CEQA Notice of Exemption

To: [X] Office of Land Use and Climate Innovation
1400 Tenth Street
Sacramento, CA 95814

[X] County Clerk, County of Los Angeles
12400 E. Imperial Highway
Norwalk, CA 90650

From: City of Burbank
Community Development Dept.
150 North Third Street
Burbank, CA 91502

Project Title: Wayfinding Kiosk Ordinance

Project Location – Specific: City of Burbank

Project Location / City: Burbank
Project Location / County: Los Angeles

Description of Project: The proposed Project includes an Ordinance and Zone Text Amendment resulting in the establishment of Article 11, "Wayfinding Kiosks", in Chapter 3, Title 7, of the Burbank Municipal Code, and amending Section 1002, "Signs and Advertising Structure Regulations", of Article 1, Chapter 1, Title 10 of the Burbank Municipal Code.

Name of Public Agency Approving Project: City of Burbank, City Council.

Name of Project Applicant: City of Burbank

Exempt Status: *(check one)*

- ☐ **Ministerial.** (Sec. 21080(b)(1); 15268).
- ☐ **Declared Emergency.** (Sec. 21080(b)(3); 15269(a)).
- ☐ **Emergency Project.** (Sec. 21080(b)(4); 15269(b)(c)).
- ☐ **Statutory Exemptions.**
- ☐ **Categorical Exemption.** §15301, Class 1 – Existing Facilities; §15303, Class 3 – New Construction or Conversion of Small Structures; §15304, Class 4 – Minor Alterations to Land; §15305, Class 5 – Minor Alterations in Land Use Limitations
- ☐ **Exemption.**

Reasons why project is exempt: See Attachment A: Memorandum Regarding Wayfinding [Kiosk] Ordinance—Substantial Evidence for CEQA Categorical Exemptions.

Lead Agency
Contact Person: Federico Ramirez, Asst. CD Director **Telephone/Extension**: (818) 238-5250

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? ☒ Yes ☐ No

Signature: _____ Date: 12/18/2025

Title: Federico Ramirez, Assistant Community Development Director

☒ Signed by Lead Agency

Date received for filing at OPR: 12/19/2025

☐ Signed by Applicant

MEMORANDUM

To:	Mr. Federico 'Fred' Ramirez, City Planner/Asst Community Development Director
From:	Carey Fernandez, AICP
Subject:	Wayfinding Ordinance – Substantial Evidence for CEQA Categorical Exemptions
Date:	11/19/2025

To Mr. Ramirez,

Dudek has evaluated the Wayfinding Ordinance (proposed project) in the City of Burbank. The proposed project includes the establishment of Article 11, "Wayfinding Kiosks", in Chapter 3, Title 7, of the Burbank Municipal Code, and amending Section 1002, "Signs and Advertising Structure Regulations", of Article 1, Chapter 1, Title 10 of the Burbank Municipal Code. The proposed project would allow for the implementation of wayfinding kiosks in the public right of way, pursuant to an operating agreement with the City. Based on our review of the proposed project, we have determined and confirmed that the project meets the criteria for the categorical exemption under the California Environmental Quality Act (CEQA) Guidelines (California Code of Regulations Title 14) Sections 15301(c) (Class 1), 15303 (Class 3) and 15304 (Class 4), and 15305 (Class 5) as described herein. Due to the proposed project consisting of minor improvements occurring within existing streets, sidewalks and pathways, a Class 1 Categorical Exemption has been proposed. Additionally, a Class 3 Categorical Exemption is applied due to the nature of the project, which consists of construction of small new equipment and facilities in small structures, as further defined to include street improvements. Further, Class 4, consisting of minor public alterations that do not involve the removal of healthy, mature, scenic trees, including but not limited to minor trenching and backfilling where the surface is restored, is appropriate for this proposed project. Finally, Class 5 consists of minor alterations to land use limitations in an area with an average slope of less than 20% and the issuance of encroachment permits, which do not result in any changes in land use or density, is applied. We have included below substantial evidence to justify this conclusion. The ***italicized and bold*** provisions below are those which the proposed project falls within:

CATEGORICAL EXEMPTIONS AND EXCEPTIONS

Article 19 of the CEQA Guidelines includes a list of classes of projects, which have been determined not to have a significant effect on the environment, and which shall, therefore, be exempt from the provisions of CEQA. Such projects are categorically exempt from the requirement for the preparation of environmental documents.

Pursuant to CEQA Guidelines Section 15300.2, to qualify for Section 15301, 15303, 15304, or 15305 categorical exemptions, projects must ensure they do not take the following exceptions:

- Location. Classes 3, 4, 5, 6, and 11 are qualified by consideration of where the project is to be located – a project that is ordinarily insignificant in its impact on the environment may in a particularly sensitive environment be significant. Therefore, these classes are considered to apply all instances, except where

the project may impact on an environmental resource of hazardous or critical concern where designated, precisely mapped, and officially adopted pursuant to law by federal, state, or local agencies.

- Cumulative Impact. All exemptions for these classes are inapplicable when the cumulative impact of successive projects of the same type in the same place, over time is significant.

- Significant Effect. A categorical exemption shall not be used for an activity where there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances.

- Scenic Highways. A categorical exemption shall not be used for a project which may result in damage to scenic resources, including but not limited to, trees, historic buildings, rock outcroppings, or similar resources, within a highway officially designated as a state scenic highway. This does not apply to improvements which are required as mitigation by an adopted negative declaration or certified EIR.

- Hazardous Waste Sites. A categorical exemption shall not be used for a project located on a site which is included on any list compiled pursuant to Section 65962.5 of the Government Code.

- Historical Resources. A categorical exemption shall not be used for a project which may cause a substantial adverse change in the significance of a historical resource.

CLASS 1 EXEMPTION: EXISTING FACILITIES

Projects within the Class 1 exemption consist of the operation, repair, maintenance, permitting, leasing, licensing, or ***minor alteration of existing public or private structures,*** facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use. The types of "existing facilities" itemized below are not intended to be all inclusive of the types of projects which might fall within Class 1. The key consideration is whether the project involves negligible or no expansion of use. Application of this exemption, as all categorical exemptions, is limited by the exceptions described above.

Class 1 exemptions are appropriate for projects that meet the following conditions:

- Interior or exterior alterations involving such things as interior partitions, plumbing, and electrical conveyances;
- Existing facilities of both investor and publicly owned utilities used to provide electric power, natural gas, sewerage, or other public utility services;
- ***Existing highways and streets, sidewalks, gutters, bicycle and pedestrian trails, and similar facilities (this includes road grading for the purpose of public safety) and other alterations such as the addition of bicycle facilities, including but not limited to bicycle parking, bicycle-share facilities and bicycle lanes, transit improvements such as bus lanes, pedestrian crossings, street trees, and other similar alterations that do not create additional automobile lanes.***

- Restoration or rehabilitation of deteriorated or damaged structures, facilities, or mechanical equipment to meet current standards of public health and safety, unless it is determined that the damage was substantial and resulted from an environmental hazard such as earthquake, landslide, or flood;
- Additions to existing structures provided that the addition will not result in an increase of more than;
    - 50 percent of the floor area of the structures before the addition, or 2,500 square feet, whichever is less; or
    - 10,000 s.f. if;
        - The Project is in an area where all public services and facilities are available to allow for maximum development permissible in the General Plan and
        - The area in which the project is located is not environmentally sensitive.
- ***Addition of safety or health protection devices for use during construction of or in conjunction with existing structures, facilities, or mechanical equipment, or topographical features including navigational devices;***
- New copy on existing on and off-premise signs;
- Maintenance of existing landscaping, native growth, and water supply reservoirs (excluding the use of pesticides).
- Maintenance of fish screens, fish ladders, wildlife habitat areas, artificial wildlife waterway devices, streamflows, springs and waterholes, and stream channels (clearing of debris) to protect fish and wildlife resources;
- Fish stocking by the California Department of Fish and Game;
- Division of existing multiple family or single-family residences into common-interest ownership and subdivision of existing commercial or industrial buildings, where no physical changes occur which are not otherwise exempt;
- Demolition and removal of individual small structures listed in this subdivision:
    - One single-family residence. In urbanized areas, up to three single-family residences may be demolished under this exemption.
    - A duplex or similar multifamily residential structure. In urbanized areas, this exemption applies to duplexes and similar structures where not more than six dwelling units will be demolished.
    - A store, motel, office, restaurant, or similar small commercial structure if designed for an occupant load of 30 persons or less. In urbanized areas, this exemption also applies to the demolition of up to three such commercial buildings on sites zoned for such use.
    - Accessory (appurtenant) structures including garages, carports, patios, swimming pools, and fences.
- Minor repairs and alterations to existing dams and appurtenant structures under the supervision of the Department of Water Resources
- Conversion of a single-family residence to office use.
- Installation, in an existing facility occupied by a medical waste generator, or a steam sterilization unit for the treatment of medical waste generated by the facility provided that the unit is installed and operated in accordance with the Medical Waste Management Act
- Use of a single-family residence as small family day care home.

The Class 1 exemption applies because the proposed project would facilitate minor improvements and other alterations to existing streets and sidewalks that do not create additional automobile lanes, and devices to be used in conjunction with existing structures and facilities (specifically, existing streets and sidewalks) for purposes of protecting pedestrian health and safety by providing public benefit information, and providing navigational and wayfinding assistance that includes but is not limited to restaurant and retail locations in the immediate vicinity of the equipment, public information (e.g., 911 and 311 public information), available public transit options that would all be available for public viewing by allowing the installation of wayfinding kiosks in the public right of way, none of which involves more than a negligible expansion in use of existing streets and sidewalks. Therefore, substantial evidence supports the conclusion that the Class 1 exemption applies to the proposed project.

CLASS 3 EXEMPTION: NEW CONSTRUCTION OR CONVERSATION OF SMALL STRUCTURES

Class 3 consists of construction and location of ***limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures***; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure. The numbers of structures described in this section are the maximum allowable on any legal parcel. Examples of the exemption include, but are not limited to:

- One single-family residence, or a second dwelling unit in a residential zone. In urbanized areas, up to three single-family residences may be constructed or converted under this exemption.
- A duplex or similar multi-family residential structure, totaling no more than four dwelling units. In urbanized areas, this exemption applies to apartments, duplexes and similar structures designed for not more than six dwelling units.
- A store, motel, office, restaurant or ***similar structure not involving the use of significant amounts of hazardous substances, and not exceeding 2500 square feet in floor area***. In urbanized areas, the exemption also applies to up to four such commercial buildings not exceeding 10,000 square feet in floor area on sites zoned for such use if not involving the use of significant amounts of hazardous substances where all necessary public services and facilities are available and the surrounding area is not environmentally sensitive.
- ***Water main, sewage, electrical, gas, and other utility extensions, including street improvements, of reasonable length to service such construction.***
- ***Accessory (appurtenant) structures including garages, carports, patios, swimming pools, and fences.***
- An accessory steam sterilization unit for the treatment of medical waste at a facility occupied by a medical waste generator, provided that the unit is installed and operated in accordance with the Waste Management Act.

The Class 3 categorical exemption applies because the proposed project would facilitate limited numbers of new, small facilities or structures (i.e., wayfinding kiosks) including street improvements and utility equipment and extensions of reasonable length to serve such construction. The number and location of wayfinding kiosks facilitated by the proposed project would be limited pursuant to a city-approved operating agreement related to the proposed project. It is well recognized that the Class 3 exemption applies to the installation of small new equipment on numerous existing small structures in scattered locations, which the proposed wayfinding kiosks in the public right of way would meet this designation. Therefore, substantial evidence supports the conclusion that the proposed project is within the Class 3 exemption.

CLASS 4 EXEMPTION: MINOR ALTERATIONS TO LAND

Class 4 exemptions consist of ***minor public or private alterations in the condition of land***, water, and/or vegetation which do not involve removal or healthy, mature, scenic tress except for forestry or agricultural purposes. Examples include but are not limited to:

- Grading on land with a slope less than 10 percent, except that grading shall not be exempt in a waterway, in any wetland, in an officially designed (by federal, state, or local government action) scenic area, or in officially mapped areas of severe geologic hazard such as an Alquist-Priolo Earthquake Fault Zone or within an official Seismic Hazard Zone, as delineated by the State Geologist.
- New gardening or landscaping, including the replacement of existing conventional landscaping with water efficient or fire-resistant landscaping.
- Filling of earth into previously excavated land with material compatible with the natural features of the site.
- Minor alterations inland, water, and vegetation on existing officially designated wildlife management areas or fish production facilities which result in improvement of the habitat for fish and wildlife resources or greater fish production.
- Minor temporary use of land having negligible or not permanent effects on the environment, including carnivals, sales of Christmas trees, etc.
- ***Minor trenching and backfilling where the surface is restored;***
- Maintenance dredging where the spoil is deposited in a spoil area authorized by all applicable state and federal agencies;
- The creation of bicycle lanes on existing rights-of-way.
- Fuel management activities within 30 feet of structures to reduce the volume of flammable vegetation, provided that the activities will not result in the taking of endangered, rare or threatened plant or animal species or significant erosion and sedimentation of surface waters.

The Class 4 exemption applies because the proposed project would facilitate minor alterations in the condition of existing land which does not involve removal of trees, specifically the condition of existing streets and sidewalks, and may involve trenching and backfilling in various locations for installation of wayfinding kiosks and supporting utility equipment and line extensions, and in all instances the surface is required to be restored. Therefore, substantial evidence supports the conclusion that the proposed project is within the scope of the Class 4 exemption.

CLASS 5 EXEMPTION: MINOR ALTERATIONS IN LAND USE LIMITATIONS

Class 5 exemptions consists of ***minor alterations in land use limitations in areas with an average slope of less than 20%, which do not result in any changes in land use density,*** *including but not limited to:*

- Minor lot line adjustments, side yard, and set back variances not resulting in the creation of any new parcel;
- ***Issuance of minor encroachment permits;***
- Reversion to acreage in accordance with the Subdivision Map Act.

Class 5 exemption applies because the proposed project would facilitate minor alterations in land use limitations in areas with an average slope of less than 20%, which do not result in any changes in land use density, including the issuance of minor encroachment permits. This applies because the proposed project would allow temporary or permanent wayfinding kiosks to be located within the public right of way, pursuant to an approved operating agreement with the City and subject to the City's approval of an encroachment permit application(s). Therefore, substantial evidence supports the conclusion that the proposed project is within the scope of the Class 5 exemption.

Categorical Exemption Exception Analysis

The exceptions to Categorical Exemptions pursuant to CEQA Guidelines Section 15300.2 as set forth above do not apply, for the following reasons:

- Location. The proposed project requires an operating agreement with the City, in which the specific locations of the wayfinding kiosks are determined and approved by the City. Therefore, the proposed project does not include site-specific locations, which could have an impact on an environmental resource of hazardous or critical concern where designated, precisely mapped, and officially adopted pursuant to law by federal, state, or local agencies.
- Cumulative Impact. Cumulative impacts of successive projects of the same type in the same place, over time are not significant. The proposed project requires the applicant to enter into an approved operating agreement with the City, in which the applicant shall at its own cost, apply for and obtain all requirements city permits, including encroachment permits, and comply with all regulations set forth in Title 7, Chapter 3, Article 7 of the Burbank Municipal Code, prior to installation. Therefore, the proposed project does not include site-specific locations of the same type in the same place that may cause potentially significant cumulative impacts.
- Significant Effect. There is no reasonable possibility that the proposed project will have a significant effect on the environment due to unusual circumstances. The proposed project imposes specific limits and standards on lighting and requires that the applicant submit certification that the lighting standard has been satisfied at the time of submitting a wayfinding kiosk building and excavation permit application and any required encroachment permit application. In addition, the proposed project includes standards on sound and requires that wayfinding kiosks do not emit sound, except for two-way speaker capabilities that allow a user to have on-demand audio connection to emergency services with not more than a 70-decibel output, which is consistent with the maximum allowable noise exterior exposure limits identified from transportation sources in proximity to residential and commercial land uses as noted in the Burbank2035 General Plan Noise Element (Table N-3). Further, the maximum decibel output may be reduced pursuant to the terms of the written operating agreement with the City.
- Scenic Highways. There are no state scenic highways within the City of Burbank. Therefore, the project (i.e., the installation of wayfinding kiosks in the city public right of way) would not result in wayfinding kiosks being located on, or adjacent to, a highway officially designated as a state scenic highway. Therefore, the proposed project will not have any impact on a state scenic highway.
- Hazardous Waste Sites. The proposed project requires an operating agreement with the City, in which the locations of the wayfinding kiosks in the public right of way are determined and approved by the City. The proposed project does not include site-specific locations that could be located on a site, which

is included on any list compiled pursuant to Section 65962.5 of the Government Code. Therefore, the proposed project will not have any impact on a hazardous waste site.

- Historical Resources. The proposed project would not cause a substantial adverse change in the significance of a historical resource. The proposed project would be required to comply with Title 10, Chapter 1, Article 9, Division 6, "Historic Preservation Regulations," of the Burbank Municipal Code. These regulations outlined in the Historic Preservation Regulations ordinance ensure the project will not cause a substantial adverse change in the significance of a historical resource.

CONCLUSION

As described above, the proposed project that involves new regulations to facilitate the installation of wayfinding kiosks in the public right of way subject to a city-approved operation agreement is exempt from further environmental review as minor alterations to existing streets and highways that do not create additional automobile lanes or involve more than a negligible increase in use of existing facilities, consisting of the addition of small facilities and potential minor alteration to land within the existing right-of-way during construction, after which the surface will be restored.

Further, the terms of the proposed project dictate that temporary or permanent wayfinding kiosks, intended for a public purpose or benefit, shall be allowed in the public right of way, pursuant to an approved operating agreement with the City and subject to objective criteria including limitations on sound, refresh rate, and lighting. At the time of submitting a wayfinding kiosk building and excavation permit and any required encroachment permit application, the owner applying for these city permits sign shall submit a certification that the standard outlined in the proposed project has been satisfied. In addition to entering into an approved operating agreement with the City, the proposed project dictates that an owner of a wayfinding kiosk pursuant to section (A) shall, at its own cost, apply for and obtain all required city permits, including but not limited to any building, excavation, and encroachment permits, and comply with all regulations set forth in Title 7, Chapter 3, Article 7 of the Burbank Municipal Code, prior to installation. Therefore, upon entering into an agreement with the City, the wayfinding kiosks would not be located where there is a reasonable possibility of a significant effect on the environment such as a designated environmentally sensitive area, state scenic highway or hazardous waste site, or to cause a change in the significance of historical resources.

The proposed project does not fall under any of the exceptions to use of a categorical exemption, as defined in Article 19 of the CEQA Guidelines (and described above). The project is not anticipated to result in any significant direct or cumulative impacts and would not result in damage to scenic resources within a highway officially designated as a state scenic highway. The project site, which encompasses public right of way throughout the city is also not included on any list compiled pursuant to Section 65962.5 of the Government Code (hazardous waste sites). Lastly, the project would not cause a substantial adverse change in the significance of a historical resource.

Substantial evidence in the record as a whole supports these conclusions. As a result, Dudek is recommending that this project utilize the Class 1, 3, 4 and 5 CEQA exemptions. If you have any questions regarding this analysis, please feel free to contact me at 760.479.4299, or cfernandes@dudek.com.

Sincerely,

Notice of Exemption - Attachment A

Carey J. Fernandes

Carey Fernandes, AICP
Practice Director, CEQA/NEPA