

Public Notice

Proposed duplex at 3915
Heffron Drive

What is this?

This notice is to let you know that the City of Burbank Community Development Director will be making a decision to approve or deny an application for a Development Review (DR). The Project proposes to demolish the existing single family dwelling structure and detached garage, and construct a new 1,914 square-foot two-story multifamily residential building with two dwelling units, and two uncovered parking spaces per unit. The subject property is in the Media District R-3 (MDR-3) zone. This project is exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15303(b), for New Construction or Conversion of Small Structures.

Why am I getting this?

This notice was mailed to all residents and property owners within 1,000 feet of the project to solicit input prior to the final decision. **You are invited to attend the community meeting (see details below)**, or you can call or write to provide input on the project. **The Community Development Director will make a decision to approve or deny the project on or after October 12, 2026.** You also have a right to appeal the decision within 15 days of the decision date (*any appeal must be filed with the applicable fee no later than 5:00 p.m. within 15 days of the decision date*). To confirm the appeal period, please contact the Project Planner listed below.

How do I find out more or participate?

☎ Call the project planner, Karen C. Hernandez, Associate Planner at 818-238-5250

✉ E-mail the project planner at: KChavezHernandez@burbankca.gov

📖 View documents related to this project at the Planning office at 150 N. Third Street, Monday through Friday from 8:00 AM to Noon, by appointment Monday through Friday 1:00 to 5:00 PM, or online at:

www.burbankca.gov/pendingprojects

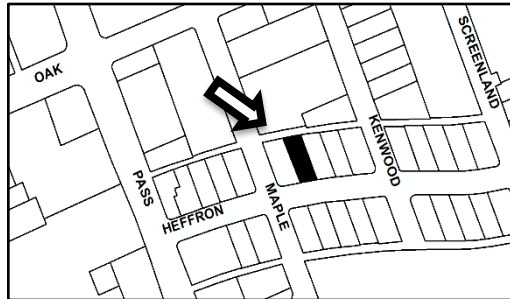
🗓 Attend a **Community Meeting** to discuss the project on **Tuesday, September 22, at 6:00 p.m.** The meeting will be held in the community room on the first floor of the **Community Services Building, Community Room 101, located at 150 N. Third Street** in Burbank.

Date: September 4, 2026

Project: Planning Permit No. 23-0000439

Burbank Planning Division

www.burbankca.gov/Planning



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