



# Weekly Management Report

## June 26, 2020

- 1. Synopsis** Sustainable Burbank Commission Meeting on June 15, 2020  
**Public Works Department**
- 2. Memo** Provide Requirements of R-4 Development Next to R-1 R-1 Properties  
**Community Development Department**
- 3. Minutes** Civil Service Board Meeting on June 3, 2020  
**Management Services Department**



**SUSTAINABLE BURBANK COMMISSION**  
**June 15, 2020**

**SYNOPSIS OF ITEMS ARE IN BOXES BELOW**

**I. GREEN SPOTLIGHT AWARD:**

The Green Spotlight Award agenda item has been tabled until the State's "Safer at Home" order has been lifted.

**II. ORAL COMMUNICATIONS:**

**A. Public Communication:**

None.

**B. Commission Member Communication:**

Ms. Robb asked when the Recycle Center will reopen.

**C. Staff Communication:**

John Molinar, Asst. Public Works Director – Street & Sanitation, stated the Recycle Center drop-off will reopen soon but the buy-back service will open at a later date.

Kreigh Hampel, Recycling Coordinator, stated that traffic safety at the Recycle Center is a concern. Once a reopening date is made available, City staff will provide information to the public.

**III. APPROVAL OF MINUTES:**

Ms. Robb moved and Mr. Weber seconded a motion to approve the minutes from the May 18, 2020 meeting. The minutes were approved by Ms. Gemmill, Mr. O'Brien and Ms. Robb, Ms. Tenenbaum, Mr. Weber, and Ms. Zimskind. Ms. Schanberger arrived late and was not in attendance to vote.

**IV. GREENHOUSE GAS REDUCTION PLAN:**

Karen Pan, Administrative Officer, Community Development Department (CDD) gave a brief overview of the City's Greenhouse Gas Reduction Plan. She discussed the current plan and objectives, including the requirement of a holistic update to the Plan. Ms. Pan asked the Commission to support the Plan. The Commissioners engaged in a discussion.

**I. COMPLETE STREETS PROJECT:**

The group discussed a letter Ms. Robb and Ms. Tenenbaum drafted to Council in support of the Complete Streets project. Ms. Robb moved and Mr. Weber seconded a motion to approve the letter with edits and email it to Council on behalf of the Commission. The group unanimously approved the motion.

**V. AD HOC COMMUNITY ENGAGEMENT PHASE 2 SUBCOMMITTEE REPORT**

At its June 18, 2018, meeting, the Commissioners agreed to form the ad hoc Community Engagement Phase 1 & Phase 2 Subcommittee. Phase 1 is complete and community engagement goals have been approved by the Commission. Phase 2 will focus on enacting the goals. The ad hoc subcommittee will provide the Commission with an update on the group's progress and proposed future direction for discussion and Commission direction. The Commission may ask questions, engage in discussion, provide feedback, and entertain a motion regarding further action on this item if desired.

Ms. Robb stated that the film, "The Story of Plastics," is no longer timely. The Subcommittee agreed to postpone a screening to a more appropriate time. She added that the Subcommittee is posting sustainability items on social media.

**VI. AD HOC SUSTAINABILITY-RELATED ACTION PLANS UPDATE SUBCOMMITTEE REPORT**

At its November 18, 2019 meeting, the Commission agreed to disband the ad hoc Greenhouse Gas Reduction Plan Subcommittee and rename the ad hoc Sustainability Action Plan Subcommittee to the ad hoc Sustainability-related Plan Update. The Subcommittee will review the City's current sustainability-related action plans and offer recommendations for updates to the action plans. The Commission may ask questions, engage in discussion, provide feedback, and entertain a motion regarding further action on this item if desired.

Ms. Schanberger suggested that the Sustainability-related Action Plans Update Subcommittee stay in contact with CDD regarding the Greenhouse Gas Reduction Plan.

The group agreed that Ms. Schanberger will draft a letter to CDD thanking them for attending the June 15, 2020, meeting. She will circulate the draft to the Subcommittee for input.

**VII. AD HOC HOLLYWOOD BURBANK AIRPORT REDEVELOPMENT SUBCOMMITTEE REPORT**

At its July 15, 2019 meeting, the Commissioners agreed to form the ad hoc Hollywood Burbank Airport Redevelopment Subcommittee. The ad hoc Subcommittee will clarify its goals and provide the Commission with an update on the group's progress and proposed future direction for discussion and Commission direction. The Commission may ask questions, engage in discussion, and provide feedback.

Ms. Robb plans to attend a Pasadena Environmental Advisory Commission meeting on June 23, 2020, to build a relationship with the group. She suggested that the Subcommittee also make contact with the Glendale Sustainability Coordinator, provided the position has been filled.

**VIII. EQUITY AND ECONOMIC SUSTAINABILITY SUBCOMMITTEE REPORT:**

At its February 2, 2020 meeting, the Commission agreed to form the ad hoc Equity and Economic Sustainability Subcommittee. The ad hoc Subcommittee will explore and make recommendations regarding equity and economic aspects of sustainability in the City. The Commission may ask questions, engage in discussion, provide feedback, and entertain a motion regarding further action on this item if desired.

Ms. Zimskind announced that the Subcommittee did not have any updates.

**IX. DISCUSS UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS**

The Commission may review and discuss upcoming Council agenda items that are related to sustainability matters. The Commission may ask questions of staff, engage in discussion, and provide feedback.

Ms. Zimskind stated that Ms. Robb and Ms. Tenenbaum plan to attend the June 16, 2020 online Council meeting.

**X. INTRODUCTION OF ADDITIONAL AGENDA ITEMS:**

At the May 14, 2009, Sustainable Burbank Task Force (now the Sustainable Burbank Commission) meeting, those present voted unanimously that members can suggest agenda items and obtain consensus from the group to have the items added to a future agenda.

The group agreed to add the following to the July 20, 2020 meeting agenda.

- Workplan development

**XI. BURBANK GREEN SPOTLIGHT AWARD FOR JUNE 2020:**

The Commission will review applications, if any, and select one if its members to identify a Burbank Green Spotlight Award winner for June 2020.

The agenda item has been tabled until the State's "Safer at Home" order has been lifted.

**XII. ADJOURNMENT:**

The meeting adjourned at 6:35 p.m.



# MEMORANDUM




**COMMUNITY  
DEVELOPMENT**



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**DATE:** June 24, 2020

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director 

**SUBJECT:** **City Manager Tracking List Item #2236 – Provide Requirements of R-4 Development Next to R-1 Properties**

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In July 2019, Council Member Murphy requested information on the requirements of R-4 Multifamily developments next to R-1 Single Family properties. Multifamily properties may be developed to their maximum multifamily density with approval of Development Review provided the project complies with the Multifamily Development Standards development code. In order to protect single-family neighborhoods, Multifamily Residential Zoned properties within 500 feet of R-1 lots have additional development requirements that must be met. These standards are listed in table 10-1-628(A) of the Multiple Family Zone district and include:

1. *The maximum lot coverage is limited to 60% for multiple family lots within 500 feet of R-1 properties in lieu of the standard 70% maximum lot coverage for multiple family lots more than 500 feet from R-1;*
2. *The number of stories is limited to 2 for multiple family lots within 500 feet of R-1 properties, while multiple family lots more than 500 feet away can be 3 stories;*
3. *The maximum height of multiple family lots within 500 feet of R-1 properties is limited to 27 feet to top plate and 35 feet to top of roof and architectural features, while the maximum height for multiple family lots more than 500 feet from R-1 properties is permitted to be 35 feet to top plate and 50 feet to top of roof and architectural features; and*

4. *Upper stories for multiple family lots within 500 feet of R-1 properties must be setback an additional 5 feet.*

In addition to the development standards described above, the Multiple Family zone requires a buffer area between the multiple family zone property and adjacent -1 properties. Below are the details of the buffer area standards:

**BUFFER AREA.**

1. *In addition to the setbacks specified in Table 10-1-628(E), a 20-foot buffer area must be provided in any side or rear yard of a multiple family lot that abuts or is adjacent to a single family zoned property. The buffer area is measured from the property line of the single family zoned property perpendicular to the single family property line, and includes public streets and alleys.*

2. *The 20-foot buffer distance establishes the minimum setback line for the yard or yards in which it is provided, unless the buffer setback line is closer to the multiple family property line than the otherwise required minimum setback. Except as provided in this Subsection, no encroachments by structures or objects are permitted into the buffer area.*

3. *Where the buffer line establishes the minimum setback per Subsection (2), the required average setback for that building elevation is two (2) feet greater than the required minimum setback line resulting from the buffer.*

4. *The portion of the required buffer area located on the multiple family property may be utilized to satisfy common or private open space requirements.*

5. *Surface hardscaping may only be provided within the portion of the buffer area located on the multiple family property as follows:*

a. *Where the buffer area abuts a public alley, the buffer area may be utilized as a driveway to provide vehicle access from the alley to an on-site garage or parking area using the shortest and most direct route feasible, subject to approval of a Conditional Use Permit per Table 10-1-627.*

b. *The buffer area may contain pedestrian pathways.*

c. *The buffer area may contain hardscaping associated with the provision of amenities in an open space area. For the purposes of this Subsection, hardscaping means cement concrete, asphalt, bricks, pavers, and similar impermeable surfaces.*

6. *The portion of the buffer area located on the multiple family property must be landscaped as provided in Section 10-1-628(N).*





June 3, 2020  
4:30 p.m.

The regular meeting of the Civil Service Board was held by video conference/teleconference on the above date.

**Roll Call**

Linda Barnes, Vice-Chairperson (was unable to attend due to technical difficulties, but was in contact via phone with City staff during the entire meeting attempting to resolve the issue)

Members present: Matthew Doyle, Chairperson  
Iveta Ovsepyan, Secretary  
Jacqueline Waltman

Members not present: Miguel Porras

Also present: Sean Aquino, Administrative Officer – BWP  
Chantal Castillo, Administrative Analyst II  
Griselda Cox, BCEA President  
Mark Gomez, Manager Electrical Equipment  
Brady Griffin, Human Resources Manager  
David Hernandez, Mgr Transmission & Dist Engrng  
Travis Irving, Police Captain  
David Lasher, Administrative Analyst II  
Betsy McClinton, Management Services Director  
Jina Oh, Senior Assistant City Attorney  
Katie Picha, Administrative Analyst II  
Sherry Richardson, Administrative Officer  
April Rios, Human Resources Manager  
Rene Sanchez, Human Resources Technician II  
Jessica Sandoval, Executive Assistant  
Julianne Venturo, Ast Management Services Director

**Future Agenda Items**

None

**Open Public Comment Period of Oral Communications**

None

**Approval of Minutes**

MOTION CARRIED: It was moved by Ms. Waltman, seconded by Ms. Ovsepyan and carried 3-0 to approve the minutes of the regular meeting of March 4, 2020.

### **Proposed Amendments to Classification Plan**

#### **Revision of the Specifications for the Classifications of Electrical Supervisor, Senior Electrician, Electrician, and Senior Electrical Service Planner**

MOTION CARRIED: It was moved by Ms. Ovsepyan, seconded by Ms. Waltman and carried 3-0 to approve the revision of the specifications for the classifications of Electrical Supervisor, Senior Electrician, Electrician, and Senior Electrical Service Planner.

#### **Establishment of the Specifications for the Classifications of Police Communications Manager, Lead Jailer, Senior Property and Evidence Technician, and Property Evidence Technician, and the Revision of the Specifications for the Classifications of Jail Manager and Jailer**

MOTION CARRIED: It was moved by Ms. Ovsepyan, seconded by Ms. Waltman and carried 3-0 to approve the establishment of the specifications for the classifications of Police Communications Manager as amended, Lead Jailer, Senior Property and Evidence Technician, and Property Evidence Technician, and the revision of the specifications for the classifications of Jail Manager and Jailer.

### **Recruitment and Selection Report – March, April, and May 2020**

RECOMMENDATION: Note and file.

### **Expedited Recruitment Quarterly Report**

RECOMMENDATION: Note and file.

### **Annual Examination Appeals Report**

RECOMMENDATION: Note and file.

### **Annual Review of Recruitment Processes Report**

RECOMMENDATION: Note and file.

### **Appointments and Assignments**

This month there were retroactive extensions needed due to the cancellation of the regularly scheduled Board meeting on April 1, 2020 and May 6, 2020 due to Covid-19 concerns. The retroactive extensions were for one provisional appointment and two temporary assignments. The extensions were being sought on behalf of the Police Department and Burbank Water and Power. For the month of June 2020, there was one provisional appointment and two temporary appointments. The extensions were

being sought on behalf of the Public Works Department, Burbank Water and Power, and the Management Services Department.

**MOTION CARRIED:** It was moved by Ms. Ovsepyan, seconded by Ms. Waltman and carried 3-0 to approve the Appointments and Assignments for the months of April, May, and June 2020.

**Additional Leave Quarterly Report**

RECOMMENDATION: Note and file.

**Military Leave of Absence**

RECOMMENDATION: Note and file.

**Adjournment**

The regular meeting of the Civil Service Board was adjourned at 5:16 p.m.

Julianne Venturo  
Assistant Management Services Director

APPROVED:

\_\_\_\_\_ DATE \_\_\_\_\_  
Matthew Doyle, Chairperson

\_\_\_\_\_ DATE \_\_\_\_\_  
Iveta Ovsepyan, Secretary