



## COMMUNITY DEVELOPMENT

September 10, 2025

### SENT VIA EMAIL AND US MAIL

Armik Shahnazarians  
Permit Processing & Consulting, LLC  
639 West Broadway  
Glendale, CA 91204

Via email: [permitconsultant@yahoo.com](mailto:permitconsultant@yahoo.com)

**RE: Determination of Application Incompleteness**  
**Project No. 25-0004343 - SB 35 Streamlined Ministerial Review**  
**Located at 1130 West Olive Avenue, Burbank, CA 91506**  
**Date of Application Submittal: 08/11/2025**

Dear Armik Shahnazarians:

We are in receipt of your SB 35 Streamlined Ministerial Review application submitted on August 11, 2025, for a proposed new mixed-use development project located at 1130 West Olive Avenue (Project). The Project proposes construction of a new three-story mixed-use development consisting of commercial spaces on the ground floor, 30 residential units on the upper two floors, and a total of 46 parking spaces located within a subterranean and ground floor garage.

In accordance with California Government Code Section 65913.4 and Burbank Municipal Code (BMC) Section 10-1-19302, the application has been reviewed for completeness with the City's published application submittal requirements. After reviewing the submitted application materials, **staff has determined that your application is incomplete.** The submitted application includes insufficient information needed to complete the review of the Project in accordance with the objective standards mentioned in this letter.

The following information, as listed on the Application Requirements Checklist, is required to be submitted before staff can deem your application complete:

### **Consistency with SB 35 Eligibility Criteria**

In accordance with California Government Code Section 65913.4, staff needs to review the Project for SB 35 eligibility. Staff was unable to confirm compliance with the SB 35 Eligibility Criteria because you did not submit supporting documentation for each item. Similar to the example provided in **Attachment 1**, you shall provide a narrative and more distinctly organize supporting information (e.g., map exhibits) identifying how the Project

complies with each eligibility requirement. Further, the following information is necessary to confirm compliance with the criteria:

1. *Affordability*

CA Govt Code § 65913.4(a)(4)(B) requires that if the Project contains more than 10 units of housing, the Project complies with following:

*(l) For for-rent projects, the project dedicates a minimum of 10 percent of the total number of units, before calculating any density bonus, to housing affordable to households making at or below 50 percent of the area median income. However, if the locality has adopted a local ordinance that requires that greater than 10 percent of the units be dedicated to housing affordable to households making below 50 percent of the area median income, that local ordinance applies.*

- a. The application must include a calculation that confirms compliance with the requirement above. The calculation shall also identify the following:
  - i. The true lot size, as confirmed by a Land Survey stamped/signed by a licensed surveyor. There appear to be inconsistencies between the lot area identified in the project data sheet and the topographic map. This information must be cleared up as the lot area is used to determine the maximum number of permitted units for the Project site.
  - ii. Maximum residential density calculation, based on the *Corridor Commercial* General Plan Land Use Designation of 27 units per acre.
  - iii. Calculation confirming 10 percent of the total number of units, **before calculating any density bonus**, are proposed housing affordable to households making at or below 50 percent of the area median income.
  - iv. Calculation confirming compliance with the provisions of the City of Burbank's Inclusionary Housing regulations as noted in BMC Section 10-1-646, which requires that at least 15 percent of all newly constructed dwelling units in Residential Developments shall be developed, offered to and sold or rented to Very Low, Low and Moderate Income Households, at an Affordable Rent. For Rental projects, a minimum of five percent of units in the total Residential Development shall be Very Low Income; the remaining ten percent of the units shall be Low Income.

## 2. *Parking*

- a. Similar to the example provided in Attachment 1, you are required to write a response that confirms that the Project is located within one-half mile of public transit as defined by Section 102(r) of the California Department of Housing and Community Development (HCD) Guidelines.
- b. Further, you are required to revise the parking space breakdown on sheet A-0.2 to note "Pursuant to CA Govt Code § 65863.2, and as enacted by AB 2097, required parking is exempt." The plans incorrectly state "AB 2019."

## 3. *Location*

The Project is required to be located on a property that is outside all areas identified in CA Govt Code § 65913.4(a)(6)(A-K).

- a. You failed to provide information for staff review that confirms that the Project is not located in any of the areas listed below. For generating maps/supporting information, please visit links found in the *SB 35 Supplemental Application Eligibility Checklist*.
  - i. Prime Farmland or Farmland of Statewide Importance
  - ii. Lands Identified for Conservation
  - iii. Lands Under Conservation Easement
- b. CA Govt Code § 65913.4(a)(6)(G) requires that the Project not be located within a special flood hazard area subject to inundation by the 1 percent annual chance flood (100-year flood) as determined by the Federal Emergency Management Agency (FEMA) in any official maps published by FEMA. A Project may be located on a site described in this subparagraph if either of the following are met:
  - The Project site has been subject to a Letter of Map Revision prepared by the Federal Emergency Management Agency and issued to the local jurisdiction.
  - The Project site meets FEMA requirements necessary to meet minimum flood plain management criteria of the National Flood Insurance Program pursuant to Part 59 (commencing with Section 59.1) and Part 60 (commencing with Section 60.1) of Subchapter B of Chapter I of Title 44 of the Code of Federal Regulations.

The FEMA Flood Map demonstrates that part of the Project site is located within the following designation: 0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile. Zone X. (**Attachment 2**).

Accordingly, you are required to submit a flood plain development permit pursuant to Part 59 (commencing with Section 59.1) and Part 60 (commencing with Section 60.1) of Subchapter B of Chapter I of Title 44 of the Code of Federal Regulations. This was not provided.

- c. CA Govt Code § 65913.4(a)(6)(G) requires that the Project not be located within a regulatory floodway as determined by the Federal Emergency Management Agency in any official maps published by the Federal Emergency Management Agency, unless the Project has received a no-rise certification in accordance with Section 60.3(d)(3) of Title 44 of the Code of Federal Regulations.

The FEMA Flood Map demonstrates that part of the Project site is located within the following designation: 0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile. Zone X. (**Attachment 2**).

Accordingly, you are required to submit a no-rise certification in accordance with Section 60.3(d)(3) of Title 44 of the Code of Federal Regulations. This was not provided.

#### 4. *Wage and Labor Standards*

You are required to confirm compliance with CA Govt Code § 65913.4(a)(8) and submit a letter, signed and notarized that certifies in writing that the Project meets applicable labor standards. You did not provide this written confirmation.

#### **Project Plans:**

1. You are required to submit a complete set of architectural plans that must include a current Land Survey that is stamped & signed by a licensed land surveyor. You did not provide this information.

#### **Other:**

1. If the Project proposal is requesting incentives/concessions/waivers pursuant to CA Govt Code § 65915, California State Density Bonus Law, then the applicant shall provide a narrative outlining all items being requested for the Project, and how each request complies with state law. You did not provide this information.

### **Next Steps:**

The application re-submittal shall include the following items:

1. Missing application materials;
2. Revised plans, as applicable per comments provided; and
3. Written Responses to the missing items identified in this letter.

**Pursuant to BMC Section 10-1-1907, please address all items identified in this letter no later than 120 days from the date of this letter. In the case that all items are not addressed by January 8, 2026, then the application will be deemed abandoned and withdrawn due to lack of activity on your part.**

Please note that all revised and updated items must be submitted at the same time. Partial re-submittals will not be accepted. Once the required re-submittal items have been received, the City will continue to process the application for completeness.

### **Consistency Review (under way):**

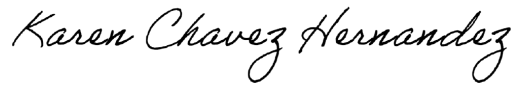
Although the application is considered incomplete, City staff will continue to process the Project for consistency review pursuant to the applicable objective zoning standards, objective subdivision standards, and objective design review standards under the Burbank Municipal Code and City regulations. Pursuant to BMC Section 10-1-19302 (B)1, the consistency review of the Project shall be completed within 60 days of an application submittal for projects of 150 or fewer units. Thus, staff will complete their review and notify you of the status of your application by, Wednesday, October 10, 2025.

### **Tribal Consultation**

The Project scope of work has been modified. As a result, the City will be notifying the tribes of the changes and shall provide the tribes with the opportunity to engage in further scoping consultation. Please be aware this may result in revised mitigation measures in the Enforceable Agreements.

Should you have any questions about this letter, please feel free to contact the Project Manager, Karen C. Hernandez, Associate Planner at (818) 238-5250 or via email at [KChavezHernandez@burbankca.gov](mailto:KChavezHernandez@burbankca.gov).

Sincerely,

A handwritten signature in black ink that reads "Karen Chavez Hernandez". The script is cursive and fluid.

Karen Chavez Hernandez  
Associate Planner

**Enc:** Attachment 1 – Sample SB 35 Eligibility Criteria Narrative  
Attachment 2 – FEMA Flood Map

**cc:** Patrick Prescott, Community Development Director  
Joseph H. McDougall, City Attorney  
Ray Johal, Senior Assistant City Attorney  
Fred Ramirez, Assistant Community Development Director – Planning  
Scott Plambaeck, Planning Manager  
Daniel Villa, Principal Planner  
Vanessa Quiroz, Senior Planner