



Weekly Management Report

June 12, 2020

- 1. Notice** Cancellation notice of the regular meeting of the
Burbank-Glendale-Pasadena Airport Authority
Burbank-Glendale-Pasadena Airport Authority

- 2. Memo** Requirement of High Efficiency Air Conditioning Units in
New Multifamily Construction and Remodels
Community Development Department

- 3. Memo** Residential Wood Shingle/Shake Asphalt Roofs
Community Development Department

- 4. Memo** Framework for Development of the Hollywood Burbank
Airport Replacement Terminal
Community Development Department



June 11, 2020

**CANCELLATION NOTICE OF THE REGULAR MEETING
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

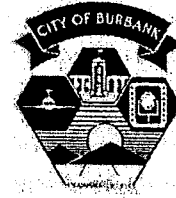
NOTICE is hereby given that the regular meeting of the Burbank-Glendale-Pasadena Airport Authority scheduled for Monday, June 15, 2020, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, CA, 91505, has been cancelled.

**Terri Williams, Board Secretary
Burbank-Glendale-Pasadena Airport Authority**

MEMORANDUM



COMMUNITY DEVELOPMENT



DATE: June 3, 2020

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Department Director
Jorge Somoano, Burbank Water & Power General Manager
VIA: Ron Takiguchi, Assistant CDD Director/Building Official
Daniel Tunnicliff, Burbank Water & Power Assistant General
Manager, Customer Service & Marketing

SUBJECT: City Manager Tracking List Item #2294 – Requirement of High Efficiency Air Conditioning Units in New Multifamily Construction and Remodels

At the March 3, 2020 City Council meeting, staff was asked to confirm if high efficiency air conditioning (AC) units can be mandated as a requirement for new multifamily construction or remodel projects, and to return to Council with an ordinance. Staff was also asked if the ductless air conditioning and heating units, also known as “mini-split” systems were viable replacements for older window-type room AC units, and wall heater units both in new multifamily buildings and remodels. Attachment 1 shows unit type typical examples.

BACKGROUND

Burbank Water and Power requested that City Council consider “Approval of the Burbank Water and Power Residential Heating Ventilation and Air Conditioning (HVAC) Early Replacement Program and Discontinuance of the Air Conditioning Tune-Up Program”. Staff’s presentation to City Council included encouragement and incentives for early replacement of older HVAC units with modern ones of higher efficiency. The replacement program includes the various types of HVAC units such as central air type units, and possibly the mini-split units. Staff did confirm that the mini-split systems may qualify for incentives of the Early Replacement Program. The City Council unanimously approved staff’s recommendation by a 4-0 vote.

DISCUSSION

During discussion of the item, City Council raised questions of the known inefficiencies of older window-type room AC units and wall-heating units, and if a requirement to mandate high efficiency units in new multifamily construction and remodels is possible. One possibility for new construction or remodels would be the ductless mini-split systems instead of the room AC units. The mini-split system derives its name from a compressor unit installed outdoors, and a separate fan coil unit installed indoors for heating and/or cooling. The mini-split systems do not require ducting throughout the building.

Equipment Choice

The selection of specific equipment is determined by several factors such as system design, initial cost, ongoing operating costs, reliability, and compliance with building codes and standards. Largely, selection of equipment is a consumer's choice.

– The California Building Standards Code and Equipment

The State building code is broadly written to allow consumer choice of materials, manufacturer or brand as long as the material or equipment is approved. The majority of consumer products, including building materials and equipment have approval allowing legal sales and installation of these items. In the example of a window-mounted AC unit versus an interior mini-split system, a consumer has their choice according to State law provided that either system is compliant with building codes and efficiency standards.

State law further mandates that local jurisdictions cannot restrict a specific type of equipment if the equipment meets building code and efficiency standards. Therefore, a local jurisdiction cannot prohibit installation of either a window AC unit or wall-heating unit unless there is specific building code regulation that finds that either unit type is necessary to prohibit by local climatic, geological or topographical conditions¹. Introducing a prohibition against specific equipment would violate State law allowances and will likely raise protest from consumers.

New Construction and Equipment Efficiency

The California Energy Code requires that heating and cooling equipment in new construction be of a certain efficiency rating. New multifamily dwellings, especially the larger multi-unit buildings, are typically designed with ducted HVAC systems where the equipment must meet efficiency standards. Should a new smaller multifamily construction project opt for a ductless system, both a mini-split system or room AC units could be viable options provided requirements of the Energy Code are met.

¹ CA Health & Safety Code Section 17950

The Energy Code requires equipment to be of a minimum efficiency rating where efficiency ratings vary from minimum to high-efficiency. The variations in efficiency affect cost of equipment and presents consumers with choices. Application of the California Energy Code is a State law requirement and upon City Council's adoption of the State Building Code, compliance with the Energy Code is a mandate in the City of Burbank.

If the City of Burbank were to consider requiring efficiency of equipment higher than the State Energy Code minimum, this would be considered an amendment to the Energy Code. Any amendment is required to be justified as necessary due to local climatic, geographic or topographical conditions. An amendment to require higher-efficiency units would be very difficult to justify under the limitations of local amendments. Further, proposed amendments that change the Energy Code must be analyzed with a cost-effectiveness study that would be subject to approval by the California Energy Commission. Given that higher-efficiency units would likely be greater in costs than units allowed by State Energy Code minimums, it would be very difficult to justify cost-effectiveness.

Remodels and Equipment Replacements

Replacements, as in the selection of equipment is a consumer's choice. The replacement could be a simple "like-for-like" change-out, or an upgrade to a more modern higher efficiency unit, or the complete conversion of a wall or floor furnace to a central heating and cooling system. Largely the consumer's choice is driven by project scope and costs. In the City's service to its residents, certain programs could assist with cost measures such as rebates and incentive programs that will help determine consumer project scope.

- BWP Rebate Program and Equipment

If the City has a desire for specific equipment over another type then rebates for specific equipment could incentivize building owners to choose equipment and appliances with rebate eligibility. Of course if a building owner decides to forego incentives or rebates in favor of a particular type of equipment, then pursuant to State law allowances, a building owner is at liberty to purchase/install equipment of their choosing. A case where this is commonly experienced is in the replacing of existing equipment where the replacement is "like-for-like" that will fit in the same space or footprint of the existing equipment.

Development Agreement Conditions and Equipment

For new multifamily construction projects with negotiated agreements, the City can condition a project to allow, restrict or require certain types of equipment. The conditioning of building features or building equipment associated with a Development Agreement (DA) is not considered a building standard and therefore would not be a violation of State law.

City Funded Projects and Equipment

Any City funded project is approached with best practices to include energy efficiency, community needs, and fiscal responsibility. Projects through the Burbank Housing Corporation (BHC) seek these best practices while balancing project budgetary constraints. Equipment of high-efficiency (as opposed to standard efficiency), or mini-split systems (instead of window-type room AC units) are more costly and can affect sensitive budget limits. A marginal fixed budget could have the effect of the size and number of housing units if equipment upgrades are not considered in the budget. It is contended that both housing goals and desired equipment can be achieved with carefully planned budgetary increases. Attachment 1 includes equipment costs (labor not included) for various equipment types.

CONCLUSION

By State law, the City of Burbank cannot prohibit the installation of certain equipment types as this remains a choice by consumers. Further, an amendment to require high efficiency units is not justifiable. However, Burbank has two choices to promote high efficiency units:

1. Through DA's, higher efficiency units can be conditioned as part of a project's approval and by such action, it would essentially eliminate allowance of certain equipment types. The same approach would apply to Burbank Housing Corporation projects with applicable budget increases. This flexibility will allow Burbank to plan and build neighborhoods with architectural aesthetics that provide for a safe, beautiful and thriving community.
2. With Burbank Water and Power's promotion of higher efficiency equipment and appliances, continue to encourage their installation through education, awareness programs, rebates and program incentives. In doing so, this further allows consumer choice to considerations that will benefit themselves and overall City goals.

Attachment 1 – Equipment Costs

ATTACHMENT 1

Window-Mounted Room Air Conditioning Unit

Equipment Cost (not including labor & installation)

\$150 to \$500 – depending on brand and cooling output

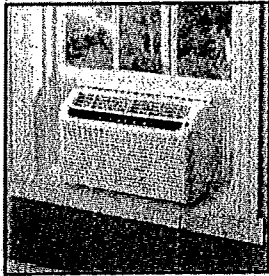


Figure 1. Window Mounted Unit – Manual Controls

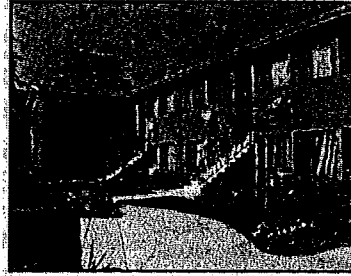


Figure 2. Apartment Units with Room AC Units

Ductless Heating and Cooling Unit – “Mini-Split” System

Equipment Cost (not including labor & installation*)

\$3,000 Average (Low \$2,000 to High \$14,500) – depending on brand and energy output

*Labor & installation costlier for compressor and fan coil unit

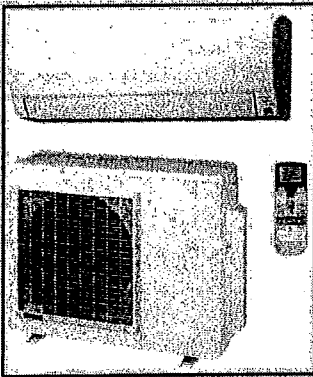


Figure 3. Mini-Split System
Compressor, Fan Coil,
Temperature Remote Control

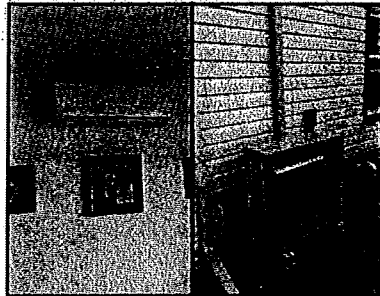


Figure 4. Installed Ductless
Mini-Split System

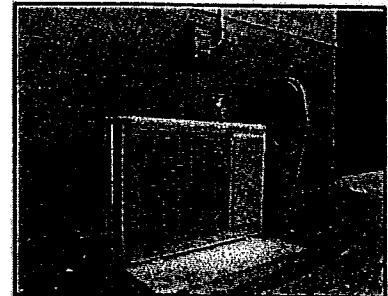


Figure 5. Pad-Mounted
Compressor Unit

Wall Heating Unit

Equipment Cost (not including labor & installation)

\$500 to \$800 – depending on brand and heating output



Figure 6. Installed Wall
Heating Unit

MEMORANDUM



COMMUNITY DEVELOPMENT



DATE: June 4, 2020

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Director Community Development Department
Eric Garcia, Chief Burbank Fire Department
VIA: Ron Takiguchi, Assistant CDD Director / Building Official
BY: Carol-Ann Coates, Building Administration Manager

SUBJECT: City Manager Tracking List Item #2262: Residential Wood Shingle / Shake Asphalt Roofs

The purpose of this memorandum is to provide an update on the progress of the Wood Roof Removal Ordinance enforcement requested by Council Member Talamantes.

Background

The Wood Roof Removal Ordinance was adopted in August 1992 with a 20-year period for removal and replacement of all wood shakes and shingles in Burbank. Attachment 1 provides a comparison between wood shake and wood shingles. In March 2004, the City Council shortened the deadline in the Mountain Fire Zone to August 14, 2005, but left the August 2012 date for all buildings outside of the Mountain Fire Zone. Due to the poor economy in February 2012, City Council extended the deadline for roofs with exposed shakes until August 14, 2014, and the deadline for covered-over shakes until August 14, 2020.

Since 2000, staff from the Community Development and Fire Departments have collaboratively conducted public outreach to inform the community of the impending deadlines. Efforts included utility bill inserts, counter brochures, mailings to residents and contractors, community meetings, ads on the Burbank Channel and information on the City website.

Following the 2004 deadline, approximately 120 houses still had exposed shakes. Staff mailed notices to these property owners and over the next few years most of the roofs were replaced. After the 2014 deadline, staff sent a Notice of Violation on September 3, 2014, and a Notice and Order on October 20, 2014, to each non-compliant homeowner. These notices followed the City's standard code enforcement procedures. After receiving them, many residents contacted staff and explained they were not able to replace their roofs due to financial matters or had roofs they believed were still in good condition.

Update 2020

As of the beginning of 2020, 12 houses with exposed shakes remained noncompliant. Staff developed a plan to bring the remaining houses into compliance. The plan included:

- Low-interest loans through the Community Development Block Grant program as approved by City Council with the Fiscal Year 2018-19 Annual Budget. CDD staff sent letters to homeowners with exposed wood shakes. None of the homeowners replied to the City regarding the offer.
- Door-to-door visits were planned to the remaining 12 homes by Fire and Community Development staff to remind homeowners of the pending deadline for roof replacement. The door-to-door visits were placed on hold in March due to the COVID-19 pandemic. Staff will conduct the door-to-door visits after procedures are revised to provide for mutually safe visits.

August 2020 Deadline

In addition to exposed wood roofs there are also wood roofs that have been covered with asphalt or composition shingles which are also required to be replaced. The deadline for these roofs is August 14, 2020. The City has a list of 16 properties known to have these covered-over wood roofs. While the number of the remaining houses with covered-over wood roofs is not certain, in 2012 the Fire Department estimated the number to be 300. Covered-over wood roofs are not immediately apparent from the street and generally have to be confirmed inside the house from the attic or by removing a shingle from the top of the roof.

Ongoing Enforcement

The plan for ongoing enforcement includes a combination of outreach and code enforcement noticing:

- Since the City does not have a complete list of these homes, outreach will be more broad-based. The outreach plan includes:
 - ✓ Notices to the known homes with roofs of covered-over shake
 - ✓ Announcements on City web-resources
 - ✓ Informational letter to the Realtors and Chamber of Commerce

- Enforcement is aided by the real estate sales disclosure implemented in 2013 which required all affected sellers to disclose the amortization period of wood roofs. The disclosure requires the wood roof issue to be addressed during a real estate sale.

Recommendation

Prior to the COVID-19 pandemic, staff was not recommending an extension of the removal deadline. However, balancing the safety risk with potential negative economic conditions due to the pandemic, a short accommodation might be reasonable to assist homeowners. Staff proposes a six-month extension that would allow homeowners to appeal the August 14, 2020 deadline to the Community Development Director, allowing more time to hire a contractor and obtain a permit as business returns to normal.

Attachment 1 – Wood Shake, Wood Shingle Comparison

ATTACHMENT 1

Comparison of Wood Shake versus Wood Shingles

In terms of a wood roof, there is not much difference between a roof of wood shake versus a roof of wood shingle. Both are types of roof coverings, and both are made of a particular wood species. Common wood species, such as cedar or red cedar may be used for either wood shake or shingles. The difference is mostly in the manufacturing and finished look of these wood coverings.

Although some wood shake or wood shingle material may have some measure of fire-rating, many do not. By visual inspection, it is not always apparent if a wood covering has, or does not have a fire-rating. By comparison to composition shingle roof coverings, wood products - mostly due to their ignition temperature and heat absorption, fair less in performance against fire and wildfires.

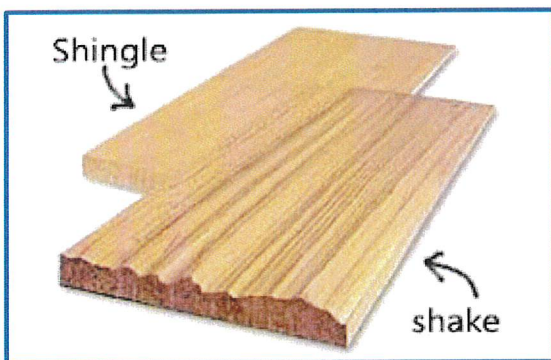


Figure 1. Comparison: Shingle vs Shake

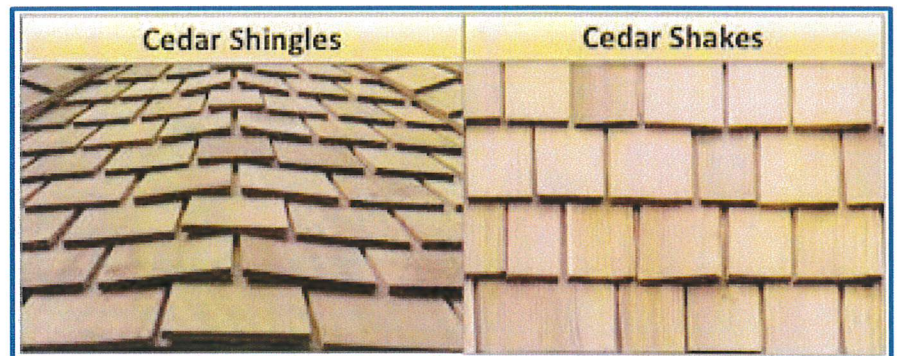


Figure 2. Installed Finished Look, Same Wood Species



Figure 3. Composition Asphalt Shingle Roof

MEMORANDUM



**COMMUNITY
DEVELOPMENT**



DATE: May 28, 2020

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director

A handwritten signature in blue ink, consisting of several loops and a final flourish.

SUBJECT: City Manager Tracking List Item #2265 - Framework for Development of the Hollywood Burbank Airport Replacement Terminal

At the December 10, 2019 City Council meeting, then Vice Mayor Springer requested a report on the sustainability and green building design of the replacement passenger terminal at the Hollywood Burbank Airport (Airport) within the context of the Development Agreement (DA) between the City of Burbank and the Burbank, Glendale, Pasadena Airport Authority (Authority). The DA provides the framework for the development of the replacement passenger terminal at the Airport. The project description is in the DA as well as Measure B ballot measure. The DA contains Design Requirements, (Attachment 1) that contains Design Values, Design Standards, and Design Process. Additionally, the project Environmental Impact Report (EIR) includes an appendix of Project Design Features (PDF). The PDF are not mitigation measures, but rather features the Airport Authority has committed to building into the replacement terminal that will help further reduce potential environmental effects (Attachment 2). The DA also includes a Design Process (Attachment 3) which is the framework for an extensive public charrette workshop series to guide the design process for the new terminal.

The required public charrette process for the passenger replacement terminal was completed in October 2019. A document that provides a description of the process and the information it obtained has been compiled by the charrette facilitator and will likely be available to the public later this year. The Authority will incorporate this document into their Program Definition Manual and scoring criteria for selection of a design proposal for the replacement terminal.

The Authority anticipates making a presentation of the design principles obtained from the public charrette process to the City Council in late 2020. The City is limited by the DA in what it can require of the Authority regarding the replacement terminal, but the Council

may ask questions and provide comments to the Authority when the presentation about the replacement terminal design principles is made.

The Authority had anticipated releasing a Request for Qualifications (RFQ) for the replacement terminal Design-Builder. The release of the RFQ has been temporarily placed on hold due to the Covid-19 pandemic and its impacts on travel.

Attachment 1: Terminal Design Requirements

Attachment 2: Project Design Features

Attachment 3: Terminal Design Process

Attachment 1

Section 4.7 Design Requirements.

(a) Community Input. The Authority shall provide written notice to every City household and to the City Council announcing the public design process for the Replacement Terminal and parking structures (public and employee) including a schedule of community meeting dates. The Authority shall advertise at a minimum in print, social media and web sites any of these required community meetings at least two weeks prior to any such meeting. No final design decision by the Authority that will be the basis for construction plans for the Replacement Terminal and parking structures (public and employee) may occur except at a noticed public hearing.

(b) Specific Requirements. The specifics of the design values, design standards, and design process for the Replacement Terminal and parking structures (public and employee) are set forth in the attached Exhibit H.

APPENDIX Q - PROJECT DESIGN FEATURES

Q.1 INTRODUCTION

This appendix describes Project Design Features (PDFs) associated with the EIR. PDFs are not mitigation measures, but rather features the Authority has committed to building into the replacement terminal project that will help further reduce potential environmental effects.

Q.2 PROJECT DESIGN FEATURES MATRIX

The Project Design Features matrix below includes the following sections:

- **Timing.** This column identifies the PDF specified within the EIR that would reduce potentially significant environmental effects.
- **Responsible Entity.** This column specifies the entity responsible for ensuring the PDF is implemented.
- **Notes.** This section will allow for the signature of the responsible entity and date when a PDF milestone has been reached.

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PROJECT DESIGN FEATURES			
Project Design Feature	Timing	Responsible Entity	Notes
Aesthetics			
<p>PDF-AES-1: All outdoor lighting for individual buildings, other than signs, would be limited to lighting required for safety, security, low-level architectural illumination, and landscaping. The Authority would comply with all applicable rules/regulations of the FAA, the California Division of Aeronautics, and the Los Angeles County Airport Comprehensive Land Use Plan pertaining to lighting and glare control. Specific features would include the following:</p> <ul style="list-style-type: none"> • Use high-cutoff and/or shielded light fixtures that shall direct light downward (i.e., not allow illumination above the horizontal). • LED or bulb colors would be installed that cannot be confused with airfield lighting, navigational aids, or other airfield operational lighting. • Except for FAA-required lighting, no other flashing or strobing lighting directed upward into the sky would be included. • Glare within the property of the Airport would be minimized to the maximum extent feasible primarily for the safety of arrival and departure of aircraft. 	<p>Prior to the start of construction and during design</p> <p>During construction</p> <p>After construction</p>	<p>Authority</p>	
Agricultural and Forestry Resources			
None.			

PROJECT DESIGN FEATURES			
Project Design Feature	Timing	Responsible Entity	Notes
<p>Air Quality</p> <p>PDF-AIR-1: GREEN BUILDING MEASURES</p> <p>The Authority would design and operate the replacement passenger terminal to meet or exceed the applicable green building, energy, water, and waste requirements of the State of California Green Building Standards Code and the City of Burbank GGRP. Green building measures would include, but are not limited to the following:</p> <ul style="list-style-type: none"> • The Airport would implement a construction waste management plan to recycle and/or salvage a minimum of 75 percent of nonhazardous construction debris. • The Airport would be constructed with materials, equivalent in performance to virgin materials with a total (combined) recycled content value (RCV) of 10 percent or more of the total material cost of the Airport. • The Airport would design and operate the replacement passenger terminal to meet or exceed the Title 24, Part 11 (CALGreen) Tier 1 standards and would optimize energy performance and reduce building energy cost by at least 15 percent for new commercial construction compared to the Title 24, Part 6 standards. • The Airport would optimize energy performance and reduce building energy cost by installing energy efficient commercial appliances that meet the USEPA ENERGY STAR rating standards or equivalent. • The Airport would design the replacement passenger terminal to reduce its contribution to the urban heat island effect by using roofing materials with a minimum 	<p>During design</p> <p>During construction</p> <p>Post construction and operation of the replacement terminal</p>	<p>Authority</p>	

PROJECT DESIGN FEATURES			
Project Design Feature	Timing	Responsible Entity	Notes
<ul style="list-style-type: none"> aged solar reflectance and thermal emittance or a minimum aged Solar Reflective Index (SRI) that meets or exceeds the Title 24, Part 11 (CALGreen) Tier 1 standards. The Airport would design the replacement passenger terminal with solar-ready rooftops that are pre-wired for the installation of on-site solar photovoltaic (PV) or solar water heating (SWH) systems. The Airport would include double-paned windows to keep heat out during summer months and keep heat inside during winter months; The Airport would reduce indoor potable water use within the replacement passenger terminal by installing water fixtures that exceed applicable standards. The reduction in indoor potable water would be achieved through the installation of high-efficiency water faucets, high efficiency toilets, flushless urinals, and other similar means; The Airport would reduce outdoor potable water use associated with the replacement passenger terminal landscaping as per the Title 24, Part 11 (CALGreen) Tier 1 standards by installing water-efficient irrigation systems, planting native or drought-tolerant plant species, using recycled water, or other similar means. The Airport would provide recycling collection bins within appropriate publicly accessible locations of the replacement passenger terminal; 			

PROJECT DESIGN FEATURES			
Project Design Feature	Timing	Responsible Entity	Notes
<ul style="list-style-type: none"> The Airport would design and operate the replacement passenger terminal such that mechanically ventilated areas would utilize air filtration media for outside and return air prior to occupancy that provides at least a Minimum Efficiency Reporting Value (MERV) of 11. To encourage employee carpooling and the use of low-emitting or fuel-efficient vehicles by employees, the Authority would designate a minimum of 10 percent of the onsite employee parking for carpool and/or low-emitting or fuel-efficient vehicles. To encourage public transportation use by the Authority employees, the Authority shall provide incentives, such as discounted public transportation passes. The Authority will pre-wire, or install conduit and panel capacity for, electric vehicle charging stations for a minimum of five (5) percent of onsite relocated parking spaces, of which 50 spaces would be installed with electric vehicle charging stations upon opening of the replacement passenger terminal. The replacement terminal gates shall be designed with electric infrastructure to allow for aircraft and ground support equipment to utilize electric power. New hangars would be designed to include electric infrastructure to provide the ability for aircraft in the hangars to use electricity. The Authority would provide incentives to encourage the use of public transportation by Authority employees. 			

PROJECT DESIGN FEATURES			
Project Design Feature	Timing	Responsible Entity	Notes
<ul style="list-style-type: none"> The Authority would require the use of electric lawn mowers and leaf blowers during landscaping activities. The Authority would require the use of electric or alternatively-fueled sweeper with HEPA filters for roadways and parking structures. 			
<p>PDF-AIR-2: CONSTRUCTION MEASURES</p> <p>The Authority shall require construction contractor(s) to utilize off-road diesel-powered construction equipment that meets or exceeds the CARB and USEPA Tier 3 off-road emissions standard with Level 3 diesel particulate filters for equipment rated at 100 hp or greater during Airport construction. To the extent possible, pole power will be made available for use with electric tools, equipment, lighting, etc. These requirements shall be included in applicable bid documents and successful contractor(s) must demonstrate the ability to supply such equipment. A copy of each unit's certified tier specification or model year specification and CARB or SCAQMD operating permit (if applicable) shall be available upon request at the time of mobilization of each applicable unit of equipment. The Authority shall encourage construction contractors to apply for SCAQMD "SOON" funds, which provides funds to accelerate the clean-up of off-road diesel vehicles, such as heavy duty construction equipment. More information on this program can be found at the following website: http://www.aqmd.gov/tao/Implementation/SOONProgram.htm.</p>	<p>Project bid documents</p> <p>During construction</p>	<p>Authority</p> <p>Contractor</p>	

PROJECT DESIGN FEATURES			
Project Design Feature	Timing	Responsible Entity	Notes
Biological Resources			
None.			
Cultural Resources			
None.			
Geology and Soils			
None.			
Greenhouse Gas Emissions			
See Air Quality Project Design Features.			
Hazards and Hazardous Materials			
PDF-HAZ-1			
The proposed project would implement fugitive dust control measures consistent with SCAQMD rules and regulations. The dust control measures would consist of various elements including: proper maintenance and watering of internal haul roads; water spraying of soil excavated and placed for cover or soil reconsolidation; applying water on intermediate soil cover areas; and seeding/planting vegetation on the completed protective cap. Water used for this purpose would most likely be recycled water. In addition, to water, other approved fugitive dust control measures could be used, such as Soil-Sement® or foam. This project design feature is consistent with SCAQMD Rule 403 requirements (see also Section 3.4).	During construction	Contractor	

PROJECT DESIGN FEATURES			
Project Design Feature	Timing	Responsible Entity	Notes
<p>PDF-HAZ-2</p> <p>The proposed project would comply with applicable SCAQMD rules that govern the control of air pollutant emissions from the Airport, including SCAQMD Rule 1166 – Volatile Organic Compound Emissions from Decontamination of Soil. This would include the following:</p> <ul style="list-style-type: none"> • Submit a Mitigation Plan to minimize VOC emissions during excavation, grading, handling and treatment of VOC contaminated soil in accordance with Attachment A of SCAQMD Rule 1166, and obtain approval from the SCAQMD. A copy of the approved plan must be on-site during the entire excavation period. Then plan specifies what to do if contaminated soils are encountered. If vapors are encountered during excavation, then soils would be monitored for VOC contaminated soils by recording concentrations every 15 minutes. If contaminated, soils would be segregated from non-contaminated soils. Contaminated soils would be sprayed with water and/or approved vapor suppressant and covered with plastic sheeting for all periods of inactivity lasting more than an hour. Daily inspections of contaminated soil would occur until soils are treated or removed. If treating soil onsite, a permit to construct and operate the treatment equipment would be obtained. Treatment options could include; an underground VOC collection and disposal system prior to excavation, or a collection and disposal of the VOC from the excavated soil using approved equipment. If 	<p>Project bid documents</p> <p>During construction</p> <p>Post construction</p>	<p>Authority</p> <p>Contractor</p>	

PROJECT DESIGN FEATURES			
Project Design Feature	Timing	Responsible Entity	Notes
<p>transporting the soil off-site for disposal, trucks must be tarped and the exterior of the truck, trailer and tires would be cleaned off prior to the truck leaving the site.</p> <ul style="list-style-type: none"> Monitor for the presence of VOC, and implement the approved mitigation plan when VOC-contaminated soil, as defined in Rule 1166, is detected. If required, obtain a SCAQMD Permit for Project activities, and provide a copy of said Permit to the DTSC. 			
<p>PDF-HAZ-3</p> <p>Prior to leaving the Airport, each haul truck, and other delivery trucks that come in contact with Airport waste, would be inspected and put through procedures as necessary to remove loose debris from tire wells and on the truck exterior. Haul truck operators (drivers) would be required to have the proper training and registration by the State and as applicable to the material they would be hauling. Trucks transporting hazardous waste are required to maintain a hazardous waste manifest that describes the content of the materials.</p>	<p>During construction</p>	<p>Contractor</p>	
<p>PDF-HAZ-4</p> <p>The final design of the replacement passenger terminal shall include necessary consideration of vapor intrusion strategies and/or technologies, as warranted, based upon a refined review of existing soil gas survey data and relevant data collected during construction in accordance with SCAQMD Rule 1166 (PDF-HAZ-2) and PDF-HYDRO-2.</p>	<p>During design</p>	<p>Authority</p>	

PROJECT DESIGN FEATURES			
Project Design Feature	Timing	Responsible Entity	Notes
Hydrology and Water Quality			
<p>PDF-HYDRO-1: LOW IMPACT DEVELOPMENT PLAN</p> <p>Prior to final design of the Adjacent Property Full-Size Terminal Option, Southwest Quadrant Full-Size Terminal Option, or Southwest Quadrant Same-Size Terminal Option, a Low Impact Development Plan would be developed by the Authority and submitted to the City of Burbank Community Development Director for approval. The LID Plan is required because the replacement terminal project is classified as a "Planning Priority Project" per the BMC and must comply with requirements of Section 9-3-413. The adjacent property and southwest quadrant sites will result in an alteration to 50-percent or more of the impervious surfaces of a previously existing development which was not subject to post-construction storm water quality control requirements. Therefore, all storm water runoff generated at these two locations must be treated. At the northeast quadrant site, less than 50-percent of the impervious surfaces of a previous development not subject to post-construction storm water quality control requirements will be altered. Therefore, only the area that is altered must be treated.</p> <p>The LID Plan would be designed to control pollutants, pollutant loads, and runoff volumes to the maximum extent feasible by minimizing impervious surface areas and controlling runoff from impervious surfaces through infiltration, evapotranspiration, bioretention and/or rainfall harvest and use. The LID plan will detail how the project will comply with retaining storm water runoff onsite for the storm water quality design volume (SWQDv)</p>	<p>During design</p>	<p>Authority</p>	

PROJECT DESIGN FEATURES			
Project Design Feature	Timing	Responsible Entity	Notes
<p>and minimizing hydromodification impacts to the natural drainage systems. If 100-percent onsite retention of the SWQDv is technically infeasible, partially or fully, the infeasibility will be demonstrated in the LID Plan submitted for approval. Technically infeasible reasons could include; brownfield development sites or other locations where pollutant mobilization is a document concern, smart growth and infill or redevelopment locations where the density and/or nature of the project would create significant difficulty for compliance with the on-site volume retention requirements. If partial or complete onsite retention is technically infeasible, the project site may biofiltrre 1.5 times the portion of the remaining SWQDv that is not reliably retained onsite or alternatively off-site infiltration may be available. The remaining SWQDv that cannot be retained or biofiltered on- or off-site must be treated onsite to reduce pollutant loading. BMPs must be selected and designed to meet pollutant-specific benchmarks as required by the NPDES Permit. Flow-through BMPs may be used to treat the remaining SWQDv and must be sized appropriately based on either a rainfall intensity of 0.2 inches per hour or the one year, one-hour rainfall intensity as determined by the most recent Los Angeles County isohyetal map, whichever is greater.</p> <p>The LID Plan will identify permanent site design, source-control, and treatment-control BMPs that would be implemented as part of the project, including pollutant removal and protection of downstream water resources. The LID manual10 presents several alternatives for storm water quality control measures; retention</p>			

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<p>based, biofiltration, vegetation based and treatment based. Potential retention/detention based options include constructed wetlands and wet ponds, which would feature standing water which is not a suitable application for airports due to the risk of creating wildlife attractants per FAA AC 150/5200-33B. Additionally, a majority of the retention based, biofiltration, and vegetation measures are not feasible according to the LID manual as the drainage areas in the adjacent property, southwest quadrant and northeast quadrant are larger than 10 acres. The four remaining storm water quality control measures include sand filters, extended detention basin, permeable pavement with an underdrain system, and proprietary devices. The majority of the replacement terminal sites are occupied by pavement and structures so a sand filter is likely not feasible due to sizing restrictions. While apron pavement would not be able to be of permeable construction due to FAA pavement design requirements, sections of the surface parking lots could be made permeable; however the majority of the parking facilities in the proposed developments are parking structures. The project sites lie above the Burbank and North Hollywood Operable Units, which are known to have groundwater pollution, therefore, infiltration basins should be avoided because it can mobilize groundwater contamination¹¹. So, an underground extended detention basin is the only storm water quality control measure left. Any proprietary devices would need to be investigated further as the drainage basins are finalized and the final flow paths are determined. Therefore, the proposed storm water</p>			

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<p>quality control measure is an underground detention basin where the water will be treated by going through synthetic treatment chambers prior to being hydraulically released into the storm drains when volume permits. The synthetic treatment chambers may contain, baffle boxes, modular wetlands, hydrocarbon bricks, CDS unit, etc. The final design will be specified in the LID Plan. The underground detention basin would reduce the amount of runoff enough to mitigate the increase in SWQDv flowrate as a result of implementation of the Adjacent Property Full-Size Terminal Option., Southwest Quadrant Full-Size Terminal Option, and Southwest Quadrant Same Size Terminal Option to a less than significant impact.</p> <p>Table 3.10-4 of the FEIR, LID Source Control Measures, identifies source control measures taken from the County LID Manual. Of these 11 measures, storm drainage message and signage, outdoor trash storage, outdoor loading/unloading dock area, fuel-maintenance area and landscape irrigation are anticipated to be required due to the proposed operations. Storm drain message and signage requires that signs and messages be posted that discourage illegal dumping. Outdoor trash requirements include isolating the storm water impacted by the storage area and ensuring the waste is contained onsite via grading and screens until the materials can be disposed of properly. Outdoor loading and unloading include similar requirements such as isolating the bays from the surround drainage systems and covering the area to prevent any leakage of pollutants. Lastly, landscape requirements include design criteria to limit excessive</p>			

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<p>runoff generated by the landscaping and minimize fertilize, pesticides, and herbicide uses. The LID Plan will include a detailed list of components and features that will be incorporated into the final project design. Implementation of these source control measures would reduce impacts at the Adjacent Property Full-Size Terminal Option, Southwest Quadrant Full-Size Terminal Option, and Southwest Quadrant Same Size Terminal Option to a less than significant level.</p>			
<p>PDF-HYDRO-2: SOIL MANAGEMENT PLAN</p> <p>The Adjacent Property Full-Size Terminal Option, Southwest Quadrant Full-Size Terminal Option, and Southwest Quadrant Same-Size Terminal Option are located in an area which has been used for various aircraft manufacturing and maintenance purposes. These purposes involved the use and storage of various chemicals and hazardous materials. As a result of these past uses, the Airport was investigated for potential groundwater and soil contamination under the Well Investigation Program as part of the San Fernando Valley Groundwater Basin Superfund Site. The San Fernando Valley Groundwater Basin Superfund Site is broken up into four separate areas: Burbank & North Hollywood; Glendale/Crystal Springs; Verdugo; and Pollock/Los Angeles. The Airport is located within Area 1 (Burbank & North Hollywood). As Area 1 is large, the site was broken up to make cleanup easier and more manageable in the form of Operable Units. Area 1 is currently comprised of the North Hollywood Operable Unit and the Burbank Operable Unit. The Adjacent Property and northeast quadrant lie within the Burbank Operable Unit. The southwest</p>	<p>Prior to construction</p>	<p>Authority</p>	

PROJECT DESIGN FEATURES			
Project Design Feature	Timing	Responsible Entity	Notes
<p>quadrant lies within the North Hollywood Operable Unit. Therefore, there is a potential that construction activities could uncover previously contaminated soils.</p> <p>The Authority would prepare a Soil Management Plan (SMP) and obtain RWQCB approval prior to the initiation of construction activities. The SMP would outline the framework for soils assessment, remediation, and removal confirmation actions to be undertaken if contaminated soils are uncovered during construction activities. As grading, excavation and trenching were performed, exposed soil would be monitored for stained or discolored soil, wet or saturated soils, or odors. If impacted soil is encountered, the soil would be analyzed to identify and characterize the impact and determine if soil remediation is required. Based on visual monitoring, "grab" soil samples would be collected at selected locations for headspace screening for volatile organic compounds using a calibrated Photoionization Detector (PID). Headspace PID readings that are elevated above those of non-impacted grab soil samples would be considered potentially contaminated. Soil impacted by highly elevated concentrations of hexavalent chromium and/or total chromium may appear to be stained a yellow color, dissimilar to surrounding non-impacted soil. At a minimum, at least one soil sample would be collected for chemical analysis at or near the center of the suspected impact, ideally representative of the "worst case" condition. Soil samples would be analyzed by an appropriate State-certified laboratory using appropriate methods based on the parameters to be analyzed. When a new impact has been</p>			

PROJECT DESIGN FEATURES			
Project Design Feature	Timing	Responsible Entity	Notes
identified it would be characterized to assess its lateral and vertical extent. Likely excavation of impacted soil would be followed by segregated stockpiling or direct-loading, waste profiling, and off-site disposal or recycling which would be performed in accordance with applicable federal, state, and local regulations. Compliance with the SMP would be protective of water quality and would reduce potentially significant impacts to a less than significant level.			
Land Use and Planning			
None.			
Mineral Resources			
None.			
Noise			
PDF-NOISE-1 The Project Authority shall provide a qualified "Noise Disturbance Coordinator." The Disturbance Coordinator shall be responsible for responding to any local complaints about construction noise. When a complaint is received, the Disturbance Coordinator shall notify the City within 24 hours of the complaint and determine the cause of the noise complaint (e.g., starting too early, malfunctioning muffler, etc.) and shall implement reasonable measures to resolve the complaint, as deemed acceptable by the Burbank Planning and Transportation Division. All signs posted at the construction site shall include the contact name and the telephone number for the Noise Disturbance Coordinator.	During construction	Authority	

PROJECT DESIGN FEATURES			
Project Design Feature	Timing	Responsible Entity	Notes
<p>Construction haul routes shall be designed to avoid noise sensitive uses (e.g., residences, convalescent homes, etc.), to the extent feasible, and shall be identified and approved by Building Official before grading permit issuance. During construction, stationary construction equipment shall be placed such that emitted noise is directed away from any sensitive noise receivers.</p> <p>Per the Burbank2035 General Plan construction shall be limited to the hours of 7:00 a.m. and 7:00 p.m. Monday through Friday and from 8:00 a.m. to 5:00 p.m. on Saturday. No construction is permitted on Sundays or major holidays.</p> <p>Due to the unique nature of the project and challenges of building at an operating airport, construction activity may occur outside of the normal construction hours, up to 24 hours a day. However, with respect to non-airfield infrastructure only, the Community Development Director reserves the right to limit construction hours down to and including the hours otherwise required by the Burbank Municipal Code in the event that the City receives noise complaints from nearby businesses or residents or construction during extended hours is otherwise shown to create problems.</p> <p>Construction activities that relate to non-airfield infrastructure and that create substantially more noise than typical construction activity, including but not limited to pile driving, shall occur only during the normal construction hours specified in the Burbank Municipal Code unless the Community Development Director</p>			

PROJECT DESIGN FEATURES			
Project Design Feature	Timing	Responsible Entity	Notes
grants an exception based on extraordinary circumstances. At least 24 hours prior to conducting pile driving or other activities that are louder than typical construction, the applicant shall provide notice to all businesses within a 500-foot radius of the location where the work will occur.			
Population and Housing			
None.			
Public Services			
None.			
Recreation			
None.			
Transportation and Traffic			
None.			
Utilities and Service Systems			
PDF-UTIL-1 When available, the Authority would use recycled water for landscape irrigation and cooling towers.	Post construction	Authority	

Attachment 3

III. DESIGN PROCESS

Below is a conceptual framework for future design charrette workshop series to guide the design process for the new terminal.

A. Purpose and Intent. The purpose of design charrettes (or workshops) is to enhance architectural design and placemaking within and around the Replacement Terminal, and achieve a distinctive design representing a gateway into the City of Burbank and the region. The intent is to allow the involvement of the public and Burbank residents early in the design of the Replacement Terminal, and promote trust between citizens, the Authority, and the City. The Authority shall be solely responsible for organizing and conducting the design charrettes (or "workshops"). Participants will be tasked with envisioning an environment designed for all users, including pedestrians, transit riders, and drivers. All interested members of the public shall be invited to participate, without regard to any background or experience in architecture, urban design, planning, landscape architecture, art, engineering, or other design-related disciplines.

B. Desire for Objective Process. It is desirable for the design process itself to be as objective as practicable, with the Authority creating tools such as: a nominal checklist to indicate the steps/procedures that have been completed; generating a checklist to report the design suggestions or elements (suggested by the public and City residents) that have been accepted and incorporated into the final architectural design; or equivalent objective criteria/tools by which an independent third-party consultant may reference to unequivocally ascertain the Authority's compliance with these conditions of approval.

C. Charrette Goals/Objectives. Participants will be asked to generate ideas pertaining to the exterior design of the Replacement Terminal including, but not limited to: architectural design, massing and scale, vertical and horizontal articulation, treatments and finishes (materials and colors), compatibility with surrounding adjacent structures, lighting and signage, shading and weather protection, wayfinding and gateway elements, and identifying amenities and placemaking components that would enhance the experience for travelers and visitors.

D. Design Charrette or Workshop Procedures.

1. A series of workshops shall be conducted prior to completing any construction documents (architectural) for the Replacement Terminal, and prior to the Authority formally submitting any application(s) for building permit(s).

2. The Authority shall hire a professional consultant with significant experience acting as a moderator and facilitator for design workshops or design charrettes. The experience must include components related to architecture or exterior building design. The experience may include topics related to urban design. The experience need not be from airport-related projects.

3. Charrette/workshop format shall be interactive for all participants, and shall utilize a microphone for public speakers as well as a professional facilitator to formally moderate the meeting. The Authority may utilize the services of a court reporter or other professional to document the public comments and proceedings.

4. A minimum of six (6) design charrettes/workshops shall be conducted, shall be held no more frequently than one workshop every thirty (30) days, shall be held no less than one workshop every 180 days, and allow for a minimum of three feedback loops. The Authority at its sole discretion may select the timing and frequency of the meeting series. Following the first workshop, the City prefers that every subsequent workshop be successive and iterative, i.e., demonstrating to attendees and the public the extent of design changes that have been made since the prior workshop(s). The iterative process should be convergent (meaning it should come closer to the desired result as the number of iterations increases). Feedback cycles should include: public meeting vision; alternative concepts for design; public meeting input; declaration of preferred design; open house review; and public meeting confirmation.

E. The series of design charrettes/workshops shall incorporate the following features:

1. Discussion of large-scale design elements (e.g., overall architectural design, massing and scale, vertical and horizontal articulation, compatibility with surrounding adjacent structures);

2. Discussion of finer-grain details (architectural treatments and finishes such as materials and colors, wayfinding and gateway elements, and identifying amenities and placemaking components that would enhance the experience for travelers and visitors);

3. Discussion of small-scale design elements (landscaping and open space, lighting and signage, shading and weather protection, people spaces and plazas);

4. The Authority at its sole discretion may select which topics will be discussed in the various charrettes or workshops;

5. The City prefers that the progression of topics begin with large-scale design elements, and then subsequently proceed to moderate- and small-scale design elements.