



# Weekly Management Report

## August 8, 2025

- 1. Memo**                      Landlord-Tenant Commission Meeting  
July 7, 2025  
**Community Development Department**
  
- 2. Memo**                      Planning Commission Meeting  
July 28, 2025  
**Community Development Department**



# MEMORANDUM



## COMMUNITY DEVELOPMENT

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**DATE:** July 31, 2025

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director  
VIA: Maribel Leyland, Assistant Community Development Director

**SUBJECT:** Landlord-Tenant Commission Meeting – July 7, 2025

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- One member of the public attended the in-person meeting and participated in the public comment period. He suggested that the Commission start the meetings with the Pledge of Allegiance and shared his opinion on hardships faced by housing providers.
- In response to public comment, Commission Chair Ingalsbee informed the member of the public that the Commission had considered the Pledge of Allegiance in a prior meeting, but the motion did not pass.
- Housing staff informed the Commission that the City Council had recently appointed a new member, Joseph Missimini. He was not available to attend the July meeting, but will begin attending meetings in August.
- An update on the Housing Enforcement Unit in-take process and summary of cases will be included on the August agenda. The Commission also requested regular updates on City Council actions related to landlord and tenant protection strategies as available.
- The minutes were approved.
- The meeting was adjourned at 6:34 p.m.






# MEMORANDUM



## COMMUNITY DEVELOPMENT

**DATE:** August 7, 2025

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director   
Via: Fred Ramirez, Assistant Community Development Director – Planning **JB FOR FR**  
By: Diana Arias, Clerical Worker **8/7/2025**

**SUBJECT:** Planning Commission Meeting – July 28, 2025

- This memorandum goes over general information of the Planning Commission meeting that was held on July 28, 2025. There was one public hearing item presented to the Planning Commission.
- Project No. 21-0006269 was presented to the Commission by Associate Planner, Joseph Onyebuchi, a request for a Conditional Use Permit to Allow the Installation of One New Soft Touch Automatic Car Wash System located at 1420 North San Fernando Boulevard.
- After commission discussion, Commissioner Van Gorder made a motion to approve Project No. 21-0006269 a request for a Conditional Use Permit to Allow the Installation of One New Soft Touch Automatic Car Wash System Located at 1420 North San Fernando as amended to allow the business to open at 6AM, instead of 7AM, and stating that if the City receives more than three noise complaints within a six-month period the CUP shall be subject to review by the Planning Commission, seconded by Commissioner Safarian. Motion carried by a 4-0 vote.
- Assistant Community Development Director Ramirez made the following announcements:
  - The Commission should have received an email from Planning Manager Scott Plambaeck, informing the commissioners that staff had recently presented to City Council updates on the Specific Plan Projects currently being undertaken by the Planning Division.
  - On August 9<sup>th</sup> there will be a pop-up event at the Rancho Marketplace in order to solicit community feedback for the Burbank Rancho Neighborhood Specific Plan Project Reorganization of the Commission and Brown Act

Training will happen at a future meeting where all five commissioners are in attendance.