



CITY OF BURBANK  
COMMUNITY DEVELOPMENT DEPARTMENT

150 North Third Street, P.O. Box 6459, Burbank, California 91510-6459  
www.burbankca.gov

October 15, 2020

JULIO C. SANTAMARIA  
1781 E. FIRST ST, #319  
LOS ANGELES, CA 90033

**RE: Project No. 19-0005034 (Development Review) - Approved**  
Property Located at 414 N. Moss Street

Dear Mr. Santamaria,

This letter is to notify you that the Community Development Director has approved your application for Development Review (Project No. 19-0005034) to construct a 2,227.56 square-foot, two-story addition with 6 parking spaces to an existing warehouse building on a 6,296 square foot lot. This property is located at 414 N. Moss Street in the M-2 (General Industrial) zoning district. Enclosed is the approval with conditions.

Please be advised the decision of the Community Development Director will become final fifteen (15) days from the date of this letter, unless the decision is appealed to the Planning Board within 15-days. Any appeal of the Director's decision must be submitted to the Planning Division with the applicable filing fee prior to the expiration of the fifteen (15) day appeal period, or by 5:00 p.m. on October 30, 2020.

If you have any questions concerning this letter, please contact me by phone at (818) 238-5250 or by email at [LHwang@burbankca.gov](mailto:LHwang@burbankca.gov).

Sincerely,

  
LUCIA HWANG  
Assistant Planner

cc: Carlos Chavarria, Property Owner (*via email*)

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|                |   |                   |   |                                |   |              |   |                  |   |                |
|----------------|---|-------------------|---|--------------------------------|---|--------------|---|------------------|---|----------------|
| ADMINISTRATION | ❖ | BUILDING & SAFETY | ❖ | ECONOMIC DEVELOPMENT & HOUSING | ❖ | PLANNING     | ❖ | SECTION 8 & CDBG | ❖ | TRANSPORTATION |
| 818.238.5176   |   | 818.238.5220      |   | 818.238.5180                   |   | 818.238.5250 |   | 818.238.5160     |   | 818.238.5290   |

**Community Development Department Director's Decision**

**DATE:** October 15, 2020

**PROJECT TITLE:** Project No. 19-0005034 – Development Review Permit

**PROJECT ADDRESS:** 414 N. Moss Street

**APPLICANT:** Julio Cesar Santamaria

**PROJECT DESCRIPTION:** A request to construct a 2,227.56 square-foot, two-story addition with 6 parking spaces to an existing warehouse building on a 6,296 square foot lot. The addition includes 1,087.29 square feet of warehouse use and 1,140.24 square feet of office. No demolition is proposed.

**EXISTING LAND USE & DEVELOPMENT:** The existing sites includes a 2,001 square foot, one story warehouse building and zero striped parking spaces.

**ZONING:** M-2

**GENERAL PLAN:** North Victory

**MUNICIPAL CODE CONFORMANCE:** The existing storage/warehouse use is permitted in the M-2, General Industrial zone. The Project, as conditioned, complies with all applicable standards set forth in the Burbank Municipal Code (BMC) including, but not limited to, structure height, open space, floor area ratio, setbacks, parking, and landscaping.

**ENVIRONMENTAL REVIEW:** The proposed project is exempt from the California Environmental Quality Act (CEQA) in accordance with CEQA Guidelines Section 15301(e)(2) for additions to existing structures provided that the addition will not result in an increase of more than 10,000 square feet.

**DATE SIGN POSTED ON-SITE:** August 20, 2020

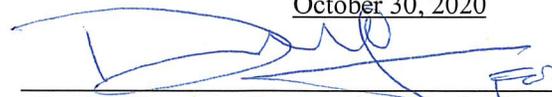
**DATE PUBLIC NOTICE MAILED:** September 14, 2020

**DATE OF DEVELOPMENT REVIEW COMMUNITY MEETING:** September 30, 2020

**DATE OF DIRECTOR'S DECISION:** October 15, 2020

**END OF APPEAL PERIOD:** October 30, 2020

Lucia Hwang, Assistant Planner  
(818) 238-5250

  
\_\_\_\_\_  
Patrick Prescott, Community Development Director

## DEVELOPMENT REVIEW PERMIT NO. 19-0005034

(414 N. Moss Street – Julio Cesar Santamaria, Applicant)

### Findings for Granting a Development Review Permit

The Community Development Director finds the proposed project satisfies the requisite findings contained in the Burbank Municipal Code (BMC) Section 10-1-1912 necessary for approval of Development Review for nonresidential projects that are not residentially-adjacent as defined in BMC Section 10-1-203, subject to the attached Conditions of Approval.

*(1) The project complies with all applicable provisions of the Burbank Municipal Code.*

The Project complies with all applicable standards set forth in the BMC. BMC Section 10-1-812, Property Development Standards applicable to the M-2 Zone, establishes the following requirements:

- *Floor Area Ratio* – The Project complies with the maximum Floor Area Ratio of 1.0 FAR of the lot area when located within the North Victory General Plan Land Use Designation. The total proposed FAR for the site is .67.
- *Structure Height* – Per BMC Section 10-1-812, the maximum height of a structure is determined by the distance from the closest lot line of any property zoned for residential use. The project is approximately 790 feet from the nearest residential use; when the distance from the nearest residential use exceeds 500 feet, the maximum height is determined through a Conditional Use Permit for any height above 35 feet. The proposed height for the addition is 23'-6" to the top of parapet and 21'-0" to the top of plate. Per BMC Section 10-1-203, height is measured from grade—where grade is established from the average of the four corner elevations of the lot. As identified in Condition of Approval #8b for the project, a survey of the four points to determine grade shall be provided during plan check.
- *Yards/Minimum Setback from Street Right-of-Way* – A minimum 5-foot setback of 20% of the building height is required from the nearest street. With a proposed height of 23'-6", the addition is proposed to be 5' from N Moss St, meeting the minimum required setback.
- *Parking* –For a storage/warehouse use, the required parking is 1 space per 1,000 square feet of adjusted gross floor area. For office use, the required parking is 3 spaces per 1,000 square feet of adjusted gross floor area. The adjusted gross floor area of the warehouse use is 2,857.98 and 1,000 for the offices. Parking is calculated separately for the different tenant spaces and uses. Therefore, 6 spaces are required. The Project proposes 6 spaces, including 1 ADA stall, meeting the required number of parking stalls. All of the parking spaces propose a parking bay with of 46.4', exceeding the minimum parking bay widths of 45'-4" for two-way traffic and single loaded aisles with 8'-6" wide stalls.

- *Site Landscaping for Nonresidential Uses*– The Zoning Code includes requirements for location and number of trees planted for the project. The project is conditioned to comply with all applicable site landscaping requirements, including the type and number of trees, screening, and irrigation, and is subject to final review and approval by the Planning Division and the City Park, Recreation, and Community Services Director.
- *Lighting*– The Zoning Code requires that lighting be designed to eliminate glare onto adjacent properties, be compatible with the building architecture and existing light standards, and that security lighting is provided in garages, pedestrian walkways, parking areas and garages. Project conditions include requirements for onsite lighting improvements. The final lighting plan will be reviewed by the Planning Division prior to the issuance of any building permits.
- *Walls and Fences*: As identified in Condition of Approval #8c for the project, the existing unpermitted front wrought iron fence shall be removed. The existing 3’-0” CMU wall is conforming and may remain per BMC Section 10-1-1113.1(J)(1).
- *Trash/Recycling Collection Areas* – The project complies with the requirements that (1) trash bins shall not be located in any required front or street side yard, but may be permitted within the required interior side and rear yards; (2) trash enclosures shall be recessed or within the structure, or enclosed by a six (6) foot high masonry wall on three (3) sides and have a solid permanent metal gate(s); (3) doors and gates of trash enclosures cannot swing out into any public right-of-way; and (4) If the lot abuts an alley, the trash bin must be directly accessible from the alley.
- *Art in Public Places* – As identified in Condition of Approval #6 for the project, the applicant shall comply with the Art in Public Places requirement established pursuant to Burbank Municipal Code (BMC) Section 10-1-1114.

The project plans submitted with this project are in conformance with the following sections of the Burbank Municipal Code (BMC) as applicable to the project:

- Article 11: General Property Development Regulations (Commercial and industrial design standards).
- Article 12: General Yard and Space Standards.
- Article 13: General Height Standards for Walls and Fences.
- Article 14: General Off-Street Parking Standards.
- Article 15: General Off-Street Loading Standards.
- Article 16: General Vehicular Access Standards.

The project is in compliance with the applicable City zoning standards. In addition, the Project with the associated Conditions of Approval would be compatible with the existing uses in the surrounding neighborhood and would ensure that the Project does not adversely affect the public health, safety, and general welfare of the community.

**DEVELOPMENT REVIEW PERMIT NO. 19-0005034  
(414 N. Moss Street – Julio Cesar Santamaria, Applicant)**

**CONDITIONS OF APPROVAL**

**PLANNING DIVISION**

1. Project No. 19-0005034 approves a Development Review to construct a 2,227.56 square-foot, two-story addition with 6 parking spaces to an existing warehouse building on a 6,296 square foot lot. The Project Site is zoned M-2, General Industrial. The General Plan designation is North Victory.
2. This permit shall expire if the scope of work is not initiated within one year of the date of this approval (expires on October 15, 2021), unless the Property Owner 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 with an approval stamp dated October 15, 2020, and approved and placed on file in the office of the Planning Division.
4. This permit or approval may be modified or revoked by the City should it be determined that the proposed use as permitted by this approval or conditions under which they were permitted are detrimental to the public health, welfare, or materially injurious to property or improvements in the vicinity or if the use is maintained so as to constitute a public nuisance.
5. The applicant shall comply with all federal, state, and local laws. Violations or convictions of any of those laws in connection with the use will be cause for revocation of this permit.
6. The applicant shall comply with the Art in Public Places requirement established pursuant to Burbank Municipal Code (BMC) Section 10-1-1114.
7. The applicant shall provide and be approved for irrigation and landscape plans prior to issuance of Building Permits. A landscaping plan shall indicate the types of plants, soil depth, etc. proposed to determine that it is a qualified landscaped area. To qualify as landscaped area, all areas not occupied by trees or shrubs must be planted with turf or other ground cover with a minimum soil depth of 12 inches. All planters must be a minimum of 18 inches deep and two feet in their smallest inside dimension, unless a tree is required, in which case a three (3) foot planter depth shall be required and the planter must have a minimum inside dimension of four (4) feet.
8. The following revisions to the approved plans shall be incorporated at the time of submittal for building plan check:
  - a. Remove the compact parking space as no compact space are permitted within the City.
  - b. Survey points of the grade of the property must be provided to determine the height of the structure. Per BMC Section 10-1-203, GRADE: The average elevation of the ground surface, prior to any construction, leveling, grading, or development

associated with the current project, as calculated by adding the elevations of the corners of a lot and dividing by that number of corners. The grade for each lot portion shall be calculated as the average of the elevations of all corners of such lot portion.

- c. The unpermitted wrought iron fence shall be removed.
9. By signing and/or using this 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 Burbank Municipal Code Section 10-1-1913 (Termination of Development Review Approval). Failure of the permittee 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.
10. The applicant shall comply with all enclosed Department/Division comments and Code requirements, and shall be verified by the Building Official or designee, prior to the issuance of any Certificate of Occupancy.
11. The Developer shall list these conditions of approval in all construction plans submitted to the Building Division for a building permit. The Developer shall also provide a separate written document outlining how, or where, each of the conditions have been addressed in the building permit plan set for all City Division/Department conditions enclosed and provide the same number of copies as building plan sets submitted for Building Plan Check.

#### **BUILDING & SAFETY**

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. Development Impact Fees are assessed by the City for construction of new commercial square footage as listed in the Burbank Fee Schedule and Title 10, Article 22, of the Burbank Municipal Code.
14. The property shall comply with accessibility requirements for the various occupancies as stated in California Building Code Chapter 11. Accessibility regulations apply to all common areas and parking.
15. The parking layout will have to comply with City standards, including minimum turning radii for accessing parking stalls.

16. Construction projects must comply with Best Management Practices for construction and stormwater runoff requirements of the National Pollutant Discharge Elimination System MS4 Permit.
17. Provide all information, calculations, and regulations pertaining to Low Impact Development associated with this project.
18. Grading and drainage plans will be required, and a separate Grading & Shoring Permit will be required.
19. 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.
20. Deferral of any submittal items shall have prior approval of building official. The registered design professional in responsible charge shall list the deferred submittals on construction documents for review.
21. Screening will be required for equipment located in front and side yards. The screening will include the electrical panels, A/C compressor units, gas meters, and transformers. All screening will be subject to approval by Planning and Building divisions, and BWP.
22. 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.
23. 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.
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. 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.

26. 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.
27. All conditions of approval are to be reproduced on the construction document drawings as part of the Approved Construction Set.
28. 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.
29. Seven (7) 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/Mechanical/Plumbing/Electrical)
  - b. Building & Safety – Full set of Plans  
(1 set of Civil /Landscape/Architectural/Structural/Mechanical/Plumbing/Electrical)
  - c. Public Works – Partial set of Plans  
(1 set of Civil /Landscape/Architectural/Structural/Mechanical/Plumbing/Electrical)
  - d. Burbank Water & Power Department – Partial set of Plans  
(1 set of Civil /Landscape/Architectural/Structural/Mechanical/Plumbing/Electrical)
  - e. Burbank Police Department – Partial set of Plans  
(1 set of Civil / Architectural/)
  - f. Burbank Fire Department – Partial set of Plans  
(1 set of Architectural/Structural)
  - g. 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

### **POLICE**

30. The following areas shall be illuminated at all times with light having an intensity of at least two (2) foot-candles at floor level: Every apartment house and hotel, every public hallway, passageway, public stairway, fire escape, elevator, public toilet or bath, means of egress, all open parking spaces and carports, open parking garages and approaches to open garages and carports, all parking structures, and all semi-subterranean and subterranean garages. All outside lighting shall comply with the requirements of Section 5-3-505 BMC. Required lighting devices shall have vandal resistant covers.

31. All buildings and parking structures shall be capable of supporting emergency safety service radio communication systems in compliance with the requirements of Section 9-1-1-2703 BMC. All enclosed and/or subterranean interior areas of this project will be tested upon completion of construction to determine the radio signal transparency. Any buildings or structures which cannot pass the appropriate radio signal strength test may require installation of a radiating cable antennae *or* internal multiple antennae low power repeater system with or without FCC type accepted bi-directional UHF amplifiers as necessary to meet this requirement.
32. Preventive measures shall be taken to secure any entrances to the building(s) from any parking structures to prevent the possibility of theft or burglary.
33. The architectural design shall allow an unobstructed view, from public rights-of-way, of all ground level entry and exit doors. In the case of commercial buildings, this shall include all ground level windows as well. Landscaping or other barriers shall not obscure visibility.
34. All exterior doors, other than primary entry doors, shall be self-closing and self-locking to prevent trespassing.
35. 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.
36. 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.
37. A construction "truck route plan," which identifies truck routes along major arterials while avoiding residential streets, and the frequency of trips and hours of operation, shall be prepared prior to approval of any demolition, grading, or building permits and approved by the Public Works Director. The plan shall demonstrate avoidance of congested roadways and sensitive receptors (e.g., residential areas) and shall minimize the number of trips and trip lengths to the maximum extent feasible.
38. The developer shall provide a site plan, to the Police Department representative's and the Public Works Director's satisfaction, that shows sufficient off-street parking locations for construction employees and equipment so as to not impact the local residential community or nearby businesses, and shall require contractors to prepare a trip reduction plan for construction

crew vehicles to reduce potential vehicle trips on the road. The developer shall place such language (dealing with parking and trip reduction) in all contractor agreements.

39. Buildings shall be numbered with the approval of the enforcing authority. This section shall not prevent supplementary numbering such as reflective numbers on street curbs or decorative numbering. Such numbering will be considered supplemental only and shall not satisfy the requirements of this section.
40. Multiple family dwelling complexes or any building having a separate identifying factor, other than the street number, shall be clearly identified. Each individual unit shall have a unit identifying number, letter, or combination thereof clearly displayed on or near the door.
41. All commercial 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 six (6) inches in height, of a color contrasting to the background, and located so they may be clearly seen and read (9-2-105.1(a) BMC). The numbers shall be illuminated during darkness. If the structure has rear vehicle access, numbers shall be placed there as well. 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. Address numbers shall also be displayed on the roof of the building to be visible from police helicopters. Digits shall be a minimum of 18 X 24 inches with a 3" line width in a color that contrasts with the background.
42. Any building having a separate identifying factor other than the street number shall be clearly identified. Each individual unit shall have a unit identifying number, letter, or combination thereof, prominently displayed.
43. Points of vehicular ingress and egress shall not disrupt the normal flow of traffic on public rights-of-way. Signs and/or physical barriers preventing or restricting certain movements may be required.
44. Stairwells, the interiors of which are not completely visible when first entering, shall have mirrors so placed as to make the whole stairwell interior visible to pedestrians outside.
45. When access to or within a multiple-family dwelling complex, private residential community, or other buildings with multiple occupants is unduly difficult because of secured openings, or where immediate access is necessary for lifesaving or other POLICE purposes, a Series 3200 Knox-Box Security Vault key box and/or a Series 3500 Knox Box key switch shall be installed in an accessible location (9-2-506.1(a) BMC). The POLICE key box/switch may only be obtained directly from Knox and request applications are available only from the Burbank Police Department. The POLICE key box shall be separate from the FIRE key box and shall contain keys to allow access to security gates or doors as required by the Chief of Police. The installation shall occur during the construction phase. Depending on the size of the development, more than one POLICE Knox-Box may be required. Your project requires Knox-Boxes to be installed in the following location(s): *Police Knox Box mounted on the wall adjacent to the main front door. The box must be visible while standing at the front door, and easily accessible.*

## **FIRE**

46. If this project meets the Fire Sprinkler requirements per the City of Burbank Municipal Code Fire Sprinklers shall be required
47. Provide construction site security by means of a six-foot high fence maintained around the entire site or a qualified fireguard when required by the Fire Code Official.
48. Provide an automatic fire sprinkler system in accordance with the Burbank Municipal Code.
49. Provide electrical supervision for all valves controlling the water supply and all water flow switches on all fire sprinkler systems where the number of sprinklers is 20 or more.
50. Provide a fire alarm system to notify all occupants of automatic fire sprinkler water flow.
51. Provide a Knox key box for fire department access.
52. Provide a Knox KS-2 key access switch for security gates.
53. Provide address numbers a minimum of 4 inches high for residential structures and six inches high for all other occupancies with 3/4 inch stroke to identify the premises. Numbers shall be plainly visible from the street or road fronting the property and from the alley or rear access way to the property.
54. 2A10BC fire extinguishers shall be provided and located as directed by the Fire Code Official in the field. All portable fire extinguishers shall be installed on a positive latching bracket or within an enclosed cabinet.
55. Exit doors shall be openable from the inside without the use of a key or any special knowledge or effort. All locking devices shall be of an approved type.
56. Provide a fire alarm system.
57. Fire apparatus access roads shall be provided in accordance with the California Fire Code, for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction when any portion of the facility or any portion of an exterior wall of the first story of the building is located more than 150 feet from fire apparatus access as measured by an approved route around the exterior of the building or facility. More than one fire apparatus road shall be provided when it is determined by the chief that access by a single road might be impaired by vehicle congestion, condition of terrain, climatic conditions or other factors that could limit access. Access during construction shall be maintained in accordance with the CFC/BMC.
58. Specifications for fire apparatus access roads shall be provided and maintained in accordance with the California Fire Code.
59. Plans for fire apparatus access road shall be submitted to the fire department for review and approval prior to construction.

60. Plans and specifications for fire hydrant systems shall be submitted to the fire department for review and approval prior to construction.
61. When fire protection, including fire apparatus access roads and water supplies for fire protection, is required to be installed, **such protection shall be installed and made serviceable prior to and during the time of construction.**
62. Approved signs or other approved notices shall be provided and maintained, at the expense of the person(s) in possession of the property, for fire apparatus access roads to identify such roads and prohibit the obstruction thereof or both.
63. An approved water supply capable of supplying the required fire flow for fire protection shall be provided to all premises upon which facilities, buildings, or portions of buildings are hereafter constructed or moved into or within the jurisdiction. When any portion of the facility or building protected is in excess of 150 from a water supply on a public street, as measured by an approved route around the exterior of the facility or building, on-site fire hydrants and mains capable of supplying the required fire flow shall be provided when required by the chief.
64. All exits, fire department access and fire protection shall be maintained in accordance with the California Fire Code during construction.
65. Any fire hydrants for this block shall be upgraded with a 4" X 2-2 1/2" outlets. Contact the Water Division at 238-3500 for specifications on the type fire hydrants to be provided
66. Except as otherwise provided, no person shall maintain, own, erect, or construct, any building or structure or any part thereof, or cause the same to be done which fails to support adequate radio coverage for City emergency service workers, including but not limited to firefighters and police officers. Buildings and structures which cannot meet the required adequate radio coverage shall be equipped with any of the following in order to achieve the required adequate radio coverage: a radiating cable system or an internal multiple antenna system with or without FCC type accepted bi-directional UHF amplifiers as needed. Further information and guidance can be obtained by contacting the City of Burbank Radio Communications shop at (818)238-3601.
67. For parking garages provided with a ventilation system in accordance with the California Building Code "Interior Environment" a remote over-ride switch shall be provided for Fire Department use as assistance for smoke removal. The switch shall be located and clearly marked in a readily accessible location as directed by the Fire Department.

#### **BWP- ELECTRIC SERVICES**

68. The following information shall be included on the construction plans
  - a. Location of the existing electric service panel.
  - b. Dimensions/location of existing/proposed public improvements adjacent to project.
  - c. The width and location of all existing and proposed easements.
  - d. Fully dimensioned building elevations showing height of structure from natural grade.

- e. Proposed location of electric service panel/meters.
- f. Proposed location of pad-mounted transformer

69. Plan approval will not be given until an electric service confirmation is obtained. Contact Burbank Water and Power (BWP) Engineering at 818-238-3575. The plans must show the pertinent information related to the method of service as specified on the confirmation.

#### *Load Requirements*

70. A load schedule and secondary service schematic will be required to determine the extent of the electrical load requirements. An electronic copy of a plot plan of the site, showing all the existing and proposed substructures, comply with BWP AutoCAD standards should also be provided to BWP Electrical Engineering to aid the electrical design. BWP will provide full comments after the electrical sheets are provided. A meeting should be scheduled between the developer, project architect, electrical engineer, and BWP Electrical Engineering early in the design stage of each phase of the project to discuss all the issues and to finalize the location of the facilities.

71. Loads below 5MW will be fed from the existing system but will require upgrades to accommodate the new development, at the developers cost.

#### *Substructure*

72. The proposed development may require the installation of a pad-mounted transformer.

73. The proposed development may require a transformer pad, which has a vault underneath it. No structures are allowed to be constructed underneath this vault.

74. The installation of pad-mounted transformer will require the use of a crane or boom truck. To facilitate this installation, a vertical clearance of 40' from the transformer or switch pad level should be maintained. Any design that would restrict vertical access clearance to a level below 40' shall be subject to BWP approval.

75. Provide a minimum 14'x18' clear accessible area at grade level on undisturbed soil with easy crane access 20-ft wide for each three-phase pad-mount transformer facility.

76. The proposed development may require the installation of a 4'x6'-6" primary pull box.

77. Additional conduits may be required to provide for future needs.

78. No permanent structures are allowed within the 10' easement along the rear property line.

79. The developer's contractor will provide as-built drawings showing the exact location of underground substructure installed to serve the property.

80. All substructure work including transformer pads, switch pads, pull boxes, grounding systems, primary conduits and secondary conduits are the responsibility of the developer and shall be done in accordance with Burbank Water and Power drawings and specifications.

81. Any existing and proposed substructure on-site and off-site, which may affect the location of

the new underground electrical system and any other improvements shall be identified and shown on the final plans in order to avoid a potential conflict with other substructure.

82. BWP will provide the following items at the developer's cost:
  - a. construction drawings for all substructure work
  - b. Engineering support during construction
  - c. Inspection of the work performed by the developer's contractor to ensure the work is done per the plans provided by BWP and per BWP specifications
  - d. Installation of all transformers, switches, primary cables, and metering devices
  - e. Termination of the secondary cables at the transformer
83. The developer's contractor shall install secondary conduits, pull cable from the transformer to the switchboard, and terminate the secondary cables on the switchgear.
84. Depending on the location of the switchgear (whether it is outside or inside the building), secondary conduits and cables will be inspected and approved by both the BWP inspector and the Building Inspector (switchgear inside the building) or by the BWP inspector (switchgear outside the building).
85. The building inspector will provide structural inspection of secondary conduits for compliance with the building code-concrete easements, fire walls, support of conduit package, etc. The BWP inspector will inspect the amount and size of secondary conduits and cables.

#### *Safety/Clearances*

86. The State of California Public Utilities Commission General Order No. 95 requires that no building or structure be allowed to encroach within the envelope 12' vertical and 6' horizontal from the existing high voltage lines along the existing alleys within project boundary. The lines are approximately 38 feet from grade. The actual height and location of the conductor attachment has to be surveyed and shown on the plans.
87. The state of California Public Utilities Commission General Order No. 95 requires that no building or structure be allowed to encroach within the envelope 8' vertical and 3' horizontal from the existing low voltage lines along the existing alleys within project boundary. The lines are approximately 23 feet from grade. The actual height and location of the conductor attachment has to be surveyed and shown on the plans.
88. The State of California Public Utilities Commission General No. 95 requires that no temporary scaffolding, platforms or supporting framework upon which men may work be allowed to encroach within the required clearance envelopes as stated in the previous two comments.
89. Burbank Water and Power Rules and Regulations require that no open patios or balconies will be erected underneath any high voltage overhead conductor regardless of vertical clearance.
90. Plans must be revised to avoid encroachment into the envelope as commented above. Building elevations will show the existing power powers, their height from natural grade, conductor

attachment heights and locations (all surveyed), and the described above envelopes clear from any portion of the building per BWP drawing S-70 (attached).

91. The developer's contractor is responsible for protecting any existing Burbank Water and Power facilities in place. Power poles must be protected in place to prevent any movement of the power butt during excavation. Anchors must be protected to prevent slippage or exposure that could result in the reduction or loss of holding power. If these requirements cannot be met, then no excavation will be allowed within three feet from the face of poles and five feet from anchors.
92. The developer's contractor is responsible for protecting any existing Burbank Water and Power underground facilities from damage during construction. No crane imposed loads will be allowed on any existing manhole or pullbox structures.
93. Any exaction that restricts vehicular access to existing BWP facilities may require the relocation of such facilities at the developer's cost.

#### *Aid-in-Construction*

94. The Burbank Water and power fees for providing electric service are Aid-in-Construction (AIC) charges set forth in Section 3.26 of BWP's Rules and Regulations for Electric Service. AIC charges are to recover the actual cost of:
  - a) Providing and installing new facilities to serve the customer
  - b) Conducting feasibility studies and engineering
  - c) Relocating existing overhead or underground facilities
95. Actual costs vary from project to project and AIC examples can be found in the Burbank Water and Power "Guide for Electric Service".
96. If any portion of the existing BWP facilities needs to be upgraded or relocated due to the subject project, it will be done at the developer's expense.

#### *Metering/Service*

97. All electrical installation must conform to the Burbank Water and Power Rules and Regulations for Electric Service (latest revision).
98. Contact BWP Engineering at 818-238-3647 (residential) or at 818-238-3565 (commercial) if the existing service panel requires upgrading.
99. For multi-metered services all numbering must be completed in a permanent manner at all individual units and meter sockets before service can be energized. See BWP Rules and Regulations, Section 2.68 (c) for acceptable labeling (stenciling or riveted tags required, permanent marker is unacceptable). Contact Public Works Engineering for unit designation.

100. The service switchboard rating shall be limited to 3000 Amps. Five copies of EUSERC drawings of the switchboard shall be provided to BWP for approval prior to submittal to the manufacturer. Service shall not be energized unless these drawings are provided.
101. Outdoor meter locations are preferred. When adequate exterior wall space is not available, a separately located, clearly labeled meter room is acceptable. All meter rooms must be located on the ground floor and have two exit doors equipped with panic hardware. At least one door must lead directly outside. BWP must be supplied an access key to the room, which will be installed in a lock box adjacent to the door. The developer shall consult BWP for approved location and obtain a service confirmation prior to any installation.
102. All new metered services require a path for meter communications to BWP communication networks. Installation of meters that fail to continuously communicate with BWP communication networks will require additional BWP approved equipment to be installed at the developer's expense in order to create the appropriate communications path.

#### *Street Lighting*

103. The developer is responsible for the street lighting system traversing the project. The street lighting system is required to be underground fed with LED luminaries. If existing lighting conditions do not satisfy this requirement, modification will have to be made at the developer's expense. Standards and luminaries will be supplied by BWP during the initial planning stage of the project for street light design.
104. Any construction that impacts existing streetlight standards or infrastructure will require relocation at the developer's cost.

#### *Fiber/Communication*

105. Burbank Water and Power offers high-speed, high-quality fiber optics-based services through its ONE Burbank program. Fiber service is available to the project if desired. For further information, email [support@oneburbank.com](mailto:support@oneburbank.com) or call 818-238-3113.
106. Contact AT&T at 866-577-7726 for any phone company facility conflicts. Contact Charter Communications at 818-847-5013 for any cable TV facility conflicts.

#### *Landscaping*

107. Any trees planted in the area adjacent to the street/alley will be a type that will not grow into the existing power lines and will have sufficient clearance from the streetlight facilities.
108. All equipment locations and screening structures will be indicated on the plans and must meet the Community Development Department Equipment Screening Guidelines. The plans will include the proposed screening method, height of screening, material finish, and color or species of vegetation. All screen walls, which are a part of, or adjacent to, the proposed building will be shown in the building elevations. All screen walls detached from the building

will be included as a separate elevation. Verification of submittal requirements and recommendations for screening requirements shall be by the CDD Director or his designee.

109. BWP landscaping requirements for transformer pads and switch pads:

Due to the natural maturation of trees and other landscaping elements, the following requirements are to be adhered to:

- a. New planting within three feet of the back or sides of the pad and within eight feet of the front shall be a groundcover type. This is considered the working zone.
- b. Outside of the working zone, shrubbery is acceptable within eight feet of the pads, but trees must be beyond an eight-foot radius to lessen further root conflicts.
- c. Landscaping grade shall be a minimum of five inches below the grade level of the top of transformer pads.
- d. All irrigation and sprinkler systems shall be constructed so that water shall not be directed onto the switch, the transformers, or the concrete pads. Additionally, surface water shall draw away from the concrete pads.

Landscape plans shall adhere to the above requirements, showing proper working clearances for electrical facilities on L-sheets.

*Energy Efficiency*

110. The electrical design shall comply with California Building Code Title 24 energy efficiency requirements and shall use, wherever practical, surge suppressors, filters, isolation transformers, or other available means to preserve a quality of power of its electrical service and to protect sensitive electronic and computer-controlled equipment from voltage surges, sags, and fluctuations. BWP also recommends that the use of an uninterruptible power supply (UPS) and a standby generator for critical loads.

111. Power factor correction to a minimum of 90% will be required to minimize kVA demand as well as energy use. The developer must use California Nonresident Building Standard to consider and implement energy efficient electrical equipment and devices for minimizing peak demand and wasteful energy consumption.

*Electrical Vehicle Charging*

112. At least 6% of the total parking spaces shall be capable of supporting future Electrical Vehicle Supply Equipment (EVSE). Plan design shall be based on Level 2 EVSE or greater, at maximum operating ampacity. Only underground raceways and related underground equipment per Burbank Water and Power standards are required to be installed at the time of construction. Plans shall include the location and type of EVSE, raceway method(s), wiring schematics and electrical calculations to verify that the electrical system has sufficient capacity to simultaneously charge all the electrical vehicles at all designated EV charging spaces at their full rated amperage. The electrical service panel shall include capacity to simultaneously charge all EVs at their full-rated amperage and shall identify the overcurrent protective device space(s) reserved for future EV charging purposes at "EV CAPABLE." The future EV charging stations shall be placed at multiple convenient and visible locations

within the new parking facilities. This requirement may be superseded by future building mandates.

113. As part of our efforts to reduce greenhouse gas emissions, improve air quality, and enhance customer service, Burbank Water and Power's Electric Vehicle Charging program promotes the use of electric vehicles by providing rebates for the installation of Level 2 (240V) charging equipment. BWP also installs and maintains a public electric vehicle charging network consisting of 27 Level 2 chargers and 1 DC Fast Charger (480V), with new stations added each year depending on budget and availability. For more information on the rebates and the charging network, please contact Drew Kidd, EV Program Manager at 818-238-3856 or [dkidd@burbankca.gov](mailto:dkidd@burbankca.gov). Additionally, information can be found at <https://www.burbankwaterandpower.com/electric-vehicles>.

*Additional Comments*

114. Burbank Water and Power will supply a maximum of up to 400 amps of single-phase 12/240 volt power and a maximum of up to 200 amps of three-phase 240 volt delta power off of the overhead system to the new project. Any required power greater than the overhead limits or a requested alternative voltage will require the installation of padmount transformer facilities at the applicant's expense. A load schedule and single line diagram will be required to be submitted to BWP to determine the service requirements. The applicant will be required to pay for any costs associated with the overhead system if upgrades are required within these limitations.
115. Underground padmount transformer facilities would require the installation of (2) 4" primary rigid risers on the existing pole #28499-B, located on Moss Street; a concrete encased conduit package with an additional 2" fiber conduit, a new 4'x6'-6" primary pullbox, and new 6'x8'-6" padmount transformer pad and vault, barrier posts, secondary conduit package and cables, and switchgear. A designation 12'x16'-6" undisturbed transformer area would be proposed on the applicant's parking lot if the City allowed for a parking variance. An exaction permit would be required to be pulled from Public Works forth exaction along the sidewalk right of way. Proposed switchgear would be located in an electrical room outside with proper working clearances.
116. New unit designations and addresses will need to be applied for by the applicant and approved by the Public Works Department.
117. There is an existing metal conductive covering at the rear of the building within the easement that needs to be removed. The new addition will require a minimum of 3-feet of clearance form any window opening to any existing and/or new weather head or service drop.
118. The plans are required to show the existing 10' easement along the rear property line, call out the pole line at the front property line, and show all existing utility poles and the streetlight adjacent to the property on Moss Street, The State of California Public Utilities Commission General Order No. 95 requires that no building or structure be allowed to encroach within the envelope 6' vertical and 12' horizontal from the existing high voltage lines. The applicant is

required to survey the height of the closest primary lines at the front and rear and show elevation views of the building envelope clearances to the new 2-story additional per BWP reference drawing # S-708A. Furthermore, the State of California Public Utilities Commission General Order No. 95 requires that no temporary scaffolding, platforms, or supporting framework upon which men may work be allowed to encroach within the required clearance envelope. If the two story construction will require workers to be within 10 feet of the 12 kV primary conductors, then the application will be required to pay a deposit for BWP to cover the primary conductors during construction.

### **BURBANK WATER AND POWER – WATER**

119. The following information shall be provided on the plans submitted for Building Plan Check Review:
  - a. Size and location of water services (domestic, fire, type and location of the backflow assembly);
  - b. Calculations for sizing of domestic water meter and service; and
  - c. Landscape irrigation plans for back-flow plan check.
120. Temporary water for construction purposes only, may be supplied from the existing service at 414 Moss St only after the owner or contractor has signed up for its use at the Burbank Water and Power, 164 W. Magnolia Boulevard, between 8:30 AM and 4:30 PM, Monday through Friday. The existing meter(s) and box(s) are to be protected at all times during demolition of the site and/or construction.
121. The new service, if required for this Project, will come from a 6 inch main in Moss St. at static pressure of approximately 140 psi.
122. Due to systematic static pressure at this site, the Building Division requirements for a pressure regulator are to be followed in accordance with the 2016 California Plumbing Code.
123. A copy of this Development Review shall be shown on the applicant's plan submittal.
124. The water service for this Project may be required to be provided with protective devices that prevent objectionable substances from being introduced into the public water supply system, per Title 17 of the California Administrative Code. A \$50 backflow prevention plan check fee is due before the plans will be stamped, signed and approved by the Water Division. Both domestic and fire services may require installation of backflow prevention devices. Plan Check will take a minimum of five working days. Backflow devices must be installed on private property and as close as possible to the property line.
125. The owner or contractor shall contact BWP Water Division at 818-238-3500 before the building permit is issued. The drawings will be reviewed for adequate sizing of the service and meter and will take a minimum of five working days. Domestic meter size shall be adequate to provide the required flow, as determined by a licensed plumber or architect, calculated from the number of fixture units for the proposed development, pursuant to the California Plumbing Code 2016, CCR, Title 24, Part 5; Prior to final approval and preparation

of an estimate by the BWP Water Division, the applicant shall obtain approval from the City of Burbank Fire Department for appropriate fire service size and appurtenance selection. A deposit will then be collected to cover construction costs for all required services. Construction scheduling will be based on date of receipt of the required drawings, fees and deposit.

126. If the Fire Department requires any new fire hydrants and/or fire services for this development, the owner or contractor shall request an estimate for same from BWP Water Division by calling 818-238-3500. The full deposit for any required work (including upgrading the fire service/backflow device) must be paid before the Water Division approves the Project drawings.
127. A Water Main Replacement Fee (WMRF) is required in accordance with Sections 4.34(c), (d), and (e) of the BWP Water Division Rules and Regulations. Per Section 4.34(e): A Water Main Replacement Fee (WMRF) shall be applied along the frontage of N. Moss St., = 52ft x \$125/ft. = \$6,500. The applicant shall be responsible for all additional costs of connection, installation, and abandonment in accordance with Burbank Water and Water (BWP) Rules and Regulations.

## **PUBLIC WORKS DEPARTMENT**

### *Engineering Division*

128. Show the width and location of all existing and proposed easements [BMC 9-1-1-3203]. Plans shall show a 5' public utility easement at the rear of property.
129. Show dimensions and location of all proposed property dedications.
130. 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.
131. 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 the building site plan and the off-site improvement plans [BMC 7-3-701.1].
132. No structure is permitted in any public right-of-way or any public utility easements/pole line easements [BMC 7-3-701.1, BMC 9-1-1-3203].
133. 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>.

134. Prior to the issuance of a building permit, Public Works Permit Division must verify and sign off that the 5' public utility easement is cleared of any existing and/or proposed permanent structures prior to the start of construction.
135. Prior to the issuances of a building permit, submit site drainage plans to Public Works Department for review. 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].
136. Prior to the issuance of a building permit, an address form must be processed [BMC 7-3-907].
137. Prior to the issuance of a building permit, plans shall include easements, elevations, right-of-way/property lines, dedication, location of existing/proposed utilities and any encroachments.
138. Prior to the issuance of a Certificate of Occupancy, provide verification from the City of Burbank, Building Division showing the 5' public utility easement is cleared of all permanent structures at the rear of the property after construction is completed.
139. Prior to the issuance of a Certificate of Occupancy, remove and reconstruct any portion of the sidewalk that is uneven or up-heaving fronting the property along Moss Street per City of Burbank Standards. Contact the Public Works Inspection Office at 18-238-3955 to have these areas identified after obtaining a Public Works Excavation Permit [BMC 7-3-501].
140. Prior to the issuance of a Certificate of Occupancy, any portion of the public parkway (sidewalk, curb, gutter, driveways, landscape, etc.) that is broken, uneven or uplifted at the end of the project must be reconstructed to the satisfaction of the City Engineer. The repairs and/or reconstruction will be required where the damage is pre-existing or is a result of the project. Contact the 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].
141. The two story structure might be in conflict with power poles and cables. Applicant must contact Burbank Water and Power for vertical and horizontal clearance restrictions.
142. Building access doors, loading dock doors, and access gates may not swing into the public right-of-way [BMC 7-3-701.1].
143. If any utility cuts or construction related impacts are made on Moss Street adjacent to the property, applicant will have to restore the street fronting the property per the City of Burbank paving requirement.

144. Additional impacts to street triggered by this project could extend the paving restoration limits.

*Wastewater Requirements*

145. An Industrial Water Discharge Permit will be required [BMC 8-1-502 and BMC 8-1-503].

146. Under the current rate structure, pulling the Building Permit for the proposed development is subject to a Sewer Facilities Charge estimated at \$588.14. The charge is due prior to issuance of a Building Permit [BMC 8-1-802 and BMC 8-1-806].

SFC = Proposed Development – Demolition Credits  
= Warehouse [\$0.065/SF \* 920 SF] + Professional Offices [\$.0417SF \* 1,267 SF]  
= \$59.80 + \$528.34  
= \$588.14

(Note: It is the responsibility of the developer to show proof of the existing sewer usage or existing developments so that the proper credit can be given.)

147. Every building or structure in which plumbing fixtures are installed which conveys sewage must be connected to the municipal wastewater system [BMC 8-1-104].

148. No person shall connect to or tap an existing public sewer without obtaining a permit [BMC 8-1-301].

149. 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.

*Stormwater Requirements*

150. 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.

151. Discharges from essential non-emergency firefighting activities (i.e., fire sprinkler system testing) is conditionally allowed non-storm water discharge into the storm drain system, provided appropriate Best Management Practices (BMPs) are implemented. Please see the attached Fire Suppression Systems discharge form and follow the requirements to comply when conducting the conditionally allowed non-storm water discharge.

152. Certain construction and re-construction activities on private property will need to comply

with 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 (LID)** ordinance. For questions on these requirements, please contact the City's Building Division at (818) 238-5220.

*Traffic Engineering*

153. Garage and driveway path must be constructed per BMC 10-1-603.I.

154. A 24 foot turning radius shall be provided to access right-angel parking stalls per BMC 10-1-1606.

155. Driveway apron must be constructed per Burbank Standard Plan BS-103.

*Field Services- General Comments*

156. This development must have a common location or locations for trash enclosures large enough to house an appropriate number of refuse and recycling bins.

157. If greater than four cubic yards of solid waste is generated per week at the location, a waste and recycling plan shall be created for this development and shall comply with AB 341 requirements.

158. Businesses must use appropriately sized trash and recycle bins, not individual carts.