



Weekly Management Report

February 13, 2026

1. **Memo** Estimated Bills
Water and Power Department
2. **Memo** Review of the City of Burbank's Response to the January
Windstorm Emergency – Tracking List # 2679
Fire Department
3. **Notice** Cancellation of a Regular Meeting and Call and Notice of a
Special Meeting of the Burbank-Glendale-Pasadena Airport
Authority Meeting on February 17, 2026
Burbank-Glendale-Pasadena Airport Authority
4. **Memo** Downtown Burbank Partnership (PBID) Meeting
on January 15, 2026
Community Development Department
5. **Memo** Discussion Initiatives Request for Modifications to the City
Policies Related to Housing Development –
Tracking List # 2643
Community Development Department
6. **Minutes** Burbank Police Commission Meeting on January 21, 2026
Police Department

MEMORANDUM



WATER AND POWER



DATE: January 27, 2026

TO: Justin Hess, City Manager

FROM: Mandip Samra, General Manager, BWP
Via: Riad Sleiman, Chief Assistant General Manager, BWP *Riad Sleiman*
By: Arineh Sarkissian, acting Assistant General Manager Customer
Service Operations, BWP *Arineh S*

SUBJECT: ESTIMATED BILLS

Burbank Water and Power (BWP) is currently replacing all electric meters in the City. This is part of a two-year project to ensure accurate meter readings and improve our infrastructure.

BWP has identified 3,065 residential meters that have been estimated for more than 6 months due to non-communicating meters. These customers have been receiving bills that have been estimated and therefore the usage most likely does not reflect their actual usage. BWP is focusing on replacing the meters that have been estimated for 12 months or longer with new meters that will provide accurate and reliable data to our billing system.

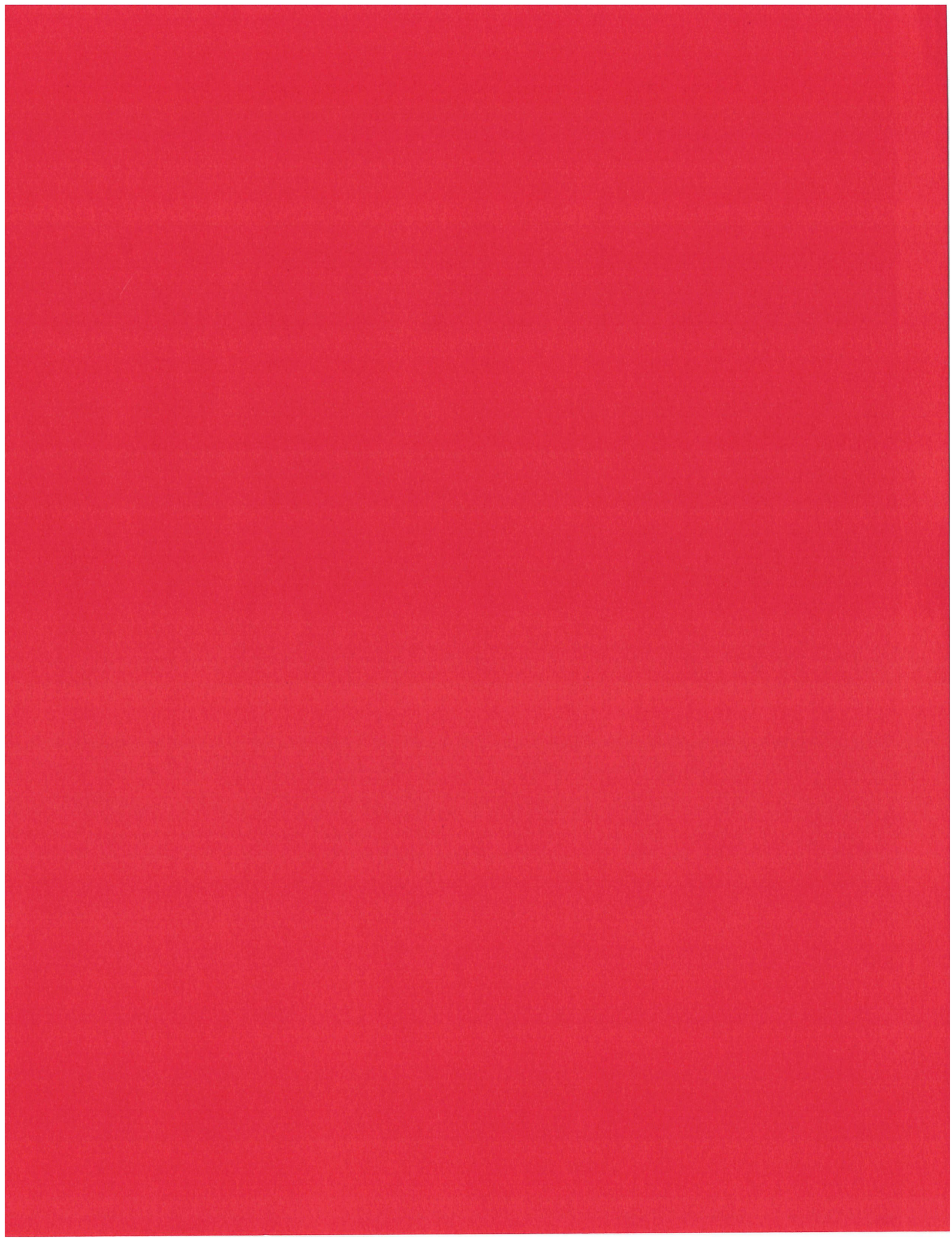
The Rules and Regulations allow BWP to adjust meter readings for a period of one year when a meter read is determined to be inaccurate. Rules and Regulations, Part 1, Section 1.41(b):

Inaccuracies of meter readings or bills reflecting clerical or meter errors shall be adjusted to a correct basis as determined by BWP's investigation. BWP may bill or credit the Customer, at its option, for the amount overbilled or undercharged based on corrected meter readings or clerical data for the period the meter was in use and determined to be incorrect, but not to exceed a period of one year

We are opting to forgo back-billing customers to avoid customer frustration and to expedite the exchange of these non-communicating meters. In addition, back-billing the customers that have been estimated is a time-consuming process, which takes staff approximately one hour to process a single adjustment. Once the new meters are installed, customers will begin receiving bills showing their true usage and therefore the bill will reflect accordingly. They may see an increase or decrease in usage.

BWP will hold onto the meter after it is pulled from the premise. We will provide customers the opportunity to request for BWP to pull the data from the meter and recalculate the usage,

if the data is available. Depending on whether the usage has been underestimated or overestimated, this may lead to an additional charge or a credit on the customer's next bill. Based on the last four months of back-bill data for 650 customers, the average customer credit was \$169.50 and the average customer charge was \$636.91. Applying these billing numbers across the 3,065 customers being estimated, on average we would be charging every customer about \$20 to close out their estimation cycle. Forgoing the back-bill would amount to a ~\$61,000 revenue loss in exchange for saving BWP the administrative labor of ~\$128,000, saving customers an average of a \$20 charge and avoiding further customer frustration.




MEMORANDUM



FIRE DEPARTMENT

DATE: February 6, 2026

TO: Justin Hess, City Manager

FROM: Danny Alvarez, Fire Chief 

SUBJECT: City Manager Tracking List Item No. 2679 – Review of the City of Burbank's Response to the January Windstorm Emergency

BACKGROUND

At the January 14, 2025 City Council meeting, Mayor Perez requested a review of the City's emergency activities during the windstorm in January. On January 7, 2025, the City of Burbank experienced an unprecedented wind event that produced sustained winds of 25 to 40 miles per hour (mph) and localized gusts reaching up to 85 mph, nearing hurricane strength. Unlike typical Santa Ana winds, this event was driven by a rare meteorological phenomenon in which strong winds were forced over the San Gabriel and Verdugo Mountains, creating powerful, straight-line gusts concentrated along Burbank's foothill corridors.

During the overnight hours of January 7, the windstorm caused widespread but uneven damage across the City. More than 16,000 Burbank Water & Power (BWP) customers experienced outages at the height of the storm, with most power restored by the morning of January 8. The City recorded over 75 downed trees, extensive damage to infrastructure and facilities, including the Starlight Bowl, DeBell Golf Course, and Animal Shelter, and the generation of over 1,150 tons of debris, nearly four times the City's average monthly volume of green waste. The Public Works Department also reported damage to traffic signals, signage, and sidewalks.

Emergency response demands surged dramatically the evening of January 7. The Burbank Fire Department handled 193 calls for service in 24 hours (compared to 31 during the same period in 2024), and the Police Department experienced elevated call volumes while supporting both local operations and regional mutual aid. In response, the City activated its Emergency Operations Center (EOC) at Level 3, enabling coordinated

action among Fire, Police, Public Works, Parks & Recreation, BWP, and the City Manager's Office.

By the morning of January 8, wind conditions had normalized, and recovery operations began immediately, including debris clearance, infrastructure repair, and formal damage assessments. Coordination with Los Angeles County Office of Emergency Management and the California Governor's Office of Emergency Services (OES) was initiated to pursue Public Assistance funding from the Federal Emergency Management Agency (FEMA) for eligible recovery costs.

DISCUSSION

The January 7 wind event, notable for its intensity and focused damage pattern, presented multiple operational and administrative challenges, including extended shifts for City personnel, high call volumes, documentation gaps in field reporting, and complications with FEMA's Public Assistance process. Despite these challenges, City departments demonstrated strong interdepartmental coordination, rapid mobilization, and effective emergency communication.

The City of Burbank demonstrated strong and proactive operational performance throughout the incident by increasing staffing in advance and placing personnel on standby to ensure rapid response without excessive overtime. BWP restored service to more than 14,000 customers in under 12 hours through a prioritized outage response. The Verdugo Fire Communications Center adapted to high call volume by shifting to localized dispatch, with the on-duty Battalion Chief internally dispatching Burbank Fire units. Burbank Fire increased frontline staffing by adding an extra engine and patrol unit, which proved critical in managing a sixfold increase in call volume, while the Emergency Operations Center provided effective interdepartmental coordination and a shared common operating picture focused on life safety and critical infrastructure.

Parks & Recreation and Public Works rapidly mobilized both City and contract personnel to support recovery operations while maintaining essential daily services with minimal public disruption. Parks & Recreation prioritized clearing downed trees blocking roadways, using contract services to address multiple locations simultaneously. Public Works balanced staffing through the evening and overnight hours to address traffic signal issues, debris removal, and urgent tree-related hazards.

Departments quickly transitioned from routine operations to damage assessment and physical recovery, while administrative staff from multiple departments began tracking response costs and developing preliminary recovery estimates. Despite complexities associated with the FEMA reimbursement process, staff efficiently compiled and submitted required documentation to keep recovery efforts moving forward. Fifteen individual projects are currently being managed under FEMA's Public Assistance

program, with preliminary reimbursement projections ranging from \$800,000 to \$1.35 million. The City expects a 75% federal cost share, with the potential for additional reimbursement through the California Disaster Assistance Act.

The City continues to work with state and federal partners to secure cost recovery and is leveraging lessons learned to strengthen emergency readiness, real-time coordination, and documentation protocols for future large-scale weather events. The incident highlighted the importance of proactive staffing, real-time coordination, and adaptive problem solving in large-scale weather events as well as other events or incidents.

The Emergency Management Administrator conducted an after-action review with the City's executive team as part of a quarterly emergency management tabletop training in September. In addition to reviewing response statistics, discussing interdepartmental coordination at the EOC, and receiving an overview of the cost recovery process, the executive team conducted a detailed analysis to determine opportunities for improvement. The Emergency Management Division is exploring a GIS-based tracking system in coordination with the IT Department to allow field crews to document actions in real time and streamline preliminary damage assessments. To address challenges in the FEMA Public Assistance process, particularly inconsistent guidance due to staff turnover at the federal level, the Emergency Management Administrator is collaborating with the Pasadena Fire Department to develop a concise cost-recovery reference guide.

Additional improvements focus on communications and public information. BWP identified the need to consolidate internal communication channels to avoid duplicate reporting and confusion. Externally, the City is evaluating the benefits and risks of providing a public-facing outage map that shows affected areas and estimated restoration times, balancing transparency and call reduction with potential security concerns. Finally, the City noted the need to better manage high volumes of outage reports by reducing duplicate submissions through the 311 app and address after-hours phone limitations in effort to reduce strain on reporting systems.

CONCLUSION

The January 7, 2005 wind event demonstrated both the vulnerability of Burbank to rare atmospheric conditions and the resilience of the City's emergency response framework. Through proactive staffing, interdepartmental coordination, and rapid adaptation, the City mitigated a potentially catastrophic situation and restored services quickly. Burbank Fire's Emergency Management Division continues to coordinate recovery and cost reimbursement. Moving forward, Burbank will continue to refine its planning, leverage technology for field documentation and situational awareness, and strengthen its ability to respond to rare but destructive weather events.





February 12, 2026

CANCELLATION OF A REGULAR MEETING
AND
CALL AND NOTICE OF A SPECIAL MEETING
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

The Airport Authority administrative offices will recognize the observance of Presidents' Day on Monday, February 16, 2026, and our Administrative offices will be closed. Therefore, notice is hereby given that the regular meeting of the Burbank-Glendale-Pasadena Airport Authority scheduled for Monday, February 16, 2026, in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, CA 91505, has been cancelled.

Therefore, notice is hereby given that a special meeting of the Burbank-Glendale-Pasadena Airport Authority will be held on Tuesday, February 17, 2026, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

In addition to attending the meeting in person, members of the public may observe the meeting telephonically and may offer comment in real time through the following number:

Dial in: (818) 862-3332

Terri Williams, Board Secretary
Burbank-Glendale-Pasadena Airport Authority

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Special Meeting of February 17, 2026

9.00 A.M.

The public comment period is the opportunity for members of the public to address the Commission on agenda items and on Airport-related non-agenda matters that are within the Commission's subject matter jurisdiction. At the discretion of the presiding officer, public comment on an agenda item may be presented when that item is reached.



Members in-person attendance or participation at meeting of the Commission is allowed, members of the public are requested to observe the following rules of decorum:

- *Turn off cellular telephones and pagers.*
- *Refrain from disorderly or boisterous conduct, including loud, threatening, profane, or abusive language, clapping, whistling, stamping, or other acts that disrupt or otherwise render unfeasible the orderly conduct of the meeting.*
- *If you desire to address the Commission during the public comment period, fill out a speaker request card and present it to the Board Secretary.*
- *Confine remarks to agenda items or to Airport-related non-agenda matters that are within the Commission's subject matter jurisdiction.*
- *Limit comments to three minutes or to such other period of time as may be specified by the presiding officer.*



The following activities are prohibited:

- *Allocation of speaker time to another person.*
- *Video presentations requiring use of Authority equipment.*



Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Authority to the Commission less than 72 hours prior to that meeting are available for public inspection at Hollywood Burbank Airport (2627 N. Hollywood Way, Burbank) in the administrative office during normal business hours.



In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the Board Secretary at (818) 840-8840 at least 48 hours prior to the meeting.

AGENDA

Tuesday, February 17, 2026

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT (Public comment will be limited to a total of 20 minutes at the beginning of the meeting and will continue at the conclusion of the meeting, if necessary. Comments are limited to 3 minutes each, and the Authority President may limit this time if reasonable under the circumstances.)
5. CONSENT CALENDAR (Includes Minutes. Items on the Consent Calendar are generally routine in nature and may be acted upon by one motion unless removed for separate consideration.)
 - a. Committee Minutes
(For Note and File)
 - 1) Executive Committee
 - (i) January 7, 2026 *[See page 1]*
 - 2) Finance and Administration Committee
 - (i) January 20, 2026 *[See page 3]*
 - 3) Legal, Government and Environmental Affairs Committee
 - (i) January 20, 2026 *[See page 5]*
 - b. Commission Minutes
 - 1) February 2, 2026 *[See page 7]*
 - c. Authorization to Engage Rating Agencies
for Replacement Passenger Terminal Project Bonds *[See page 11]*
 - d. Memorabilia Donation *[See page 13]*
 - e. Invitation to the FAA Associate Administrator for Airports
Replacement Passenger Terminal Opening Ceremony *[See page 18]*
6. ITEMS FOR COMMISSION APPROVAL
 - a. Award of Stanchion Purchase Order – Visiontron Corp. *[See page 20]*
 - b. Award of Design-Build Agreement for Elevator Replacement
Project Number (E26-01) *[See page 22]*

- c. Award of Professional Services Agreement for Waste Management Planning & Implementation Services *[See page 25]*
- d. TBI Airport Management Performance Review Framework Establishment of TBI Performance Review Ad Hoc Committee *[See page 29]*
- 7. ITEMS FOR COMMISSION DISCUSSION
- a. Presentation of Fiscal Year 2025 Financial Statements and Summary of Audit Results *[See page 36]*
- 8. ITEMS FOR COMMISSION INFORMATION
- a. Replacement Passenger Terminal Project – Construction Update
- b. Replacement Passenger Terminal Project – 3D Model Installation Created by Glendale Community College
- 9. ITEMS PULLED FOR DISCUSSION
- 10. EXECUTIVE DIRECTOR COMMENTS
- 11. COMMISSIONER COMMENTS
(Commissioners may make a brief announcement, make a brief report on their activities, and request an agenda item for a future meeting.)
- 12. PUBLIC COMMENT
- 13. ADJOURNMENT

COMMISSION NEWSLETTER

Tuesday, February 17, 2026

[Regarding agenda items]

5. CONSENT CALENDAR
(Consent Calendar items may be enacted by one motion. There will be no separate discussion on these items unless a Commissioner so requests, in which event the item will be removed from the Consent Calendar and considered in its normal sequence on the agenda.)
 - a. COMMITTEE MINUTES. A copy of the approved minutes of the Executive Committee meeting of January 7, 2026; a copy of the approved minutes of the Finance and Administration Committee special meeting of January 20, 2026, and an approved copy of minutes of the Legal, Government and Environmental Affairs Committee special meeting of January 20, 2026, are included in the agenda packet for information purposes.
 - b. COMMISSION MINUTES. A draft copy of the February 2, 2026, regular meeting Commission minutes are included in the agenda packet for review and approval.
 - c. AUTHORIZATION TO ENGAGE RATING AGENCIES FOR REPLACEMENT PASSENGER TERMINAL PROJECT BONDS. A staff report is included in the agenda packet. At its meeting on February 2, 2026, the Finance and Administration Committee voted (3–0) to recommend that the Commission approve the engagement of S&P Global Ratings, Moody’s Investors Services, and Fitch Ratings, Inc., for the assignment of bond credit ratings for the Replacement Passenger Terminal project bonds, and authorize the Executive Director to execute agreements for such engagements and for the maintenance of the ratings through the term of such bonds.
 - d. MEMORABILIA DONATION. A staff report is included in the agenda packet. At its meeting on February 4, 2026, the Executive Committee voted (3–0) to recommend that the Commission approve the donation to Big Dog Productions, Inc., of certain memorabilia under a proposed Memorabilia Donation Agreement.
 - e. INVITATION TO THE FAA ASSOCIATE ADMINISTRATOR FOR AIRPORTS REPLACEMENT PASSENGER TERMINAL OPENING CEREMONY. A staff report is included in the agenda packet. On January 15, 2026, during the tour of the Replacement Passenger Terminal project with Mr. Daniel Edwards, Federal Aviation Administration Associate Administrator for Airports, staff requested that he consider attending the RPT opening ceremony.
6. ITEMS FOR COMMISSION APPROVAL
 - a. AWARD OF STANCHION PURCHASE ORDER – VISIONTRON CORP. A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff recommends that the Commission authorize a Purchase Order to Visiontron Corp., in the amount of \$129,974.65 for the acquisition of common use stanchions to be installed for queueing and line management at multiple locations throughout the Replacement Passenger Terminal.

- b. AWARD OF DESIGN-BUILD AGREEMENT FOR ELEVATOR REPLACEMENT PROJECT NUMBER (E26-01). A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff recommends that the Commission approve to: i) Award of a Design-Build Agreement in the amount of \$2,338,661 to Charles Pankow Builders, Ltd., for replacement of the Replacement Parking Structure ("RPS") elevators; ii) Authorize a project budget for project management and contract administration for a not-to-exceed amount of \$184,000; iii) Authorize a project contingency of \$230,000; and iv) Authorize Staff to file a CEQA Notice of Exemption for the project.
- c. AWARD OF PROFESSIONAL SERVICES AGREEMENT FOR WASTE MANAGEMENT PLANNING & IMPLEMENTATION SERVICES. A staff report is included in the agenda packet. At its meeting on February 4, 2026, the Executive Committee voted (3-0) to recommend that the Commission award a Waste Management Consulting Services Agreement to Polytechnique Environmental, Inc., for waste management planning, development and implementation services in support of the Replacement Passenger Terminal operation in compliance with California's Senate Bill 1383 (2016).
- d. TBI AIRPORT MANAGEMENT PERFORMANCE REVIEW FRAMEWORK – ESTABLISHMENT OF TBI PERFORMANCE REVIEW AD HOC COMMITTEE. A staff report is included in the agenda packet. At its meeting of February 4, 2026, the Executive Committee voted unanimously (3-0) to recommend that the Commission consider a framework for a performance review of TBI Airport Management ("TBI") under the Fourth Amended and Restated Agreement for Airport Management Services. Additionally, the Executive Committee voted unanimously (3-0) to recommend that the Commission establish a TBI Performance Review Ad Hoc Committee to conduct the performance review.

7. ITEMS FOR COMMISSION DISCUSSION

- a. PRESENTATION OF FISCAL YEAR 2025 FINANCIAL STATEMENTS AND SUMMARY OF AUDIT RESULTS. A staff report is included in the agenda packet. At its meeting on February 2, 2026, the Finance and Administration Committee voted (3-0) to recommend that the Commission note and file these reports. The Authority's independent auditor, Macias Gini & O'Connell LLP has completed its audit of the Burbank-Glendale-Pasadena Airport Authority fiscal year 2025 financial statements. Enclosed with this staff report is a copy of the audited Basic Financial Statements for the fiscal years ended June 30, 2025 ("FY 2025") and 2024 ("FY 2024"). Also enclosed are copies of the audited Single Audit Reports (audit of federal grant programs), Passenger Facility Charge Compliance Report, Customer Facility Charge Compliance Report, Independent Auditor's Report on Compliance with Aspects of Contractual Agreements (bond compliance), and the Auditor's Required Communications to the Authority Regarding the FY 2025 Audits.

8. ITEMS FOR COMMISSION INFORMATION

- a. REPLACEMENT PASSENGER TERMINAL PROJECT CONSTRUCTION UPDATE. No staff report attached. Staff and Jacobs Project Management will provide an update on the progress of the construction of the Replacement Passenger Terminal.

- b. REPLACEMENT PASSENGER TERMINAL PROJECT– 3D MODEL INSTALLATION
CREATED BY GLENDALE COMMUNITY COLLEGE. No staff report attached. Staff
will share information about the onsite installation of a 3D model of the Replacement
Passenger Terminal located in Terminal B. The project was designed and produced
by architecture students at Glendale Community College.



MEMORANDUM



COMMUNITY DEVELOPMENT



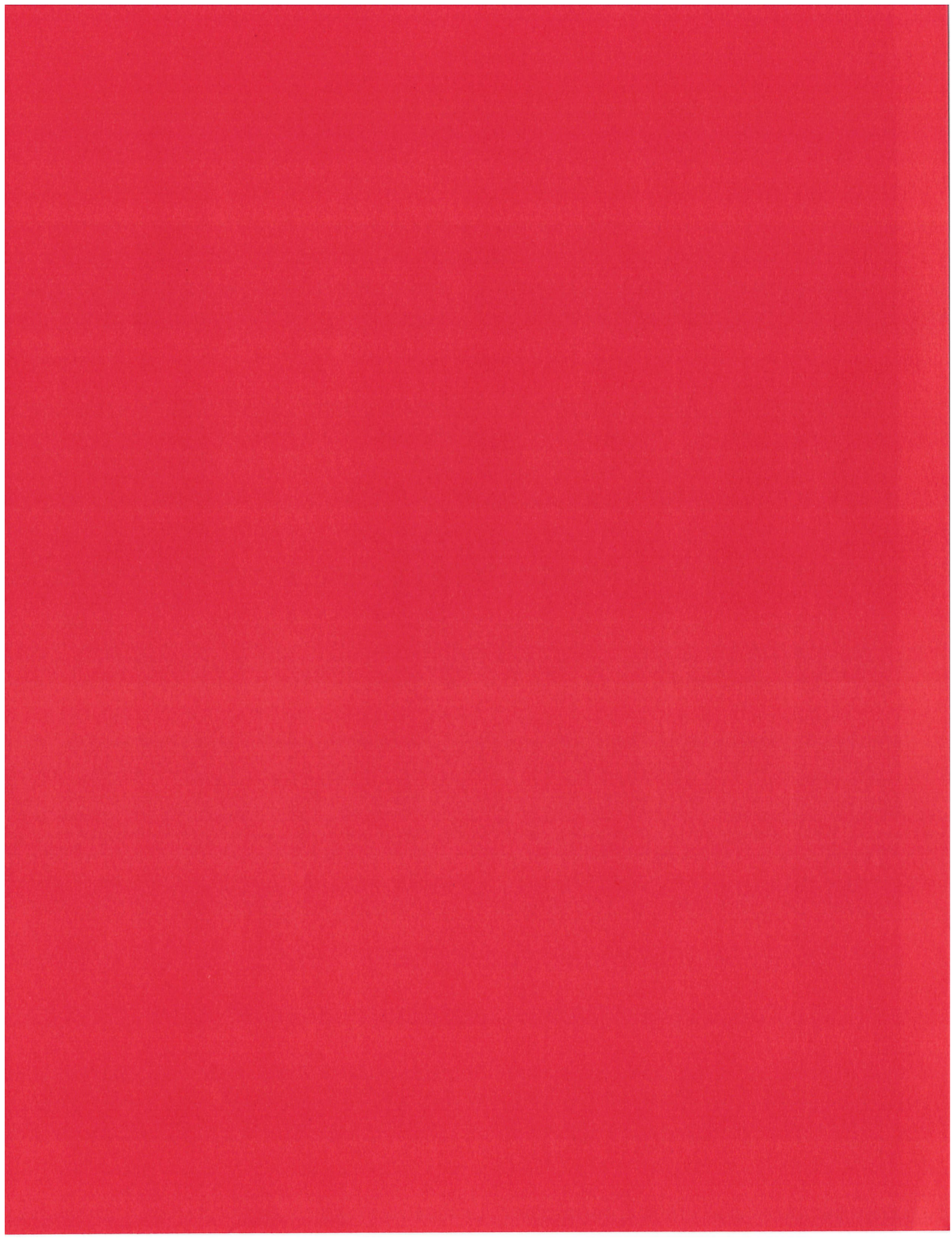
DATE: February 9, 2026

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
VIA: Simone McFarland, Asst. Community Development Director 
Mary Hamzoian, Economic Development Manager
BY: Aida Ofsepien, Economic Development Analyst I

SUBJECT: Downtown Burbank Partnership (PBID) Meeting – January 15, 2026

- The Board approved the 2025 annual budget and events calendar for the PBID. The budget provides an outline for annual spending and ensures that the PBID is aligned with the Management District Plan.
- Staff presented a draft audit letter from LSL, a Certified Public Accountancy Firm for an audit of the PBID's financials for the 2024 calendar year. Per the PBID's current City Agreement for Services, a financial audit is required every three years. The Board agreed to move ahead and approve the audit letter, finalizing the audit process.
- The Board approved a letter of support for the AMC Walkway/Palm Paseo Project and recommended permanent relocation of the Cultural Market encouraging staff to continue efforts to find an alternative location.
- Staff reported that the City of Burbank is in the process to be approved as an official FIFA World Cup Fan Zone for July 18–19, 2026, pending City Council approval of a host agreement currently under legal review. Planning is underway across City departments, with the event expected to generate significant economic, tourism, and branding benefits for Downtown Burbank.



MEMORANDUM




COMMUNITY DEVELOPMENT



DATE: February 13, 2026

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
VIA: Fred Ramirez, Assistant Community Development Director - Planning
Scott Plambaeck, Planning Manager
Amanda Landry, Principal Planner
BY: Sara Durghalli, Assistant Planner

SUBJECT: City Manager Tracking List Item #2643 – Discussion of the Livable Communities Initiative's Request for Modifications to the City Policies Related to Housing Development

BACKGROUND

At the October 1, 2024, City Council meeting, the City Council (Council) received a staff report related to the Livable Communities Initiative (LCI) (Attachment 1, Exhibit A) in response to a request from then Mayor Schultz at the February 13, 2024 City Council meeting. After reviewing the report and the staff presentation, Council requested that staff follow up with a memorandum that includes a point-by-point analysis of an LCI document titled "City of Burbank Housing Component Executive Summary" (Executive Summary), including an evaluation of the City's existing land use policies, strategies, and programs alignment with the LCI's recommendations. This memorandum includes the requested analysis and identifies areas in which the City's current ongoing Planning efforts, may be in alignment with LCI strategies.

The Livable Communities Initiative (LCI)

The LCI is a private, grassroots advocacy organization founded in Los Angeles and plays a role in implementing the City of Los Angeles Housing Element (Program #131). Its Advisory Committee includes members from various Los Angeles-based organizations, such as University of California Los Angeles, Los Angeles Department of Transportation, and Imagine LA. Although the City of Los Angeles' regulations, including Housing Element programs and associated organizations involved in implementing the City of Los Angeles Housing Element, do not apply to or hold authority to shape policy in Burbank,

the LCI has independently identified Burbank as another community where its goals should also be promoted.

City of Burbank Land Use Policies

The Burbank 2035 General Plan Land Use Element (LUE) is the guiding policy document for future development in the City of Burbank and serves as a foundational component that influences policies and goals across other General Plan elements. As required by state law, the LUE must designate the general distribution and location of land uses—such as residential, commercial, industrial, open space, and public facilities—and establish standards for residential density and nonresidential building intensity. These regulations help ensure that incompatible uses, like homes near potentially harmful industrial operations, are avoided, protecting public health and promoting orderly development by setting the physical pattern of land use throughout the city. The LUE also shapes the demands placed on other systems, such as transportation, utilities, and public services. For example, the Mobility Element responds to land use patterns by identifying future transportation services and routes that meet the needs of both existing and future development.

To ensure land use policies reflect the needs and values of the community, the LUE emphasizes a community driven approach to planning. For example, LUE Goal 7 promotes meaningful community engagement by encouraging broad participation in the planning process and Policy 7.3 specifically calls for direct public involvement in the development of new projects and plans, as well as in routine planning decisions. To support this, Policy 7.4 outlines strategies such as hosting community meetings, workshops, and other public forums at various times and locations to maximize accessibility and participation. The 2021-2029 Housing Element (Housing Element) contains goals, policies and actions and a state-mandated Program related to facilitating the development of housing to fulfill the City's obligation to meet the Regional Housing Need Allocation (RHNA) by facilitating the production of housing of 8,772 new dwelling units in the City by 2029.

DISCUSSION

LCI Executive Summary

The LCI provided the City with an executive summary outlining thirteen¹ goals and strategies they developed to address housing affordability, climate impact, and traffic congestion. LCI advocates for developing 100% affordable, mixed-income, and mixed-use housing along commercial corridors near transit hubs and promotes mid-rise (3-5 stories) housing above businesses to create walkable, bikeable, and car-light communities, reducing car dependency while increasing housing supply. Attachment 2

¹ The executive summary contains a numerical typo that erroneously lists 14 goals, instead of the 13 goals that are actually presented.

provides an overview of the thirteen goals in the Executive Summary and assesses how current land use policies and City programs align with them, and with ongoing land use planning efforts.

Alignment With City of Burbank Land Use Policies

As noted in Attachment 1, the City's existing land use policy, ongoing and future planning efforts are similar to and in many ways aligned with the goals outlined by the LCI. Further, the City's policies are guided by established best practices and shaped through a balance of technical analysis, regulatory requirements, and meaningful public input that reflects the evolving needs of our residents, businesses, and stakeholders. Key initiatives, including the 2021-2029 Housing Element programs and the upcoming Specific Plans for the Golden State, Media District, and Downtown areas, are focused on increasing housing production, improving affordability, and advancing fair housing goals. The Specific Plans will provide tailored land use and mobility frameworks that facilitate housing development, support transit-oriented growth, and promote long-term environmental and economic sustainability. These efforts form a central part of the City's broader strategy to meet state housing mandates while preserving the unique character of Burbank's neighborhoods.

CONCLUSION

The City places a high value on inclusive public engagement as a foundational component of its planning and policy-making processes. Typically, accommodation of direct appeals to policymakers for immediate policy changes without prior engagement in the public process is not consistent with the City's principles of equitable and participatory governance. Ensuring transparency, accountability, and community-informed decision-making requires that all stakeholders—including advocacy organizations such as the LCI—participate in established forums for public input. Currently, the City is in the process of preparing four specific plans that are considering updates to City land use policy and processes. As these efforts move forward, LCI representatives are strongly encouraged to attend and contribute to upcoming community meetings, workshops, and other public engagement opportunities that inform and influence land use policy development. Ultimately, while the City welcomes innovative ideas and collaborative efforts, major shifts in policy direction must emerge through comprehensive community dialogue.

ATTACHMENT

Attachment 1 – Analysis of LCI Executive Summary

ATTACHMENT 1

Analysis of LCI Executive Summary

LCI Goal 1: Increase Density on Smaller Mixed-Use/Commercial Zoned Parcels to Promote Human Scaled Residential Housing

The LCI proposes increasing residential density on small mixed-use and commercial parcels by regulating development through Floor Area Ratio (FAR) and building height, rather than traditional density metrics such as dwelling units per acre. This approach is intended to reduce the need for land assembly, which can drive up development costs for small-scale builders and potentially lead to the displacement of existing tenants and residents. To promote human-scaled development on smaller parcels and accommodate for an increased level of development, their recommendation also proposes modifications to the City's Zoning Code to allow for unlimited density on small lots (<8,000 sq. ft., <60 ft. wide) to offset footprint limitations caused by parcel size, height, and FAR restrictions.

City of Burbank Alignment

The City of Burbank regulates development through FAR and Density. The FAR and Density allowances have long been established through careful analysis and vetting by the community to ensure compatible land use development. While the approach proposed by the LCI does not align with the City's zoning regulations and land use strategies, the objective of LCI Goal 1 to promote additional housing is similar to the 2021-2029 Housing Element's goal of providing diverse housing options (Exhibit B). To achieve this, the City is updating and simplifying residential development standards and adopting objective standards for the Golden State Specific Plan, Downtown TOD, and Media District Specific Plans (2021-2029 Housing Element Programs #17 and #18). These ongoing updates will refine regulations for parking, setbacks, height, and other development requirements to help facilitate compact, well-designed housing and improve development feasibility. In addition, 2021-2029 Housing Element Program #11 also commits the City to updating the Density Bonus and Inclusionary Housing regulations to offer further streamlining incentives, waivers, and increases in allowable density for housing development projects in exchange for community benefits and affordable housing. Lastly, as part of Housing Element Program #5: Housing Opportunity Sites and Rezone Program, the City Council adopted a Housing Opportunity Sites Overlay Zone. This overlay establishes increased density allowances on 19 designated sites, ensuring consistency with State Housing Law and facilitating the development of new housing units necessary to meet the City's RHNA allocation of 8,772 units by 2029.

LCI Goal 2: Achieve Higher Building Footprint Efficiency on Smaller Sites

LCI proposes to increase the allowable building height for single-stairway multi-unit buildings from three stories, to four to six stories while ensuring fire safety and maximizing

housing capacity. Implementation could involve a Municipal Code amendment, or a Standard Bulletin Alternate Materials and Methods Request to adopt NFPA 101 or higher egress standards.

City of Burbank Alignment

As of July 1, 2025, Gov. Gavin Newsom signed California Assembly Bill 130 (Exhibit C), which became effective immediately and prohibits a city or county, from making changes or adopting more restrictions to the State Housing Law and Building Code standards applicable to residential units unless specific conditions are met. The amendments imposed are designed to further streamline the construction of residential housing to address the state's housing crisis. These restrictions on local and state agency authority will last from October 1, 2025 to June 1, 2031, unless further extended by the state.

One provision included in the bill provides a carve-out for standards developed in connection with research conducted under California Health and Safety Code Section 13108.5.2 related to single-exit, single-stairway apartment buildings of three stories or more. This exemption is reflected in the amended language of Section 18929.1(c)(3) and Section 18930(g)(3) of the Health and Safety Code.

The City of Burbank adheres to the California State Building Codes for the regulation of building standards. Currently, these codes prohibit single-stairway configurations in multifamily buildings. However, should the State adopt new standards informed by research conducted by the State Fire Marshal, the City would align with those updates, potentially allowing single-stairway multifamily buildings exceeding three stories in height.

LCI Goal 3: Encourage the Development of Human-Scaled, Smaller Infill Mixed-Use Residential Properties by Incorporating Suitable Floor Area Ratios and Height Limits That Align with the Size of the Project Site

LCI proposes to modify Floor Area Ratios (FAR) and height limits to support efficient residential and mixed-use projects, to enable larger unit sizes and more infill development. For parcels less than or equal to (\leq) 8,000 sq. ft. in designated commercial zones (C-2, C-3, MDC-2, MDC-3, MDC-4, MPC-3, BCC-1, BCC-2, BCC-3) and within 0-149 feet of single-family zones, the LCI proposes the City increase FAR to 3:1 and allow building heights up to 60 feet. [This goal specifically calls out the City to modify 10-1-920(B)(3)(a) of the municipal code.]

City of Burbank Alignment

The City places a high value on maintaining neighborhood compatibility and has instituted many land use planning strategies to address ongoing community concerns regarding increased building heights and development adjacent to single-family neighborhoods, particularly near the sites identified by LCI as those that should be further developed.

The 2021-2029 Housing Element emphasizes infill development on underutilized properties, aligning directly with the intent of LCI goal #3 to maximize housing potential. The Opportunity Sites identified in the 2021-2029 Housing Element are considered to have realistic development potential within the 2021–2029 planning period and have proximity to important transit resources and employment opportunities, while also having less of an impact on low-density neighborhoods. To facilitate infill development, the City is currently developing the Media District Specific Plan, the Downtown Transit-Oriented Development (TOD) Specific Plan and the Golden State Specific Plan (GSSP), both of which will establish land use policies, development standards, and incentives to support housing growth to its fullest potential. Furthermore, the Burbank2035 General Plan (Exhibit D) Land Use Policies 1.2 and 1.4 provide an incentive allowing up to a 25% increase in residential density and commercial intensity within the TOD Transit Center Area and for “Exceptional Projects”, in exchange for the implementation of or funding for community benefits.

Further, the BMC does allow for the development of taller buildings near low-density neighborhoods through the Conditional Use Permit (CUP), which allows for a case-by-case evaluation of height modifications, ensuring community input is considered and surrounding areas are not adversely impacted. The Planned Development (PD) and Development Agreement (DA) processes have also proven effective in facilitating infill projects, including those featuring mixed-use and mixed-income components.

LCI Goal 4: Optimize Open Space Requirements to Ensure More Housing, and Better Housing on Smaller Commercial Parcels

LCI proposes to modify development standards to prioritize housing production over luxury amenities in mixed-use developments and recommends that the City reduce minimum open space requirements for small infill projects and allow balconies to extend over publicly owned sidewalks. The following specific policy adjustments to support housing-focused development are proposed:

- Reduce the minimum open space requirement to 12% of the total project area.
- Allow publicly accessible open space to fulfill 100% of the open space requirement (currently capped at 40%).
- Reduce the minimum area for common open space from 400 to 300 square feet, with updated minimum dimensions of 12 feet by 25 feet.
- Allow upper-story decks for projects built on parcels that are 4,500 square feet or smaller, or with street frontages of 50 feet or less.

City of Burbank Alignment

The City allows residential development on most commercial parcels and provides for flexibility with respect to the applicable development standards through the City Density Bonus and Inclusionary Housing requirements, as State Density Bonus Law allows for reductions in open space (by approximately 30%), parking, and setbacks to support

higher-density, affordable housing (Gov. Code, § 65915 – 65918). Additionally, AB 894 enables shared parking arrangements, helping to lower development costs and promote more efficient land use for housing, employment, services, and public open space (CA Gov. Code § 65863.1). This approach advances infill development goals by shifting to a project-area-based open space standard, helping to avoid disproportionate burdens on smaller housing units. These strategies offer meaningful flexibility to accommodate increased housing on select sites, and are reinforced by additional implementation tools embedded within the City's Zoning Code.

The City of Burbank's current zoning standards strike a balance between flexibility and quality design to support a variety of residential development types. Under Section 10-1-628(K), each unit must generally provide 150 square feet of common open space and 50 square feet of private open space. However, for projects with five or fewer units, the code allows 200 square feet of private open space per unit in lieu of meeting both requirements, provided it meets minimum dimensional standards. This offers a streamlined and efficient option for smaller-scale developments.

In addition, the 2021–2029 Housing Element outlines future updates to the City's multifamily development standards to better facilitate housing development feasibility. The Specific Plans currently underway will help shape those updates. These plans introduce greater flexibility by allowing open space requirements to be met through a thoughtful mix of private and common open space, specifically designed to enhance the public realm. Guided by clear, objective standards, the plans aim to ensure that new development promotes pedestrian activity, fosters social interaction, and contributes to a strong sense of place. In response to the proposal to permit balcony overhangs within the public right-of-way, the approach within the Specific Plans would expressly prohibit such encroachments to avoid potential conflicts with public utilities in the PROW and to ensure unobstructed access for necessary upgrades and repairs.

LCI Goal 5: Revise Infill Development Standards to Promote Increased Sunlight, and Green Open Space.

LCI recommends new developments require light wells (outer courts), commonly associated with courtyard style housing, especially in narrow-lot projects where current setback rules limit feasibility, and windows on both sides of dwelling units. LCI proposes mandating minimum outer court standards (20'-0" by 12'-0") for mixed-use and residential developments in zones like C-2, C-3, MDC-2 through MDC-4, MPC-3, and BCC-1 through BCC-3.

City of Burbank Alignment

Courtyard style buildings are currently permitted and supported by several city policies, including General Plan Program LU-1, which calls for zoning standards that promote natural light and green spaces; 2021-2029 Housing Element Policy 3.9, which

encourages sustainable and green building design; and General Plan Land Use Policy 2.5, which promotes green building practices.

Additionally, the City also has several zoning code provisions that allow for reduced setbacks for mixed-use developments in non-residential zones, which would increase feasibility for development of narrow lots. These provisions that developers could utilize to make use of narrow lots for their projects include:

- Section 10-1-920(B)(5)(b)(i)(a): No front or street-side yard setback is required for lots with 75 feet or less of frontage (with exceptions for certain parking structures).
- Section 10-1-920(B)(5)(b)(i)(c): Ground-floor residential units elevated 4 to 6 feet above the sidewalk must maintain an 8-foot setback.
- Table 10-1-920(B)(5)(d) - Encroachment Table: Permits front and side-facing projections to extend within 3 feet of the property line.

LCI Goal 6²: Mandatory Inclusionary Zoning for On-Site Affordable Housing

LCI proposes requiring that 15% of units in all residential projects located within the C-2, C-3, MDC-2, MDC-3, MDC-4, MPC-3, BCC-1, BCC-2, and BCC-3 zones be designated as affordable housing. This requirement would apply to legal parcels with street frontages of 60 feet or less and lot sizes of 8,000 square feet or less, with units subject to a 55-year or permanent affordability covenant.

City of Burbank Alignment

Burbank's Inclusionary Housing Program requires residential projects with five or more units to set aside 15% of units as long-term affordable housing. Rental developments must include 5% very low-income and 10% low-income units, while ownership projects are required to provide 15% moderate-income units. To offer greater flexibility, the City allows developers to meet inclusionary requirements through alternative compliance options, such as providing off-site affordable units via new construction, rehabilitation, or adaptive reuse, or by donating land to the City for the construction of the required inclusionary units. These alternatives are permitted by right.

Incentives are also available to encourage affordable housing development. Projects with five or more units may qualify for a density bonus and additional concessions under the Inclusionary Housing Ordinance, potentially increasing the number of affordable units. Furthermore, Burbank's inclusionary and density bonus programs offer development impact fee payment deferral until the certificate of occupancy is issued.

The City remains committed to facilitating housing opportunities for all income levels. For example, 2021-2029 Housing Element Policy 3.8 encourages partnerships with affordable housing developers and investors to extend expiring affordability covenants and preserve older, naturally occurring affordable housing as long-term affordable units.

² Listed in LCI Executive Summary as Goal 7.

The City's 2021-2029 Housing Element supports the LCI goal of promoting affordable housing development through the implementation of Program 10: the Inclusionary Housing Ordinance. As previously noted, work is currently underway to evaluate updates to the City's Inclusionary Housing regulations.

LCI Goal 7³: Anti-Luxury Housing Provisions With a Minimum Density Requirement

The LCI recommends requiring a minimum size of five units per residential project. The intent is to promote higher-density, more affordable housing options and prevent the construction of low-density, high-end or luxury housing that is not accessible to lower- and moderate-income households.

City of Burbank Alignment

The City's 2021-2029 Housing Element Policies 2.2 and 2.3 focus on promoting a variety of housing types and densities to serve all income levels. While Burbank does not mandate a minimum density for new housing developments, several 2021-2029 Housing Element programs support the production of diverse and affordable housing, particularly on non-vacant sites. These programs offer tools such as development incentives, expedited processing, marketing support, and financial assistance. Relevant programs include:

- Program 5: Housing Opportunity Sites and Rezone Program
- Program 8: Public/Private Partnerships on City Land
- Program 9: Facilitate Development of Affordable Housing on Non-Vacant Sites
- Program 10: Inclusionary Housing Ordinance
- Program 11: Density Bonus Ordinance
- Program 17: Objective Development Standards
- Program 19: Development Fee Waivers
- Program 20: Lot Consolidation Program
- Program 22: Updated Project Appeal Procedures

In addition, the City complies with several laws passed by the state, which pave the way for increased density in low density zones. The laws include:

- State ADU Law, which requires jurisdictions to allow accessory dwelling units (ADUs) on both single-family and multifamily lots (Gov. Code, § 66314 et seq.).
- Senate Bill 9, which facilitates modest infill development by allowing duplexes and lot splits in single-family neighborhoods through a streamlined approval process (Gov Code § 65852.21 et seq.).
- Senate Bill 684, which supports small scale infill housing production by streamlining the creation of smaller residential lots suitable for duplexes,

³ Listed in LCI Executive Summary as Goal 8.

townhomes, and other moderate-scale housing types (Gov Code § 65852.28 et seq.)

LCI Goal 8⁴: Eliminate On-Site Residential and Commercial Parking

LCI recommends reducing housing costs and development barriers by removing mandatory parking minimums and capping on-site parking at 0.25 spaces per unit, prioritizing transit-oriented development and parking-light lifestyle buildings that are served by robust transit.

City of Burbank Alignment

The 2021-2029 Housing Element Program 18 (Updated Multi-Family Development Standards) proposes to remove constraints to housing by reviewing and updating the City's multi-family development standards, with a focus on parking, setbacks, height, and other regulations to support the creation of compact, well-designed multi-family housing.

To lower development costs and encourage housing production—especially in transit-rich areas—the City is advancing several policies in the forthcoming specific plans. The parking requirements for all sites will align with alternative parking standards allowed under State Density Bonus Law. Additional parking reductions may be granted in exchange for community benefits or through a customized density bonus program currently under development as part of these specific plans. Updated parking standards will establish both minimum and maximum thresholds, giving developers flexibility to tailor parking supply to market demand. However, because of AB 2097 (Gov. Code, § 65863.2), even minimum parking requirements will not be enforced for most development projects located within half a mile from a major transit stop. Further, the City's working toward the development of a Citywide Parking Management policies and regulations that help identify ways to maximize the use of City on-street and off-street parking facilities for the use of residents, businesses, and visitors; Parking Management policies and programs will first be included in the City's forthcoming specific plans.

LCI Goal 9⁵: Eliminate Impact fees and Reduce Other Construction and Application Related Fees to Reflect the Size of Development

LCI recommends the City implement the language of AB 602 by adjusting development fees to be based on the size of new developments rather than the number of units. LCI encourages the construction of smaller homes by reducing or waiving fees, ensuring high-density projects with many small units are not disproportionately penalized, and overall supports small-scale developers by scaling fees based on project size rather than unit count to incentivize affordability and reduce financial barriers for infill projects.

⁴ Listed in LCI Executive Summary as Goal 9.

⁵ Listed in LCI Executive Summary as Goal 10.

City of Burbank Alignment

The overall goal to reduce development cost for developers is in line with the City's goals, as reflected in the adopted Inclusionary Housing and Density Bonus Ordinances. The Inclusionary Housing Ordinance provides an option for developers to elect to pay tiered in-lieu fees when they opt out of providing the affordable units, reducing costs for smaller projects, where the economic impact of inclusionary housing tends to be greater. Additionally, the City is in the process of updating its Density Bonus and Inclusionary Housing regulations and is considering inclusionary in-lieu fees and offers for deferrals of development impact fees as an incentive. Furthermore, developers of affordable housing projects with at least 49% very low- and low-income units may defer development fee payments until the issuance of a certificate of occupancy in accordance with SB 937 (Gov. Code, § 66007).

Arbitrary relief from development impact fees conflicts with the principles of nexus and proportionality that the City is required to uphold. Development fees directly correspond to the impacts of each project and subsidizing one development with the fees from another would shift the financial burden onto the City and inequitably between developments. This approach would also be detrimental, as the City relies on these funds to build necessary public infrastructure to support planned growth and ensure that each development pays for its fair share of the infrastructure cost.

LCI Goal 10⁶: Promote Architecturally Rich Housing

LCI recommends that the City implement multifamily design guidelines that reflect neighborhood character while ensuring streamlined approvals. LCI suggests the City implement pre-approved façade designs and objective architectural standards.

City of Burbank Alignment

2021-2029 Housing Element policies promote high-quality design that complements the character of existing neighborhoods. 2021-2029 Housing Element Program 18 (Updated Multi-Family Development Standards) focuses on revising development and design guidelines to encourage architectural diversity and support a variety of new housing types, while preserving the integrity of established neighborhoods. Additional details on the anticipated updates to these development standards are outlined above.

LCI Goal 11⁷: Streamline Development Approval Process

LCI recommends reducing bureaucratic delays by guaranteeing 90-day approvals for certain housing applications.

City of Burbank Alignment

⁶ Listed in LCI Executive Summary as Goal 11.

⁷ Listed in LCI Executive Summary as Goal 12.

This LCI goal aligns directly with 2021-2029 Housing Element Policies 3.4, 3.6, 4.1, 4.2, and 4.3, which collectively aim to streamline permit processing and eliminate governmental barriers to housing production. These policies, along with their corresponding programs, are articulated further in the City Alignment sections above.

Key Streamlining Measures adopted by the City:

- SB 35, AB 2011, and other state-mandated ministerial approvals are available for projects meeting eligibility criteria such as affordability, wage, and design standards.
- Objective Development Standards (HE Goal 4, Policy 4.2) will provide clarity and predictability for developers, as well as reduce overall review costs.
- HE Program 5: 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.
- Inclusionary Housing & Density Bonus Ordinances provide standardized incentives and streamlined appeals.
- Under the proposed Specific Plans, not yet adopted, by-right approvals are being considered for projects ≤ 100 units meeting Density Bonus, Inclusionary Housing, and objective standards. These projects can bypass discretionary reviews (e.g. CUPs or PD permits).

In addition, the City complies with state law that mandates streamlined pre- and post-entitlement permit reviews and approvals such as:

- The Permit Streamlining Act which requires public agencies to approve or disapprove of a development project within certain specified timeframes (Gov. Code, § 65943, subd. (a)).
- AB 2234 which requires jurisdictions to determine whether a post-entitlement phase permit application is completed within 15 days of receiving the application, requires project review to be complete within 30 days for projects 25 units or fewer, and 60 days for projects 26 units or more (Gov. Code, § 65913.3 and 65913.3.5).
- Accessory Dwelling Unit Approvals which require an application for an ADU shall be considered without discretionary review or hearing (Gov. Code, § 66323).
- The Housing Accountability Act (HHA) which requires local jurisdictions to adhere to strict timelines for reviewing housing projects and limits the number of public hearings that may be conducted. These provisions are intended to ensure a streamlined review process and to prevent unnecessary delays that could hinder housing production (Gov. Code, § 65589.5).

LCI Goal 12⁸ : To Promote Smaller Infill Developments, Ensure Equitable Distribution of Infrastructure Costs, and Certification Process Streamlining to Reduce Time Delays.

The LCI recommends amortization of infrastructure costs for new infill development, the reduction of permitting timelines, and the streamlining of certification processes. It emphasizes equitable distribution of water and power infrastructure costs, particularly for small-scale projects, and recommends minimizing delays in utility certification. To achieve these objectives, LCI encourages collaboration between cities and utility providers to reduce upfront infrastructure expenses. It also suggests exploring the use of "certifiable and adaptable transformer service formats"—pre-certified systems that can be customized for modern urban environments—and implementing more flexible clearance standards to maximize usable development areas.

City of Burbank Alignment

The General Plan and 2021-2029 Housing Element include policies aimed at addressing infrastructure-related costs and streamlining development procedures. These policies support the broader objective of reducing housing development costs and align with the LCI Goals 1, 4, 8, 9, and 11, as discussed above.

Currently, there are no programs or policies that specifically target utility partnerships aimed at streamlining certification processes or reducing costs in this manner. Input from Burbank Water and Power (BWP) will be essential to assess the feasibility of implementing such process changes, particularly in the context of Burbank's existing infrastructure capacity and operational environment. This opportunity warrants further exploration to assess potential impacts to BWP's Rules and Regulations.

The Burbank2035 Land Use Element evaluates both the maximum and estimated residential buildout based on the availability of public facilities, infrastructure, and services planned under the General Plan. New development proposals require site-specific analysis to determine realistic residential capacity, considering infrastructure availability and associated improvement costs.

LCI Goal 13⁹: To Create More Pedestrian Friendly Streets by Utilizing Tree Cover and Green Space to Encourage Pedestrian, Consumer, and Resident Utilization, and Address Climate and Health Concerns

The LCI recommends enhanced walkability, mitigation of urban heat island effects, and strengthened local economic activity through strategic streetscape improvements, including tree planting requirements. Specifically, it recommends incorporating a dedicated Tree Element into the General Plan and enforcing street tree planting

⁸ Listed in LCI Executive Summary as Goal 13.

⁹ Listed in LCI Executive Summary as Goal 14.

standards in alignment with Burbank's Street Tree Master Plan. LCI proposes a minimum of one tree per 30 feet of street frontage, with the objective of achieving at least 20% canopy coverage of outdoor areas within 10 years of planting. LCI suggests in cases where the City determines that physical constraints prevent required street trees from being accommodated within the public right-of-way, a tree planting guarantee fee should be collected in lieu of on-site planting.

City of Burbank Alignment

LCI's goals are well-aligned with Burbank's General Plan, particularly within the Air Quality and Climate Change Element, Land Use Element, and 2021-2029 Housing Element. These documents contain targeted policies and programs aimed at fostering a more inclusive, efficient, and livable urban environment. Implementation strategies are further detailed in supporting plans, including the Citywide Complete Streets Plan (Exhibit E), the Burbank Street Tree Master Plan (Exhibit F), and the Greenhouse Gas Reduction Plan (Exhibit G). These plans outline specific actions that are consistent with LCI priorities such as enhancing pedestrian environments through increased tree cover, while reinforcing Burbank's commitment to sustainability and resource conservation.

Key examples include:

- Air Quality and Climate Change Element – Policy 2.4: Encourages tree planting to mitigate air pollution and reduce urban heat island effects.
- Land Use Element – Goal 4: Promotes the development of complete streets incorporating trees, landscaping, street furniture, public art, and other design features to enhance community character.
- 2021-2029 Housing Element – Policy 2.1: Supports concentrated development within the Downtown TOD, Golden State, and Media District Specific Plan areas to create walkable, transit-oriented neighborhoods.
- Burbank Water and Power Tree Program: Offers up to three free shade trees for residents and up to 20 trees for businesses to reduce cooling costs and support climate resilience.
- Downtown District Community Benefits Program: Incentivizes developers seeking increased building heights to contribute to public benefits, such as affordable housing, open space, enhanced streetscapes (including tree lined streets), pedestrian and bicycle improvements, and neighborhood character protection.

EXHIBITS

Exhibit A – LCI Executive Summary

Exhibit B – 2021-2029 [Housing Element](#)

Exhibit C – [AB 130](#)

Exhibit D – [Burbank 2035 General Plan](#)

Exhibit E – [Complete Streets Plan](#)

Exhibit F – [Tree Master Plan](#)

Exhibit G – Greenhouse Gas Reduction Plan (GGRP)

JANUARY 21, 2026

A regular meeting of the Burbank Police Commission was held in the Council Chamber of City Hall, 275 East Olive Avenue, on the above date. The meeting was called to order at 1800 hours by Commission Chair Hacobian.

CALL TO ORDER

Present: Commissioners Chapman, Coomes, Elman, Hacobian, Hartoonian, McKenna and Wenzel

Also Present: Chief Quintero, Deputy Chief Cornils, Lieutenants Fekety and Pfrommer, Sergeant Hensley, Administrative Analyst Kozai, Chief Assistant City Attorney Oh, Executive Assistant Nakamura; Council Liaison Rizzotti

FLAG SALUTE

The flag salute was led by Commissioner Coomes.

COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION AD HOC SUBCOMMITTEES

Commissioners reported on events/meetings attended.

FIRST PERIOD OF PUBLIC COMMENTS

Appearing before the Commission was Joel Schlossman, who commented on response to alarm calls and jurisdiction of emergency responders.

RESPONSE TO PUBLIC COMMENTS

Commissioners thanked the speaker. Chief Quintero explained the process of response to alarm calls and mutual aid response.

APPROVAL OF MINUTES FROM NOVEMBER 19, 2025, MEETING

Commissioner McKenna made a motion, seconded by Commissioner Elman, to approve the minutes of the November 19th meeting. Motion carried by consensus.

ITEMS OF BUSINESS

1. Presentation, discussion, and recommendations, if applicable, on parking enforcement efforts since hiring parking enforcement contractor LAZ Parking

Administrative Analyst Kozai described the onset of the contract with LAZ, the personnel of their team, responsibilities (including parking enforcement and downtown paid parking program), and cite statistics (street sweeping most cited violation).

2. Presentation, discussion, and recommendations, if applicable, on the function of the Community Service Officer (CSO)

Sergeant Hensley stated the first CSO started in July 2025, and described the functions of the CSO and future of the program to expand responsibilities to basic non-emergency reports.

Commissioners are looking forward to a statistics update after a year of deployment to see the impact of the CSO program.

3. Presentation, discussion and recommendations, if any, on the draft of the 2026 AB481 report on military equipment prepared for the City Council

Lieutenant Pfrommer described the various utilizations of the equipment and purchase of 4 more kinetic energy weapons that will be listed in the 2026 report. Four videos were shown of deployment of some of the listed equipment.

4. General announcements by Chief Quintero - brief announcements regarding upcoming events and/or items of note related to the police department

2/5 Start of new Community Academy

2/11 Coffee with a Cop - Three Sisters Coffee and Tea, 9-11 am

Chief Quintero announced staffing is currently at 152 sworn. Five recruits are in the Academy; six recruits will soon go.

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

Already agendized for February:

- discussion on how to structure agenda items to align with City Council goals and to clearly define purpose, outcome, and community impact
- discussion on strengthening and refining the Commission's community engagement

Commissioner Coomes made a motion, seconded by Commissioner Hartoonian, to discuss and make recommendations on the scope of work for oversight bodies in preparation for the City Attorney's Office upcoming RFP process (for March). Motion passed by consensus.

At the suggestion of Chief Quintero, Commissioner McKenna made a motion, seconded by Commissioner Hartoonian, to have a presentation and discussion on the Department's decision to separate from the CALEA accreditation program (for February). Motion passed by consensus.

NEXT MEETING DATE – Wednesday, February 18, 2026
6:00 p.m., City Council Chamber

ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at 7:40 pm.

Anne Wenzel
Secretary, Burbank Police Commission