

**DOWNTOWN BURBANK P-BID BOARD MEETING
MINUTES FOR MEETING OF September 5, 2019**

9:00 A.M. - 10:00 A.M.

150 N, Third Street Burbank, CA 91502

Members Present: Michael Cusumano, Cusumano Real Estate Group, **Chair**
James O'Neil, Crown Realty & Development, **Vice Chair**
Frank Gangi, Gangi Development
Patrick Prescott, Community Development Director
Dominick Scarola, North End Pizzeria
Brett Warner, Lee and Associates
Judie Wilke, Acting Assistant City Manager

Members Absent: Ted Slaughter, The Village Walk **Secretary**
Michael Wilford, **Treasurer**
Michael de Leon, Burbank Town Center Manager
Barbara Holliday, Flappers Comedy Club

Department Key Staff: Mary Hamzoian, Community Development Dept.
Marissa Minor, Community Development Dept.
Erika DeLeon, Community Development Dept.

The Board meeting was called to order at 9:08 a.m., Thursday September 5, 2019.

A. Roll Call

B. Announcements

- Room 104 will be the new meeting room for the PBID Board going forward to accommodate more attendees and larger group presentations.
- The Burbank Winter Wine Walk will take place on Saturday, November 16th from Noon to 8pm. Tickets are now on sale for the Wine Tasting portion of the event, and a new logo to match with Downtown's new branding efforts is forthcoming. This year's event will again feature live entertainment, a VIP tasting area, a free holiday street fair, and 'snowfall' from the main stage from 7pm – 8pm. The event is free and open to the public and the tasting portion of the event is ticketed.
- The State of the City Address will be held on Wednesday, October 23rd at 11:30am at the Burbank Airport Marriott.
- Market City Caffe is closed as the owners have decided to pursue other endeavors. Staff is working with the property owner to find a desirable tenant for the space.
- The Collection Property has sold and is now under new ownership.

C. Public Comment

There was no Public Comment

D. Response to Public Comment

There was no response to Public Comment.

E. Approval of Minutes **ACTION ITEM**
The minutes for the meeting of August 15, 2019, were presented for approval. Dominick Scarola made a motion to approve the minutes as presented, seconded by Jim O'Neil; motion carried 7-0.

F. Treasurer's Report **ACTION ITEM**
The treasurer's report through August 31, 2019, was tabled to a later date when Treasurer Michael Wilford would be in attendance to present.

G. Brown Act Refresher
Lisa S. Kurihara, Assistant City Attorney, presented a memorandum with detailed information and regulations on the Brown Act. The Brown Act guarantees the public's right to attend and participate in meetings of local legislative bodies; as such The Downtown Burbank Partnership Board follows the governance of the Brown Act. This memo will be distributed to all members so that those not in attendance at this meeting will also receive this update.

H. LaTerra SELECT BURBANK
Chris Tourtellotte, Hunter Weaver, and Richard Solares from the proposed LaTerra SELECT BURBANK project provided an update on the progress of the project and requested a letter of support. The mixed-use project features 573 residential units and a 307-key hotel, 27,800 square feet of open space and aims for LEED Certification.

The proposed project also includes a brand-new elevator providing pedestrian accessibility to the Magnolia Boulevard and Burbank Boulevard bridges for residents and metro link users. Furthermore, the proposed 573 housing units will add much needed housing inventory to Downtown while also providing 5% of the 12,000 unit goal approved by City Council's over the next 15 years. The transit-oriented development will include new bike paths creating a more livable, walkable neighborhood. LaTerra SELLECT is tentatively scheduled to go to the Burbank Planning Board for approval on October 14th, and City Council on November 12th.

Patrick Prescott and Judie Wilkie recused themselves from the Board's discussion of this project and left the room.

The Board then discussed the proposed project and the benefits it would provide to Downtown Burbank, as this project and its adjacency to Downtown supports the Partnership's goal of creating a livable and walkable neighborhood, Jim O'Neil made a motion to provide a letter of support on behalf of the Partnership for the project, drafted by staff and signed by the Board Chair, seconded by Dominick Scarola; Brett Warner abstained from the vote and the motion carried 4-0.

I. AMC Walkway Beautification Project
Staff presented a rendering to the Board of proposed plans for activation and management of the underutilized public portion of Palm Ave. known as the AMC

Walkway. Created by a landscape architect, the site plans feature decorative planters, modern seating, and upgraded drought tolerant plants. Staff is looking into costs for this project and possible funding sources from the Parks and Recreation Department including Art in Public Places and Reforestation funds. Staff will provide updates to the Board on the Walkway's beautification as it progresses.

J. Street Plus Update

Since March 2019, StreetPlus has helped eight individuals obtain transportation back to their families and residences, and six individuals obtain permanent housing, housing vouchers, or other support services to transition off the street. The StreetPlus team has also developed an invaluable relationship with Burbank PD and our City's Homelessness team, and since StreetPlus took over management of the Metrolink Station Security on July 24th, there has been an even greater synergy and better use of resources and staffing. Monthly reports for the StreetPlus program are e-mailed to all Board members, and the August report will be provided in mid-September.

K. Capital Improvements Update

Planting of four Zone 3 medians was completed the week of August 19th by Stay Green. The replanting and repairs included new ginkgo biloba trees, various drought tolerant groundcover and bushes, and new woodchip mulch. During the replanting process, it was discovered that most of the median's sprinklers were non-functional, and the estimated repairs will cost approximately \$3,500; the plants are currently being hand watered.

After inspection of the replanted medians, staff felt that the size of the plants in the medians was too small and that the groundcover should be more mature. Staff worked with Stay Green to remedy the planting issue in conjunction with the sprinkler repair for the cost of \$3,500. All necessary sprinkler repairs and replanting will be completed by Stay Green on or before September 13th. The remaining two medians in the area will be repaired to match the Downtown Burbank plant palate by IKEA after their utility work has been completed.

L. On-going Operational Issues

ACTION ITEM

Staff asked the Board to consider transferring \$100,000 in funding from the PBID holding account to cover ambassador fees of \$45,000, marketing expenses of \$35,000, and remaining Car Show event expenses of \$20,000. Frank Gangi made a motion for approval, seconded by Jim O'Neil; motion carried 7-0.

M. Future Agenda Items:

- a) Marketing Update from Anyone Collective
- b) Complete Streets/I-5 Update
- c) District Maintenance Update

N. Next Scheduled Meeting: October 3, 2019