





Public Notice

Burbank Municipal Code Amendment – Project No. 25-0001894 Introduction of an Ordinance Amending Title 10, Chapter 1 (Zoning) of the Burbank Municipal Code by Establishing Conditional Use Permit and Administrative Use Permit Minor Modification Processes, Clarifying the Process to Withdraw Land Use Entitlement Applications, and Making Other Related Minor Text Amendments

What is this?

The City of Burbank City Council will be reviewing a report to consider the introduction of an ordinance amending Title 10, Chapter 1 (Zoning) of the Burbank Municipal Code to establish Conditional Use Permit (CUP) and Administrative Use Permit (AUP) Minor Modification processes. The Ordinance will establish procedures for the minor modification or elimination of conditions associated with a previously approved CUP and/or AUP without the need to file a full CUP or AUP application. This process is intended to be utilized in instances where the proposed changes do not result in a substantial alteration or material deviation from the original terms and conditions of approval the CUP and/or AUP. The intent is to ensure that the existing businesses in Burbank can remain viable and provides flexibility and additional options for the residents and businesses in the City. This option will facilitate necessary adjustments that support the reasonable operation of the previously granted use while maintaining the intent and purpose of the original approval.

How do I find out more or participate?

-  Call the Project Planner, Fatima Benitez, at **818-238-5250**
-  Email the Project Planner at: fbenitez@burbankca.gov
-  View Project information online at: <https://www.burbankca.gov/pendingprojects>
-  Attend the City Council meeting on the project on **Tuesday, June 3, 2025, at 6:00 p.m. held in City Council Chambers in City Hall at 275 E. Olive Avenue** in Burbank. The staff report and meeting agenda will be posted online prior to the meeting date at: <https://www.burbankca.gov/web/city-clerks-office/meeting-agendas-and-minutes> or the web address above.

The proposed Ordinance has been reviewed for compliance with the California Environmental Quality Act (CEQA). Staff recommends that the Council find the Zone Text Amendment (ZTA) is exempt from review under the California Environmental Quality Act (Public Resources Code Section 21000 et seq.) (CEQA) pursuant to Section 15061(b)(3) of the CEQA Guidelines for projects that have no potential for causing a significant effect on the environment. No unusual circumstances exist that would preclude the use of this exemption. Furthermore, pursuant to CEQA Guidelines Section 15378, this Ordinance is not considered a “project” subject to the requirements of CEQA because the ZTA has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

Dated: May 17, 2025

Project No.: 25-0001894

Burbank Planning Division

www.burbankca.gov/Planning