

**DEPARTMENT OF
CITY PLANNING**

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December 2, 2022

Transmitted via U.S. Postal Service and email

Applicant/Owner

Janet Jha
5353 Del Moreno Drive
Woodland Hills, CA 91342

Representative

Akhilesh Jha
5353 Del Moreno Drive
Woodland Hills, CA 91342

Case Numbers: CPC-2022-6472-DB-CU-SPP-HCA

CEQA Number: ENV-2022-6473-CE

Application Type: Density Bonus, Conditional Use,
Project Permit Compliance, Housing Crisis Act

Location: 5353 Del Moreno Drive

Plan Area: Canoga Park-Winnetka-Woodland Hills-
West Hills

Neighborhood Council: Woodland Hills-Warner
Center

Council District: 3 - Blumenfield

Status of Project Review

This is to advise you that the above referenced cases, filed on November 3, 2022, associated with plans dated October 23, 2022, was submitted to the Department of City Planning Development Services Center and forwarded to the Valley Project Planning Division for review.

I am your assigned Project Planner. In the course of reviewing and processing your case, the Department requests that you clarify, amplify, correct, or otherwise supplement the information provided for the application in accordance with Government Code Section 65944 of the California Government Code. The Department also requests various documents related to CEQA and is not constrained in requesting information for the purposes of CEQA analysis.

No	Item for Correction	Correction Required	Date Corrected	Initials of Approval
For Case No. CPC-2022-6472-DB-CU-SPP-HCA				
1	Department of City Planning Application	The following need to be amplified, corrected, clarified, and supplemented as indicated: 1. Project Description (page 1): The project description must include all aspects of the request, including but not limited to, demolition of any existing structures, new construction, proposed use, floor area, height, parking, hours of operation, and signage. This information can be provided as an attachment. The description must include all phases and plans for future		

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		expansion and any removal of on- and off-site trees. 2. Proposed Project Information (page 2): New construction square footage is not consistent with the plans. Please clarify which square footage is requested. 3. Action Requested (page 2): • Authorizing LAMC Section: Identify the LAMC Section which authorizes your request or, if requesting relief from an LAMC regulation, identify the LAMC Section which permits the relief. • LAMC Section from Which Relief is Requested: If requesting relief from an LAMC regulation, identify the LAMC Section from which relief is being requested. • Action Requested Narrative Identify the type of entitlement requested (e.g., Zone Change, Zone Variance, Conditional Use, Zoning Administrator's Adjustment, Project Permit Compliance, Design Review, Site Plan Review). Additionally, describe the details of the request by identifying the LAMC requirement and/or deviation requested.		
2	Incentives and Waiver of Development Standard(s)	LAMC 12.22-A,25, is permitted to have three incentives, pursuant to DB state law. Please Clarify which of these are waivers of development standards and which are incentives: 1. Height: Proposed height needs to be measured to the top of any structure on the roof (inclusive of elevator shafts, stairwells, etc). Transitional height is also required. Clarify if this is a waiver or incentive. 2. FAR: Required FAR is 1:0:1. Proposed FAR is 9.8:1. Clarify if this is a waiver or incentive. 3. LID: The project shall comply with the LID requirement. Please reach out to LA Sanitation to determine compliance with LID Ordinance. This cannot be an incentive or waiver. 4. Open Space: The proposed open space needs to comply with the 12.21 G; otherwise, request a correct reduction. Clarify if this is a waiver or incentive. 5. Clarify that Commercial Frontage, Commercial depth, Loading space,		

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		passageway width, and Transitional Height are correctly requested as waivers. 6. Construction on Substandard street and location: • Waiver of Dedication/Improvement is required. 3 feet dedication is required. • Submit BOE Referral Form and pay BOE investigation fee • Clarify if this is a waiver or incentive request. 7. Clarify if the project needs waivers for multiple driveways and landscape requirements from the Specific Plan provisions. 8. Clarify if the waiver for parking is needed. The project is required to provide 73 parking spaces. The project provides 80, of which 26 spaces are tandem compact stalls. Please supplement the requests for incentives and requested waivers with reasonable documentation that the incentives provide actual and identifiable cost reductions or that the waivers are for standards that physically preclude the construction of the density bonus project's requested density and incentives.		
3	Conditional Use Permit	Please amplify and supplement the request for a CUP with proposed findings that discuss the following: 1. The project will enhance the built environment in the surrounding neighborhood or will perform a function or provide a service that is essential or beneficial to the community, city, or region. 2. The project's location, size, height, operations, and other significant features will be compatible with and will not adversely affect or further degrade adjacent properties, the surrounding neighborhood, or the public health, welfare and safety. 3. The project substantially conforms with the purpose, intent and provision of the General Plan, the applicable community plan, and any applicable specific plan. 4. The project is consistent with and implements the affordable housing provisions of the Housing Element of the General Plan.		

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		5. The project contains the requisite number of affordable and/or senior citizen units as set forth in California Government Code Section 65915(b). 6. The project addresses the policies and standards contained in the City Planning Commission's Affordable Housing Incentives Guidelines.		
4	Project Permit Compliance Review	Please amplify and supplement the request for a Project Permit with proposed findings that discuss the following: 1. That the project substantially complies with the applicable regulations, findings, standards and provisions of the specific plan; 2. That the project incorporates mitigation measures, monitoring measures when necessary, or alternatives identified in the environmental review which would mitigate the negative environmental effects of the project, to the extent physically feasible.		
5	Public Hearing and Notice	Please note that in CP-2074, applicants are required to pay BTC for mailing of the Notice of Public Hearing approximately 6-8 weeks prior to a scheduled public hearing date. Mailing labels, photocopy of the mailing labels, an excel spreadsheet of the mailing labels, photocopy of the perjury statement, and notification map will be requested by the project planner approximately 6-8 weeks prior to the public hearing, at which time the applicant shall provide the items. The Department is informing you that these items will be requested at a future date. Density Bonus with Off-Menu Incentives or Waiver of Development Standards, Conditional Use, or Alternative Compliance for a Public Benefit Project require a public hearing. Notification includes mailing to Property Owners and Occupants within a 500-foot radius of all contiguously owned properties of the subject site, in addition to on-site posting of the Notice of Public Hearing and for the CPC Public Meeting, when required. Refer to the Mailing Procedures Instructions (CP-2074) and On-Site Posting (CP-7762) handouts for additional information		

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6	Plans	Please amplify and supplement the following areas of the project plans: 1. Landscape and Irrigation Plans. Provide information included in landscape and irrigation plans as specified in the Landscape Plan Instructions (CP-6730). Since the project is located within a Specific Plan, please amplify or clarify how the project will comply with the Specific Plan's landscaping requirements. 2. Open Space Plan. Please amplify or clarify the Open Space Plan for projects proposing six or more dwelling units. Refer to the Landscape Plan Instructions (CP-6730) for applicable requirements. 3. FAR Plan. Please amplify or clarify the FAR calculations, including a clarification of the commercial FAR and residential FAR and clarify the FAR for balconies covered on three sides with a roof. 4. Please amplify or clarify proposed signage (for commercial use). 5. Grading Plan. Provide information included per form CP-6730, for projects proposing grading activities, amplifying cubic yards of cut and fill, and quantities of export or import.		
7	A0.0 Title Sheet	Per Specific Plan provisions, please clarify, amplify, resolve, supplement or correct the following: 1. Height to the highest point of any roof structure needs to be clarified. 2. Open space: 2.1 Clarify the balconies' width, length, and square footage to clarify how the balconies comply with LAMC 12.21G2(b). 2.2 Since the project is located within a Specific Plan, please amplify or clarify how the project will comply with the Specific Plan's landscaping requirements. 3. Front Yards and Setbacks: Clarify that no portion of the building is within 18 inches of the front lot line. Clarify if this 18-inch setback will be landscaped. 4. Commercial parking: Clarify the parking calculations and whether they comply with the required parking spaces for commercial uses. Which is at least one		

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		parking space for each 250 square feet of floor area. - Clarify the commercial square footage. Is it 350 or 495 SF? - Clarify Bicycle parking calculation. Provide enlarged plans with the parking bike spaces numbered for verification. - Landscape: Correct plans so that at least 60 percent of all Front Yards or front setbacks in excess of 18 inches, will be landscaped and the remainder will be finished to City standards for sidewalks, or finished with other paving materials, including concrete pavers, brick masonry pavers. - Driveways. Clarify that the driveways meet LADOT requirements.		
8	A1.1 Site plan	Supplement or amplify site plan information with the following - Clarify the dimensions for all important measurements including public right-of-way, for centerline to Del Moreno Drive, sidewalk, front yard, and driveway aprons' width. - Clarify if there is anything in the parkway (i.e. utility pole, grass, hardscape, landscaping, etc). - Clarify if there are existing trees, on-site and street trees. <i>(this information could be listed on this sheet or on another sheet)</i> Indicate whether any tree is protected species.		
9	A2.1	Supplement, amplify or clarify information on this page by: - Showing the measurement with a call-out of the location of the short-term bicycle parking spaces from a pedestrian entrance. - Showing the location of the workspace of 100 square feet shall be provided adjacent to the long-term bicycle parking on each garage floor. - Showing the measurement with a call-out of the long-term bicycle parking spaces at the major entrance to the lobby. - Showing a call-out for the long-term bicycle parking location signage.		
10	Floor Plans	Supplement, clarify and amplify information on the Floor plans by: Providing area calculations in square feet and call-outs for all notable areas (i.e. units, open space, amenity areas)		

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		2. Providing the square footage of the balconies covered on three sides with the roof is included in the overall square footage. 3. Showing the width, length, and square footage of each balcony.		
For Case No. ENV-2022-6473-CE (Additional environmental documentation can be requested in the future if necessary.)				
11	Environmental Assessment Form	Complete, correct, revise or supplement the following categories of information so that it is consistent with the plans associated with this application: 1. Showing Community Plan area on page 1. 2. Project description on page 2 is inconsistent with the project description in the DCP application and plans – please clarify the project description that is to be used. 3. Zoning/Land use for the project need to be the same on page 2 – please clarify the zoning / land use so it's consistent. 4. D.Trees. Per the tree report, there are trees on the project site. Please amplify the tree table with this information. 5. E.Slope. Per plans, the site has a slope, please clarify this on the form. 6. 3.Proposed Development. The information on the parking, height, project size, and lot coverage are inconsistent with the plans. Please clarify which information is to be used. 7. B.Residential project. The information provided on the number of dwelling units, recreational facilities, and open spaces is inconsistent with the plans. Please clarify which information is to be used. 8. C.Commercial. Since commercial use is proposed, please clarify the Hours of operation so the Department can confirm whether an additional entitlement is needed.		
12	CEQA Findings	The information in the findings is inconsistent with the proposed project. Clarify findings to be consistent with project as proposed.		
13	CEQA – Class 32 Findings	Provide detailed information in plans and project details as specified in items 1-12 above to provide substantial evidence that the proposed project will be compliant with applicable zoning, plan and specific plans standards.		
14	Tree Disclosure Statement	This form (CP-4067) is required for the CEQA review of any discretionary application that		

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		includes changes to the building footprint, including demolition or grading permit applications, and shall be completed and signed by the Property Owner.		
15	Tree Report	Provide an updated tree report for CEQA review. (The Tree Expert must be a Certified arborist with the International Society of Arboriculture who holds a license as an agricultural pest control advisor, Certified arborist with the International Society of Arboriculture who is a licensed landscape architect, or a Registered consulting arborist with the American Society of Consulting Arborists.)		
16	Transportation Study	This form (CP-2151.1) is required to be revised and the commercial portion is to be included for CEQA review. Per the provided VMT calculator the project is required to perform VMT analysis for CEQA review. The Applicant shall fill out this form and submit it with the case filing to obtain a case number. The form shall then be submitted to LADOT for review and approval.		
17	Air Quality and GHG Studies	Provide Air Quality and GHG Studies for review. Be sure to include a cumulative impact analysis in the study, based on projects that have been filed with Planning and/or have been approved (but without a Certificate of Occupancy). The list of related projects should be included in the cumulative impact section.		
18	Noise Study	Provide a noise Study for CEQA review. The purpose of this study is to analyze the proposed project's potential temporary noise impacts associated with construction activity and long term noise impacts associated with project operation, including roadway noise from vehicle trips generated by the proposed project.		
Miscellaneous				
19	Electronic Records	Please submit all requested materials in an electronic format (PDF or Word Doc); files may be sent directly to me via links to Dropbox or Google Docs.		
20	Urban Design Studio (Pending)	1. A review of the project has been scheduled with the Urban Design Studio for November 23, 2022. Please provide responses to UDS design comments, if any.		

The above is necessary in order to conduct an adequate analysis under the California Environmental Quality Act, and other applicable laws, and continue processing your case

Department Forms and Instructions are available on line on the Department's Web page at www.planning.lacity.org.

It is the intent of the Department to carry out the entitlement request in a timely manner and therefore request that you provide the information within **60 days** of the date of this letter. In the event that all of the requested information is not provided at that date, the Department may initiate termination of the case file after subsequent outreach to you. Please note, additional requests for information or material may be made subsequent to this letter.

In addition to the information requested above, pursuant to the Housing Accountability Act, the Department also notes your project is inconsistent with the following LAMC requirements. The Department notes you are requesting many of these via incentives and waivers, which this letter requests clarification on. In the table, the RA zoning standards are provided as your project materials included this information. However, the project is reviewed against the C1.5 Zone and the Specific Plan for compliance purposes.

Table of Incentives		RA	C1.5	VCSP		
Item	Zoning Standard	Required	Required	Required	Proposed	Compliance
1	Height/# Stories	30 ft/no limit	--	30 ft/no limit	85 ft	Not in Compliance Ventura SP Section 7E
2	Low Impact Development	Yes	Yes	Yes	No	Not in Compliance with LAMC 64.70 and MS4 NPDES Order No. R4-2021- 0105 Permit No. CAS004004, and not a Zoning Standard. This item is required and cannot be an incentive or waiver request.
3	FAR	1.5:1	--	1.0:1	9.87:1	Not in Compliance
Table of Waivers						
1	Front Setback	25 ft	--	18"	0' (1st - 2nd floor)	Not in Compliance

					0' (3rd - 8th floor)	with Ventura SP Section 7A-3a
2	Rear Setback	25 ft	--	19'	0' (1st - 2nd floor) 5' (3rd - 8th floor)	Not in Compliance with Ventura SP Section 7A-3c
3	Side Setback	15 ft	--	10' (20' wide driveway, 4' wide walkway and 18 inch to 5-foot landscape buffer for vehicular access)	0' (1st - 2nd floor) 5' (3rd - 8th floor) 0' - East Side 5' - West Side	with Ventura SP Section 7A-3b
4	Parking	108 Stall	107 stalls (residential)	2 stalls (commercial)	54 stalls	Not in Compliance
5	Open Space	7,025 sf	7,025	--	2,950 sf	Not in Compliance per LAMC 12.21-G
6	Lot Coverage	60%	--	60%	90%	Not in Compliance per Ventura SP Section 7B
7	Commercial Frontage	25' (35% or 25' min)			21'	Not in Compliance
8	Commercial Depth	25'			18'	Not in Compliance
9	Height Transition	25'	25' (0-49') 33' (50-99') 61' (100-199')	--	0'	Not in Compliance per LAMC 12.21.1
10	Construction on substandard street and location	Not Allowed	--	--	Proposed	Not in Compliance per LAMC 12.22-A.25
11	Parking Structure Landscape Buffer	10'	--	10'	5'	Not in Compliance with Ventura SP Section 7D-2
12	Passageway Width	22'	--	--	15'	Yes
13	Loading Space	20' x 20'	--	--	0' x 0'	Yes
Additional Standards						

14	Driveways	--	--	Project review required on-site where lot less than 250' and has multiple driveways	2 driveways with 100' of frontage	Non-Compliant with Ventura SP Section 7-C
15	On-Site Trees	--	16 trees	--	No information provided, please provide	Not in Compliance with 12.21-G(a)(3)
16	Signs	--	--	Limit 1 commercial wall sign per street frontage	No information provided, please provide	Not in compliance. Ventura SP Section 8. No information provided.
17	Street Dedication/Improvement	--	2-foot dedication and other requirements per BOE referral form	--	None	Not in Compliance with LAMC 12.37
18	Density	--	1/400 SF 43 base units Over 35% DB through CU	--	67	DB + CU to go over 35% DB
19	Affordable Set Aside	--	Based on the unit count	--	7 units	Based on the unit count, you are requesting a 57.5% density bonus, which would require a 20% affordable housing set aside at Very Low Income resulting in 9 units at Very Low Income households. <u>You do not comply</u> with the amount of affordable required. Please clarify that this is your request

						and what percentage of affordable you are proposing
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Consistent with Mayor Garcetti's directives to help slow the spread of COVID-19 while continuing to deliver important City services, City Planning is minimizing in-person interaction throughout its offices. As such, I am happy to schedule a meeting with you via telephone should you need help or clarification of the above requirements. If no clarification is needed, please send the requested information to me via email as a pdf attachment.

Additional information on planning processes, announcements, and upcoming policies is available on the Department's webpage at www.planning.lacity.org.

The case file is located at my office location indicated below, and arrangements to review the case file can be made.



for Adrineh Melkonian

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