

MEMORANDUM



**PUBLIC
WORKS**

DATE: May 29, 2024

TO: Joseph Onyebuchi, Associate Planner

FROM: Public Works Engineering Division

SUBJECT: Project No. 24-0002257 & 23-0006715 - APN: 2443-004-017
 SB 35 - Formal Submission of a Streamlined Ministerial Review Process
 Application and a Vesting Tentative Tract Map
 (with IDRC Staff Meeting)
 Located at 910 S. Mariposa St.

*Anthony Roman
5/29/2024*

Project Description: An SB 35 Project – Formal Application was submitted on Friday, May 10, 2024. The Project includes new construction of one five-story residential structure, containing a total of 40 condominium units ranging from 1,233 to 2,100 square feet in size and a total of 47 subterranean parking spaces. The project proposes 35 two-bedroom units, 5 three-bedroom units and approximately 22,884 square feet of combined common and private open space. The site will be accessed from a two-way driveway from South Mariposa Street. This application proposes to amend the 30-unit, five-story multifamily Project that was submitted as part of the Notice of Intent application on December 26, 2023.

The Project proposes to utilize AB 1287 (Government Code Section 65915(v)) that allows a 100% density bonus for projects that include 15% “Very-Low” Income units and 15% “Moderate” Income units. The Project proposes three “Very-Low” Income units and three “Moderate” Income units and therefore proposes a total of 40 residential units.

LAND DEVELOPMENT & PERMITS

General Requirements:

- Show dimensions and location of all proposed property dedications.

ATTACHMENT B

- 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.
- 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].
- No structure is permitted in any public right-of-way or any public utility easements/pole line easements [BMC 7-3-701.1, BMC 9-1-2-3203].
- 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>

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

- Dedicate* to the City for street right-of-way: based on CDD Transportation comments, a portion of the property adjacent to Mariposa Street to achieve a 37-foot-wide public right-of-way per Burbank 2035 General Plan [BMC 7-3-106].
***Contact Real Estate Division of the Community Development Department at (818) 238-5180 for information to accomplish this dedication**
- Off-site improvement plans (in the public right-of-way) must be approved by the Public Works Director. Plans must be submitted in City of Burbank Standard format and as-built plans must be submitted on mylar paper.
- Submit hydrology/hydraulic calculations and site drainage plans. 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 or connected to a storm drain facility [BMC 7-1-117, BMC 7-3-102]. The proposed development will need to submit a hydrology/hydraulic calculation, which depict both the existing and proposed drainage conditions. Any drainage

studies and/or improvements on private property are to be reviewed and approved by the City's Building Department. Any drainage studies and/or improvements within the public right-of-way are to be reviewed and approved by the City's Public Works Department.

- All soldier piles/beams that are required for the subterranean parking garage shoring, must be placed on private property and are not to encroach into the public right-of-way. Shoring plans shall be submitted to Public Works for review and approval.
- Traffic study and mitigation measures should be coordinated with Public Works Department to review and approve offsite improvement plans.
- It is highly recommended that drainage calculations and analysis are submitted at an early stage of the project to Public Works and the Building Department for review and approval.
- If a connection to a LA County storm drain/catch basin applies, applicant must provide a copy of the County storm drain/catch basin connection permit to the City of Burbank prior to approving Building or Public Works permits.
- An address form must be processed [BMC 7-3-907].
- 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:

- The dedicated portion shall be improved with street construction, sidewalk, curb, and gutter:
 - Construct a portion of the street fronting property along Mariposa Street per City of Burbank Standard BS-110-3. Street shall have a width of 18' from existing property line (prior to dedication) to proposed curb face.
 - Construct a parkway wide of 19' from new property to face of curb, which shall include landscape, sidewalk and a bridle path fronting the property along Mariposa Street per City of Burbank Standards.
 - Construct curb and gutter fronting the property along Mariposa Street per City of Burbank Standards BS-100.
- Proposed driveway along Mariposa Street must be constructed per City of Burbank Standards BMC 7-1-215, BMC 7-1-217. Proposed driveway along Mariposa Street must be constructed to meet ADA requirements including adding blue (FED STD 15178) truncated domes at both ends of the driveway.

TENTATIVE VESTING TRACT MAP NO. 84060

The following must be resolved prior to the Tentative Parcel Map approval:

- Tentative Parcel Map shall follow all the conditions stated in the Burbank Municipal Code Title 11, Article 2.

The following must be completed prior to Final Map Approval:

- All off-site improvements must be completed prior to map approval [BMC 11-1-709].
- Dedications and easements can be processed by a separate instrument prior to final map approval or implemented on the map at the time of final map approval [BMC 11-1-708].
- All monuments must be set prior to finalizing and approving Final Map [BMC 11-1-805].

Additional Comments:

- Building access doors, loading docks doors, and access gates may not swing open into the public right-of-way [BMC 7-3-701.1].
- If any utility cuts or construction related impacts are made on South Mariposa Street, applicant will have to resurface with rubber asphalt (ARHM) per moratorium requirements fronting the property. South Mariposa Street was resurfaced with ARHM in 2018 and falls under moratorium requirements [BS-110-3].
- Additional impacts to street triggered by this project could extend the paving restoration limits [BS-110-3].

For additional information or questions, please contact Anna Hartounian, Civil Engineering Associate, at (818) 238-3938.

Checked by: Anthony Roman

Date: May 28, 2024

WATER RECLAMATION AND SEWER

Required Information Missing On Plans:

- The location, depth, and dimensions of all sanitary sewer lines and easements must be shown on the plans.

Wastewater requirements:

- Under the current rate structure, pulling the Building Permit for the proposed development is subject to a Sewer Facilities Charge estimated at \$66,960. The charge is due prior to issuance of a Building Permit [BMC 8-1-802 and BMC 8-1-806].

SFC = Proposed Developments
 = Multi Family Residential Units [\$1,674/unit * 40 Units]
 =\$66,960

(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.)

- 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].
- No person shall connect to or tap an existing public sewer without obtaining a permit [BMC 8-1-301].
- Each lot must have its own private lateral (building sewer) connection to the City sewer main [BMC 8-1-309]. Should the lot be subdivided in the future, a separate sewer lateral connection to the City sewer main will be required for each lot. For reference, the applicant can propose that separate building structures on one lot have separate sewer lateral connections to the City sewer main.
- A maintenance hole must be installed at the connection point to the City sewer main for any newly proposed private sewer lateral connection(s) that are greater than or equal to 8-inches in diameter [BMC 8-1-308] per Standard Drawing BSS-201-2 located in the 2012 edition of Standard Plans for Public Works Construction.
- 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 strongly recommended that all existing private sewer laterals are capped prior to any demolition activities.
- 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.

Project Specific Requirements:

- A Sewer Capacity Analysis (SCA) is required for this change in scope and is currently in progress. Please note that additional conditions may be applicable should the SCA find deficiencies in the tributary sewer system including, but not limited to, construction of offsite sewer improvements and/or an additional infrastructure fee based on the development's impact to the sewer system. If the scope of the project is changed again at a later time, then a new or amended SCA will be required.

Stormwater Requirements:

- Effective July 1, 2010, any construction activity that results in soil disturbances greater than one acre is subject to the General Permit for Storm Water Discharges Associated with Construction Activity Permit Order 2009-0009-DWQ (2009 Construction General Permit) – see: http://www.waterboards.ca.gov/water_issues/programs/stormwater/constpermits.shtml. Additionally, if the construction activity less than one acre is part of a larger common plan of development that encompasses a total of one or more acres of soil disturbance or if there is significant water quality impairment resulting from the activity, it is subject to the 2009 Construction General Permit.
- A Pool Discharge Permit is required each time a pool is emptied for multi-family/commercial properties. 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. Please note that through the City's Industrial Pretreatment Program and BMC 8-1-501.4 (Local Limits), the City prohibits commercial and industrial properties from installing saltwater pools.
- 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].
- Discharges from essential non-emergency firefighting activities (i.e., fire sprinkler system testing) is a 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.
- 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.

- Landscape irrigation discharges using potable or reclaimed/recycled waters are a conditionally allowed discharge per Table 8 of *Final LA County MS4 Permit (Order No. R4-2021-0105)*, which can be found at:
[https://www.waterboards.ca.gov/losangeles/water_issues/programs/stormwater/municipal/public_docs/2022/1_Order\(ACC-RPSignature\).pdf](https://www.waterboards.ca.gov/losangeles/water_issues/programs/stormwater/municipal/public_docs/2022/1_Order(ACC-RPSignature).pdf)

- Certain construction and re-construction activities within the City's transportation corridors (i.e., public streets, public alleys, public parkway areas, private streets, and private parking) will be subject to the City's Green Streets Policy requirements should the transportation corridor redevelopment area exceed 5,000 square feet. This policy can be reviewed at the following address:
http://file.burbankca.gov/publicworks/OnlineCounter/permits/app_docs_procedures/greenstreet/gspolicy.pdf

For questions on these requirements, please contact the City's Wastewater Division at (818) 238-3915.

- Dewatering an area where water accumulates (i.e., crawl space, foundation, or basement) is now considered a prohibited discharge into the storm drain system. As such, private property applicants have the following options for dewatering accumulated volumes of water:
 - Depending on the volume and having controls in place to keep the discharge on-site, direct the dewatering discharge to a planted/vegetated area located on private property; or
 - Apply for an individual NPDES permit with the Regional Board to allow the dewatering discharge into the storm drain system through ORDER NO. R4-2018-0125: page 9 of this Dewatering Order state that temporary dewatering including subterranean seepage dewatering, requires individual coverage and is no longer covered/allowed under the MS4 permit. Questions need to be directed to the Regional Board at (213) 576-6600.

For additional information or questions, please contact Kenneth Kozovich at (818) 238-3932.

Checked by: Stephen Walker

Date: May 28, 2024

TRAFFIC ENGINEERING

General Requirements:

- All driveways leading to parking areas shall be designed to accommodate turn paths of "Passenger Car" design vehicle per AASHTO Greenbook.

ATTACHMENT B

- Per Burbank Standard Plan BT-400, two-way circulation driveways (i.e. the drive aisle) shall have a minimum width of 23'. The portion of the driveway adjacent to Parking Stalls No. 25 & 26 does not meet the minimum width of 23'.
- Driveway apron width shall not exceed 30 feet [BMC 10-1-1602].
- Parking spaces shall be constructed per BMC 10-1-1401, 10-1-1403, 10-1-1417, 10-1-1606.
- Columns adjacent to access aisles shall be placed a minimum of 2 feet from access aisle or the parking stalls adjacent to the column (or other vertical obstruction) shall be a minimum of 10' wide. Refer to Burbank Standard Plan BT-400 for column placement and turn area requirements.
- End stalls shall be a minimum of 11 feet wide or an access aisle shall extend 3 feet beyond the bay per City Standard Plan BT-400. Parking Stalls No. 16, 35, 36, and 47 do not meet this condition.
- Parking aisles that dead-end shall have an 8-foot area "hatched out" to provide a vehicle turn-around path.
- All parking spaces shall be designed to accommodate turn paths of "Passenger Car" design vehicle per AASHTO Greenbook.
- Internal circulation patterns and the location and traffic direction of all access drives shall be designed and maintained in accordance with accepted principles of traffic engineering and traffic safety [BMC 10-1-1417]. Install striping & pavement markings to clearly indicate the pedestrian path of travel in the parking garage.
- All vehicle movements involved in loading, parking, or turning around shall occur on-site [BMC 10-1-1417].
- No visual obstruction shall be erected or maintained above 3' high or below 10' high in a 5' by 5' visibility cut-off at intersection of street/alley and driveway [BMC 10-1-1303(C)]. This requirement includes trees, shrubs, monument, or walls that are 3' or higher.

For additional information or questions, please contact Vikki Davtian, Principal Engineer – Traffic, at (818) 238-3922.

Checked by: Vikki Davtian

Date: May 28, 2024

FIELD SERVICES

- No comments.



memorandum

DATE: May 24, 2024

TO: Joseph Onyebuchi, Associate Planner

FROM: Chris Buonomo, Senior Transportation Planner

SUBJECT: **Project No. 24-0002257 and Project No. 23-0006715 – APN: 2443-004-017 (910 S. Mariposa St.)**

The Transportation Division, Community Development Department has reviewed the plans for 910 South Mariposa Street and has the following comments:

Project Description

An SB 35 Project – Formal Application was submitted on Friday, May 10, 2024. The Project includes new construction of one five-story residential structure, containing a total of 40 condominium units ranging from 1,233 to 2,100 square feet in size and a total of 47 subterranean parking spaces. The project proposes 35 two-bedroom units, 5 three-bedroom units and approximately 22,884 square feet of combined common and private open space. The site will be accessed from a two-way driveway from South Mariposa Street. This application proposes to amend the 30-unit, five-story multifamily Project that was submitted as part of the Notice of Intent application on December 26, 2023.

The Project proposes to utilize AB 1287 (Government Code Section 65915(v)) that allows a 100% density bonus for projects that include 15% “Very-Low” Income units and 15% “Moderate” Income units. The Project proposes three “Very-Low” Income units and three “Moderate” Income units and therefore proposes a total of 40 residential units.

EXISTING STRUCTURES ON SITE: The site is a flat lot within an urban infill area. The site is currently being used for a commercial horse boarding operation, and the only building on the site is a 240 square foot shack at the front of the property, which is used for office. All structures on the site are proposed to be demolished.

CURRENT	Zoning: M-1 (Limited Industrial)
	General Plan: Rancho Commercial
PROPOSED	Zoning: No Change
	General Plan: No Change

Traffic Study Requirement

If a proposed project is determined to qualify for the SB 35 streamlined ministerial approval process, the project qualifies for a statutory exemption from the requirements of the California Environmental Quality Act (CEQA), including a traffic study.

For this Project, a traffic study will not be required.

Sidewalk Standards / Requirement

The Community Development Department Transportation Division has the following comments related to sidewalks:

Install pedestrian ramp at the curb between driveway and southern property line across from SW corner of Mariposa and Valley Heart. Design per [Caltrans Standard Plans](#) A88A Case F to connect project pedestrian path of travel to contiguous public sidewalk.

This is referenced in City of Burbank Complete Streets Objective Development Standards (CSODS) section 3.2, adopted June 27, 2023. Curb at driveway shall be Type 2 per Burbank Standard Plan [BS-103](#).

Bicycle Parking Requirement

Illustrate the type of bicycle racks to be utilized, in accordance with the approved bicycle rack types in CSODS section 4.1.2.

Equestrian Path Requirement

Points where equestrian path crosses the driveway and pedestrian access paths shall have a surface of concrete with stiffbroom finish, per CSODS section 5.1.

The equestrian path shall be separated from the Pedestrian Zone of the Sidewalk area by a 4-foot lodgepole fence, per CSODS section 5.1. The current plans show it as 3 feet high.

These are preliminary comments based on the review of the currently submitted project description and site plan. These comments may be subject to change if the project description and/or site plan are to change. Please feel free to direct all questions regarding the requirements listed above to the Transportation Division by email at cbuonomo@burbankca.gov.



BURBANK FIRE DEPARTMENT

Memorandum

TO: Joseph Onyebuchi

FROM: Dave Burke, Fire Marshal
By: Daniel King

DATE: 6/13/2024

RE: 910 S. Mariposa St. Project No. 23-0006715

ALL NOTED INFORMATION PERTAINING TO THE PROPOSED PROJECT SHALL BE SHOWN ON PLANS SUBMITTED AS PART OF THE FIRE DEPARTMENT REVIEW FOR APPROVAL.

While we make no attempt to cite all applicable provisions herein, the following code requirements are of special significance for this project.

- 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 Chief.
 - Provide an automatic fire sprinkler system in accordance with the Burbank Municipal Code. [9-1-9-903\(a\)](#)
 - 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. [BMC 9-1-9-903.4.2.1](#)
 - Provide a fire alarm system to notify all occupants of automatic fire sprinkler water flow. [BMC 9-1-9-903.4.2.1](#)
 - Provide a Knox key box for fire department access. [CFC 503.6.1/BMC 9-1-9-506.1](#)
 - Provide a Knox KS-2 key access switch for security gates. [CFC 503.6](#)
 - Provide address numbers a minimum of 4 inches high for residential structures and six inches high for all other occupancies with $\frac{3}{4}$ 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 accessway to the property. [BMC 9-1-9-505.1.1/BMC 9-1-905.1.2](#)
 - 2A10BC fire extinguishers shall be provided and located as directed by the Fire Inspector in the field. All portable fire extinguishers shall be installed on a positive latching bracket or within an enclosed cabinet. [BMC 9-1-9-906.6.7.1/CFC 906.1](#)
 - 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. [CFC 1010.1.9](#)
 - Provide a fire alarm system. [BMC 9-1-9-903.4.2.1](#)
- 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 High-rise and mid-rise buildings. High-rise and mid-rise buildings shall be accessible on **a minimum of two sides**. Roadways shall not be less than 10 feet (3048 mm) or more than 35 feet (10 668 mm) from the building. Landscaping or other obstructions shall not be placed or maintained around structures in a manner so as to impair or impede accessibility for firefighting and rescue operations. [CFC Section 503 Through 503.6 CFC Appendix D City of Burbank Municipal Code 9-1-9-504.3.1: HIGH-RISE AND MID-RISE BUILDINGS.](#)

- Specifications for fire apparatus access roads shall be provided and maintained in accordance with the California Fire Code. **CFC 503.2.3**
- Plans for fire apparatus access road shall be submitted to the fire department for review and approval prior to construction. **CFC 105.4.1**
- Plans and specifications for fire hydrant systems shall be submitted to the fire department for review and approval prior to construction. **CFC 105.4.1**
- 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.** **CFC 501.4**
- 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. **CFC 503.3 / CFC 3310.1 / CFC 3311.2**
- 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.
- All exits, fire department access and fire protection shall be maintained in accordance with the California Fire Code during construction.
- 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.

EMERGENCY RESPONDER COMMUNICATION COVERAGE

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. CFC Section 510**

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. **CBC 406.6.2**

HAZARDOUS MATERIALS

- Storage, use, dispensing, mixing and handling of flammable and combustible liquids shall be in accordance with the **California Fire Code**. Including but not limited to Bulk Transfer and Fuel-Delivery systems.
- Plans shall be submitted for review and approval by the Fire Department with each application for a permit to store more than 5,000 gallons of liquids outside of buildings in drums or tanks. The plans shall indicate the method of storage, quantities to be stored, distances from buildings and property lines, access ways, fire protection facilities, and provisions for spill control and secondary containment.
- Prevention, control and mitigation of dangerous conditions related to storage, dispensing, use and handling of hazardous materials and information needed by emergency response personnel shall be in accordance with the **California Fire Code as amended by the Burbank Municipal Code**.
- Permits are required to store, dispense, use or handle hazardous material in excess of quantities specified the **California Fire Code as amended by the Burbank Municipal Code**.
- Permits are required to install, repair, abandon, remove, place temporarily out of service, close or substantially modify a storage facility or other area regulated by the California Fire Code.
- Each application for a Hazardous Material Permit shall include a hazardous materials management plan (HMMP) and hazardous materials inventory statement (HMIS) as defined by the **California Fire Code** and amended by the **Burbank Municipal Code**. Codes related to Hazardous Materials are but not limited to **CFC Section 23, 24, 32, 50, 51, 53, 54, 57, 58, 59, and 61. BMC 9-1-5001.5.1(a), 9-1-9-5003.3.1.5, 9-1-9-5003.3.1.6, 9-1-9-5003.4.1,**

HIGH-RISE/MID-RISE REQUIREMENTS

- Buildings having floors used for human occupancy located more than 35 feet, but less than 75 feet above the lowest level of fire department vehicle access, shall be in compliance with all applicable "Mid-Rise" requirements as defined by the

- Buildings having floors used for human occupancy located more than 75 feet above the lowest level of fire department vehicle access, shall be in compliance with all applicable “High-Rise” requirements as defined by the Burbank Municipal Code. BMC 9-1-9504.3.1 / 9-1-9-504.3.1.2 / 9-1-9-504.5 / 9-1-9-905.3(a) / 9-1-9-907.2.1(a)
- High-rise and Mid-rise buildings shall be accessible on a minimum of two sides. Roadways shall not be less than 10 feet or more than 35 feet from the building. Landscaping or other obstructions shall not be placed or maintained around structures in a manner so as to impair or impede accessibility for fire fighting and rescue operations.
- Group B office buildings and Group R, Division 1 Occupancies, each having floors used for human occupancy located more than 35 feet above the lowest level of Fire Department vehicle access, shall be provided with an automatic fire alarm system. BMC (-1-9-907.2.1(a)
- Every mid-rise building shall be provided with an approved combined standpipe system. BMC 9-1-9-905.3(a)
- All stair shaft doors at each building level shall provide access to the building for fire department use. BMC. 9-1-9504.3.1.2
- There shall be provided for fire department use at least one access door to one enclosed exit stair shaft that serves all building levels and the roof at the main entrance level outside the building. BMC 9-1-9-504.3.1.2
- All enclosed exit stairways shall be continuous to each floor served in either direction and shall be without obstructions such as intervening doors and gates. BMC 9-1-9-504.3.1.2
EXCEPTION: Approved barriers provided at the ground floor level to prevent persons traveling downward from accidentally continuing into the basement, in accordance with the Building Code.
- Locking of enclosed exit stair shaft doors: BMC 0-1-9-504.3.1.3
 1. All enclosed exit stairshaft doors which are to be locked from the stairshaft side shall have the capability of being unlocked without unlatching, by all of the following methods: BMC 9-1-9-504.3.1.3
 - 1.1 A manual signal from the central fire control room.
 - 1.2 The actuation of a fire alarm device.
 - 1.3 Upon failure of electrical power.
 2. When enclosed exit stairshaft doors are locked from the stairway side, an approved emergency communication system directly connected to the building control station, proprietary supervisory station, or other approved emergency location shall be available to the public and shall be provided at every fifth-floor landing in each required enclosed exit stairshaft. BMC 9-1-9-504.3.1.3

- **High-Rise and Mid-Rise Elevators.** BMC 9-1-9-504.5

A. GENERAL. In every bank of elevators, there shall be provided and available to the fire department, an elevator that opens on to each floor served by the individual bank. A bank of elevators is one or more elevator cars controlled by a common operating system, or where all elevator cars will respond to a single call button.

B. LOBBIES. Elevators shall open into a lobby on all floors except the lowest terminal floor of building entry. Lobbies may serve more than one (1) elevator. Lobbies shall be separated from the corridor by one (1) hour fire resistive construction with all openings protected by tight fitting twenty (20) minute door assemblies designed to close automatically upon activation of a detector which will respond to visible or invisible particles of combustion. Lobbies shall also be separated from the remainder of the building as required for corridor walls and ceilings.

C. SIZE OF CAR.

1. Elevator cars assigned for fire department use shall have a height, recessed area, or removable ceiling which will make possible the carrying of a nine (9) foot (2743 mm) high ladder.

2. At least one elevator car assigned for fire department use and serving all floors shall be of a size that will accommodate a 24-inch (610 mm) by 85-inch (2159 mm) ambulance stretcher in the horizontal position and have a clear door opening width of 42 inches (1067 mm). The elevator shall be identified with approved signs.

Fire flow requirements for this building, the following information shall be provided prior to issuing a building permit for final fire department plan check:

ATTACHMENT B

- Building Type Construction as defined by the **California Building Code**.
- Square feet of the building.
- The fire flow shall be gpm for hours in accordance with the **California Fire Code**.

All items reviewed are based on information provided at time of review. The comments provided do not limit or relieve the owner and the owner's architect and/or contractor from the responsibility of ensuring compliance with all applicable provisions of fire/life safety codes. Such compliances may include but are not limited to fire department access for fire fighting, including fire department vehicle access, fire water supplies and appurtenances. Further reviews may require additional requirements or limitations as the project develops and is not limited to the requirements provided in these comments.

NOTE: All references are in accordance with the 2022 Edition of the California Fire Code (CFC) and the California Building Code (CBC) as amended by the Burbank Municipal Code (BMC).

ALL NOTED INFORMATION PERTAINING TO THE PROPOSED PROJECT SHALL BE SHOWN ON PLANS SUBMITTED AS PART OF THE FIRE DEPARTMENT REVIEW FOR APPROVAL.

For additional information or questions contact the Assistant Fire Marshal or Fire Marshal at (818) 238-3473.

ATTACHMENT B

2024

**PARKS AND RECREATION DEPARTMENT
DEVELOPMENT REVIEW COMMITTEE**

LOCATION: 910 S. Mariposa St	PROJECT: 24-0002257 & 6715
DESCRIPTION: 40 Condos	DATE: 2024

1	<p>Submit landscape and irrigation plans prepared by a licensed landscape architect.</p> <p>Must comply with Municipal Water Efficient Landscape Ordinance (MWELo) requirements if over 500 square feet of landscape – 8.2.301 to 8.2.306</p>
2	<p>Park Development Fee shall be paid prior to issuance of building permits: \$150 /bedroom. N/A</p> <p style="text-align: center;">X \$150.00 =</p>
3	<p>Street trees required and Street Tree Required if Removed – YES 7.4.107, 7.4.109, 7.4.110, 7.4.111</p>
4	<p>Street trees to remain: 7.4.116, 7.4.119</p>
5	<p>Revise plans to include the following street trees: Contact Forestry for list of approved street trees. Street Trees are required.</p> <p>All street trees shall be a minimum of 24" box size. 10.1.1418, 10.1.2107</p> <p>Trees in grass shall be installed with Arbor Guards. 7.4.102</p>
6	<p>Add note on planting plan:</p> <p>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.</p>
7	<p>Tree wells required. YES, 7.4.118</p>
8	<p>Provide irrigation or bubblers to street trees. YES, 7.4.120, 10.1.628, 10.1.2107, 10.1.2532, 10.1.2713</p>
9	<p>Provide automatically controlled irrigation system to the parkway. YES, 7.4.120, 10.1.628, 10.1.2107, 10.1.2532, 10.1.2713</p>
10	<p>Remove existing street trees: NO</p> <p style="text-align: right;">FEE: _____</p> <p>Contact Forestry Services at (818) 238-5343 for removal fee.</p>
11	<p>Must comply with Art in Public Places Ordinance if building costs are over \$500,000 - 10.1.1114</p>
12	<p>Additional Comment:</p> <p>Covenant Agreement will be required for all landscaping and trees on parkways 7.4.110, 7.4.112</p>

For additional information contact the Parks and Recreation Department at (818) 238-5300.

Approved: _____

Michael del Campo
 Assistant Director
 Parks and Recreation Department

ATTACHMENT B

- 1) Do not remove any Street/Parkway Trees. [Provide the section in the BMC that mandates this requirement.](#) 7.4.102
- 2) Parking lot trees will be required to cover 40% of all parking. [Provide the section in the BMC that mandates this requirement.](#) 10.1.1418 (at least 50%)
- 3) Street trees required to be removed. [Provide the section in the BMC that mandates this requirement.](#) 7.4.107, 7.4.109, 7.4.110, 7.4.111, 7.4.112
- 4) Street Trees To Remain. [Provide the section in the BMC that mandates this requirement.](#) , 7.4.116, 7.4.119
- 5) All street trees shall be a minimum of 24" box size. [Provide the section in the BMC that mandates this requirement.](#) 10.1.1418, 10.1.2107

Trees in grass shall be installed with Arbor Guards. [Provide the section in the BMC that mandates this requirement.](#) 7.4.102

- 7) Tree wells required. [Provide the section in the BMC that mandates this requirement.](#) 7.4.118
- 8) Provide irrigation bubbler to street trees. [Provide the section in the BMC that mandates this requirement.](#) 7.4.120, 10.1.628, 10.1.1418, 10.1.2107, 10.1.2713
- 9) Provide automatically controlled irrigation system to the parkway. [Provide the section in the BMC that mandates this requirement.](#) 7.4.120, 10.1.628, 10.1.2107, 10.1.2532, 10.1.2713
- 11) Must comply with Art in Public Places Ordinance if building costs are over \$500,000. [Provide the section in the BMC that mandates this requirement.](#) 10-1-1114
- 12a) Provide an arborist/landscape architect valuation of any landscape removed for project. [Provide the section in the BMC that mandates this requirement.](#) 7.4.105
- 12b) ~~Do Not remove trees on property.~~ [The project is being reviewed under a ministerial design review process pursuant to SB 35 \(CA Govt. Section 65913.4\), no CEQA review inclusive of CEQA associated studies and mitigation measures are required.](#)
- 12c) ~~All trees on property will need to have a Tree Protection Zone in place prior to Demolition and in place for the life of the Project.~~ [The project is being reviewed under a ministerial design review process pursuant to SB 35 \(CA Govt. Section 65913.4\), no CEQA review inclusive of CEQA associated studies and mitigation measures are required.](#)
- 12d) Covenant Agreement will be required for all landscaping and Trees on ~~property, pocket parks and~~ park ways. [Provide the section in the BMC that mandates this requirement.](#) [The project is being reviewed under a ministerial design review process pursuant to SB 35 \(CA Govt. Section 65913.4\), no CEQA review inclusive of CEQA associated studies and mitigation measures are required.](#) 7.4.110, 7.4.112



DATE: May 24, 2024

SUBJECT: 910 South Mariposa Avenue

PROJECT DESCRIPTION:

The Project includes the new construction of one five-story residential structure, containing a total of 40 condominium units ranging from 1,233 to 2,100 square feet in size and a total of 47 subterranean parking spaces. The project proposes 35 two-bedroom units, 5 three-bedroom units and approximately 22,884 square feet of combined common and private open space. The site will be accessed from a two-way driveway from South Mariposa Street. This application proposes to amend the 30-unit, five-story multifamily Project that was submitted as part of the Notice of Intent application on December 26, 2023.

The Project proposes to utilize AB 1287 (Government Code Section 65915(v)) that allows a 100% density bonus for projects that include 15% “Very-Low” Income units and 15% “Moderate” Income units. The Project proposes three “Very-Low” Income units and three “Moderate” Income units and therefore proposes a total of 40 residential units.

HOUSING REQUIREMENTS:

1. Pursuant to Burbank Municipal Code (BMC) Section 10-1-650, the Project Applicant shall enter into Inclusionary Housing Agreement with the City. The Inclusionary Housing Agreement shall be finalized and recorded with the City prior to the issuance of any building permit for the Project. No building permit shall be issued for all or any portion of the Residential Development unless the Inclusionary Housing Agreement has been executed in a recordable form in accordance with the Implementing Regulations. The Inclusionary Housing Agreement must include the following provisions identified below:

- Description of the development, including whether the Inclusionary Units will be rented or owner-occupied.
- A table showing the number of bedrooms, unit size, and location of each of the Affordable Units and a floor plan that references the table and shows the type of Affordable Unit and location to ensure units are dispersed throughout the site.
- The number, size and location of Very Low, Low or Moderate Income Units.

- The income level of the Inclusionary Units.
 - Provisions for the review and approval of a Marketing and Tenant Selection Plan.
 - Description of the process for qualifying prospective homebuyer households for income eligibility.
 - Inclusionary incentives by the City (if any), including the nature and amount of any local public funding.
 - Provisions and/or documents for resale restrictions, deeds of trust, rights of first refusal or rental restrictions.
 - Provisions for monitoring the ongoing affordability of the units, and the process for qualifying prospective resident households for income eligibility.
 - Any other specific provisions required by the Burbank Municipal Code, Inclusionary Housing and Density Bonus Implementing Regulations, Government Code Section 65915, Government Code Section 65913.4, and the HCD Guidelines.
 - Affordable Units shall remain reserved for very low-income homebuyers in perpetuity for as long as the land is used for housing, which shall not be less than 55 years. Household incomes of eligible households shall not exceed 50% of annual median income (AMI), adjusted for actual household size.
 - Please note that inclusionary Housing Agreements that are acceptable to the Director must be recorded against owner-occupied Inclusionary Units. Additional resale restrictions, deeds of trust, rights of first refusal and/or other documents acceptable to the Director must also be recorded against owner-occupied Inclusionary Units.
2. The Project shall comply with all applicable requirements of Burbank Municipal Code (BMC) Section 10-1-639. Please note that pursuant to BMC Section 10-1-639(C), affordable Units offered for sale to moderate income households in condominiums shall be sold by the developer of the housing development at a price that does not exceed the Affordable Purchase Price. At the time of the sale of an Affordable Unit from the developer of the Housing Development to the initial purchaser, the purchaser shall execute a promissory note secured by a subordinate deed of trust in favor of the City. The promissory note shall require payment, upon resale of the unit, the difference between the market rate price of the Affordable Unit at time of the purchaser's purchase of the Affordable Unit and the Affordable purchase price, and a proportionate share of the appreciation. Upon a resale, the seller of the unit shall retain the market

value at the time of sale of any capital improvements made by the seller, the down payment, and the seller's proportionate share of appreciation. The City's proportion of the share of appreciation shall be equal to the percentage by which the Affordable Purchase Price was less than the fair market value of the Affordable Unit at the time of the initial sale.

3. The Project Applicant is subject to full cost recovery of City expenses, including any consultant time, for drafting and recording the Affordable Housing Agreement with the City and for ensuring the Project Applicant's compliance with said agreement. These fees are authorized by the City of Burbank fee schedule under Article III Land Use and Zoning, and Article I, Section 14 (Real Estate Services).
4. The Project shall comply with all applicable requirements of BMC Section 10-1-642. Pursuant to BMC Section 10-1-642, developers requesting a Density Bonus shall agree to enter into a Density Bonus Housing Agreement with the City. A Density Bonus Housing Agreement shall be made a condition of the discretionary planning permits for all Housing Developments pursuant to this Division and shall be recorded as a restriction on any parcels on which the Affordable Units or Density Bonus Units will be constructed. Further, the Density Bonus Housing Agreement shall be recorded prior to final or parcel map approval, or, where the Housing Development does not include a map, prior to issuance of a building permit for any structure in the Housing Development. The Density Bonus Housing Agreement shall run with the land and bind on all future owners and successors in interest.
5. Recording of Agreements with Buyers of Affordable Units. Pursuant to BMC Section 10-1-642(D), Density Bonus Housing Agreement for for-sale units shall include an Affordable Housing Agreement. The purchaser of each Affordable Unit shall execute an affordable housing agreement, inclusive of the promissory note and deed of trust described in BMC Section 10-1-639 approved by the City. The City shall provide Affordability Agreements and other documents (which may include resale restrictions, deeds of trust, rights of first refusal, and/or other documents) between the City and the homebuyer that must be executed and/or recorded against each Affordable Unit at the time of sale. The Project Applicant shall ensure that the Affordability Agreements and other documents provided by the City are properly executed and recorded to ensure continued compliance with BMC Section 10-1-642.
6. The Affordability Agreement for each Affordable Unit shall include a requirement for owner-occupancy of the Affordable Unit and a provision for City monitoring of that requirement and other provisions of the Affordability Agreement. City monitoring will include a requirement for the homebuyer to either a) utilize annually an on-line system to collect and submit documents to demonstrate compliance with the Affordability Agreement; or b) pay an annual fee, adopted by the City Council, for City staff or a

ATTACHMENT B

City-hired consultant to collect, review, and audit compliance of each homeowner. The future homebuyers are subject to full cost recovery of City expenses to ensure compliance with the Affordability Agreement. These Fees are authorized by the City of Burbank fee schedule under Article III Land Use and Zoning, and Article I, Section 14 (Real Estate Services).

7. Please note that pursuant to BMC Section 10-1-638, in case of condominium conversions any appeal of any concession or incentive or review by Planning Commission or Council, shall automatically require an appeal of the underlying map to that body.
8. The Project shall comply with all applicable standards for inclusionary units as specified in BMC Sections 10-1-645, 10-1-646, 10-1-650, and 10-1-651.

Department	Burbank Water and Power (Electric)
DR #	23-0002257 and 23-0006715
Project Name	SB 35 Project
Location	910 S. Mariposa St.

Checked by: Michael Truong 5/23/2024
Electrical Engineering Associate II

Approved by: Calvin Clark 5/23/2024
Principal Electrical Engineer

BWP – Electric Conditions on this Project (General Requirements)

1. Comply with the latest Burbank Water and Power Rules & Regulations for Utility Service. The Rules are authorized by Burbank Municipal Code; Title 8, Chapter 2, Section 8.2 and are approved by the Council of the City of Burbank on an annual basis.

The Rules and Regulations can be viewed at

<https://burbankwaterandpower.com/electric/rules-and-regulations>.

2. Comply with the latest Burbank Water and Power Electric Specifications as authorized by the Burbank Water and Power Rules & Regulations for Utility Service. The latest Electric Specifications can be viewed at <https://burbankwaterandpower.com/electric/specifications>.

Issues Identified During Preliminary Review Requiring Correction

1. A load schedule and single line diagram needs to be provided to BWP to determine the service requirements for the new development. The applicant will pay 100% of the cost for off-site upgrades and new electric service facilities. For services 750kVA or over, a padmount transformer, a padmount switch, and 12kV feeder extension may be required. The plans must show space will be allocated for future padmount electrical equipment. Refer to BWP's Specifications for Electric Service to determine equipment footprint and clearance requirements.
2. Outdoor metering locations are preferred. When adequate exterior wall space is not available, a separately locked, clearly labeled meter room is acceptable with conditions. Meters in metering 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 at ground level. 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 installations.
3. Any existing overhead electrical facilities traversing the project are required to be undergrounded at the applicant's cost. Services affected by the underground conversion may require additional on-site transformation. Any BWP facilities installed on the development that serve other customers will require an easement. Consult with BWP to determine if new easements will be required.

General Comments Applicable to this Project

Plan Information

1. 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 the location of all the existing and proposed easements.
 - d. Fully dimensioned building elevations showing height of structure from natural grade.
 - e. Proposed location of the electric service panel/meters.
 - f. Proposed location of the any pad-mounted electrical equipment.
2. Plan approval will not be given until an electric service confirmation is obtained. Contact 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 (BWP Rules and Regulations 2.01(d), 2.01(j), 3.26 per BMC 8-2-203)

3. 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, complying 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.
4. Loads below 5MVA will be fed from the existing system but will require upgrades to accommodate the new development, at the developers cost.
5. Loads 5MVA or greater will require a new substation. The developer must provide the necessary space (a minimum of 125' x 80', with two 20' access roads on two sides), if a substation is required. Please contact BWP Engineering at (818) 238-3575 for details if the projected load will exceed 5MVA.

Substructure (BWP Rules and Regulations 2.50-2.53, 2.55, 2.80, 2.81 per BMC 8-2-203, General Plan Land Use Element Policy 4.11, 4.12)

6. Overhead BWP electrical facilities traversing or adjacent to the development are to be converted to underground at the developer's cost. The developer will be responsible for costs involved in converting existing overhead electric services to underground for any customers impacted by this underground conversion.
7. The proposed development may require the installation of pad-mounted switches and transformers. The pad-mounted switches will be looped on the line side.

ATTACHMENT B

8. The proposed development may require transformer and switch pads, which have a vault underneath them. No structures are allowed to be constructed underneath these vaults.
9. The installation of pad-mounted transformers and switches 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.
10. Provide a minimum 14' x 18'-6" clear accessible area at grade level on undisturbed soil with easy crane access 20-foot wide for each three-phase pad-mount transformer facility.
11. Provide a minimum 10' x 15'-6" clear accessible area at grade level on undisturbed soil with easy crane access 20-foot wide for each single-phase pad-mount transformer facility.
12. The proposed development may require the installation of 4' x 6'-6" primary pull-boxes.
13. The proposed development may require the installation of 8' x 14' primary manholes.
14. Additional conduits may be required to provide for future needs.
15. The developer will provide 5' wide recorded easement for the new underground system from the property line to the switch and a minimum 27' x 15' clear accessible easement for a pad-mount switch. The developer's surveyor will provide a legal description of the easements, which will be reviewed by Burbank Water and Power and then processed by the Community Development Department (contact 818-238-5250 for recording).
16. No permanent structures are allowed within the any existing or proposed easement within the development.
17. The developer's contractor will provide as-built drawings showing the exact location of underground substructure installed to serve the property.
18. 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.
19. 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.
20. BWP will provide the following items at the developer's cost:
 - a. Construction drawings for all substructure work
 - b. Engineering support during construction

ATTACHMENT B

- 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
21. The developer's contractor shall install secondary conduits, pull cable from the transformer to the switchboard, and terminate the secondary cables on the switchgear.
22. 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).
23. The Building Inspector will provide structural inspection of secondary conduits for compliance with the Building code-concrete encasements, fire walls, support of the conduit package, etc. The BWP inspector will inspect the amount and size of secondary conduits and cables.

Safety/Clearances

24. 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 actual height and location of the conductor attachment has to be surveyed and shown on the plans.
25. 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 actual height and location of the conductor attachment has to be surveyed and shown on the plans.
26. 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 envelopes as stated in the previous two comments.
27. 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. (*BWP Rules and Regulations 2.34(b) per BMC 8-2-203*)
28. Plans must be revised to avoid encroachment into the envelope as commented above. Building elevations will show the existing power poles, 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-708.

ATTACHMENT B

29. 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 pole butt during excavation. Anchors must also 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. *(BWP Rules and Regulations 1.14, 2.01(e), 2.54 per BMC 8-2-203)*
30. 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. *(California Government Code 4216, BWP Rules and Regulations 1.14, 2.01(e), 2.54 per BMC 8-2-203)*
31. Any excavation that restricts vehicular access to existing BWP facilities may require the relocation of such facilities prior to excavation at the developer's cost. *(BWP Rules and Regulations 1.12, 1.14, 2.01(e), 2.52(f), 2.54 per BMC 8-2-203)*

Aid-in-Construction

32. The Burbank Water and Power fees for providing electric service are Aid-in-Construction (AIC) charges set forth in Section 3.26 of the latest version 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.
33. A Customer or Developer requesting a new, upgraded or replacement metered electric panel will be charged a Capacity Charge based on the kVA demand of such new, upgraded, or replaced metered electric panels, which will be applied according to the current City of Burbank Fee Resolution. The kVA demand is calculated using the formulas per BWP Rules and Regulations 3.26(g).
34. Depending on local site conditions and the location of the project, AIC costs can vary widely from project to project. For reference, historical AIC costs for developments between 1 MVA and 5 MVA have ranged from \$400,000 - \$1,200,000 (2021 dollars) per MVA. For projects in this size range, BWP recommends performing a feasibility study early on in the project to determine a proposed electrical route and a rough cost estimate.
35. 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 *(BWP Rules and Regulations 2.61-2.75 per BMC 8-2-203)*

36. All electrical installations must conform to the Burbank Water and Power Rules and Regulations for Electric Service (latest revision).

ATTACHMENT B

37. Contact BWP Engineering at (818) 238-3647 (residential) or at (818) 238-3565 (commercial) if the existing service panel requires upgrading.
38. Service to the addition will be from the existing customer-owned facilities.
39. 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 designations.
40. 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.
41. Outdoor meter locations are preferred. When adequate exterior wall space is not available, a separately locked, 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 installations.
42. 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 (BWP Rules and Regulations 3.19(c)4 per BMC 8-2-203)

43. The developer is responsible for the street lighting system traversing or adjacent to the project. The street light system is required to be underground fed with LED luminaires. 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 at the developer's expense. A plot plan of the site must be submitted to BWP during the initial planning stage of the project for street light design.
44. Any construction that impacts existing streetlight standards or infrastructure will require relocation at the developer's cost.

Fiber/Communication

45. 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. To facilitate connection, a conduit should be installed between the electric meter room and the telecom/data MPOE. For further information, email support@oneburbank.com or call 818-238-3113.

ATTACHMENT B

46. Contact AT&T at (866) 577-7726 for any phone company facility conflicts. Contact Charter Communications at (818) 847-5013 for any cable T.V. facility conflicts.

Landscaping (BWP Rules and Regulations 2.52(i) per BMC 8-2-203)

47. Any trees planted in the area adjacent to the street/alley will be of a type that will not grow into the existing power lines and will also have sufficient clearance from the streetlight facilities.
48. 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 on 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.
49. 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 plantings within three feet of the back or sides of the pad and within eight feet of the front shall be of 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 future 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 drain 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

50. 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 the use of an uninterruptible power supply (UPS) and a standby generator for critical loads.

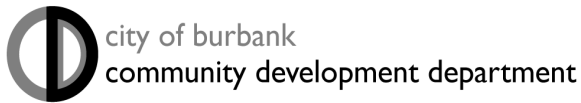
51. Power factor correction to a minimum of 90% will be requested to minimize kVA demand as well as energy use. The developer must use California Nonresident Building Standard to consider and implement energy efficient electrical equipment and devices for minimizing peak demand and wasteful energy consumption. (*BWP Rules and Regulations 2.21 per BMC 8-2-203*)

Electric Vehicle Charging

52. Electric Vehicle (EV) parking capacity shall be in accordance with Title 24 building code requirements. Plans shall detail all planned EV charger installations as well as all EV capable parking spaces. The electrical service panel shall include capacity to simultaneously charge all EV capable parking spots at their full-rated amperage whether installed or not.
53. 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 45 Level 2 charging ports and 2 DC Fast Chargers (480V), with new stations added each year depending on budget and availability. For more information on the rebates and the charging network, please contact Andres Azarian at 818-238-3868 or AAzarian@burbankca.gov. Additionally, information can be found at <https://www.burbankwaterandpower.com/conservation/electric-vehicles-rebate>.

Additional Comments

For additional information or questions please contact **Michael Truong, Electrical Engineering Associate II**, BWP at (818) 238-3654 or mtruong@burbankca.gov.



memorandum

DATE: May 28, 2024

TO: Joseph Onyebuchi, Associate Planner (ext. 5267)

FROM: Building & Safety Division

SUBJECT: **Project No. 24-0002257 (SB 35 Formal Application)**
Located at 910 S Mariposa St

Based on the drawings submitted for this review, the following requirements apply to the project. Additional requirements will be included when complete drawings are submitted for Plan Check. The applicant and/or project designer is responsible for ensuring that all mandatory information required for permit issuance has been addressed on the plans.

DEVELOPMENT REVIEW IS NOT A PLAN CHECK REVIEW. Plan check review requires submittal of complete construction documents and calculations. Questions concerning exiting, fire-resistance, and occupancy should be presented to the Building Division in writing accompanied by appropriate plans.

Please review the following comments.

1. 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.
2. 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.
3. All conditions of approval are to be reproduced on the construction document drawings as part of the Approved Construction Set.
4. 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.

ATTACHMENT B

5. Development Impact Fees are assessed by the City for construction of new commercial and/or residential square footage as listed in the Burbank Fee Schedule and Title 10, Article 22, of the Burbank Municipal Code. **(BMC 10-22-1)**
6. Low Impact Development: A LID Plan is required for City review that provides a comprehensive, technical discussion of how the project will provide on-site retention in compliance with the requirements of the LID Ordinance and LID Standards Manual. **(BMC 9-3-414)**
 - Best Management Practices and control measures shall be prioritized in the following order:
 - i. On-site infiltration, bioretention, and/or rainfall harvest.
 - ii. On-site biofiltration, off-site ground water replenishment, and/or off-site retrofit.
7. 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.
8. 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. **(BMC 9-1-2 & CBC CH 11)**
9. The parking layout will have to comply with City standards, including minimum turning radii for accessing parking stalls. **(BMC 10-1-1401)**
10. Separate Permits will be required for the following: **(BMC 9-1-1-105)**
 - a. Demolition
 - b. Grading & Shoring
 - c. Architectural & Structural
 - d. Mechanical
 - e. Plumbing
 - f. Electrical
11. 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. **(BMC 9-1-2 & CBC 107.3.4.1)**
12. 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. **(BMC 10-1-603 & 10-1-1113.1)**

ATTACHMENT B

13. Grading and drainage plans will be required, and a separate Grading & Shoring Permit will be required. Geotechnical report to be submitted along with Grading & Shoring Permit Application. **(BMC 9-3-403)**
14. 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)**
15. 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)**
16. 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.
17. 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. **(BMC 9-1-1-105.10)**



**BUILDING & SAFETY DIVISION
CITY OF BURBANK**

LID / ULAR EWMP BMP REPORTING INFORMATION

Approval for development projects and building/grading permits will not be granted/issued until appropriate and applicable stormwater BMPs are incorporated into the project design plans. Also, a plumbing permit will be required for certain treatment control BMPs such as grease traps, sump pumps, and clarifiers. For all projects other than small scale residential developments (4 units or less), if an infiltration BMP is chosen for treatment control, a soils report to address the feasibility of infiltration will be required to be submitted with the plan for review and approval.

Project Name:

Street Address:

City:

Zip Code:

**Latitude of Project
Location (at least 6
decimals):**

**Longitude of Project
Location (at least 6
decimals):**

Parcel APN:

Project Type:

BMP Type:

Total Drainage Area:

Predominant Land Use:

Project Capital Cost:

Native Soil:

Managed by BMP: _____ acres

Project Storage Capacity: _____ ac-ft

Total Drainage Area to BMP: _____ Acres

Storm Water Quality Design Volume: _____ cubic feet

Infiltration Rate: _____ in/hr

% Imperviousness of Drainage Area: _____ %



**BUILDING & SAFETY DIVISION
CITY OF BURBANK**

LID / ULAR EWMP BMP REPORTING INFORMATION

User-Estimated Water Supply Benefit:		ac-ft per year
Is Project Storage Capacity Equal to Runoff from the 85th Percentile, 24-hour Storm?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
85th %-tile Vm:		ac-ft
Does BMP have a diversion structure to inlet?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, indicate design diversion rate:		acres cfs
BMP Footprint:		acres sq ft
Depth to bottom BMP from Inlet:		acres ft
Commercial Land Use in Drainage Area:		Acres
Residential Land Use in Drainage Area:		Acres
Industrial Land Use in Drainage Area:		Acres
Institutional Land Use in Drainage Area:		Acres
Street/Road Land Use in Drainage Area:		Acres
Open Space Drainage Area:		acres