ADMINISTRATIVE REVIEW



DOWNTOWN CPIO Subarea and Appendices Checklist

Related Code Sections

Los Angeles Municipal Code (LAMC) Section 13.14 G (Administrative Review) of Chapter 1A authorizes ministerial review for projects in compliance with Community Plan Implementation Overlays (CPIOs). Ordinance No. 188425 established the Downtown CPIO. Refer to the CPIO when completing this checklist and inconsistencies between this checklist and the CPIO, the CPIO will prevail. Procedures for Administrative Review are governed by LAMC Section 13B.3.1. of Chapter 1A.

Filing Instructions

This checklist is a supplemental form required for Projects in the Downtown CPIO. Depending on the scope of work, proposed development projects located in the Downtown Community Plan Area and meet its definition of a "Project", as defined in Section 1-4 (Definitions), may be eligible for Administrative Review or require CPIO Director Determination. Plan Sheet references are to be completed by the **applicant** in accordance with plans submitted for review. To submit this form for review by Project Planning Staff assigned to the Geographic Planning area, complete and upload this form to the Online Application System (OAS) portal.

Checklist Sections

This CPIO Subareas Checklist includes the following Downtown CPIO Sections:

- Subarea A: Community Benefits Program
 - Subarea A.1: Fashion District Employment Incentive Area
 - Subarea A.2: Arts District Employment Incentive Area
 - Subarea A.3: Chinatown Dwelling Unit Mix Requirement
 - o Subarea A.4: Transfer of Development Rights (TDR) for Historic Preservation
- Subarea B: Bunker Hill Development Standards
- Subarea C: Civic Center Development Standards
- Subarea D: Historic Preservation Subarea
- Appendix A: Environmental Standards (required for discretionary projects only)
- Appendix E: Downtown Street Standards

Project Eligibility

Applicable Subareas

Use <u>ZIMAS</u> to find which CPIO Subareas are applicable to the subject property. The applicable CPIO Subarea(s) can be found under the Planning and Zoning tab.

CPIO Subarea	Yes	No
1. Is the project located within Subarea A?		

CPIO Subarea	Yes	No		
a. Is the project within Subarea A.1?				
 i. Is the project utilizing incentives available only within Subarea A.1? 				
b. Is the project within Subarea A.2?				
i. Is the project utilizing incentives available only within Subarea A.2?				
c. Is the project within Subarea A.3?				
d. Is the project within Subarea A.4?				
 i. Is the project utilizing incentives available only within Subarea A.4? 				
2. Is the project located within Subarea B?				
3. Is the project located within Subarea C?				
4. Is the project located within Subarea D?				
Appendix A Checklist (discretionary projects only)				

Environmental Standard	Yes	No
Environmental Standard 4.2-3. Distribution Facility Health Risk Assessment Does the project require discretionary permits for a distribution center within 1,000 feet of sensitive land uses and accommodate more than 100 truck trips or 40 transport refrigeration units (TRUs) per day?		
Environmental Standard 4.3-1(c) Elysian Park The project discretionary, within the CPIO District boundaries, and within 200 feet of Elysian Park?		
Environmental Standard 4.4-2(a) Archaeological Resources Evaluation and Avoidance/Recovery Does the project require discretionary permits and do proposed construction activities involve excavating previously undisturbed land or below previously excavated depths? (This is presumed to be two feet below existing development or construction, including subterranean parking construction, unless an applicant can show with substantial evidence to the satisfaction of the City, excavation or other activities have		

Environmental Standard	Yes	No		
		163	NO	
previously disturbed the soil below two feet.)				
Environmental Standard 4.6-6(a) Paleontologic	al			
Resources Does the project require discretionary permits and	l do	_		
proposed construction activities involve excavating	_			
for two or more subterranean levels within previous undisturbed land or below previously excavated d				
native soils? Environmental Standard 4.16-1(a) Native Amer	ican			
Consultation and Monitoring for Discretionary	Projects	Ш		
Does the project require discretionary permits and proposed construction activities involve excavation				
extend below previously disturbed levels?	ii iiiai coulu			
Summary of Downtown CPIO Incentives Rec	ceived			
Incentive	Incentive FAR Increase(s) received			
Local Affordable Housing Incentive Program (Section II-2)	+ FAR received			
Additional On-Site Restricted Affordable Housing Units (from Section II-4)	+ FAR received			
Public Benefit Incentive Program (Section II-3)	+	FAR rec	eived	
Total FAR received through incentives	= FAR received			
Applicant Information				
Applicant Name:	Dat	e:		
Applicant Phone: Ap	plicant Email	:		
Project Details				
1. Project Location/Zoning				
Project Address(es):				
Assessor Parcel Number(s):				
Quantity of Parcels/Lots:				

Community Plan:		
Land Use Designation:		
Existing Zone:		
Form District:		
Maximum Base Floor Area Ratio (FAR):		
Maximum Bonus FAR:		
Proposed Height (feet):		
Proposed Height (stories):		
Project Site Area (sf):		
Proposed Floor Area (sf):		
Proposed FAR:		
Project is located in (select all that apply):		
□ Specific Plan		
□ Community Design Overlay (CDO)		
□ Enterprise Zone		
□ Redevelopment Project Area		
If applicable, specify Specific Plan/Overlay(s):		
Other pertinent zoning information (specify):		

2. Detailed Description of Proposed Project (Describe below):

3. Detailed Description of Existing Site and Development (Describe below):

4. Inclusionary Housing Requirement

Does the Project involve the construction of 10 or more housing units?

□ N/A (the Project does not include housing)
□ Yes
□ No

If **YES**, which Requirement Set does the Project meet in the applicable sets below? See "Inclusionary Housing Map" under the "Planning and Zoning" tab for the property's address on https://zimas.lacity.org or LAMC Section 5C.3.1.C.3. (Inclusionary Program Set Designations) of Chapter 1A for

Inclusionary Housing Requirement Sets						
Set (Select One)	Acutely Low Income	Extremely Low Income	Very Low Income	Low Income	Moderate Income	Acutely Low Income
□ A	8%	8%	10%	12%	16%	8%
□В	12%	13%	15%	17%	28%	12%
□ C	80%	80%	80%	80%	80%	80%
	l	Details				
Housing Development Project Type (select one):						
Number of deed restricted affordable units:						
Percentage of deed restricted affordable units:						

Note: Per LAMC Section 5C.3.1. of Chapter 1A, the minimum percentage of required restricted affordable units shall be calculated based on the total number of dwelling units. Any number resulting in a fraction shall be rounded up to the next whole number.

Note: Use ZIMAS to find which Inclusionary Housing Requirement Set is applied to the property.

Subarea A

□ No

Questions 5 - 8 below are for Projects in Subarea A. If the subject property is not in Subarea A skip these sections.

5. Housing Development Project Type (only for Subarea A)

If the Project is located within Subarea A, does the Project intend to take advantage of Subarea A Community Benefits incentives?

Yes

Please indicate total number of dwelling units and percentage requested and break down by levels of affordability set by each category (check all that apply and fill out number of units and percentage).

Note: Rent schedules will be determined by the Los Angeles Housing Department. Check https://housing2.lacity.org/partners/land-use-rent-income-schedules for more information.

Proposed Housing Type	Proposed Number of Units	Proposed Percentage (%)
☐ Market Rate		
☐ Managers Unit(s) - Market Rate		
□ 100% Affordable Housing		
☐ Moderate Income (MI)		
☐ Low Income (LI)		
□ Very Low Income (VLI)		
☐ Extremely Low Income (ELI)		
☐ Acutely Low Income (ALI)		
☐ Permanent Supportive Housing - LI		
☐ Permanent Supportive Housing - VLI		
☐ Permanent Supportive Housing - ELI		
☐ Senior - Market Rate		
☐ Residential Hotel		
□ Other:		
Total number of units:		

6. Local Affordable Housing Incentive Program (only for Subarea A)

a. Qualification for Incentives

A housing development project that meets the requirements below, may increase the FAR up to 40% over the base FAR provided the incentive does not exceed the maximum FAR allowed by the applicable form district. Projects may provide Restricted Affordable Units on-site, off-site, or pay an in lieu fee.

Restricted Affordable Units

	Inclusionary Housing Requirement Sets							
Set G	Acutely Low Income	Extremely Low Income	Very Low Income	Low Income	Moderate Income	Acutely Low Income		
	7%	8%	11%	20%	40%	7%		
	Does the proposed project meet the minimum affordability requirements of Set G in the table above?							
□ Ye	□ Yes							
	□ No							
b. A	b. Additional Incentives for Housing Development Projects:							
	Projects with Restricted Affordable Units shall be granted <u>two</u> incentives. 100% Affordable Housing Projects shall be granted <u>three</u> incentives.							
<u>Proje</u>	Project Type (check only one):							
	Additional Incentives							

Proposed with

incentive

Allowed by-right

Incentive chosen (check all that apply)

☐ Building Coverage (up to 20% increase)

☐ Building Width (up to 20% increase)

☐ Lot Width (up to 20% decrease)

Additional Incentives							
Incentive chosen (check all that apply)	Allowed by-right	Proposed with incentive					
☐ Averaging of Floor Area *							
☐ Ground Story Height (up to 10% decrease)							
☐ Minimum Average Unit Size (up to 25% decrease)							
project site. The proposed use is permitted by the use	* A Project that is located on two or more adjacent parcels may average the Floor Area over the project site. The proposed use is permitted by the use district of each parcel and a covenant is recorded prohibiting a subsequent lot line adjustment or subdivision.						
bonus height in the applicable form district. If there is r please note N/A.							
Proposed Height (# of stories):							
Max Bonus Height per Form District (# of stories):							
□ N/A, there is not a max bonus height for the for	m district						
c. Alternative Compliance Options							
In lieu of providing restricted affordable units on-site, the with the Local Affordable Housing Incentive Program.	nere are other options a	available to comply					
☐ Off-Site Affordable Housing Requirements							
Note: All boxes must be checked for projects to qualify Requirements.	for Off-Site Affordable	Housing					
☐ The subject site is in the CPIO District boundari	es.						
☐ The subject site is zoned to allow the housing development project suitable for development of the units in terms of configuration, physical characteristic, location, access, adjacent uses, and other relevant planning and development criteria.							
 Environmental review, if otherwise required, has restricted affordable units to the satisfaction of t 	•	evelopment of the					
The development of the restricted affordable un space and services required by LAHD for a con project.	•						
☐ None of the Restricted Affordable Units are sub	sidized in any part from	n any federal, state,					

5	or local program established for the purpose of providing affordable housing, except that subsidies may be used with the written permission of LAHD to deepen the affordability of a unit beyond the requirement.
	None of the Restricted Affordable Units are counted to satisfy any affordable housing equirement for any other Project.
7. Public	Benefit Incentive Program (only for Subarea A)
Proposed	Project (check all that apply):
☐ Priv☐ Con☐ Emp☐ N/A a. Trai	ately Owned Public Space (Subarea A) munity Facilities (Subarea A) ployment Incentive Area - Fashion District (Subarea A.1) ployment Incentive Area - Arts District (Subarea A.2) (the project is not utilizing the Public Benefit Incentive Program) Insert of Development Rights — Arts District, Little Tokyo, Chinatown (Subarea A.4) Wer site may receive all unused floor area from the donor site, including the donor site's FAR, at a 1:1 ratio (i.e., for every square-foot transferred from a donor site, a receiver site e square-foot) up to the receiver site's maximum bonus FAR allowed by the applicable strict.
	Requirements (all must be selected to be eligible)
Don Site	Historic Resource
	pursuant to the applicable form district.
Recei Sit	,
Total a	mount of FAR transferred from donor site:

b. On-Site Privately Owned Public Space (POPS)

A Project shall be granted an additional 1:1 FAR for every additional 4% of lot area dedicated above the square footage of lot amenity space required by the applicable form district, provided the incentive does not exceed the maximum FAR allowed by the applicable form district. In addition to the standards for Privately Owned Public Space per LAMC Section 9.3.3.C. of Chapter 1A, all standards shown below are also required by the CPIO:

Public restroom
Drinking water fountain
Wayfinding signage. Signage viewable from within the privately owned public space shall indicate that the restroom and drinking water fountain is available for public use.
At least one amenity (listed in the table below) occupying a minimum of 400 square feet with no horizontal dimension less than 15 feet.
20% shading requirement
At least three free public charging stations

Provide at least one POPS amenity option in the table below:

Privately Owned Public Space					
POPS Amenity (check all that apply)	Bonus FAR received	Area of POPS (sf)	% of lot area dedicated to POPS		
☐ Outdoor Exercise Equipment					
☐ Sports Court					
☐ Children's Play Area					
☐ Community Garden					
□ Public Art					
□ Dog Run					
☐ Alternative Open Space Amenity:					

c. Community Facilities

For every 1:1 FAR requested through the Community Facilities Public Benefit Incentive, 2.5% of that 1:1 FAR shall be dedicated to one of the uses below, in addition to the minimum requirement of 5,000 square feet. Projects may receive increments of this FAR incentive, provided the incentive does not exceed the maximum FAR allowed by the applicable form district.

Commu	nity Facilities	Incentive	
Community Facility (check all that apply)	Bonus FAR received	Area of Community Facility (sf)	% of lot area dedicated to Community Facility
□ School and Library			
☐ Social Services			
☐ Alternative Social Services:			
☐ Civic Facility			
☐ Alternative Civic Facility:			
□ Daycare Facility			
☐ Full-Service Grocery Store (IX1 Use District Only)			
☐ Health Center			
☐ Legacy Small Business			

d. Employment Incentive Area - Fashion District (Subarea A.1)

Projects that include a Loading Elevator and in which a minimum of 50% of the total floor area, inclusive of any bonus FAR, contains "manufacturing, light artistic & artisanal", "manufacturing, light garment & accessory", or "wholesale trade & warehousing" uses, shall be granted an additional 1:1 FAR above the base FAR, provided the incentive does not exceed the maximum FAR allowed by the applicable form district.

Requirements (Subarea A.1)	
☐ The Project includes a Loading Elevator (minimum load of 10,000 pounds and de to support loading and unloading of materials and equipment)	signed
☐ The Project includes a minimum of 50% of the total floor area, inclusive of any bo FAR, containing "manufacturing, light artistic & artisanal", "manufacturing, light ga accessory", or "wholesale trade & warehousing" uses (must be shown on project	rment &
☐ The Project retains any existing Loading Elevators and/or Loading Bays.	

e. Employment Incentive Area - Arts District (Subarea A.2)

Projects shall be granted an additional 2.5:1 FAR above the base FAR provided the incentive does not exceed the maximum FAR allowed by the applicable form district, and shall be exempt from any minimum height requirement in the applicable form district, provided a minimum of 50%

of the total floor area, inclusive of any bonus FAR, contains non-residential uses, excluding the following use groups: eating & drinking, personal services, and retail.

Requirements (Subarea A.2)			
☐ The Project provides a minimum 50% of total floor area (inclusive of any bonus FAR) containing non-residential uses (excluding the uses: eating & drinking, personal services, and retail)			
f. Dwelling Unit Mix - Chinatown (Subarea A.3)			
☐ A minimum of 30% of the total dwelling units are two bedrooms or greater.			
larger units (two or more bedrooms)			
smaller units (one bedroom or less)			
total units			
% of total units that are larger units (2 or more bedrooms)			
□ N/A (the Project is a 100% Affordable Housing development)			
□ N/A (the Project is using public subsidies tied to a specified number of bedrooms)			
□ N/A (the Project is not located in Subarea A.3)			
□ N/A (the Project does not include housing)			
g. Additional On-Site Restricted Affordable Units			
Projects are able to receive bonus FAR through the Public Benefit Incentive Program by selecting one option from the options below:			
☐ 1:1 FAR for each 1.5% increase in acutely low, extremely low, or very low income. Affordable units shall be calculated on the total number of units			
Additional On-Site Restricted Affordable Units			
FAR increase from Additional On-Site Restricted Affordable Units:			
Percentage of Acutely Low Income Units:			
Number of Acutely Low Income Units:			
Percentage of Extremely Low Income Units:			
Number of Extremely Low Income Units:			

Additional On-Site Restricted Affordable Units
Percentage of Very Low Income Units:
Number of Very Low Income Units:
□ 1:1 FAR for each 2.5% increase in low income, or moderate income (for sale or rent). Affordable units shall be calculated on the total number of units.
Additional On-Site Restricted Affordable Units
FAR increase from Additional On-Site Restricted Affordable Units:
Percentage of Low Income Units:
Number of Low Income Units:
Percentage of Moderate Income Units:
Number of Moderate Income Units:
□ N/A (the project does not offer additional on-site restricted affordable units)
Note: A housing development project may only obtain an additional 2:1 FAR by providing additional on-site restricted affordable units for moderate income. Any additional bonus FAR must be obtained through the provision of Additional On-Site Restricted Affordable Units for acutely low extremely low, very low, or low income or through the provision of other Public Benefits.

8. Community Benefit Funds Incentive

To utilize the Community Benefits Fund Incentive, a housing development project must have provided the minimum affordable housing under the Local Affordable Housing Incentive Program and a minimum amount of Additional On-Site Restricted Affordable Housing Units or community benefits under the Public Benefits Incentive Program. Payment towards the Community Benefits Fund must be paid prior to the issuance of any CPIO approval.

a. **Housing Development Projects.** To determine the minimum amount of incentives required under the Public Benefits Incentive Program to qualify for the Community Benefits Fund Incentive and how much bonus FAR is available under this incentive, take the following steps:

Step One: Provide the minimum affordable housing necessary to

qualify for Bonus FAR in the Local Affordable Housing Incentive Program.

Step Two: Determine the amount of maximum bonus FAR remaining after Step One

through the following formula:

Maximum Bonus FAR - [1.4 x Maximum Base FAR]

Step Three: Divide the FAR calculated in Step Two in half.

Step Four: Provide incentives pursuant to the Public Benefits Incentive Program and/or

Additional On-Site Restricted Affordable Housing Units to qualify for Bonus FAR

equal to the FAR determined in Step Three.

Informational example illustrating how much FAR can be achieved through the Community Benefits Fund Incentive:

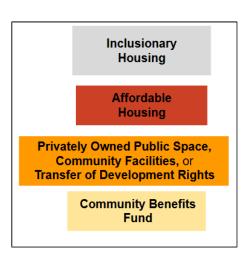
Example Base FAR: 7:1 Example Maximum Bonus FAR: 13:1 $(13 - [1.4 \times 7]) \div 2 = 1.6$

In this example, 1.6:1 FAR can be achieved through the Community Benefits Fund Incentive. In order to be eligible for the Community Benefit Fund Incentive, this project must provide the requisite amount of benefits to achieve 11.4:1 FAR through the Local Affordable Housing Incentive Program, and the Public Benefits Incentive Program, and/or Additional Restricted Affordable Units.

See the graphic below for possible development scenarios for housing development projects intending to utilize their maximum bonus FAR in the applicable form district.

Housing Development Projects

Scenario A	Scenario B	Scenario C	Scenario D	Scenario E		
Level 3	+ Remaining Bonus FAR	A				
Level 2	+ Half of remaining Bonus FAR					
Level 1	+ 40% of Base FAR	Bonus FAR				
Base	Base	Base	Base	Base	Base FAR	



These scenarios are for informational purposes only.

b. **Non-residential Projects.** To utilize the Community Benefits Fund Incentive, a non-residential development project must have provided a minimum amount of community benefits under the Public Benefits Incentive Program and/or Additional On-Site Restricted Affordable Units.

To determine the minimum amount of incentives required under the Public Benefits Incentive Program and/or Additional On-Site Restricted Affordable Units to qualify for the Community

Benefits Fund Incentive and how much bonus FAR is available under this incentive, take the following steps:

Step One: Determine the minimum amount of incentives required under the Public

Benefits Incentive Program and/or Additional On-Site Restricted

Affordable Units using the following formula:

Maximum Bonus FAR - Maximum base FAR.

Step Two: Divide the FAR calculated in Step One in half.

Step Three: Provide incentives pursuant to the Public Benefits Incentive Program

and/or Additional On-Site Restricted Affordable Units to qualify for Bonus

FAR equal to the FAR determined in Step Two.

Informational example illustrating how much FAR can be achieved through the Community Benefits Fund Incentive:

Example Base FAR: 7:1

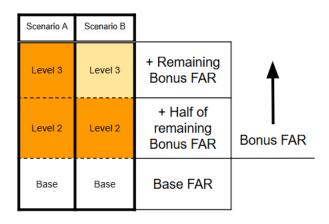
Example Maximum Bonus FAR: 13:1

 $(13-7) \div 2 = 3$

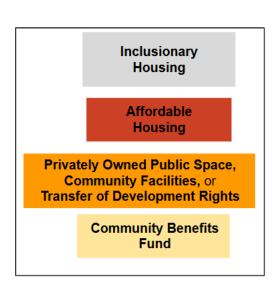
In this example, 3:1 FAR can be achieved through the Community Benefits Fund Incentive. In order to be eligible for the Community Benefit Fund Incentive, this project must provide the requisite amount of benefits to achieve 10:1 FAR through the Public Benefits Incentive Program and/or Additional On-Site Restricted Affordable Units.

See the graphic below for possible development scenarios for non-housing development projects intending to utilize their maximum bonus FAR in the applicable form district.

Non-Housing Development Projects



These scenarios are for informational purposes only.



	C.	Buildable Area Calculation. As authorized by LAMC Section 2C.4.1. (Floor Area Ratio) of Chapter 1A, for a 100 Percent Affordable Housing Project, or a Project on a lot designated, in whole or in part, as Transit Core by the General Plan Land Use Map, FAR shall be calculated by dividing the total floor area by the buildable area. Buildable area shall include the lot area plus the area between the exterior lot lines and the centerline of any abutting public right-ofway.	
		To utilize this FAR calculation, the Project must meet the following:	
		a. The housing development project has fully utilized incentives in the Local Affordable Housing Incentive Program, the Public Benefits Incentive Program, and/or Additional On- Site Restricted Affordable Units to qualify for the Project's maximum bonus FAR, as provided in the applicable form district.	
		☐ The Project meets this requirement.☐ N/A (the Project does not include residential units)	
		b. The non-residential Project has fully utilized incentives in the Public Benefits Incentive Program and/or Additional On-Site Restricted Affordable Units to qualify for the Project's maximum bonus FAR, as provided in the applicable form district.	
		☐ The Project meets this requirement.☐ N/A (the Project includes residential units)	
Sı	ub	area B	
9.	Вι	unker Hill Development Standards	
a.	(as	r Projects located within Subarea B , will all existing public easements for Pedestrian Walkways s shown in the Bunker Hill Pedestrian Linkage Map) located on the subject site be maintained, will an equivalent pedestrian easement be provided, or is an alternative easement proposed?	
		Yes, the proposed Project will maintain all existing Pedestrian Walkways on the subject site. Yes, the proposed Project will provide an equivalent pedestrian easement. Yes, an alternative easement is proposed.	
		N/A (the subject site does not include an existing Pedestrian Walkway) N/A (the proposed Project is not located within Subarea B)	
b.		r Projects located within Subarea B and containing a Pedestrian Walkway, will the pedestrian wal open to the public between the hours of 5 a.m. and 10:30 p.m. daily?	kv
		Yes N/A (the subject site does not include an existing Pedestrian Walkway) N/A (the proposed Project is not located within Subarea B)	

Subarea C

10. Civic Center Development Standards

a.	For Projects located within Subarea C , is the property City-owned?
	 ☐ Yes ☐ No; (if no, the project does not qualify) ☐ N/A (the Project is not located within Subarea C)
b.	For Projects located within Subarea C , does the Project provide On-Site Restricted Affordable Units greater than or equal to the rates outlined in Set G of LAMC Section 9.3.2.B.1.a. of Chapter 1A?
	 □ Yes □ No □ N/A (the Project is not located within Subarea C)
C.	For Projects located within Subarea C , for any portion of a Project that includes uses specified as General Commercial Uses located on the ground floor, are those portions of the Project complian with the Transparency and Entrances standards of the "General 1 (G1) Frontage?
	 ☐ Yes ☐ N/A (The Project does not include General Commercial Uses on the Ground Floor) ☐ N/A (the Project is not located within Subarea C)
d.	For Projects located within Subarea C , does the Project propose a Transfer of Floor Area from one legally defined lot located wholly in Subarea C to another legally defined lot located wholly within Subarea C?
	☐ Yes, the Project proposes square feet of transferred Floor Area from an Eligible Donor Site located at: (insert address).
	□ No
	□ N/A (the Project is not located within Subarea C)

Subarea D

11. Historic Preservation

Note: All projects that are an Eligible Historic Resource will have additional requirements that will involve the Los Angeles City Planning's Office of Historic Resources. Please consult with the

	signed project planning staff as Subarea D requirements will be necessary for the completion of the owntown CPIO checklist.
e.	For Projects located within Subarea D , does the subject site contain an Eligible Historic Resource as defined in the Downtown CPIO?
	 □ Yes □ No □ N/A (the Project is not located within Subarea D)
f.	For Projects located within Subarea D <u>and</u> in which the subject site contains an Eligible Historic Resource, does the Project involve the Demolition, Major Remodel, Facade Modification or Maintenance & Repair as defined in LAMC Section 14.1.15 (Project Activities) of Chapter 1A?
	 □ Yes □ No □ N/A (the subject site does not contain an Eligible Historic Resource) □ N/A (the Project is not located within Subarea D)