



**COMMUNITY  
DEVELOPMENT**

February 15, 2024

VARTAN JANGOZIAN  
1224 E BROADWAY #202  
GLENDALE, CA 91205

Via email: [vartjan2@gmail.com](mailto:vartjan2@gmail.com)

**RE: Notice of Decision – Approval  
Project No. 23-0005188 – Hillside Development Permit  
Located at 526 South Sunset Canyon Drive**

Dear Mr. Jangozian,

This letter is to notify you that the Community Development Director has approved your application for a Hillside Development Permit (HDP) to demolish an existing single-family dwelling and construct a two-story, 3,665-square-foot single-family dwelling and a 630-square-foot detached garage. Enclosed is the approval with conditions.

Please be advised that 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. 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 5:00 p.m. on March 1, 2024.

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

Sincerely,

JOSEPH PANGILINAN  
Associate Planner  
Community Development Department

Attachments: Exhibit A: View Study  
Exhibit B: Approved Plans

## Community Development Department Director's Decision

**DATE:** February 15, 2024

**PROJECT TITLE:** Project No. 23-0005188 – Hillside Development Permit

**PROJECT ADDRESS:** 526 S. Sunset Canyon Drive

**APPLICANT:** Vartan Jangozian

**PROJECT DESCRIPTION:** The Project proposes to demolish an existing single-family dwelling and construct a two-story, 3,665-square-foot single-family dwelling and a 630-square-foot detached garage. The project had been previously approved for an HDP in 2022 (Project No. 20-0000266), but due to structural deficiencies discovered during construction, it was recommended that the dwelling be demolished and reconstructed. This approval is for the reconstructed dwelling, which will be built to the same size, height, bulk, and mass as the previously approved HDP (Project No. 20-0000266) project.

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

**MUNICIPAL CODE CONFORMANCE:** The Project was reviewed by staff and determined to be conforming with the Burbank Municipal Code and the required neighborhood compatibility design guidelines. The proposed Floor Area Ratio (FAR) is 0.29, at 3,795 sq. ft. which is below the maximum permitted FAR of 0.4. The proposed lot coverage is 22.4% also below the maximum allowable of 50%. The proposed single-story dwelling will be setback 13'-1" from the northern side and 25'-0" from southern side property lines respectively, which complies with the minimum 8'-6" side setback requirement or 10% of the 85'-0"-wide lot. Furthermore, dwelling will be setback 40'-0" from the front property line and 56'-5" from the rear property line, which complies with the minimum average front yard setback of 34'-0" and rear yard setback of 15'-0" respectively. The overall building height is 20'-0" to the top plate and 25'-0" to top of roof, which are within the maximum allowed of 20'-0" to the top plate and 30'-0" to top of roof. The proposed detached garage does not encroach upon the required 3'-0" rear and side yard setbacks.

**ENVIRONMENTAL REVIEW:** This project has been determined to be exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15303(a) pertaining to new construction of single-family dwellings in residential zones. The project qualifies for this exemption. There are no unusual circumstances associated with the project site or surrounding context that would preclude the use of this exemption from CEQA.

**DATE SIGN POSTED ON-SITE:** January 31, 2024

**DATE PUBLIC NOTICE MAILED:** January 25, 2024

**DATE OF DIRECTOR'S DECISION:** February 15, 2024

**END OF APPEAL PERIOD:** March 1, 2024

 for

Joseph Pangilinan, Associate Planner  
Planning Division (818) 238-5250

Patrick Prescott, Community Development Director

**HILLSIDE DEVELOPMENT PERMIT NO. 23-0005188  
(526 S. Sunset Canyon Dr. – Vartan Jangozian, Applicant)**

**Findings for Granting a Hillside Development Permit**

The Community Development Director finds the proposed project satisfies the requisite findings contained in the Burbank Municipal Code 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 proposed single-family dwelling will maintain the existing 32'-0" wide driveway at the rear half of the lot. The proposed site configuration is also consistent with the site layout and circulation of the majority of the properties in the surrounding neighborhood. Therefore, the project will (1) not detrimentally affect traffic circulation, pedestrian circulation or pedestrian safety in the surrounding neighborhood; (2) provide a total of three covered parking spaces as required by the Burbank Municipal Code; and (3) maintain a traffic circulation pattern that is compatible with what is seen in the surrounding neighborhood.

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

The subject lot is currently situated in southern portion of Burbank's Hillside area on the northside of South Sunset Canyon Drive. The subject lot is a reverse corner lot on a block that slopes down to the southwest so it has a lower grade than the house to its east and is at the same grade as the house to its north. The Project does not propose any grading to reconstruct the proposed single-family dwelling and detached three-car garage since they are being built in the same footprints as the existing dwelling and garage. Given the lack of proposed grading, the project is reasonably consistent with the natural topography of the surrounding hillside.

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

The subject lot is currently situated in the southern portion of Burbank's Hillside area on the northeast corner of South Sunset Canyon Drive and East Providencia Avenue. The subject lot is a reverse corner lot on a block that slopes down to the southwest so it has a lower grade than the house to its north as well as to the house to its north. The project

does not propose any grading to reconstruct the proposed single-family dwelling and detached three-car garage since they are being built within the same footprints as the existing dwelling and garage. Given the lack of proposed grading, the project reasonably incorporates existing hillside features and avoids altering the existing topography.

*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.*

The proposed single-family dwelling and detached garage will not have an unreasonable impact on surrounding upslope or downslope views of properties in the surrounding neighborhood. The applicant was asked to put up story poles which depict the shape and bulk of the new single-family dwelling for the previously approved HDP (Project No. 20-0000266), which allowed for first and second story additions to the existing single-family dwelling. Staff also sent letters to all neighbors adjacent to the Project site, requesting any feedback pertaining to any potential visual impacts from the addition. No feedback was received by Staff within the timeframe indicated in the letter. Staff analyzed the view impacts using the story poles, photographs, site plan, elevation drawings, topographic elevation contours, and conducted a Site visit on January 13, 2022, to observe potential view impacts of the additions to the surrounding area. Staff completed a view study, attached herein as Exhibit "A," in which Staff concludes that the proposed Project does not create unreasonable impacts to the primary and secondary views of properties in the surrounding neighborhood. Given that the proposed dwelling and detached garage will have the same mass and bulk as the dwelling approved by the previous the previous HDP, Project No. 20-0000266, staff found it appropriate to utilize the previously provided view study as part of the HDP review for the proposed dwelling reconstruction and new garage.

*e) For the purpose of evaluating required finding (e) 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 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 to demonstrate the massing of the proposed additions to the existing two-story residence and detached garage as part of the previously approved HDP (Project No. 20-0000266). Given that the proposed dwelling and detached garage will have the same mass and bulk as the dwelling approved by the previous the previous HDP, Project No. 20-0000266, staff found it appropriate to utilize the previously provided view study as part of the HDP review for the proposed dwelling reconstruction and new garage. These story poles were installed and certified for accuracy by a licensed surveyor. The photos submitted with the application show the framing with a massing that

is consistent with the massing of the main residence and provides modulation as required by the BMC. Staff conducted a site visit on January 13, 2022, and took photographs of the residence with the installed story poles from various angles. In conducting a review to identify potential view impacts, on January 14, 2022, Staff also sent letters to the neighboring property owners and occupants in the immediate vicinity of the Project site, requesting any feedback regarding potential view impacts that the Project may pose. No response was received by Staff by the date indicated in the letter. A view study completed by Staff (Exhibit "A" attached herein) illustrates that the proposed additions will not significantly impact upslope or downslope views from neighboring properties.

*f) The view impacts of the proposed project must be considered by the Director, or Planning Board 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:*

The view study conducted by City Staff (Exhibit A) confirmed that the proposed project will not unreasonably or significantly affect the upslope or downslope views from neighboring properties and no view protection conditions of approval are required.

**HILLSIDE DEVELOPMENT PERMIT NO. 23-0005188  
(526 S. Sunset Canyon Dr. – Vartan Jangozian, Applicant)**

**PLANNING DIVISION**

1. Project No. 23-0005188, Hillside Development Permit, approves proposes to demolish an existing single-family dwelling and construct a two-story, 3,665-square-foot single-family dwelling and a 630-square-foot detached garage (“Project”). The project had been previously approved for an HDP in 2022 (Project No. 20-0000266), but due to structural deficiencies discovered during construction, it was recommended that the dwelling be demolished and reconstructed with previously approved additions to the first and second story. The property is located in the R-1 (Single Family Residential) within the designated Hillside area.
2. This permit shall expire if the scope of work is not initiated within one year of the date of this approval (expires on February 15, 2025) 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 Project plans stamped approved on February 15, 2024, and placed on file in the office of the Planning Division.
4. The applicant shall comply with all federal, state, and local laws. Violation or conviction of any of those laws in connection with the use will be cause for revocation of this permit.
5. This permit may be modified or revoked by the City should the determination be made that the structure or conditions under which it was permitted present detrimental impacts on neighboring properties.
6. The applicant shall list these conditions of approval 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.
7. By signing and/or using this Single Family Development Permit and Hillside Development Permit, the permittee acknowledges all of the conditions imposed and accepts this permit subject to those conditions and with full awareness of the provisions of the Burbank Municipal Code. Failure of the permittee or property owners to sign these conditions does not affect their enforceability by the City or

other responsible entity. These conditions are binding upon all future property owners and occupants of the subject property.

8. No visual obstruction over three (3) feet high and under seven (7) feet high shall be placed within the five (5) foot by five (5) foot corner cut-off at the intersection of the driveway and the sidewalk.
9. Exterior materials and designs shown on the approved set of plans stamped on February 15, 2024, must be the same used during construction. Any modifications to materials must be reviewed and approved by the Planning Division prior to installation.
10. Applicant shall utilize shielded lighting fixtures to avoid glare and light intrusion between adjoining and adjacent residences.
11. Applicant shall arrange for materials collection during construction, demolition, and occupancy with the City's Street & Solid Waste Division (Public Works Department) or Applicant shall arrange for self-hauling to an authorized facility.

### **BUILDING & SAFETY DIVISION**

12. 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.
13. 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 & Safety Division at 818-238-5220 or via email at [eplancheck@burbankca.gov](mailto:eplancheck@burbankca.gov).
14. All conditions of approval are to be reproduced on the construction document drawings as part of the Approved Construction Set.
15. 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.
16. Separate Permits will be required for the following:
  - a. Demolition
  - b. Grading & Shoring
  - c. Architectural & Structural
  - d. Pool, Spa, & Equipment
  - e. Accessory Dwelling Unit

- f. Mechanical
- g. Plumbing
- h. Electrical

17. Project lies within the City of Burbank Mountain Fire Zone; therefore, all construction is required to meet Burbank Municipal Code 9-1-2-701A.1.1
18. 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.
19. 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.
20. Justify Floor Area Ratio per current Burbank Municipal Code 10-1-601 (ARTICLE 6. RESIDENTIAL USES AND STANDARDS)
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.
23. New or Addition/Alteration construction projects within the City of Burbank are subject to MWELo review.
  - 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.
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.
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:
- 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:
- |                 |                    |
|-----------------|--------------------|
| 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. 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 9-1-1-3203].
32. No building appurtenances for utility or fire service connections shall encroach or project into public right-of-way (i.e. streets and alleys). Locations of these

appurtenances shall be shown on the building site plan and the off-site improvement plans [BMC 7-3-701.1].

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 -117, BMC 7-3-102].
34. Applicant shall protect in place all survey monuments (City, County, State, Federal, and private). Pursuant to California Business and Professions Code Section 8771, when monuments exist that may be affected by the work, the monuments shall be located and referenced by or under the direction of a licensed land surveyor or licensed civil engineer legally authorized to practice land surveying, prior to construction, and a corner record or record of survey of the references shall be filed with the county surveyor. A permanent monument shall be reset, or a witness monument or monuments set to perpetuate the location if any monument that could be affected, and a corner record or record of survey shall be filed with the county surveyor prior to the recording of a certificate of completion for the project.
35. Any work within the public right-of-way must be permitted and approved by the Public Works Department before construction can commence. All construction work in the public right-of-way must comply with Burbank Standard Plans and must be constructed to the satisfaction of the City Engineer. A Public Works EXCAVATION PERMIT is required. The excavation permit requires a deposit acceptable to the Public Works Director to guarantee timely construction of all off-site improvements. Burbank Standard Plans can be accessed at: <http://file.burbankca.gov/publicworks/OnlineCounter/main/index.htm>
36. The following must be completed prior to the issuance of a Building Permit:
  - a. Existing retaining wall is encroaching into the public right-of-way along East Providencia Avenue and along South Sunset Canyon Drive. Applicant is to remove existing retaining wall and reconstruct at the existing property line. This issue will need to be addressed with Public Works, Land Development/Permits for approval.
  - b. No construction material shall be placed within the public right-of-way without a "Street Use" Permit issued by the Public Works Department.
  - c. 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.
  - d. Plans should include easements, elevations, right-of-way/property lines, dedication, location of existing/proposed utilities and any encroachments.
37. The following must be completed prior to the issuance of Certificate of Occupancy:

- e. 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 S. 7-3-501].
38. If any utility cuts or construction related impacts are made on East Providencia Avenue and/or on South Sunset Canyon Drive adjacent to the property, applicant will have to restore the street fronting the property per City of Burbank paving requirements.
39. Additional impacts to street triggered by this project could extend the paving restoration limits.

**Water Reclamation and Sewer**

40. The location, depth, and dimensions of all sanitary sewer lines and easements must be shown on the plans.
41. Under the current rate structure, pulling the Building Permit for the proposed development is subject to a Sewer Facilities Charge estimated at \$874.01. The charge is due prior to issuance of a Building Permit [BMC 8-1-802 and BMC 8-1-806].

$$\begin{aligned}
 \text{SFC} &= \text{New Construction of two-story Single Family Residential Unit} \text{ — Demolition Credit} \\
 &= \text{Single Family Residential } [\$2,043/1,800 \text{ SF unit} * (3,485.88 \text{ SF} \text{ — } 2,715.83 \text{ SF})] \\
 &= \$1.135/ \text{ SF} * 770.05 \text{ SF} \\
 &= \$874.01
 \end{aligned}$$

(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.)

42. 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].
43. No person shall connect to or tap an existing public sewer without obtaining a permit [BMC 8-1-301].
44. Pollutants, including construction debris, soil, and other discharges, are prohibited from entering the City's sewer collection system [BMC 8-1-501.1]. Discharges that exceed the local limits per BMC 8-1-501.4 are prohibited. In

addition, the applicant shall not obstruct or damage any part of the City sewer system and shall reimburse the City for sanitary sewer overflows and the reasonable costs of necessary maintenance and/or repair of the sewer system [BMC 8-1-311]. As such, it is required that all existing private sewer laterals and/or fixtures are capped prior to any demolition activities.

45. 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.
46. 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 9-3-407].
47. A Pool Discharge Permit is required each time a single-family residential pool is emptied [BMC 8-1-1004.B(3)]. The permit may be obtained at the Public Works Permits counter and is subject to a fee per the currently adopted Citywide Fee Schedule and the enclosed pool discharge brochure. If the proposed pool/spa contains salt water, please note that saltwater pool/spa discharges are currently conditionally allowed to discharge into the storm drain system, subject to meeting (and not exceeding) the following water quality objectives, in addition to other BMP requirements: TDS = 950 mg/l, Sulfate = 300 mg/l, Chloride = 190 mg/l. This conditional allowance and the limits may be changed by the Regional Water Quality Control Board in the future. The City strongly discourages the use of saltwater pools.
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 cut-off above 3' high or below 10' high at the intersection of street/alley and driveway [BMC 10-1-1303 (C)]. Such requirement applies to all driveways.
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**

51. There must be an appropriate location on the property for all solid waste containers or bins. Solid waste containers shall not be visible from the street.

**PARKS AND RECREATION**

52. Submit landscape and irrigation plans prepared by a licensed landscape architect.

53. Must comply with Municipal Water Efficient Landscape Ordinance (MWELo) requirements if over 500 square feet of landscape.

54. Tree Protection Zones need to be set up and shown on Landscape plans prior and during construction on all parkway trees.

55. Arborist valuation of all trees and landscape to be removed needs to be provided.

56. Contact Forestry for list of approved street trees. Street Trees are required. All street trees shall be a minimum of 24" box size.

57. Add note on planting plan:

Owner to install the street trees, they must contact the Forestry Supervisor, at (818) 238-5343, at least forty-eight (48) hours prior to installation. Failure to contact the City for inspection and installation may cause the removal and replacement at the owner's expense.

58. Provide irrigation street trees.

59. Provide automatically controlled irrigation system to the parkway.

60. Must comply with Art in Public Places Ordinance if building costs are over \$500,000

X \_\_\_\_\_  
Signature of Applicant/Permitee

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