



**COMMUNITY  
DEVELOPMENT**

MARCH 3, 2025

FARANACK BAHRAMI  
17900 CALVERT STREET  
ENCINO CA, 91316

VIA EMAIL: Faranak.bahrami@hotmail.com

**RE: Project No. 23-0006413 (Hillside Development Permit) – APPROVED  
Located at 3036 Scott Road**

Dear Mrs. Faranack Bahrami:

This letter is to notify you that the Community Development Director has reviewed and approved the above-referenced application 23-0006413, a request for a Hillside Development Permit (HDP), to construct a new 187 square foot first-story addition and a 346 square foot second-story open, uncovered deck to the existing two-story single-family dwelling. Enclosed is the Director's decision with the Project's conditions of approval.

Please be advised the decision of the Community Development Director will become final fifteen (15) days from your approval date (March 3, 2025), unless the decision is appealed to the Planning Commission within these fifteen (15) days. In accordance with Burbank Municipal Code Section 10-1-1907.2, any appeal of the Director's decision must be submitted to the Planning Division with the applicable filing fee by 5:00 p.m. on March 18, 2025. If no appeal is filed, then you may submit to the Building & Safety Division for Building Plan Check review the first business day following the conclusion of the fifteen (15) day appeal period.

If you have any questions, please contact me by phone at (818) 238-5250 or by email at erendon@burbankca.gov

Sincerely,

A handwritten signature in blue ink that reads "Eduardo Rendón".



**EDUARDO RENDON**  
Planning Technician  
(818) 238-5250 office  
[erendon@BurbankCA.gov](mailto:erendon@BurbankCA.gov)

Cc: Property Owner: Shahyad Jalalizadeh – [ShawnJalali@yahoo.com](mailto:ShawnJalali@yahoo.com)

Encl. Hillside Development Permit Findings  
Project's Conditions of Approval  
Exhibit A - View Study

**Community Development Department Director's Decision**

**DATE:** March 3, 2025

**PROJECT TITLE:** Project No. 23-0006413 – Hillside Development Permit

**PROJECT ADDRESS:** 3036 Scott Road

**APPLICANT:** Faranak Bahrami

**PROJECT DESCRIPTION:** The Applicant proposes to construct the following: (1) a 187 square foot rear first-story addition to the of the existing two-story residence, and (2) a 346 square foot second-story uncovered, open deck above the existing kitchen area and the proposed first-story 187 square foot extension.

**ZONING:** R-1                      **GENERAL PLAN:** Low Density Residential

**MUNICIPAL CODE CONFORMANCE:** The Project conforms to the Burbank Municipal Code (BMC).

A Hillside Development Permit (HDP) is required for this project because the proposed structure extends beyond the rear setback line for view determination. The proposed Project complies with the applicable R-1 zone development standards of BMC Section 10-1-603 and 10-1-606.

**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 pertaining to additions to existing structure.


**DATE SIGN POSTED ON-SITE:** January 13, 2025

**DATE PUBLIC NOTICE MAILED:** February 10, 2025

**DATE OF DIRECTOR'S DECISION:** March 3, 2025

**END OF APPEAL PERIOD:** March 18, 2025

Eduardo Rendon, Planning Technician  
Planning Division (818) 238-5250

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

**Project No. 23-0006413**  
**HILLSIDE DEVELOPMENT PERMIT**  
**(3036 Scott Road – Faranak Bahrami, Applicant and Property Owner)**

**Findings for Granting a Hillside Development Permit**

The Community Development Director finds the proposed Project satisfies the requisite findings contained in the BMC Section 10-1-607(D)(3) necessary for approval of the Hillside Development Permit, subject to the attached conditions of approval.

- a) *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.*

The Project site is located on the southeast corner of Scott Road and Jolley Drive. An existing two-story single-family dwelling unit is currently developed on the Project site. The Project proposes to construct a new 187 square foot first-story rear addition to the existing kitchen area of the house. In addition, the Project proposes a new second-story 346 square foot uncovered, open deck above the kitchen portion of the house.

According to the Burbank2035 General Plan, Scott Road is a Collector Street and Jolley Drive is a Local Street; both considered to be residential streets as the Project site is currently located in an existing residential neighborhood of the hillside area. The proposed Project would not detrimentally impact traffic circulation and safety; pedestrian circulation and safety; and would be compatible with the existing traffic circulation patterns in the surrounding residential neighborhood. Therefore, this finding can be made.

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

The Project, as proposed, does not required any grading activity that would alter the existing natural topography of the subject property's site. Therefore, this finding can be made.

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

The proposed addition to the existing kitchen area of the house and the above open and uncovered deck will be constructed on the existing building pad with no alterations to the sloped area of the site. Therefore, this finding can be made.

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

As identified in the View Study prepared for this project, due to the placement and size of the proposed addition, the structures will not unnecessarily or unreasonably encroach on the scenic views from the neighboring properties. Scott Road is characterized by an incline, from southeast to northwest, and the Project site is located in such a way where the properties to the east are at a lower elevation and the properties to the south are at a similar elevation. As a result of the geography, the proposed ground-floor kitchen addition and second-story open, uncovered deck located at the southeast portion of the house will not have impacts to the surrounding neighbor's respective primary scenic views.

- e) *For the purpose of evaluating required finding (d) above, a view study must be submitted with all Hillside Development Permit applications documenting the impacts of the proposed structure(s) on views from adjacent properties. The view study must be prepared in a manner approved by the Director or his/her designee and contain all information and documentation deemed necessary by the Director for the purpose of analyzing view impacts and establishing setback lines for view determination pursuant to Section 10-1-606(E). This study is separate from the Ridgeline setback analysis required by Section 10-1-606(D).*

The Applicant installed story poles on January 13, 2025, at the subject property that outlined the frame of the location where the proposed Project will be located. On January 15, 2025, City staff mailed out story pole installation letters to residents and property owners of neighboring properties located within the immediate vicinity of the project site, notifying them of the reason the story poles were installed on the Project site and asking for public feedback. Staff did not receive correspondence from any surrounding residents and property owner(s).

As part of the View Study, City staff conducted a site visit at the subject property on January 15, 2025. Site photos of the story poles as viewed from the front and rear side of the subject property were captured to assess potential view impacts of the development. – These photos are included as part of the View Study. After conducting a View Study of the Project, staff has determined that the finding (d) above can be made with the support of the View Study. This finding can be made.

- f) *The view impacts of the proposed project must be considered by the Director, or Planning Commission or City Council if appealed, and may be used as a basis for requiring modifications to a project or denying a Hillside Development Permit due to inability to make the required finding.*

A View Study was prepared by City staff to analyze the Project. The View Study included the installation of story poles to understand the proposed massing and location of the Project in relation to the primary views of adjacent properties. It also involved site visit to the Project site and also notifying owners and occupants within the immediate Project vicinity of the story-pole installation. As previously mentioned, staff did not receive any public comments regarding the story poles.

Staff has determined through the View Study that the Project would not affect any upslope and downslope views from neighboring properties. The view impacts of the proposed Project have been analyzed by City staff using information gathered on a site visit to the property in January 15, 2025. Staff has determined that the Project will have minimal impacts to the primary views of the neighboring properties. See Exhibit "A" for analysis of view impacts. Therefore, this finding can be made.

## CONDITIONS OF APPROVAL

Project No. 23-0006413  
HILLSIDE DEVELOPMENT PERMIT

(3036 Scott Road – Faranak Bahrami, Applicant and Property Owner)

### CDD-Planning Division

1. Pursuant to Burbank Municipal Code (BMC) Section 10-1-19401, the Applicant, including their successors and assignees, shall defend, indemnify, and hold harmless the City of Burbank (the City) and its agents, officers, employees, agencies, boards, commissions, or City Council from any claim, action or proceeding brought against the City, its agents, officers, employees agencies, boards, commissions, or City Council to attack, set aside, void or annul the subject approval and environmental determination under the California Environmental Quality Act or National Environmental Policy Act by the City, its agents, officers, employees, agencies, commissions, or City Council. The indemnification shall include damages awarded against the City, if any, cost of suit, attorney's fees, administrative expenses, and other costs and expenses incurred in connection with such action, including, but not limited to, all such City costs and expenses incurred by enforcing this indemnification provision. This duty to defend, indemnify, and hold harmless the City and its agents, officials, employees, agencies, boards, commissions, or City Council shall apply even if the applicant fails or refuses to enter into the indemnification agreement. In the event of a legal challenge, the provisions under BMC Section 10-1-19402 shall be followed.
2. Project No. 23-0006413, Hillside Development Permit, approves a new 187 square foot ground floor addition to the existing residence and a 346 square foot uncovered, open second-story deck above the ground-floor addition and existing kitchen area of the house with a total height of 14' -2". subject property is located in the hillside area and is zoned R-1, Single Family Residential.
3. This permit shall expire if the scope of work is not initiated within one year of the date of this approval (expires on March 18, 2026), 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.
4. The Applicant shall substantially comply with the approved Hillside Development Permit Project plans dated March 3, 2025 and placed on file in the office of the Planning Division.
5. Applicant shall provide landscape screening along the portion of the side property line where the new second-story open and uncovered deck is proposed to be located. If hedge screening is planted, the maximum height is 12 feet.
6. 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.

7. 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.
8. The Applicant shall list these conditions of approval in all construction plans submitted to the Building Division for a building permit. The applicant 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.
9. By signing and/or using this Hillside Development Permit, the permittee acknowledges all 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.
10. Pursuant to Burbank Municipal Code (BMC) Section 10-1-19401, the Applicant, including their successors and assignees, shall defend, indemnify, and hold harmless the City of Burbank (the City) and its agents, officers, employees, agencies, boards, commissions, or City Council from any claim, action or proceeding brought against the City, its agents, officers, employees agencies, boards, commissions, or City Council to attack, set aside, void or annul the subject approval and environmental determination under the California Environmental Quality Act or National Environmental Policy Act by the City, its agents, officers, employees, agencies, commissions, or City Council. The indemnification shall include damages awarded against the City, if any, cost of suit, attorney's fees, administrative expenses, and other costs and expenses incurred in connection with such action, including, but not Page 7 of 8 limited to, all such City costs and expenses incurred by enforcing this indemnification provision. This duty to defend, indemnify, and hold harmless the City and its agents, officials, employees, agencies, boards, commissions, or City Council shall apply even if the applicant fails or refuses to enter into the indemnification agreement. In the event of a legal challenge, the provisions under BMC Section 10-1-19402 shall be followed.

## **BUILDING & SAFETY DIVISION**

11. All projects shall comply with Title 9, Chapter 1, of the Burbank Municipal Code, and the **2022 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, including all intervening Code Cycles.
12. Plans and reports submitted for Plan Check Review are to be submitted electronically. For more information about the online submittal process, please contact the Building Division at 818-238-5220 or via email at [eplancheck@burbankca.gov](mailto:eplancheck@burbankca.gov).
13. All conditions of approval are to be reproduced on the construction document drawings as part of the Approved Construction Set.
14. All Departments that have provide Conditions of Approval are to review drawings and provide final approval via online electronic review, prior to issuance of Building Permit.
15. Separate Permits will be required for the following: **(BMC 9-1-1-105)**
  - a. Demolition
  - b. Grading & Shoring
  - c. Architectural & Structural
  - d. Pool, Spa, & Equipment
  - e. Accessory Dwelling Unit
  - f. Mechanical
  - g. Plumbing
  - h. Electrical
16. 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
17. A Civil plan is required showing the proposed changes to the site grading to accommodate the garage and driveway. Topographical contour lines are to be indicated, showing existing and proposed contours.
18. Grading and drainage plans may be required, and a separate Grading & Shoring Permit may be required. Geotechnical report to be submitted along with Grading & Shoring Permit Application. **(BMC 9-3-403)**
19. Justify Floor Area Ratio per current Burbank Municipal Code 10-1-601 (ARTICLE 6. RESIDENTIAL USES AND STANDARDS)
20. Provide corrected Demolition Calculations (demolition calculations are based upon the length of walls, not the square footage of walls).
  - b. Total length of all walls to be demolished divided by total length of all existing walls = Demolition Percentage.



- c. Length of walls are to include interior and exterior walls, including openings, and any walls attached to existing structure.
21. The foundation shall comply with California Building Code Section 1808.7, for foundations on or adjacent to slopes. A soils report will be required.
  22. 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. **(BMC 9-1-1-107)**
  23. New or Addition/Alteration construction projects within the City of Burbank are subject to MWELo review. **(BMC 9-3-500)**
    - Full structure demolition and new construction are required to provide a full MWELo plan check set for review.
    - New or replacement landscape areas for residential and non-residential projects between 500 (new) and 2,500 (replacement) 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. Full house demolition will require MWELo review, either prescriptive or performance, no exceptions.
  24. A CF1R energy report will be required, and design team is required to review and coordinate all values with those shown on Plans, Elevations, Sections, and Window Schedules.
  25. 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.
  26. Construction projects must comply with Best Management Practices for construction and stormwater runoff requirements of the National Pollutant Discharge Elimination System MS4 Permit. **(BMC 9-3-414)**
  27. 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. **(BMC 9-1-11-1012)**
  28. 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: **(BMC 9-1-2R-R301.1.3.2)**
    - 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.
29. 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.
30. Approved hours of construction are: **(BMC 9-1-1-105.10)**
- |                 |                    |
|-----------------|--------------------|
| 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.

## **PUBLIC WORKS DEPARTMENT**

### **Land Development and Permits**

31. Show width and location of all existing and proposed easements [BMC 9-1-23203]. Plans must show 5' pole line easement along the west property line.
32. No permanent structure is permitted in any public right-of-way or any public utility easements/pole line easements [BMC 7-3-701.1, BMC 9-1-2-3203].

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 7-3-701.11].

33. On-site drainage shall not flow across the public parkway (sidewalk) or onto adjacent private property. It should be conveyed by under walk drains to the gutter through the curb face or connected to a storm drain facility [BMC 7-1-1 17, BMC 73-102].
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 offsite improvements. Burbank Standard Plans can be accessed at; [http://file.burbankca.gov/publicworks\[OnlineCounter/main/index.htm](http://file.burbankca.gov/publicworks[OnlineCounter/main/index.htm)

### **The following must be completed prior to the issuance of a Building Permit:**

36. Public Works Permit Division to verify and sign off that the 5' pole line easement along the west property line is cleared of any existing and/or proposed permanent structures prior to the start of construction.

37. No construction material shall be placed within the public right-of-way without a "Street Use" Permit issued by the Public Works Department.
38. A Public Works "Right-of-Way Protection" Permit is required to verify the proposed fence location is not encroaching into the public right-of-way.
39. Plans should include easements, elevations, right-of-way/property lines, dedication, location of existing/proposed utilities and any encroachments.

**The following must be completed prior to issuance of Certificate of Occupancy:**

40. Provide verification from the City of Burbank, Building Division showing the 5' pole line easement along the west property line is cleared of all permanent structures after construction is completed.
41. 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 whether 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].

**Additional Comments:**

42. If any utility cuts are made on Scott Road adjacent to the property, applicant will have to restore the street fronting the property per City of Burbank paving and moratorium requirements.
43. If any utility cuts are made on Jolley Drive, applicant will have to resurface with AC asphalt per moratorium requirements fronting the property.
44. Additional impacts to street triggered by this project could extend the paving restoration limits.

**Wastewater requirements:**

45. Under the current rate structure, pulling the Building Permit for the proposed development is subject to a Sewer Facilities Charge estimated at \$221.33. The charge is due prior to issuance of a Building Permit [BMC 8-1-802 and BMC 8-1806].

SFC = Proposed Developments – Demolition Credits  
= Single Family Residential [195 SF/1,800 SF\* \$2,043]

= \$221.33

**(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.)**

46. 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:**

47. 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 [BMC 9-3-4071,
48. 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**

49. No visual obstructions shall be erected or maintained in the 5' by 5' visibility cutoff above 3' high or below 10' high at the intersection of street and driveway. [BMC 10-1-1303 (C)]. Such requirement applies to all driveways [BMC 10-1-1303 (C)].
50. No visual obstruction shall be erected or maintained above 3' high or below 10' high in a 10; by 10' visibility cut-off at intersection of streets [BMC 10-1-1303 (A)]

**Field Services – Solid Waste**

51. No comments

## **BURBANK FIRE DEPARTMENT**

33. If this project meets the fire sprinkler requirements of the City of Burbank Municipal Code fire sprinklers shall be required.

## **BURBANK WATER AND POWER (BWP)**

### **All Plan Submittals Shall Contain:**

34. **BWP Rules and Regulations Section 4.30 (a):** Size & location of water services (domestic, fire, type & location of the backflow assembly)
35. **§ 4.30 (a) & (b):** Calculations for sizing of domestic water meter and service
36. **§ 4.30 (a):** Landscape Irrigation Plans
37. **§ 4.30 (a):** Plumbing Plans
38. **§ 4.31 (b):** Location of stub-out(s) for future connection(s)

### **General Requirements**

39. § 4.31, 4.32, & 4.34: New domestic water service will connect from a 12" CI main located in Jolley Drive at a static pressure of approximately 60-80 psi.
40. § 4.31 (d) and 4.31 (e): The applicant shall be responsible for all additional costs of connection, installation, and abandonment
41. § 4.36: Temporary potable water may be supplied from the 3/4" existing service located on Jolley Drive. The existing meter(s) and box(es) must always be protected in place.
42. § 4.36: Water may be supplied temporarily from a hydrant. Contact Water Engineering concerning fees, required permit, and fittings.
43. § 4.30 (k): Since the static pressure at this site exceeds 80 pounds per square inch (PSI), the Building Division requirements for a pressure regulator are to be followed in accordance with the California Plumbing Code (CPC).
44. § 4.30 (b): Domestic meter size shall be adequate to provide the required flow, as determined by a licensed plumber, architect or engineer, calculated from the number of fixture units for the proposed development, pursuant to the CPC, 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 Fire Department for appropriate fire service size and appurtenance selection. A deposit will then be collected to cover construction costs for all required services.
45. § 4.14 & 4.15: If the Fire Department requires any new fire hydrants and/or fire services for this development, the Applicant shall request an estimate for same from BWP Water Division. The full deposit for any required work (including upgrading the fire service/backflow device) must be paid before the Water Division approves the project plans.

46. A copy of this Development Review shall be shown on the applicant's plan submittal.
47. The Applicant shall meet with utility representatives from BWP/Water, BWP/Electric, and Public Works/Sewer to discuss utility requirements in detail.
48. Other: Domestic water service is currently provided to the project property from a 3/4" existing service located on Sunset Drive. If the existing domestic water service is not sufficient to supply the added water demand of the proposed project, the Applicant must upgrade the meter and service line at their cost.



**PARKS AND RECREATION DEPARTMENT**

- 49. Contact Forestry for list of approved street trees. Revise plans to include the following street trees: Contact Forestry for list of approved street trees.
  - a. Street Trees are required. All street trees shall be a minimum of 24" box size.
  - b. Trees in grass shall be installed with Arbor Guards.
  
- 50. Must comply with Art in Public Places Ordinance if building costs are over \$500,000
  
- 51. Tree Protection zone for parkway trees must be shown on plans/map and called out. It must be in place prior to and during all construction.

X \_\_\_\_\_  
Signature of Applicant/Permittee

X \_\_\_\_\_  
Signature of Property Owner

## EXHIBIT A

### VIEW STUDY FOR HILLSIDE DEVELOPMENT PERMIT PROJECT NO. 23-0006413 Located at 3036 Scott Road, Burbank CA 91504

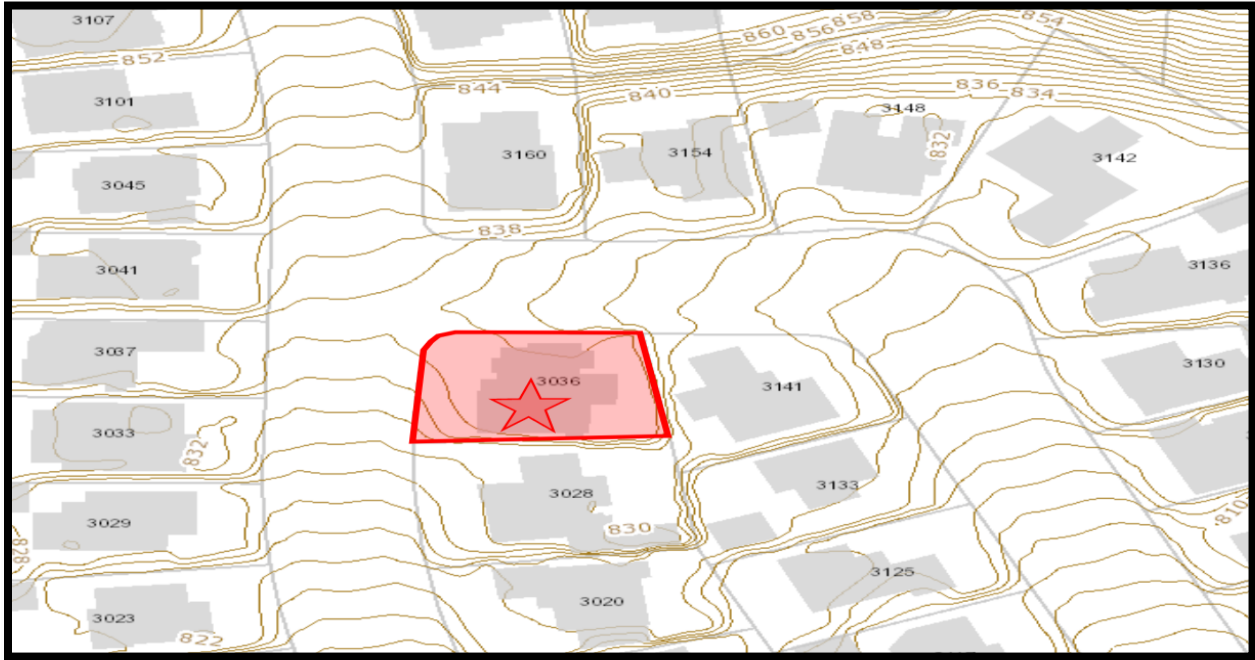
#### **Objective and Analysis:**

Per Burbank Municipal Code Section 10-1-607(D)(3)(f), a view study is required as a part of the Hillside Development Permit process to analyze the impact of the proposed development on views from adjacent properties. In addition to the public notices, residents and property owners of all the neighboring properties located within the immediate vicinity of the project site were contacted and informed of the proposed project along with the process involved in the view study. This included the installation of the story-poles on the Project site to provide a visual representation of the proposed structures. Staff analyzed site photos taken from different areas of the residential neighborhood to assess the potential impact of the proposed Project on the views from the neighboring properties.

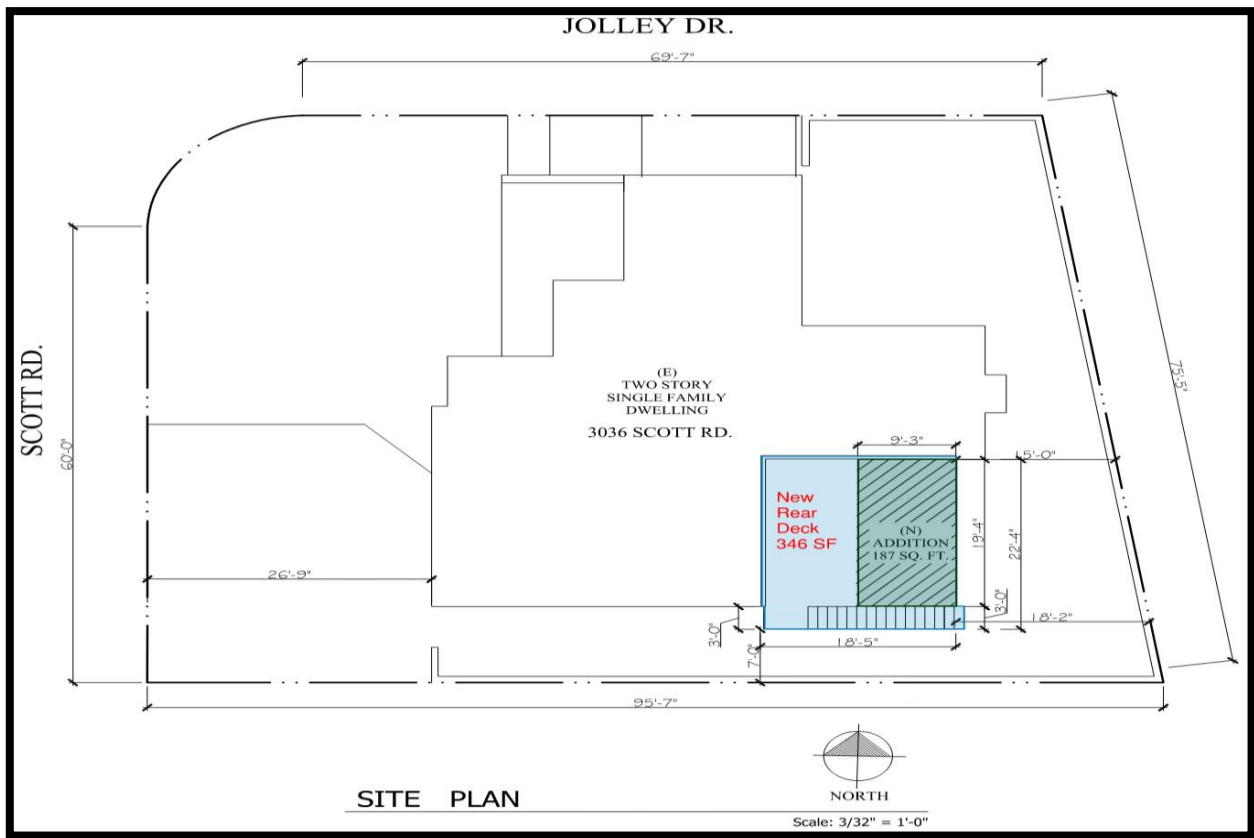
On February 10, 2025, property owners of neighboring properties of the project site (shown on Figure 1) were contacted by mail and informed of the proposed Project, as well as their opportunity to participate in the City's preparation of a view study. There were no comments received from surrounding property owners. The photos and plans referenced for this study can be found below:



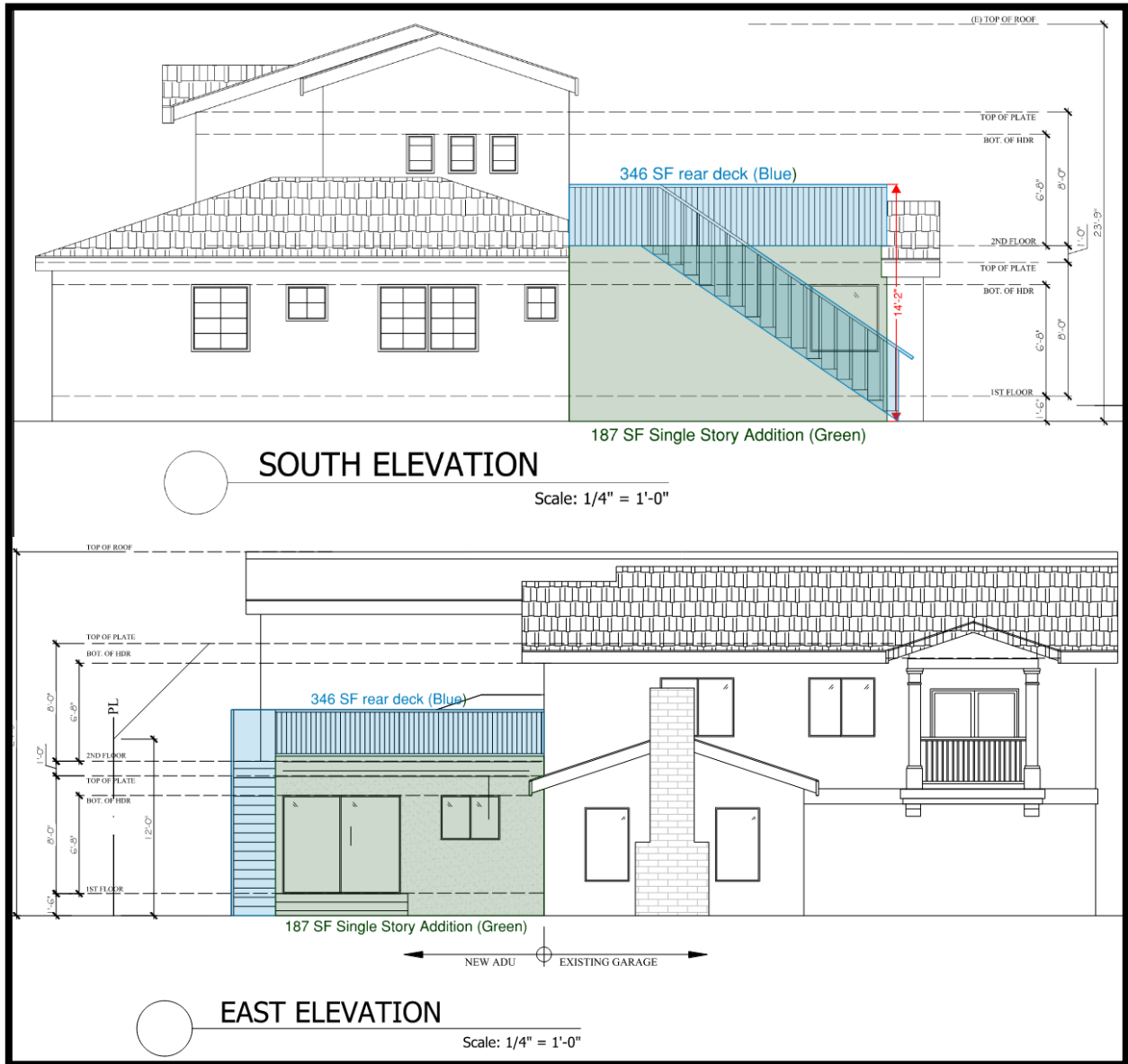
**Figure 1:** Location of the proposed project with respect to the neighboring properties. Identified in red is the subject property and identified in blue are the neighboring properties that have been contacted as part of the view study.



**Figure 2:** The topographic map of the subject property and vicinity.



**Figure 3:** Site plan of the proposed development with deck addition shown in blue and first floor addition shown in green.



**Figure 4:** Elevation plan of the proposed development with second story deck addition shown in blue and the first-floor addition shown in green.

The existing two-story single-family residence has a height of approximately 24'-9" at its highest point and the additions propose a maximum height of 14'-2", as seen in Figure 4. The proposed 187 square foot first-story addition to the existing single-family residence will be built towards the rear portion of the dwelling, as shown in Figure 4. The proposed 346 square foot uncovered and open deck will be built on top of the 187 square foot first-story addition and existing kitchen portion of the dwelling, as shown in Figures 3 and 4. The proposed ground floor and second floor additions to the single-family residence will be built below the height of the existing roof of the dwelling.



**Figure 5:** View of the existing residence at Project Site from Scott Road looking east.

Figures 6 through 9 are included to provide record of the story poles that were installed on the subject property showing the massing of the first-floor addition and the second-floor deck addition.



**Figure 6:** View of the existing residence at Project site from Jolly Drive looking south.

The residential structures located on the adjacent properties to the north and west are all located more than 50'-0" away from the Project site. Therefore, the proposed Project additions, as represented by the story poles, would not cause any new view impacts to those existing neighboring residences, as shown in Figures 6, 11, and 12.



**Figure 7:** View of the existing residence at Project site looking west towards the property where the second-story rear deck and first-floor addition will be constructed.



**Figure 8:** View of the existing residence at Project site looking northwest towards the property where the proposed second-story rear deck and first-floor addition will be constructed.

The 187 square foot rear addition will expand the kitchen area towards the rear yard and fill in a recessed space on the rear side (northeast) of the residence as shown in Figures 7 through 9. The 346 square-foot rear deck addition will be constructed on top of a proposed kitchen addition on the second level and expanding towards the rear yard of the property.



**Figure 9:** View of abutting neighbor property, 3028 Scott Road from the rear yard of the Project site looking southwest.

The views of the adjacent property 3028 Scott Road, located to the south of the property will not be affected as the proposed additions will be located towards the rear yard, outside of the primary downslope view of the adjacent property, as shown on Figure 9.

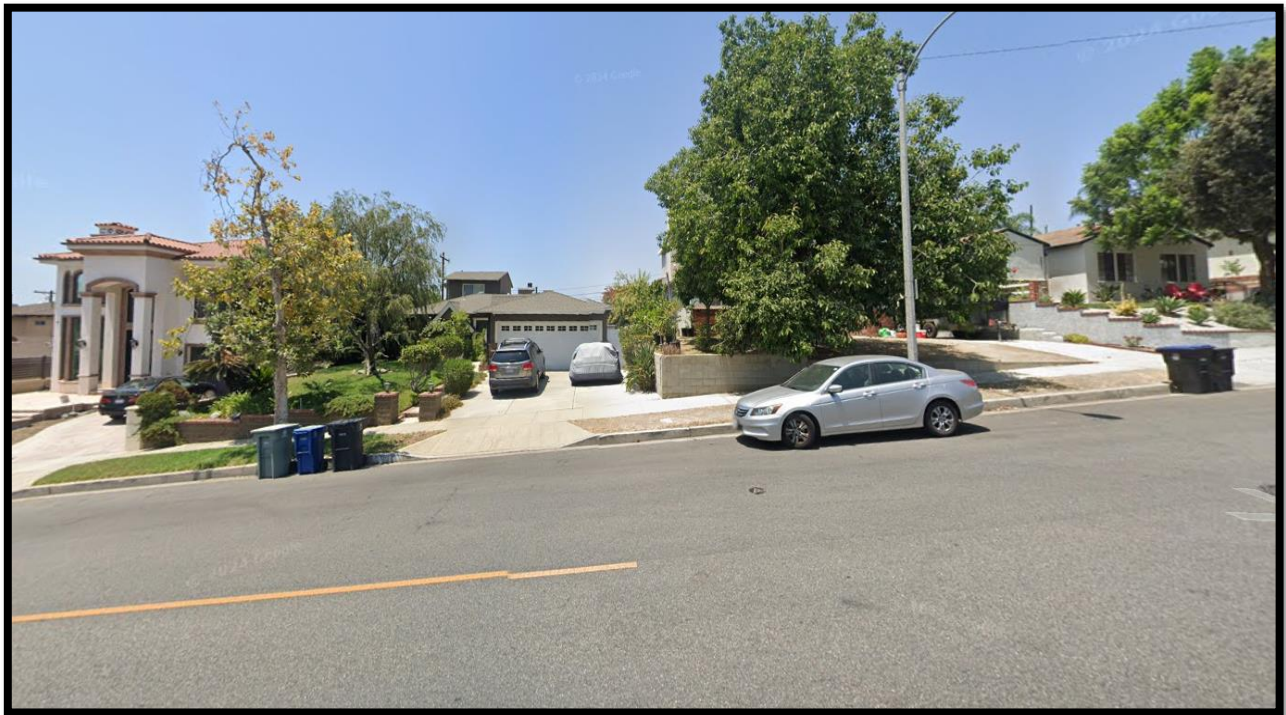


**Figure 10:** View of abutting neighbor property 3141 Jolley Drive from the rear yard of the Project site looking east.

Property 3141 Jolley Drive, located east to the rear of the project property, will have minimal view impacts associated from the proposed additions of the project property because it is at a lower grade level and does not impact their existing primary view. (Figure 10).



**Figure 11:** View looking north towards property 3154 Jolly Drive from the rear yard of the Project site property.



**Figure 12:** View looking west towards properties located at 3033 and 3037 Scott Road.



**Conclusion:**

The view study conducted by City staff consist of analyzing site photos of the Project site and surrounding residential neighborhood. With the story-pole installation, staff was able to see the visual representation of the Project and analyze any potential view impacts. After review, staff has determined that the existing primary views of the adjacent properties would not be affected by the Project.