STAFF REPORT

COMMUNITY DEVELOPMENT

DATE: May 9, 2022

TO: Planning Board

FROM: Fred Ramirez, Assistant Community Development Director
VIA: David Kriske, Assistant Community Development Director *for D. Kriske*
BY: Beverly Ibarra, Senior Administrative Analyst

SUBJECT: **Consideration for Recommendation to City Council of Zone Text Amendment (Project No. 22-0002020) Amending Title 10, Chapter 1, Article 22 of the Burbank Municipal Code Pertaining to Community Facilities Fees**

RECOMMENDATION

Staff recommends that the Planning Board:

Adopt A RESOLUTION OF THE PLANNING BOARD OF THE CITY OF BURBANK (EXHIBIT A) RECOMMENDING THE CITY COUNCIL ADOPT AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BURBANK AMENDING TITLE 10, CHAPTER 1, ARTICLE 22 OF THE BURBANK MUNICIPAL CODE (EXHIBIT B) TO UPDATE COMMUNITY FACILITY FEES (Project No. 22-0002020).

EXECUTIVE SUMMARY

This report provides a comprehensive update of the City's development impact fee (DIF) program. DIFs are fees assessed on new development to help pay their fair share of the cost for City infrastructure needed to support that new development. DIFs must be assessed such that the fees charged to the new development are proportional to the impacts to existing or planned infrastructure. A nexus study must be prepared to determine a reasonable relationship between the fee's use and the type of development project on which the fee is charged.

The Burbank City Council adopted the current DIF ordinance in 1993, and imposed DIFs on new development to pay for impacts to Community Facilities and Transportation infrastructure. Staff is now recommending that the DIF ordinance be updated to account for land use policies and forecasts in the Burbank2035 General Plan adopted in 2013, as well as the anticipated infrastructure improvements needed to accommodate this growth. To justify the proposed zone text amendment, a Burbank Development Impact Fee Nexus Study (Nexus Study) (Exhibit C) was prepared to identify the required infrastructure needed to support new development and to determine what the proportional share of the cost of this infrastructure related to development. The zone text amendment and proposed ordinance (Exhibit B) also responds to input provided by the City Council at their meetings held on February 4, 2019 and December 14, 2021.

The DIF ordinance update proposes the following changes:

- Update existing fees;
- Add an Information Technology fee;
- Implement the Transportation fee on Residential uses;
- Establish a separate fee for Lodging use; and
- Provide other amendments to the Burbank Municipal Code to conform to updated State law provisions relating to DIFs.

BACKGROUND

Under the California Mitigation Fee Act (Government Code Section 66000 and following) cities and counties have the authority to implement DIFs. This allows cities and counties to collect funds from new development projects to cover public infrastructure, facilities, improvements, service, and community amenity costs related to the new development's proportionate share of impact on those facilities. DIFs are prohibited from funding operation and maintenance and cannot be collected or used to cover existing capital or infrastructure deficiencies.

The City originally adopted the current DIF provisions by ordinance in 1993, which established funding for Libraries, Parks, Police, and Fire and Transportation facilities through impact fees imposed on new developments. The 1993 DIFs were based on two studies that provided the reasonable relationship, or nexus, between the fee and purpose of the fee:

- A Community Facilities Study, which identified Library, Parks, Police and Fire infrastructure needed to support new development; and
- A Transportation Study (called the Infrastructure Blueprint) which identified a list of improvements needed to address transportation and traffic growth caused by new development.

The City of Burbank currently imposes DIFs on all new development to fund transportation projects and certain community facilities (including Parks and Recreation, Police, Library, and Fire) that are needed to offset impacts caused by new development[1]. The City collects DIFs at the time building permits are issued. These funds are then held in a DIF fund to be used to construct the necessary improvements in the future.

[1] Certain categories of infrastructure improvements, like water, sewer, storm drain, and electrical system improvements, are not funded by DIFs but instead are funded through other user fees, development charges, and funding programs.

The City's DIF program has been instrumental in ensuring that the City's transportation system and community facilities grow in concert with the new development that impacts these facilities. The City uses a range of funding sources to pay for community facilities and transportation improvements. DIFs are only one source of funding and represent the share of the cost of the improvements generated by new development. For several City infrastructure projects (particularly transportation projects), DIFs provided local funding leverage to help the City secure much larger grants and other funding assistance for the projects. With DIFs, the City's community facilities and transportation system have been able to grow to accommodate needs caused by new development.

As part of the preparation of this report, a study session with City Council was held in February 2020 to provide general information on development impact fees and to provide an update on the status of the City's development impact fee nexus study. At this study session, the City Council requested further information about the DIF program and its impact on different types of development. The February 2020 staff report is included in Exhibit D.

On December 14, 2021, staff presented a report to provide additional information including public benefits provided from recent development projects, a comparison of Glendale and Pasadena's DIFs, and to evaluate current and potential DIFs generated from medium- to higher-density projects to illustrate how different fees could affect other goals, policies, and revenue sources. The December 2021 staff report is included as Exhibit D.

On April 6, 2022, staff held a virtual city-wide community meeting to discuss the proposed update to the DIF program. The meeting included an overview of the DIF, discussion on the recommendations contained in this report, answers to any questions, and noted any public comments.

DISCUSSION

Impact Fee Update

As discussed above, the City's current DIFs are based on studies completed in the 1990s. Since that time, several projects identified in the original study have been built and impacts and development patterns throughout the City have evolved. In addition, the City Council's 2013 adoption of the Burbank2035 General Plan changed the level of development expected over the next 20-25 years and also changed the types of infrastructure projects the City expects to build to address that development. Thus, staff believes an important part of the impact fee update is to revise the list of infrastructure projects eligible for funding by DIFs, particularly to account for the City Council's desire to include more multi-modal bicycle, pedestrian, and transit projects in the City's capital improvement program. Accordingly, the DIF program needs be updated to include the revised growth forecasts adopted with the Burbank2035 General Plan. Therefore, staff undertook a comprehensive update to the City's DIF program and reviewed the infrastructure needed by the City to support the growth forecasts in the General Plan.

Nexus Study

The City hired the consulting team of Economic Planning Systems (EPS), with Fehr and Peers providing the transportation component, to conduct a nexus study that identified the purpose of the fees, the use of the fees, the reasonable relationship between the fee and facility or project for which the fee is imposed, and to support new fees or updated fees within the City's DIF program. Pursuant to the Mitigation Fee Act, the Nexus Study (Exhibit C) was designed to provide the City with the necessary analysis to support an update to the DIF program including the associated fee calculations for the maximum fees the City can charge for the facilities.

As a result of the Nexus Study, the proposed updated DIF program includes updates to the City's existing fee categories (Transportation, Police, Fire, Library, and Parks and Recreation) and proposes to add an Information Technology (IT) fee for citywide IT capital improvement needs. The IT fee analysis was included to account for technological advancements related to infrastructure and the increased reliance on technology.

Methodology

In general, each fee category used the following methodology to calculate the nexus-supported maximum fee amounts:

1. Staff and consultants referred to the Burbank2035 General Plan, which is the blueprint for the future development of the City, to estimate existing and future population and employment;
2. Staff provided a list of their department's new capital improvements needed to serve both existing and future residents and employees during the General Plan horizon year;
3. Staff and consultants developed cost estimates for the projected capital needs;
4. Consultants allocated the costs between existing and new development to determine the DIF share;
5. Consultants distributed the costs further among residential and non-residential uses;
6. Consultants calculated cost per resident or employee. This calculation provides the maximum fee that can be justified by the Nexus Study;
7. The City added a 5% administrative fee, which reflects the cost of administering the DIF program.

This methodology provided the necessary technical analysis to support a DIF fee and program update. It is important to note that the fees calculated by the study justifies the fees that can be charged by the City based on the projected new development and the needs and corresponding costs of the capital facilities and improvements needed to accommodate it, but the City can exercise its discretion to charge less than the fee it may legally collect. For example, charging the highest fee justified by the Nexus Study may not necessarily support other important City goals or objectives such as business development or the need to facilitate the development of new housing at various levels of affordability, or doing so could reduce the ability to require developments to provide other categories of community benefits. The City Council may wish to adopt fees at or below these nexus-supported levels based on economic, policy, or other considerations.

Nexus Study Findings

Based on the Nexus Study, if the City charged the maximum fee levels, new development would account for about 30% of the total improvements costs identified by each Department to serve the City through 2035. The analysis showed that the cost needed to fund Capital Facilities and equipment necessary to accommodate projected growth totaled approximately $45 million. Additionally, a projected $90 million in Transportation improvements is needed to accommodate projected future impacts supporting vehicle, transit, pedestrian, and bicycle modes as a result of new development. The City must find other revenue sources, such as grants or the General Fund, to cover the remaining costs.

Using the infrastructure costs attributable to new development and the projected growth assumed in the Burbank2035 General Plan, the Nexus Study determined the per-square foot or per-unit fee that may be legally charged for each fee category. These fees are shown in Table 2.

Table 2: Maximum Fee Levels by Land Use Type[2]

	Residential Uses (per dwelling unit)	
Community Facilities	Single-Family	Multi-Family
Fire	$502	$394
Police	$384	$302
Parks	$2,786	$2,189
Library	$1,888	$1,483
IT (New)	$454	$356
Transportation DIF	$10,514	$4,362
TOTAL MAX FEE LEVEL	**$16,528**	**$9,086**
Current FY 21-22 Fee	$3,060	$2,264

[2] Fees include 5% administrative fee.

Table 2: Maximum Fee Levels by Land Use Type[2] (continued)

Community Facilities	Non-Residential Uses (per sq. ft. or room)				
	Retail	Office/ Institutional	Studio	Warehouse/ Industrial	Lodging (/room)[3]
Fire	$0.28	$0.46	$0.31	$0.28	$53.00
Police	$0.27	$0.45	$0.30	$0.27	$52.00
Parks	$1.99	$3.28	$2.18	$1.99	$374.00
Library	$0.81	$1.34	$0.89	$0.81	$153.00
IT (New)	$0.32	$0.53	$0.35	$0.32	$61.00
Transportation DIF	$26.62	$16.11	$9.62	$3.80	$6,599.00
TOTAL MAX FEE LEVEL	**$30.29**	**$22.17**	**$13.65**	**$7.47**	**$7,292.00**
Current FY 21-22 Fee	$8.35	$9.29	$7.79	$4.94	$4,174.00

As discussed above, the Nexus Study calculates the fees that the City can charge under nexus fee law (Government Code Section 66000 and following), based on infrastructure needs, and expected growth. This represents the maximum amount that may be charged, but does not take into account other considerations the City might keep in mind when establishing fees. These considerations include:

- Guiding policy considerations adopted by City Council,
- City's Cost Recovery Policy, and
- Maintaining market competitiveness with neighboring cities.

City Council-adopted Policy Considerations
As DIFs are not required to be set at the maximum allowable fee established through the Nexus Study. Staff recommends that the City Council consider three policy criteria when considering updates to the DIF Program:

- **Align** fee levels with City goals - DIFs should align with the City's larger goals of facilitating housing production, retaining and protecting the growth of media production, office, and industrial sectors, and should ensure that new fees are consistent with the City's fiscal policies. They should also maintain the City's market competitiveness for new growth within the region.

- **Balance** fee increases with building neighborhoods - DIFs mitigate the impacts of new development and fund needed public facilities and infrastructure to maintain quality of life. However, DIFs are only one piece of the larger puzzle that the City is reviewing to build neighborhoods while also ensuring that new development of all types pays its fair share of infrastructure costs. Other tools such as Planned Developments allow the City to request new infrastructure be built or funded by

[3] Hotel projects are currently charged the retail impact fee based on the total square feet of the hotel. The proposed separate new fee on hotels would be calculated on each hotel room instead. To better compare the current fee to the new fee, staff converted the current per-square-foot retail fee to a per-room fee.

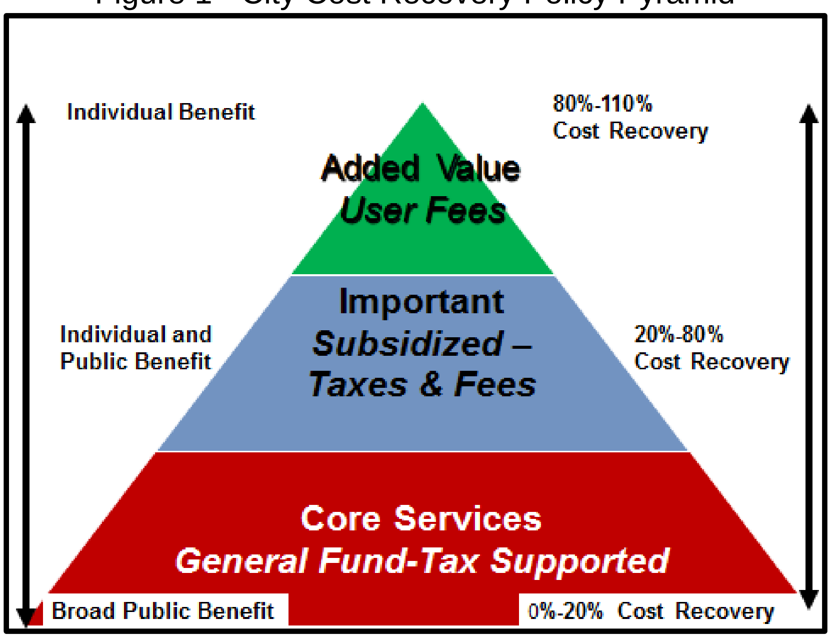
new development. Infrastructure required as part of Planned Developments can often be built sooner than infrastructure funded through DIFs.

- **<u>Facilitate</u>** community benefits that build neighborhoods while not adversely impacting the financial feasibility of a project or result in the loss of future growth opportunities - DIFs add to costs to new construction and overall development costs. Therefore, it is important to strike a balance between providing an appropriate level of facilities/infrastructure to new residents and businesses consistent with the City's goals/vision, while avoiding excessive costs that could discourage development.

<u>City's Cost Recovery Policy</u>

Another policy guiding the proposed DIF program update is the City's cost recovery policy (adopted by the City Council with the Fiscal Year 2017-2018 budget) which gives consistent guidelines in establishing City fees and allocating fair shares for costs. This policy can be illustrated through the City Cost Recover Policy Pyramid (Figure 1). This policy helps the City to set fees for various City charges and services based on how much that fee should recover the City's cost for that service. Fees for core services that provide broad public benefit should recover a lower percentage of the City's costs, while fees for services that provide more individual benefit to stakeholders should recover a higher percentage of the cost. Looking at the City's Cost Recovery Policy Pyramid, staff determined that DIFs fall into the Important Services Category that provide both Individual and Public Benefit. It is an Important Service because it provides important infrastructure and gives the City the ability to provide for and sustain the added capacity.

Figure 1 - City Cost Recovery Policy Pyramid



The infrastructure that these DIFs pay for offer a public benefit, but since the fees are only covering the added capacity from new development, DIF revenue delivers a higher benefit to the user, or in this case to the new development, than to the general taxpayer. Based on this pricing policy, DIF would fall under the 20% to 80% cost recovery level. Based on this understanding, staff recommends adopting DIF levels in the amount of 80% of the maximum allowable fees identified in the Nexus Study. In addition, staff also recommends three exceptions to this 80% level for certain types of development that provide other public benefits. These exceptions include:

1. Affordable Housing – Staff recommends the City impose a charge on affordable housing units in the extremely low, very low, low, and moderate income categories at 50% of the maximum allowable fees, rather than 80 percent. This is because the City gains additional public benefit when developers build affordable housing units in the City.

2. Retail – Staff recommends the City impose DIFs on retail developments at a level of 33% of the maximum allowable fees. The maximum allowable fee attributable to retail development is relatively high compared to other fee categories, primarily due to the transportation impacts. However, retail uses provide recurring annual General Fund revenue in the form of sales taxes above and beyond the one-time fees provided by DIFs. Thus, staff recommends the DIF fee be charged at a lower rate to balance the need to mitigate impacts with the desire for the City to continue to attract retail uses.

3. Hotels – Staff recommends the City impose DIFs on hotel developments at a level of 67% of the maximum allowable fees. Like retail uses, hotel uses provide recurring annual General Fund revenue in the form of transient occupancy taxes in addition to one-time DIFs. Hotels also support the City's larger employers as well as attract tourists to stay in Burbank and patronize other businesses. Setting this lower DIF will keep the City competitive in attracting new hotel uses.

Based on the City's Cost Recovery Policy and the exceptions for certain land uses, staff is recommending the following fee levels for different residential and non-residential land uses in the updated DIF Program.

Table 3: Proposed Fees by Land Use Type

	Residential (Market-Rate) (per dwelling unit)		**Residential (Affordable) (per dwelling unit)**	
Community Facilities	Single-Family	Multi-Family	Single-Family	Multi-Family
Fire	$402	$315	$251	$197
Police	$307	$242	$192	$151
Parks	$2,229	$1,751	$1,393	$1,095
Library	$1,510	$1,186	$944	$742
IT (New)	$363	$285	$227	$178
Transportation DIF	$8,411	$3,490	$5,257	$2,181
TOTAL PROPOSED FEE	**$13,222**	**$7,269**	**$8,264**	**$4,543**

Table 3: Proposed Fees by Land Use Type (continued)

Community Facilities	Non-Residential (per sq. ft. or room)				
	Retail	Office/ Institutional	Studio	Warehouse/ Industrial	Lodging (/room)
Fire	$0.22	$0.37	$0.25	$0.22	$42
Police	$0.22	$0.36	$0.24	$0.22	$42
Parks	$1.59	$2.62	$1.74	$1.59	$299
Library	$0.65	$1.07	$0.71	$0.65	$122
IT (New)	$0.26	$0.42	$0.28	$0.26	$49
Transportation DIF	$7.00	$12.89	$7.70	$3.04	$4,356
TOTAL PROPOSED FEE	**$9.94**	**$17.74**	**$10.92**	**$5.98**	**$4,910**

Maintaining Market Competitiveness with Neighboring Cities

When considering the appropriate DIF levels, the City Council may consider how existing and future fee levels charged in Burbank compare to those of the City's neighbors. EPS prepared an analysis to compare the City's proposed DIF fee levels to those of Glendale and Pasadena (Exhibit E). Although Glendale and Pasadena charge DIFs on different land use types and collects funds for different infrastructure needs, a direct one-to-one comparison is not possible. However, a comparison has been prepared to show how Burbank's current fees and new maximum allowable fees are relative to our neighbors. Compared to those of the City's neighbors, the proposed residential fees will still be lower than Glendale and Pasadena.

Table 4: DIF Comparison Summary: Burbank, Glendale, Pasadena

Residential Land Use Category	Burbank (Proposed)	Burbank (Current)	Glendale (Current)	Pasadena (Current)
Single Family Residential (Per Unit)				
Capital Facilities	$4,811	$3,060	$23,733	$26,702
Transportation	$8,411	None	None	$9,550
Total	$13,222	$3,060	$23,733	$36,252
Multifamily Residential (Per Unit)				
Capital Facilities	$3,779	$2,264	$20,422	$20,908
Transportation	$3,490	None	None	$3,698
Total	$7,269	$2,264	$20,422	$24,606

Table 4: DIF Comparison Summary: Burbank, Glendale, Pasadena (continued)

Non-Residential Land Use Category	**Burbank (Proposed)**	**Burbank (Current)**	**Glendale (Current)**	**Pasadena (Current)**
Retail (Per Sq. Ft.)				
Capital Facilities	$2.94	$1.00	$6.96	None
Transportation	$7.00	$7.35	None	$11.57
Total	$9.94	$8.35	$6.96	$11.57
Office (Per Sq. Ft.)				
Capital Facilities	$4.85	$1.94	$8.48	None
Transportation	$12.89	$7.35	None	$8.71
Total	$17.74	$9.29	$8.48	$8.71
Industrial (Per Sq. Ft.)				
Capital Facilities	$2.94	$0.89	$3.47	None
Transportation	$3.04	$4.04	None	$1.20
Total	$5.98	$4.93	$3.47	$1.20
Lodging (Per Room)				
Capital Facilities	$554	$499	None	None
Transportation	$4,356	$3,675	None	$3,698
Total	$4,910	$4,174	None	$3,698

At first glance, both Glendale and Pasadena residential DIFs are much higher than Burbank's proposed DIF fees. However, this difference is because the majority of Glendale's and Pasadena's residential DIF is to pay for land acquisition needed to build new parks. Burbank also collects a Park DIF but has chosen to add park capacity by making improvements to existing parks and City property, rather than buying and clearing property for new parks. Additionally, through other methods, Burbank encourages large-scale projects to include park space in their developments at the cost of the developer. Finally, Burbank's proposed DIF on residential development would fund a much larger category of infrastructure improvements than those in Glendale and Pasadena.

On the other hand, Burbank's proposed non-residential DIF fees will be higher than Glendale and Pasadena. This is because Burbank's proposed fee would collect funds for a wider variety of community facilities infrastructure than either city, including impact fees for Police, Fire, and IT improvements.

Consistency with the Burbank2035 General Plan

The proposed amendments update existing DIFs and establishes additional transportation and non-transportation-related fees, and provide other conforming amendments to the Burbank Municipal Code (BMC), consistent with Land Use Element Goals 2 and 3, Policy No. Program LU-8 and Mobility Element Goal 1, Program M-1 of the Burbank2035 General Plan. These goals are as follows:

- Land Use Element Goal No. 2, Sustainability which notes “Burbank is committed to building and maintaining a community that meets today’s needs while providing a high quality of life for future generations”.
- Land Use Element Policy No. 2.3, which “require[s] that new development pay its fair share of infrastructure improvements” and “ensure that needed infrastructure and services are available prior to or at project completion”.
- Land Use Element Goal No. 3: Community Design and Character which notes “Burbank’s well designed neighborhoods and buildings and enhanced streets and public spaces contribute to the strong sense of place and ‘small town’ feeling reflective of the past.”
- Land Use Element Program LU-8: Development Impact Fees which includes the following action items for future consideration by the City:
    - Review and update the transportation impact fee program to implement Land Use Element and Mobility Element goals and policies and to ensure that identified long-term projects to improve transportation are adequately funded.
    - Review and revise the community facilities fee program to ensure that fees are adequately addressing impacts on City services caused by new development.
    - Consider creating a public benefits program where project applicants for large projects must provide public benefits through methods such as incorporating design features or programs into the project, constructing or providing funding for off-site improvements or facilities, and providing one-time or ongoing funding for community programs and activities.
- Mobility Element Goal No. 1: Balance, which notes that “Burbank’s transportation system ensures economic vitality while preserving neighborhood character.”
- Mobility Element Policies 1.1 through 1.7:
    - Policy 1.1 Consider economic growth, transportation demands, and neighborhood character in developing a comprehensive transportation system that meets Burbank’s needs.
    - Policy 1.2 Recognize that Burbank is a built-out city and wholesale changes to street rights-of-way are infeasible.
    - Policy 1.3 Maintain and enhance the city’s traditional street and alleyway grid network.
    - Policy 1.4 Ensure that future land uses can be adequately served by the planned transportation system.
    - Policy 1.5 Design transportation improvements to be compatible with the scale and design of existing infrastructure.
    - Policy 1.6 Use technology and intelligent transportation systems to increase street system capacity and efficiency as an alternative to street widening.
    - Policy 1.7 Ensure that the transportation system enables Burbank residents, employees, and visitors opportunity to live, work, and play throughout the community.
- Mobility Element Program M-1: Infrastructure Blueprint which calls for the following:
    - Perform a nexus fee study to support a revised Transportation Impact Fee.

ENVIRONMENTAL ASSESSMENT

The proposed amendments to Title 10 Chapter 1 of BMC amend standards regulating the City’s development impact fees and is subject to the California Environmental Quality Act (CEQA) The proposed Zone Text Amendment (ZTA) was reviewed for compliance with CEQA.

The project being considered does not constitute a "Project" pursuant to CEQA Guidelines section 15378 (b)(4), which excludes items involving the general creation of governmental funding mechanisms or fiscal activities. The proposed fee update and fee structure modification enables the collection and allocation of fees for the continued establishment and rehabilitation community and transportation facilities. Therefore, the proposed DIF program update does not involve a commitment to any specific project, which may result in a potentially significant physical impact on the environment. The capital projects described in the Burbank Development Impact Fee Nexus Study will maintain the level of service currently provided by the City's existing community facilities and transportation infrastructure by ensuring that the impacts of new development will not negatively impact existing service levels.

Additionally, even if it was a Project, the Project would not allow any new uses and would not change the amount of physical development that is currently allowed pursuant to the City zoning regulations. The proposed ZTA set forth in the draft Ordinance (Exhibit B) will not have a significant adverse impact on the environment and is also exempt from CEQA review pursuant to State CEQA Guidelines, Article 18: Statutory Exemptions, Section 15061(B)(3). This section of CEQA establishes a statutory exemption for “The activity is covered by the common sense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.”

CONCLUSION

The changes outlined in the proposed ZTA are intended to update the City’s DIF program on new development to finance the capital costs of new development's fair share of the new facilities and infrastructure necessary to accommodate that new development. The proposed updates consider all of the variables presented in this report in order to strike a balance between generating important revenue for needed infrastructure while at the same time supporting other City goals required to build and protect neighborhoods. Such goals include the need to maintain a healthy local economy, maintain economic resiliency by providing a variety of different City revenue sources, and facilitate new commercial and housing developments to meet the various needs of the community.

For the update to the City’s Development Impact Fee Program, staff recommends City Council adoption of the proposed Ordinance (Exhibit B), which includes the following:

- Adding an Information Technology fee.
- Implement a specific fee for Lodging use.

- Adopt the capital improvement plan presented in Appendix B of the Nexus Study Report (Attachment D).
- Apply City Council Cost Recovery policies and General Plan goals to the Nexus Study maximum allowable fees.
- Provide a fee reduction for affordable housing by setting the rates for Community Facilities and Transportation fees for qualifying deed-restricted affordable housing units at 50% of the rates applicable to other housing units.
- Provide a fee reduction for Retail and Lodging uses which both generate recurring revenue to the City in addition to one-time DIF.

Consistent with State law, the proposed Ordinance will also provide for future fees to be established or updated by resolution, which is an alternative method allowed streamline future DIF fee updates.

Based on all of the analysis provided in this report, City staff recommends that the Planning Board adopt the attached Resolution (Exhibit A).

<u>EXHIBITS</u>

EXHIBIT A	Draft Resolution
EXHIBIT B	Draft Ordinance
EXHIBIT C	Burbank Development Impact Fee Nexus Study
EXHIBIT D	December 14, 2021 Report to Council Staff Report and Presentation (includes February 4, 2019 Study Session Staff Report and Presentation as attachments)
EXHIBIT E	Development Impact Fee Program Comparison Analysis Memorandum