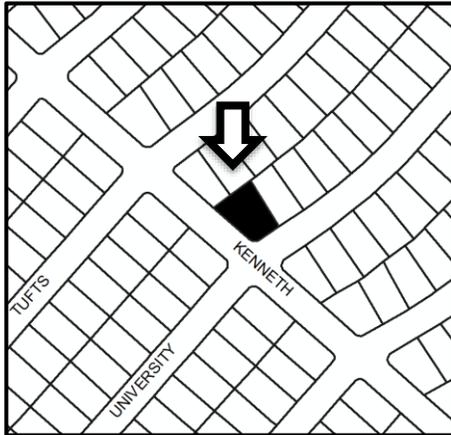


## Public Notice

### Residential addition and remodel at 801 University Avenue

#### 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 Single Family Special Development Permit (SFSDP). The project includes an addition to an existing, 1,627-square-foot, single-story, single family residence and a remodel of the exterior of the residence. The proposed floor area on the lot is 2,864 square feet, below the maximum allowable square footage of 3,292. The maximum height will remain the same, at 15'-5" above natural grade. The subject property is in the R-1, Single Family Residential zone. This project has been determined to be exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15301 (Existing Facilities) for minor additions to existing structures.



#### Why am I getting this?

You are getting this notice because the proposed project is located near where you live or own property. This notice was mailed to all residents and property owners within 300 feet of the project to solicit input prior to the final decision. Because you have the right to appeal the decision of the Director to the Planning Board, whether the project is approved or denied, we wanted you to know about both options for participating: call or write to tell us what you think about the project, and/or appeal the Director's decision if you disagree. The Community Development Director will make a decision to approve or deny this project on September 8, 2020. You may provide input prior to this decision. You also have a right to appeal the decision within 15 days of the date that the decision is made (any appeal must be filed with the applicable fee no later than 5:00 p.m. on September 23, 2020).

#### How do I find out more or participate?

- ☎ Call the project planner, Greg Mirza-Avakyan, at 818-238-5250
- ✉ E-mail the project planner at: [gmirzaavakyan@burbankca.gov](mailto:gmirzaavakyan@burbankca.gov)
- 📖 View documents related to this project online at:  
[www.burbankca.gov/pendingprojects](http://www.burbankca.gov/pendingprojects)

Date: September 21, 2020

Project: Planning Permit No. 19-0006646

Burbank Planning Division - [www.burbankca.gov/departments/community-development/planning](http://www.burbankca.gov/departments/community-development/planning)

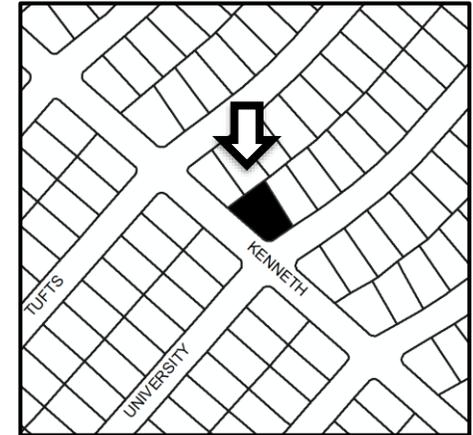


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## Notes

Maps: Need to have dark parcel lines and large street names (must be legible), not less than 9 or 10 font size.

These lines/names can be adjusted using ArcMap properties (right-click on the feature you to adjust, listed on the left side column); to increase the street name size for printing @ 10 font, you'll probably need to select font size 36 or 40 on the ArcMap properties.

The subject property(ies) may also be selected & darkened to clearly identify the project site. Include an arrow or star to label the site.

Text: City Manager wants to update the format to be clearer and have more project description/details, and processing requirements.

The header at the top (underneath 'Public Notice') must include a few words to describe the project (2<sup>nd</sup> floor addition or whatever it is).

The project description must be easy to read (for the general public) and not so much technical language (more conversational tone).

Square footages and heights must be accurate. If there are story poles installed on the project site, then state that in the notice.

The Director's decision date should be firm, so that the ending date for the appeal period can be stated in the notice.

For large projects or controversial projects, we may decide to create a webpage for it, and include a statement referring to it.