



Weekly Management Report

October 24, 2025

- 1. Summary** Parks and Recreation Board
Meeting on October 10, 2025
Parks and Recreation Department

- 2. Memo** Planning Commission
Meeting on October 13, 2025
Community Development Department

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Parks and Recreation Board (Board)

Date: Thursday, October 09, 2025

Staff Present: Marisa Garcia, Parks and Recreation Director; Kristen Smith, Assistant Parks and Recreation Director; Grace Coronado, Assistant Parks and Recreation Director; Diego Cevallos, Assistant Parks and Recreation Director; Noah Altman, Recreation Services Manager; Jon McGinley, Recreation Services Manager; Dena Moon, Administrative Office; Megan Wilke, Administrative Analyst II; Chad Thompson, Executive Assistant; Edgar Manoukian, Recreation Coordinator; Casem Talbot, Aquatics Supervisor.

Board Members Present: Mr. Messerlian, Ms. Assadi, Mr. DePalo, Mr. Brody, and Ms. Gamiño

Board Members Absent: None.

Council Liaison Present: None.

Council Liaison Absent: Konstantine Anthony and Christopher Rizzotti (Alternate).

Item Discussed		Summary	Direction or Action, if any
1	Announcements	Mr. Talbot provided announcements regarding Parks & Recreation programs and facilities.	
2	Presentations	None.	
3	Department Director Report	None.	
4	Oral Communications	Mr. Hawk shared updates on the Burbank Community Band.	
5	Response to Oral Communications	Mr. Messerlian asked Mr. Hawk if there was a possibility of live streaming the Community Band events.	
6	Written Communications	None.	
7	Park Board Comments	Mr. Messerlian thanked staff for the resurfacing of the Maxam pickleball courts. Mr. DePalo thanked staff for the Walk of Fame ceremony. Mr. Brody thanked Mr. DePalo for his dedication to the Walk of Fame ceremony.	
8	Discussion on City Council Priorities for 2025-26	Ms. Wilke provided the Board with an overview of the City Council's adopted priorities for 2025-26. Mr. Messerlian confirmed the at the Dick Clark Dog Park was a priority for Council.	Review and Discuss.
9	Spring 2025 Parks and Recreation Programming Update	Mr. McGinley presented highlights from the Parks and Recreation Department for Spring 2025 (April through June). Mr. Messerlian inquired whether the Park & Play Van could be rented for private use. Staff explained that the Mobile Rec program is expected to expand in the future. Ms. Assadi asked for updates regarding the upcoming Olympics, and Ms. Garcia noted that an internal committee has been established, and the Board will receive an update in January	Noted and Filed.
11	DeBell Golf Course Annual Report for	Ms. Moon introduced Sean White, General Manager of DeBell Golf Course, who presented a report on course operations for Fiscal Year 2024–2025. Mr. Brody inquired about the course's closing time,	Noted and Filed.

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	Fiscal Year 2024-25	and Mr. White explained that earlier closures were implemented due to reduced demand during evening hours.	
12	McCambridge Park Pool Renovation Update	Mr. Cevallos provided the Board with an update on the renovation of the McCambridge Recreation Center pool. Mr. Brody inquired about the project's timeline and the duration of the pool closure. Mr. Cevallos outlined the closure schedule and key milestones for the renovation. Mr. Messerlian expressed interest in having the McCambridge pool operate year-round once completed, and Ms. Assadi inquired about the inclusion of adaptive swimming programs in the new facility.	Noted and Filed.
16	Consent Calendar	Approval of Minutes Minutes of the September 11, 2025 meetings were approved. Minutes of the September 18, 2025 meetings were approved. <u>City Council Agenda Items Update</u> Noted and Filed. <u>Contract Compliance</u> Noted and Filed. <u>Police Park Patrol Reports</u> The Police Park Patrol Report for August was noted and filed. <u>Dick Clark Dog Park Progress Report</u> Noted and Filed <u>Departmental Operations Update</u> Noted and Filed.	It was motioned by Mr. Messerlian, seconded by, Ms. Gamiño and carried 5-0 to approve the Consent Calendar.
17	Tabled Items	None.	
18	Additional Comments from the Board and staff	Mr. Brody thanked staff and congratulated Ms. Wilke on her maternity leave.	
19	Introduction of New Agenda Items	None.	
20	Adjournment	The meeting adjourned at 7:21 pm.	

MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: October 23, 2025

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director
Via: Fred Ramirez, Assistant Community Development Director – Planning
By: Diana Arias, Intermediate Clerk

For P. Prescott
[Signature]
10/23/25

SUBJECT: Planning Commission Meeting – October 13, 2025

- This memorandum goes over general information of the Planning Commission meeting that was held on October 13, 2025. There was two public hearing items presented to the Planning Commission.
- Project No. 24-0000703 was presented to the Commission by Senior Planner, David Kim. The Project included a request for a Variance to allow a front yard setback of 8.18-feet for the existing Sharky's Restaurant Building; a front yard setback between 9.91- and 9.95-feet for the adjacent trash enclosure to the west of Sharky's Restaurant Building; a retaining wall height of 9.5-feet in the front yard; and garden wall height of 4 feet in the front yard. The Variance was needed as a result of the Project request for a proposed Lot Line Adjustment to align and correct the property line location along West Empire Avenue to be consistent with the approved public right-of-way improvements of the I-5/Empire Avenue Interchange Improvements Project for the subject property located at 1791 North Victory Place.
- After the Commission deliberation, Commissioner Van Gorder made motion to approve Project No. 24-0000703 a request for a Variance to allow a front yard setback of 8.18-feet for the existing Sharky's Restaurant Building; a front yard setback between 9.91- and 9.95-feet for the adjacent trash enclosure to the west of Sharky's Restaurant Building; a retaining wall height of 9.5-feet in the front yard; a garden wall height of 4 feet in the front yard; and a proposed Lot Line Adjustment to align and correct the property line location along West Empire Avenue to be consistent with the approved public right-of-way improvements of the I-5/Empire Avenue Interchange Improvements Project for the subject property located at 1791 North Victory Place, seconded by Commissioner Bennett. Motion passed by a 3-0 vote.
- Project No. 25-0004932 was presented to the Commission by Senior Planner, Vanessa Quiroz, a Zone Text Amendment and associated Ordinance to amend the Burbank Municipal Code, Title 10, Chapter 1 (Zoning) to establish and conditionally permit School-Adult / Vocational / Trade as a new use in the industrial

zones. The amendments also included changes to definitions and a new minimum parking standard.

- After Commission deliberation, Commissioner Bennett made motion to approve as amended, Project No. 25-0004932, a Resolution to recommend adopt of a Zone Text Amendment and Ordinance to the City Council to Amend the Burbank Municipal Code, Title 10, Chapter 1 (Zoning) to establish and permit School – Adult / Vocational / Trade as a new Use in M-1 and M-2 Zones and related regulations, seconded by Commissioner Van Gorder. Motion passed by a 3-0 vote.
- Community Development Director Ramirez made the following announcements:
 - Commissioner Van Gorder will soon be receiving information regarding SB9 Lot Split Fees.
 - Due to SB 79 being signed into law staff is looking into the bill to see how it will affect the city and at some point, report out to the Commission and City Council.
 - The Media District Specific Plan Update will come before the Commission by the end of the year; The Downtown Specific Plan and the Golden State Specific Plan are planned to be presented to City Council by July of 2026 with review by the Commission in lead up to the Council meetings.