



COMMUNITY DEVELOPMENT

September 9, 2025

ARTHUR ISRAELYAN
178 S VICTORY BLVD
BURBANK, CA 91502

Via email: ARTDESIGNS97@GMAIL.COM

**RE: Notice of Decision – Approval
PROJECT NO. 23-0006115 – Development Review
2021 N PARISH PLACE**

Dear Arthur Israelyan:

This letter is to notify you that the Community Development Director has approved your application for Development Review to construct a 296-square-foot addition to an existing single-family dwelling and conversion of the dwelling into a two-unit duplex at 2021 N Parish Place, in the R-3 (Medium Density Residential) zone (Attachment A), pursuant to the ability of staff to affirmatively determine the project satisfies the requisites for approval (Attachment E) upon implementation of the attached Conditions of Approval (Attachment F).

Please be advised that the decision of the Community Development Director will become final fifteen (15) days from the date of this letter unless the decision is appealed to the Planning Commission. Any appeal of the Director's decision must be submitted to the Planning Division with the applicable filing fee prior to the expiration of the fifteen (15) day appeal period, or **by 5:00 p.m. on September 25, 2025**. If no appeal is filed, you may submit to the Building & Safety Division for Building Plan Check review the first business day following the conclusion of the 15-day appeal period. If appealed, this decision will be set aside, and the Planning Commission will conduct a De Novo review of the application and make a decision. The Planning Commission decision is final and cannot be appealed. If you have any questions concerning this letter, please contact me by phone at (818) 238-5250 or by email at fbenitez@burbankca.gov.

Sincerely,


Fatima Benitez
Associate Planner
Community Development Department


Patrick Prescott,
Community Development Director

Enc:

Attachment A Approved Plans
Attachment B Project Summary and Background Information
Attachment C Neighborhood Character and Compatibility Requirements
Attachment D Burbank Municipal Code Title 10 Compliance Table
Attachment E Findings for Granting a Development Review Approval
Attachment F Conditions of Approval

Cc: Edgar Kolozyan, Property Owner – Ekolozyab@gmail.com, 2021 N Parish Place,
Burbank, CA 91504

ATTACHMENT A

Page Reserved for Approved Plans

ATTACHMENT B

Project Summary and Background Information

APPLICANT: Arthur Israelyan

PROJECT TITLE: 23-0006115 – Development Review

PROJECT ADDRESS 2021 N Parish Place

ZONING: R-3 **GENERAL PLAN:** Medium Density Residential

SITE AND NEIGHBORHOOD CONTEXT:

The 6,978-square-foot project site, located at 2021 N Parish Place, is currently improved with a 1,008-square-foot single-family residence situated in the front half of the lot. The surrounding area is primarily residential and features a mix of single-story and multistory multifamily developments, as well as single-family homes. The neighborhood is adjacent to the I-5 freeway and the commuter rail corridor. See Attachment C for the Neighborhood Character & Compatibility Analysis.

PROJECT DESCRIPTION:

The project proposes a 296-square-foot addition to an existing single-family residence and its conversion into a two-unit duplex. The first unit, an 804-square-foot two-bedroom, will be located toward the front of the lot. The second unit, a 500-square-foot one-bedroom, will be situated at the rear and will include a 232-square-foot private open space. Site improvements include new shrubs and lighting fixtures in the front yard, and two uncovered parking spaces along with eight 24-inch box trees in the rear yard. Refer to Attachment A for the approved set of plans.

MUNICIPAL CODE CONFORMANCE: The Project has been evaluated for consistency with the Burbank Municipal Code and, as conditioned, the Project will comply with all applicable objective development standards including, but not limited to, density, height, lot coverage, minimum and average setbacks, private open space, amenities, and landscaping. See Attachment D for the Municipal Code Compliance Table, and Attachment F for the complete list of Conditions of approval.

ENVIRONMENTAL REVIEW: This project is categorically exempt from California Environmental Quality Act (CEQA) pursuant to Section 15303 (New Construction or Conversion of Small Structure) for qualifying projects of less than four dwelling units. The proposed project is to construct a 296-square-foot addition to an existing 1,008-square-foot single-family residence and convert the dwelling into a two-unit duplex, which is consistent with the purpose of the exemption. Therefore, this project qualifies for this exemption and there are no special circumstances that would preclude the use of this exemption.

DATE SIGN POSTED ON-SITE: June 3, 2025

DATE PUBLIC NOTICE MAILED: June 9, 2025

DATE PUBLIC COMMUNITY MEETING HELD: June 25, 2025

ATTACHMENT C

Neighborhood Character & Compatibility Analysis

Project Features	Description of Neighborhood Character	Compatibility Analysis
Building Height	The neighborhood consists primarily of single-story homes measuring approximately 13 to 17 feet in height. There are only a few two-story structures are located to the north of the project site.	<p>The proposed project is a one-story residential structure with a maximum height of 13'-5" measured from natural grade.</p> <p>The proposed height is compatible with the building height of the surrounding neighborhood including the single-story residential structures on Lamer Street and Parish Place.</p>
Building Size & Massing	The neighborhood is primarily composed of a mix of detached single-family homes and duplexes, generally characterized by low, rectangular building forms. A few properties feature two-story structures containing approximately 6 to 8 units, which are arranged in a compact configuration. Additionally, the neighborhood includes both one-story and two-story single-family residences, many of which include either attached or detached garages. The overall built form resembles a collection of rectangular volumes placed in close proximity, contributing to a dense but orderly residential pattern.	<p>The proposed duplex is 1,304 square feet and consists of one rectilinear building mass, with façade and plane breaks for the proposed additions, which soften the appearance of its mass and bulk.</p> <p>The proposed size and massing are consistent with the majority of buildings in the neighborhood and is therefore compatible.</p>
Proportions of Elements Within a Building and Buildings Within a Project	The neighborhood is characterized by residential structures that feature	The proposed project includes architectural features such as covered entry ways

Project Features	Description of Neighborhood Character	Compatibility Analysis
	<p>traditional architectural elements, such as covered front porches and defined entryways. The homes include a variety of window styles, including single-hung, sliding, and a limited number of bay windows. Some windows are complemented by decorative shutters and awnings.</p>	<p>and sliding windows thoughtfully scaled and positioned to reflect the character of the existing homes in the neighborhood. The proposed architectural features will maintain consistency with the proportions and design elements found in neighboring buildings.</p> <p>The minimal traditional style of the project is consistent with the existing architectural style, particularly aligning with nearby one-story residential units that incorporate similar design elements. Further, since the project is a conversion of the existing single-family dwelling into a duplex, the overall design will not be significantly altered and will remain consistent with the surrounding neighborhood.</p>
Roof Design and Massing	<p>The majority of properties in the neighborhood feature either hip or gable roof designs. The detached one-story multifamily dwellings have roofs that are one volume whereas the roofs of the single-family dwellings are broken down into different volumes. Roofing materials throughout the neighborhood are predominantly gray or brown shingles.</p>	<p>The existing roof will remain unchanged. The proposed addition will match the existing 4:12 roof pitch and utilize the same shingle material. No rooftop equipment is proposed as part of the project.</p>
Parking and Circulation Areas and Vehicle Access Points	<p>Most properties in the neighborhood include covered parking located toward the rear of the lots. These parking</p>	<p>The project includes two uncovered parking spaces located towards the rear half of the lot. The uncovered</p>

Project Features	Description of Neighborhood Character	Compatibility Analysis
	<p>areas are accessible through existing driveways and are not gated. Additionally, North Parish Place provides on-street parking options.</p>	<p>parking spaces will be behind the proposed duplex and not visible from the street. The pedestrian pathway will lead directly to the uncovered parking spaces. This parking configuration is consistent with the parking layout of other properties in the neighborhood.</p>
<p>Building Orientation Including Design and Location of Entries, Windows, and Balconies and Their Relationship to the Street and Neighboring Properties</p>	<p>Majority of buildings in the neighborhood have primary entryways oriented toward the street. A smaller number of properties feature entryways that are oriented toward the interior or side portions of the lots.</p> <p>Additionally, all residential structures in the area include at least one window facing the street, which promotes visual connection with the street, and contributes to the neighborhood's overall sense of openness.</p>	<p>The project includes two entry ways one facing the street and the other facing the side property line. Both entry ways share a dedicated pedestrian pathway that is connected to the sidewalk located on North Parish Place.</p> <p>Further, the front unit will include three sliding windows facing the street, remaining consistent with the surrounding properties in the neighborhood.</p>
<p>Pedestrian Access Points, Entry Locations, and Circulation</p>	<p>The block where the project site is located features an existing, relatively flat sidewalk, while the block directly across the street is not improved with a sidewalk.</p> <p>Within the neighborhood, there is a mix of pedestrian access conditions. Some properties have dedicated pathways leading to unit entrances or rear yards, while others share driveways with pedestrians without designated walkways.</p>	<p>The project provides a clear and direct pedestrian access from the public sidewalk to the entry ways of the units, reinforcing a strong connection between residence and the street. The dedicated pedestrian pathway is designed to guide residents and guests through the site in an intuitive and accessible manner.</p> <p>In addition to the main entry ways, the pathway also connects to on-site trash & recycling area and parking area. This layout provides a</p>

Project Features	Description of Neighborhood Character	Compatibility Analysis
		safe and accessible movement throughout the property that is consistent with the surrounding properties in the neighborhood.
Location and Orientation of Common and Private Open Space Areas	The neighborhood predominantly features detached single-story homes situated toward the front half of the lots. The rear half typically contains open space or designated parking, often in the form of garages. Since several of these residences were constructed in the 1940s, many lack the common and private open spaces now required in multifamily zones. However, a few multi-story multifamily buildings within the area provide common open spaces with amenities such as pools, seating areas, and barbecue facilities.	The project includes one 232 square-foot private open space for the unit facing the rear yard. For projects with five or fewer units, 200 square feet of private open space per unit may be provided in lieu of providing separate common and private open space. As the lot currently contains an existing one-story single-family residence, only one private open space area is required for the new unit. The private open space is thoughtfully located adjacent to the unit it serves facing the rear yard, not visible from the street. This configuration is consistent with the neighboring properties

ATTACHMENT D

Compliance with Burbank Municipal Code Title 10 (Zoning)

(Title 10, Ch. 1, Article 6)

DEVELOPMENT STANDARD	REQUIREMENT	PROPOSED	COMPLIES?
Min. Lot Area 10-1-628(A)	6,000 sq. ft.	6,978 sq.ft (existing)	Yes
Min. Lot Width 10-1-628(A)	50 ft.	60 ft.	Yes
Min. Lot Depth 10-1-628(A)	100 ft.	139 ft.	Yes
Max. Density 10-1-628(A)	Lots < 12,000 sq. ft.: 1 D.U. per 2,000 sq. ft.	500 sf ft. and 804 sq.ft.	Yes
Max. Structure Height 10-1-628(A) & (D)	<p>Top Plate: 27 ft. if < 500 ft. of R-1 lot. Top of roof: 35ft. if < 500 ft. of R-1 lot.</p> <p>Parapets: no more than 30 inches high (unless proposing rooftop open space areas).</p> <p>Per 10-1-628(D)(3), a flat roof surface must be no higher than the top of plate of 27'-0"</p> <p>Per 10-1-628(D)(4), where rooftop open space is provided, the assumed top plate height of the structure is 6'-8" above the roof deck surface. Top of plate is counted from grade.</p>	<p>Top Plate: 8'-11"</p> <p>Top of Roof: 13'-10"</p>	Yes
Max. Number of Stories 10-1-628(A)	2 stories if < 500 ft. of R-1 lot.	One story	Yes
Max. Lot Coverage 10-1-628(A) & (C)	60% if lot located < 500 ft. of R-1 lot.	19%	Yes
Front Yard 10-1-628(A) & (G)	<p>Min.: 15 ft. Avg.: 17 ft. 3-story project: see footnote *1.</p>	27.066 ft.	Yes
Interior Side Yard 10-1-628(A) & (G)	<p>Min.: 5 ft. Avg.: 7 ft. 3-story project: see footnote *1.</p> <p>Per 10-1-628(G)(6): For purposes of calculating the average setback and breaks, openings on a building elevation are considered to have a setback equivalent to the greatest setback along</p>	<p>Average Setbacks: 11.90 ft (South Side) 5.16 ft (North Side)</p>	Yes

	the same elevation.		
Street-Side Yard 10-1-628(A) & (G)	Min.: 10 ft. Avg.: 12 ft. 3-story project: see footnote *4.	Not Applicable	NA
Rear Yard 10-1-628(A)	Min.: 5 ft. Avg.: 7 ft. 3-story project: see footnote *4.	75'-11"	Yes
Average Setbacks & Plane Breaks 10-1-628(G)	<ul style="list-style-type: none"> No less than 3 ft. avg. offset distance. No single break less than 1 ft. On each elevation, min. 25% and max. 75% of the length must be behind the avg. setback plane for that elevation. Balconies, entries, and porches or portions thereof that are recessed into the building may be utilized to satisfy the average setback and break requirements. 	Plane Breaks: 4.79 ft (East Side) 3 ft (South Side) 11.95 ft (West Side) Please note that a plane break is not required on the north side, as it is part of the existing structure.	Yes
Encroachments into yard areas 10-1-628(E)	Varies – see Table 10-1-628(E)	Not Applicable	NA
Common Open Space 10-1-628(A), (K), (N)	<ul style="list-style-type: none"> Min. 150 sq. ft. per D.U. Min. 15% that must be landscaped. All portions usable for recreation. Centrally located within the project. 80% open to sky, with no overhangs. Slope less than 5% Not including front or street-side yards. Not including rooftops to satisfy the minimum requirement (may only be utilized to provide additional area). Tree requirements: see 10-1-628(N)(8). 	Not Applicable	NA
Private Open Space 10-1-628 (A) & (K)(11)	<ul style="list-style-type: none"> Min. 50 sf per D.U. or 200 sf if not providing common open space. No dimension less than 5 ft to meet private open space. Enclosed by opaque enclosure 42" tall. Placed at single location for each D.U. Must abut the unit that it serves, and provide direct access without having to enter a common area. <p>10-1-628(K)(6): Rooftop terraces may not be utilized to satisfy required common or private open space requirements; Rooftop open space areas must have opaque parapets at least 6 feet tall and be set back at least 5 feet from exterior face of the building on each elevation, as measured from the portion of the elevation set back furthest from the property line.</p>	232 sq.ft. (7' x 33'-1") private open space abutting unit #102	Yes

	<p>10-1-628(K)(11)(a): Each individual private open space must be enclosed by an opaque enclosure at least 42 inches tall.</p> <p>10-1-628(K)(11)(c): You cannot break up private open space in 2 areas.</p> <p>10-1-628(A): Balconies for Units 3 and 4 do not meet minimum dimensions of 5 feet;</p>		
View onto Street or On-Site Open Space 10-1-628(K)(11, 12)	<ul style="list-style-type: none"> • One or more windows. • Combined min. width of 8'0" of windows or sliding doors on the same wall in a primary living area – (no bedrooms). • May face a front or street-side yard. • May face on-site common open space, but not parking areas or driveways. • May not face an alley. 	Three windows proposed on the east (front) elevation that have a combined width greater than 8'-0"	Yes
Amenities On-Site 10-1-628(L)	<ul style="list-style-type: none"> • =/ < 20 DU: 2 different items <p>Please provide at least 2 of the following: gazebo, spa, cooking/eating area with built-in barbeque, fountain, reflection pool, water garden, or permanently affixed outdoor seating.</p>	Project proposes two permanent benches and one water fountain located towards the rear half of the lot.	Yes
Off-street parking 10-1-628(A) & (I)	<ul style="list-style-type: none"> • 1.25 spaces per efficiency unit (< 500). • 1.75 spaces per 1BR or Studio unit. • 2.0 spaces per unit w/ two or more BR. • Guest: 1 guest space per 4 D.U. 	<p>Two uncovered parking spaces towards the rear half of the lot for the two-bedroom unit</p> <p>Second unit is not required to provide parking</p>	Yes
Parking area sizes & design 10-1-628(I), 10-1-1417	<ul style="list-style-type: none"> • Only parking spaces at rear half of lot may be in a garage, carport, covered or uncovered. All others must be within a garage. • Min. 8'6" wide & 18'0" deep. • Individual garage or carport: 9'6" by 19'0" • Unenclosed spaces must be located so as to be screened with opaque material so they're not visible from Public Street. • On P/L, a CMU wall a minimum of 6'0" high is required. • Unrestricted access to all guest spaces. • Min. backup turn radius of 24'0" 	<p>Two uncovered parking spaces towards the rear half of the lot for the two-bedroom unit</p> <p>Both parking stalls measure 18' x 8'6" and provide the required 24'- turning radius</p>	Yes

	<ul style="list-style-type: none"> • Curb cuts max. 18 ft. wide. • Trees: see 10-1-628(N)(10). 		
Building Design & Architecture 10-1-628(P – U)	<p><u>Building Orientation and Design:</u></p> <ul style="list-style-type: none"> • All structures must be oriented to the street by providing entries, windows, architectural features, and/or balconies on the front and street-facing side yard elevations. • All elevations must provide façade treatment in a manner that provides variation in heights, volumes, entries, materials, colors, architectural features, and/or architectural style elements. • Any architectural element, material, and/or color used on one façade of the building must be used equally on all facades. Transitions or changes in materials or colors and breaks in architectural style elements may not occur at building corners. • Any architectural elements and features used to create articulation must be consistent in architectural style and materials. • Semi-subterranean and above-grade parking garages must be designed to serve as the architectural base for the building through the alignment of architectural elements and axes, continued façade treatment, and use of complementary colors and materials. <p><u>Materials and Colors:</u></p> <ul style="list-style-type: none"> • A Minimum of 2 colors must be used on the primary structure. • All building facades must utilize the same palette of materials in the same or similar proportions. If the front façade utilizes more than one material, the same combination of materials must be utilized on all facades. • When more than one palette of materials is used for multiple structures within a project, the primary materials must be the same for all structures; only secondary materials may be changed among the structures. • Frames, sills, or similar architectural elements must be used around all windows on all elevations when appropriate to the architectural style. All 	<p>The proposed one-story duplex has windows and entries facing the front (street view) and side yard elevations.</p> <p>The two-bedroom unit will include a covered entry to match the Minimal Traditional architecture of the existing dwelling.</p> <p>The proposed duplex will have a smooth stucco finish and composition shingle</p> <p>All new windows will match the style of the Minimal Traditional style of the proposed duplex.</p> <p>The proposed 296 sq. ft. addition will have 4:12 roof pitch to match the roof pitch of the existing structure.</p> <p>The Project does not propose any roof mounted equipment.</p> <p>The entries for both units do not open directly to the parking area, driveway, or vehicle circulation area.</p> <p>The proposed duplex is a one-story structure that does not propose any balconies or exterior stairways.</p>	Yes

	<p>frames, sills, and similar elements must be consistent or complementary to the architectural style.</p> <p><u>Roof Design and Massing:</u></p> <ul style="list-style-type: none"> • Changes in roof heights and shapes must be used to avoid long flat walls and break up the mass of the structure. • Roof mansards and parapets, when used, must continue around all building elevations, whether or not they are visible from the street. • Roof materials must complement the building materials and colors and the architectural style. • All roof mounted equipment must be screened from view using architectural screening systems that are integrated into the building design. <p><u>Entries and Porches:</u></p> <ul style="list-style-type: none"> • All unit and project entries must serve as primary design element through changes in building footprint, elevation, volume, and/or landscaping. • No unit or project entry may open directly into the parking area, driveway, or other vehicle circulation area. • The maximum permitted height for any porch enclosure is 42 inches. <p><u>Balconies and Stairways:</u></p> <ul style="list-style-type: none"> • Balconies must have architectural elements that are consistent with the architectural style of the structure. Balconies must be enclosed in a manner consistent with the architectural style. • Balconies must be a minimum of 3 feet deep. When used to satisfy the private open space requirement, balconies must be a minimum of 5 feet deep. • Exterior stairways must be treated as a design element that is integral to the main structure and consistent with the architectural style. 		
Neighborhood Compatibility 10-1-631	<p>The below findings must be made:</p> <ul style="list-style-type: none"> • The project would not conflict with, or would not have an adverse impact on the existing or intended neighborhood character; and 	The proposed duplex is a conversion from an existing single-family dwelling. The height, size, and	Yes

	<ul style="list-style-type: none"> The project would not have an adverse impact on nearby single-family residential structures located in any single-family residential zone. <p>To make these findings, the following shall be considered:</p> <ul style="list-style-type: none"> Building height, size, and massing. Proportions of elements within a building and buildings within a project. Roof style and pitch. Parking and circulation areas and vehicle access points. Building orientation including design and location of entries, windows, balconies (and their relationship to the street and neighboring properties). Pedestrian access points, entry locations, and circulation. Location and orientation of common and private open space areas. 	<p>massing will not change. The proposed 296-square-foot addition will match the height and not exceed the allowable density for properties zoned R-3. The proposed addition will match the roof pitch of the existing dwelling.</p> <p>Both entries to each unit will be covered to match the style of other dwellings in the neighborhood.</p> <p>The existing pedestrian pathway located in the front yard will continue along the side yard leading to the entry of the second unit and the trash & recycling area.</p> <p>The required private open located towards the rear of the duplex will abut unit #102.</p>	
Fences, Walls, Hedges 10-1-628(A) & (H)	<ul style="list-style-type: none"> 4 ft. max. within front or street-side yard (6 ft. for hedges only). Outside of front & street-side yards, 8 ft. max. (or 12 ft. for hedges only). Corner cut-off provisions apply; see Section 10-1-1303. Retaining walls: 4 ft. max. per wall; fences, walls, hedges max. 4 ft. high plus an additional 2 ft. setback. 	<p>The property has an existing 6' high fence located along the rear property line and the southern side property line.</p> <p>The project proposes a 7' high fence located along the northern side property.</p>	Yes
Landscaping 10-1-628(N)	<ul style="list-style-type: none"> Plans prepared by registered landscape architect. Min. 25% of lot area. Dimensions not less than 3 ft. wide. Max. 35% of the total L/S area may be turf or lawn. Min. 50% of the total L/S area must be planted with shrubs (1 per 10 sq. ft.). Trees: 1 per 40 linear ft. of yard space. 	<p>The project will be conditioned to provide plans prepared by a registered landscape architect.</p> <p>The project meets the required min. 25% landscape area of the lot.</p>	Yes

	<ul style="list-style-type: none"> • Min. one tree at 48" box size within the front and street-side yards. • Front yard trees must be complementary to street trees. • Must reach maturity within 5 years. 	<p>Project does not propose turf.</p> <p>The project will include eight 24" tree box.</p>	
Pedestrian Circulation 10-1-628(M)	<ul style="list-style-type: none"> • All entries, parking areas, common open space areas, and trash collection areas must be connected by pedestrian paths. • Public sidewalks & transit stops must be accessible by pedestrian paths. • Min. width 48 inches for all paths. • Decorative paved surface, pavers, etc. • If adjacent to parking area or driveway, use a different color, material, or texture (e.g., concrete). 	All entries, parking area, and trash collected are connected by a pedestrian path. The paved pathway meets the required 48" minimum width dimension.	Yes
Trash Collection Areas 10-1-628(V)	<ul style="list-style-type: none"> • On-site trash & recycling areas are required. • Minimum on-site trash area 7'0" by 8'0"; when located outside of a structure, the collection area must be enclosed on 3 sides by a masonry wall no less than 6 feet tall. • The materials, colors, and finish of trash enclosures located outside of a structure must be consistent with or complementary to the architectural style of the building. 	The trash & recycling area is proposed to be located within the rear half of the lot.	Yes
Lighting 10-1-628(W)	<ul style="list-style-type: none"> • Must be provided in all common areas. • Light poles no taller than 8'0" high. • Must be position and directed so as not to shine or cause glare into adjacent properties or public right-so-way. • Design to be consistent with the architectural style of the buildings. 	<p>Light fixtures will be included in areas where the pedestrian pathway is proposed and existing.</p> <p>The project does not propose light poles taller than 8'0" high.</p> <p>The light fixtures will not be positioned to shine or cause glare into adjacent properties or public right-of-way.</p>	Yes
Condominium projects only	2.0 parking spaces per D.U., within a garage or carport.	Not Applicable	NA

10-1-629	60 cubic feet of individual secure storage per D.U., to be located outside of the D.U.		
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ATTACHMENT E

Analysis of Requisite Findings for Granting a Development Review (Multi-family)

The Community Development Director must find that the proposed project satisfies the requisite findings contained in the Burbank Municipal Code (BMC) Section 10-1-1912 necessary for approval of a Development Review Application, subject to the Conditions of Approval in Attachment F.

10-1-1912.A *A Development Review application shall be approved if the Director, or if appealed, the Planning Commission or City Council, finds that the application/project is consistent with all provisions of this Code. Any application not meeting code may be approved with conditions that assure code compliance.*

The proposed duplex was evaluated for compliance with the Burbank Municipal Code.

As noted in the Burbank Municipal Code Compliance Table in Attachment D, the Project complies with all applicable provisions of the Burbank Municipal Code (BMC). Therefore, this finding can be made.

10-1-1912.B *Development Review applications for all projects in Multiple Family Residential Zones are also subject to the Neighborhood Character and Compatibility requirements in BMC Section 10-1-631.*

As required by BMC Section 10-1-631(B), the specific project features noted in Attachment C were considered in support of the following findings in 10-1-631 A.1 and 2.

BMC Section 10-1-631.A.1 *The project would not conflict with, or would have an adverse impact on, the existing or intended neighborhood character.*

As conditioned, the Project will not conflict with, or have an adverse impact on, the existing or intended neighborhood character. The Project Site is zoned R-3 with a General Plan Land Use designation of Medium Density Residential. These designations are intended to accommodate a mix of residential development that are appropriate to single-family and multifamily residential neighborhoods. The existing development pattern within the immediate neighborhood includes of a mix of properties with single family and multifamily residential structures to the north, south, east, and west of the subject parcel, which is consistent with the R-1, R-3, and R-4 zoning and the low, medium, and high-density residential land use designation of the neighborhood.

The Project will convert an existing single-family dwelling into a duplex and will contribute to the City's stock of rental housing opportunities and mix of housing types,

and as described in Attachment C, the proposed structure is consistent with the surrounding neighborhood character along the east, west, and south of North Parish Place. Therefore, this finding can be made.

BMC Section 10-1-631.A.2 *The project would not have an adverse impact on nearby single family residential structures located in any single family residential zone.*

The nearest single-family structure in a single-family zoned property is located approximately 77 feet from the Project site and the proposed project will not adversely impact this property. The proposed duplex will be converted from an existing one-story single-family residential dwelling unit located within the front half of the Project site. In addition, the height and size of the proposed unit are also under the maximums permitted by the Burbank Municipal Code multifamily development standards. Further, the proposed duplex includes façade modulations provided by the plane breaks, the proposed duplex structure has front, side, and rear yard setbacks that exceed the minimum and average setbacks. Therefore, the Project will not have any adverse impact on nearby single-family residential structures located in a single-family residential zone.

10-1-1912.E *The Director Finds that minor revisions are needed to satisfy the requirements, subject to conditions of approval. Any conditions imposed are deemed to be appropriate or necessary to assure compliance with the requirements of the Burbank Municipal Code.*

The Conditions of Approval, included as in Attachment F, will ensure that the Project will meet the standards Burbank Municipal Code and all City Requirements. The standards include standard departmental Conditions as well as special conditions of approval that are based on Project features.

ATTACHMENT F

Project No. 23-0006115, Conditions Of Approval

Planning Division

1. Project No. 23-0006115 approves a Development Review to construct a 296-square-foot addition to an existing single-family dwelling and conversion of the dwelling into a two unit duplex at 2021 N Parish Place, in the R-3 (Medium Density Residential) zone. Unless otherwise approved by the Community Development Director or his/her designee, the Site Plan, Floor Plan, and operational plan shall be substantial conformance with the conceptual plans approved on September 9, 2025 (Attachment A). The Community Development Director or their designee may determine what minor modifications to the approved plans may be considered to be in substantial conformance.
2. Unless otherwise modified by this entitlement or preempted by state or federal law, the Project shall comply with R-3 Zone property development and design standards. Compliance with these standards will be verified at the time of building permit submittal.
3. This permit shall expire if the scope of work is not initiated within one year of the date of this approval (expires on September 9, 2026), or the final decision following an appeal, unless the Property Owner or Permittee has diligently developed the proposed project as shown by the issuance of a grading, foundation, or building permit and the construction of substantial improvements. Any period of time during which the project is subject to a legal challenge shall not count towards the expiration date.
4. Pursuant to Burbank Municipal Code (BMC) Section 10-1-19401, the Permittee, including their successors and assignees, shall defend, indemnify, and hold harmless the City of Burbank (the City) and its agents, officers, employees, agencies, boards, commissions, or City Council from any claim, action or proceeding brought against the City, its agents, officers, employees agencies, boards, commissions, or City Council to attack, set aside, void or annul the subject approval and environmental determination under the California Environmental Quality Act or National Environmental Policy Act by the City, its agents, officers, employees, agencies, commissions, or City Council. The indemnification shall include damages awarded against the City, if any, cost of suit, attorney's fees, administrative expenses, and other costs and expenses incurred in connection with such action, including, but not limited to, all such City costs and expenses incurred by enforcing this indemnification provision. This duty to defend, indemnify, and hold harmless the City and its agents, officials, employees, agencies, boards, commissions, or City Council shall apply even if the Permittee fails or refuses to

enter into the indemnification agreement. In the event of a legal challenge, the provisions under BMC Section 10-1-19402 shall be followed.

5. This permit or approval may be modified or revoked by the City should it be determined that the proposed use as permitted by this approval or conditions under which they were permitted are detrimental to the public health, welfare, or materially injurious to property or improvements in the vicinity or if the use is maintained so as to constitute a public nuisance.
6. The Permittee shall comply with all federal, state, and local laws. Violations or convictions of any of those laws in connection with the use will be cause for revocation of this permit.
7. The Permittee shall incorporate a copy of these Conditions of Approval in all construction plans submitted to the Building and Safety Division for a building permit. The Permittee shall also provide a separate written document outlining how, or where, each of the Conditions have been addressed in the building permit plan set for all City Division/Department Conditions enclosed.
8. The plans submitted for building plan check shall clearly call out all exterior building materials and colors on the elevations, including product and finish manufacturer name, color name and number, and surface finish type (such as: stucco with smooth finish, plaster with smooth finish) to be used in construction.
9. The plans submitted for building plan check shall include at minimum the on-site amenities shown on the approved plans. The amenity items may be substituted with a comparable amenity subject to approval by the Director. All amenities shall be constructed of high-quality materials and permanently installed as part of the project. All outdoor amenities must be located in the required common open space area(s) and cannot be within any easement area.
10. Permittee shall provide a photometric plan during plan check showing compliance with the following requirements: Lighting shall be provided in all common areas including but not limited to parking garages, outdoor parking areas, common open space areas, pedestrian paths, stairways, and hallways, and shall be identified on the site plan and elevations submitted with the building permit application. The product specifications for all lighting fixtures shall be included in the plans submitted for building plan check. Outdoor lighting fixtures must be positioned and directed so as not to shine or cause glare onto adjacent properties of public rights-of-way, and a note shall be included on the plan set confirming such.
11. All required fees shall be paid as required by the Burbank Municipal Code prior to the issuance of any building permits for the project.

12. If applicable, the Developer shall obtain approval from the U.S. Postal Service local growth coordinator to ensure that the plans properly locate the mailboxes. Contact Cristina.L.Belendez@USPS.gov to obtain approval. Prior to issuance of a building permit, documentation regarding approval shall be provided to the Planning Division.
13. The Developer shall arrange for materials collection during construction, demolition, and occupancy with the City's Street & Solid Waste Division (Public Works Department), or Developer shall arrange for self-hauling to an authorized facility.
14. The Permittee shall comply with all Department/Division comments and Code requirements and shall be verified by the responsible Department and/or the Building Official or their designee, prior to the issuance of any Certificate of Occupancy.
15. The Developer shall list these conditions of approval in all construction plans submitted to the Building Division for a building permit. The Developer shall also provide a separate written document outlining how, or where, each of the conditions have been addressed in the building permit plan set for all City Division/Department conditions enclosed and provide the same number of copies as building plan sets submitted for Building Plan Check.
16. The Permittee shall keep a copy of the Conditions onsite at all times available for public review. In addition, the Permittee shall display the current phone and email contact information of the Planning Division and Code Enforcement on a laminated weather-proof (or similar) sign, in a location of the Project Site that is clearly visible from the public right-of-way. The sign shall also state that the Conditions of Approval may be obtained from the City of Burbank Planning Division. The sign shall be installed prior to the issuance of a Certificate of Occupancy and remain in good repair for the life of the Project.
17. Prior to transfer of ownership and/or operation of the Project Site, the Permittee or Property Owner shall provide a written copy of Approval Letter and all attachments for the project to the new property owner and operator.

Building and Safety Division

18. All projects shall comply with Title 9, Chapter 1, of the Burbank Municipal Code, and the **2022 edition** of the California Building Code, California Residential Code, California Electrical Code, California Mechanical Code, California Plumbing Code, California Green Building Standards and Building Energy Efficiency Standards, including all intervening Code cycles.

19. Plans and reports submitted for Plan Check Review are to be submitted electronically. For more information about the online submittal process, please contact the Building Division at 818-238-5220 or via email at eplancheck@burbankca.gov.
20. All conditions of approval are to be reproduced on the construction document drawings as part of the Approved Construction Set.
21. All Departments that have provide Conditions of Approval are to review drawings and provide final approval via online electronic review, prior to issuance of Building Permit.
22. This project is subject to Development Impact Fees assessed by the City for construction of new commercial and/or residential square footage as listed in the Burbank Fee Schedule and Title 10, Article 22, of the Burbank Municipal Code.
23. Low Impact Development: A LID Plan is required for City review that provides a comprehensive, technical discussion of how the project will provide on-site retention in compliance with the requirements of the LID Ordinance and LID Standards Manual.
Best Management Practices and control measures shall be prioritized in the following order:
 - i. On-site infiltration, bioretention, and/or rainfall harvest.
 - ii. On-site biofiltration, off-site ground water replenishment, and/or off-site retrofit.
24. New or Addition/Alteration construction projects within the City of Burbank are subject to MWELo review.
 - Full structure demolition and new construction are required to provide a full MWELo plan check set for review.
 - New or replacement landscape areas for residential and non-residential projects between 500 (new) and 2,500 (replacement) square feet requiring a building or landscape permit, plan check, or design review will be required to complete, either a Performance or Prescriptive Compliance Method. Full house demolition will require MWELo review, either prescriptive or performance, no exceptions.
25. The property shall comply with accessibility requirements for the various occupancies as stated in California Building Code Chapter 11. Accessibility regulations apply to all common areas and pools and spas.
26. The parking layout will have to comply with City standards, including minimum turning radii for accessing parking stalls.

27. Separate Permits will be required for the following:
 - a. Demolition
 - b. Grading & Shoring
 - c. Architectural & Structural
 - d. Mechanical
 - e. Plumbing
 - f. Electrical
28. Deferral of any submittal items shall have prior approval of building official. The registered design professional in responsible charge shall list the deferred submittals on construction documents for review.
29. Screening will be required for equipment located in front and side yards. The screening will include the electrical panels, A/C compressor units, gas meters, and transformers. All screening will be subject to approval by Planning and Building divisions, and BWP.
30. Grading and drainage plans will be required, and a separate Grading & Shoring Permit will be required. Geotechnical report to be submitted along with Grading & Shoring Permit Application.
31. The City's mandatory Construction & Demolition Debris Diversion Ordinance requires the recycling and diversion of at least 65% of construction and demolition debris. A refundable deposit and non-refundable administrative fee will be collected prior to permit issuance. The Ordinance applies to all demolitions and to new construction, additions, remodels, renovation, tenant improvement and alteration projects over 500 square feet in scope of work.
32. A stamped setback certification by a Licensed Surveyor will be required to certify the location of the new construction in relation to the setbacks prior to the first foundation inspection.
33. Plans submitted for plan check must be stamped by State-licensed architect or engineer unless the project is one of the following listed below and complies with conventional light wood frame construction requirements in the CBC:
 - Wood-framed, single-family dwellings not more than two stories in height;
 - Wood-framed, multi-family dwellings not more than two stories in height, and limited to four dwelling units per parcel;
 - Wood-framed, garages or accessory structures for single-family dwellings not more than two stories in height;
 - Non-structural or non-seismic storefronts, interior alterations, or additions.
34. Approved hours of construction are:
Monday – Friday 7:00 am to 7:00 pm

Saturday

8:00 am to 5:00 pm

No construction is permitted by contractors or subcontractors after hours, on Sunday or on City holidays without prior written request and approval from the Community Development Department.

Public Works Engineering Division

35. Show width and location of all existing and proposed easements [BMC 9-1-2-3203]. Plans shall show 5' pole line easement at the rear of the property.
36. Applicant shall protect in place all survey monuments (City, County, State, Federal, and private). Pursuant to California Business and Professions Code Section 8771, when monuments exist that may be affected by the work, the monuments shall be located and referenced by or under the direction of a licensed land surveyor, prior to construction, and a corner record or record of survey of the references shall be filed with the county surveyor. A permanent monument shall be reset, or a witness monument or monuments set to perpetuate the location if any monument that could be affected, and a corner record or record of survey shall be filed the county surveyor prior to the recording of a certificate of completion for the project.
37. No building appurtenances for utility or fire service connections shall encroach or project into public right-of-way (i.e. streets and alleys). Locations of these appurtenances shall be shown on the building site plan and the off-site improvement plans [BMC 7-3-701.1].
38. No structure is permitted in any public right-of-way or any public utility easements/ pole line easements [BMC 7-3-701.1, BMC 9-1-2-3203].
39. Any work within the public right-of-way must be permitted and approved by the Public Works Department before construction can commence. All construction work in the public right-of-way must comply with Burbank Standard Plans and must be constructed to the satisfaction of the City Engineer. A Public Works EXCAVATION PERMIT is required. The excavation permit requires a deposit acceptable to the Public Works Director to guarantee timely construction of all off-site improvements. Burbank Standard Plans can be accessed at; <http://file.burbankca.gov/publicworks/OnlineCounter/main/index.htm>
40. Public Works Permit Division to verify and sign off that the 5' public utility easement is cleared of any existing and/ or proposed permanent structures prior to the start of construction.
41. Any portion of the public parkway (curb, gutter, driveways, landscape, etc.) that is broken, uneven or uplifted at the end of the project must be reconstructed to

the satisfaction of the City Engineer. The repairs and/ or reconstruction will be required whether the damages is pre-existing or is a result of the project. Contact the Public Works Inspection Office at (818) 238-3955 to have these areas inspected and identified after obtaining a Public Works Excavation Permit [BMC 7-3-501].

42. If any utility cuts or construction related impacts are made on Parish Place, applicant will have to resurface the rubber asphalt (ARHM) per moratorium requirements fronting the property. Parish Place was resurfaced with ARHM in 2018 and falls under moratorium requirements. Additional impacts to street triggered by this project could extend the paving restoration limits.

Public Works Water Reclamation and Sewer

43. The location, depth, and dimensions of all sanitary sewer lines and easements must be shown on the plans.

Public Works Wastewater Requirements

44. Under the current rate structure, pulling the Building Permit for the proposed development is subject to a Sewer Facilities Charge estimated at \$1,305.00. The charge is due prior to issuance of a Building Permit [BMC 8-1-802 and BMC 8-1-806].

SFC = Proposed Development – Demolition Credits

= Multi-Family Residential [\$1,674/unit * 2 units] – Single Family Residential
[\$2,043/unit * 1 unit]

= \$3,348.00 - \$2,043.00

= \$1,305.00

Note: It is the responsibility of the developer to show proof of the existing sewer usage or existing developments so that the proper credit can be given.

45. Every building or structure in which plumbing fixtures are installed which conveys sewage must be connected to the municipal wastewater system [BMC 8-1-104].
46. No personal connect to or tap to an existing public sewer without obtaining a permit [BMC 8-1-301].
47. Pollutants, including construction debris, soil, and other discharges, are prohibited from entering the City's sewer collection system [BMC 8-1-501.1]. Discharges that exceed the local limits per BMC 8-1-501.4 are prohibited. In addition, the applicant shall not obstruct or damage any part of the City sewer system, and shall reimburse the City for sanitary sewer overflows and the reasonable costs of necessary maintenance and/ or repair the sewer system [BMC 8-1-311]. As such, it is required that all existing private sewer laterals are

capped prior to any demolition activities.

48. A backwater valve is required on every private sewer lateral(s) connected to a private building (s), unless it can be shown that all fixtures contained therein have flood level rim elevations above the elevation of the next upstream maintenance hole cover of the public sewer serving the property, or a conditional waiver is granted by the Director [BMC 8-1-313]. Please note that Public Works' Wastewater Division will not sign off on the Certificate of Occupancy until the owner/ developer provides proof that the backwater valve(s) has been installed.

Public Works Stormwater Requirements

49. Best Management Practices shall apply to all construction projects and shall be required from the time of land clearing, demolition or commencement of construction until receipt of a certificate of occupancy. [BMC 9-3-407].
50. Certain construction and re-construction activities on private property will need to comply with post-construction Best Management Practices (BMPs), which include Section 8-1-1007 and 9-3-414.D of the BMC authorizing the City to require projects to comply with the Standard Urban Stormwater Mitigation Plan provisions and the City's Low Impact Development (LID) ordinance. For questions on these requirements, please contact the City's Building Division at (818) 238-5220.

Public Works Traffic Engineering

51. Driveway path to garage must be maintained per BMC 10-1-603.I.
52. No visual obstruction shall be erected or maintained above 3' high or below 10' high in a 5' by 5' visibility cut-off at intersection of street and driveway [BMC 10-1-1303(C)]. This requirement includes trees, shrubs, monument, or walls that are 3' or higher.

Public Works Field Services

53. Each residential unit must have its own trash container. However, the recycle and greenwaste containers may be shared.
54. There shall be a designated location on the property for all solid waste containers and/ or bins. Containers are not to be visible from the street.

Burbank Water and Power Water Division

55. All plan submittals shall contain the following:

- Size and location of water services (domestic, fire, type and location of the backflow assembly)
 - Calculations for sizing of domestic water meter and service
 - Landscape irrigation plans
 - Plumbing Plans
 - Location of stub-out(s) for future connection(s)
56. New domestic water service will connect from a 6" main located on Parish Pl at a static pressure of approximately 100 psi.
57. The applicant shall be responsible for all additional costs of connection, installation, and abandonment.
58. Temporary potable water may be supplied from the 3/4" existing service located on Parish Pl. The existing meter(s) and boxes(s) must always be protected in place.
59. Water may be supplied temporarily from a hydrant. Contact Water Engineering concerning fees, required permit, and fittings.
60. Since the static pressure at this site exceeds 80 pounds per square inch (PSI), the Building Division requirements for a pressure regulator are to be followed in accordance with the California Plumbing Code (CPC).
61. Domestic meter size shall be adequate to provide the required flow, as determined by a licensed plumber, architect or engineer, calculated from the number of fixture units for the proposed development, pursuant to the CPC, CCR, Title 24, Part 5. Prior to final approval and preparation of an estimate by the BWP Water Division, the applicant shall obtain approval from the Fire Department for appropriate fire service size and appurtenance selection. A deposit will then be collected to cover construction costs for all required services.
62. If the Fire Department requires any new fire hydrants and/or fire services for this development, the Applicant shall request an estimate for same from BWP Water Division. The full deposit for any required work (including upgrading the fire service/backflow device) must be paid before the Water Division approves the project plans.
63. A service connection shall not be used to supply utility services to any parcel of land other than the parcel for which the service connection is assigned. If multiple parcels are not consolidated into one parcel, each parcel will require their own potable and fire water services.

64. A copy of this Development Review shall be shown on the applicant's plan submittal.
65. The Applicant shall meet with utility representatives from BWP/Water, BWP/Electric, and Public Works/Sewer to discuss utility requirements in detail.
66. Water Main Replacement Fee (WMRF) is required.
8" WMRF: 61' of frontage on Parish Pl x \$125/linear-foot = \$7,625
67. A Water Distribution Main Charge (WDMC) is required.
68. The water service for this project must be provided with protective devices that prevent objectionable substances from being introduced into the public water supply system, per Title 17 of the California Administrative Code. A minimum \$50 backflow prevention plan check fee and up to actual cost will be applied. Both domestic and fire services will require installation of backflow prevention devices. Backflow devices must be installed on the applicant's property and as close as possible to the property line (Standard Drawing No. BWP-615).
69. Recycled water shall be utilized for construction, grading, and dust control. Contact Water Engineering for fees and permitting requirements.
70. Recycled water is available to your parcel. All landscape irrigation must be served by a dedicated recycled water landscape irrigation service.
71. Recycled water will be available to your parcel in the future. Until recycled water is available, landscape irrigation must be served by a dedicated landscape service protected by a BWP approved prevention device. When recycled water is available you must immediately convert; at your cost; all landscape irrigation from potable water to recycled water.

Fire Department

72. If the project meets the requirements of the City of Burbank Municipal Code for fire sprinklers shall be installed.
73. All items reviewed are based on information provided at time of review. The conditions provided do not limit or relieve the owner and the owner's architect and/or contractor from the responsibility of ensuring compliance with all applicable provisions of fire/life safety codes. Such compliances may include but are not limited to fire department access for fire fighting, including fire department vehicle access, fire water supplies and appurtenances. Further reviews may require additional requirements or limitations as the project develops and is not

limited to the requirements provided in these conditions.

NOTE: All references are in accordance with the 2022 Edition of the California Fire Code (CFC) and the California Building Code (CBC) as amended by the Burbank Municipal Code (BMC).

74. All noted information pertaining to the proposed project shall be shown on plans submitted as part of the Fire Department review for approval.

Parks and Recreation Department

75. Submit landscape and irrigation plans prepared by a licensed landscape architect. Must comply with Municipal Water Efficient Landscape Ordinance (MWELo) requirements if over 500 square feet of landscape.
76. Park Development Fee shall be paid prior to issuance of building permits: \$150/bedroom.
 $2 \times \$150.00 = \300
77. Street trees will be required if street trees are removed.
78. Street trees are required. Contact Forestry for the number of required trees and a list of approved street trees. All street trees shall be a minimum of 24" box size. Trees in grass shall be installed with Arbor Guards.
79. Add the following note on the planting plan: Owner to install the street trees, they must contact the Forestry Supervisor, at (818) 238-5343, at least forty-eight (48) hours prior to installation. Failure to contact the City for inspection and installation may cause the removal and replacement at the owner's expense.
80. Provide irrigation or bubblers to street trees.
81. Provide automatically controlled irrigation system to the parkway.
82. Must comply with Art in Public Places Ordinance if building costs are over \$500,000.

Police Department

83. All outside lighting shall comply with the requirements of Burbank Municipal Code 5-3-505 – Outside Lighting.
84. Pursuant to Burbank Municipal Code 9-1-1-2703 Public Safety UHF Radio Amplification System, all buildings and parking structures shall be capable of

supporting emergency safety service radio communication systems. All enclosed and/or subterranean interior areas of this project will be tested upon completion of construction to determine the radio signal transparency. Any buildings or structures which cannot pass the appropriate radio signal strength test may require installation of a radiating cable antennae or internal multiple antennae low power repeater system with or without FCC- type accepted bi-directional UHF amplifiers as necessary to meet this requirement.

85. Buildings/structures shall display a street number in accordance with Burbank Municipal Code 9-2-505.1(A) – Residential Building Identification and/or Burbank Municipal Code 9-2-505.1(B) – Commercial Building Identification.
86. Pursuant to Burbank Municipal Code 9-2-505.1.1 - approved numbers or addresses shall be placed on all new and existing buildings in such a position as to be visible and legible from the street or road fronting the property and from the alley or rear accessway to the property. Numbers/addresses on residential structures shall be at least four (4) inches (101.6 mm) in height with three-fourths (3/4) inch (19.1 mm) stroke. All other occupancies shall have numbers/addresses a minimum of six (6) inches (152.4 mm) in height with three-fourths (3/4) inches (19.1) stroke. All numbers/addresses shall contrast with their background.
87. Pursuant to Burbank Municipal Code 9-2-506.1(a) - Key Boxes For Police:
 - A. Residential Dwellings: When access to or within a multiple-family dwelling or complex or private residential community is unduly difficult because of secured openings or where immediate access is necessary for lifesaving or police purposes, a key box is to be installed in an accessible location. The key box shall contain keys to allow access to security gates or doors as required by the Chief of Police
 - B. Other Buildings: When access to or within a multi-occupancy building is unduly difficult because of secured openings or where immediate access is necessary for lifesaving or other police purposes, a key box may be required by the Chief of Police.

The installation shall occur during the construction phase. Depending on the size of the development, more than one “key box for police” may be required. Your project requires a “key box for police,” also known as KnoxBox, to be installed in the following location(s): Police KnoxBox to be mounted on the wall adjacent to the main front door. The box must be visible while standing at the front door, and easily accessible.

88. Preventive measures should be taken to secure any entrances to the building(s) from any parking structures to prevent the possibility of theft or burglary. (Burbank2035 General Plan Safety Element Goal 3, Policy 3.2 – Reduce

opportunities for criminal activity through physical design standards such as Crime Prevention Through Environmental Design (CPTED) and youth programs, recreation opportunities, educational programs, and counseling services.)

89. All exterior doors, other than primary entry doors, shall be self-closing and self-locking to prevent trespassing. (Burbank2035 General Plan Safety Element Goal 3, Policy 3.2 – Reduce opportunities for criminal activity through physical design standards such as Crime Prevention Through Environmental Design (CPTED) and youth programs, recreation opportunities, educational programs, and counseling services.)
90. Secure fencing around the construction site with locking gates and appropriate lighting should be installed during construction to prevent trespassing and theft. During construction, the Police Department should be given the emergency contact information of contractors and owners for any problems encountered after normal construction hours. (Burbank2035 General Plan Safety Element Goal 3, Policy 3.2 – Reduce opportunities for criminal activity through physical design standards such as Crime Prevention Through Environmental Design (CPTED) and youth programs, recreation opportunities, educational programs, and counseling services.)
91. To ensure construction personnel is aware of the restricted construction times, the developer should install a legible, professionally made sign(s) 2 ft. X 3 ft. in size in location(s) satisfactory to the City Planner and the Police Department that states, "NOTICE: THE CITY OF BURBANK LIMITS CONSTRUCTION ACTIVITIES OF THIS PROJECT (DEMOLITION, EXCAVATION, GRADING, ACTUAL CONSTRUCTION, AND LANDSCAPING) as follows: 7:00 AM TO 7:00 PM MONDAY THROUGH FRIDAY, AND FROM 8:00 AM TO 5:00 PM ON SATURDAY. THERE SHALL BE NO WORK PERFORMED ON SUNDAYS OR MAJOR HOLIDAYS." Any exceptions would be subject to the approval of the Directors of both the Community Development and Public Works Departments.
92. Stairwells, the interiors of which are not completely visible when first entering, shall have mirrors so placed as to make the whole stairwell interior visible to pedestrians outside. (Burbank2035 General Plan Safety Element Goal 3, Policy 3.2 – Reduce opportunities for criminal activity through physical design standards such as Crime Prevention Through Environmental Design (CPTED) and youth programs, recreation opportunities, educational programs, and counseling services.)