

Attachment 6: February 23, 2026
Meeting Staff Report, Resolution, and
Minutes

Planning Commission Staff Report,
Dated February 23, 2026

STAFF REPORT



COMMUNITY DEVELOPMENT

DATE: February 23, 2026

TO: City Planning Commission

FROM: Fred Ramirez, Assistant Community Development Director - Planning *FR*
Via: Scott Plambaeck, Planning Manager *SP*
Daniel Villa, Principal Planner *DV*
By: Karen Chavez Hernandez, Associate Planner *K.C.H.*

SUBJECT: Project No. 25-0004181; A General Plan Map Amendment and Zone Map Amendment to consider establishing General Plan Land Use Designations and Zoning Designations for portions of 17 properties located on the 600-700 block of Roselli Street that are proposed for annexation into the City of Burbank

RECOMMENDATION

Adopt A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF BURBANK RECOMMENDING THE CITY COUNCIL ADOPT: (1) A RESOLUTION AMENDING THE GENERAL PLAN LAND USE MAP TO ESTABLISH LAND USE DESIGNATIONS OF LOW DENSITY RESIDENTIAL FOR PORTIONS OF 17 PROPERTIES THAT ARE PROPOSED FOR ANNEXATION INTO THE CITY; AND (2) A ZONING ORDINANCE AMENDING THE ZONING MAP OF THE BURBANK MUNICIPAL CODE TO ESTABLISH SINGLE FAMILY RESIDENTIAL (R-1) ZONING DESIGNATIONS FOR THE SAME 17 PROPERTIES PROPOSED FOR ANNEXATION INTO THE CITY (Exhibit A).

EXECUTIVE SUMMARY

Staff recommends the Planning Commission adopt the attached Resolution recommending that the City Council approve the proposed General Plan Map Amendment (GPA) and adopt the Zone Map Amendment (ZMA) (Exhibit A). The proposed amendments would update the General Plan Land Use Map in Exhibit LU-1 Land Use Diagram and assign a General Plan Land Use Designation of Low Density Residential, and amend the Zoning Map, as referenced in Burbank Municipal Code (BMC) Section 10-1-302(A), to establish a Zoning Designation of Single-Family Residential (R-1) to portions of 17 properties located on the 600-700 block of Roselli Street that are proposed for annexation into the City of Burbank. The proposed annexation into the City

of Burbank, and concurrent detachment from the City of Glendale, will also amend the City Limit Boundaries for both jurisdictions.

Following the Planning Commission’s recommendation, the City Council will hold a noticed public hearing to consider the Resolution adopting the GPA (GPA Resolution) and the Ordinance adopting the ZMA (ZMA Ordinance). Should the City Council adopt the GPA and the ZMA, the application for this Project will proceed through the Local Agency Formation Commission for the County of Los Angeles (LAFCO) annexation process, which also includes a noticed public hearing at the LAFCO level. If approved by the LAFCO, the annexation will be complete.

BACKGROUND

Roselli Block Characteristics and Issues Raised

Located on the even side of the 600 and 700 block of Roselli Street, 17 properties are bisected by the jurisdictional boundaries of the City of Burbank and the City of Glendale (“Subject Properties”). The boundary between the City of Burbank and the City of Glendale bisects the Subject Properties, leaving the rear approximately 50 feet of each of the Subject Properties in the City of Glendale, while the majority of each lot of the Subject Properties is within the City of Burbank (Exhibit B). The Subject Properties front Roselli Street, a City of Burbank street, and therefore have City of Burbank addresses. In addition, these properties receive municipal services from the City of Burbank, including water, electricity, sewer, and solid waste collection services.

Until recently, the boundary bisection had no known impact on the residents. However, during the November 2022 election, the Burbank City Clerk’s Office became aware that residents living on the Subject Properties did not receive vote-by-mail ballots that included Burbank election contests for City Council, City Clerk, City Treasurer, and Burbank Unified School Board. The City Clerk’s Office determined that this issue resulted from a precinct boundary change implemented during the 2021 redistricting process that was affected by the existing jurisdictional boundaries. As a result, property taxes for the Subject Properties were credited to the City of Glendale rather than the City of Burbank. Because voter ballot assignments are based on the jurisdiction in which property taxes are paid, residents of the Subject Properties currently receive City of Glendale ballots instead of City of Burbank ballots.

To correct this situation, the jurisdictional boundaries must be adjusted through the LAFCO process. This would require the City of Burbank to annex the portions of the Subject Properties currently within the City of Glendale. In addition, this will require the City of Glendale to concurrently detach the properties from its jurisdictional boundaries. The proposed annexation and concurrent detachment will also amend the City Limit Boundaries for both Burbank and Glendale.

The City of Burbank initiated coordination with the City of Glendale, including communication with their City Clerk and City Manager, to apprise them of the boundary issue and its impact on residents’ voting rights. Staff’s understanding is that Glendale’s City Manager confirmed Glendale’s cooperation in correcting the boundary lines, enabling

Burbank to move forward with the annexation process for the noted portions of the Subject Properties.

Burbank City Council Request to Initiate Annexation Proceedings

On October 29, 2024, the Burbank City Council adopted Resolution No. 24-29,567 (Exhibit C) requesting that the LAFCO¹ initiate proceedings for the annexation to the City of Burbank and concurrent detachment from the City of Glendale of portions of the Subject Properties (collectively, the “Reorganization”), and directing Staff to process any and all documents as necessary to effectuate the Reorganization.

Local Agency Formation Commission (LAFCO) Annexation Process and Application

The LAFCO has an established process for requests involving jurisdictional boundary changes. This process generally includes: (1) submittal of an application to LAFCO; (2) LAFCO staff review of the application; (3) LAFCO consideration of the request at a noticed public hearing; and (4) a decision on the request for jurisdictional boundary changes. From the date an application is submitted, this process typically takes approximately two to three years to complete. As part of this process, the LAFCO prepares a written report and recommendation, which is routed to all affected local agencies, including the City of Glendale.

To initiate proceedings for the Reorganization, the City of Burbank needs to submit a completed application to the LAFCO for review and consideration (LAFCO Application). The LAFCO Application identifies several submittal requirements that must be included (Exhibit D). One requirement is the submittal of a “Pre-Zoning Ordinance,” which is a Zoning Ordinance that would preemptively establish Zoning Designations for the portions of the Subject Properties proposed for annexation (“Zoning Ordinance”). To be able to submit to LAFCO the required Zoning Ordinance along with the LAFCO Application, the City needs to preemptively establish a Zoning Designation for the properties proposed for annexation into the City. In addition, the City also needs to preemptively establish a General Plan Land Use Designation for these same properties. The designations would only take effect upon LAFCO’s approval of the Reorganization. This would ensure that the portions of the Subject Properties proposed for annexation have established General Plan and Zoning regulations.

Accordingly, to preemptively establish the proposed Zoning and General Plan Land Use Designations, the Planning Commission must consider, and the City Council must approve, a General Plan Map Amendment (GPA) and a Zone Map Amendment (ZMA).

Processing of General Plan Map Amendment (GPA) and Zone Map Amendment (ZMA)

To complete and submit the LAFCO Application, the City needs to undertake a GPA and ZMA. Burbank Municipal Code (BMC) Sections 10-1-101 and following, governs the GPA. BMC Sections 10-1-1961 and following, governs the ZMA.

¹ The Local Agency Formation Commission (LAFCO) is an independent public agency with countywide jurisdiction over the boundaries of cities and certain special districts within their respective counties. All requests for jurisdictional reorganization, including annexations, are coordinated by each county’s LAFCO.

Existing Neighborhood Context

Part of processing a GPA and ZMA involves understanding the existing land use and neighborhood context to ensure that the amendments will be compatible with the surrounding neighborhood. This includes identifying the existing zoning and general plan land use designations of nearby parcels, surrounding land uses and development patterns.

The Subject Properties are located on the south side of the Roselli Street block, bound by South Kenneth Road to the north and South Sixth Street to the south. The portion of the Subject Properties located within the City of Burbank have a General Plan Land Use Designation of Low Density Residential, and a Zoning Designation of Single Family Residential (R-1). The Subject Properties are currently developed with single family homes and have been such for decades.

The north side of the Roselli Street block also has a General Plan Land Use Designation of Low Density Residential and a Zoning Designation of Single-Family Residential (R-1). These properties are improved with single family homes. The surrounding neighborhood to the north and east of the Subject Properties also have a General Plan Land Use Designation of Low Density Residential and a Zoning Designation of Single-Family Residential (R-1) and are also improved with single family homes. The surrounding neighborhood to the west of the Subject Properties has a General Plan Land Use Designation of Medium Density Residential and High Density Residential, and a Zoning Designation of High Density Residential (R-4). These properties are generally improved with a mix of single family and multifamily homes (Exhibit E).

DISCUSSION

Proposed General Plan Map Amendment (GPA) and Zone Map Amendment (ZMA)

A GPA is required before the ZMA, because Zoning Map Amendments must be consistent with the City's adopted General Plan.

Accordingly, Staff proposes two amendments:

- 1) A General Plan Map Amendment that would, by resolution, amend the General Plan Land Use Map in Exhibit LU-1. Land Use Diagram to establish General Plan Land Use Designations of Low Density Residential for portions of the 17 properties that are proposed for annexation into the City.
- 2) A Zone Map Amendment which would, by ordinance², amend the City of Burbank Zoning Map, as referenced in BMC Section 10-1-302(A), to establish a Zoning Designation of Single Family Residential (R-1) for portions of 17 properties that are proposed for annexation into the City.

These designations would be consistent with (1) the existing designations of those portions of the Subject Properties currently within the City of Burbank; (2) the objectives, policies,

² This would fulfill the Zoning Ordinance requirement referenced in the Background discussion above.

general land uses and programs of the City's general plan; and (3) would be consistent with the existing development pattern on site and in the surrounding neighborhood. The amendments would become effective upon the properties being annexed into the City.

Findings for Approval of a General Plan Map Amendment

The City's General Plan, Burbank2035, was adopted in 2013 and serves as the City's primary land use policy document. It establishes the community's long-term vision for physical development, including goals, policies, land use designations, and allowable densities that guide future growth and decision-making.

Pursuant to BMC Section 10-1-102 (Amendment of General Plan), the GPA requires Planning Commission consideration and City Council approval. The City Council can make amendments to the General Plan as often as it deems it necessary or advisable for the best interests of the City. However, no amendments to the General Plan shall be adopted without first making required findings (see generally Gov. Code §65300.5.) Below are the required findings, including staff's assessment and recommendation that the GPA meets these requirements.

1. The proposed General Plan Map Amendment is consistent with the Burbank2035 General Plan goals and policies and any of the plan goals that may be affected by the Project's implementation. Specifically, the proposed General Plan Map Amendment is consistent with the following Burbank2035 General Plan goals and policies:

- *Policy 1.3 of Goal 1:* Maintain and protect Burbank's residential neighborhoods by avoiding encroachment of incompatible land uses and public facilities.
- *Policy 1.8 of Goal 1:* Ensure that development in Burbank is consistent with the land use designations presented in the Land Use Plan and shown on the Land Use Diagram, including individual policies applicable to each land use designation.
- *Policy 2.7 of Goal 2:* Make and enforce land use policy in an equitable fashion to protect all people equally from adverse environmental effects.
- *Policy 3.4 of Goal 3:* Avoid abrupt changes in density, intensity, scale, and height and provide gradual transitions between different development types.
- *Goal 7: Community Participation:* Burbank encourages community engagement and provides a wide range of opportunities to participate in the planning process.
- *Policy 7.3 of Goal 7:* Consistently seek direct public involvement in the planning process for new projects and plans, as well as for everyday planning matters.

Currently, the boundary between the City of Burbank and the City of Glendale bisects the Subject Properties, leaving approximately fifty (50) feet of each of the Subject

Properties in the City of Glendale, while the remainder of the parcels of the Subject Properties are located within the City of Burbank. To correct the improper boundary bisection, the City of Burbank will apply to LAFCO to initiate proceedings to annex the back approximately fifty (50) feet of each of the Subject Properties into the City of Burbank, as well as detach the approximately fifty (50) feet of each of the Subject Properties from the City of Glendale. Once annexed into the City of Burbank, the City Limits Boundary will be amended and the portions being annexed will need to have an established General Plan Land Use Designation.

The General Plan Map Amendment establishes a General Plan Land Use Designation of Low Density Residential for portions the Subject Properties proposed for annexation into the City of Burbank. It would not cause any internal inconsistencies in the General Plan, would not change any policy direction or intent of the General Plan, would contribute to the purposes of the General Plan, and would accurately reflect the same land use designation as the portions of the Subject Properties currently within City boundaries.

Further, the General Plan Map Amendment will ensure that the portions being annexed into the City of Burbank receive the same General Plan Land Use Designations as the remainder of the parcels as well as the surrounding parcels, thereby confirming consistency and compatibility with existing land uses. It will ensure that the portions being annexed into the City of Burbank comply with the policies applicable to the Low-Density Residential designation, such as limiting buildings to a size and scale that is consistent with the predominant neighborhood character. The General Plan Map Amendment will ensure that the portions being annexed into the City of Burbank follow consistent land use policies as the surrounding neighborhood in order to protect all people from adverse environmental effects. It will also ensure that there are no abrupt changes in density, intensity, scale, and height since the portions being annexed into the City of Burbank will have the same General Plan Land Use Designation as the portions of the lot that are already within the City of Burbank.

The General Plan Map Amendment has encouraged community participation along many milestones, including confirming that the impacted residents support the planning process to correct the improper boundary bisection and informing the occupants and owners of property within a radius of 1,000 feet of the exterior boundaries of the property to be rezoned about the planning process. This General Plan Map Amendment is an example of how a community can come together in order to raise awareness about an issue that is impacting a block within the City of Burbank and bring about a change through a planning process.

2. The potential impacts of the proposed General Plan Map Amendment have been assessed and have been determined not to be detrimental to the public health, safety, or welfare.

The amendment to establish General Plan Land Use Designations of Low Density Residential for portions the Subject Properties that are being annexed into the City

of Burbank is not anticipated to be detrimental to the public health, safety, and welfare. The boundary between the City of Burbank and the City of Glendale bisects the Subject Properties, leaving approximately fifty (50) feet of each of the Subject Properties in the City of Glendale, while the remainder of the parcels of the Subject Properties are located within the City of Burbank. The portions of the Subject Properties that are located within the City of Burbank currently have a General Plan Land Use Designation of Low Density Residential. Correcting the bisecting boundary so that the Subject Properties fall entirely within the City of Burbank's jurisdiction would result in a consistent General Plan Land Use Designation for the whole parcel. Therefore, the proposed amendment will not result in a detrimental impact to public health, safety, or welfare.

3. The proposed General Plan Map Amendment has been processed in accordance with the applicable provisions of the California Government Code and the California Environmental Quality Act (CEQA).

The proposed amendment is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to California Code of Regulations, Title 14, Section 15319, annexations of existing facilities and lots for exempt facilities, because it includes the annexation of property to the City of Burbank containing existing private structures developed to the density allowed by the pre-zoning designation, and there is sufficient utility capacity to serve the Subject Properties. In addition, the Project has also been determined to be exempt from the CEQA pursuant to California Code of Regulations, Title 14, Section 15061(b)(3), common sense exemption, because it can be seen with certainty that there is no possibility that the annexation and concurrent detachment may have a significant effect on the environment. The Subject Properties are single family homes and have been such for decades. The proposed amendment is merely to correct the improper boundary bisection and annex the back approximately fifty (50) feet of each of the Subject Properties into the City of Burbank, as well as detach the approximately fifty (50) feet of each of the Subject Properties from the City of Glendale. Therefore, the proposed amendment has been processed in accordance with the applicable provisions of CEQA and has been determined to be exempt from CEQA and no further analysis under CEQA is required.

Findings for Approval of a Zone Map Amendment

Pursuant to BMC Sections 10-1-107 (Zone Map Amendments Consistent With General Plan) and 10-1-1961, and following, (Zone Map Amendment) zone map amendments require Planning Commission consideration and City Council approval. However, no ordinance changing the Zone Map designation of property shall be adopted without first making required findings. Below are the required findings, including staff's assessment and recommendation that the ZMA meets these requirements.

- 1. The proposed Zone Map Amendment is consistent with the General Plan of the City of Burbank and the provisions of Title 10, Chapter 1 (Zoning) of the Burbank Municipal Code, and are compatible with the specified objectives, policies, general land uses and programs.**

Currently, the boundary between the City of Burbank and the City of Glendale bisects the Subject Properties, leaving approximately fifty (50) feet of each of the Subject Properties in the City of Glendale, while the remainder of the parcels of the Subject Properties are located within the City of Burbank. To correct the improper boundary bisection, the City of Burbank has applied to LAFCO to initiate proceedings to annex the back approximately fifty (50) feet of each of the Subject Properties into the City of Burbank, as well as detach the approximately fifty (50) feet of each of the Subject Properties from the City of Glendale. Once annexed into the City of Burbank, the portions being annexed will need to have an established zoning designation.

The Zone Map Amendment establishes a Zoning Designation of Single Family Residential (R-1) for portions the Subject Properties that are being annexed into the City of Burbank. This designation is consistent with the objectives, policies, general land uses, density and programs of Burbank2035. The Zone Map Amendment would ensure that the newly annexed land be zoned for single family purposes consistent with (1) the existing development pattern on site and in the surrounding neighborhood, which is zoned R-1 and (2) the Low Density Residential General Plan Land Use Designation that would be established for portions the Subject Properties once annexed into the City of Burbank. The proposed Zone Map Amendment will not cause any internal inconsistencies in the General Plan and would not change any policy direction or intent of the General Plan. The Subject Properties are currently improved with single family homes. With the Zone Map Amendment these Subject Properties will continue to enjoy the benefit of single-family home uses.

INTERDEPARTMENTAL REVIEW

The Reorganization, GPA and ZMA were routed to the City's Interdepartmental Review Committee (IDRC) for coordination and review. The IDRC raised no concerns regarding the annexation of the portions of the Subject Properties into the City, or the proposed GPA and ZMA.

PUBLIC NOTIFICATION AND INPUT

As a prelude to the Reorganization, the Burbank City Clerk's Office sent multiple letters and placed telephone calls to all households and property owners of the 17 Subject Properties and contact was made with the majority of the residents, none of whom objected to an effort to initiate proceedings to annex a portion of the Subject Properties into the City of Burbank, and concurrently detach it from the City of Glendale. In October 2024, consent letters were mailed to the owners of the Subject Properties asking for them to sign and return the letters to the City Clerk's Office.

Recently, the residents and property owners of the Subject Properties were mailed a letter on January 28, 2026, with an update on the Reorganization and were provided with preliminary notice of upcoming public hearings associated with the GPA and ZMA.

In conformance with BMC Section 10-1-1964, Staff provided public notice in a newspaper of general circulation in the City on January 31, 2026, concerning the Planning Commission's hearing and recommendation on the proposed GPA Resolution and ZMA

Ordinance at their regular meeting of February 23, 2026. In addition, notices were mailed on January 30, 2026, to the occupants and owners of property within a radius of 1,000 feet of the exterior boundaries of the property to be rezoned. Further, 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 received six phone calls inquiring about the purpose of the GPA and ZMA, and impacts to the surrounding neighborhood. The City has not received any phone calls or written correspondence in opposition to the proposed GPA Resolution and ZMA Ordinance.

ENVIRONMENTAL REVIEW

Staff's position is that the proposed GPA Resolution and ZMA Ordinance are categorically exempt from the California Environmental Quality Act (CEQA) pursuant to California Code of Regulations, Title 14, Section 15319, annexations of existing facilities and lots for exempt facilities, because it includes the annexation of property to the City of Burbank containing existing private structures developed to the density allowed by the pre-zoning designation, and there is sufficient utility capacity to serve the Subject Properties. In addition, the GPA Resolution and ZMA Ordinance are exempt from CEQA pursuant to California Code of Regulations, Title 14, Section 15061(b)(3), the common sense exemption, because it can be seen with certainty that there is no possibility that the annexation and concurrent detachment may have a significant effect on the environment. These items simply apply the existing General Plan Land Use and Zoning Designations to the Subject Properties that already exist but are allocated in part to the City of Glendale, without any change in use, and match them with the existing designations for the immediate neighborhood.

The Subject Properties are single family homes and have been such for decades. This Project is merely to correct an improper boundary bisection that occurred in the past. To correct the improper boundary bisection, the City of Burbank must apply to the LAFCO to initiate proceedings to annex the back approximately fifty (50) feet of each of the Subject Properties into the City of Burbank, as well as detach the approximately fifty (50) feet of each of the Subject Properties from the City of Glendale. Staff recommends that the Planning Commission include as part of their recommendation that the City Council find the GPA Resolution and ZMA Ordinance are exempt from CEQA and that no further analysis under CEQA is required. However, the Planning Commission's recommendation, by itself, is not a project under CEQA because it is not an approval leading to a definite course of action. (14 CCR §§ 15352(a); 15378.)

FISCAL IMPACT

The cost of completing this annexation project is anticipated to total \$50,000, comprised of legal fees, LAFCO application fees, community outreach, etc., with the funding coming from the City Clerk's Office and City Attorney's Office. These costs are anticipated to be recovered over time in the form of increased property tax revenue.

CONCLUSION

The proposed GPA Resolution and ZMA Ordinance will establish a General Plan Land Use Designation of Low Density Residential and a Zoning Designation of Single-Family Residential (R-1) for portions of 17 properties located on the 600-700 block of Roselli Street that are proposed for annexation into the City of Burbank. The amendments would ensure that the newly annexed land be zoned for single family purposes consistent with the existing development pattern on site and in the surrounding neighborhood. The Subject Properties are currently improved with single family homes and will continue to enjoy the benefit of single family home uses.

The proposed GPA Resolution and ZMA Ordinance is progression towards fulfilling the City Council's request, through Resolution No. 24-29,567, to process the necessary documents and initiate proceedings for the Reorganization to annex portions of the Subject Properties into the City of Burbank and concurrently detach those portions from the City of Glendale. If the City Council approves the GPA Resolution and ZMA Ordinance, Staff will be able to submit a complete LAFCO Application for review and consideration. Upon LAFCO approval, the portions of the Subject Properties will be officially annexed into the City of Burbank, and residents of the Subject Properties will thereafter receive City of Burbank ballots.

List of Exhibits	
Exhibits	Title
A	Resolution
B	Subject Properties
C	Resolution No. 24-29,567
D	LAFCO Application
E	Surrounding Area Designations

Planning Commission Resolution, Dated
February 23, 2026

RESOLUTION NO. 3484

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF BURBANK RECOMMENDING THE CITY COUNCIL ADOPT: (1) A RESOLUTION AMENDING THE GENERAL PLAN LAND USE MAP TO ESTABLISH LAND USE DESIGNATIONS OF LOW DENSITY RESIDENTIAL FOR PORTIONS OF 17 PROPERTIES THAT ARE PROPOSED FOR ANNEXATION INTO THE CITY; AND (2) A ZONING ORDINANCE AMENDING THE ZONING MAP OF THE BURBANK MUNICIPAL CODE TO ESTABLISH SINGLE FAMILY RESIDENTIAL (R-1) ZONING DESIGNATIONS FOR THE SAME 17 PROPERTIES PROPOSED FOR ANNEXATION INTO THE CITY.

(PROJECT NO. 25-0004181; GENERAL PLAN AMENDMENT AND ZONE MAP AMENDMENT)

THE PLANNING COMMISSION OF THE CITY OF BURBANK FINDS:

A. The Planning Commission of the City of Burbank at its meeting of February 23, 2026 held a public hearing on Project No. 25-0004181 (General Plan Amendment and Zone Map Amendment) to consider establishing General Plan Land Use Designations and Zoning Designations for portions of 17 properties located on the 600-700 block of Roselli Street that are proposed for annexation into the City of Burbank under Project No. 25-0004181 ("Project"). The properties are referenced in Attachment 1, and may be referred to as the Subject Properties ("Subject Properties"). The portions of the Subject Properties proposed for annexation into the City would have a General Plan Land Use Designation of Low Density Residential and a Zoning Designation of Single-Family Residential (R-1). This would become effective upon annexation into the City of Burbank.

B. The City is in the process of applying to the Local Agency Formation Commission for the County of Los Angeles ("LAFCO") to annex portions of the Subject Properties to the City of Burbank and the concurrent detachment from the City of Glendale. The description of the proposal area is as follows: the back approximately fifty (50) feet of each of the 17 properties located on the even side of the 600 and 700 block of Roselli Street where the cities of Burbank and Glendale jurisdictional lines bisect.

C. As part of the application to the LAFCO, the City must submit a "Pre-Zoning Ordinance," which is a Zoning Ordinance that would preemptively establish Zoning Designations for the properties proposed for annexation ("Zoning Ordinance"). To be able to provide LAFCO the required Zoning Ordinance as part of the submission of the LAFCO application, the City needs to preemptively establish a Zoning Designation for the properties proposed for annexation into the City. The designations would only take effect upon LAFCO's approval of the Reorganization and ensure that the properties proposed for annexation into the City have established zoning regulations.

D. Said hearing was properly noticed in accordance with the provisions of Burbank Municipal Code (BMC) Section 10-1-1963.

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

F. The Planning Commission has reviewed the City Planner's environmental assessment and concurs with the assessment that the proposed Zone Map Amendment (ZMA), General Plan Amendment (GPA), and associated Resolution and Ordinance are categorically exempt from the California Environmental Quality Act (CEQA) pursuant to California Code of Regulations, Title 14, Section 15319, annexations of existing facilities and lots for exempt facilities, because it includes the annexation of property to the City of Burbank containing existing private structures developed to the density allowed by the pre-zoning designation, and there is sufficient utility capacity to serve the Subject Properties. In addition, the Project is also exempt from the California Environmental Quality Act (CEQA) pursuant to California Code of Regulations, Title 14, Section 15061(b)(3), common sense exemption, because it can be seen with certainty that there is no possibility that the annexation and concurrent detachment may have a significant effect on the environment. The Subject Properties are single family homes and have been such for decades. This Project is merely to correct an improper boundary bisection that occurred in the past. To correct the improper boundary bisection, the City of Burbank must apply to the LAFCO to initiate proceedings to annex the back approximately fifty (50) feet of each of the Subject Properties into the City of Burbank, as well as detach the approximately fifty (50) feet of each of the Subject Properties from the City of Glendale. As such, the Planning Commission recommends that the City Council find both the adoption of the proposed Resolution adopting the General Plan Amendment (GPA Resolution) and Ordinance adopting the Zone Map Amendment (ZMA Ordinance), exempt from CEQA and that no further analysis under CEQA is required.

G. The Planning Commission finds that the proposed GPA and ZMA are consistent with the Burbank2035 General Plan and are compatible with the specified objectives, policies, general land uses and programs, and more specifically, the General Plan Land Use Element. Furthermore, all findings required under BMC Section 10-1-107 and California Government Code Section 65860 can be made as outlined in this Resolution. Accordingly, the Planning Commission recommends that the City Council adopt such findings as part of their approval of the GPA Resolution and their adoption of the ZMA Ordinance.

H. The documents and other materials that constitute the record of proceedings, upon which the decision to recommend approval of the proposed GPA and ZMA (Project No. 25-0004181) and associated environmental assessment that the project qualifies for a categorical exemption under CEQA, is located in the Planning Division of the City of Burbank and the custodian of the record is the City Planner.

THE PLANNING COMMISSION OF THE CITY OF BURBANK RESOLVES:

1. The findings above are true and correct and incorporated into this Resolution.

2. Project No. 25-0004181 is a General Plan Amendment and Zone Map Amendment to establish General Plan Land Use Designations and Zoning Designations for portions the Subject Properties that are being annexed into the City of Burbank. The portions of the Subject Properties being annexed into the City would have a general plan designation of Low Density Residential and a Zoning Designation of Single-Family Residential (R-1). This would become effective upon annexation of the property into the City of Burbank. Attachments 2 and 3 (Draft GPA Resolution and Draft ZMA Ordinance, respectively) to this Resolution, reflect the Commission's recommendation to the City Council of the City of Burbank (City Council).

3. The recommendation for City Council approval of Project No. 25-0004181 through adoption of (1) a Resolution Amending the General Plan Land Use Designation Map to Low Density Residential for portions of the Subject Properties that are proposed for annexation into the City of Burbank, and (2) a Zoning Ordinance to amend the Zoning Map of the City of Burbank to reflect the pre-Zoning of Single Family Residential (R-1) for portions of the Subject Properties that are proposed for annexation into the City of Burbank. This recommendation is based upon the Planning Commission's approval of the following findings:

A. FINDINGS FOR THE GENERAL PLAN AMENDMENT:

1) *The proposed General Plan Map Amendment is consistent with the Burbank2035 General Plan goals and policies and any of the plan goals that may be affected by the Project's implementation. Specifically, the proposed General Plan Map Amendment is consistent with the following Burbank2035 General Plan goals and policies:*

- *Policy 1.3 of Goal 1: Maintain and protect Burbank's residential neighborhoods by avoiding encroachment of incompatible land uses and public facilities.*
- *Policy 1.8 of Goal 1: Ensure that development in Burbank is consistent with the land use designations presented in the Land Use Plan and shown on the Land Use Diagram, including individual policies applicable to each land use designation.*
- *Policy 2.7 of Goal 2: Make and enforce land use policy in an equitable fashion to protect all people equally from adverse environmental effects.*

- *Policy 3.4 of Goal 3:* Avoid abrupt changes in density, intensity, scale, and height and provide gradual transitions between different development types.
- *Goal 7: Community Participation:* Burbank encourages community engagement and provides a wide range of opportunities to participate in the planning process.
- *Policy 7.3 of Goal 7:* Consistently seek direct public involvement in the planning process for new projects and plans, as well as for everyday planning matters.

Currently, the boundary between the City of Burbank and the City of Glendale bisects the Subject Properties, leaving approximately fifty (50) feet of each of the Subject Properties in the City of Glendale, while the remainder of the parcels of the Subject Properties are located within the City of Burbank. To correct the improper boundary bisection, the City of Burbank will apply to LAFCO to initiate proceedings to annex the back approximately fifty (50) feet of each of the Subject Properties into the City of Burbank, as well as detach the approximately fifty (50) feet of each of the Subject Properties from the City of Glendale. Once annexed into the City of Burbank, the City Limits Boundary will be amended and the portions being annexed will need to have an established General Plan Land Use Designation.

The General Plan Map Amendment establishes a General Plan Land Use Designation of Low Density Residential for portions the Subject Properties proposed for annexation into the City of Burbank. It would not cause any internal inconsistencies in the General Plan, would not change any policy direction or intent of the General Plan, would contribute to the purposes of the General Plan, and would accurately reflect the same land use designation as the portions of the Subject Properties currently within City boundaries.

Further, the General Plan Map Amendment will ensure that the portions being annexed into the City of Burbank receive the same General Plan Land Use Designations as the remainder of the parcels as well as the surrounding parcels, thereby confirming consistency and compatibility with existing land uses. It will ensure that the portions being annexed into the City of Burbank comply with the policies applicable to the Low Density Residential designation, such as limiting buildings to a size and scale that is consistent with the predominant neighborhood character. The General Plan Map Amendment will ensure that the portions being annexed into the City of Burbank follow consistent land use policies as the surrounding neighborhood in order to protect all people from adverse environmental effects. It will also ensure that there are no abrupt changes in density, intensity, scale, and height since the portions being annexed into the City of Burbank will have the same General Plan Land

Use Designation as the portions of the lot that are already within the City of Burbank.

The General Plan Map Amendment has encouraged community participation along many milestones, including confirming that the impacted residents support the planning process to correct the improper boundary bisection and informing the occupants and owners of property within a radius of 1,000 feet of the exterior boundaries of the property to be rezoned about the planning process. This General Plan Map Amendment is an example of how a community can come together in order to raise awareness about an issue that is impacting a block within the City of Burbank, and bring about a change through a planning process.

- 2) *The potential impacts of the proposed General Plan Map Amendment have been assessed and have been determined not to be detrimental to the public health, safety, or welfare.*

The amendment to establish General Plan Land Use Designations of Low Density Residential for portions the Subject Properties that are being annexed into the City of Burbank is not anticipated to be detrimental to the public health, safety, and welfare. The boundary between the City of Burbank and the City of Glendale bisects the Subject Properties, leaving approximately fifty (50) feet of each of the Subject Properties in the City of Glendale, while the remainder of the parcels of the Subject Properties are located within the City of Burbank. The portions of the Subject Properties that are located within the City of Burbank currently have a General Plan Land Use Designation of Low Density Residential. Correcting the bisecting boundary so that the Subject Properties fall entirely within the City of Burbank's jurisdiction would result in a consistent General Plan Land Use Designation for the whole parcel. Therefore, the proposed amendment will not result in a detrimental impact to public health, safety, or welfare.

- 3) *The proposed General Plan Map Amendment has been processed in accordance with the applicable provisions of the California Government Code and the California Environmental Quality Act (CEQA).*

The proposed amendment is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to California Code of Regulations, Title 14, Section 15319, annexations of existing facilities and lots for exempt facilities, because it includes the annexation of property to the City of Burbank containing existing private structures developed to the density allowed by the pre-zoning designation, and there is sufficient utility capacity to serve the Subject Properties. In addition, the Project has also been determined to be exempt from the CEQA pursuant to California Code of Regulations, Title 14, Section 15061(b)(3), common sense exemption, because it can be seen with certainty that there is no possibility that the annexation and concurrent

detachment may have a significant effect on the environment. The Subject Properties are single family homes and have been such for decades. The proposed amendment is merely to correct the improper boundary bisection and annex the back approximately fifty (50) feet of each of the Subject Properties into the City of Burbank, as well as detach the approximately fifty (50) feet of each of the Subject Properties from the City of Glendale. Therefore, the proposed amendment has been processed in accordance with the applicable provisions of CEQA and has been determined to be exempt from CEQA and no further analysis under CEQA is required.

B. FINDINGS FOR A ZONE MAP AMENDMENT:

- 1) *The proposed Zone Map Amendment is consistent with the General Plan of the City of Burbank and the provisions of Title 10, Chapter 1 (Zoning) of the Burbank Municipal Code, and are compatible with the specified objectives, policies, general land uses and programs.*

Currently, the boundary between the City of Burbank and the City of Glendale bisects the Subject Properties, leaving approximately fifty (50) feet of each of the Subject Properties in the City of Glendale, while the remainder of the parcels of the Subject Properties are located within the City of Burbank. To correct the improper boundary bisection, the City of Burbank has applied to LAFCO to initiate proceedings to annex the back approximately fifty (50) feet of each of the Subject Properties into the City of Burbank, as well as detach the approximately fifty (50) feet of each of the Subject Properties from the City of Glendale. Once annexed into the City of Burbank, the portions being annexed will need to have an established zoning designation.

The Zone Map Amendment establishes a Zoning Designation of Single Family Residential (R-1) for portions the Subject Properties that are being annexed into the City of Burbank. This designation is consistent with the objectives, policies, general land uses, density and programs of Burbank2035. The Zone Map Amendment would ensure that the newly annexed land be zoned for single family purposes consistent with (1) the existing development pattern on site and in the surrounding neighborhood, which is zoned R-1 and (2) the Low Density Residential General Plan Land Use Designation that would be established for portions the Subject Properties once annexed into the City of Burbank. The proposed Zone Map Amendment will not cause any internal inconsistencies in the General Plan and would not change any policy direction or intent of the General Plan. The Subject Properties are currently improved with single family homes. With the Zone Map Amendment these Subject Properties will continue to enjoy the benefit of single-family home uses.

4. The Secretary of the Planning Commission shall forward a copy of this Resolution with the Planning Commission's report and decision to the City Council in accordance with the Burbank Municipal Code Section 10-1-1967.

PASSED AND ADOPTED this 23 day of February, 2026.

CITY PLANNING COMMISSION



Chairperson

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF BURBANK

I, Federico 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 this 23 day of February, 2026 by the following vote:

AYES: Wick, Safarian, Bennett, Van Gorder

NOES:

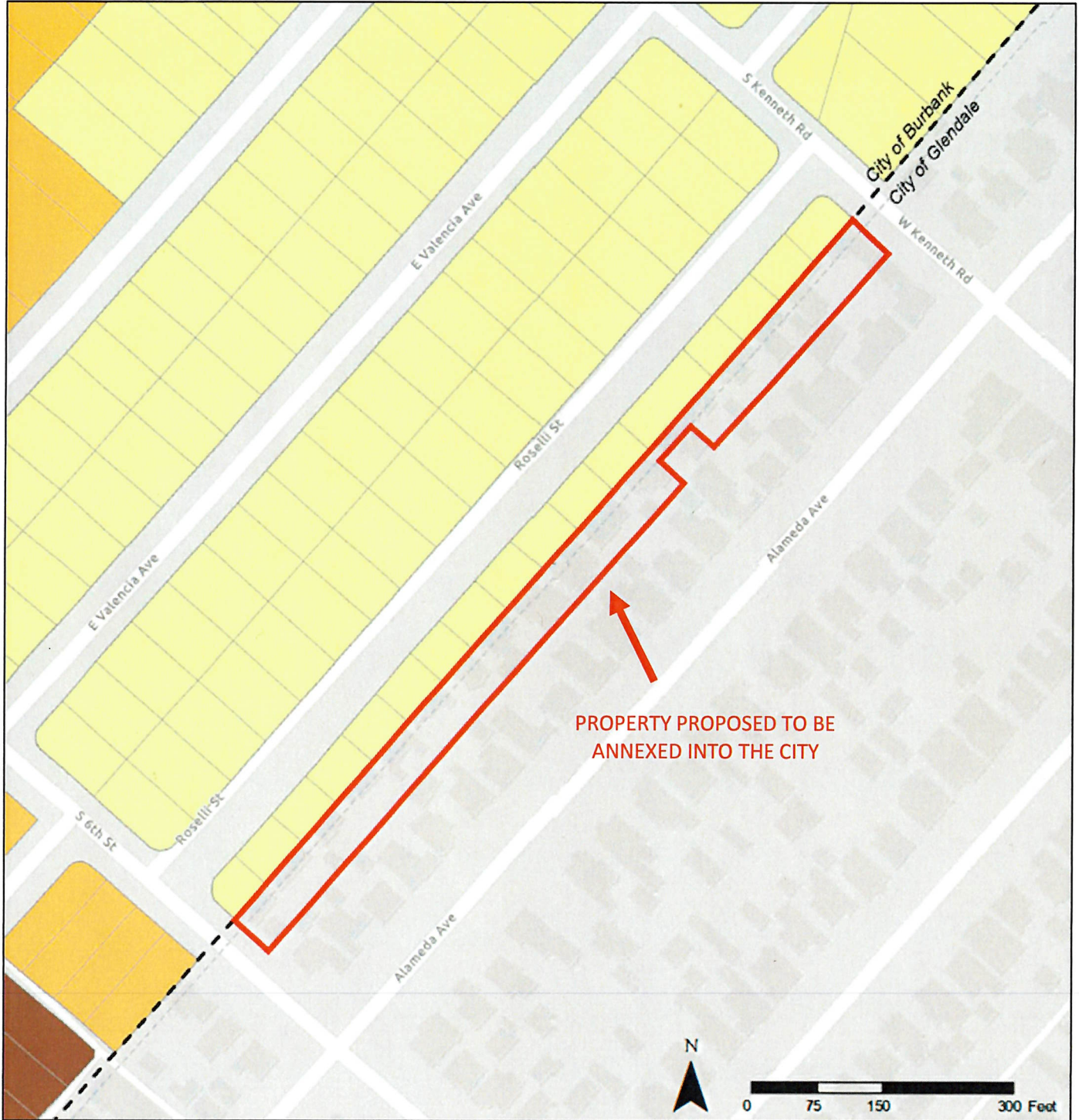
ABSENT: Mendez

ABSTAINED:



Federico Ramirez, Secretary

**PROPERTY PROPOSED FOR ANNEXATION INTO THE CITY
OF BURBANK – ATTACHMENT 1**



DRAFT RESOLUTION – ATTACHMENT 2

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURBANK
AMENDING THE GENERAL PLAN LAND USE MAP TO ESTABLISH
LAND USE DESIGNATIONS OF LOW DENSITY RESIDENTIAL FOR
PORTIONS OF 17 PROPERTIES THAT ARE PROPOSED FOR
ANNEXATION INTO THE CITY (PROJECT NO. 25-0004181)

THE CITY COUNCIL OF THE CITY OF BURBANK FINDS:

A. On or about October 29, 2024, the City Council of the City of Burbank adopted Resolution Number 24-29,567 titled "A Resolution of the Council of the City of Burbank: 1) Requesting the Local Agency Formation Commission for the County of Los Angeles (LAFCO) to Initiate Proceedings for Reorganization to Include Annexation to The City Of Burbank and Concurrent Detachment of the Subject Properties from the City of Glendale, and 2) Directing Staff to Process Documents as Necessary to Effectuate Same."

B. As background, during the November 2022 election, the Burbank City Clerk's Office became aware that residents living on the even numbered side of the 600 and 700 blocks of Roselli Street ("Roselli Street Properties") in Burbank did not receive mail-in ballots containing the Burbank election contests for City Council, City Clerk, City Treasurer, and School Board. The City Clerk's Office further became aware that this occurred because the precinct boundary for these addresses was changed during the 2021 redistricting, with this boundary bisecting (dividing) the Roselli Street Properties.

C. There are 17 properties that are affected by the bisecting of the City of Burbank/City of Glendale jurisdictional lines. These properties are included as **Exhibit A** (Existing Conditions) to this Resolution and are referred to as the Subject Properties. Due to this, the property tax paid on the Subject Properties is credited to the City of Glendale, even though the residents live in the City of Burbank, have their frontage on Burbank streets, and receive Burbank services. The place where residents pay their property taxes determines which ballots they receive. Therefore, at the moment, the residents of the Subject Properties receive City of Glendale ballots, and not City of Burbank ballots.

D. The boundary between the City of Burbank and the City of Glendale bisects the Subject Properties, leaving approximately fifty (50) feet of each of the Subject Properties in the City of Glendale, while the remainder of the parcels of the Subject Properties are located within the City of Burbank.

E. The City of Burbank is in the process of applying to LAFCO to correct the bisecting boundary so that the entirety of the Subject Properties fall within the City of Burbank's jurisdiction and are detached from the City of Glendale.

F. It is important that the bisecting boundary between the cities of Burbank and Glendale be corrected to ensure equity for both City of Burbank and City of Glendale residents. To do so, the City of Burbank must apply to LAFCO for LAFCO to initiate proceedings to annex the back approximately fifty (50) feet of each of the Subject Properties into the City of Burbank, as well as detach the approximately fifty (50) feet of each of the Subject Properties from the City of Glendale.

G. As part of the application to LAFCO to correct the boundaries of the Subject Properties, the City of Burbank is required to preemptively establish the proper General Plan Land Use and Zoning Designation that would apply to the portions of the Subject Properties being annexed into the City. Therefore, the City must amend the General Plan Land Use Map to properly reflect that the portions of the Subject Properties being annexed into the City will be designated as Low Density Residential, which is required before the City may amend its zoning map.

H. On February 23, 2026, the Planning Commission held a duly noticed public hearing on this Resolution (Project No. 25-0004181) and at such hearing recommended that the City Council of the City of Burbank ("Council") approve the amendments to the General Plan and the General Plan's Land Use Map, and associated Resolution to establish the land use designation of portions of the Subject Properties to Low Density Residential.

I. On * _____, the Council at its regular meeting, held a public hearing on Project No. 25-0004181, to amend the General Plan Land Use Map to establish land use designations of portions of the Subject Properties to Low Density Residential.

J. Said hearing was properly noticed in accordance with the applicable law.

K. 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.

L. As part of Staff's review, it was established that this General Plan Amendment, and this Resolution, is not subject to California Government Code Section 65350.5, because it does not involve a substantial amendment of the City's General Plan, but rather just applying a General Plan Land Use Designation to the remainder of a subset of residential properties on a street.

M. The Project has been evaluated under the California Environmental Quality Act (CEQA) and requires no further CEQA review. It is categorically exempt from CEQA pursuant to California Code of Regulations, Title 14, Section 15319, annexations of existing facilities and lots for exempt facilities, because it includes the annexation of property to the City of Burbank containing existing private structures developed to the density allowed by the pre-zoning designation, and there is sufficient utility capacity to serve the Subject Properties. In addition, the Project has also been determined to be exempt from the CEQA pursuant to California Code of Regulations, Title 14, Section

15061(b)(3), common sense exemption, because it can be seen with certainty that there is no possibility that the annexation and concurrent detachment may have a significant effect on the environment. The Subject Properties are single family homes and have been such for decades. This Project is merely to correct an improper boundary bisection that occurred in the past. To correct the improper boundary bisection, the City of Burbank must apply to LAFCO for LAFCO to initiate proceedings to annex the back approximately fifty (50) feet of each of the Subject Properties into the City of Burbank, as well as detach the approximately fifty (50) feet of each of the Subject Properties from the City of Glendale. The adoption of the proposed General Plan Amendment, and this Resolution, is exempt from CEQA and no further analysis under CEQA is required.

THE CITY COUNCIL OF THE CITY OF BURBANK RESOLVES:

1. The Project request to amend the General Plan and update the General Plan Land Use Map in Exhibit LU-1 Land Use Diagram (as shown on Exhibit A to this Resolution) to establish designations for approximately 17 properties on the 600-700 block of Roselli Street (Project sites) to Low Density Residential once the properties have been annexed into the City of Burbank, and detached from the City of Glendale, is hereby approved based upon the following findings:

I. The proposed General Plan Map Amendment is consistent with the Burbank2035 General Plan goals and policies and any of the plan goals that may be affected by the Project's implementation. Specifically, the proposed General Plan Map Amendment is consistent with the following Burbank2035 General Plan goals and policies:

- Policy 1.3 of Goal 1: Maintain and protect Burbank's residential neighborhoods by avoiding encroachment of incompatible land uses and public facilities.
- Policy 1.8 of Goal 1: Ensure that development in Burbank is consistent with the land use designations presented in the Land Use Plan and shown on the Land Use Diagram, including individual policies applicable to each land use designation.
- Policy 2.7 of Goal 2: Make and enforce land use policy in an equitable fashion to protect all people equally from adverse environmental effects.
- Policy 3.4 of Goal 3: Avoid abrupt changes in density, intensity, scale, and height and provide gradual transitions between different development types.
- Goal 7: Community Participation: Burbank encourages community engagement and provides a wide range of opportunities to participate in the planning process.

- Policy 7.3 of Goal 7: Consistently seek direct public involvement in the planning process for new projects and plans, as well as for everyday planning matters.

Currently, the boundary between the City of Burbank and the City of Glendale bisects the Subject Properties, leaving approximately fifty (50) feet of each of the Subject Properties in the City of Glendale, while the remainder of the parcels of the Subject Properties are located within the City of Burbank. To correct the improper boundary bisection, the City of Burbank will apply to LAFCO to initiate proceedings to annex the back approximately fifty (50) feet of each of the Subject Properties into the City of Burbank, as well as detach the approximately fifty (50) feet of each of the Subject Properties from the City of Glendale. Once annexed into the City of Burbank, the City Limits Boundary will be amended and the portions being annexed will need to have an established General Plan Land Use Designation.

The General Plan Map Amendment establishes a General Plan Land Use Designation of Low Density Residential for portions the Subject Properties proposed for annexation into the City of Burbank. It would not cause any internal inconsistencies in the General Plan, would not change any policy direction or intent of the General Plan, would contribute to the purposes of the General Plan, and would accurately reflect the same land use designation as the portions of the Subject Properties currently within City boundaries.

Further, the General Plan Map Amendment will ensure that the portions being annexed into the City of Burbank receive the same General Plan Land Use Designations as the remainder of the parcels as well as the surrounding parcels, thereby confirming consistency and compatibility with existing land uses. It will ensure that the portions being annexed into the City of Burbank comply with the policies applicable to the Low Density Residential designation, such as limiting buildings to a size and scale that is consistent with the predominant neighborhood character. The General Plan Map Amendment will ensure that the portions being annexed into the City of Burbank follow consistent land use policies as the surrounding neighborhood in order to protect all people from adverse environmental effects. It will also ensure that there are no abrupt changes in density, intensity, scale, and height since the portions being annexed into the City of Burbank will have the same General Plan Land Use Designation as the portions of the lot that are already within the City of Burbank.

The General Plan Map Amendment has encouraged community participation along many milestones, including confirming that the impacted residents support the planning process to correct the improper boundary bisection and informing the occupants and owners of property within a radius of 1,000 feet of the exterior boundaries of the property to be rezoned about the planning

process. This General Plan Map Amendment is an example of how a community can come together in order to raise awareness about an issue that is impacting a block within the City of Burbank, and bring about a change through a planning process.

- II. *The potential impacts of the proposed General Plan Map Amendment have been assessed and have been determined not to be detrimental to the public health, safety, or welfare.*

The amendment to establish General Plan Land Use Designations of Low Density Residential for portions the Subject Properties that are being annexed into the City of Burbank is not anticipated to be detrimental to the public health, safety, and welfare. The boundary between the City of Burbank and the City of Glendale bisects the Subject Properties, leaving approximately fifty (50) feet of each of the Subject Properties in the City of Glendale, while the remainder of the parcels of the Subject Properties are located within the City of Burbank. The portions of the Subject Properties that are located within the City of Burbank currently have a General Plan Land Use Designation of Low Density Residential. Correcting the bisecting boundary so that the Subject Properties fall entirely within the City of Burbank's jurisdiction would result in a consistent General Plan Land Use Designation for the whole parcel. Therefore, the proposed amendment will not result in a detrimental impact to public health, safety, or welfare.

- III. *The proposed General Plan Amendment has been processed in accordance with the applicable provisions of the California Government Code and the California Environmental Quality Act (CEQA).*

The proposed amendment is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to California Code of Regulations, Title 14, Section 15319, annexations of existing facilities and lots for exempt facilities, because it includes the annexation of property to the City of Burbank containing existing private structures developed to the density allowed by the pre-zoning designation, and there is sufficient utility capacity to serve the Subject Properties. In addition, the Project has also been determined to be exempt from the CEQA pursuant to California Code of Regulations, Title 14, Section 15061(b)(3), common sense exemption, because it can be seen with certainty that there is no possibility that the annexation and concurrent detachment may have a significant effect on the environment. The Subject Properties are single family homes and have been such for decades. The proposed amendment is merely to correct the improper boundary bisection and annex the back approximately fifty (50) feet of each of the Subject Properties into the City of Burbank, as well as detach the approximately fifty (50) feet of each of the Subject Properties from the City of Glendale. Therefore, the proposed amendment has been processed in accordance with the applicable

provisions of CEQA and has been determined to be exempt from CEQA and no further analysis under CEQA is required.

2. The approved General Plan Amendment and associated changes to the Land Use Map shall only come into effect once the subject properties have been annexed into the City of Burbank.

3. The City Manager, with the approval of the City Attorney, of the City of Burbank, is hereby authorized to negotiate and execute any and all documents to effectuate the General Plan Amendments related to the annexation of the Subject Properties, consistent with this Resolution.

4. The Secretary of the City Council shall mail a copy of this Resolution to the applicants.

PASSED AND ADOPTED this _____ day of _____, 2026.

Tamala Takahashi

Mayor of the City of Burbank

Attest:

Approved as to Form
Office of the City Attorney

Kimberley Clark, City Clerk

Joseph H. McDougall, 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 Resolution was duly and regularly passed and adopted by the Council of the City of Burbank at its regular meeting held on the _____ day of _____, 2026, by the following vote:

AYES:

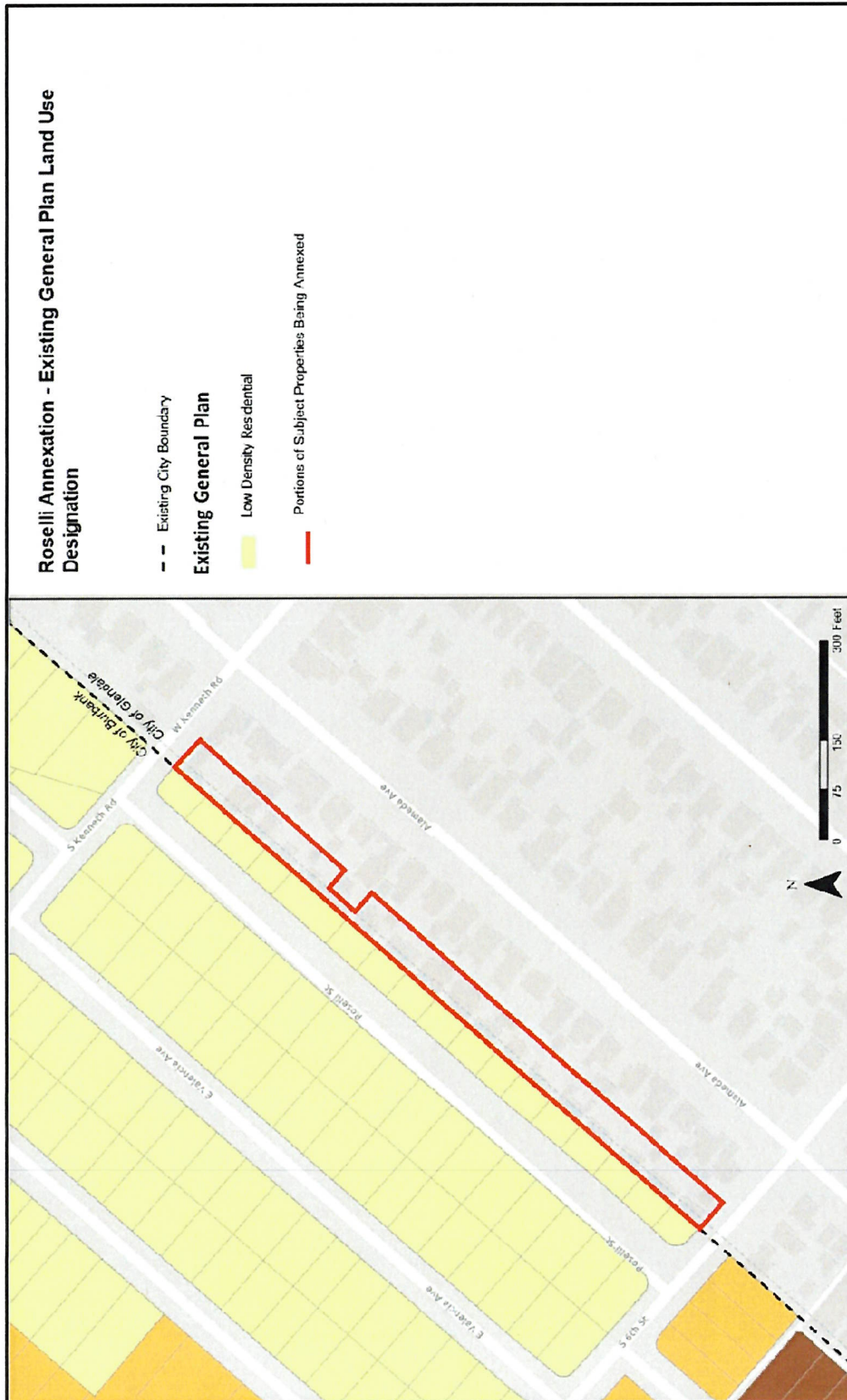
NOES:

ABSENT:

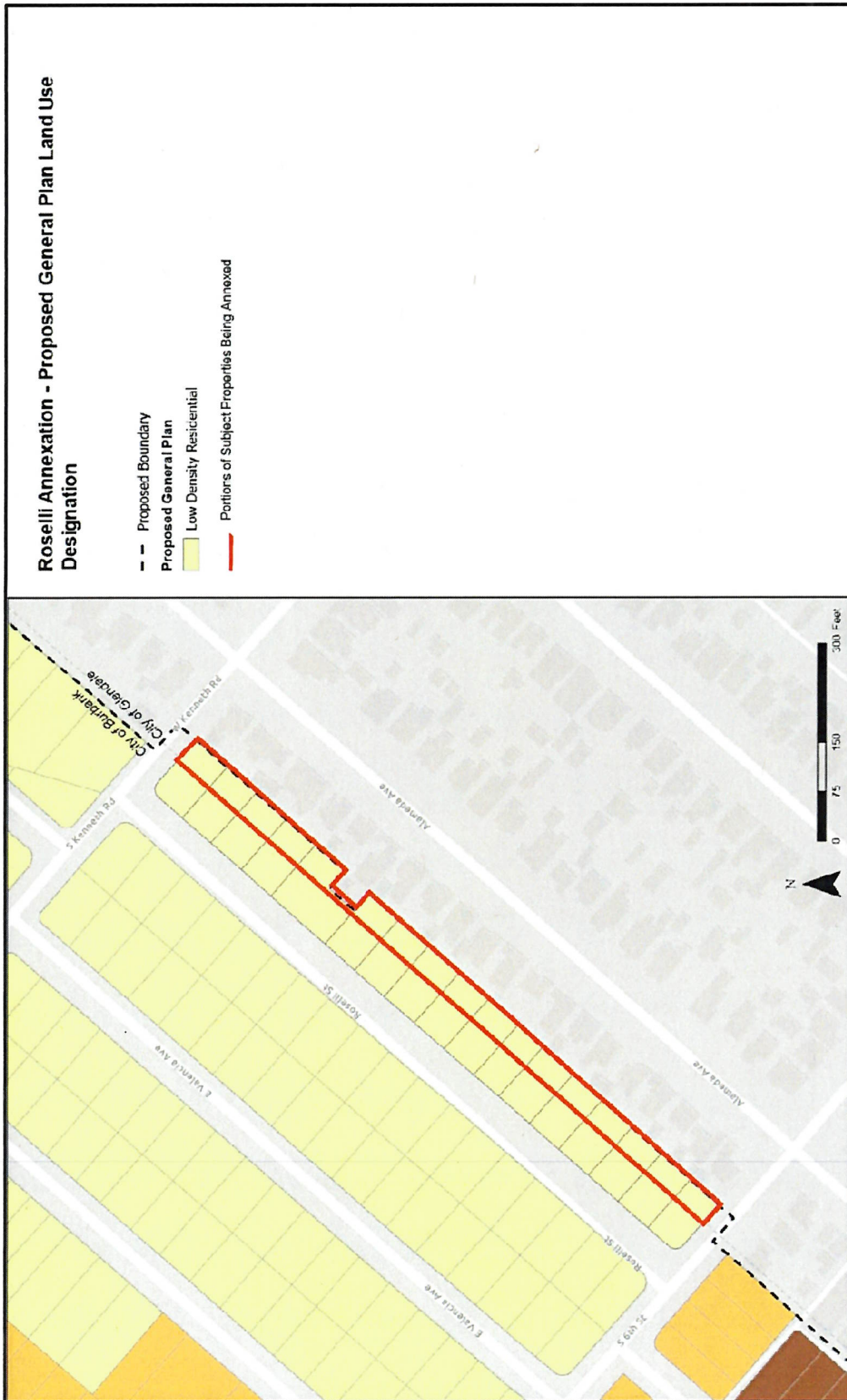
Kimberley Clark, City Clerk

EXHIBIT A TO ATTACHMENT 2

EXISTING GENERAL PLAN MAP/DESIGNATION



PROPOSED GENERAL PLAN AMENDMENT/DESIGNATION



DRAFT ORDINANCE – ATTACHMENT 3

ORDINANCE NO. _____

A ZONING ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BURBANK AMENDING THE ZONING MAP TO ESTABLISH ZONING DESIGNATIONS OF SINGLE FAMILY RESIDENTIAL (R-1) ZONE FOR PORTIONS OF 17 PROPERTIES THAT ARE PROPOSED FOR ANNEXATION INTO THE CITY

(PROJECT NO. 25-0004181; ZONE MAP AMENDMENT)

City Attorney's Synopsis

This Ordinance amends the Zone Map to establish Zoning Designations of Single Family Residential (R-1) zone for portions of 17 properties that are proposed for annexation into the City, and concurrent detachment from the City of Glendale. The effectiveness of this Ordinance is contingent on successful annexation and approval of the General Plan Amendment that is being presented with this Ordinance.

THE CITY COUNCIL OF THE CITY OF BURBANK FINDS:

A. On or about October 29, 2024, the City Council of the City of Burbank adopted Resolution Number 24-29,567 titled "A Resolution of the Council of the City of Burbank: 1) Requesting the Local Agency Formation Commission for the County of Los Angeles (LAFCO) to Initiate Proceedings for Reorganization to Include Annexation to The City Of Burbank and Concurrent Detachment of the Subject Properties from the City of Glendale, and 2) Directing Staff to Process Documents as Necessary to Effectuate Same."

B. As background, during the November 2022 election, the Burbank City Clerk's Office became aware that residents living on the even numbered side of the 600 and 700 blocks of Roselli Street ("Roselli Street Properties") in Burbank did not receive mail-in ballots containing the Burbank election contests for City Council, City Clerk, City Treasurer, and School Board. The City Clerk's Office further became aware that this occurred because the precinct boundary for these addresses was changed during the 2021 redistricting, with this boundary bisecting (dividing) the Roselli Street Properties.

C. There are 17 properties that are affected by the bisecting of the City of Burbank/City of Glendale jurisdictional lines. These properties are included as **Exhibit A** to this Ordinance and are referred to as the Subject Properties. Due to this, the property tax paid on the Subject Properties is credited to the City of Glendale, even though the residents live in the City of Burbank, have their frontage on Burbank streets, and receive Burbank services. The place where residents pay their property taxes determines which ballots they receive. Therefore, at the moment, the residents of the Subject Properties receive City of Glendale ballots, and not City of Burbank ballots.

D. The boundary between the City of Burbank and the City of Glendale bisects the Subject Properties, leaving approximately fifty (50) feet of each of the Subject Properties in the City of Glendale, while the remainder of the parcels of the Subject Properties are located within the City of Burbank.

E. The City of Burbank is in the process of applying to LAFCO to correct the bisecting boundary so that the entirety of the Subject Properties fall within the City of Burbank's jurisdiction and are detached from the City of Glendale.

F. It is important that the bisecting boundary between the cities of Burbank and Glendale be corrected to ensure equity for both City of Burbank and City of Glendale residents. To do so, the City of Burbank must apply to LAFCO for LAFCO to initiate proceedings to annex the back approximately fifty (50) feet of each of the Subject Properties into the City of Burbank, as well as detach the approximately fifty (50) feet of each of the Subject Properties from the City of Glendale.

G. As part of the application to LAFCO to correct the boundaries of the Subject Properties, Burbank is required to preemptively establish the proper Zoning Designation that would apply to the portions of the Subject Properties being annexed into the City. Therefore, the City must amend the Zone Map to properly reflect that the portions of the Subject Properties being annexed into the City will be designated as Single-Family Residential.

H. As part of the application to the LAFCO, the City must submit a "Pre-Zoning Ordinance," which is a Zoning Ordinance that would preemptively establish Zoning Designations for the properties proposed for annexation ("Zoning Ordinance"). To be able to provide LAFCO the required Zoning Ordinance as part of the submission of the LAFCO application, the City needs to preemptively establish a Zoning Designation for the properties proposed for annexation into the City. The designations would only take effect upon LAFCO's approval of the Reorganization and ensures that the properties proposed for annexation into the City have established zoning regulations.

I. On February 23, 2026, the Planning Commission held a duly noticed public hearing on this Ordinance (Project No. 25-0004181) and at such hearing recommended that the City Council of the City of Burbank ("Council") approve the amendments to the Zoning Map, and this Ordinance to establish the Zoning Designation of portions of the Subject Properties to Single-Family Residential (R-1).

J. On * _____, the Council at its regular meeting, held a public hearing on Project No. 25-0004181, to amend the Zoning Map to establish Zoning Designations of portions of the Subject Properties to Single-Family Residential (R-1).

K. Said hearing was properly noticed in accordance with the provisions of BMC Section 10-1-1969.

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. In accordance with California Government Code Section 65860, the proposed Zone Map Amendment and Ordinance have been determined to be consistent with the Land Use Element of the Burbank2035 General Plan and compatible with the specified objectives, policies, general land uses and programs, as well as Title 10, Chapter 1 (Zoning) of the BMC.

N. The Project has been evaluated under the California Environmental Quality Act (CEQA) and requires no further CEQA review. It is categorically exempt from CEQA pursuant to California State Regulations, 14 Cal. Code Regs Section 15319, annexations of existing facilities and lots for exempt facilities, because it includes the annexation of property to the City of Burbank containing existing private structures developed to the density allowed by the pre-zoning designation, and there is sufficient utility capacity to serve the Subject Properties. In addition, the Project has also been determined to be exempt from the CEQA pursuant to California State Regulations, 14 Cal. Code Regs Section 15061(b)(3), common sense exemption, because it can be seen with certainty that there is no possibility that the annexation and concurrent detachment may have a significant effect on the environment. The 17 Subject Properties are single family homes and have been such for decades. This Project is merely to correct an improper boundary bisection that occurred in the past. To correct the improper boundary bisection, the City of Burbank must apply to LAFCO for LAFCO to initiate proceedings to annex the back approximately fifty (50) feet of each of the Subject Properties into the City of Burbank, as well as detach the approximately fifty (50) feet of each of the Subject Properties from the City of Glendale. The adoption of the proposed Zone Map Amendment, and this Ordinance, is exempt from CEQA and no further analysis under CEQA is required.

THE CITY COUNCIL OF THE CITY OF BURBANK ORDAINS AS FOLLOWS:

1. Project No. 25-0004181, which includes a request to amend the Zoning Map, as referenced in BMC Section 10-1-302(A), to establish Zoning Designations for approximately 17 properties on the 600-700 block of Roselli Street (Project sites) to Single Family Residential (R-1) once the properties have been annexed into the City of Burbank, and detached from the City of Glendale (as shown on Exhibit A to this Resolution), is hereby approved based upon the following findings:

FINDINGS FOR ZONING MAP AMENDMENT:

- I. *The proposed Zone Map Amendment is consistent with the General Plan of the City of Burbank and the provisions of Title 10, Chapter 1 (Zoning) of the Burbank Municipal Code, and are compatible with the specified objectives, policies, general land uses and programs.*

Currently, the boundary between the City of Burbank and the City of Glendale bisects the Subject Properties, leaving approximately fifty (50) feet of each of the Subject Properties in the City of Glendale, while the remainder of the parcels of the Subject Properties are located within the City of Burbank. To correct the improper boundary bisection, the City of Burbank has applied to LAFCO to initiate proceedings to annex the back approximately fifty (50) feet of each of the Subject Properties into the City of Burbank, as well as detach the approximately fifty (50) feet of each of the Subject Properties from the City of Glendale. Once annexed into the City of Burbank, the portions being annexed will need to have an established zoning designation.

The Zone Map Amendment establishes a Zoning Designation of Single Family Residential (R-1) for portions the Subject Properties that are being annexed into the City of Burbank. This designation is consistent with the objectives, policies, general land uses, density and programs of Burbank2035. The Zone Map Amendment would ensure that the newly annexed land be zoned for single family purposes consistent with (1) the existing development pattern on site and in the surrounding neighborhood, which is zoned R-1 and (2) the Low Density Residential General Plan Land Use Designation that would be established for portions the Subject Properties once annexed into the City of Burbank. The proposed Zone Map Amendment will not cause any internal inconsistencies in the General Plan and would not change any policy direction or intent of the General Plan. The Subject Properties are currently improved with single family homes. With the Zone Map Amendment these Subject Properties will continue to enjoy the benefit of single-family home uses.

2. The City Planner is instructed and authorized to establish a Zoning Designation for the Project Sites subject to this approval (i.e., 17 properties on the 600-700 block of Roselli Street) to Single Family Residential (R-1). The City Planner is also instructed and authorized to amend the Zoning Map of the City of Burbank, as referenced in BMC Section 10-1-302(A), to incorporate the changes set forth in this Ordinance.

3. The City Manager, with the approval of the City Attorney, of the City of Burbank, is hereby authorized to negotiate and execute any and all documents to effectuate this Zoning Map Amendment related to the annexation of the Subject Properties, that is consistent with this Ordinance.

4. 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.

5. This Ordinance shall become effective once the subject properties have been annexed into the City of Burbank, and no earlier than 12:01 a.m. on the thirty-first (31st) day after the date of adoption.

PASSED AND ADOPTED this ___ day of _____, 2026.

Tamala Takahashi
Mayor of the City of Burbank

Attest:

Approved as to Form
Office of the City Attorney

Kimberley Clark, City Clerk

Joseph H. McDougall, 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 Resolution was duly and regularly passed and adopted by the Council of the City of Burbank at its regular meeting held on the _____ day of _____, 2026, by the following vote:

AYES:

NOES:

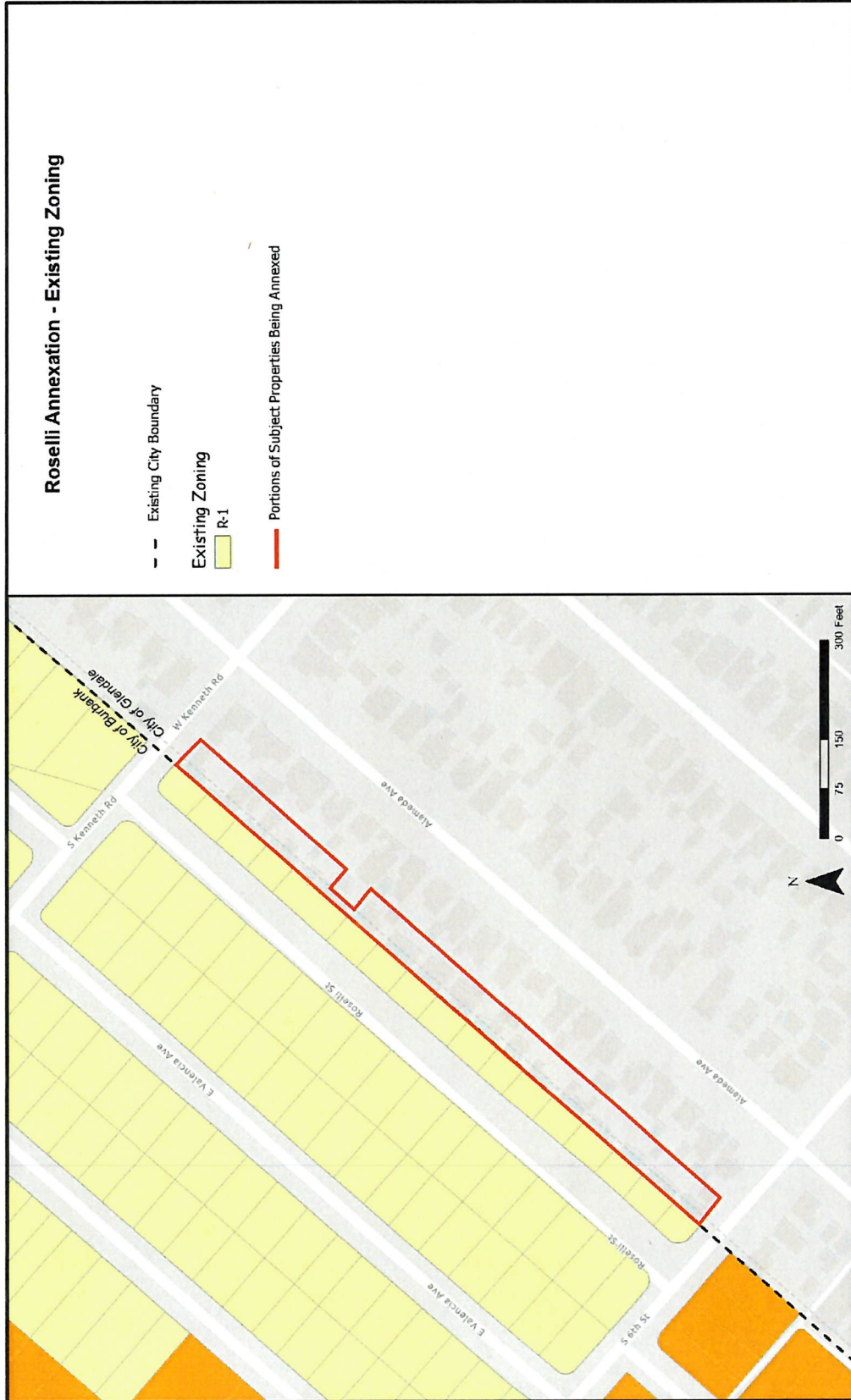
ABSENT:

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 _____, 2026 adoption.

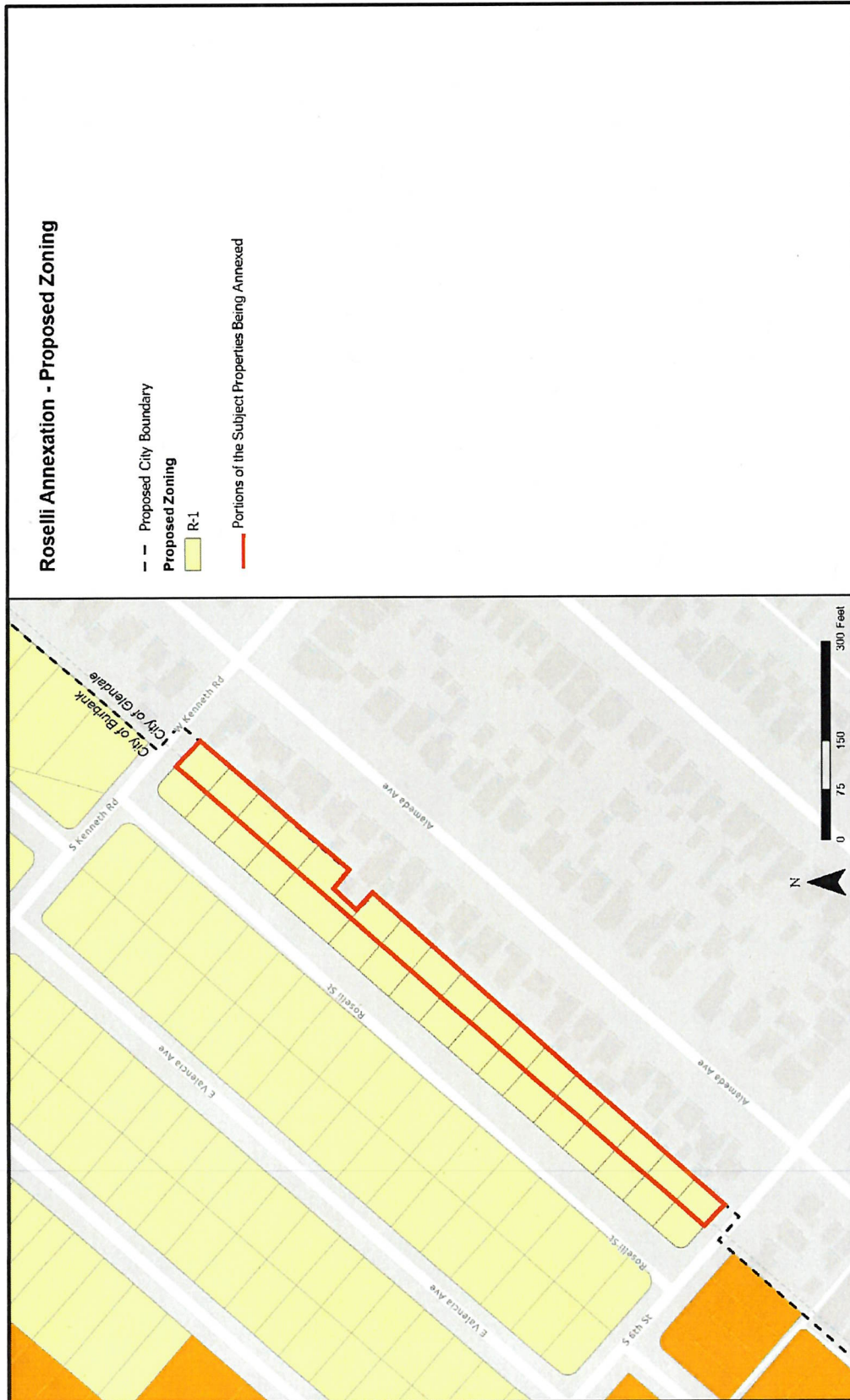
Kimberley Clark, City Clerk

EXHIBIT A TO ATTACHMENT 3

EXISTING ZONING MAP/DESIGNATIONS



PROPOSED ZONING MAP AMENDMENT/DESIGNATIONS



Planning Commission Meeting Minutes
for the February 23, 2026, Public
Hearing Date

Planning Commission Minutes

February 23, 2026

[CALL TO ORDER](#) 6:00 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: Bennett, Van Gorder, Vice Chair Safarian, and Chair Wick.

Absent: Commissioner Mendez.

Also Present: Senior Assistant City Attorney; Ray Johal; Assistant Community Development Director, Fred Ramirez; Planning Manager, Scott Plambaeck; Principal Planner, Daniel Villa; Associate Planner, Karen C. Hernandez; Intermediate Clerk, Diana Arias.

[ANNOUNCEMENTS](#) Assistant Community Development Director announced the Starlight Bowl meeting is being held at the same time but virtually.

[ORAL COMMUNICATION](#) None.

[HEARINGS](#)

1. Project No. 25-0004181, A General Plan Map Amendment and Zone Map Amendment to consider establishing General Plan Land Use Designations and

PROJECT DESCRIPTION:

A proposal for a General Plan Map Amendment to establish a General Plan Land Use Designation to Low Density Residential and Zone Map Amendment to establish Single-Family Residential (R-1) zone for portions of 17 properties located on the 600-700 block of Roselli Street that are proposed for annexation into the City of Burbank.

ENVIRONMENTAL REVIEW:

Zoning Designations for portions of 17 properties located in the 600-700 block of Roselli Street that are proposed for annexation into the City of Burbank.

It is Staff's assessment that the proposed General Plan Amendment, Zone Map Amendment, and associated Resolution and Ordinance are categorically exempt from the California Environmental Quality Act (CEQA) pursuant to California Code of Regulations, Title 14, Section 15319, annexations of existing facilities and lots for exempt facilities, because it includes the annexation of property to the City of Burbank containing existing private structures developed to the density allowed by the pre-zoning designation, and there is sufficient utility capacity to serve the Subject Properties. In addition, the Project has also been determined to be exempt from the California Environmental Quality Act (CEQA) pursuant to California it can be seen with certainty that there is no possibility that annexation and concurrent detachment may have a significant effect on the environment.

The Subject Properties are single family homes and have been such for decades. This Project is merely to correct an improper boundary bisection that occurred in the past. To correct the improper boundary bisection, the City of Burbank must apply to the LAFCO to initiate proceeding to annex the back approximately fifty (50) feet of each of the Subject Properties into the City of Burbank, as well as detach the approximately fifty (50) feet of each of the Subject Properties from the City of Glendale. The adoption of the proposed General Plan Amendment and Zone Map Amendment, and associated Resolution and Ordinance are exempt from CEQA and no further analysis under CEQA is required.

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:

Karen C. Hernandez, Associate Planner, presented the project to the Commission.

Public Comment:

Appearing to comment were: Leslie Bravin and Michael Bravin.

Calling in to comment: None.

Staff Comment:

None.

Deliberation:

It was moved by Commissioner Bennet, seconded by Commissioner Van Gorder, and carried 4-0 by roll call vote, to approve Project No. 25-0004181, a General Plan Map Amendment and Zone Map Amendment to consider establishing General Plan Land Use Designations and Zone Designations for portions of 17 properties located on the 600-700 block of Roselli Street that are proposed for annexation into the City of Burbank.

[REPORTS TO COMMISSION](#)

None.

[APPROVAL OF MINUTES](#)

It was moved by Commissioner Bennett, seconded by Commissioner Van Gorder, and carried 4-0 by roll call vote, to approve the minutes for Planning Commission of January 12, 2026.

[INTRODUCTION OF ADDITIONAL AGENDA ITEMS](#)

None.

[CITY PLANNER COMMENTS](#)

None.

ADJOURNMENT
TO THE PLANNING
COMMISSION
MEETING OF
MARCH 9, 2026

Respectfully Submitted,

Secretary of the Planning Commission