



CITY OF BURBANK
COMMUNITY DEVELOPMENT DEPARTMENT

150 North Third Street, P.O. Box 6459, Burbank, California 91510-6459
www.ci.burbank.ca.us

June 23, 2020

ARMEN BOYAJYAN
3248 N. FREDERIC ST.
BURBANK, CA 91504

**RE: Project No. 19-0004555 (Hillside Development Permit) – Approved
3248 N. Frederic St.**

Dear Mr. Boyajyan:

This letter is to notify you that the Community Development Director has approved your application for a Hillside Development Permit (Project No. 19-0004555) for the construction of a 467 square foot addition to an existing 1,862 square foot single family home. The property is located at 3248 N. Frederic St. in the Single-Family Residential (R-1) land use district. Enclosed is the approval with conditions.

Please be advised that the decision of the Community Development Director becomes final fifteen (15) days from your approval date (June 23, 2020), the decision may be appealed to the Planning Board within 15 days of the approval date. Any appeal of the Director's decision requires submittal to the Planning Division with the applicable filing fee prior to the expiration of the fifteen (15) day appeal period, or 5:00 p.m. on July 8, 2020.

If you have any questions concerning this letter, please call me at (818) 238-5250.

Sincerely,

MACIEL MEDINA
Associate Planner

Community Development Department Director's Decision

DATE: June 23, 2020

PROJECT TITLE: Project No. 19-0004555 – Hillside Development Permit

PROJECT ADDRESS: 3248 N. Frederic St.

APPLICANT: Armen Boyajyan

PROJECT DESCRIPTION: First floor addition of 467 square feet to an existing 1,862 square foot single family home. The Floor-Area Ratio will be .20, and the maximum height of the addition will be 15'7".

ZONING: R-1

GENERAL PLAN: Single Family Low Density

MUNICIPAL CODE CONFORMANCE: The project conforms to the Burbank Municipal Code. The Floor-Area Ratio is .20 which is below the maximum allowed .36 FAR. The Lot Coverage is below the maximum allowed 50% at 24%. The side yard setback provided meets the minimum requirement of 7'-0". All setbacks are in compliance with the municipal code. The structure is setback 70'-0" from the rear property line. The maximum height of the addition at 15'7" which is below the maximum allowed height of 30'-0".

ENVIRONMENTAL REVIEW: This project has been determined to be exempt from the California Environmental Quality Act (CEQA) in accordance with Section 15301(e) of the State CEQA Guidelines for the addition to an existing single family dwelling. The addition of 467 square feet to an existing single family residence meets the criteria for exemption set forth in the above mentioned section: "(e) Additions to existing structures provided that the addition will not result in an increase of more than: (2)10,000 square feet if: (A)The project is in an area where all public services and facilities are available to allow for maximum development permissible in the General Plan and (B)The area in which the project is located is not environmentally sensitive."

DATE SIGN POSTED ON-SITE: February 28, 2020

DATE PUBLIC NOTICE MAILED: June 8, 2020

DATE OF DIRECTOR'S DECISION: June 23, 2020

END OF APPEAL PERIOD: July 8, 2020

Maciel Medina, Associate Planner
Planning Division (818) 238-5250

 **FOR**
Patrick Prescott / Community Development Director

FINDINGS FOR A HILLSIDE DEVELOPMENT PERMIT

Hillside Development Permit No. 19-0004555 (3248 N. Frederic St. – Armen Boyajyan, Applicant)

The Community Development Director finds that the proposed project satisfies the requisite findings contained in the Burbank Municipal Code necessary for approval of the Hillside Development Permit, subject to the attached conditions of approval.

1) *The vehicle and pedestrian access to the house and other structures do not detrimentally impact traffic circulation and safety or pedestrian circulation and safety and are compatible with existing traffic circulation patterns in the surrounding neighborhood. This includes, but is not limited to: driveways and private roadways, access to public streets, safety features such as guardrails and other barriers, garages and other parking areas, and sidewalks and pedestrian paths.*

All vehicle and pedestrian access to the home and other structures is existing and is situated in a way that does not impact its surroundings. The proposed addition will not alter existing conditions related to vehicle or pedestrian access. Therefore, there will be no detrimental impact to traffic circulation and safety or pedestrian circulation and safety. The existing access is also compatible with existing traffic circulation patterns in the surrounding neighborhood.

2) *The house and other structures are reasonably consistent with the natural topography of the surrounding hillside.*

The construction of the proposed addition does not require any change to the current topography. Therefore, the structure is reasonably consistent with the natural topography of the surrounding hillside.

3) *The house and other structures are designed to reasonably incorporate or avoid altering natural topographic features.*

The construction of the proposed addition does not require any change to the current topography. Therefore, the structure is designed to reasonably incorporate or avoid altering natural topographic features.

4) *The house and other structures will not unnecessarily or unreasonably encroach upon the scenic views from neighboring properties, including both downslope and upslope views.*

The height, design, and location of the proposed structure reduces the potential of encroachment upon scenic views. The addition will be a maximum of 15'7", this is lower than the overall top-of-roof heights of surrounding homes. The location in the rear of the property allows it to only be visible by two directly adjacent properties and upslope properties; not visible from the public right-of-way. Staff can conclude that the structure will not unnecessarily or unreasonably encroach upon scenic views.

- 5) *The house has been reviewed against the Neighborhood Compatibility provisions as set forth in Section 10-1-609 and the house complies with the Single Family Design Guidelines.*

The project has been reviewed for neighborhood compatibility and complies with the adopted Design Guidelines (enclosed is a completed Neighborhood Compatibility Review – Design Guidelines Checklist for the project and supporting documentation). The house is a Minimal Traditional style home and the addition is consistent with elements of that style home and with the overall style of homes found in the neighborhood.

CONDITIONS OF APPROVAL

Hillside Development Permit No. 19-0004555 (3248 N. Frederic St. – Aram Mnatsakanian, Applicant)

1. Project No. 19-0004555, Hillside Development Permit, approves the addition of a 467 square foot addition to an existing 1,862 square foot single family dwelling. The maximum height of the addition is not to exceed above 15'7". The property is located at 3248 N. Frederic St.
2. This permit shall expire if the use is not initiated within one year of the date of this approval (expires on June 23, 2021) unless Developer has diligently developed the proposed project, as shown by the issuance of a grading, foundation, or building permit and the construction of substantial improvements.
3. The operation/construction on the site shall remain in substantial conformance with the request and with the application materials submitted by the applicant, and approved and placed on file in the office of the Planning Division.
4. The applicant shall comply with all federal, state, and local laws. Violation or conviction of any of those laws in connection with the use will be cause for revocation of this permit.
5. This permit may be modified or revoked by the City should the determination be made that the structure or conditions under which it was permitted present detrimental impacts on neighboring properties.
6. The applicant shall list these conditions of approval on the title or specifications page of all construction plans submitted to the Building Division for a building permit.
7. By signing and/or using this Hillside Development Permit, the permittee acknowledges all of the conditions imposed and accepts this permit subject to those conditions and with full awareness of the provisions of the Burbank Municipal Code. Failure of the permittee or property owners to sign these conditions does not affect their enforceability by the City or other responsible entity. These conditions are binding upon all future property owners and occupants of the subject property.
8. 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.
9. The applicant shall ensure that the construction vehicles are used during times that construction vehicles for other projects in the area are not being used. The intent of this condition is to reduce the cumulative impact of multiple construction sites in the area.
10. Materials and design shown on approved set of plans must be the same used during construction.
11. Input appropriate dwelling size into Floor-Area Ratio and Lot Coverage calculations. Records indicate the property has an existing 1,862 square foot home, rather than the 2,045 square feet listed on the plans. Permits must be submitted to verify appropriate square footage. Any existing construction completed without permits should be legalized through

the building permit process along with the submittal of this Hillside Development Permit.

Building Division

12. All projects shall comply with Title 9, Chapter 1, of the Burbank Municipal Code, and the current 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.

The 2016 California Building Standards Code is applicable to projects that submit a building permit application on or before December 31, 2019. The 2019 California Building Standards Code is applicable to projects that submit a building permit application on or after January 1, 2020.

13. Project lies within the City of Burbank Mountain Fire Zone.
 - a. All construction is required to meet Burbank Municipal Code 9-1-1-701A.1.1
14. A Civil plan is required showing the proposed changes to the site grading to accommodate the addition to the structure. Topographical contour lines are to be indicated, showing existing and proposed contours.
15. Grading and drainage plans may be required, and a separate Grading & Shoring Permit may be required.
16. The foundation shall comply with California Building Code Section 1808.7, for foundations on or adjacent to slopes. A soils report may be required.
17. Justify Floor Area Ratio per current Burbank Municipal Code 10-1-601 (ARTICLE 6. RESIDENTIAL USES AND STANDARDS)
18. Provide corrected Demolition Calculations (demolition calculations are based upon the length of walls, not the square footage of walls).
 - a. Total length of all walls to be demolished divided by total length of all existing walls = Demolition Percentage.
 - b. Length of walls are to include interior and exterior walls, including openings, and any walls attached to existing structure.
19. 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.
20. New construction projects within the City of Burbank are subject to MWELo review.
New landscape areas for residential and non-residential projects between 500 and 2,500 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.
21. The California Division of Mines and Geology Active Fault Near-Source Zones Map for Burbank indicates the city is within 2 km - 5 km of the Verdugo and Hollywood Faults. Structural design of construction projects must address the impact of the Near-Fault Zones.

22. Construction projects must comply with Best Management Practices for construction and stormwater runoff requirements of the National Pollutant Discharge Elimination System MS4 Permit.
23. 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.
24. 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.
25. A Building Permit may be issued to the Property Owner provided that the work is limited to:
- A single-family dwelling of wood frame construction not more than two stories and a basement in height.
 - Garages or other structures appurtenant to single-family dwellings of wood frame construction not more than two stories and basement in height.
 - Nonstructural or non-seismic alterations or additions.
26. 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.
27. Plans and reports submitted for Plan Check Review may be submitted electronically. For more information about the online submittal process, please contact Senior Plan Check Engineer Mario Osuna in Building Division at 818-238-5241.
28. All conditions of approval are to be reproduced on the construction document drawings as part of the Approved Construction Set.
29. All Departments that have provide Conditions of Approval are to receive a set of drawings for review and have provided final approval stamp on drawings, prior to issuance of Building Permit.
30. Five (5) sets of drawings shall be provided at the time of Plan Check Review. The following lists the necessary sheets per department:
- a.Planning – Full set of Plans
(1 set of Civil /Landscape/Architectural/Structural)
 - b.Building & Safety – Full set of Plans

- (1 set of Civil /Landscape/Architectural/Structural)
- c. Public Works – Partial set of Plans
(1 set of Civil /Landscape/Architectural/Structural)
- d. Burbank Fire Department – Partial set of Plans
(1 set of Architectural/Structural)
- e. Parks & Recreation – Partial set of Plans
(1 set of Civil /Landscape/Architectural)
Requires Site Plan with existing landscape to be removed
Requires Site Plan with new landscape
Requires the number of new bedrooms adding

Public Works Department

31. No permanent structure is permitted in any public right-of-way or any public utility easement/pole line easements [BMC 7-3-701.1, BMC 9-1-1-3203].
32. 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 building site plan and the off-site improvement plans [BMC 7-2-701.1]
33. On-site drainage shall not flow across the public parkway (sidewalk) or onto adjacent private property. It should be conveyed by underwalk drains to the gutter through the curb face [BMC 7-1-117, BMC 7-3-102].
34. 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 or licensed civil engineer legally authorized to practice land surveying, 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 with the county surveyor prior to the recording of a certificate of completion for the project.
35. 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>
36. If any utility cuts or construction related impacts are made on Frederic Street adjacent to the property, applicant will have to restore the street fronting the property per City of Burbank paving requirements.
37. Any portion of public sidewalk, curb or gutter that is broken, uneven or uplifted at the end of the project must be reconstructed to the satisfaction of the City Engineer. That reconstruction will be required whether the damage is pre-existing or is a result of the

project. Contact 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].

38. Show location, depth, and dimensions of all sanitary sewer lines on the plans.
39. 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.
40. Per BMC 9-3-407, 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.
41. Certain construction and re-construction activities on private property will need to comply with the post-construction Best Management Practices (BMPs), which include Sections 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 ordinance. For questions on these requirements, please contact the City's Building Division at (818) 238-5220.
42. No visual obstruction over 3' high and under 10' high shall exist within the 5' by 5' corner cut-off at the intersection of the street and driveway [BMC 10-1-1303 (C)].
43. Plans must show water meter within the public right-of-way.

Police Department

44. All outside lighting shall comply with the requirements of Section 5-3-505 BMC. Required lighting devices shall have vandal resistant covers.
45. Secure fencing around the construction site with locking gates and appropriate lighting shall be installed during construction to prevent trespassing and theft. During construction, the Police Department shall be given emergency contact information of contractors and owners for any problems encountered after normal construction hours.
46. To ensure that construction personnel are aware of the restricted construction times, the developer shall install 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 ON MAJOR HOLIDAYS." Any exceptions would be subject to the approval of the Directors of both the Community Development and Public Works Departments.

47. All residential structures shall display a street number in a prominent position so that it is easily visible from the street. The numbers shall be at least four (4) inches in height, of a color contrasting to the background, and located so they may be clearly seen and read. The numbers shall be illuminated during darkness. If the structure has rear vehicle access, numbers shall be placed there as well (9-2-505.1(a) BMC). The Fire or Police Departments may require the size of the numbers to be increased or provided in additional locations if the distance from or orientation to the street limits visibility.

X _____
Signature of Applicant/Permittee

X _____
Signature of Property Owner