differing parking requirements that include uses with the most stringent parking standards such as full services restaurants and auditorium/meeting halls. Additionally, the new "School – Adult / Vocational / Trade" use will be subject to the CUP review process of which one of the six required findings requires that "the site for the proposed use relates to streets and highways properly designed and improved to carry the type and quantity of traffic generated or to be generated by the proposed use." Under review of the CUP, the Community Development Department's Transportation Planning Division will also review the trips generated by the use. If it is determined that the use may cause

impacts, additional analysis, mitigation measures, conditions of approval, and/or alternatives will be required. Therefore, the proposed use is not anticipated to create more vehicular or other traffic than the volume normally created by any of the uses permitted in the M-1 and M-2 industrial zones and should a specific school at a proposed site result in additional traffic volume, this site specific impact shall be reviewed and considered under the CUP review process before the Planning Commission can consider approval of the proposed use.

7. The proposed use will not create more odor, dust, dirt, smoke, noise, vibration, illumination, glare, unsightliness, or any other objectionable influence than the amount, if any, normally created by any of the permitted uses.

The new use proposed under the proposed Zone Text Amendment and associated Ordinance will allow trade-based educational adult schools in M-1 and M-2 industrial zones, subject to a CUP discretionary review process. This process will assess a given school's operation against required findings to assure compatibility and protect the public health, convenience, safety and welfare. Per BMC Section 10-1-1937 (Conditions), the Planning Commission may impose further requirements and limitations on a use to regulate site and facility operation characteristics to minimize any potential impacts and nuisances. Additionally, the use must adhere to Article 17 (Protections Against Nuisances) of Chapter 1, Title 10 of the BMC the California Building Code, and the California Fire Code during building improvements and operation, as required for all businesses in the City. Therefore, the proposed use would not create more odor, dust, dirt, smoke, noise, vibration, illumination, glare, unsightliness, or any other objectionable influence than the amount, if any, normally created by any of the permitted uses.

8. The proposed use will not create any greater hazard of fire or explosion than the hazards normally created by any of the permitted uses.

The proposed Zone Text Amendment and associated Ordinance permit adult based vocational and trade schools in existing M-1 and M-2 industrial zones. These zones allow businesses that handle, fabricate, process, and manufacture raw and potentially hazardous materials, either by-right or conditionally through a CUP. Should any proposed future school handle hazardous material, their operation shall be carefully analyzed under the CUP discretionary review process to ensure the use will not be detrimental to the surrounding properties and conditions can be imposed to safeguard public health, convenience, safety, and welfare. Further, the use would be subject to Article 17 (Protections Against Nuisances) of Chapter 1, Title 10 (Zoning Regulations) of the BMC, the California Building Code, and the California Fire Code. Therefore, the proposed use will not create any greater hazard of fire or explosion than hazards normally created by any of the permitted uses.

9. The proposed use will not cause substantial injury to the values of property in the zone in which it is proposed to be listed or in any abutting zone.

The inclusion of the "School – Adult / Vocational / Trade" use in M-1 and M-2 zones will allow for specialized work-based training and education in the City's workforce areas helping to bolster and expand the economic base by creating schools for specific trades, which can in turn help retain and attract new businesses to the City. The proposed Zone Text Amendment and associated Ordinance require that all new "School – Adult / Vocational / Trade" comply with relevant development standards and obtain approval of a CUP. This discretionary process adds a layer of review that considers compatibility with surrounding properties as a required finding for approval. Moreover, the proposed Ordinance will further diversify land uses permitted in the industrial zones, which can help make the properties in these areas more viable as trade and vocational school sites to support existing and new businesses consistent with the City's Economic Development Strategies and City Council Economic Goals. Therefore, the addition of the use subject to a CUP discretionary review process is not anticipated to cause substantial injury to the values of property in the zones in which it is proposed to be listed or in any abutting zone.

N. In accordance with California Government Code Section 65860, the Council must find the Ordinance consistent with the objectives, policies, general land uses, and programs specified in the *Burbank2035* General Plan. The proposed Ordinance is consistent with the following City plans, goals, and policies:

- Land Use Element of the *Burbank2035* General Plan:
 - *Goal 6: Economic Vitality and Diversity:* Burbank has a healthy and diverse economy and provides for a full range of retail, commercial, office, and industrial uses. Businesses contribute to community character and economic vitality by supporting neighborhood, community, and regional needs and providing diverse employment options.
 - *Policy 6.1 of Goal 6:* Recruit and attract new businesses. Use these businesses to act as catalysts to attract other businesses. Continue to utilize public-private partnerships and other incentives to enhance economic vitality.
 - *Policy 12.3:* Ensure that a balanced mix of commercial and industrial uses is provided in the area of the Golden State Commercial/Industrial.
- Burbank 2024-2028 Economic Development Strategic Plan:

- Goal 4: Retain and expand Burbank's leading and emerging industries to balance the future economy.
- 2025-2026 Economic Development City Council Goal:
 - Diversify economic base and retain and attract businesses.

The proposed ZTA and associated Ordinance to add "School – Adult / Vocational / Trade" as a new use, will allow for skill-based professional training in industrial areas of the City of Burbank, furthering several of the City's plans, goals, and policies. The inclusion of new school use enables a diverse economic base by allowing an expanded range of uses in the area of workforce training and development that can help and attract new businesses to the City seeking access to these workforces and thereby enhancing its long-term economic viability. The strategic placement of these professional schools in M-1 and M-2 industrial zones will facilitate the creation of a pipeline of trained workers for surrounding skill-based employers. Additionally, the proposed ZTA and associated Ordinance will provide a balance of mixed commercial and industrial uses in these zones, reinforcing the objective of the land use for the Golden State District, which primarily consist of M-1 and M-2 zoned parcels. Thus, the proposed Ordinance not only meets the Burbank2035 General Plan but also implements City Council-adopted Economic Development Goals and the 2024-2028 Economic Development Strategic Plan.

O. The proposed ZTA and associated Ordinance are not subject to the California Environmental Quality Act (Public Resources Code Section 21000 et seq.)("CEQA"). The activities are covered by the common-sense 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 activities in question may have a significant effect on the environment, the activities are not subject to CEQA (CEQA Guidelines § 15061(b)(3)). Furthermore, pursuant to CEQA Guidelines Section 15378, this proposed ZTA and associated Ordinance are not considered a "project" subject to the requirements of CEQA because the proposed ZTA and associated Ordinance have no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment but instead involve administrative updates to the BMC. The proposed ZTA and associated Ordinance do not effectuate any approvals of the use on a particular site. Further, future CUP requests for the proposed use would have to be evaluated individually for compliance with applicable zoning regulations and CEQA.

THE COUNCIL OF THE CITY OF BURBANK DOES ORDAIN AS FOLLOWS:

Section 1. Findings. All findings set forth above are true and correct and incorporated herein as if restated in their entirety.

Section 2. Amendment to Burbank Municipal Code ("BMC") Section 10-1-502, Uses in All Zones (Except Residential Zones). Table 10-1-502 is hereby amended under sub-header Recreation, Education, and Assembly to add School - Adult /

Vocational / Trade as a new use and permit the use subject to a Conditional Use Permit (CUP) in the M-1 (Limited Industrial) and M-2 (General Industrial) zones) as shown in Exhibit A to this Ordinance, attached and incorporated herein.

Section 3. Amendment to BMC Section 10-1-203 (Definitions). BMC Section 10-1-203 "SCHOOL – PUBLIC OR PRIVATE" is hereby amended to remove the reference to a vocational/professional school and establish a new definition "SCHOOL – ADULT / VOCATIONAL / TRADE" that will be encompassing of a variety of adult professional schools, as shown in Exhibit B to this Ordinance, attached and incorporated herein.

Section 4. Amendment to BMC Section 10-1-1408 (Space Required). BMC Sections 10-1-1408 is hereby amended and restated to establish a parking standard for the SCHOOL – ADULT / VOCATIONAL / TRADE use as shown in Exhibit C of this Ordinance, attached and incorporated herein.

Section 5. Severability. If any provision of this Ordinance or its application is held invalid by a court of competent jurisdiction, such invalidity shall not affect other provisions, sections, or applications of the Ordinance, which can be given effect without the invalid provision or application, and to this end each phrase, section, sentence, or word is declared to be severable.

Section 6. Environmental Assessment. This Ordinance is not subject to the California Environmental Quality Act (Public Resources Code Section 21000 et seq.) ("CEQA"). The activity is covered by the "common-sense" 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 (CEQA Guidelines § 15061(b)(3)). Furthermore, pursuant to CEQA Guidelines Section 15378, this Ordinance is not considered a "project" subject to the requirements of CEQA because the Ordinance has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment but instead involves administrative and procedural updates to the BMC. The Ordinance does not effectuate any approvals of the use on a particular site. The City Planner shall file a Notice of Exemption with the Los Angeles County Clerk and the State Clearinghouse, within 5 days of the City Council's approval.

Section 7. Effective Date. This Ordinance shall become effective at 12:01 a.m. on the thirty-first (31st) day after the date of adoption.

PASSED AND ADOPTED this ___ day of _____, 20__.

Nikki Perez
Mayor of the City of Burbank

Attest:

Approved as to Form
Office of the City Attorney

Kimberley Clark, City Clerk

Jill Vander Borcht
Chief Assistant City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF BURBANK)

I, Kimberley Clark, City Clerk of the City of Burbank, do hereby certify that the foregoing Ordinance No. _____ was duly and regularly passed and adopted by the Council of the City of Burbank at its regular meeting held on the _____ day of _____, 2025, by the following vote:

AYES:

NOES:

ABSENT:

I further certify that said Synopsis was published as required by law in a newspaper of general circulation in the City of Burbank, California within 14 days following its __, 2025 adoption.

Kimberley Clark, City Clerk

EXHIBIT A TO ATTACHMENT A

Amendment the Zoning Use List in BMC 10-1-502 under sub-header Recreation, Education, and Assembly to add School - Adult / Vocational / Trade as a new use and permit the use subject to a Conditional Use Permit in the M-1 (Limited Industrial) and M-2 (General Industrial) zones.

The new use and permissibility are colored **red** and underlined.

City of Burbank Zoning Use List | BMC Section 10-1-502

P = permitted

CUP = Conditional Use Permit required

AUP = Administrative Use Permit required

(blank) = prohibited

[CUP] = CUP required if residentially adjacent as defined in 10-1-202

[AUP] = AUP required if residentially adjacent as defined in 10-1-202

[PRH] = prohibited if residentially adjacent as defined in 10-1-202

S = When required by State preemption law

LAND USE	C-2	C-3	C-4	M-1	M-2	MDM-1	MDC-2	MDC-3	MDC-4	NB	GO	RC	C-R	RBP	BCC-1	BCC-2	BCC-3	BCCM	MPC-1	MPC-2	MPC-3	OS	AP	RR	AD	2021-2029 HEOS-02
Schools - public or private	P [AUP]	P [AUP]	P [AUP]				P [AUP]	P [AUP]	P [AUP]	P [AUP]	P [AUP]	P [AUP]	P [AUP]	P [AUP]	P [AUP]	P [AUP]	P [AUP]	P [AUP]	AUP	AUP	AUP					10
School - public or private (existing before Jan. 1, 1991)						P																				
School - Adult / Vocational / Trade				CUP	CUP																					

EXHIBIT B TO ATTACHMENT A

Amendments to Burbank Municipal Code Section 10-1-502 (Definitions) to remove the reference of a vocational or a professional school under the “SCHOOL – PUBLIC OR PRIVATE” definition and establish the new definition “SCHOOL – ADULT / VOCATIONAL / TRADE” that will be all encompassing of a variety of adult professional schools.

Revisions are colored **red** and underlined and deletions are marked in ~~strikethrough~~:

SCHOOL: Means an establishment or facility used as an institution of learning for minors, whether public or private. This can include institutions that, which offers instruction in those courses of study required by the State Education Code or which is maintained pursuant to standards set by the State Board of Education. This definition includes a child day care facility, kindergarten, elementary school, junior high school, senior high school or any special institution of learning under the jurisdiction of the State Department of Education, ~~and a Vocational or a professional institution~~. This definition also includes child day care facilities utilized at a school location which are licensed by the State Department of Social Services and the City of Burbank.

SCHOOL – ADULT / VOCATIONAL / TRADE – Means an establishment or facility used as an institution of learning for adults that provides specialized training and education in various trades and technical fields. These schools focus on practical, hands-on skills that prepare students for specific careers, such as plumbing, electrical work, automotive repair, culinary arts, healthcare, and more.

EXHIBIT C TO ATTACHMENT A

Amendments to BMC Section 10-1-1408 (Spaces Required) to establish a parking standard for the SCHOOL – ADULT / VOCATIONAL / TRADE use.

Parking standard addition is colored **red** and underline. Deletions are marked in strikethrough:

DIVISION 2. PARKING REQUIREMENTS

10-1-1408: SPACES REQUIRED:

The following off-street parking spaces shall be provided:

Uses	Parking Spaces Requires
1. Residential Uses:	As provided for each residential zone in Article 6 of this chapter.
2. Commercial Uses Outside of Central Business District Downtown Parking Area:	
(a) Banks and savings and loan institutions	4 spaces for each 1,000 sq. ft. of adjusted gross floor area.
(b) Bowling Alleys	4 spaces for each bowling lane.
(c) Gymnasiums and health studios	6 spaces for each 1,000 sq. ft. of adjusted gross floor area.
(d) Offices - General	3 spaces for each 1,000 sq. ft. of adjusted gross floor area.
(e) Offices - Medical	5 spaces for each 1,000 sq. ft. of adjusted gross floor area.
(f) Mortuaries and funeral homes	1 space for every 3 fixed seats and 1 space for each 21 sq. ft. of adjusted gross floor area available for assembly without fixed seats.
(g) Places of public assembly ¹ , banquet facilities, exhibition halls, theaters, and convention halls	1 space for every 5 fixed seats and 1 space for each 28.6 sq. ft. of adjusted gross floor area available for assembly without fixed seats.

Uses	Parking Spaces Requires
(h) Restaurant with full service, fast service ² ; cocktail lounge/bar	10 spaces for each 1,000 sq. ft. of adjusted gross floor area. 3.3 spaces for each 1,000 sq. ft. of adjusted gross floor area with an Administrative Use Permit.
(i) Restaurants, cafes, cocktail lounges and bars, which are an integral part of a hotel or motel	5 spaces for each 1,000 sq. ft. of adjusted gross floor area.
(j) General - retail	3.3 spaces for each 1,000 sq. ft. of adjusted gross floor area.
(k) Shopping centers	5 spaces for each 1,000 sq. ft. of adjusted gross floor area.
(l) Mini-malls	10 spaces for each 1,000 sq. ft. of adjusted gross floor area, or 1 space for each 100 sq. ft. of adjusted gross floor area. (Conditional Use Permit may reduce up to 50 percent required parking).
(m) Museum	1 space for each 300 sq. ft. of exhibit area and 1 space for every 5 seats, depending on the exact nature of the museum.
(n) Arcades/billiard parlors	5 spaces for each 1000 sq. ft. of adjusted gross floor area. (Additional parking spaces are required pursuant to Section 10-1-1405.5)
(o) Personal or Physical Arts Studio, Rehearsal Studio	
(less than 1,500 sq. ft.)	3.3 spaces for each 1,000 sq. ft. of adjusted gross floor area.
(1,500 sq. ft. to 2,500)	4 spaces for each 1,000 sq. ft. of adjusted gross floor area.

Uses	Parking Spaces Requires
(greater than 2,500 sq. ft.)	6 spaces for each 1,000 sq. ft. of adjusted gross floor area.
3. Commercial Uses Inside the Central Business District Downtown Parking Area:	
4. Industrial Uses:	
(a) Manufacturing and industrial and wholesale trade.	1 space for each 500 sq. ft. of adjusted gross floor area.
(b) Warehouses and buildings used in whole or in part for storage purposes.	1 space for each 1,000 sq. ft. of adjusted gross floor area.
5. Other Uses:	
(a) Convalescent homes	5 spaces for every 12 beds or fraction thereof.
(b) Hospitals	Conditional Use Permit.
(c) Clubs	1 space guest room.
(d) Hotels and motels	1 space for each room.
(e) Automotive repair shops	3 spaces for each bay or 1 space for each 250 sq. ft. of adjusted gross floor area, whichever is greater. Service bays shall not be counted as required spaces.
(f) Child Day Care Facilities	1 space for every 8 children and 1 space for each State Department of Social Services required employee.
(g) <u>School – Adult / Vocational / Trade</u>	<u>1 space per 1 student. Reductions to this parking rate may be granted, subject to the Conditional Use Permit (CUP) process as specified in BMC Section 10-1-1934 et. seq. or the applicable discretionary review application required for the use. The</u>

Uses

Parking Spaces Requires

applicant shall provide a parking study prepared by a qualified professional to justify the reduced parking rate. Updates to previously approved parking reductions may be granted under a CUP Minor Modification, subject to the consideration of a parking study prepared by a qualified professional to justify the reduced parking rate.

(g) Sober Living Facility

(h)

1 on-site parking space for every 3 residents and 1 additional on-site parking space for each on-site resident manager and 1 space for each 28.6 square feet of meeting area used for assembly purposes if meetings area used for assembly purposes if meetings are held involving persons other than residents of the facility.

(h) Massage Parlors

(i)

5 spaces for each 1,000 feet of adjusted gross floor area

(i) Adult businesses

(j)

As specified in Section [10-1-1120](#)

(j) Designated Media-Related
Uses within 150 Feet of
(k) Residentially-Zone Property:

(i) Film and Sound Editing 3.3 spaces for each 1000 sq. ft. of adjusted gross floor area.³

(ii) Studio - Art and Graphic Arts 3.3 spaces for each 1000 sq. ft. of adjusted gross floor area.³

(iii) Studio - Broadcasting 3.3 spaces for each 1000 sq. ft. of adjusted gross floor area.³

(iv) Studio - Recording

(v) Video, Audio, Film Duplication 3.3 spaces for each 1000 sq. ft. of adjusted gross floor area.³

Uses	Parking Spaces Requires
(vi) Video, Audio, Film Storage/Vault	3.3 spaces for each 1000 sq. ft. of adjusted gross floor area. ³
(vii) Foley Stage (Sound Effects)	3.3 spaces for each 1000 sq. ft. of adjusted gross floor area. ³
(viii) Film/TV sound mixing - no seating area	3.3 spaces for each 1000 sq. ft. of adjusted gross floor area. ³
(ix) Motion Picture Studio	3.3 spaces for each 1000 sq. ft. of adjusted gross floor area. ³
(x) Rehearsal Studios - no recording equipment	Conditional Use Permit ³
(xi) Sound Stages	Conditional Use Permit ³
(k) Uses not specified	Conditional Use Permit ³
<u>(l)</u>	To be determined by the Planning Commission based upon comparable requirements for specified uses.

1 Places of Public Assembly shall include the following: a music recording studio with more than 1000 sq. ft. of adjusted gross floor area per single room of recording area; a mixing studio with more than 1000 sq. ft. of adjusted gross floor area per single room of recording area; a music scoring stage/room with more than 1000 sq. ft. of adjusted gross floor area; a voice over/ADR (Automated Dialog Replacement) stage larger than 600 sq. ft. of adjusted gross floor area; voice audition/casting room or office; any single recording room/space larger than 1000 sq. ft. of adjusted gross floor area; a film/tv mixing stage with more than ten (10) fixed audience seats, and; a screening room larger than 300 sq. ft. of adjusted gross floor area, or with more than ten (10) fixed seats.

2 Restaurant uses up to 2,000 square feet in gross floor area may locate in a space previously occupied by a retail or office tenant without having to provide additional parking with approval of an Administrative use Permit (AUP).

3 For portion of use utilized as "place of public assembly," use must meet parking requirement for places of public assembly set forth in this section. [Amended by Ord. 22-3,983, eff. 12/16/22; Formerly numbered Section 31-165; 3776, 3568, 3557, 3537, 3491, 3464, 3457, 3400, 3316, 3298, 3284, 3109, 3058, 2829, 2698, 2599, 2193.]

Planning Commission Meeting Minutes
for the October 13, 2025, Public Hearing
Date

Planning Commission Minutes

October 13, 2025

CALL TO ORDER

6:01 p.m.

MOMENT OF
REFLECTION

Chair Wick led the moment of reflection.

FLAG SALUTE

Chair Wick led the flag salute.

ROLL CALL

Present- - -

Planning Commission Members: Chair, Samantha Wick;
Members, Mike Van Gorder, Jason Bennett,

Absent- - -

Also Present-

Vice Chair Safarian; Commissioner Mendez
Chief Assistant City Attorney, Jill Vander Borgh; Assistant
Community Development Director, Fred Ramirez; Planning
Manager, Scott Plambaeck; Principal Planner, Leonard Bechet;
Principal Planner, Daniel Villa; Senior Planner, David Kim;
Senior Planner, Vanessa Quiroz, Assistant Planner, Eduardo
Rendon; Clerical Worker, Diana Arias

ANNOUNCEMENTS

None.

HEARINGS

1. Project No. 24-0000703, A Request for a Variance to Allow A Front Yard Setback Of 8.18-feet for the Existing Sharky's Restaurant Building; A Front

PROJECT DESCRIPTION:

The Applicant, Allen Matkins Leck Gamble Mallory & Natsis LLP, on behalf of Burbank Empire Center LC (Property Owner), has submitted a request for a Variance and Lot Line Adjustment for the Project Site located at 1791 North Victory Place. The Lot Line Adjustment (LLA) is requested to align the existing property line location of the Project Site with public improvements that were constructed by Caltrans as part of the Interstate-5 (I-5)/Empire Avenue Interchange Improvements Project (Interchange Project), as well as additional public sidewalk and landscaping improvements remaining from the Interchange Project that will be constructed to

yard Setback Between 9.91- and 9.95-feet for the Adjacent Trash Enclosure to the West of Sharky's Restaurant; and a Retaining and Garden Wall Height of 9.5- and 4-feet, Respectively, as a Result of a Proposed Lot Line Adjustment to Align and Correct the Property Line Location Along West Empire Avenue to be Consistent with the Approved Public Right-Of-Way Improvements of the I-5/Empire Interchange Improvements Project for the Subject Property Located at 1791 North Victory Place.

restore pedestrian circulation between Empire Avenue, Victory Place, and the Burbank Empire Center. A Variance is also requested because the Interchange Project improvements reduced the setback along Empire Avenue near an existing restaurant building (currently occupied by Sharky's Woodfired Mexican Grill (Sharky's Restaurant) and adjacent trash enclosure locate on the Project Site below the 15-foot setback required by the applicable Planned Development (PD) 97-3 Zoning, The Variance also includes a request to deviate from the maximum front yard wall height requirement of 3 feet applicable to the Project Site under the PD 97-3 Zone to accommodate the new public pedestrian improvements.

ENVIRONMENTAL REVIEW:

It is Staff's assessment that the Project to be Categorically Exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15305(a) (Minor Alterations in Land Use Limitations). The Project qualifies for this Categorical Exemption because it involves a minor lot line adjustment, front yard setback variance, and retaining and garden wall height variance that does not result in any creation of a new parcel or intensification or change of land use. The Project would correct the alignment of the property line along West Empire Avenue to be consistent with public right-of-way improvements that were constructed as part of the separate Interchange Project. Staff has determined that there are no unusual circumstances that would preclude use of this CEQA exemption.

Meeting Disclosures:

None.

Notices Given:

Assistant Community Development Director Ramirez confirmed for the Commission that notices were given per the Burbank Municipal Code requirements.

Written Communication:

None.

Staff Report:

David Kim, Senior Planner, presented the project to the Commission.

Applicant Presentation:

Lindsey Tabaian, representative of the applicant, Burbank Empire Center, stated that she has been working with staff since 2016 regarding the Interchange Project. She provided a brief summary of

why the Variance and Lot Line Adjustment request were needed to complete the unfinished Caltrans public improvements of Interchange Project adjacent to Burbank Empire Center. She also let the Commission know that she is available to answer any questions.

Public Comment:

None.

Staff Response to Applicant Presentation:

None.

Applicant Response:

None.

Commission/ Staff Q&A:

Commissioner Van Gorder asked if there will be any connectivity between the upper level of Victory Boulevard and lower level of Empire Avenue.

Senior Planner Kim explained there will be a public sidewalk that will connect to the pedestrian sidewalk along Empire Avenue to Victory Boulevard.

Commissioner Van Gorder asked who will pay for the sewer easement.

Senior Planner Kim stated the proposed sewer easement would have to go through a separate City Council public hearing and if approved by Council, it would allow the City to access Burbank Empire Center for sewer maintenance if needed.

Assistant Community Development Director Ramirez clarified that the proposed new sewer easement is to memorialize the location of existing infrastructure and the ability to access to the existing sewer line area for future improvements.

Chair Wick asked if any business or traffic will be impacted by the lot line adjustment.

Senior Planner Kim stated it will not affect any business or traffic.

Deliberation:

Commissioner Van Gorder made motion to approve Project No. 24-0000703 a request for a Variance to allow a front yard setback of 8.18-feet for the existing Sharky's Restaurant Building; A front yard

setback between 9.91- and 9.95-feet for the adjacent trash enclosure to the west of Sharky's Restaurant; and a retaining and garden wall height of 9.5- and 4-feet, Respectively, as a result of a proposed Lot Line Adjustment to align and correct the Property Line Location along west Empire Avenue to be consistent with the approved Public Right-Of-Way Improvements of the I-5/Empire Interchange Improvements Project for the Subject Property Located at 1791 North Victory Place, seconded by Commissioner Bennett.

Motion carried by a 3-0 vote. Motion passes.

2. Project No. 25-0004932, A Zone Text Amendment to Amend the Burbank Municipal Code, Title 10, Chapter 1 (Zoning) to Establish and Permit School-Adult / Vocational / Trade as a New Use in the Industrial Zones.

PROJECT DESCRIPTION:

A City initiated Zone Text Amendment to establish and permit "School – Adult/Vocational/Trade" as a new use in the in M-1 (Limited Industrial) and M-2 (General Industrial) zones of the Burbank Municipal Code (BMC), Title 10, Chapter 1, Zoning. The proposed use shall be subject to a Conditional Use Permit (CUP). The amendments shall also include a new definition for the use and a minimum parking standard requirement.

ENVIRONMENTAL REVIEW:

It is Staff's assessment that the proposed ZTA and associated Ordinance are exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3), the common-sense exemption. CEQA applies only to projects that 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 ZTA activity in question has no possibility of causing significant effect on the environment, the activity is not subject to CEQA. No unusual circumstances exist that would preclude the use of this exemption. This proposed ZTA is an administrative activity of the city, which will have no potential significant environmental effect on existing development.

Furthermore, pursuant to CEQA Guidelines Section 15378, this ZTA and associated Ordinance are not considered a "project" subject to the requirements of CEQA because as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment and instead involves administrative updates to the Burbank Municipal Code. The proposed ZTA and associated Ordinance do not effectuate any approvals of the use on a particular site as future CUP requests for the proposed use would have to be evaluated individually for compliance with applicable zoning regulations and CEQA.

Meeting Disclosures:

None.

Notices Given:

Assistant Community Development Director Ramirez confirmed for the Commission that notices were given per the Burbank Municipal Code requirements.

Written Communication:

None.

Staff Report:

Vanessa Quiroz, Senior Planner, presented the project to the Commission.

Public Comment:

None.

Commission/ Staff Q&A:

Commissioner Bennett asked why staff decided to require a Conditional Use Permit (CUP) for vocational schools in the industrial zones when other types of schools in commercial zones require an Administrative Use Permit (AUP).

Senior Planner Quiroz explained the reason staff is proposing this process for vocational schools is based on staff's research of other vocational schools that are currently operating in the City. The City has become aware of impacts that they, at times, have onto adjacent properties. Through the CUP process, it will allow staff to look at the use more carefully to ensure the site can accommodate the use and that the use is compatible with the surrounding properties.

Commissioner Bennett then stated that these are industrial sites so there should be less risk of impacting other sites negatively.

Senior Planner Quiroz elaborated that there could be potential issues with the sites, layouts, and parking. There are areas that have limited parking onsite and bringing in a new use, like a vocational school, may result in parking impacts to the surrounding industrial or residential neighborhoods.

Chair Wick asked if a vocational school would be considered a sensitive use when considering it against other commercial uses, such as Firearms.

Chief Assistant City Attorney Vander Borcht believed it is not but could not conclusively answer.

Chair Wick asked if colleges are considered as a sensitive area, similar to public schools.

Chief Assistant City Attorney Vander Borcht stated that when processing the Firearms Regulations, Woodbury University was not considered a sensitive area; based on input from the City Planner. The trade school located inside of the West Coast Custom building also did not qualify as a sensitive use; based on input from the City Planner.

Chair Wick asked for clarification regarding the proposed amendment. Specifically, whether the action would be limiting vocational schools to the industrial zones, or whether vocational school would also be allowed in other areas throughout the city.

Assistant Community Development Director Ramirez explained that in the past staff has used the interpretation of a school to apply to vocational schools to allow them in different zones. However, since it includes K-12 schools, the use is prohibited in industrial areas.

He further stated that staff has received a lot of interest in allowing new vocational schools in the M-1 zone where there are professional buildings can be readapted to accommodate schools. The Community Development Director saw it as an opportunity to present a Zone Text Amendment to address the demand now while the City continues to work through the larger effort under the specific plan and see where else vocational schools can be allowed. With the new definition and new land use table vocational schools will be allowed in the M-1 and M-2 zones. However, the Ordinance as proposed would prohibit them in other zones throughout the city. Lastly, staff took the approach of requiring a CUP in the M-1 and M-2 zones to vet the use through a more rigorous process to ensure that there are no impacts and that there are protections for the surrounding neighborhoods if the demand gets too intense.

Deliberation:

Commissioner Bennett stated that he was not persuaded with the decision to request a CUP. It gives too much weight to Planning staff and their personal opinions on what should go on a site. If other types of schools are allowed to go through an AUP, then vocational schools should not be singled out for extra scrutiny. He proposed

amending the ordinance to require an AUP, instead of a CUP – treating vocational schools as other schools in the City.

Commissioner Van Gorder noted that in the industrial zones there are other active uses that have a pre-existing need for on and off-street parking. But acknowledged that there is a significant interest in proposing vocational schools in these areas. He noted that he is sensitive to the potential influx of the use but agreed with the concern of giving a lot of weight to planning staff through the CUP process. Given that we do not fully know how the use will impact the industrial areas, he proposed that after staff consider changing the permissibility of the use from a CUP to an AUP within one year of adoption of the ordinance.

Chair Wick expressed that CUPs are required for a reason, because the Commission would never want to adversely affect a neighborhood inadvertently. She also noted that each part of Burbank is important. Chair expressed confidence in the experience and knowledge of staff and preferred to keep the CUP requirement to prevent neighborhood impacts. By changing the requirement to an AUP, it gives the impression that the Commission is not protecting neighborhoods. She expressed support of ordinance as written.

Commissioner Van Gorder agreed with Chair Wick.

Commissioner Bennett stated that the one student per parking requirement is too high especially when Burbank is trying to introduce more transit and proposed lowering the parking requirement.

Commissioner Van Gorder noted that the state is moving towards applying maximum parking requirements. He also stated that the parking standard did not include parking for staff and was curious what that would end up looking like.

Commissioner Bennett stated that there was nothing that mandated staff parking and the school can allocate parking as they see fit.

Chair Wick noted that there are state mandates in terms of a parking but expressed that the Commission is not able to speak on whether those are an appropriate requirement, because there are no traffic studies. She also noted that the one-to-one ratio is appropriate.

Commissioner Van Gorder followed up by saying that this can be discussed when a future application is presented to them.

Chair Wick express appreciation for Commissioner Bennett wanting to streamline the process but stated that the Commission should be more cautious in order to protect neighborhoods.

Commissioner Bennett made motion to approve as amended, Project No. 25-0004932, A Zone Text Amendment to Amend the Burbank Municipal Code, Title 10, Chapter 1 (Zoning) to Establish and Permit School – Adult / Vocational / Trade as a New Use in the Industrial Zones, seconded by Commissioner Van Gorder.

Motion carried by a 3-0 vote. Motion passes.

REPORTS TO
COMMISSION

None.

APPROVAL OF
MINUTES

Commissioner Van Gorder made a motion to approve the minutes for Planning Commission of September 22, 2025. Seconded by Commissioner Bennett, carried vote of 3-0.

ORAL
COMMUNICATIONS

None.

INTRODUCTION
OF ADDITIONAL
AGENDA ITEMS
CITY PLANNER
COMMENTS

None.

Assistant Community Development Director Ramirez announced that staff will be sending Commissioner Van Gorder soon the information asked for regarding fees for SB9 Lot Split.

Also stated that Governor Newsom signed into law SB 79 internally staff is looking into the bill to see how it will affect the city and at some point, report it to the Commission and City Council.

Lastly the Media District Specific Plan update that will come by the end of the year as well as the Downtown Specific Plan and Golden State Specific Plan; it is planned to present to City Council in July of 2026 before then the Commission will get an update on it as well.

Respectfully Submitted,

ADJOURNMENT TO Secretary of the Planning Commission
THE PLANNING
COMMISSION
MEETING OF
OCTOBER 27, 2025