

HOUSING PLAN

The Housing Plan sets forth Burbank’s programs to address the community’s identified housing needs.

Housing Programs

The goals and policies presented in the Introduction of the Element address Burbank’s identified housing needs, and are implemented through a series of housing programs. Housing programs define the specific actions the City will undertake to achieve the stated goals and policies, and are organized around Burbank’s five housing goals. The City’s Housing Element programs encompass existing programs; programs revised in response to the review of program accomplishments and the current and projected funding situations; and new programs added to address unmet housing needs and new statutory requirements. Burbank’s 2021-2029 Housing Plan encompasses the following twenty-seven programs:

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Existing Housing and Neighborhood Conditions

1. Neighborhood Revitalization/Community Building

The City continues its partnership with the Burbank Housing Corporation (BHC) to invest in neighborhoods to upgrade the housing stock, provide long term affordable housing and provide neighborhood assets including childcare centers, after-school activity centers, and community gardens. The acquisition/rehabilitation component of the Neighborhood Revitalization program continues to be a major component of Burbank's affordable housing efforts. Based on funding available through the federal HOME program, the City's goal will be to acquire and rehabilitate an average of three housing units annually, for a total of 24 units over the eight-year planning period (7 extremely low, 13 very low, and 4 low income units). In addition, the City and BHC will explore site opportunities to partner with developers on larger projects using outside funding sources, such as low income housing tax credits.

Objective: Acquire and rehabilitate 24 housing units and preserve as long-term affordable housing.

Agency/Department: Community Development Department/Housing and Economic Development Division

Funding Sources: HOME; Low and Moderate Income Housing Asset Fund; State Permanent Local Housing Allocation (PLHA); other State and county funds

Time Frame: Ongoing

1a. Committed Assistance

As detailed in the Resources chapter of the Element, the City has committed to providing financial assistance to purchase affordability covenants on market rate units in conjunction with the acquisition/rehabilitation of rental properties described in Program #1 above. The City will commit \$5 million toward the conversion of ten market rate units to permanent affordable housing, and is seeking to apply credits towards the City's RHNA obligations. (Refer to **Appendix E** - Adequate Sites Program Alternative Checklist for documentation on compliance with the statutes).

Objective: Acquire, rehabilitate and purchase affordability covenants on ten market rate rental units within the first three years of the Housing Element to qualify for RHNA credit.

Agency/Department: Community Development Department/Housing and Economic Development Division

Funding Sources: HOME; Low and Moderate Income Housing Asset Fund

Time Frame: By October 2024, enter into a legally enforceable agreement. Report to HCD on the status of purchasing affordability covenants no later than July 1, 2025, and to the extent an agreement is not in place, amend the Housing Element as necessary to identify additional sites.

2. Community Preservation Program

The City currently administers a residential code enforcement program through the Building & Safety Division. The City's goal is to focus on training of current code enforcement personnel to focus on community preservation efforts that emphasize ongoing outreach and education to property owners on property maintenance and other neighborhood preservation issues.

Objective: Preserve and protect Burbank's existing neighborhoods

Agency/Department: Community Development Department/Building & Safety Division

Funding Sources: General Fund

Time Frame: Implement Community Preservation Program by 2023

3. Preserve and Protect Existing Tenants and Housing

Burbank carries out several anti-displacement programs aimed at protecting existing tenants. These include:

- Limiting rent increases and prohibiting evictions and non-renewal of leases without “just cause” for tenants that have resided in their units for more than 12 months, including relocation fees for eligible no fault evictions under the law (AB 1482);
- Banning the approval of development projects on sites that would eliminate existing units unless the units are replaced with affordable units (AB 330);
- Requiring any development on Housing Element sites occupied by lower income households within the last five years, or any site proposed for density bonus occupied by lower income households within the last five years, to be replaced with affordable units (AB 1397, SB 1818);
- Requiring tenant relocation fees and first right of refusal for existing tenants to return to the new development when state or federal funds are utilized;
- Providing rent mediation and other conflict resolution services through the Landlord-Tenant Commission;
- Providing rental assistance vouchers through the Burbank Housing Authority and providing preference on the wait list for residents spending more than half their incomes on rent (at-risk of displacement); and
- Assisting very low income households at risk of homelessness to increase their incomes, secure employment and maintain their housing through the new Lifting People Up program.

The City has conducted extensive education and outreach on the Tenant Protection Act (AB 1482) through the Landlord-Tenant Commission, and informs developers of the replacement housing requirements under SB 330, AB 1397 and density bonus law. In addition, information is posted on the City’s website, and the rental and just cause protections under the law have been shared with the community via an ongoing outreach strategy aimed to keep the community informed, including information on the education and mediation services of the Commission, and other landlord tenant related laws and topics. Staff coordinates outreach with Burbank’s Public Information Office and shares information via social media and printed material distributed to City offices such as the libraires, senior centers and Burbank Water and Power lobby.

Objective: Adopt a City Council goal as part of Burbank’s Affordable Housing Strategy that acknowledges and disseminates the rules and requirements of state and federal laws to protect existing tenants from displacement, including the current work of the Landlord Tenant Commission to educate tenants and landlords of their rights and responsibilities, and programs to assist households at risk of homelessness and displacement.

Agency/Department: Community Development Department/Planning Division, Housing and Economic Development Division, and Burbank Housing Authority

Funding Sources: General Fund and Burbank Housing Authority Funds

Time Frame: Adopt Council goal by 2023

4. Rental Assistance Vouchers

The federal housing choice voucher program extends rental subsidies to extremely low and very low income households, including families, seniors and the disabled. The Burbank Housing Authority (BHA) administers the program, with a total of 1,116 vouchers available, including targeted vouchers for VASH (Veterans Affairs Supportive Housing) and Permanent Supportive Housing. Through the Family Self-Sufficiency Program, BHA assists families in obtaining employment to allow them to become self-sufficient. BHA distributes information on housing opportunities throughout the City, providing landlord apartment listings as available, as well as informational brochures to encourage landlords to participate in the housing choice voucher program.

As a means of affirmatively furthering fair housing (AFFH) to ensure vouchers are utilized throughout Burbank, the City will provide voucher holders with a map delineating higher resourced areas to encourage leasing in these areas. Furthermore, annual notice will be provided to landlords in higher resource areas about source of income protections under the FEHA and to educate them that Landlord Housing Incentive funds for security deposits and moving expenses may be available if a unit is leased to a voucher holder (2023).

Objective: Maintain current levels of assistance and continue to apply to HUD for additional funding as available

Agency/Department: Burbank Housing Authority

Funding Sources: HUD and other Federal funding

Time Frame: Ongoing

Adequate Housing Sites

5. Housing Opportunity Sites & Rezone Program

In 2019, the City Council established a housing goal to build 12,000 new dwelling units through 2035, mainly along the I-5 freeway corridor, which includes the Downtown area, Airport District (Golden State), and parts of the Media District. This housing goal is intended to facilitate responsible development that results in new housing for all economic segments, included much needed workforce housing. In order to achieve this goal, the City is undertaking the following Specific Plans to provide the necessary zoning, objective development standards and processing procedures to facilitate the production of housing:

- Downtown TOD Specific Plan
- Golden State Specific Plan
- Media District Specific Plan

Adoption of these Specific Plans is projected to occur in fiscal year 2022-2023 after adoption of the Housing Element, resulting in a temporary shortfall of sites with zoning in place to address Burbank's regional housing needs (RHNA) for 985 moderate income and 588 above moderate income households. As permitted under Housing Element law, the City is addressing this shortfall by including a program in the Element to identify sites for rezoning within one year of the start of the planning period.²⁵

As described earlier, the Specific Plans will incorporate numerous incentives for development on identified sites, including by-right processing for projects with 100 units or less and reduced parking consistent with density bonus law. The City's Economic Development team will develop promotional flyers

²⁵ Because the City does not have a shortfall of sites with zoning in place to accommodate the RHNA for lower income households, the City is not subject to the adequate sites program requirement under Government Code section 65583(f) and 65583.2(h).

for each of the nineteen housing opportunity sites identified in the Specific Plans and will actively market the sites to developers via trade shows, real estate publications and in person meetings.

The specific plans will include plan-level environmental analysis that can be used to streamline the CEQA process on future development projects, thereby reducing time and costs and enhancing affordability.

Objective: Provide adequate sites to accommodate Burbank’s RHNA allocation through adoption and update of Specific Plans and provide incentives for site development

Agency/Department: Community Development Department/ Planning Division

Funding Sources: Metro TOD Planning Grant; California High Speed Rail Authority; LEAP Grant; SCAG Sustainable Communities Grant; REAP Grant (Media Center Specific Plan)

Time Frame: Adopt Downtown TOD and Golden State Specific Plans in fiscal year 2022-2023, and Media District Specific Plan in 2023. Market opportunity sites to the development community starting in 2022. Conduct a mid-cycle review in 2025 to evaluate housing production levels in comparison to the RHNA, and if falling significantly short, commit to additional rezoning to increase capacity.

6a. Promote Accessory Dwelling Units (ADUs)

Between 2017-2019, the State adopted a series of additional requirements for local governments related to ADU ordinances. In response to these new ADU laws, the City has continually updated its ordinance to align with state law and better facilitate the production of ADUs and Junior ADUs. Burbank has been successful in these efforts, having issued an average of 181 building permits for ADUs between 2019-2021. The pace of ADUs has continued to accelerate, with 322 ADU permits issued in 2021 and 85 permits in the first four months of 2022. Furthermore, SCAG’s affordability analysis estimates that in Los Angeles County, 70 percent of ADUs are provided at rents affordable to lower and moderate income households.

Pursuant to AB 671, the Housing Element is now required to include plans to incentivize and encourage affordable ADU rentals. In addition to the City’s current streamlined ADU processing procedures, including electronic application submittals and a Frequently Asked Questions handout, the City will encourage architectural design firms to submit ADU plans that can be pre-approved and customizable at minimal cost to facilitate a more streamlined review and permitting of ADUs. The City will develop a set of at least three pre-approved and customizable plans that can be used to further facilitate ADU development that is consistent with the City’s residential development standards, including at least one smaller sized, lower cost option. To further encourage the continued creation of smaller, lower cost ADUs, the City will seek to approve ADUs smaller than 500 square feet in $\frac{3}{4}$ of the time prescribed by State law (currently 60 days). The City has reduced ADU processing fees from \$2,197 to \$1,638, with further reductions for ADUs that incorporate accessibility features which would result in a 50% reduction in building permit and planning fees. Finally, Burbank is working with a firm to establish an ADU calculator to estimate construction costs and rents that it will add to its ADU webpage to assist homeowners in evaluating the financial implications of developing an ADU.

Objective: Achieve the production of an average of 200 ADUs annually, for a total of 1,600 ADUs over the planning period, including 80% in high and highest resource neighborhoods.

Agency/Department: Community Development Department/Planning Division

Funding Sources: General Fund

Time Frame: Add ADU Cost Calculator to City website in 2022. By 2023, establish expedited

processing for smaller ADUs, reduced fees for ADUs that incorporate accessibility features, and pre-approved ADU plans. Annually monitor ADU production as part of Annual Performance Report (APR) on the Housing Element.

6b. Track and Monitor Accessory Dwelling Units

The City will track new accessory dwelling units to collect information on the use and affordability of these units. In order to establish baseline information on how ADUs are being used, the City will send out a questionnaire to all property owners issued an ADU building permit since 2018 to request information on occupancy and rent levels, and moving forward, will incorporate similar questions as part of the City's ADU application. Conduct a review every two years and report to HCD. If actual production and affordability is far from projected trends (more than 25% below projections) and impacts the City's ability to meet its RHNA, rezone an additional site(s) to offset any lower income RHNA shortfall; if actual production and affordability is near projected trends, conduct expanded marketing and outreach.

- Objective:** Establish an ADU tracking system to monitor production, affordability and location within high and highest resource neighborhoods
- Agency/Department:** Community Development Department/Planning Division
- Funding Sources:** General Fund
- Time Frame:** Conduct ADU survey and establish tracking system in 2022. Conduct review of production and affordability every two years (2023, 2025, 2027, 2029) and as appropriate, conduct expanded marketing and outreach within 6 months, or rezoning additional site(s) within one year.

7. Monitoring No Net Loss and Development on Sites from Prior Planning Periods

To ensure that the City monitors its compliance with SB 166 (No Net Loss), the City will develop a procedure to track:

- Unit count and income/affordability assumed on parcels included in the Sites Inventory
- Actual units constructed and income/affordability when parcels are developed
- Net change in capacity and summary of remaining capacity in meeting remaining Regional Housing Needs Allocation (RHNA)

Two sites included in the Housing Element Site Inventory for lower-income housing were also in the previous (5th cycle) Burbank Housing Element and have projects pending entitlement: The Premier on First and 529-537 E. Palm Avenue. The City will monitor the pending entitlement of these projects, and pursuant to Government Code Section 65583.2(c), if projects are not approved as indicated, will allow for by-right approval of any future projects on these sites that set-aside at least 20 percent of units as affordable to lower income households.

- Objective:** Develop a procedure to monitor the development of sites in the Housing Element Sites Inventory and ensure that adequate sites are available to meet the remaining RHNA by income category. Monitor development entitlements on prior Housing Element sites, and provide by-right development as required under State law.
- Agency/Department:** Community Development Department/Planning Division
- Funding Sources:** General Fund
- Time Frame:** Establish No Net Loss monitoring procedures in 2022. Ongoing monitoring of entitlements on prior Housing Element sites.

8. Public/Private Partnerships on City Land

Public/private partnerships involve collaboration between a government agency and private-sector company that can be used to finance, build and operate projects. To facilitate affordable housing development, the City is considering various options to leverage its land resources including but not limited to the sale and/or leasing of appropriate City-owned properties on a long-term basis to housing developers in exchange for a long-term commitment to maintain all or a portion of the units as affordable housing. As part of the Downtown TOD Specific Plan, the City is proposing expansion of the Civic Center and the introduction of approximately 375 units of housing as part of a larger mixed-use development on City-owned parcels. Since the fall of 2021, the City's Civic Center taskforce comprised of key City executives and land development staff have been working with a consultant team made up of land use planners, economists, urban designers, traffic engineers, and environmental consultants to develop a plan to consider a public private partnership ("P3") for the Civic Center. The Civic Center plan would include amongst other things, the development of housing, office, retail and a new library as well as on-site parking. During this period, the City has undertaken various studies including development of multiple Civic Center conceptual plans, parking analysis, capital cost estimates and an affordability assessment. This effort will culminate in a presentation by City staff and the consultants to the City Council in the last quarter of 2022. It is the intent of this effort to seek City Council authorization to prepare an RFP to solicit proposals from qualified developers to build out the Civic Center in a manner that addresses the various mix of residential, commercial, and civic uses. The RFP development, solicitation of proposals and negotiation would take approximately 12 months to complete in late 2023. It is anticipated that a Civic Center Project would be underway by the summer of 2025.

In the unlikely event that the City Council does not authorize staff to issue an RFP for the Civic Center project, the proposed density increase would still be considered under the TOD Specific Plan, and could be made available as part of a "transfer of development rights" (TDR) program to be used by a developer in another location within the specific plan.

Objective:	Partner with private developers to provide housing on publicly owned land
Agency/Department:	Community Development Department/Planning Division
Funding Sources:	Varied funding sources - local, state, and federal funds and/or City land contribution towards project
Time Frame:	Issue an RFP by 2023 and select a developer for the Civic Center Plan by 2024. Incorporate a TDR program within the Downtown TOD Specific Plan (2022).

Development of Affordable Housing

9. Facilitate Development of Affordable Housing on Non-Vacant Sites

As Burbank's sites inventory relies on nonvacant sites to address the vast majority of its housing needs (just five parcels in the inventory are vacant), it will be important for the City to have an effective program to facilitate their development and enable the City to address its regional housing needs. At the same time, the City will promote the inclusion of affordable housing on each of these sites through its Inclusionary Housing Ordinance and other regulatory and financial incentives. The following are among the incentives the City will offer to promote development on its Housing Element sites:

- Develop promotional flyers for each site and actively market to developers through the City's Economic Development team via trade shows, real estate publications and in person meetings (see Program #5)

- Allow by right development processing for projects 100 units or less that comply with objective development standards to be adopted with the GSSP and Downtown TOD Specific Plans, and provide streamlined discretionary review for larger projects (see Program #17)
- Reduce parking requirements consistent with standards available under density bonus law, with potential further reductions in exchange for provision of community benefits (see Program #5)
- Pursue a public-private partnership for development of approximately 375 units, as well as a new library and other public improvements, on City-owned sites within the Civic Center area (see Program #8)
- Encourage the consolidation of smaller parcels into larger development sites by allowing greater densities and other flexible development standards (see Program #20)
- Waive development impact fees on affordable units (see Program #19)
- Provide gap financing for affordable housing projects (with special consideration for projects that set aside units for extremely low income households and persons with disabilities, including persons with developmental disabilities) through the City's Low and Moderate Income Housing Asset Fund, Affordable Housing Trust Fund, Home funds and other available funding sources

Objective: Provide regulatory and financial assistance as well as outreach to the development community in support of affordable and mixed income housing on Housing Element sites

Agency/Department: Community Development Department/Planning Division, Housing and Economic Development Division

Funding Sources: HOME; Low and Moderate Income Housing Asset Fund; Housing Trust Funds; other State and federal funding sources

Time Frame: Within one year of Housing Element adoption

10. Inclusionary Housing Ordinance

Burbank adopted its Inclusionary Housing Program in 2006, requiring projects with five or more units to include 15% of the units as long-term affordable housing. More specifically, rental projects are required to provide 5% very low income and 10% low income units, and ownership projects are required to provide 15% moderate income units.²⁶ Alternatives to on-site units include off-site affordable units, land donation or payment of an in-lieu fee. As a means of providing incentives for the provision of units for large families and for persons with disabilities, if more than the required number of affordable units are provided for large families (3+ bedrooms), or fully accessible units (in excess of California Building Code Chapter 11A requirements) are provided for the physically disabled, a credit of 1.5 units for every 1 unit is provided.

The City is currently in the process of updating its Inclusionary Housing Ordinance as market conditions have changed since the original Ordinance was adopted over 15 years ago. One of the changes being contemplated is to allow housing developers multiple options to fulfill Inclusionary Housing production requirements, including allowing moderate income units to address the unmet need for moderate income housing under the RHNA. Changes to the Ordinance will be evaluated which are complementary to current state density bonus law and in-lieu housing fee amounts will also be updated. Furthermore, the City will be preparing a study that includes but is not limited to an economic feasibility analysis to evaluate the potential impacts and benefits of the implementation of a prevailing wage and local hire,

²⁶ After the *Palmer* court ruling in 2009, the City suspended its Inclusionary Housing requirements on rental projects. Upon passage of AB 1505 in 2017, the City was again able to impose Inclusionary Housing requirements on multi-family rental projects.

apprenticeship policy to have the skilled construction workforce necessary for new housing developments to support production of an ample supply of mixed-income and affordable housing units, and ensure equitable, sustainable, and livable communities.

Objective: Update the Inclusionary Housing Ordinance to enhance the program's effectiveness in producing affordable housing and continue to provide incentives for units suitable for large families and for persons with disabilities

Agency/Department: Community Development Department/Planning Division, Housing and Economic Development Division

Funding Sources: General Fund

Time Frame: 2022 - 2023

11. Density Bonus Ordinance

State density bonus law (Government Code Section 65915) provides for increases in density, along with other incentives and concessions, for projects that include a specified percentage of affordable units. In conjunction with adoption of the Inclusionary Housing Ordinance in 2006, the Burbank City Council updated its Density Bonus Ordinance to reflect current State requirements and to coordinate with the incentives offered under the Inclusionary Program. Density bonus law has undergone several amendments since that time, and rather than incrementally update the City's ordinance, the City's Code includes automatic incorporation by reference of future amendments to State density bonus law. Burbank has had numerous projects take advantage of State density bonus incentives, as well as the 25% transit density bonus provided for under the General Plan.

Together with the update of the Inclusionary Ordinance, the City is preparing an update of the Density Bonus Ordinance. Part of this update will include establishing a streamlined approach to the menu of available incentives, concessions and waivers, as well as streamlining the appeals process. Furthermore, the City will be preparing a study that includes but is not limited to an economic feasibility analysis to evaluate the potential impacts and benefits of the implementation of a prevailing wage and local hire, apprenticeship policy to have the skilled construction workforce necessary for new housing developments to support production of an ample supply of mixed-income and affordable housing units, and ensure equitable, sustainable, and livable communities.

Objective: Update the Density Bonus Ordinance to align with State law and the updated Inclusionary Housing Ordinance

Agency/Department: Community Development Department/Planning Division, Housing and Economic Development Division

Funding Sources: General Fund

Time Frame: 2022 - 2023

12. Affordable Homeownership Program

The rate of homeownership in Burbank has fallen, and affordable ownership options are out of reach for many in Burbank's workforce. The former Redevelopment Agency had a history of parcel assembly for ownership housing as well as funding mortgage assistance, but with the dissolution of Redevelopment, these programs are no longer available. The City is committed to facilitating the expansion of homeownership opportunities for first-time homebuyers, and will pursue the following actions:

- Creation of a small lot subdivision ordinance to accommodate single-family infill housing in commercial and multi-family neighborhoods

- Incentivize the construction of missing middle housing of 15-30 units to the acre including smaller apartments, townhome and rowhouse style development
- Evaluate allowing “duet homes” – duplexes which are sold and owned separately – within single-family zones
- Support co-housing communities that are individually owned, private units clustered around common facilities
- Ensure the updated Inclusionary Housing Ordinance facilitates ownership housing
- Pursue mechanisms to provide homeownership assistance, including with the business community to explore opportunities for employer assisted housing and commercial impact fees

Objective: Promote first-time homebuyer opportunities in high resource neighborhoods through both regulatory and financial incentives. Conduct affirmative marketing to promote equal access to homeownership opportunities.

Agency/Department: Community Development Department/Planning Division, Housing and Economic Development Division

Funding Sources: General Fund; Housing Trust Fund; Permanent Local Housing Allocation (PLHA)

Time Frame: 2023

13. Employer Assisted Housing

The most significant generator of housing needs in Burbank is the local workforce of over 130,000 employees. Employers are increasingly recognizing that recruitment and retention of employees is dependent upon the availability of local affordable housing options, as evidenced by the surge of employer assisted housing (EAH) programs being initiated throughout the country, including programs offered by Amazon, Google and LAUSD. EAH can be provided in a variety of ways, including through down payment grants or loans that are forgiven over a period of employment, homeownership counseling and education, rental subsidies, and direct investment in the construction of housing and/or provision of land.

The City will be convening a series of meetings with major employers to provide information on EAH programs and available resources to support in initiating local workforce housing programs.

Objective: Engage major employers in the City to discuss and determine feasibility of establishing employer assisted housing programs

Agency/Department: Community Development Department/Planning Division, Housing and Economic Development Division

Funding Sources: None Required

Time Frame: Ongoing

14. Development Impact Fees for Affordable Housing

Impact fees on non-residential development can be used to expand housing opportunities to offset the impact of such development on the need for affordable housing generated from an increase in lower income workers. As an alternative to paying the impact fee, the commercial/industrial development is typically provided the option of building the affordable units on-site. In order to adopt a development impact fee, a nexus study is required to determine how a reasonable relationship exists between the impact fee and the type of non-residential development project on which a fee would be imposed. The purpose of the fee would be to fill the “affordability gap” for housing development and increase the number of homes available for the local workforce.

More than 30 cities and counties in California have jobs housing linkage fees, with the majority of these programs in the Bay Area and greater Sacramento, though Los Angeles, Glendale and Santa Monica all have fees. Fees are most successful in communities, such as Burbank, with robust employment growth.

Objective: Evaluate establishing an impact fee on non-residential development to provide an additional source of revenue for the Housing Trust Fund

Agency/Department: Community Development Department/Planning Division, Transportation Division

Funding Sources: General Fund

Time Frame: 2023

15. Sustainability and Green Building Design

Burbank continues to implement the Greenhouse Gas Reduction Plan (GGRP), and reports the City's progress to City Council on an annual basis. The City is currently updating the GGRP and will be developing a model template for Department and City reporting. Consistent with the GGRP, the City requires green building practices not only in new construction but also for qualifying residential rehabilitation/home improvement projects, and provides information on resources on the City website and at the public counter.

Objective: Update the GGRP plan and evaluate establishment of additional sustainability/green building development standards for large projects

Agency/Department: Community Development Department/Building & Safety Division; Burbank Water and Power

Funding Sources: None Required

Time Frame: 2022

16. Transitional and Supportive Housing

The City, in cooperation with the Burbank Housing Corporation (BHC) and other development partners, is committed to expanding transitional and supportive housing opportunities to persons experiencing homelessness or at-risk of becoming homeless. BHC currently operates four transitional housing facilities with 19 housing units where residents can live for up to two years while they gain the skills necessary for independent living. BHC also operates an 11 unit permanent supportive housing project for veterans. The City has also entered into a new partnership with Hope of the Valley by adding 38 beds of transitional congregate housing for transitional aged youth experiencing homelessness. Supportive services are offered through Village Family Services in order to stabilize the persons housing needs. The City has updated its Zoning Ordinance consistent with State law to treat transitional and supportive housing as a residential use, and allows supportive housing as a use by right in all zones where multi-family and mixed use is permitted.

Objective: Investigate outside funding sources to augment HOME funds in support of transitional and supportive housing

Agency/Department: Community Development Department/Planning Division, Housing and Economic Development Division

Funding Sources: HOME; Low and Moderate Income Housing Asset Fund; Permanent Local Housing Allocation (PLHA); other State and County funds

Time Frame: Ongoing

Remove Constraints to Housing

17. Objective Development Standards

One of the primary goals of the Golden State Specific Plan, and updates to the Downtown TOD and Media District Specific Plans, is to establish clear and objective development standards that create greater certainty for developers. Under the Specific Plans, projects of up to 100 units that comply with applicable City Density Bonus and Inclusionary Housing regulations and the objective development standards will be considered for by-right approval without the need for further discretionary review including a Conditional Use Permit (CUP) or Planned Development (PD) permit request. Project's greater than 100 units would still be required to go through a discretionary review process and developers would still have the option of City approval of a Planned Development to address the unique aspects of a project.

Objective development standards for micro-units, live/work housing and other non-traditional housing types will be established within the Specific Plans. The result will be a streamlined housing approval process that accelerates housing production.

Objective: Establish objective development standards and streamlined processing procedures in conjunction with the new and updated specific plans

Agency/Department: Community Development Department/ Planning Division

Funding Sources: Metro TOD Planning Grant; California High Speed Rail Authority; LEAP Grant; SCAG Sustainable Communities Grant

Time Frame: Adopt Downtown TOD and Golden State specific plans in 2022, and Media District Specific Plan in 2023

18. Updated Multi-family Development Standards

The City's multi-family development standards are in need of updating to better facilitate responsible development feasibility while protecting and preserving existing neighborhoods. Particularly on smaller parcels, current development standards may preclude the achievement of maximum zoned densities. The City will re-evaluate parking, setbacks, height and other standards and update to enable compact, well-designed multi-family product types.

Objective: Update and simplify the City's multi-family development standards to enhance development feasibility

Agency/Department: Community Development Department/ Planning Division

Funding Sources: General Fund

Time Frame: 2024

19. Development Fee Waivers

The City collects various fees from development to cover the costs of processing permits, as well as impact fees to offset the future impact of development on community facilities, transportation and affordable housing. While the City's fees are considered reasonable and based on cost recovery and/or development impacts, fee reductions can be offered as an incentive for production of affordable housing. Burbank's inclusionary housing and density bonus programs currently provide for development impact fee waivers on affordable units and fee deferrals on market rate units until issuance of certificate of occupancy. In addition, Assembly Bill 571, effective January 2022, now prohibits affordable housing impact fees, including inclusionary zoning fees, in-lieu fees, and public benefit fees, from being imposed on a housing development's affordable units.

Objective: Continue to waive development impact fees on affordable units
Agency/Department: Community Development Department/ Planning Division
Funding Sources: General Fund
Time Frame: Ongoing

20. Lot Consolidation Program

The success of development within several of the opportunity sites will be dependent upon consolidation of individual parcels into larger development sites. While some of the individual parcels that comprise the Housing Element sites are already under common ownership, many are individually owned. The City will conduct outreach to property owners in these areas to identify meaningful incentives to facilitate lot consolidation and redevelopment. Based on this feedback, within two years of Housing Element adoption, the City will develop a Lot Consolidation Program to include specific incentives such as:

- Flexible development standards such as reduced setbacks, increased lot coverage, increased heights, reduced parking
- Streamlined permit processing through administrative staff review

The lot consolidation incentives will be integrated within the Downtown TOD and Golden State specific plans. The City will work in partnership with property owners that are receptive to lot consolidation to assist them in facilitating the parcel merge process in a streamlined and timely manner.

Objective: Conduct outreach to property owners and adopt Lot Consolidation Program
Agency/Department: Community Development Department/ Planning Division
Funding Sources: General Fund
Time Frame: 2023. Conduct a mid-cycle review in 2025 to evaluate the success of the program and make modifications as necessary

21. Zone Text Amendments for Special Needs Housing

As presented under the Governmental Constraints analysis and pursuant to State law, several revisions to the Burbank Municipal Code have been identified as appropriate to better facilitate the provision of a variety of housing types and for persons with special needs. These Code revisions include:

- Develop by right processing procedures for Low Barrier Navigation Centers in areas zoned for mixed use and non-residential zones permitting multi-family uses, and should the City receive an application for these uses, process them as required by State law. (per SB 48)
- Amend the Zoning Code to allow group homes of more than six persons in all residential zone districts consistent with State law and fair housing requirements.
- Amend the Zoning Code to specify incentives for the development of housing for extremely low income households (30% AMI). Incentives will include priority development processing and flexible development standards.

Objective: Facilitate housing for Burbank’s special needs and extremely low income populations. Develop 10 two plus-bedroom units for large families through non-profit housing partners and BHC.
Agency/Department: Community Development Department/ Planning Division
Funding Sources: General Fund
Time Frame: Amend the Zoning Code by 2024.

22. Updated Project Appeal Procedures

Currently, the City has an appeal process for development projects detailed in Burbank Municipal Code Section 10-1-1907.1 through Section 10-1-1907.3, wherein any person may file an appeal within 15 days after a decision on a housing project undergoing a discretionary review process is made by the Community Development Director. Persons filing an appeal are required to explain the reasons for the appeal, although reference to specific Municipal Code sections justifying the appeal are not currently required. Additionally, the existing appeal process allows an appellant to seek City Council determination on an appeal by challenging Planning Board's decision on the appeal. To streamline the project review and approval process, the City Council will consider the following revisions to the appeal process as follows:

- The City will update its appeal process as established in the BMC, including the initial and final review bodies for housing projects that do not involve any other discretionary reviews. Moreover, amendments to the Code section will be made to end the appeal process for housing projects at the Planning Board by making them the final decision-making body.
- The City will update the appeal form to specify that appellants need to clearly identify the findings/criteria that are the basis of the appeal, making it mandatory for an appellant to specify the applicable Code sections and reasons for the appeal
- The City will update the public notices and agendas with additional language to require that the issues raised by an appellant during the hearing be limited to only those topics that are specified in the appeal form.

Objective: Streamline the project review and approval process

Agency/Department: Community Development Department/Planning Division

Funding Sources: General Fund

Time Frame: Amend the Municipal Code, Update the Project Appeals Form, and Add Applicable Language to Public Notices and Agendas by 2023.

Equal Housing Opportunities and Special Needs

23. Fair Housing/Affirmatively Furthering Fair Housing (AFFH)

Burbank will continue to contract with a qualified fair housing service provider for fair housing services to Burbank residents and property owners. The City will promote fair housing practices, and provide educational information on fair housing to the public through distribution of fair housing brochures, training sessions, workshops, and press releases/public service announcements. Affirmative Marketing Plans will be prepared for all housing developments assisted with local, State, and/or Federal funds. City staff will continue to review Fair Housing Program annual reports to assess any trends, and will implement actions set forth in Burbank's Analysis of Impediments to Fair Housing Choice (AI).

The new Affirmatively Furthering Fair Housing (AFFH) component of the Housing Element, contained in Appendix B, identifies the following as the primary fair housing issues in Burbank:

- Need for Affordable Housing of Various Types and Sizes
- Need for Public Education of Fair Housing Services and Fair Housing Rights
- Need for Fair Housing for the Special Needs Population
- Need for Accessible Housing

- Need for Neighborhood Revitalization and Resources

Table B-11 in the AFFH connects these fair housing issues with evidence and contributing factors, and presents the City’s planned actions to address them. The actions identified in Table B-11 are part of the implementation of the Housing Element, and will be reported on as part of the City’s Annual Progress Report (APR). Consistent with actions specified in the AFFH, the City will conduct at least two fair housing informational workshops per year and increase education and outreach via social and print media including printed materials to Burbank Water and Power, the Libraries, Senior centers and Activity Centers.

24. Landlord -Tenant Services and Mediation

Landlord-Tenant services are provided both through the Burbank Housing Authority (BHA) and Landlord-Tenant Commission, as well as through the City’s fair housing service provider the Housing Rights Center (HRC). Both the BHA and HRC provide general counseling and referrals over the phone regarding tenant/landlord issues. Complaints requiring mediation are directed to the City’s Landlord-Tenant Commission which meets on a monthly basis. The Commission addresses a wide variety of issues, including conflicts involving property maintenance, repairs, lease disagreements, and rent increases. The Commission works to prevent displacement and potential homelessness by minimizing evictions and unjust rent increases through conflict mediation between tenants and landlords.

Objective: Continue to provide landlord-tenant counseling and referrals, and offer mediation services through the Landlord-Tenant Commission

Agency/Department: Community Development Department/Housing and Economic Development Division

Funding Sources: General Fund

Time Frame: Ongoing

25. Homeless Housing and Services

In 2018, the City adopted a three-year Homeless Plan to provide a strategic approach to addressing homelessness in the community. The Plan presents seven core homelessness strategies, each with associated priority actions for implementation. These strategies include:

- Developing Storage Facilities and Transportation
- Enhancing Quality of Life, Mental Health and Healthcare Awareness
- Building Temporary Housing
- Creating Affordable Housing
- Continuing Outreach, Coordinated Care System, and Community Awareness
- Increasing Homeless Prevention and Rapid Re-housing
- Enforcing Public Health & Safety and Ordinances

Implementation of the Homelessness Plan is well underway, including opening of a Homeless Storage Facility and Navigation Center; Burbank Street Outreach Program; hiring of a Homeless Services Liaison; partnerships with Family Service Agency of Burbank, Providence St. Joseph Medical Center, and other providers for counseling services, health intervention, mental health services, and awareness; funding transportation services for a Winter Shelter Program; and tenant based rental assistance for families at-

risk of homelessness, among numerous other actions. The City is also dedicating funding for establishment of a Tiny Home Village of 26 modular homes on public land (including two ADA-accessible units) which will house up to 51 residents.

Objectives: Implement the strategies and actions identified in the Burbank Homelessness Plan, and update the Plan for the 2022-2027 time period with measurable outcomes, funding and time frames for implementation.

Agency/Department: Community Development Department/Housing and Economic Development Division

Funding Sources: CDBG; HOME; Permanent Local Housing Allocation (PLHA); General Funds

Time Frame: Ongoing. Open Tiny Home Village by July 2024.

26. Housing for Persons with Disabilities

Over ten percent of Burbank’s population is identified by the Census as having one or more disabilities. The City will continue to support nonprofit organizations in the construction and rehabilitation of housing targeted for persons with disabilities, including persons with developmental disabilities. Expedited permit processing (by providing technical assistance and pre-application consultation) and inclusionary housing credits will be provided for housing that sets aside units for persons with disabilities beyond the minimum requirements of Americans with Disabilities Act (ADA) or State building codes. The City will continue to coordinate housing near transit centers and door-to-door transit services for persons with disabilities, and coordinate with the Franklin D. Lanterman Regional Center to promote resources available to persons with developmental disabilities. As discussed under Program #6, in order to encourage accessory dwelling units to incorporate accessibility features, the City will establish and promote a program to reduce building permit and planning fees by up to 50% for qualifying ADUs. The City will begin providing developers with State HCD’s New Home Universal Design Checklist and encourage them to offer Universal Design features which ensures housing can be used by people throughout their lifespan. The City will also update its 2014 Administrative Procedures for Reasonable Accommodation to be consistent with the guidance provided by HUD/DOJ.

Objectives: Expand the range of housing options available and accessible to persons with disabilities

Agency/Department: Community Development Department/Planning, Housing and Economic Development, Transportation and Building Divisions; Management Services Department and City Attorney’s Office

Funding Sources: None Required

Time Frame: Update Reasonable Accommodation Procedures and provide developers with HCDs Universal Design Checklist by 2023

27. Housing for Extremely Low Income Households

The City will encourage the development of housing for extremely low-income (ELI) households through a variety of activities such as coordinating with potential housing developers, providing financial assistance or land write-downs, providing expedited processing, identifying grant and funding opportunities, applying for or supporting applications for funding on an ongoing basis, and/or offering additional incentives beyond the density bonus. The following specific activities will support ELI housing during the planning period:

- Dedicating funding for establishment of a Tiny Home Village of 26 modular homes on public land to house up to 51 residents

- Funding the addition of six rent-restricted ADUs affordable to ELI households on BHC affordable housing properties
- Creating at least three pre-approved and customizable ADU plans, including at least one smaller sized, lower cost option
- Utilizing the City’s Permanent Local Housing Allocation (PLHA) and HOME American Rescue Plan funding to provide emergency housing, bridge housing, transitional housing and supportive services and case management to homeless and at risk of homelessness households, including 130 rapid rehousing units and assistance with housing navigation services to 480 individuals
- Amending the Zoning Code to specify incentives for the development of ELI housing, including priority development processing and flexible development standards.

Objectives: Facilitate the provision of a variety of housing types to address the needs of Burbank’s extremely low income households

Agency/Department: Community Development Department/Housing and Economic Development Division, Planning Division

Funding Sources: HOME; CDBG; Low and Moderate Income Housing Asset Fund; State Permanent Local Housing Allocation (PLHA); other State and LA County funds

Time Frame: 2022- 2023. Additional funding allocations to be made annually in conjunction with Burbank’s Annual Action Plan

Table 1-47
Summary of Quantified Objectives (2021-2029)

	Extremely Low	Very Low	Low	Moderate	Above Moderate	Total
New Construction (RHNA) ¹	1,276	1,277	1,418	1,409	3,392	8,772
Rehabilitation	7	13	4	--	--	24
Preservation ²	1,372					

Notes:

¹ State law requires projecting the housing needs for extremely low income households. The RHNA developed by SCAG does not separately account for this income group. State law allows splitting the very low income group evenly between extremely low and very low income.

² The Preservation objective reflects maintaining all deed restricted rental housing (as presented in Table 1-25) as long-term affordable housing.