

FACT SHEET

Processes & Procedures Maintenance Ordinance

CPC-2016-3182-CA-AMDT3
ENV-2024-2777-CE

Summary

Los Angeles City Planning (LACP) is launching a new effort to update the Zoning Code on a regular maintenance schedule. From time to time, there is a need to make text amendments to the Zoning Code to ensure consistency and clarity in implementation. Just as infrastructure requires maintenance, the Zoning Code also needs regular maintenance. These maintenance amendments are intended to address technical, non-substantive changes throughout the Code text such as corrections, clarifications, and compliance with state law, so readers can easily understand and navigate the new Zoning Code. This is the first proposed Code maintenance ordinance, with changes anticipated to occur bi-annually to ensure the new Zoning Code remains modern, easy to understand, and user-friendly.

Background

The Processes & Procedures Ordinance (Ordinance No. 187,712) has been in operation as of January 22, 2024. The ordinance amended the Los Angeles Municipal Code (LAMC) to reorganize the administrative provisions related to zoning and land use entitlements. The purpose of the reorganization was for stakeholders at all levels of familiarity with the Zoning Code to be able to navigate a consistent and standardized set of processes and procedures for review of a project.

Over the past several months, as Los Angeles City Planning has been implementing the new processes and procedures, it has identified the need to address technical

corrections and clarifications, such as typographical errors and clarifications to help improve readability.

To that end, the Director of City Planning initiated the Processes and Procedures Maintenance Ordinance (Maintenance Ordinance) to address these technical corrections and clarifications. The draft Maintenance Ordinance was released for public review on May 23, 2024 and the legislative adoption process is anticipated to take place throughout Summer/Fall 2024.

Key Provisions

The proposed Code maintenance amendments to the administrative processes and procedures are sorted into three main categories:

- **Technical Corrections and Edits** - changes to correct typographical and grammatical errors, misplaced text, misnumbered section references, or correction of inadvertent errors with no impact on the policy.
- **Clarifications & Readability Improvements** - changes to help make the Code text easier to understand and implement without changing the intent of the policy.
- **Compliance with State Regulations** - changes to bring provisions into compliance with state regulations.

Summary Table of Proposed Changes by Category

Los Angeles City Planning is looking to make targeted revisions to both Chapter 1 and Chapter 1A of the LAMC that include the following changes organized into the three groups described above:

CATEGORY	PROPOSED AMENDMENT	REASON FOR AMENDMENT	RELEVANT CODE SECTIONS
Technical Corrections and Edits	<ul style="list-style-type: none"> ○ Removal of and updates to text to align with Restaurant Beverage Program Ordinance (Ord. No. 187,402) ○ Reinstatement of text to align with Pet Shop Ordinance (Ord. No. 186,372) ○ Reinstatement of text to align with Protected Tree and 	Due to several Ordinances with parallel adoption timing to the Processes & Procedures Ordinance, certain provisions that were inadvertently removed or retained are now being updated to align with those parallel Ordinances	12.21 A.10; 12.21 A.14;12.24 X.2; 12.24 X.31; 17.02 A.;17.05 H.7; 17.05 R; 17.06 B.13;17.06 C; 17.51 D.

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	Shrub Ordinance (Ord. No.186,873)		
Technical Corrections and Edits	Corrections to Reasonable Accommodations appeal noticing requirements	Incorporation of past Council action that was inadvertently not reflected in final ordinance	13B.5.5.C.2.a.
Technical Corrections and Edits	Updates to various sections to address typographical errors.	Correction of typographical errors	13.08 D.3; 13.17 H.3; 16.05 D.3; 17.05 B.; 13B.1.4.B.3.c.; 13B.2.3.C.2.; 13B.4.5.D.4.d.
Technical Corrections and Edits	Updates to various tables to reflect Processes & Procedures Maintenance Ordinance text changes	Technical edits to various tables to reflect applicable text and citation changes	Ch. 1A Table of Contents; 13A.2.2.A.; 13A.2.4.F.; 13A.2.10.A.2.
Technical Corrections and Edits	Updates to various Code sections with incorrect citation.	Correction of misnumbered citations	12.21 A.21(e)(i); 17.01 A.1; 17.01 A.2; 17.01 A.3; 17.01 B.; 17.01 C; 13B.1.4.I.6.a;
Technical Corrections and Edits	Outdated reference to Associate Zoning Administrator corrected to Director	Technical corrections to reflect appropriate Director's authority adopted per Ordinance 187,712	17.03 A.; 17.53 J;
Clarifications & Readability Improvements	Update to Code text regarding T Classification, Clarifications of the Q Classification, or D Limitation for readability improvements	Removes unnecessary citation to clarify applicability	12.32 H.1.
Clarifications & Readability Improvements	Globally rename Subsection H. heading "Modification of Entitlement" to "Modification Procedures" to better distinguish the difference between Subsection H. and standalone Section 13B.5.4. process titled "Modification of Entitlement	Readability improvement and clarification of Code text to reduce confusion	12.24 W.1(d); 12.24 U.19(e); 16.03 B.; 18.12; 13B.2.1.H.; 13B.2.2.H.; 13B.2.3.H.; 13B.2.4.H.; 13B.2.5.G.5.b.; 13B.2.5.H.; 13B.4.2.H.; 13B.4.4.H.; 13B.4.5.H.; 14B.5.1.H.; 13B.5.2.H.; 13B.5.3.H.; 13B.5.4.H.; 13B.5.5.H.; 13B.7.2.H.; 13B.7.3.H.; 13B.7.3.I.4.f.ii.; 13B.7.5.H.; 13B.7.7.H.,

CATEGORY	PROPOSED AMENDMENT	REASON FOR AMENDMENT	RELEVANT CODE SECTIONS
			13B.8.4.H., 13B.8.5.H., 13B.8.6.H., 13B.8.7.H.
Clarifications & Readability Improvements	Replacement of the term “Notwithstanding” with “Despite” or “Regardless of” throughout Chapter 1A	Readability improvement to consistently use more common phrasing throughout Chapter 1A	13A.2.1.A.3.; 13A.2.7.E.; 13A.2.9.A.; 13B.1.4.A.5.; 13B.1.4.I.4.; 13B.4.1.C.2.; 13B.4.3.A.3.b.; 13B.5.3.A.2.b.; 13B.10.3.F.2.; 13B.10.4.F.1.; 13B.10.4.H.1.; 13B.11.1.G.5.a.; 13B.11.1.I.5.a.ii
Clarifications & Readability Improvements	Reorganization of Subdivision Appeal procedures by removing standalone Section 13B.7.8. (Subdivision Appeals) and relocating all applicable appeal provisions into the relevant, corresponding Subsections.	Readability improvements to remove unnecessary standalone Section and instead locate the applicable appellate procedures directly within the Subsections that actually use those appellate procedures	13B.2.5.G.5.b.; 13B.7.2.C.2.a; 13B.7.2.G.; 13B.7.5.C.3.a; 13B.7.5.G.; 13B.7.5.H.2.a.; 13B.7.5.H.5.; 13B.7.8.
Compliance with State Regulations	Alignment of requirements for filing of Final Parcel Maps & Final Tract Maps with the Subdivision Map Act.	Updates to bring provisions into compliance with state regulations	113B.7.3.F.2.a.; 13B.7.3.F.2.b.; 13B.7.5.F.2.a.; 13B.7.5.F.2.b.
Compliance with State Regulations	Alignment of Tentative Tract Map appeal period with the Subdivision Map Act.	Correction to bring provision into compliance with state regulations	13B.7.3.G.3.a.

Frequently Asked Questions

How do other cities do Zoning Code maintenance?

City of San Diego

The City of San Diego processes maintenance amendments to their Zoning Code through annual “Land Development Code Updates” and has been doing so regularly for nearly 20 years. Required updates are identified by City staff and may also be requested by members of the public through a dedicated public comment portal on the San Diego City Planning Department’s website. The main categories of Land Development Code Updates consist of changes to provide clarification, comply with state law, and ensure consistency with the City’s climate, equity, infrastructure and housing goals. Complex or time sensitive issues may be processed separately from the annual amendments as a “Single-Issue Update.”

City of Raleigh

The City of Raleigh administers their Zoning Code maintenance by way of a “Text Code Change” on an annual basis for consistency. Necessary text code changes are identified by City staff during the development review process and may also be raised by applicants or other members of the public. Clerical errors and clarifications in alignment with state law are the two main categories for the text code changes.

City of Denver

The City of Denver undergoes a process of updating their text amendments every two years to maintain consistency of the Zoning Code. The required text amendments are typically generated from internal staff consultation, as well as public feedback on where the Code text is unclear. Changes that are considered minor errors and clarifications are typically bundled into their bi-annual cleanup and maintenance text amendments. Amendments that represent major policy changes are typically prepared as stand-alone Zoning Code amendments. Denver’s Municipal Code also grants City departments the authority to make non-substantive changes such as updating section numbers and headings or correcting typos through publisher updates in lieu of the full legislative amendment process.

How often will these types of changes be proposed?

This is the first proposed Code maintenance amendment by Los Angeles City Planning. The goal is to undergo Code maintenance every two years to ensure the Zoning Code is consistently responding to the needs of the City.

Will this Ordinance impact the zoning of my property?

No. The proposed Maintenance Ordinance does not revise the zoning (e.g., R1-1, C2-1, M3-1) for any property in the City, including those located within an historic district or overlay. The Maintenance Ordinance will solely amend the administrative provisions of the Zoning Code to address non-substantive changes such as technical corrections, clarifications, and compliance with state law. No Zone Change amendments are included with the proposed Maintenance Ordinance.

What is the legislative adoption process and how long will it take?

The Processes & Procedures Code Maintenance Ordinance is anticipated to undergo the legislative process commencing with the release of the draft Maintenance Ordinance for public review in May of 2024. This legislative process includes the following milestones:

- May 23, 2024 - LACP releases draft Maintenance Ordinance
- June 6, 2024 - LACP hosts Virtual Informational Webinar
- June 21, 2024 - Public comment period ends
- (Tentative) July 2024 - City Planning Commission considers Maintenance Ordinance
- (Tentative) Fall 2024 - Planning & Land Use Committee (PLUM) & City Council consider Maintenance Ordinance

Who can I contact for more information?

Please submit your questions and comments for the proposed ordinance to Terri Osborne terri.osborne@lacity.org or (213) 482-7084.