



# DEPARTMENT OF CITY PLANNING

## RECOMMENDATION REPORT

### City Planning Commission

**Date:** October 26, 2023  
**Time:** After 8:30 a.m.\*  
**Place:** Van Nuys City Hall  
Council Chamber, 2nd Floor  
14410 Sylvan Street  
Van Nuys, CA 91401

The meeting's telephone number and access code access number for the hybrid meeting will be provided no later than 72 hours before the meeting on the meeting agenda published at: <https://planning.lacity.org/about/commissions-boards-hearings#commissions> and/or by contacting [cpc@lacity.org](mailto:cpc@lacity.org)

**Case No.:** **CPC-2023-1637-SP**  
**CEQA No.:** ENV-2023-1638-CE  
**Council File:** 17-1071 and 17-1071-S1

**Council No.:** 3- Blumenfield and 4- Raman  
**Plan Areas:** Canoga Park - Winnetka - Woodland Hills - West Hills, Encino - Tarzana, and Sherman Oaks - Studio City - Toluca Lake - Cahuenga Pass  
**Specific Plan:** Ventura-Cahuenga Boulevard Corridor Specific Plan

**Applicant:** City of Los Angeles

**Public Hearing:** September 14, 2023

**PROJECT SUMMARY:** An ordinance amending the Ventura-Cahuenga Boulevard Corridor Specific Plan (Ordinance Nos. 166,560, 166,837, 168,644, 171,240, 174,052, and 185,650)

**PROPOSED PROJECT:** The Project is a Specific Plan Amendment, amending language of the Ventura-Cahuenga Boulevard Corridor Specific Plan.

### RECOMMENDED ACTIONS:

1. **Determine** that based on the whole of the administrative record, the Project is exempt from CEQA pursuant to **Case No. ENV-2023-1638-CE** and CEQA Guidelines, Section 15301 (Class 1 for existing structures, including interior alterations for tenant improvements); Section 15303 (Class 3 as applied to small structures for limited changes of use and interior alterations related to tenant improvements); Section 15311 (Class 11 for on-premises signs); and Section 15320 (Class 20 for changes in reorganization of local governmental agencies relating to the Ventura-Cahuenga Boulevard Corridor Specific Plan Review Board (PRB) appointments and administration, administrative project review process, updated language to reflect new ordinances and language clean up, recognition of a sixth community, and updated maps). There is no substantial evidence demonstrating that an exception to a categorical exemption pursuant to CEQA Guidelines, Section 15300.2 applies;
2. **Recommend**, pursuant to Los Angeles Municipal Code (LAMC) Sections 11.5.7 G and 12.32, that the City Council adopt the Proposed Ordinance (**Exhibit A**) amending the Ventura-Cahuenga Boulevard Corridor Specific Plan;
3. **Adopt** the Staff Recommendation report as the Commission report; and,
4. **Adopt** the attached Findings.

VINCENT P. BERTONI, AICP  
Director of Planning



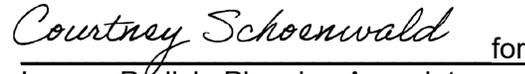
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**ADVICE TO PUBLIC:** \*The exact time this report will be considered during the meeting is uncertain since there may be several other items on the agenda. Written communications may be mailed to the City Planning Commission Secretariat, 200 North Spring Street, Room 272, Los Angeles, CA 90012 (Phone No. 213-978-1300). While all written communications are given to the Commission for consideration, the initial packets are sent to the week prior to the Commission's meeting date. These submissions are governed by the City Planning Commission Rules and Operating Procedures posted online at <https://planning.lacity.org>. If you challenge these agenda items in court, you may be limited to raising only those issues you or someone else raised at the public hearing agendaized herein, or in written correspondence on these matters delivered to this agency at or prior to the public hearing. As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability, and upon request, will provide reasonable accommodation to ensure equal access to this programs, services and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or other services may be provided upon request. To ensure availability of services, please make your request not later than three working days (72 hours) prior to the meeting by calling the Commission Secretariat at (213) 978-1300.

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## PROJECT ANALYSIS

### PROJECT SUMMARY

In response to motions by the City Council (Council File Nos. 17-1071 and 17-1071-S1; see **Exhibit C**), the proposed Project is an Ordinance (**Exhibit A**) to amend the Ventura-Cahuenga Boulevard Corridor Specific Plan (hereafter referred to as the “Specific Plan Amendment”). The goal of the Specific Plan Amendment is to modernize regulations and streamline the project review processes to support small businesses along the San Fernando Valley’s premier commercial corridor along Ventura Boulevard (“Corridor”), as well as adapt the Plan Review Board appointments to better represent the six (6) communities along the Corridor.

Boundaries of the properties and rights-of-way within the Ventura-Cahuenga Boulevard Corridor Specific Plan Area (Specific Plan), along Ventura Boulevard, spanning 17 miles from the Dry Canyon-Calabasas Flood Control Channel west of Woodlake Avenue in Woodland Hills, to Cahuenga Boulevard four lots (approximately 209 linear feet) east of Oakcrest Drive in Cahuenga Pass, are shown (in green) below (see also **Exhibit B**, Plan Maps 1 to 14 that accompany the Proposed Ordinance for the Specific Plan).



The following provides an overview of the types of revisions and clarifications that are proposed for the amendment to the Ventura-Cahuenga Boulevard Corridor Specific Plan (Ordinance Nos. 166,560, 166,837, 168,644, 171,240, 174,052, and 185,650) per the following (full text of changes in draft Ordinance, attached as **Exhibit A**):

- a. Changing the definition of “Project” in Section 4 of the Specific Plan to include a proposed ministerial Administrative Clearance Review process for sign permits, interior tenant improvements, and changes of use that will not increase the floor area, increase the number of vehicle trips, increase parking requirements, or permit a change of use to a use that is not already permitted by the Specific Plan, and to clarify the types of projects that would require Discretionary Review.

- b. Adding the definition of “Tenant Frontage” in Section 4 to clarify the metric for calculating sign area.
- c. Clarifying the wording in Section 8, entitled “Sign Regulations,” specifically:
  - i. Revising language for wall sign area calculation from “lot frontage,” which is undefined in the Los Angeles Municipal Code (LAMC) to the newly defined term “tenant frontage.”
  - ii. Clarifying that a secondary wall sign would be calculated from the same tenant frontage calculation.
  - iii. Replacing the term “lot frontage” (undefined) from Monument Sign calculations with the term “street frontage” (defined) to match LAMC Section 14.4.8 for Monument Signs.
- d. Adding language to Section 9 to outline the Administrative Clearance Review process, and distinguish it from other Discretionary Reviews, such as Project Compliance, Project Adjustments, Exception of Entitlements, etc.
- e. Adding references to the new Chapter 1A of the LAMC (Processes and Procedures Ordinance, effective 1/23/23, operative 1/22/24) throughout the Specific Plan.
- f. Updating street designation names in Section 7 to match the Mobility Plan 2035.
- g. Updating references to out-of-date LAMC citations and clarifying cross-references to chapters that reside outside of Chapter 1 of the LAMC.
- h. Updating references in the existing Specific Plan from “five (5) communities” to “six (6) communities” to divide the existing “Studio City/Cahuenga Pass” into two (2) distinct communities, i.e., “Studio City” and “Cahuenga Pass,” and updating Section 1.B of the Specific Plan to identify the boundaries for these two (2) distinct communities.
- i. Correcting typos/grammatical errors, as well as terminology corrections within the document, such as updating the Specific Plan name to “Ventura-Cahuenga” instead of “Ventura/Cahuenga” throughout, in Section 4 correcting “PM” to “AM” for the morning peak hour traffic definition, consistently referencing City Planning Commission for urban design guidelines throughout, updating the terms “San Diego Freeway” to “Interstate 405” and “Ventura Highway” to “U.S. Route 101” throughout, hyphenating two (2)-word modifiers before the noun throughout, etc.
- j. Updating the maps and map references to reflect corrections, previous amendments, and integrate maps that were separated on multiple pages.
- k. Amending Section 15 of the Specific Plan regarding the Plan Review Board’s (PRB) appointment process and composition to assign one (1) board member to represent each of the six (6) communities, rather than two (2) board members per council district; and clarifying qualifications and term limits for PRB board members.
- l. Clarifying department roles and responsibilities in Section 15 related to their work with the PRB.

In summary, the proposed Specific Plan Amendment will revise Sections 1, 2, 4, 8, and 9 for content and the streamlining of procedures, and Sections 3, 5-7, 10-15, and 19-20 for corrections/updates to align with existing codes and terminology. The full text of changes is in **Exhibit A**.

## **BACKGROUND**

Before the Ventura-Cahuenga Boulevard Corridor Specific Plan was adopted in 1991, a portion of the Ventura Corridor in Encino was in the Encino-Ventura Specific Plan, adopted in 1980. The Encino-Ventura Specific Plan intended to impose development regulations such as floor area ratio, height, setbacks, etc., as well as some right-of-way improvements. The Encino Specific

Plan was repealed in 1991 with the adoption of the Ventura-Cahuenga Boulevard Corridor Specific Plan through Ordinance No 166,560.

Prior to the adoption of the Specific Plan, a series of Interim Control Ordinances (ICOs) were in effect from October 1985 until a coordinated overlapping time frame in 1991, when the Specific Plan was originally adopted.

The Ventura-Cahuenga Boulevard Corridor Specific Plan became effective on February 16, 1991 with Ordinance No. 166,560. The Specific Plan area covers a 17-mile corridor which traverses through six (6) communities (as defined in Section 1B of the Specific Plan) and three (3) Community Plans in the San Fernando Valley: the Sherman Oaks - Studio City - Cahuenga Pass Toluca Lake Community Plan, the Encino - Tarzana Community Plan, and the Canoga Park - Winnetka - Woodland Hills - West Hills Community Plan. The six (6) communities included within the Plan are Cahuenga Pass, Studio City, Sherman Oaks, Encino, Tarzana, and Woodland Hills.

The purpose of the Specific Plan is to regulate development in order to balance future growth with the transportation infrastructure using specific land use regulations relating to height, parking, pedestrian oriented areas, setback requirements, and landscaping, in addition to intersection improvements. This ordinance also established the Ventura-Cahuenga Boulevard Corridor Specific Plan Review Board (PRB) that oversees and makes recommendations on transportation improvements, Specific Plan Exceptions, and Specific Plan Amendments to the City Planning Commission and the City Council.

The related trust fund ordinance took effect on February 16, 1991 (Ordinance No.166,559) and established the Ventura-Cahuenga Boulevard Corridor Specific Plan Trust Fund.

***Ventura-Cahuenga Boulevard Corridor Specific Plan Amendments:***

After its initial adoption, the Specific Plan was amended three (3) times with clean-up ordinances:

- Ordinance No. 166,837, effective March 29, 1991, amended the Specific Plan with cleanup language that clarified a height limitation, as well as which projects were subject to Project Impact Assessment (PIA) fees, and clarified definitions.
- Ordinance No 168,644, effective April 15, 1993, amended the Specific Plan with cleanup language that clarified and added language for the appeals process, named which plans were to be submitted to the Department of Transportation (DOT) and which thresholds for trips DOT needed to consider, renumbered subdivisions, enumerated the process for projects started prior to the adoption of the Specific Plan, amended the relationship of Pedestrian Oriented Areas to the PIA fee, and added Appendix I - the trip generation table.
- Ordinance No.171,240, effective September 25, 1996, corrected mathematical errors in calculating the PIA Fees, simplified the calculation of the PIA fee, reorganized the phases of development, and changed the appointment of Plan Review Board members to be appointed by council office without a discrete number of members required.

The adoption of the Specific Plan, these amending ordinances, and the original Interim Control Ordinances, are all associated with one (1) City Planning Commission case, Case No. CPC-1985-382-MOR.

The related trust fund ordinance was amended, effective September 20, 1996 (Ordinance No. 171,241), and updated limitations on expenditures for the Ventura-Cahuenga Boulevard Corridor Specific Plan Trust fund.

In 1999, a comprehensive update was started for the Specific Plan with Case No. CPC-1999-0001-SPA. This update implemented the following amendments to the Specific Plan:

- Modified boundaries of the Plan Area and Pedestrian Oriented Areas
- Added the Pedestrian Development District and Restricted Use Area in Sherman Oaks
- Updated purposes and definitions
- Aligned procedures with the updated LAMC Section 11.5.7
- Updated language related to prohibitions, violations, enforcement, use limits, restrictions, and exemptions
- Updated setback, landscaping, and parking requirements and added parking alternative options
- Updated sign regulations to identify additional prohibited sign types and some signage calculations
- Changed some transportation threshold outcomes
- Updated and indexed the PIA fee (project-specific development fee assessed and paid into the Specific Plan Trust Fund, calculated based on the Project's floor area and land use)
- Updated the authorities, duties, and appointments of the Plan Review Board members

The amendment was finalized with the adoption of Ordinance No. 174,052, effective August 18, 2001.

In 2016, the Providence Tarzana Medical Center Project proposed upgrades and enhancements to the facility and filed Case No. CPC-2016-2248-GPA-VZC-HD-SP-CU-ZV-WDI. This case requested General Plan Amendments as well as a Specific Plan Amendment to remove the property from the Specific Plan area. Effective August 12, 2018, Ordinance No. 185,650 amended the Ventura-Cahuenga Boulevard Corridor Specific Plan to remove the Tarzana Medical Center from the Specific Plan boundary area.

***Related Cases:***

**Ordinance No. 185,650** - Effective August 12, 2018, this ordinance amended the Ventura-Cahuenga Boulevard Corridor Specific Plan to remove the Tarzana Medical Center from the Specific Plan boundary area.

**Case No. CPC-2016-2248-GPA-VZC-HD-SP-CU-ZV-WDI** - The Los Angeles City Planning Commission approved amendments to remove the medical center from the Ventura-Cahuenga Boulevard Corridor Specific Plan resulting in the adoption of Ordinance No. 185,650.

**Ordinance No. 174,052** - Effective August 18, 2001, this ordinance, amended the Ventura-Cahuenga Boulevard Corridor Specific Plan including expansion of pedestrian oriented areas and designation of the Regionally Impacted Area, the Pedestrian Development District, and the Use Restricted Area, as well as the adoption and implementation of community streetscape plans.

**Case No. CPC-1999-1-SP** - The Los Angeles City Planning Commission approved amendments to the Ventura-Cahuenga Boulevard Corridor Specific Plan resulting in the adoption of Ordinance No. 174,052.

**Ordinance No. 171,241** - Effective September 20, 1996, this ordinance amended the Ventura-Cahuenga Boulevard Corridor Specific Plan Trust fund including updates to limitations on expenditures.

**Ordinance No. 171,240** - Effective on September 25, 1996, this amendment corrected

mathematical errors in calculating the Project Impact Assessment Fees, simplified the calculation of the fee, reorganized the phases of development, and changed the appointment of Plan Review Board members to be appointed by council office without a discrete number of members required.

**Ordinance No. 168,644** - Effective April 15, 1993, this ordinance amended the Ventura-Cahuenga Boulevard Corridor Specific Plan with cleanup language that clarified and added language for the appeals process, named which plans were to be submitted to DOT and which thresholds for trips DOT needed to consider, renumbered subdivisions, enumerated the process for projects started prior to the adoption of the Specific Plan, amended the relationship of Pedestrian Oriented Areas to the PIA fee, and added Appendix I- the trip generation table.

**Ordinance No. 166,837** - Effective March 29, 1991, this ordinance amended the Ventura-Cahuenga Boulevard Corridor Specific Plan with cleanup language that clarified a height limitation, which projects were subject to PIA fees, and clarified definitions.

**Ordinance No. 166,560** - Effective February 16, 1991, this ordinance established the Ventura-Cahuenga Boulevard Corridor Specific Plan and the Plan Review Board, and repealed the Encino-Ventura Specific Plan.

**Ordinance No. 166,559** - Effective February 16, 1991, this ordinance established the Ventura-Cahuenga Boulevard Corridor Specific Plan Trust Fund.

**Ordinance No. 166,586** - Effective January 18, 1991, established a temporary Ventura Blvd Interim Control Ordinance (ICO); modified temporary Ventura Blvd ICO Ordinance No. 166,313.

**Ordinance No. 166,558** - Effective January 11, 1991, modified temporary Ventura Blvd ICO Ordinance No. 166,313.

**Ordinance No. 166,313** - Effective October 1990, established a temporary Ventura Blvd ICO to extend expiring limitations placed by Ordinance Nos. 160,406, 160,514, 162,907, and 165,290 for development along the Ventura-Cahuenga Corridor prior to adopting the Specific Plan.

**Ordinance No. 165,290** - Effective November 1989, established a temporary Ventura Blvd ICO to extend expiring limitations placed by Ordinance Nos. 160,406 and 160,514 and 162,907 for development along the Ventura-Cahuenga Corridor prior to adopting the Specific Plan.

**Ordinance No. 162,907** - Effective October 1987, established a temporary Ventura Blvd ICO to extend expiring limitations placed by Ordinance Nos. 160,406 and 160,514 for development along the Ventura-Cahuenga Corridor prior to adopting the Specific Plan.

**Ordinance No. 160,514** - Effective November 1985, established a temporary Ventura Blvd ICO limiting development along the Ventura-Cahuenga Corridor prior to adopting the Specific Plan.

**Ordinance No. 160,406** - Effective October 1985, established a temporary Ventura Blvd ICO limiting development along the Ventura-Cahuenga Corridor prior to adopting the Specific Plan.

**Case No. CPC-1985-382-MOR** – This case file is associated with the Interim Control Ordinances prior to the adoption of the Specific Plan and Ordinances Nos. 160,406, 160,514, 162,907, 165,290, 166,313, 166,558, and 166,586. Also, the case file is also associated with the establishment of the Ventura-Cahuenga Boulevard Specific Plan as well as amendments to the Specific Plan, resulting in adoption of City Ordinance Nos. 166,560, 166,560, 166,837, 168,644, 171,240, and 171,241.

**Ordinance No. 153.852** – Effective July 3, 1980, established the Encino-Ventura Boulevard Specific Plan.

**Case No. CPC-26155-A**- This case file is associated with the adoption of the Encino-Ventura Boulevard Specific Plan.

### ***City Council Motions and Proposed Amendments***

On September 19, 2017, a motion (**Exhibit C**)<sup>1,2</sup> was introduced by Councilmembers Bob Blumenfield with Council District 3 (CD3), David Ryu (CD4), Paul Krekorian (CD2), and Paul Koretz (CD5) to the City Council instructing the Department of City Planning, with the assistance of various other departments, to identify “options for amending, supplementing, overlaying by neighborhood or revising the Ventura-Cahuenga Boulevard Corridor Specific Plan.”

At a regular meeting held on November 7, 2017, the PLUM Committee considered the Motion relative to the feasibility of revising the Ventura-Cahuenga Boulevard Corridor Specific Plan<sup>3</sup>. After providing an opportunity for public comment, the Committee recommended that Council approve the Motion. On November 21, 2017, the Council adopted the Committee’s report forthwith.

The original and adopted motion contained three parts to the work program:

1. An administrative process to replace the Project Permit Compliance process for some simple projects, such as new tenant signs or minor changes of use
2. Convert the existing Specific Plan regulations into the new zoning system with Citywide zoning code update
3. To change the inelastic requirements for addressing transportation mitigations, which requires an update to collected Project Impact Assessment (PIA) fees

The current scope of work specific to the proposed Specific Plan Amendment addresses the first item of these three, i.e., Administrative Clearance Review process for tenant signs.

In August 2021, the rezoning portion of the Ventura-Cahuenga Specific Plan Amendment’s work program (See Part 2 listed above), which was part of the City Council’s original motion, was reallocated to the Community Plan Update process that is currently underway in the Southeast and Southwest Valley, and therefore, is not part of the proposed Specific Plan amendments that are reflected in the Proposed Ordinance (**Exhibit A**). As the original motion had designated that the standards of the Specific Plan be converted to the New Zoning Code, the Community Plan teams are taking that part of the original work program as they are able to take a more holistic approach for the rezoning to the Corridor, which is a relatively narrow strip of land within a larger community. In response to community input, this shift incorporates the rezoning with the community plans which will allow for changes in zoning for parcels along the Corridor. In addition, having the Community Plan teams managing the rezoning is a more efficient use of City resources.

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<sup>1</sup> 2017 motion: [https://clkrep.lacity.org/online/docs/2017/17-1071\\_mot\\_09-19-2017.pdf](https://clkrep.lacity.org/online/docs/2017/17-1071_mot_09-19-2017.pdf)

<sup>2</sup> Council File: 17-1071:

<https://cityclerk.lacity.org/lacityclerkconnect/index.cfm?fa=ccfi.viewrecord&cfnumber=17-1071>

<sup>3</sup> PLUM Committee Report: [https://clkrep.lacity.org/online/docs/2017/17-1071\\_rpt\\_plum\\_11-07-2017.pdf](https://clkrep.lacity.org/online/docs/2017/17-1071_rpt_plum_11-07-2017.pdf)

In March of 2023<sup>4</sup>, City Council passed another motion<sup>5</sup> to expedite the creation of an administrative clearance review process for simple projects and added a scope of work pertaining to the Ventura-Cahuenga Plan Review Board (a board that reviews expenditures of a transportation trust fund, among other duties) member appointments as the City Council redistricting of 2021 changed the appointments significantly. The Specific Plan Amendment detailed in this staff report addresses these items.

The third item of the 2017 Council motion, which involves an update to the collected PIA fees, will be addressed through a separate work effort and is not part of this proposed amendment to the Specific Plan.

## GOALS AND PROPOSED AMENDMENTS

Ventura Boulevard is often colloquially referred to as either “The Boulevard” or “Restaurant Row” in the San Fernando Valley. It is a culturally important street to the communities it passes through and offers a local “downtown” urban environment at major north-south cross streets. Ventura Boulevard, and the eastern portion that becomes Cahuenga Boulevard, is a destination for many local residents, to shop, play, or dine.

For decades, Ventura Boulevard was home to mainly local small businesses. Since the adoption of the Specific Plan however, larger chain businesses and online retail have become more prevalent in the overall marketplace<sup>6</sup>. These pressures were exacerbated by the quarantines related to the COVID-19 pandemic in 2020 and 2021<sup>7</sup>, which had tangible negative impacts for small businesses along the Corridor.

By focusing the Specific Plan Amendment on issues of immediate concern to businesses and stakeholders along the Corridor, such as streamlining signage clearances, interior improvements, or simple changes of uses to be processed by Administrative Clearance Review, the City is working to ensure that businesses get the help they need.

In addition, the Specific Plan references out-of-date documents such as the old Circulation Element, even though the Mobility Plan 2035 was adopted in 2015. There is also the Processes and Procedures Ordinance which was adopted in 2023, which will take effect in 2024; this ordinance details procedures for processing cases for the Specific Plan, houses these procedures in the new Chapter 1A of the LAMC, and re-titles the names of the processes to be consistent in this new Chapter. Furthermore, typos and other grammatical errors exist in the Specific Plan, and the references to other code sections have been cleaned up to appropriately reference other Chapters of the LAMC. This clean up and modernization of the Specific Plan will facilitate easier and consistent implementation of the Specific Plan moving forward.

Lastly, council office redistricting in 2021 resulted in a large shift in the size of the PRB, resulting in concerns for community representation on the PRB (further discussion on this is below in the Discussions and Key Issues section). By changing the allocation of members by community (to the six (6) previously identified communities) rather than by council office, better community representation for the board will be achieved. Also, the shift of board member appointment by

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<sup>4</sup> Council file for 2023 Motion:

<https://cityclerk.lacity.org/lacityclerkconnect/index.cfm?fa=ccfi.viewrecord&cfnumber=17-1071-S1>

<sup>5</sup> 2023 Motion: [https://clkrep.lacity.org/online/docs/2017/17-1071-S1\\_misc\\_2-15-23.pdf](https://clkrep.lacity.org/online/docs/2017/17-1071-S1_misc_2-15-23.pdf)

<sup>6</sup> Is this the end for America’s mom-and-pop stores?, David Crow and James Fontanella-Khan, Financial Times, August 27, 2020, referenced online at:

<https://www.ft.com/content/92427a94-ee5e-486c-9f6b-9e11e8362f41>

<sup>7</sup> US Census Bureau News, Quarterly Retail E- Commerce Sales, 2<sup>nd</sup> Quarter 2022, dated August 19, 2022, referenced online at: [https://www.census.gov/retail/mrts/www/data/pdf/ec\\_current.pdf](https://www.census.gov/retail/mrts/www/data/pdf/ec_current.pdf)

community, rather than council district, provides a more stable framework in the event of any future redistricting. Also, the Specific Plan Amendment has updated membership qualifications to encourage more diversity in board members. In addition, two (2) departments, the Department of City Planning and the Department of Transportation interact with the PRB, but the roles for each department are currently unclear. The Proposed Ordinance clarifies departmental responsibilities, creating better accountability and clarity for members of the PRB and public. The Proposed Ordinance also clarifies term limit notifications for the members, which will help facilitate a regular schedule of membership appointments.

In summary, the ultimate goals of the proposed amendments are to:

1. Make the Specific Plan more business-friendly by streamlining certain processes
2. Modernize processes and references to match adopted ordinances and resolutions
3. Clean up language in the Specific Plan by fixing grammatical errors and typos
4. Align the Plan Review Board appointments to be more reflective of the community

## **Proposed Amendments**

### ***Signage and Administrative Clearance Review Streamlining***

- Changing the definition of “Project” in Section 4 of the Specific Plan to include a proposed ministerial Administrative Clearance Review process for sign permits, interior tenant improvements, and changes of use that will not increase the floor area, increase the number of vehicle trips, increase parking requirements, or permit a change of use to a use that is not already permitted by the Specific Plan, and to clarify the types of Projects that would require Discretionary Review.
- Adding the definition of “Tenant Frontage” in Section 4 to clarify the metric for calculating sign area.
- Clarifying the wording in Section 8, entitled “Sign Regulations,” specifically:
  - Revising language for wall sign area calculation from “lot frontage,” which is undefined in the LAMC to the newly defined term “tenant frontage.”
  - Clarifying that a secondary wall sign would be calculated from the same tenant frontage calculation.
  - Replacing the term “lot frontage” (undefined) from Monument Sign calculations with the term “street frontage” (defined) to match LAMC Section 14.4.8 for Monument Signs.
- Adding language to Section 9 to outline the Administrative Clearance Review process, and distinguish it from the Discretionary Reviews, such as Project Compliance, Project Adjustments, Exception of Entitlements, etc.

### ***Modernizing to Align with the Processes and Procedures Ordinance and Mobility Element 2035***

- Adding references to the new Chapter 1A of the LAMC (Processes and Procedures Ordinance, effective 1/23/23, operative 1/22/24) throughout the Specific Plan.
- Updating street designation names in Section 7 to match the Mobility Plan 2035.

### ***Language Clean-Up***

- Updating references to out-of-date LAMC citations and clarifying cross-references to chapters that reside outside of Chapter 1 of the LAMC.
- Updating references in the existing Specific Plan from “five (5) communities” to “six (6) communities” to divide the existing “Studio City/Cahuenga Pass” into two (2) distinct communities, i.e., “Studio City” and “Cahuenga Pass,” and updating Section 1.B of the Specific Plan to identify the boundaries for these two (2) distinct communities.

- Correcting typos/grammatical errors, as well as making terminology corrections within the document, such as updating the Specific Plan name to “Ventura-Cahuenga” instead of “Ventura/Cahuenga” throughout, in Section 4 correcting PM to AM for the morning peak hour traffic definition, consistently referencing City Planning Commission for urban design guidelines throughout, updating the terms “San Diego Freeway” to “Interstate 405” and “Ventura Highway” to “U.S. Route 101” throughout, hyphenating two (2)-word modifiers before the noun throughout, etc.
- Updating the maps and map references to reflect corrections, previous amendments, and integrate maps that were separated on multiple pages.

### ***Plan Review Board Updates***

- Amending Section 15 of the Specific Plan regarding the Plan Review Board’s (PRB) appointment process and composition to assign one (1) board member to represent each of the six (6) communities, rather than two (2) board members per council district, and clarifying qualifications and term limits for PRB board members.
- Clarifying department roles and responsibilities in Section 15 related to their work with the PRB.

## **DISCUSSION AND KEY ISSUES**

### ***Signage and Administrative Clearance Review Streamlining***

For many small businesses, putting up a sign and letting the community know the business exists at a particular location is critical to the success of the business. While the COVID-19 pandemic has been financially difficult for many businesses, for many years prior to the pandemic and still today, the installation of signs in the Specific Plan area was and is burdensome for new businesses. The existing Specific Plan requires that signs that require permits be filed as a Project Permit Compliance case, which requires staff time to process as well as filing fees, and this in turn means that the permits are appealable because the Project Permit Compliance process is a discretionary action. Furthermore, after the close of the appeal period the case requires clearance and sign-off, and more fees, at the Development Services Center prior to the issuance of the permit. This approval process can take months and costs these businesses thousands of dollars in addition to the time and cost of the actual sign installation.

The fee to file a sign case, per LAMC Section 19.01 G and 19.05 A.1, is \$3,757.65, including the environmental case filing fee, which has an associated fee of \$556.00 for categorical exemptions and \$6,640.30 for negative declarations, etc.. If the sign is approved, the applicant must also undergo the condition clearance process which takes additional time and expense, per LAMC Section 19.04, in the amount of \$2,499.36. The total cost to the applicant is \$6,257.01. This amount does not include the permit fees, plan printing cost, expediting services (if utilized), etc.

In addition to the time and money, the calculation of allowable sign area is burdensome to small businesses under the existing Specific Plan. “Lot frontage” is a term that is undefined, and under the current interpretation means that the calculation is based on every street frontage a lot can have. For example, for a mid-block lot, there would be a simple, single “lot frontage,” corner lots would have two (2) street frontages that would be calculated for the “lot frontage,” and lots with streets on three sides would have three street frontages for a larger “lot frontage.” This calculation becomes particularly tricky for multi-tenant and/or multi-story shopping centers. For a single tenant to erect a sign for their tenant space, they must research and demonstrate permit compliance for all of the signs of other tenants on the lot. This documentation is time-consuming and costly for the single business owner. Calculating sign area for the tenant on

the single tenant space, would be a more streamlined approval process for both the tenant and staff to review compliance, which would facilitate the proposed Administrative Clearance Review.

While the Administrative Clearance Review process more formally creates this new terminology for the Specific Plan, other work that was previously identified in the “Project” definition in Section 4 of the Specific Plan had always been considered as such (interior construction or simple changes of use), as shown below (bolding for emphasis):

**Current Section 4 definition- PROJECT:** Any grading, construction, erection, addition to, or structural alteration of any building or structure, a use of vacant land, or change of use on a lot located in whole or in part within the Specific Plan area, which requires the issuance of any building permit, demolition permit, excavation permit, foundation permit, grading permit, or sign permit. **A Project shall not include interior construction or a change of use unless it (a) increases the floor area; or (b) increases the number of Trips; or (c) increases parking requirements pursuant to Section 7 F of this Specific Plan; or (d) includes a change of use which is not consistent with those permitted by Section 5 A 3 of this Specific Plan.**

The current review for these changes of use and tenant improvements is an informal version of the Administrative Clearance Review as no clear process was defined. By defining the process of Administrative Clearance Review for these Projects, the Proposed Ordinance clarifies precisely how they should be reviewed, while adding the additional Project type to allow for signage that complies with the Specific Plan’s sign regulations to be reviewed in a similar manner.

### ***Modernizing to Align with the Processes and Procedures Ordinance and Mobility Element 2035***

As part of the Citywide zoning code update effort, and to make zoning regulations more user-friendly, transparent, and predictable, the new Processes and Procedures Ordinance (Ordinance No. 187,712) systematically reorganizes the administrative provisions of the Zoning Code. This Ordinance became effective on January 23, 2023 and becomes operational on January 22, 2024. The current Specific Plan references LAMC Sections 11.5.7 and other code sections from Chapter 1 throughout, which will be out-of-date with this new Processes and Procedures Ordinance.

The Mobility Plan 2035 (Ordinance No. 184,718) was originally adopted in 2015 to update and replace the older Circulation Element. The Mobility Plan 2035 changed street designations, including nomenclature: “Major and Secondary Highways” were recast as “Boulevards” and “Avenues.” However, Sections 7.E.1.f and 7.E.1.g of the Specific Plan continue to reference “buildings abutting a major or secondary highway” which are terms from the dated and now obsolete Circulation Element.

### ***Language Clean-Up***

The Specific Plan cites parts of the LAMC that are outside of Chapter 1, for example the building code that applies to signs, building codes, etc. is found in Chapters II, VI, and IX. Some of the original code sections must have shifted because the references in the Specific Plan often pointed to incorrect sections or sections that do not exist.

Over time, boundaries for various jurisdictions change as do various government bodies. In 1999 as a result of an amendment to the City Charter, a neighborhood council system was

established<sup>8</sup>. In 2002, the Hollywood Hills West Neighborhood Council was established<sup>9</sup> which brought out a clearer sense of identity to the eastern edge of Ventura Boulevard as a separate community from Studio City. Where Ventura Boulevard turns into Cahuenga Boulevard, and because the road traverses a hill that is known as the Cahuenga Pass, that area is known as the Cahuenga Pass. The Specific Plan recognizes only five (5) communities instead of six (6) and lumps two (2) communities together to read as “Studio City/Cahuenga Pass” throughout.

Language referencing freeways by name instead of the highway and freeway numbering system is also in the Specific Plan. There is also an error in the Plan which designates the Area Planning Commission as the body which approves design guidelines. Per LAMC only the City Planning Commission is authorized to approve design guidelines. Additionally, while the Specific Plan boundary hasn't changed, map references throughout the Specific Plan use different numbering systems to reference map pages that in places show incorrect boundaries.

### ***Plan Review Board Updates***

When the Specific Plan was originally adopted in 1991, there were six (6) council offices that passed through this 17-mile long Specific Plan area. Since 1991, the area encompassed in the Specific Plan has been redistricted three times<sup>10</sup>, and as a result the size of the PRB has fluctuated over time.

- The original Specific Plan adopted February 16, 1991 (Ordinance No. 166,560<sup>11</sup>), specified that the PRB was to have 13 members: two (2) members for each of the six (6) Council Districts and one (1) Mayor Appointee. The council offices in place at that time were Council Districts 2, 3, 4, 5, 11, 13 that had been set in place by Redistricting Ordinance 161,863 (not online) on December 15, 1986.
- With the City Council Redistricting Ordinance of May 21, 1992 (Ordinance 167,983<sup>12</sup>), Council District 13 was removed from the boundary of the Plan area, and only Council Districts 2, 3, 4, 5, and 11 were within the boundaries of the Specific Plan.
- Perhaps as a result of the redistricting (staff reports were silent on this issue), the 1995 Specific Plan Amendment (Ordinance No. 171,240<sup>13</sup>) changed membership of PRB from 13 members to two (2) members per Council District plus one (1) Mayoral Appointee but did not specify a finite number of members in the revised language. Subsequent amendments to the Specific Plan have retained this language of appointment by Council Office (see the language of Section 15.A.2.a, below). This change shifted the number of board members from 13 to 11 with the change in council district representation of the Plan Area.
- In the Council Office Redistricting Ordinance 174,879<sup>14</sup> from June 11, 2002, Council Districts 2, 3, 4, 5 remained in the Plan area, but Council District 11 was removed, resulting in a total of nine (9) PRB board members.

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<sup>8</sup> What Are Neighborhood Councils, Department of Neighborhood Empowerment: <https://empowerla.org/about-neighborhood-councils/>

<sup>9</sup> Hollywood Hills Neighborhood Council, History: <https://www.hhwnc.org/about/>

<sup>10</sup> Previous council district maps can be found on the City Clerk website here: <https://clerk.lacity.gov/clerk-services/rmd/maps>

<sup>11</sup> Ordinance 166,560: <https://planning.lacity.org/pdiscaseinfo/document/MTE0MjA0/6d0d2d25-0f15-4c7d-b0c2-0a119627b1eb/or>

<sup>12</sup> Ordinance 167,983: [https://clkrep.lacity.org/onlinedocs/1991/91-2088\\_ORD\\_167983\\_10-27-1992.pdf](https://clkrep.lacity.org/onlinedocs/1991/91-2088_ORD_167983_10-27-1992.pdf)

<sup>13</sup> Ordinance 171,240: <https://planning.lacity.org/pdiscaseinfo/document/MTE3ODM0/6d0d2d25-0f15-4c7d-b0c2-0a119627b1eb/ord>

<sup>14</sup> Ordinance 174,879: [https://clkrep.lacity.org/onlinedocs/2002/02-0700-S2\\_ORD\\_174879\\_10-21-2002.pdf](https://clkrep.lacity.org/onlinedocs/2002/02-0700-S2_ORD_174879_10-21-2002.pdf)

- In the Council Office Redistricting Ordinance 182,168<sup>15</sup> on July 10, 2012, Council Districts remained 2, 3, 4, 5 in the Plan Area, maintaining the nine (9) PRB board members.
- With the Council Office Redistricting Ordinance 187,279<sup>16</sup> on December 17, 2021, Council Districts 3 and 4 remained in the Plan Area, but Council Districts 2 and 5 were removed, resulting in a reduction from nine (9) to five (5) PRB board members.

As such, the most recent round of redistricting that took effect in 2022 reduced the number of Council offices overseeing the Specific Plan from four (4) to two (2); the map that shows four (4) council offices is showcased in the map prior to redistricting which is the 2016 edition<sup>17</sup> and the map that shows two (2) council offices is showcased in the 2021 Redistricting map<sup>18</sup>. The Specific Plan Review Board, who oversees and makes recommendations on the items for transportation improvements identified above, as well as Specific Plan Exceptions and Amendments, is greatly affected by these changes because of how appointments are made per Section 15.A.2.a:

Two members shall be appointed by each of the Councilmembers of the Council Districts in which the Specific Plan area is located. One (1) member shall be appointed at large by the Mayor. The Councilmembers of the Districts in which the Specific Plan is located and the Mayor shall be considered appointing authorities for purposes of this Section.

This language, coupled with changing council districts, leads to an inconsistent number of Board members over time. This volatility has caused the communities that comprise the Corridor to be left in some instances with inadequate representation. The current language of the Plan would dictate that the board have five (5) members, but this arrangement is not reflective of the six (6) communities along the Corridor: Woodland Hills, Tarzana, Encino, Sherman Oaks, Studio City, and the Cahuenga Pass.

### **Board Size**

A 13-member board has been requested by both the Plan Review Board (**Exhibit F-1**: PRB Motion from August 3, 2023) and the Studio City Neighborhood Council<sup>19</sup> (**Exhibit F-2**). Prior to making any recommendation for the Board size, however, Planning Staff analyzed existing board structures relative to other commissions and boards in the City (**Exhibit E**). As a result, three (3) main options for member size and apportionment were considered by the Department.

The first option the Department considered was a 13-member board composed of two (2) appointees by community and one (1) mayoral appointee. While this option would provide equal representation and an additional member for every community, it would also come with significant drawbacks. Meeting quorum required under the Brown Act for a board of this size would be more difficult due to the challenge of finding a day and time for the regular meetings that works for a majority of the members. A larger board would also necessitate greater resource needs on the part of staff. Meetings would require more time for multiple reasons: each member would need a chance to speak on the items before the board, and there would be

<sup>15</sup> Ordinance 182,168: [https://clkrep.lacity.org/onlinedocs/2011/11-0187-s3\\_ord\\_182168.pdf](https://clkrep.lacity.org/onlinedocs/2011/11-0187-s3_ord_182168.pdf)

<sup>16</sup> Ordinance 187,279: [https://clkrep.lacity.org/onlinedocs/2020/20-0668-S7\\_ord\\_187279\\_12-10-21.pdf](https://clkrep.lacity.org/onlinedocs/2020/20-0668-S7_ord_187279_12-10-21.pdf)

<sup>17</sup> Map prior to redistricting (2016 edition):  
[https://ens.lacity.org/clk/rmdroot/clkrmroot574108873\\_01182017.pdf](https://ens.lacity.org/clk/rmdroot/clkrmroot574108873_01182017.pdf)

<sup>18</sup> 2021 Redistricting map:  
<https://geohub.lacity.org/datasets/76104f230e384f38871eb3c4782f903d/explore?location=34.020287%2C-118.412044%2C10.67>

<sup>19</sup> Studio City Neighborhood Council Community Impact Statement:  
[https://clkrep.lacity.org/onlinedocs/2017/17-1071-S1\\_CIS\\_04232023114249\\_04-23-2023.pdf](https://clkrep.lacity.org/onlinedocs/2017/17-1071-S1_CIS_04232023114249_04-23-2023.pdf)

difficulty reaching consensus on items. Another issue for staff would be the challenge of contacting a larger number of members for meeting coordination issues and tracking upcoming term expiration dates. The historic reduction of the 13-member board (established by Ordinance 166,560) that was reduced in size by Ordinance 171,240 also points to issues with having a board of this size.

A 13-member board would also be greater in size than commissions that carry formal decision making authority (as opposed to a recommending body) that oversee larger areas, such as the nine (9)-member City Planning Commission, or the five (5)-member area planning commissions.

The second option Staff considered was allocating membership based on segments per community for the overall length of the Corridor. This approach would guarantee at least one (1) member per community and would directly reflect the amount of specific plan area within each community. However, lengths along the Corridor do not lead to clear proportional membership numbers:

|                  |            |
|------------------|------------|
| CAHUENGA PASS -  | 1.33 miles |
| ENCINO -         | 3.47 miles |
| SHERMAN OAKS -   | 2.64 miles |
| STUDIO CITY -    | 3.84 miles |
| TARZANA -        | 2.11 miles |
| WOODLAND HILLS - | 4.28 miles |

As proportions of a person is not viable it was clear that the board would need to be expanded to such a size that it would surpass, in number, any other board the City oversees in order to be commensurate. For example, if the calculation for membership was done by the amount of linear mileage (and utilizing rounding to get whole numbers) for each community to determine the number of board members, the Board would have 17 members as shown below:

|              |            |
|--------------|------------|
| 1.33 miles = | 1 member   |
| 3.47 miles = | 3 members  |
| 2.64 miles = | 3 members  |
| 3.84 miles = | 4 members  |
| 2.11 miles = | 2 members  |
| 4.28 miles = | 4 members  |
| Total:       | 17 members |

This would be a much larger Board than any other the Department works with and larger than the City Council. As such, this option was deemed infeasible.

The third option considered was to allocate membership based on population of each of the six (6) communities. This approach would reflect other governing bodies in that representation would be proportional to population. However, not only would this cause the same issue of board size previously mentioned for membership by community length, but it would also add a volatility to the apportionment process and be based on census tracts which do not clearly align with the Specific Plan area. As communities grow and shrink in size, the Board would need to repeatedly be reconfigured to reflect the latest data. This apportionment would also require significant staff time in researching and evaluating community data on a time basis that would need to be determined. As such, this option was deemed infeasible.

### **Appointment Bodies for Board Members**

The Department also reviewed an alternative appointing authority, looking at the possibility of the neighborhood councils as an agency to appoint members to the PRB. The Studio City

Neighborhood Council statement<sup>20</sup> requests an appointment of two (2) members by community-one (1) appointed by the council office, and one (1) by the neighborhood council. It should be noted that the Encino Neighborhood Council Statement<sup>21</sup> (**Exhibit F-2**) does not request a specific number of members nor does it request a particular appointment.

While neighborhood councils are connected to the communities they represent, this approach would place the appointment process for the board out of line with other boards and commissions the Department works with. Entirely new appointment procedures would need to be created, with no precedent for the Department to consider. There would also be no clear designee for the Department to communicate with in the event the appointed member fails to comply with code of conduct standards, attendance requirements, etc. This alternative would also create issues with ensuring that term limits are followed. For example, if there is no consensus around replacement of a member to the Board, the seat could continue to be vacant for months on end. Thus, staff recommends that the Council office and Mayor's office continue to be the designating authorities for the PRB.

In addition, the motion from the PRB suggests that if two (2) Council Offices overlap in a community boundary that they should jointly approve a member. However, staff is aware of the political reality that elected officials do not always agree. Furthermore, requiring two (2) Council Offices to come to an agreement puts an additional burden on the council offices as it means that not only does the candidate need to be identified, the vetting and agreement process would be a shared responsibility.

### **Board Member Qualifications**

The Department also considered membership qualifications. The Plan currently requires that members be composed of "individuals who represent the varied interests of the community (e.g. business, residential, environmental, etc.)." The goals for membership include: balancing the need for a diverse Board that reflects the communities it serves, and ensuring that qualifications are not made overly burdensome, or that finding well-qualified individuals is not overly difficult for appointing authorities. Staff researched membership requirements for other similar Boards to serve as a starting point for the analysis. Every board required that members have a vested interest in the community the board oversees. Vested interest generally means that individuals:

- live in,
- work in,
- attend school in, or
- are involved in organizations that serve the community.

These qualifications ensure that members are familiar with the area, are knowledgeable of current issues and concerns, and would seek the best outcomes for the community. Staff concur that this requirement is a good baseline standard for members of the PRB.

Staff also analyzed additional, more specialized requirements of other boards/commissions. Several boards require professional expertise or education requirements. For example, the Historic Preservation Boards usually require at least one (1) member be an architect experienced in the field of preserving historic structures. While staff considers this a worthwhile requirement for Boards which are tasked specifically with historic review, it is not a necessary requirement for the PRB. The Specific Plan is oriented towards regulating uses, height, and public right-of-way improvements, and the Plan Review Board does not review development projects unless the projects require a Specific Plan Exception or a Specific Plan Amendment. In these instances, the Plan Review Board is tasked with analyzing the project and its conformance with the goals, standards, and intent of the Specific Plan. For these cases,

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<sup>20</sup> See Footnote #20

<sup>21</sup> Encino Neighborhood Council Statement:

[https://clkrep.lacity.org/onlinedocs/2017/17-1071-s1\\_CIS\\_03232023024951\\_03-23-2023.pdf](https://clkrep.lacity.org/onlinedocs/2017/17-1071-s1_CIS_03232023024951_03-23-2023.pdf)

however, the PRB has adopted a policy to concur with the neighborhood council recommendation for the Specific Plan Amendment or Exception that comes before the Board. As noted above, the Plan Review Board's purview otherwise is more focused around transportation issues and funding for transportation. While other boards may provide a model for types of qualification requirements, the review and analysis highlighted the specific needs required for different review boards, and in this instance daylighted the need for the membership to have more transportation experience for the Ventura-Cahuenga Boulevard Corridor Specific Plan.

### **Administrative Duties for the Board**

Staff researched several different models for how best to run and keep records for the Plan Review Board. Currently, Planning staff are responsible for drafting the meeting agenda, arranging logistics for the meeting, and coordinating with board members to ensure quorum is reached. This coordination is handled through the Project Planning team, whose core responsibility is to process cases.

Record-keeping is an area where changes would better serve the interests of the community. The current language of the Plan does not designate who should be responsible for record keeping of minutes or motions by the Board. Project Planning staff have taken minutes in years past, but the pressures of their caseloads, which is their primary focus, has made this practically infeasible. Therefore, meeting minutes, board motions and votes, have been kept on an inconsistent basis. Without proper record-keeping, motions have gone unrecorded, and staff have observed multiple meetings that have raised the same topic with no resolution because there have not been minutes to refer to for past conversations. These gaps highlight the need for a consistent way to take meeting minutes, and keep a record of votes.

To resolve this issue, staff looked at several alternative models. Some Neighborhood Councils, for example, hire a secretarial service to take meeting minutes, keep a record of the votes, and transmit those items. However, such a service requires a budget not allocated to the Plan Review Board. Design Review Boards, however, have city staff that are assigned to keep a record of the votes on items before the board which are primarily cases for development projects, and therefore part of a case file. This Plan Review Board does not review cases in the way Historic Preservation Overlay Zone Boards or Design Review boards do, however, and as noted above, Project Planning staff can no longer meet the demand to take minutes.

The Trust Fund for which the Ventura Plan Review Board recommends expenditures is managed by the Department of Transportation (DOT), but coordination is required between the Plan Review Board, Planning, and DOT. There is currently no standard process established for drafting findings when the Board recommends projects that receive funding. This has led to inconsistent record-keeping of how these projects have served the goals of the Specific Plan.

### **Board Term Limits and Endings**

The Plan Review Board's membership is limited to two (2) four (4)-year terms which is in line with other, similar boards the Department oversees (Section 15.A.4 of the Specific Plan). Design Review Boards, and Historic Preservation Boards also utilize four (4)-year terms for their members.

The PRB's motion concerning the Proposed Ordinance recommended no term limits for Board members. Term limits are a generally recognized best practice for many appointed or elected positions for several reasons, which include that term limits:

- Make appointments more predictable and the board composition more relatable to the communities as time progresses.

- Allow for other members of the community to gain experience and bring new perspectives to the board.
- Provide appointing bodies the opportunity to remain attuned to the membership and actions of boards.
- Guide expectations of appointees for their commitment terms.

While one (1) reason cited for eliminating term limits was that public projects that take place in the right-of-way require long-term oversight for their installation, staff believe that appropriate training and record-keeping for those items would facilitate a streamlined transitions between outgoing and incoming board members for new members to carry on the work of their predecessors.

One area that ought to be addressed is noticing for term endings. There is currently no regulation within the Specific Plan or LAMC to govern how members and their appointing Council office are notified of a member's term expiring. This has resulted in inconsistent enforcement of term limits. Council offices are often unaware of upcoming expiration dates for their appointees. Alternately, members themselves are not made aware of their service coming to an end. The absence of a standardized procedure or regulation has also resulted in inconsistent record-keeping of membership terms. The resulting system leaves all parties involved without necessary information to ensure consistent application of the term limits. Furthermore, while it has been the practice, no code requires that Council offices be required to submit to the Planning Department letters of appointment for all members of the Plan Review Board.

## RECOMMENDATIONS

### ***Signage and Administrative Clearance Review Streamlining***

To clarify the onerous wall sign area calculation for applicants and staff a new definition for "tenant frontage" has been added:

**TENANT FRONTAGE.** The linear length of a building's primary frontage of a tenant space, hotel, or lobby or entrance that serves a residential use along a public street or right-of-way, driveway, or pedestrian walkway or plaza. Tenant frontage length shall be calculated separately for each building story.

In addition, the definition for "Project" has been broken into two (2) different definitions in the Proposed Ordinance to distinguish between work that is administrative clearance review and work that is discretionary. In addition to adding a definition for "tenant frontage," a new definition of "Project, Administrative Clearance Review" has been added, and the original term of "Project" has been amended to "Project, Discretionary Review."

The new definition for Administrative Clearance Review clearly calls out which work qualifies for that this streamlined process:

**Revised Section 4 definition- PROJECT, ADMINISTRATIVE CLEARANCE REVIEW:** A ministerial approval/disapproval issued by the Director of Planning for Projects in this Specific Plan that is obtained pursuant to Section 9A of this Plan and the applicable Specific Plan regulations. Sign permits, interior construction or a change of use that does not (a) increase the floor area; or (b) increase the number of Trips; or (c) increase parking requirements pursuant to Section 7F of this Specific Plan; or (d) include a change of use which is not consistent with those permitted by Section 5A.3 of this Specific Plan are eligible for administrative clearance review.

By defining the new process for signage, interior construction, and/or simple changes of use as Administrative Clearance Review, this Proposed Ordinance will streamline review for that work, and enable the Specific Plan to allow for a faster, more cost-effective process for businesses (the cost would be, per LAMC Section 19.04, under \$400 in lieu of the current fees noted above which are over \$6,000), which will help these businesses.

It should be noted that this streamlining in the Proposed Ordinance aligns with Mayor Bass's recently issued Executive Directive No. 4, Issued June 22, 2023<sup>22</sup> that directs the Los Angeles Business Steering Committee (LABSC) in Items 1 and 2 to:

1. Review and assess their respective department's fees and taxes that apply to businesses and identify reasonable reductions that can be made to promote business creation and growth. Evaluate the cost of doing business within the City and discern how small businesses are experiencing these costs.
2. Assess the existing processes and timelines associated with starting a new business, expanding an existing one, and contracting directly or indirectly with the City. Develop a streamlined and modernized road map for navigating City processes in order to simplify businesses' engagement with the City.

The Proposed Ordinance aligns with this Directive in that the Administrative Clearance Review fees are significantly less than the current Project Permit Compliance fees, and the process is streamlining the ability for businesses to do certain types of interior construction and changes of use, and to install business signs. Across the City of Los Angeles, areas that have no special overlay or other regulations, sign permits are administratively cleared. However, some specific plans or other overlays made this approval discretionary, which has been challenging both for businesses applying for the signs as well as the staff processing these cases. In addition to parts of the City outside of overlays, several of the Community Design Overlay areas already administratively clear new signs. The Westwood Specific Plan recently removed the discretion to be more business-friendly and for the same reason, this proposed Specific Plan Amendment does the same. The Administrative Clearance Review process would only be applicable for signs that comply with Section 8 of the Specific Plan.

### ***Modernizing to Align with the Processes and Procedures Ordinance and Mobility Element 2035***

References to the updated code sections in the Processes and Procedures Ordinance are included in the Proposed Ordinance to modernize the Specific Plan. All language regarding Project Permit Compliance, references to Section 11.5.7 of the LAMC, and other Specific Plan processes (Project Permit Adjustment, Specific Plan Exception, etc.) have been updated with references to Part 13.B of Chapter 1A of the code, with the new names of processes as well (Project Permit Compliance/Project Compliance, Modification of a Project Permit Compliance/Modification of Entitlement, Project Permit Adjustment/Project Adjustment, Specific Plan Exception/Exception of Entitlement).

This Proposed Ordinance also updates the language in the Specific Plan to reflect current terminology for "Boulevards" and "Avenues" as found in the Mobility Plan 2035.

### ***Language Clean Up***

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<sup>22</sup> Executive Directive No. 4:

<https://mayor.lacity.gov/sites/g/files/wph2066/files/2023-06/ED%204%20-%20Identifying%20Barriers%20to%20Small%20Business%20Creation%2C%20Development%20and%20Growth%20%281%29.pdf>

All code references to other chapters of the LAMC have been updated to reflect the current code sections.

In recognition of the distinct community of the Cahuenga Pass, the language in the Plan has been amended to identify six (6) communities instead of five (5) by updating “Studio City/Cahuenga Pass” to read as “Studio City” and “Cahuenga Pass,” and calls out Cahuenga Pass’s boundaries in Section 1.B.

References to place-referencing freeway names such as “the San Diego Freeway” and “Ventura Highway” have been updated to the freeway/highway number system so “Interstate 405” and “U.S. Route 101” are used respectively throughout. This Specific Plan Amendment also corrects language that identifies the City Planning Commission is the body who approves design guidelines. Additionally, map references throughout the Specific Plan have been updated to reference the corrected maps (**Exhibit B**) that came from the GIS system.

Both the modernization and language clean up should make it easier for staff and the public to understand the references and regulations in the Plan.

### ***Plan Review Board Appointments***

#### **Board Size**

After reviewing other boards in the City (**Exhibit E**), the Department’s recommendations are for a seven (7) person board. The proposed seven (7)-member board is in conformance with the number of members on Design Review Boards which is five (5) to seven (7), and Historic Preservation Overlay Zone Boards which is also five (5) to seven (7), and is larger than Area Planning Commissions that have five (5) members, but less than the City Planning Commission that have nine (9) members.

Every community would have one (1) designated representative appointed by the corresponding Council District, with one (1) appointment from the Mayor. In the event that one (1) community is represented by more than one (1) council office, the Councilmember overseeing the majority of the community’s area within the Specific Plan would be responsible for appointing the member. This composition would ensure that every community is represented, and that the PRB would be in line with other similar boards and commissions the Department oversees. For example, the board with a long geographic corridor jurisdiction that is most like the one (1) the Ventura Corridor oversees is the Mulholland Scenic Parkway Specific Plan (MSPSP) Design Review Board (DRB). The MSPSP is longer, approximately 26 miles long (as noted earlier in this report, the Ventura-Cahuenga Corridor is approximately 17 miles long), and the Mulholland DRB has seven (7) members. The Mulholland DRB reviews and provides recommendations on development projects within the MSPSP area, and ultimately has a similar objective: implementation of the Specific Plan. Staff believes the seven (7)-member board is a sufficient size to represent the needs of the communities comprising the Corridor.

Logistically, seven (7) members on a board is easier to manage than a larger board as it allows for simpler scheduling and therefore a better ability to attain quorum. Finding members to volunteer their time for these boards can be a challenge- so limiting the board to no more than seven members should make it easier for the Council Offices to appoint. Larger boards with more members can be difficult to find a time where everyone can attend, and quorum therefore is more difficult to attain. With a clear number of seven (7) members, each community will have a “voice,” and will remain regardless of redistricting.

#### **Appointment Bodies for Board Members**

An appointment process by neighborhood council is out of line with any other board the Department works with, and as such, staff recommend retaining the standard language of the Council Office with the most area in the community to have the appointment authority.

### **Board Member Qualifications**

Given that the Council has given clear direction that Board diversity be a goal, Staff proposes that the PRB ought to be comprised of board members that:

- work in,
- live within,
- own property or a business in,
- use alternative modes of transportation and/or represent a non-profit that supports alternative transportation modes,
- are a person with a disability and/or represent a non-profit that advocate for accessibility improvements for people with disabilities,
- serve the community (i.e. volunteers or serves on the board of a community organization) within the Specific Plan area

This composition would ensure that a variety of perspectives are considered when making decisions impacting the Corridor as a whole. Residents, employees, transit users, accessibility advocates, and volunteers in the Plan Area would have a designated voice on the board who can use their personal experience to contribute to a rich analysis of development and right of way proposals before the board.

### **Administrative Duties for the Board**

Given the complex nature of the Specific Plan being administered by two (2) departments (Planning and DOT), the Proposed Ordinance recommends that the meetings should be documented, archived, and maintained.

In addition, the Proposed Ordinance envisions that staff from DOT to track and maintain records of motions regarding any transportation fund expenditures. If any findings are required to be made for a fund expenditure, DOT would be in charge of making the findings, with assistance from Planning as necessary. With this framework, Transportation staff's expertise is used to outline how projects utilizing money from the fund are appropriate expenditures and serve the public interest in a consistent manner that will ensure accurate and consistent recordkeeping.

### **Board Term Limits and Endings**

Staff recommends maintaining the existing four (4)-year term length. The limit of two (2) consecutive terms is similarly in-line with the same boards mentioned previously, and staff recommends maintaining this term limit. In addition, the Proposed Ordinance places an eight (8)-year limit over all terms that a member may serve whether consecutive or non-consecutive.

In the interest of consistency, equity, and diversity, staff recommend retaining term limits.

The Proposed Ordinance proposes that written correspondence from the Planning Department (in terms of letters of term expiration or other necessary communication regarding board member appointments such as prolonged absences) be mandated in the Plan, by adding the following language to Section 15.A.5 of the Specific Plan:

The Department of City Planning shall notify, in writing, the board member and appointing councilmember of the upcoming expiration of term prior to the end of the members term limit.

Assigned Planning Department staff would be required to keep a record of those letters and all appointees' official start date and expiration date. Standardizing this process will ensure that Council offices are given notice with enough time to find an appropriate replacement for their appointee(s) to the Board.

With the proposed amendments for the Plan Review Board section, the board's appointment process is improved, and community representation is achieved, as well as clarification of responsibilities working with the Board for City Departments, and qualifications and responsibilities for board members.

## **CONCLUSION**

Staff recommends adoption of the Proposed Ordinance to amend the Ventura-Cahuenga Boulevard Corridor Specific Plan to streamline, modernize, clean-up, and clarify the implementation of the Specific Plan, to make the plan more business-friendly, easier to understand and implement, and more representative of the community. To that end, the Proposed Ordinance would create an Administrative Clearance Review process for reviewing signage and minor change of use projects; align the Plan Review Board appointments to be more reflective of the community they represent; facilitate administration of the PRB, modernize processes and references to reflect adopted ordinances and resolutions; and fix grammatical errors and typos. The Proposed Ventura-Cahuenga Boulevard Corridor Specific Plan is attached herein as **Exhibit A**.

## FINDINGS

### Project Location

The Specific Plan corridor spans over 17 miles in length, includes more than 1,200 acres of land, and regulates over 4,300 individual parcels of land. It comprises parcels that front on Ventura Boulevard as well as adjacent boulevards including Topanga Canyon Boulevard, Reseda Boulevard, Sepulveda Boulevard, and Van Nuys Boulevard. The Specific Plan boundaries include properties and rights-of-way along Ventura Boulevard, spanning from the Dry Canyon-Calabasas Flood Control Channel west of Woodlake Avenue in Woodland Hills, to Cahuenga Boulevard four (4) lots (approximately 209 linear feet) east of Oakcrest Drive in Cahuenga Pass. A detailed map of the area is included as **Exhibit B, Plan Maps 1 to 14** that accompany the Proposed Ordinance for the Specific Plan.

### 1. City Charter Findings

**Charter Sections 556 and 558** - The City Charter was adopted by voters at the General Municipal Election held June 8, 1999, and sets forth various provisions related to City Departments. Charter Sections 556 and 558 require the City Planning Commission and City Council to adopt the following findings when taking any action to (i) create or change a zone or zoning district created for the purpose of regulating the use of land, or (ii) zoning the permissible uses, height, density, bulk, location or use of buildings or structures, size of yards, open space, setbacks, building line requirements, and other similar requirements, including specific plan ordinances:

- (1) The zoning ordinance is in substantial conformance with the purposes, intent, and provisions of the General Plan.
- (2) The zoning ordinance is in conformity with public necessity, convenience, general welfare, and good zoning practice.

The Proposed Ordinance (**Exhibit A**) amends the Ventura-Cahuenga Boulevard Corridor Specific Plan (Ordinance Nos. 166,560, 166,837, 168,644, 171,240, 174,052, and 185,650) as per the following overview of the types of revisions and clarifications that are proposed (full text of changes in **Exhibit A**):

- a. Changing the definition of “Project” in Section 4 of the Specific Plan to include a proposed ministerial Administrative Clearance Review process for sign permits, interior tenant improvements, and changes of use that will not increase the floor area, increase the number of vehicle trips, increase parking requirements, or permit a change of use to a use that is not already permitted by the Specific Plan, and to clarify the types of projects that would require Discretionary Review.
- b. Adding the definition of “Tenant Frontage” in Section 4 to clarify the metric for calculating sign area.
- c. Clarifying the wording in Section 8, entitled “Sign Regulations,” specifically:
  - i. Revising language for wall sign area calculation from “lot frontage,” which is undefined in the Los Angeles Municipal Code (LAMC) to the newly defined term “tenant frontage.”
  - ii. Clarifying that a secondary wall sign would be calculated from the same tenant frontage calculation.
  - iii. Replacing the term “lot frontage” (undefined) from Monument Sign calculations with the term “street frontage” (defined) to match LAMC Section 14.4.8 for Monument Signs.
- d. Adding language to Section 9 to outline the Administrative Clearance Review process, and distinguish it from other Discretionary Reviews, such as Project Compliance, Project Adjustments, Exception of Entitlements, etc.

- e. Adding references to the new Chapter 1A of the LAMC (Processes and Procedures Ordinance, effective 1/23/23, operative 1/22/24) throughout the Specific Plan.
- f. Updating street designation names in Section 7 to match the Mobility Plan 2035.
- g. Updating references to out-of-date LAMC citations and clarifying cross-references to chapters that reside outside of Chapter 1 in the LAMC.
- h. Updating references in the existing Specific Plan from “five (5) communities” to “six (6) communities” to divide the existing “Studio City/Cahuenga Pass” into two (2) distinct communities, i.e., “Studio City” and “Cahuenga Pass,” and updating Section 1.B of the Specific Plan to identify the boundaries for these two (2) distinct communities.
- i. Correcting typos/grammatical errors, as well as terminology corrections within the document, such as updating the Specific Plan name to “Ventura-Cahuenga” instead of “Ventura/Cahuenga” throughout, in Section 4 correcting PM to AM for the morning peak hour traffic definition, consistently referencing City Planning Commission for urban design guidelines throughout, updating the terms “San Diego Freeway” to “Interstate 405” and “Ventura Highway” to “U.S. Route 101” throughout, hyphenating two (2)-word modifiers before the noun throughout, etc.
- j. Updating the maps and map references to reflect corrections, previous amendments, and integrate maps that were separated on multiple pages.
- k. Amending Section 15 of the Specific Plan regarding the Plan Review Board’s (PRB) appointment process and composition to assign one (1) board member to represent each of the six (6) communities, rather than two (2) board members per council district, and clarifying qualifications and term limits for PRB board members.
- l. Clarifying department roles and responsibilities in Section 15 related to their work with the PRB.

Most changes with the Proposed Ordinance are administrative in nature, and modify the text of the Specific Plan without any land use impacts (e.g. language clean up, Plan Review Board appointments). However, the shift from requiring discretionary review for new signage in the Specific Plan to a more streamlined administrative clearance review process for signage, and by defining this process as the appropriate method for reviewing tenant improvements and changes of use, and the clarifying calculation methodologies based on “tenant frontage” or “street frontage” in lieu of “lot frontage” for wall and monument signs— these improvements are land-use regulations could have tangible impacts because these are the only scopes of work with impacts on the built environment. This change to add an Administrative Clearance Review process is intended to be business-friendly: to help businesses in erecting signs, or to move into an existing space more readily. As such, the findings below center around commercial land uses. This section provides relevant goals, objectives, policies, and programs that are established in the General Plan that form the basis for Staff’s recommended actions for the Proposed Ordinance.

Based on the City Charter, the above findings are required for the Proposed Ordinance. The Proposed Ordinance is in substantial conformance with the purposes, intent, and provisions of the General Plan, as noted below:

### **General Plan Findings**

The City of Los Angeles’ General Plan consists of the Framework Element, seven (7) required Elements that are mandated by State law, including Land Use, Mobility, Housing, Conservation, Noise, Safety, and Open Space, and optional Elements including Air Quality, Service Systems, and Plan for a Healthy Los Angeles. Thirty-five individual community plans comprise the Land Use Element

for the City of Los Angeles. The Ventura-Cahuenga Corridor is located in three (3) of these individual Community Plans: the Canoga Park - Winnetka - Woodland Hills - West Hills Community Plan, the Encino - Tarzana Community Plan, and the Sherman Oaks - Studio City - Toluca Lake - Cahuenga Pass Community Plan.

### Framework Element

The City of Los Angeles' General Plan's Framework Element<sup>23</sup> was adopted August 8, 2001, and is a strategy for long-term growth that sets a citywide context to guide the subsequent amendments of the City's community plans, zoning ordinances, and other pertinent programs. The project complies with the following goals and objectives of the Framework Element:

**GOAL 3A** *A physically balanced distribution of land uses that contributes towards and facilitates the City's long-term fiscal and economic viability, revitalization of economically depressed areas, conservation of existing residential neighborhoods, equitable distribution of public resources, conservation of natural resources, provision of adequate infrastructure and public services, reduction of traffic congestion and improvement of air quality, enhancement of recreation and open space opportunities, assurance of environmental justice and a healthful living environment, and achievement of the vision for a more livable city.*

**Objective 3.1** Accommodate a diversity of uses that support the needs of the City's existing and future residents, businesses, and visitors.

**Objective 3.4** Encourage new multi-family residential, retail commercial, and office development in the City's neighborhood districts, community, regional, and downtown centers as well as along primary transit corridors/boulevards, while at the same time conserving existing neighborhoods and related districts.

**Policy 3.413** Establish incentives for the attraction of growth and development of districts, centers, and mixed-use boulevards targeted for growth that may include: ...

- d. Streamlined development review processes
- e. "By-right" entitlements for development projects consistent with the community plans and zoning

Ventura Boulevard is a major transit corridor and is identified as a location to be a Moderate Plus Transit Enhanced Street in the Mobility Plan 2035<sup>24</sup>. By adopting a process of Administrative Clearance Review, the Proposed Ordinance complies with this goal, objectives, and policies by facilitating a business's ability to open along a transit corridor. With an Administrative Clearance Review for certain interior improvements and changes of use, the capacity for a new business to move into a new space is easier, since a case would not need to be filed, which would take time and money above and

<sup>23</sup> General Plan Framework Element is online at: <https://planning.lacity.org/cwd/framwkw/contents.htm>

<sup>24</sup> Mobility Plan 2035 is online at: [https://planning.lacity.org/odocument/523f2a95-9d72-41d7-aba5-1972f84c1d36/Mobility\\_Plan\\_2035.pdf](https://planning.lacity.org/odocument/523f2a95-9d72-41d7-aba5-1972f84c1d36/Mobility_Plan_2035.pdf)

beyond the improvements. And in streamlining the sign review, the business is able to advertise for themselves immediately. By allowing these commercial spaces to be more readily improved, these changes (including interior alterations related to tenant improvements) support fiscal and economic viability with a diversity of uses that support the needs of residents, visitors, and businesses.

The fee to file a sign case, per LAMC Section 19.01 G and 19.05 A.1, is \$3,757.65, including the environmental case filing fee, which has an associated fee of \$556.00 for categorical exemptions and \$6,640.30 for negative declarations, etc.. If the sign is approved, the applicant must also undergo the condition clearance process which takes additional time and expense, per LAMC Section 19.04, in the amount of \$2,499.36. The total cost to the applicant is \$6,257.01. This amount does not include the permit fees, plan printing cost, expediting services (if utilized), etc. By defining the new process for signage, interior construction, and/or simple changes of use as Administrative Clearance Review, this Proposed Ordinance will streamline review for that work, and enable the Specific Plan to allow for a faster, more cost-effective process for businesses (the cost would be, per LAMC Section 19.04, under \$400 in lieu of the current fees noted above which are over \$6,000), which will help these businesses.

**GOAL 3D** *Pedestrian-oriented districts that provide local identity, commercial activity, and support Los Angeles' neighborhoods.*

**Objective 3.8** Reinforce existing and establish new neighborhood districts which accommodate a broad range of uses that serve the needs of adjacent residents, promote neighborhood activity, are compatible with adjacent neighborhoods, and are developed as desirable places to work and visit.

**Goal 3E** Pedestrian-oriented, high activity, multi- and mixed-use centers that support and provide identity for Los Angeles' communities.

**Policy 3.9.5** Promote pedestrian activity by the design and siting of structures in accordance with Pedestrian-Oriented District Policies 3.16.1 through 3.16.3

**GOAL 3H** *Lower-intensity highway-oriented and local commercial nodes that accommodate commercial needs outside centers and districts.*

**Objective 3.12** Generally, maintain the uses, density, and character of existing low-intensity commercial districts whose functions serve surrounding neighborhoods and/or are precluded from intensification due to their physical characteristics.

**GOAL 3L** *Districts that promote pedestrian activity and provide a quality experience for the City's residents.*

**Objective 3.16** Accommodate land uses, locate and design buildings, and implement streetscape amenities that enhance pedestrian activity.

**Objective 5.8** Reinforce or encourage the establishment of a strong pedestrian orientation in designated neighborhood districts, community centers, and pedestrian-oriented subareas within regional centers, so that these districts and centers can serve as a focus of activity for the surrounding community and a focus for investment in the community.

By streamlining changes of use and interior construction, the Proposed Ordinance is allowing these commercial spaces to be more readily improved, which include interior alterations related to tenant improvements that help a business comply with building and safety codes. These improvements provide additional opportunities for businesses to exist and thrive in neighborhood serving areas within walking distance which in turn is vital for a healthy pedestrian environment. Further, by facilitating a business's ability to install a sign quickly and more readily under the streamlined administrative process, the pedestrian experience is improved by helping orient those walking to the businesses nearby.

**GOAL 7B-** *A City with land appropriately and sufficiently designated to sustain a robust commercial and industrial base.*

**Objective 7.2** Establish a balance of land uses that provides for commercial and industrial development which meets the needs of local residents, sustains economic growth, and assures maximum feasible environmental quality.

**Policy 7.2.2** Concentrate commercial development entitlements in areas best able to support them, including community and regional centers, transit stations, and mixed-use corridors. This concentration prevents commercial development from encroaching on existing residential neighborhoods.

**Policy 7.2.3** Encourage new commercial development in proximity to rail and bus transit corridors and stations.

**Policy 7.2.4** Ensure that the City has enough capacity to accommodate the development of general commercial uses which support community needs in all parts of Los Angeles.

In streamlining signage, changes of use, and interior construction with Administrative Clearance Review, the Proposed Ordinance is encouraging the reuse of existing commercial spaces on a transit corridor, that can help meet the needs of local residents and sustain economic growth, while reducing the impact on the environment as the space is being reused and improved. Further, this reuse retains the commercial uses in the areas that are best meant to accommodate neighborhood serving uses and support the local economy

**GOAL 7D** *A City able to attract and maintain new land uses and businesses.*

- Objective 7.4** Improve the provision of governmental services, expedite the administrative processing of development applications, and minimize public and private development application costs.
- Policy 7.4.1** Develop and maintain a streamlined development review process to assure the City's competitiveness within the Southern California region.
- Policy 7.4.2** Maximize opportunities for "by-right" development.
- Policy 7.4.3** Maintain development fee structures that do not unreasonably burden specific industry groups, are financially competitive with other cities in the region, and reduce uncertainty to the development community.

By streamlining signage, changes of use and interior construction through Administrative Clearance Review, the Proposed Ordinance is facilitating a business's ability to move into an existing space more readily, which is reducing their burden and making the process more akin to a by-right process. Additionally, the Administrative Clearance Review process will reduce the permitting fees a business is required to pay to move into their space. Overall, the Administrative Clearance Review process helps to create a pragmatic process that provides clarity and reduces uncertainty to the development community.

### ***Community Plans***

As noted above, the Ventura-Cahuenga Corridor traverses across three (3) community plans, which all set forth planning purposes, objectives, and policies for land uses within their boundaries. All the community plans state that their purposes are to promote an arrangement of land uses, streets, and services which will encourage and contribute to the economic, social and physical health, safety, welfare, and convenience of the people who live and work in the community. The three (3) community plans that the Ventura-Cahuenga Corridor is in are: the Canoga Park - Winnetka - Woodland Hills - West Hills Community Plan, the Encino - Tarzana Community Plan, and the Sherman Oaks - Studio City - Toluca Lake - Cahuenga Pass Community Plan.

The **Canoga Park – Winnetka - Woodland Hills Community Plan**<sup>25</sup>, was adopted August 17, 1999. The Proposed Ordinance would be in conformance with the following objectives, and policies of the Canoga Park - Winnetka - Woodland Hills Community Plan Community Plan:

**GOAL 2-** *An economically vital commercial sector offering a diversity of goods and services to meet the needs of the community plan area. This means that commercial land use policies must support maximum efficiency and accessibility of commercial development while preserving the historic commercial and cultural character of the district.*

<sup>25</sup> The Canoga Park-Winnetka-Woodland Hills Community Plan is online at: [https://planning.lacity.org/odocument/c2a26cca-955f-42ee-8eeb-332f05286c78/Canoga\\_Park-Winnetka-Woodland\\_Hills-West\\_Hills\\_Community\\_Plan.pdf](https://planning.lacity.org/odocument/c2a26cca-955f-42ee-8eeb-332f05286c78/Canoga_Park-Winnetka-Woodland_Hills-West_Hills_Community_Plan.pdf)

- Objective 2-1** To conserve and strengthen viable commercial development and encourage recycling of obsolete commercial development.
- Policy 2-1.1** Locate new commercial development in areas currently designated for such development.
- Objective 2-4** Reinforce the identity of distinct commercial districts through the use of design guidelines and development standards.
- Policy 2-4.1** Ensure that commercial infill projects achieve harmony with the best of existing development.

The **Encino - Tarzana Community Plan**<sup>26</sup>, was adopted December 16, 1998. The Proposed Ordinance would be in conformance with the following objectives, and policies of the Encino - Tarzana Community Plan:

**GOAL 2** – *A strong and competitive commercial sector which best serves the needs of the community through maximum efficiency and accessibility while preserving the historic commercial and cultural character of the district.*

- Objective 2-1** To conserve and strengthen viable commercial development.
- Policy 2-1.1** New commercial uses shall be located in existing established commercial areas or existing shopping centers.
- Objective 2-3** To enhance the identity of distinctive commercial districts and to identify pedestrian oriented districts (POD's).
- Policy 2-3.3** Ensure that commercial infill projects achieve harmony with the best of existing development.

The **Sherman Oaks - Studio City - Toluca Lake - Cahuenga Pass Community Plan**<sup>27</sup>, was adopted May 13, 1998. The Proposed Ordinance would be in conformance with the following objectives, and policies of the Sherman Oaks - Studio City -Toluca Lake - Cahuenga Pass Community Plan:

**GOAL 2** – *A strong and competitive commercial sector which best serves the needs of the community through maximum efficiency and accessibility while preserving the historic commercial and cultural character of the district.*

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<sup>26</sup> The Encino - Tarzana Community Plan is online at:

[https://planning.lacity.org/odocument/7d419ea7-e1b9-400d-8f7e-ea7f39822527/Encino-Tarzana\\_Community\\_Plan.pdf](https://planning.lacity.org/odocument/7d419ea7-e1b9-400d-8f7e-ea7f39822527/Encino-Tarzana_Community_Plan.pdf)

<sup>27</sup> The Sherman Oaks - Studio City -Toluca Lake - Cahuenga Pass Community Plan is online at:

[https://planning.lacity.org/odocument/8bd3ea98-b6d0-4408-aae7-ddca8f9df8ae/Sherman\\_Oaks-Studio\\_City-Toluca\\_Lake-Cahuenga\\_Pass\\_Community\\_Plan.pdf](https://planning.lacity.org/odocument/8bd3ea98-b6d0-4408-aae7-ddca8f9df8ae/Sherman_Oaks-Studio_City-Toluca_Lake-Cahuenga_Pass_Community_Plan.pdf)

- Objective 2-1** To conserve and strengthen viable commercial development.
- Policy 2-1.1** New commercial uses shall be located in existing established commercial areas or existing shopping centers.
- Objective 2-3** To enhance the identity of distinctive commercial districts and to identify pedestrian oriented districts (POD's).
- Policy 2-3.3** Ensure that commercial infill projects achieve harmony with the best of existing development.

The Proposed Ordinance meets the intent of the goals, objectives, and policies of these Community Plans by utilizing land use tools to enhance business opportunities in the Community Plan areas. The Proposed Ordinance would amend existing regulations to enable an easier process for a business to install a sign and through administratively clearly changes of uses, would facilitate a mix of uses and potentially help to successfully improve and re-open vacant spaces, allowing the Ventura-Cahuenga Corridor to function as a stronger commercial center for the surrounding community and the broader region of Los Angeles.

#### **Air Quality Element**

The Proposed Ordinance complies with the Air Quality Element<sup>28</sup>, which was adopted on November 25, 1992, by complying with the following goal, objective, and policies:

- Policy 4.2.4** Ensure that new development is compatible with pedestrians, bicycles, transit, and alternative fuel vehicles (Page 25 of pdf doc)

The introduction of the administrative clearance review process with the Proposed Ordinance will enable businesses to efficiently install pedestrian-oriented signage. For example, projecting signs are commonly utilized within multi-tenant centers to aid in wayfinding. Should businesses take advantage of this easier sign installation process for pedestrian signage, those traversing the Corridor by foot or bike will also be able to identify businesses more readily by not needing to view the business from the street to see the identification signage that is often oriented toward the main Boulevard. This will in turn contribute to a more pedestrian-friendly environment and disincentive vehicle miles traveled within certain communities along the Boulevard, and will thus result in less gas emissions.

#### **Health Element**

<sup>28</sup> Air Quality Element is online at:

[https://planning.lacity.org/odocument/0ff9a9b0-0adf-49b4-8e07-0c16f6ea70bc/Air\\_Quality\\_Element.pdf](https://planning.lacity.org/odocument/0ff9a9b0-0adf-49b4-8e07-0c16f6ea70bc/Air_Quality_Element.pdf)

The Proposed Ordinance complies with the Plan for a Health Los Angeles<sup>29</sup>, known as the Health and Wellness Element, which was adopted in spring of 2015, by complying with the following policy and implementation program:

**Policy 2.6 Repurpose underutilized spaces for health**

Work proactively with residents to identify and remove barriers to leverage and repurpose vacant and underutilized spaces as a strategy to improve community health

Since the adoption of the Specific Plan, businesses have identified the Project Permit Compliance process, which is the discretionary review process that is currently required by the Specific Plan, as a significant barrier to being able to take over vacant spaces, as told to the Planning Department by the Valley Industry and Commerce Association (VICA) and the Business Improvement District (BID) representatives from Studio City, Sherman Oaks, and Encino. Any new business identification signs would be required to undergo a process which can take weeks to months. Especially within the critical first few months of operation, it is imperative for a business to be able to identify itself and advertise. For landowners, this can pose a challenge to leasing empty space as prospective tenants may decide to operate in areas without such a requirement. The creation of an administrative process with the Proposed Ordinance will make this process easier and remove a significant barrier to businesses being able to successfully improve, occupy and re-open vacant spaces.

**Implementation Program P1- Healthy Building Design Guidelines:**

“exterior building design that promotes ‘eyes on the street’ and a ‘pedestrian oriented environment’ “

As stated previously, the introduction of the administrative clearance review process with the Proposed Ordinance will enable businesses to more easily install pedestrian-oriented signage, like projecting signs. This will in turn contribute to a more pedestrian-oriented environment.

**Mobility Plan 2035**

The Proposed Ordinance also complies with the Mobility Plan 2035<sup>30</sup>, originally adopted on August 11, 2015 and most recently amended September 7, 2016. Specifically, the Proposed Ordinance complies with the following initiatives and policies:

**Citywide General Plan Circulation System Maps**

Maps in the Mobility Plan 2035 that show the street designations for roadways in Los Angeles.

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<sup>29</sup> Healthy Places LA is online at: [https://planning.lacity.org/odocument/2442d4df-34b3-4683-8eb9-b5ea1182782b/Plan\\_for\\_a\\_Healthy\\_Los\\_Angeles.pdf](https://planning.lacity.org/odocument/2442d4df-34b3-4683-8eb9-b5ea1182782b/Plan_for_a_Healthy_Los_Angeles.pdf)

<sup>30</sup> Mobility Plan 2035 is online at: [https://planning.lacity.org/odocument/523f2a95-9d72-41d7-aba5-1972f84c1d36/Mobility\\_Plan\\_2035.pdf](https://planning.lacity.org/odocument/523f2a95-9d72-41d7-aba5-1972f84c1d36/Mobility_Plan_2035.pdf)

By updating the references in the Specific Plan to the nomenclature of street classifications designated in the Mobility Plan 2035, the Proposed Ordinance complies with that element of the General Plan.

**Policy 4.3 - Fair and Equal Treatment -**

Ensure the fair and equal treatment of people of all races, cultures, incomes, and education levels with respect to the development and implementation of citywide transportation policies and programs (page 123)

**Plan text from Policy 4.3:**

The City should strive to inform and involve environmental justice groups, community-based organizations, and all concerned residents in the planning and monitoring process of new and ongoing transportation policies and programs.

**Policy 4.4 - Community Collaboration**

Continue to support the role of community engagement in the design outcomes and implementation of mobility projects.

**Policy 4.10 - Public-Private Partnerships**

Encourage partnerships with community groups (residents and business/property owners) to initiate and maintain enhanced public rights-of-way projects.

The Proposed Ordinance includes a new requirement for the Plan Review Board to have members with a diversity of lived experience. The Board would have members who live in, work in, own property in, have experience with transit or cycling within, who is a person with a disability and/or represents a non-profit that advocates for accessibility improvements for people with disabilities, and who will serve the community in the Specific Plan area. This will ensure that community-based organizations will have a designated “voice” on the board. Given the PRB specifically is tasked with oversight of a mitigation fee which is utilized on public-right-of-way projects, it is imperative that the input of community groups is included. Further, ensuring a diversity of lived experiences will ensure a well-rounded discussion on the merits of various proposals before the board.

Further, the Proposed Ordinance is in conformity with public necessity, convenience, general welfare and good zoning practice, as noted below:

Compliance with the General Plan and Community Plans. As noted above, the Proposed Ordinance complies with the General Plan and Community Plans.

Public Necessity. The Proposed Ordinance is in conformity with public necessity because it will promote economic opportunity by introducing policies that help maintain a viable retail base in the Ventura-Cahuenga Corridor. Economic opportunity in all communities is essential to improve social equity and maintain the quality of life. A business-friendly environment is a requirement for protecting current jobs and developing new ones. The Proposed Ordinance addresses changing consumer needs and concerns raised by local business leaders.

Convenience. The Proposed Ordinance is in conformity with public convenience because it will enable smaller businesses to open more quickly and with smaller fees than before in the Ventura-Cahuenga Corridor. Commercial services are necessary for the well-being of residents, students, and visitors. Additionally, the business-friendly goals of this Specific Plan Amendment create opportunities for new establishments to serve nearby residents. For those residing within or near the Ventura-Cahuenga Corridor, this would reduce the need to drive greater distances to other communities, or cities outside Los Angeles, to dine, shop, or receive commercial services.

General Welfare. The Proposed Ordinance is in conformity with the general welfare because the Specific Plan Amendment will not change the range of neighborhood-serving land uses that are allowed by the Specific Plan. The Office of Zoning Administration will continue to review projects that may impact adjacent residential neighborhoods (generally establishments that sell or serve alcohol, provide live entertainment, etc.) on a case-by-case basis through an existing Conditional Use process pursuant to Section 13B.2.2 in Chapter 1A of the LAMC. Future discretionary development will still be required to undergo an environmental review process to ensure that impacts to health and safety are analyzed before permits are issued.

Good Zoning Practice. The Proposed Ordinance is in conformity with good zoning practice because its policies aim to support Citywide and community goals. The language clean-up and alignment of the Specific Plan with more recently passed regulations will be easier for City Staff and the public to comprehend. The Specific Plan Amendment will remove burdensome land use regulations regarding processes for signage, interior construction, tenant improvements, and changes of use in the Specific Plan, and in streamlining those processes support businesses in the Corridor. This facilitation for businesses aligns with the Executive Directive No. 4<sup>31</sup> from Mayor Bass.

## **2. General Plan Findings**

The City of Los Angeles' General Plan consists of the Framework Element, seven (7) required Elements that are mandated by State law, including Land Use, Mobility, Housing, Conservation, Noise, Safety, and Open Space, and optional Elements including Air Quality, Service Systems, and Plan for a Healthy Los Angeles. Thirty-five individual community plans comprise the Land Use Element for the City of Los Angeles. The Ventura-Cahuenga Corridor is located in three (3) of these individual Community Plans: the Canoga Park - Winnetka - Woodland Hills - West Hills Community Plan, the Encino - Tarzana Community Plan, and the Sherman Oaks - Studio City - Toluca Lake - Cahuenga Pass Community Plan.

### ***Framework Element***

The City of Los Angeles' General Plan's Framework Element<sup>32</sup> was adopted August 8, 2001, and is a strategy for long-term growth that sets a citywide context to guide the subsequent amendments of the City's community plans, zoning ordinances, and other pertinent

<sup>31</sup> Executive Directive No. 4:

<https://mayor.lacity.gov/sites/g/files/wph2066/files/2023-06/ED%204%20-%20Identifying%20Barriers%20to%20Small%20Business%20Creation%2C%20Development%20and%20Growth%20%281%29.pdf>

<sup>32</sup> General Plan Framework Element is online at: <https://planning.lacity.org/cwd/framwk/contents.htm>

programs. The project complies with the following goals and objectives of the Framework Element:

**GOAL 3A** *A physically balanced distribution of land uses that contributes towards and facilitates the City's long-term fiscal and economic viability, revitalization of economically depressed areas, conservation of existing residential neighborhoods, equitable distribution of public resources, conservation of natural resources, provision of adequate infrastructure and public services, reduction of traffic congestion and improvement of air quality, enhancement of recreation and open space opportunities, assurance of environmental justice and a healthful living environment, and achievement of the vision for a more livable city.*

**Objective 3.1** Accommodate a diversity of uses that support the needs of the City's existing and future residents, businesses, and visitors.

**Objective 3.4** Encourage new multi-family residential, retail commercial, and office development in the City's neighborhood districts, community, regional, and downtown centers as well as along primary transit corridors/boulevards, while at the same time conserving existing neighborhoods and related districts.

**Policy 3.413** Establish incentives for the attraction of growth and development of districts, centers, and mixed-use boulevards targeted for growth that may include: ...

f. Streamlined development review processes

g. "By-right" entitlements for development projects consistent with the community plans and zoning

Ventura Boulevard is a major transit corridor and is identified as a location to be a Moderate Plus Transit Enhanced Street in the Mobility Plan 2035<sup>33</sup>. By adopting a process of Administrative Clearance Review, the Proposed Ordinance complies with this goal, objectives, and policies by facilitating a business's ability to open along a transit corridor. With an Administrative Clearance Review for certain interior improvements and changes of use, the capacity for a new business to move into a new space is easier, since a case would not need to be filed, which would take time and money above and beyond the improvements. And in streamlining the sign review, the business is able to advertise for themselves immediately. By allowing these commercial spaces to be more readily improved, these changes (including interior alterations related to tenant improvements) support fiscal and economic viability with a diversity of uses that support the needs of residents, visitors, and businesses.

The fee to file a sign case, per LAMC Section 19.01 G and 19.05 A.1, is \$3,757.65, including the environmental case filing fee, which has an associated fee of \$556.00 for categorical exemptions and \$6,640.30 for negative declarations, etc.. If the sign is approved, the applicant must also undergo the condition clearance process which takes additional time and expense, per LAMC Section 19.04, in the amount of \$2,499.36. The total cost to the applicant is \$6,257.01. This amount does not include the permit fees, plan printing cost, expediting services (if utilized), etc. By defining the new process for signage, interior construction, and/or simple changes of use as Administrative Clearance Review, this Proposed Ordinance will streamline review for that work, and enable the Specific Plan to allow for a faster, more cost-effective process for businesses (the cost would be, per LAMC

<sup>33</sup> Mobility Plan 2035 is online at:

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Section 19.04, under \$400 in lieu of the current fees noted above which are over \$6,000), which will help these businesses.

**GOAL 3D** *Pedestrian-oriented districts that provide local identity, commercial activity, and support Los Angeles' neighborhoods.*

**Objective 3.8** Reinforce existing and establish new neighborhood districts which accommodate a broad range of uses that serve the needs of adjacent residents, promote neighborhood activity, are compatible with adjacent neighborhoods, and are developed as desirable places to work and visit.

**Goal 3E** *Pedestrian-oriented, high activity, multi- and mixed-use centers that support and provide identity for Los Angeles' communities.*

**Policy 3.9.5** Promote pedestrian activity by the design and siting of structures in accordance with Pedestrian-Oriented District Policies 3.16.1 through 3.16.3

**GOAL 3H** *Lower-intensity highway-oriented and local commercial nodes that accommodate commercial needs outside centers and districts.*

**Objective 3.12** Generally, maintain the uses, density, and character of existing low-intensity commercial districts whose functions serve surrounding neighborhoods and/or are precluded from intensification due to their physical characteristics.

**GOAL 3L** *Districts that promote pedestrian activity and provide a quality experience for the City's residents.*

**Objective 3.16** Accommodate land uses, locate and design buildings, and implement streetscape amenities that enhance pedestrian activity.

**Objective 5.8** Reinforce or encourage the establishment of a strong pedestrian orientation in designated neighborhood districts, community centers, and pedestrian-oriented subareas within regional centers, so that these districts and centers can serve as a focus of activity for the surrounding community and a focus for investment in the community.

By streamlining changes of use and interior construction, the Proposed Ordinance is allowing these commercial spaces to be more readily improved, which include interior alterations related to tenant improvements that help a business comply with building and safety codes. These improvements provide additional opportunities for businesses to exist and thrive in neighborhood serving areas within walking distance which in turn is vital for a healthy pedestrian environment. Further, by facilitating a business's ability to install a sign quickly and more readily under the streamlined administrative process, the pedestrian experience is improved by helping orient those walking to the businesses nearby.

**GOAL 7B-** *A City with land appropriately and sufficiently designated to sustain a robust commercial and industrial base.*

**Objective 7.2** Establish a balance of land uses that provides for commercial and industrial development which meets the needs of local residents, sustains economic growth, and assures maximum feasible environmental quality.

- Policy 7.2.2** Concentrate commercial development entitlements in areas best able to support them, including community and regional centers, transit stations, and mixed-use corridors. This concentration prevents commercial development from encroaching on existing residential neighborhoods.
- Policy 7.2.3** Encourage new commercial development in proximity to rail and bus transit corridors and stations.
- Policy 7.2.4** Ensure that the City has enough capacity to accommodate the development of general commercial uses which support community needs in all parts of Los Angeles.

In streamlining signage, changes of use, and interior construction with Administrative Clearance Review, the Proposed Ordinance is encouraging the reuse of existing commercial spaces on a transit corridor, that can help meet the needs of local residents and sustain economic growth, while reducing the impact on the environment as the space is being reused and improved. Further, this reuse retains the commercial uses in the areas that are best meant to accommodate neighborhood serving uses and support the local economy

**GOAL 7D** *A City able to attract and maintain new land uses and businesses.*

- Objective 7.4** Improve the provision of governmental services, expedite the administrative processing of development applications, and minimize public and private development application costs.
- Policy 7.4.1** Develop and maintain a streamlined development review process to assure the City's competitiveness within the Southern California region.
- Policy 7.4.2** Maximize opportunities for "by-right" development.
- Policy 7.4.3** Maintain development fee structures that do not unreasonably burden specific industry groups, are financially competitive with other cities in the region, and reduce uncertainty to the development community.

By streamlining signage, changes of use and interior construction through Administrative Clearance Review, the Proposed Ordinance is facilitating a business's ability to move into an existing space more readily, which is reducing their burden and making the process more akin to a by-right process. Additionally, the Administrative Clearance Review process will reduce the permitting fees a business is required to pay to move into their space. Overall, the Administrative Clearance Review process helps to create a pragmatic process that provides clarity and reduces uncertainty to the development community.

### ***Community Plans***

As noted above, the Ventura-Cahuenga Corridor traverses across three (3) community plans, which all set forth planning purposes, objectives, and policies for land uses within their boundaries. All the community plans state that their purposes are to promote an arrangement of land uses, streets, and services which will encourage and contribute to the economic, social and physical health, safety, welfare, and convenience of the people who live and work in the community. The three (3) community plans that the Ventura-Cahuenga Corridor is in are: the Canoga Park - Winnetka - Woodland Hills - West Hills Community Plan, the Encino - Tarzana Community Plan, and the Sherman Oaks - Studio City - Toluca Lake - Cahuenga Pass Community Plan.

The **Canoga Park – Winnetka - Woodland Hills Community Plan**<sup>34</sup>, was adopted August 17, 1999. The Proposed Ordinance would be in conformance with the following objectives, and policies of the Canoga Park - Winnetka - Woodland Hills Community Plan Community Plan:

**GOAL 2-** *An economically vital commercial sector offering a diversity of goods and services to meet the needs of the community plan area. This means that commercial land use policies must support maximum efficiency and accessibility of commercial development while preserving the historic commercial and cultural character of the district.*

- Objective 2-1** To conserve and strengthen viable commercial development and encourage recycling of obsolete commercial development.
- Policy 2-1.1** Locate new commercial development in areas currently designated for such development.
- Objective 2-4** Reinforce the identity of distinct commercial districts through the use of design guidelines and development standards.
- Policy 2-4.1** Ensure that commercial infill projects achieve harmony with the best of existing development.

The **Encino - Tarzana Community Plan**<sup>35</sup>, was adopted December 16, 1998. The Proposed Ordinance would be in conformance with the following objectives, and policies of the Encino - Tarzana Community Plan:

**GOAL 2 –** *A strong and competitive commercial sector which best serves the needs of the community through maximum efficiency and accessibility while preserving the historic commercial and cultural character of the district.*

- Objective 2-1** To conserve and strengthen viable commercial development.
- Policy 2-1.1** New commercial uses shall be located in existing established commercial areas or existing shopping centers.
- Objective 2-3** To enhance the identity of distinctive commercial districts and to identify pedestrian oriented districts (POD's).
- Policy 2-3.3** Ensure that commercial infill projects achieve harmony with the best of existing development.

The **Sherman Oaks - Studio City - Toluca Lake - Cahuenga Pass Community Plan**<sup>36</sup>, was adopted May 13, 1998. The Proposed Ordinance would be in conformance with the

<sup>34</sup> The Canoga Park-Winnetka-Woodland Hills Community Plan is online at:

[https://planning.lacity.org/odocument/c2a26cca-955f-42ee-8eeb-332f05286c78/Canoga\\_Park-Winnetka-Woodland\\_Hills-West\\_Hills\\_Community\\_Plan.pdf](https://planning.lacity.org/odocument/c2a26cca-955f-42ee-8eeb-332f05286c78/Canoga_Park-Winnetka-Woodland_Hills-West_Hills_Community_Plan.pdf)

<sup>35</sup> The Encino - Tarzana Community Plan is online at:

[https://planning.lacity.org/odocument/7d419ea7-e1b9-400d-8f7e-ea7f39822527/Encino-Tarzana\\_Community\\_Plan.pdf](https://planning.lacity.org/odocument/7d419ea7-e1b9-400d-8f7e-ea7f39822527/Encino-Tarzana_Community_Plan.pdf)

<sup>36</sup> The Sherman Oaks - Studio City - Toluca Lake - Cahuenga Pass Community Plan is online at:

[https://planning.lacity.org/odocument/8bd3ea98-b6d0-4408-aae7-ddca8f9df8ae/Sherman\\_Oaks-Studio\\_City-Toluca\\_Lake-Cahuenga\\_Pass\\_Community\\_Plan.pdf](https://planning.lacity.org/odocument/8bd3ea98-b6d0-4408-aae7-ddca8f9df8ae/Sherman_Oaks-Studio_City-Toluca_Lake-Cahuenga_Pass_Community_Plan.pdf)

following objectives, and policies of the Sherman Oaks - Studio City -Toluca Lake - Cahuenga Pass Community Plan:

**GOAL 2** – *A strong and competitive commercial sector which best serves the needs of the community through maximum efficiency and accessibility while preserving the historic commercial and cultural character of the district.*

- Objective 2-1** To conserve and strengthen viable commercial development.
- Policy 2-1.1** New commercial uses shall be located in existing established commercial areas or existing shopping centers.
- Objective 2-3** To enhance the identity of distinctive commercial districts and to identify pedestrian oriented districts (POD's).
- Policy 2-3.3** Ensure that commercial infill projects achieve harmony with the best of existing development.

The Proposed Ordinance meets the intent of the goals, objectives, and policies of these Community Plans by utilizing land use tools to enhance business opportunities in the Community Plan areas. The Proposed Ordinance would amend existing regulations to enable an easier process for a business to install a sign and through administratively clearly changes of uses, would facilitate a mix of uses and potentially help to successfully improve and re-open vacant spaces, allowing the Ventura-Cahuenga Corridor to function as a stronger commercial center for the surrounding community and the broader region of Los Angeles.

### ***Air Quality Element***

The Proposed Ordinance complies with the Air Quality Element<sup>37</sup>, which was adopted on November 25, 1992, by complying with the following goal, objective, and policies:

- Policy 4.2.4** Ensure that new development is compatible with pedestrians, bicycles, transit, and alternative fuel vehicles (Page 25 of pdf doc)

The introduction of the administrative clearance review process with the Proposed Ordinance will enable businesses to efficiently install pedestrian-oriented signage. For example, projecting signs are commonly utilized within multi-tenant centers to aid in wayfinding. Should businesses take advantage of this easier sign installation process for pedestrian signage, those traversing the Corridor by foot or bike will also be able to identify businesses more readily by not needing to view the business from the street to see the identification signage that is often oriented toward the main Boulevard. This will in turn contribute to a more pedestrian-friendly environment and disincentive vehicle miles traveled within certain communities along the Boulevard, and will thus result in less gas emissions.

### ***Health Element***

<sup>37</sup> Air Quality Element is online at:

[https://planning.lacity.org/odocument/0ff9a9b0-0adf-49b4-8e07-0c16f6ea70bc/Air\\_Quality\\_Element.pdf](https://planning.lacity.org/odocument/0ff9a9b0-0adf-49b4-8e07-0c16f6ea70bc/Air_Quality_Element.pdf)

The Proposed Ordinance complies with the Plan for a Health Los Angeles<sup>38</sup>, known as the Health and Wellness Element, which was adopted in spring of 2015, by complying with the following policy and implementation program:

**Policy 2.6 Repurpose underutilized spaces for health**

Work proactively with residents to identify and remove barriers to leverage and repurpose vacant and underutilized spaces as a strategy to improve community health

Since the adoption of the Specific Plan, businesses have identified the Project Permit Compliance process, which is the discretionary review process that is currently required by the Specific Plan, as a significant barrier to being able to take over vacant spaces, as told to the Planning Department by the Valley Industry and Commerce Association (VICA) and the Business Improvement District (BID) representatives from Studio City, Sherman Oaks, and Encino. Any new business identification signs would be required to undergo a process which can take weeks to months. Especially within the critical first few months of operation, it is imperative for a business to be able to identify itself and advertise. For landowners, this can pose a challenge to leasing empty space as prospective tenants may decide to operate in areas without such a requirement. The creation of an administrative process with the Proposed Ordinance will make this process easier and remove a significant barrier to businesses being able to successfully improve, occupy and re-open vacant spaces.

**Implementation Program P1- Healthy Building Design Guidelines:**

“exterior building design that promotes ‘eyes on the street’ and a ‘pedestrian oriented environment’ “

As stated previously, the introduction of the administrative clearance review process with the Proposed Ordinance will enable businesses to more easily install pedestrian-oriented signage, like projecting signs. This will in turn contribute to a more pedestrian-oriented environment.

***Mobility Plan 2035***

The Proposed Ordinance also complies with the Mobility Plan 2035<sup>39</sup>, originally adopted on August 11, 2015 and most recently amended September 7, 2016. Specifically, the Proposed Ordinance complies with the following initiatives and policies:

**Citywide General Plan Circulation System Maps**

Maps in the Mobility Plan 2035 that show the street designations for roadways in Los Angeles.

By updating the references in the Specific Plan to the nomenclature of street classifications designated in the Mobility Plan 2035, the Proposed Ordinance complies with that element of the General Plan.

**Policy 4.3 - Fair and Equal Treatment -**

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<sup>38</sup> Healthy Places LA is online at:  
[https://planning.lacity.org/odocument/2442d4df-34b3-4683-8eb9-b5ea1182782b/Plan\\_for\\_a\\_Healthy\\_Los\\_Angeles.pdf](https://planning.lacity.org/odocument/2442d4df-34b3-4683-8eb9-b5ea1182782b/Plan_for_a_Healthy_Los_Angeles.pdf)

<sup>39</sup> Mobility Plan 2035 is online at:  
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Ensure the fair and equal treatment of people of all races, cultures, incomes, and education levels with respect to the development and implementation of citywide transportation policies and programs (page 123)

**Plan text from Policy 4.3:**

The City should strive to inform and involve environmental justice groups, community-based organizations, and all concerned residents in the planning and monitoring process of new and ongoing transportation policies and programs.

**Policy 4.4 - Community Collaboration**

Continue to support the role of community engagement in the design outcomes and implementation of mobility projects.

**Policy 4.10 - Public-Private Partnerships**

Encourage partnerships with community groups (residents and business/property owners) to initiate and maintain enhanced public rights-of-way projects.

The Proposed Ordinance includes a new requirement for the Plan Review Board to have members with a diversity of lived experience. The Board would have members who live in, work in, own property in, have experience with transit or cycling within, who is a person with a disability and/or represents a non-profit that advocates for accessibility improvements for people with disabilities, and who will serve the community in the Specific Plan area. This will ensure that community-based organizations will have a designated “voice” on the board. Given the PRB specifically is tasked with oversight of a mitigation fee which is utilized on public-right-of-way projects, it is imperative that the input of community groups is included. Further, ensuring a diversity of lived experiences will ensure a well-rounded discussion on the merits of various proposals before the board.

**3. Los Angeles Municipal Code (LAMC) Findings**

**Specific Plan Amendment, LAMC Section 11.5.7 G**

The Specific Plan Amendment Procedures in LAMC Section 11.5.7 G refer the processing of Amendments to LAMC Section 12.32, and Los Angeles City Charter Section 558 and LAMC Section 12.32 (C)(7) require that prior to adopting a land use ordinance, the City Council make findings that the ordinance complies with the General Plan and conforms with public necessity, convenience, general welfare, and good zoning practice. The Proposed Ordinance is in conformity with the aforementioned as follows:

Public Necessity. The Proposed Ordinance is in conformity with public necessity because it will promote economic opportunity by introducing policies that help maintain a viable retail base in the Ventura-Cahuenga Corridor. Economic opportunity in all communities is essential to improve social equity and maintain the quality of life. A business-friendly environment is a requirement for protecting current jobs and developing new ones. The Proposed Ordinance addresses changing consumer needs and concerns raised by local business leaders.

Convenience. The Proposed Ordinance is in conformity with public convenience because it will enable smaller businesses to open more quickly and with smaller fees than before in the Ventura-Cahuenga Corridor. Commercial services are necessary for the well-being of residents, students, and visitors. Additionally, the business-friendly goals of this Specific Plan Amendment create opportunities for new establishments to serve nearby residents. For those residing within or near the Ventura-Cahuenga Corridor, this would reduce the need to

drive greater distances to other communities, or cities outside Los Angeles, to dine, shop, or receive commercial services.

General Welfare. The Proposed Ordinance is in conformity with the general welfare because the Specific Plan Amendment will not change the range of neighborhood-serving land uses that are allowed by the Specific Plan. The Office of Zoning Administration will continue to review projects that may impact adjacent residential neighborhoods (generally establishments that sell or serve alcohol, provide live entertainment, etc.) on a case-by-case basis through an existing Conditional Use process pursuant to Section 13B.2.2 in Chapter 1A of the LAMC. Future discretionary development will still be required to undergo an environmental review process to ensure that impacts to health and safety are analyzed before permits are issued.

Good Zoning Practice. The Proposed Ordinance is in conformity with good zoning practice because its policies aim to support Citywide and community goals. The language clean-up and alignment of the Specific Plan with more recently passed regulations will be easier for City Staff and the public to comprehend. The Specific Plan Amendment will remove burdensome land use regulations regarding processes for signage, interior construction, tenant improvements, and changes of use in the Specific Plan, and in streamlining those processes support businesses in the Corridor. This facilitation for businesses aligns with the Executive Directive No. 4<sup>40</sup> from Mayor Bass.

Compliance with the General Plan and Community Plans. As noted below, the Proposed Ordinance complies with the General Plan and Community Plans.

### **General Plan Findings**

The City of Los Angeles' General Plan consists of the Framework Element, seven (7) required Elements that are mandated by State law, including Land Use, Mobility, Housing, Conservation, Noise, Safety, and Open Space, and optional Elements including Air Quality, Service Systems, and Plan for a Healthy Los Angeles. Thirty-five individual community plans comprise the Land Use Element for the City of Los Angeles. The Ventura-Cahuenga Corridor is located in three (3) of these individual Community Plans: the Canoga Park - Winnetka - Woodland Hills - West Hills Community Plan, the Encino - Tarzana Community Plan, and the Sherman Oaks - Studio City - Toluca Lake - Cahuenga Pass Community Plan.

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*residential neighborhoods, equitable distribution of public resources, conservation of natural resources, provision of adequate infrastructure and public services, reduction of traffic congestion and improvement of air quality, enhancement of recreation and open space opportunities, assurance of environmental justice and a healthful living environment, and achievement of the vision for a more livable city.*

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**Policy 3.413** Establish incentives for the attraction of growth and development of districts, centers, and mixed-use boulevards targeted for growth that may include: ...

- h. Streamlined development review processes
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Ventura Boulevard is a major transit corridor and is identified as a location to be a Moderate Plus Transit Enhanced Street in the Mobility Plan 2035<sup>42</sup>. By adopting a process of Administrative Clearance Review, the Proposed Ordinance complies with this goal, objectives, and policies by facilitating a business's ability to open along a transit corridor. With an Administrative Clearance Review for certain interior improvements and changes of use, the capacity for a new business to move into a new space is easier, since a case would not need to be filed, which would take time and money above and beyond the improvements. And in streamlining the sign review, the business is able to advertise for themselves immediately. By allowing these commercial spaces to be more readily improved, these changes (including interior alterations related to tenant improvements) support fiscal and economic viability with a diversity of uses that support the needs of residents, visitors, and businesses.

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cost-effective process for businesses (the cost would be, per LAMC Section 19.04, under \$400 in lieu of the current fees noted above which are over \$6,000), which will help these businesses.

**GOAL 3D** *Pedestrian-oriented districts that provide local identity, commercial activity, and support Los Angeles' neighborhoods.*

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By streamlining changes of use and interior construction, the Proposed Ordinance is allowing these commercial spaces to be more readily improved, which include interior alterations related to tenant improvements that help a business comply with building and safety codes. These improvements provide additional opportunities for businesses to exist and thrive in neighborhood serving areas within walking distance which in turn is vital for a healthy pedestrian environment. Further, by facilitating a business's ability to install a sign quickly and more readily under the streamlined administrative

process, the pedestrian experience is improved by helping orient those walking to the businesses nearby.

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**Objective 7.2** Establish a balance of land uses that provides for commercial and industrial development which meets the needs of local residents, sustains economic growth, and assures maximum feasible environmental quality.

**Policy 7.2.2** Concentrate commercial development entitlements in areas best able to support them, including community and regional centers, transit stations, and mixed-use corridors. This concentration prevents commercial development from encroaching on existing residential neighborhoods.

**Policy 7.2.3** Encourage new commercial development in proximity to rail and bus transit corridors and stations.

**Policy 7.2.4** Ensure that the City has enough capacity to accommodate the development of general commercial uses which support community needs in all parts of Los Angeles.

In streamlining signage, changes of use, and interior construction with Administrative Clearance Review, the Proposed Ordinance is encouraging the reuse of existing commercial spaces on a transit corridor, that can help meet the needs of local residents and sustain economic growth, while reducing the impact on the environment as the space is being reused and improved. Further, this reuse retains the commercial uses in the areas that are best meant to accommodate neighborhood serving uses and support the local economy

**GOAL 7D** *A City able to attract and maintain new land uses and businesses.*

**Objective 7.4** Improve the provision of governmental services, expedite the administrative processing of development applications, and minimize public and private development application costs.

**Policy 7.4.1** Develop and maintain a streamlined development review process to assure the City's competitiveness within the Southern California region.

**Policy 7.4.2** Maximize opportunities for "by-right" development.

**Policy 7.4.3** Maintain development fee structures that do not unreasonably burden specific industry groups, are financially competitive with other cities in the region, and reduce uncertainty to the development community.

By streamlining signage, changes of use and interior construction through Administrative Clearance Review, the Proposed Ordinance is facilitating a

business's ability to move into an existing space more readily, which is reducing their burden and making the process more akin to a by-right process. Additionally, the Administrative Clearance Review process will reduce the permitting fees a business is required to pay to move into their space. Overall, the Administrative Clearance Review process helps to create a pragmatic process that provides clarity and reduces uncertainty to the development community.

### ***Community Plans***

As noted above, the Ventura-Cahuenga Corridor traverses across three (3) community plans, which all set forth planning purposes, objectives, and policies for land uses within their boundaries. All the community plans state that their purposes are to promote an arrangement of land uses, streets, and services which will encourage and contribute to the economic, social and physical health, safety, welfare, and convenience of the people who live and work in the community. The three (3) community plans that the Ventura-Cahuenga Corridor is in are: the Canoga Park - Winnetka - Woodland Hills - West Hills Community Plan, the Encino - Tarzana Community Plan, and the Sherman Oaks - Studio City - Toluca Lake - Cahuenga Pass Community Plan.

The **Canoga Park – Winnetka - Woodland Hills Community Plan**<sup>43</sup>, was adopted August 17, 1999. The Proposed Ordinance would be in conformance with the following objectives, and policies of the Canoga Park - Winnetka - Woodland Hills Community Plan Community Plan:

**GOAL 2-** *An economically vital commercial sector offering a diversity of goods and services to meet the needs of the community plan area. This means that commercial land use policies must support maximum efficiency and accessibility of commercial development while preserving the historic commercial and cultural character of the district.*

**Objective 2-1** To conserve and strengthen viable commercial development and encourage recycling of obsolete commercial development.

**Policy 2-1.1** Locate new commercial development in areas currently designated for such development.

**Objective 2-4** Reinforce the identity of distinct commercial districts through the use of design guidelines and development standards.

**Policy 2-4.1** Ensure that commercial infill projects achieve harmony with the best of existing development.

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<sup>43</sup> The Canoga Park-Winnetka-Woodland Hills Community Plan is online at:  
[https://planning.lacity.org/odocument/c2a26cca-955f-42ee-8eeb-332f05286c78/Canoga\\_Park-Winnetka-Woodland\\_Hills-West\\_Hills\\_Community\\_Plan.pdf](https://planning.lacity.org/odocument/c2a26cca-955f-42ee-8eeb-332f05286c78/Canoga_Park-Winnetka-Woodland_Hills-West_Hills_Community_Plan.pdf)

The **Encino - Tarzana Community Plan**<sup>44</sup>, was adopted December 16, 1998. The Proposed Ordinance would be in conformance with the following objectives, and policies of the Encino - Tarzana Community Plan:

**GOAL 2** – *A strong and competitive commercial sector which best serves the needs of the community through maximum efficiency and accessibility while preserving the historic commercial and cultural character of the district.*

**Objective 2-1** To conserve and strengthen viable commercial development.

**Policy 2-1.1** New commercial uses shall be located in existing established commercial areas or existing shopping centers.

**Objective 2-3** To enhance the identity of distinctive commercial districts and to identify pedestrian oriented districts (POD's).

**Policy 2-3.3** Ensure that commercial infill projects achieve harmony with the best of existing development.

The **Sherman Oaks - Studio City - Toluca Lake - Cahuenga Pass Community Plan**<sup>45</sup>, was adopted May 13, 1998. The Proposed Ordinance would be in conformance with the following objectives, and policies of the Sherman Oaks - Studio City -Toluca Lake - Cahuenga Pass Community Plan:

**GOAL 2** – *A strong and competitive commercial sector which best serves the needs of the community through maximum efficiency and accessibility while preserving the historic commercial and cultural character of the district.*

**Objective 2-1** To conserve and strengthen viable commercial development.

**Policy 2-1.1** New commercial uses shall be located in existing established commercial areas or existing shopping centers.

**Objective 2-3** To enhance the identity of distinctive commercial districts and to identify pedestrian oriented districts (POD's).

**Policy 2-3.3** Ensure that commercial infill projects achieve harmony with the best of existing development.

The Proposed Ordinance meets the intent of the goals, objectives, and policies of these Community Plans by utilizing land use tools to enhance

<sup>44</sup> The Encino - Tarzana Community Plan is online at:

[https://planning.lacity.org/odocument/7d419ea7-e1b9-400d-8f7e-ea7f39822527/Encino-Tarzana\\_Community\\_Plan.pdf](https://planning.lacity.org/odocument/7d419ea7-e1b9-400d-8f7e-ea7f39822527/Encino-Tarzana_Community_Plan.pdf)

<sup>45</sup> The Sherman Oaks - Studio City -Toluca Lake - Cahuenga Pass Community Plan is online at:

[https://planning.lacity.org/odocument/8bd3ea98-b6d0-4408-aae7-ddca8f9df8ae/Sherman\\_Oaks-Studio\\_City-Toluca\\_Lake-Cahuenga\\_Pass\\_Community\\_Plan.pdf](https://planning.lacity.org/odocument/8bd3ea98-b6d0-4408-aae7-ddca8f9df8ae/Sherman_Oaks-Studio_City-Toluca_Lake-Cahuenga_Pass_Community_Plan.pdf)

business opportunities in the Community Plan areas. The Proposed Ordinance would amend existing regulations to enable an easier process for a business to install a sign and through administratively clearly changes of uses, would facilitate a mix of uses and potentially help to successfully improve and re-open vacant spaces, allowing the Ventura-Cahuenga Corridor to function as a stronger commercial center for the surrounding community and the broader region of Los Angeles.

### **Air Quality Element**

The Proposed Ordinance complies with the Air Quality Element<sup>46</sup>, which was adopted on November 25, 1992, by complying with the following goal, objective, and policies:

**Policy 4.2.4** Ensure that new development is compatible with pedestrians, bicycles, transit, and alternative fuel vehicles (Page 25 of pdf doc)

The introduction of the administrative clearance review process with the Proposed Ordinance will enable businesses to efficiently install pedestrian-oriented signage. For example, projecting signs are commonly utilized within multi-tenant centers to aid in wayfinding. Should businesses take advantage of this easier sign installation process for pedestrian signage, those traversing the Corridor by foot or bike will also be able to identify businesses more readily by not needing to view the business from the street to see the identification signage that is often oriented toward the main Boulevard. This will in turn contribute to a more pedestrian-friendly environment and disincentive vehicle miles traveled within certain communities along the Boulevard, and will thus result in less gas emissions.

### **Health Element**

The Proposed Ordinance complies with the Plan for a Health Los Angeles<sup>47</sup>, known as the Health and Wellness Element, which was adopted in spring of 2015, by complying with the following policy and implementation program:

**Policy 2.6 Repurpose underutilized spaces for health**  
Work proactively with residents to identify and remove barriers to leverage and repurpose vacant and underutilized spaces as a strategy to improve community health

Since the adoption of the Specific Plan, businesses have identified the Project Permit Compliance process, which is the discretionary review process that is currently required by the Specific Plan, as a significant barrier to being able to take over vacant spaces, as told to the Planning Department by the Valley Industry and Commerce Association (VICA) and the Business Improvement District (BID) representatives from Studio City, Sherman Oaks,

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<sup>46</sup> Air Quality Element is online at:

[https://planning.lacity.org/odocument/0ff9a9b0-0adf-49b4-8e07-0c16f6ea70bc/Air\\_Quality\\_Element.pdf](https://planning.lacity.org/odocument/0ff9a9b0-0adf-49b4-8e07-0c16f6ea70bc/Air_Quality_Element.pdf)

<sup>47</sup> Healthy Places LA is online at:

[https://planning.lacity.org/odocument/2442d4df-34b3-4683-8eb9-b5ea1182782b/Plan\\_for\\_a\\_Healthy\\_Los\\_Angeles.pdf](https://planning.lacity.org/odocument/2442d4df-34b3-4683-8eb9-b5ea1182782b/Plan_for_a_Healthy_Los_Angeles.pdf)

and Encino. Any new business identification signs would be required to undergo a process which can take weeks to months. Especially within the critical first few months of operation, it is imperative for a business to be able to identify itself and advertise. For landowners, this can pose a challenge to leasing empty space as prospective tenants may decide to operate in areas without such a requirement. The creation of an administrative process with the Proposed Ordinance will make this process easier and remove a significant barrier to businesses being able to successfully improve, occupy and re-open vacant spaces.

**Implementation Program P1- Healthy Building Design Guidelines:**  
 “exterior building design that promotes ‘eyes on the street’ and a ‘pedestrian oriented environment’ “

As stated previously, the introduction of the administrative clearance review process with the Proposed Ordinance will enable businesses to more easily install pedestrian-oriented signage, like projecting signs. This will in turn contribute to a more pedestrian-oriented environment.

### **Mobility Plan 2035**

The Proposed Ordinance also complies with the Mobility Plan 2035<sup>48</sup>, originally adopted on August 11, 2015 and most recently amended September 7, 2016. Specifically, the Proposed Ordinance complies with the following initiatives and policies:

#### **Citywide General Plan Circulation System Maps**

Maps in the Mobility Plan 2035 that show the street designations for roadways in Los Angeles.

By updating the references in the Specific Plan to the nomenclature of street classifications designated in the Mobility Plan 2035, the Proposed Ordinance complies with that element of the General Plan.

#### **Policy 4.3 - Fair and Equal Treatment -**

Ensure the fair and equal treatment of people of all races, cultures, incomes, and education levels with respect to the development and implementation of citywide transportation policies and programs (page 123)

#### **Plan text from Policy 4.3:**

The City should strive to inform and involve environmental justice groups, community-based organizations, and all concerned residents in the planning and monitoring process of new and ongoing transportation policies and programs.

#### **Policy 4.4 - Community Collaboration**

Continue to support the role of community engagement in the design outcomes and implementation of mobility projects.

#### **Policy 4.10 - Public-Private Partnerships**

<sup>48</sup> Mobility Plan 2035 is online at:

[https://planning.lacity.org/odocument/523f2a95-9d72-41d7-aba5-1972f84c1d36/Mobility\\_Plan\\_2035.pdf](https://planning.lacity.org/odocument/523f2a95-9d72-41d7-aba5-1972f84c1d36/Mobility_Plan_2035.pdf)

Encourage partnerships with community groups (residents and business/property owners) to initiate and maintain enhanced public rights-of-way projects.

The Proposed Ordinance includes a new requirement for the Plan Review Board to have members with a diversity of lived experience. The Board would have members who live in, work in, own property in, have experience with transit or cycling within, who is a person with a disability and/or represents a non-profit that advocates for accessibility improvements for people with disabilities, and who will serve the community in the Specific Plan area. This will ensure that community-based organizations will have a designated “voice” on the board. Given the PRB specifically is tasked with oversight of a mitigation fee which is utilized on public-right-of-way projects, it is imperative that the input of community groups is included. Further, ensuring a diversity of lived experiences will ensure a well-rounded discussion on the merits of various proposals before the board.

#### **4. Other Finding**

##### **State Law Restrictions on Zoning Actions under Housing Crisis Act (SB 330/SB8) and California Government Code Section 66300 et. seq.**

On October 9, 2019, Governor Newsom signed into law Senate Bill 330 (SB 330), the Housing Crisis Act of 2019. The act amended existing State laws (e.g. California Government Code Sections 65589.5, 65940, 65943, 65950, Sections 65905.5, 65913.10, and 65941.1) and created new regulations (California Government Code Section 66300<sup>49</sup> et. seq.) around the production, preservation and planning of housing. The bill took effect in January 1, 2020 and sunsets on January 1, 2025. Senate Bill 8 extended key provisions of SB 330 until January 1, 2030. The goal of SB 330 and amended Government Code is to create certainty in the development of housing projects, speeding up the review of these projects. California Government Code now requires that the historic status or designation of any site be determined at the time an application for a discretionary action is deemed complete. Nonobjective design review standards established after January 1, 2020, cannot be imposed or enforced. Based on this law, any zoning amendment that results in a net downzoning or otherwise reduces housing capacity (with limited exceptions involving health and safety, affordable housing, and voter initiatives) are prohibited. Moratoriums on housing development, or limits on approval, permits, or housing units cannot be imposed by local jurisdictions. These restrictions do not apply to zoning amendments that result in no net loss in zoned housing capacity or intensity.

As noted above, the Proposed Ordinance is administrative in nature and does not change any development standards other than signage. As no net loss in zoned housing capacity or intensity is proposed with the amendment, the project complies with the Housing Crisis Act of 2019, SB 330, SB8, and California Government Code Section 66300 et. seq.

#### **5. CEQA Finding**

As demonstrated in **Exhibit D**, the City of Los Angeles determined based on the whole of the administrative record, that the Project is exempt from CEQA pursuant to CEQA

<sup>49</sup> California Government Code Section 66300 (Housing Crisis Act of 2019):  
[https://leginfo.ca.gov/faces/codes\\_displayText.xhtml?lawCode=GOV&division=1.&title=7.&part=&chapter=12.&article=](https://leginfo.ca.gov/faces/codes_displayText.xhtml?lawCode=GOV&division=1.&title=7.&part=&chapter=12.&article=)

Guidelines, Section 15301 (Class 1 for existing structures, including interior alterations for tenant improvements); Section 15303 (Class 3 as applied to small structures for limited changes of use and interior alterations related to tenant improvements); Section 15311 (Class 11 for on-premises signs); and Section 15320 (Class 20 for changes in reorganization of local governmental agencies relating to the Ventura-Cahuenga Boulevard Corridor Specific Plan Review Board (PRB) appointments and administration, administrative project review process, updated language to reflect new ordinances and language clean up, recognition of a sixth community, and updated maps). There is no substantial evidence demonstrating that an exception to a categorical exemption pursuant to CEQA Guidelines, Section 15300.2 applies.

## PUBLIC HEARING AND COMMUNICATIONS

### Information Session and Public Hearing

On September 14, 2023, City Planning held a virtual and telephonic Information Session and Public Hearing using Zoom [<https://zoom.us>]. The Information Session was from 4:30 p.m. to 5:00 p.m. and included an overview presentation to explain the proposed amendments to the Ventura-Cahuenga Boulevard Corridor Specific Plan. The Public Hearing, which was conducted by the Hearing Officer, on behalf of the City Planning Commission, was held from 5:00 p.m. to 7:00 p.m., and offered participants a formal opportunity to provide public comment on the proposed amendment. Thirty-two (32) people attended the virtual public hearing.

City Planning mailed Public Hearing notices to approximately 52,000 addresses for owners and occupants within the Specific Plan Area and 500-foot radius surrounding the Specific Plan boundary. A public notice was also included on the Department's Ventura-Cahuenga Boulevard Corridor Specific Plan Amendment project website<sup>50</sup>, and a newspaper advertisement was published in the Daily News. The Hearing Officer kept the public comment period open for three (3) weeks following the public hearing. Additional comments were received through October 5, 2023. Below is a summary of the public testimony and written correspondence received by City Planning by the end of the public comment period.

### Summary of Public Hearing Testimony

The primary topic raised during the public hearing was the issue of Plan Review Board appointments. Most comments conveyed a desire for there to be two (2) appointees per community. When a reason was given, the most common one (1) was that two (2) representatives enables better community representation. The second most common rationale given by attendees is that by having two (2) members, if one (1) member is unable to attend a meeting for health or personal reasons, the community still has a designated member to participate in discussion.

As noted above and in **Exhibit E**, staff has researched similar boards and, in each case, one (1) representative per community was sufficient for ensuring community representation. In the event of a member's absence, the community's voice can still be expressed via public comments on agenda items, or through a submitted statement to the Board President. Currently, per a policy adopted by the PRB the Plan Review Board consults the stance of the corresponding Neighborhood Council for the Specific Plan Exceptions or Amendments that come before it as a standard procedure. So, in the event of a community designee's absence, the Neighborhood Council's motions or written statements may act to inform the Board to consider in its deliberation.

Multiple public comments asked that, in the event of a 13-member Board, there be six (6) members appointed by Neighborhood Councils. Most cited the motions passed by the Plan Review Board and Studio City Neighborhood Council. One (1) person cited that this would allow Neighborhood Councils to have a voice in the Plan.

There were several comments in favor of the elimination of term limits. The principal reason given was that historical knowledge on the Board must be preserved and that the Corridor takes

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<sup>50</sup> Ventura-Cahuenga Boulevard Corridor Specific Plan Amendment website:  
<https://planning.lacity.org/plans-policies/ventura-specific-plan>

a long time to learn.

The second reason cited for no term limits was the difficulty of finding individuals interested in serving on the Board.

One comment asked the Department to ensure that individuals serving on the Board be members of the communities they represent. Staff has incorporated the standard of members having a “vested interest” to meet this end.

Additional comments included questions that could not be answered in the public hearing format, and about a development project that is not a part of this Specific Plan Amendment.

At the hearing, no comments were made with regards to the following topic areas at the hearing:

- Signage and Administrative Clearance Review Streamlining
- Modernizing to Align with the Processes and Procedures Ordinance and Mobility Element 2035
- Language Clean-Up

### **Communications Received**

Throughout the community engagement process, multiple comments were received via email, and verbally during outreach events. Outside the Public Hearing, an additional 12 written comments were received via email. Public hearing comments and written comments were very similar in that they expressed concerns related to the size of the Plan Review Board and term limits for members of the Board. There were also a couple general comments. The comments on the Proposed Ordinance include:

- **Three (3) letters of opposition to the Plan Review Board language in the Proposed Ordinance** - one (1) letter from the Ventura Plan Review Board, one (1) letter from the Studio City Neighborhood Council, and one (1) letter from the Encino Neighborhood Council (sent to the Council file but not to the Planning Department). Reasons for opposition were:
  - Assigning the Council offices sole appointing authority for the Board, except for the Mayoral appointee, could cause one (1) councilmember to appoint the majority of the Board.
  - One member is not sufficient to represent the diversity of viewpoints in each community.
  - Having two (2) members would make sure a board member from each community would be present to represent each community in the event one (1) member is unable to attend a meeting.
  - The Specific Plan Amendment retains term limits.
- **Ten (10) emails of opposition to the Plan Review Board language in the Proposed Ordinance** – which expressed a similar concern regarding one (1) councilmember being able to appoint the majority of the board, and a desire for a 13-member board with six (6) members appointed by neighborhood councils. Three (3) expressed a desire for no term limits. One (1) letter expressed concern that by retaining term limits, important knowledge about and history of the Plan would be lost.
- **Two (2) emails of correction-** one (1) email pointed out several sections of the plan which still showed Cahuenga Pass and Studio City as the same community. There were also several sections in which certain areas were identified under the header of “Studio City/Cahuenga Pass” that are entirely in the Cahuenga Pass area. The Proposed

Ordinance has been reviewed for these instances and has adjusted the language accordingly.

- **Two (2) emails of support regarding sign review** – this comment states that fees imposed by the Specific Plan often are more expensive than the sign itself, and that they believe Planning staff is able to review for compliance with the Specific Plan's standards.

**Exhibit A-  
Proposed Ordinance  
Amending the Existing  
Ventura-Cahuenga  
Boulevard  
Corridor Specific Plan with  
Mark-Ups**

An ordinance amending the Ventura-Cahuenga Boulevard Corridor Specific Plan, Ordinance Nos. 166,560, 166,837, 168,644, 171,240, 174,052 to revise **Sections 1, 2, 4, 8, and 9 for content/procedures, and Sections 3, 5-7, 10-15, and 19-20 for corrections/updates to align with existing codes and terminology.**

NOW THEREFORE,

THE PEOPLE OF THE CITY OF LOS ANGELES  
DO ORDAIN AS FOLLOWS:

**Sec. 1. AMENDMENT TO ESTABLISHMENT OF THE VENTURA-/CAHUENGA BOULEVARD CORRIDOR SPECIFIC PLAN.**

**A.** The Council hereby **amends** ~~establishes~~ the **Ventura-/Cahuenga** Boulevard Corridor Specific Plan. The Corridor extends from Dry Canyon-Calabasas Flood Control Channel west of Woodlake Avenue, to **four lots (approximately 209 linear feet) east of Oakcrest Drive** ~~Woodrow Wilson Drive on the east~~ as shown in **Map 14**. The Specific Plan is applicable to that area of the City of Los Angeles that are highlighted on Maps 1 through 14.

**B.** As shown in Maps 1 through 14, the **Ventura-/Cahuenga** Boulevard Corridor Specific Plan is divided into **six** ~~five~~ major communities: (1) the ~~Studio City/Cahuenga Pass Community~~ (**four lots - approximately 209 linear feet- east of Oakcrest Drive** ~~west of Woodrow Wilson Drive to Fulton Avenue~~ **Lankershim Boulevard**), (2) ~~the Studio City Community~~ (**Lankershim Boulevard to Fulton Avenue**), (2) ~~3~~ the Sherman Oaks Community (Fulton Avenue to **Interstate 405** ~~the San Diego Freeway~~), (3) ~~4~~ the Encino Community (**Interstate 405** ~~the San Diego Freeway~~ to Lindley Avenue), (4) ~~5~~ the Tarzana Community (Lindley Avenue to Corbin Avenue), and (5) ~~6~~ the Woodland Hills Community (Corbin Avenue to Dry Canyon-Calabasas Flood Control Channel, west of Woodlake Avenue).

**C.** The Pedestrian Oriented Areas (POA) within **five of the six** ~~each of the five~~ major communities are indicated by grey shading on Maps 2A through 2E **outlined in blue on Maps 2, 5, 7 to 12.**

**D.** As shown in ~~Maps 3A through 3E~~ **Maps 1 to 14**, the **Ventura-/Cahuenga** Boulevard Corridor Specific Plan utilizes three plan designations: (1) Regional Commercial; (2) Community Commercial, and (3) Neighborhood and General Commercial.

**Sec. 2. PURPOSES.** The purposes of this Specific Plan are as follows:

**A.** To assure that equilibrium is maintained between the transportation infrastructure and land use development in the Corridor and within each separate community of the **Ventura-/Cahuenga** Boulevard Corridor Specific Plan area.

**B.** To provide for an effective local circulation system of streets and alleys which is minimally impacted by the regional circulation system and reduces conflicts among motorists, pedestrians, and transit riders.

**C.** To provide building and site design guidelines to promote attractive and harmonious multi-family and commercial development.

**D.** To assure a balance of commercial land uses in the Specific Plan area that will address the needs of the surrounding communities and greater regional area.

**E.** To provide a compatible and harmonious relationship between residential and commercial development where commercial areas are contiguous to residential neighborhoods.

- F. To preserve and enhance community aesthetics by establishing coordinated and comprehensive standards for signs, buffering, setbacks, lot coverage, and landscaping.
- G. To enhance the plan area landscaping by providing guidelines and a process for a coordinated landscaping program of public and private property for the Specific Plan's communities.
- H. To promote an attractive pedestrian environment which will encourage pedestrian activity and reduce traffic congestion.
- I. To promote and enhance the distinct character of each of the ~~six~~ **five** Specific Plan communities by establishing design guidelines and community development limitations.
- J. To establish guidelines and a process for implementing Charter required amendments, regulatory controls, providing incentives, funding mechanisms, and enforcement for the systematic execution of the policies and goals of the General Plan within the Specific Plan area.
- K. To promote a high level of pedestrian activity in the Pedestrian Oriented Areas by regulating the placement of buildings and structures to accommodate outdoor dining and other ground level retail activity, as well as provide for attractive landscaping.
- L. To provide community development limitations based on the community infrastructure's transportation capacity.
- M. To preserve alleys, wherever possible, in the corridor to facilitate traffic flow.
- N. To enhance Community Streetscape Plans by encouraging the undergrounding of utilities.
- O. To provide a business-friendly process to install business signs, make tenant improvements, and initiate simple changes of use.**

**Sec. 3. RELATIONSHIP TO OTHER PROVISIONS OF THE LOS ANGELES MUNICIPAL CODE.**

**A. Relation To Los Angeles Municipal Code.**

1. The regulations of the Specific Plan are in addition to those set forth in the planning and zoning provisions of Los Angeles Municipal Code (LAMC) Chapter 1 †, as amended, and any other relevant ordinances and do not convey any rights not otherwise granted under the provisions and procedures contained in that chapter and other relevant ordinances, except as specifically provided here.
2. Wherever this Specific Plan contains provisions which require different setbacks, restricted yards, lower densities, lower heights, restricted uses, greater parking requirements or other greater restrictions or limitations on development than would be allowed pursuant to the provisions contained in LAMC Chapter 1 † and 1.A, the Specific Plan shall prevail and supersede the applicable provisions of that Code.

**B. Procedures for Various Approvals Related ~~To This~~ **This Specific Plan.** The procedures for **Administrative Clearance Review, and the granting of an eException, Project Permit Compliance Project Compliance, Appeal, Modification of Permit Compliance-Modification of Entitlement, Project Permit Adjustment Permit Adjustment** ~~to~~ and Interpretation of this Specific Plan are set forth in **Section 9 of this Plan, LAMC Section 11.5.7, and Part 13.B of Chapter 1A of the LAMC.** ~~In approving an exception to this Specific Plan, pursuant to Section 11.5.7 F, the Area Planning Commission, and the City Council on appeal, may simultaneously approve any conditional use under their jurisdiction. Only one fee shall be required for joint applications.~~**

**Sec. 4. DEFINITIONS.** The following words or phrases, whenever used in this Specific Plan, shall be construed as defined in this Section. Words and phrases not defined here shall be construed as defined in LAMC Chapter 1 Sections 12.03, and Chapter IX, Article 1, Division 2, Section 91.202 and Division 62, Section 91.6202 ~~91.0402 through 91.0423 and 91.6203.~~

**A.M. PEAK HOUR:** The one-hour period of a weekday with the greatest average on-street traffic volume occurring during the hours of 7:00 A.M. to 10:00 ~~A.M. P.M.~~

**APPLICANT:** Any person, as defined in LAMC Section 11.01, submitting an application for a building permit, demolition permit, excavation permit, foundation permit, grading permit or sign permit for a Project.

**ASSESSMENT DISTRICT:** For the purposes of this Specific Plan Ordinance, an area established within the boundaries of this Specific Plan by the City Council for the purpose of levying assessments on property owners within the area to fund certain improvements and activities as identified within this Specific Plan.

**AUTO-RELATED USES:** Auto-related uses for the purposes of this Specific Plan shall be defined as car washes, motor and/or recreational vehicle sales and/or rentals, maintenance, repair and accessory installation.

**CITY BUILDING COST INDEX:** An index for tracking the rate of inflation in building costs. For the purposes of this Specific Plan, that component of the index for the Los Angeles Metropolitan Area, published by Marshall and Swift relative to “metal frame and walls” will be used to define the City Building Cost Index. If for any reason, this Index ceases to be published, then a similar building cost index will be utilized.

**COMMERCIAL FLOOR AREA:** Floor area devoted to non-residential uses. Hotels and motels shall not be considered residential uses for purposes of this definition.

**COMMUNITY COMMERCIAL PLAN DESIGNATION:** A land use designation in the Community Plan which is a focal point for surrounding residential neighborhoods and containing a diversity of uses, such as small offices and overnight accommodations, cultural facilities, schools and libraries, in addition to neighborhood-oriented services.

**COMMUNITY PLAN(S):** The adopted Community Plans for the Sherman Oaks-Studio City/~~Cahuenga Pass-Toluca Lake-Cahuenga Pass~~ Community Plan area, the Encino-Tarzana Community Plan area, and the Canoga Park-Winnetka-Woodland Hills-West Hills Community Plan area, which plans include all portions of the ~~Ventura-/Cahuenga~~ Boulevard Corridor Specific Plan.

**CONVENIENCE MARKET:** A retail market, which has a floor area of less than 5,000 square feet and which sells an assortment of packaged food and small, non-food carry-out items.

**COURT/COURTYARD:** A space, open to the sky, located within three feet above or below curb level on a lot and bounded on three or more sides by walls of a building.

**DRIVE-THROUGH CONVENIENCE PREMIUM:** The fixed component of the Project Impact Assessment (PIA) Fee charged when Drive-Through Establishments are included in retail sales/service, restaurant, and bank use regardless of the number of ATM, teller, and service windows; and for gasoline stations regardless of the number of fueling positions. Convenience Markets are always charged this Drive-Through/ Convenience Premium.

**DRIVE-THROUGH ESTABLISHMENT:** Any establishment which dispenses food or services for consumption or use on or off the premises to an individual in a vehicle. These establishments may include, but are not limited to, restaurants, pharmacies, banks, and dry cleaners.

**FLOOR AREA RATIO:** A multiplier applied to the buildable area of a commercially or residentially zoned lot in order to determine the maximum allowable floor area of all buildings on a lot. The ratio is a calculation of the maximum allowable buildable floor area of all buildings to the total square footage of the lot.

**FRONT YARD:** The Front Yard shall be defined as the area of the lot facing Ventura or Cahuenga Boulevard between the front lot line and those portions of the building at ground level, exclusive of overhangs or extensions. Where there is no established building line on Ventura or Cahuenga Boulevard, then the lot line contiguous with Sepulveda, Van Nuys, Reseda or Laurel Canyon Boulevards shall be deemed the front lot line.

**GROUND FLOOR:** The lowest story within a building that is accessible to the street, the floor level of which is within three feet above or below curb level, the frontage of which is on or is primarily facing any public street, and the depth of which is at least 50 feet or the total depth of the building, whichever is less.

**IN LIEU CREDIT:** A credit toward payment of the Project Impact Assessment Fee, pursuant to the provisions of Section 11 of this Specific Plan.

**INTERIM CONTROL ORDINANCE (ICO) PROJECTS:** Projects for which a covenant and agreement was recorded pursuant to the **Ventura-/Cahuenga** Boulevard Interim Control Ordinance or preceding ordinances (Ordinance Nos. 165,290, 162,907, 160,406, 160,514 and 166,313).

**LEVEL OF SERVICE (LOS):** An indicator, designated "A" through "F," of the degree of traffic saturation of a lane segment or intersection. For purposes of this Specific Plan, "LOS" pertains to Level of Service at intersections, which is determined by the ratio of critical lane volume "V" to the intersection's capacity "C" or "V/C" ratio.

**MIXED-USE PROJECT:** A Project which combines office or other commercial uses with a residential use with at least 25% of the total Project floor area as residential and at least 33% of the total Project floor area as commercial.

**NEIGHBORHOOD AND GENERAL COMMERCIAL PLAN DESIGNATION:** A land use designation in the Community Plan which is a focal point for surrounding residential neighborhoods and containing a diversity of land uses, such as restaurants, retail outlets, grocery stores, **childcare** facilities, small professional offices, community meeting rooms, pharmacies, religious facilities and other similar services.

**PEDESTRIAN DEVELOPMENT DISTRICT (PDD):** A Pedestrian Development District is the area identified on ~~Map 2B~~ **Maps 10 and 11** bounded by both sides of Ventura Boulevard between Beverly Glen Boulevard/Tyrone Avenue and Fulton Avenue.

**PEDESTRIAN ORIENTED AREA:** Areas within the Specific Plan boundaries, as shown in ~~grey shading~~ **outlined in blue on Maps 2, 5, 7 to 12** of this Specific Plan, in which greater pedestrian activity is encouraged.

**PEDESTRIAN SERVING USES - Tier I:** Academic tutoring or learning centers; art galleries; barber shops; beauty and nail salons; book stores; cafes; candy shops; cell phone stores; coffee houses; community facilities including chamber of commerce office; computer sales; day spas and tanning salons; dress making and tailoring; dry goods and notions; copying services; carousels (as an accessory use to a retail or Pedestrian Serving Use); financial services without Drive-Through Establishments which provide check cashing, ready cash and money orders; furniture; grocery stores; hardware stores (less than 5,000 square feet); hobby shops; ice cream parlors; martial arts/dance centers; pet shops; pharmacies; photographers; restaurants without Drive-Through Establishments; shoe repair; theaters; toy stores; video or music stores; and stores selling other small consumer items, or providing similar services, as determined by the Director of Planning.

**PEDESTRIAN SERVING USES - TIER II:** Accountants; architects; day care (short term); doctors; dentists; dry cleaners; chiropractors; insurance companies (with additional parking); interior decorating; law and legal aid; locksmith; mortgage companies; real estate offices (with additional parking).

**PERMITTED FLOOR AREA, APPROVED:** Commercial Floor Area of a Project which has been granted a Project Permit Compliance/**Project Compliance** or a clearance from the Department of City Planning and Department of Transportation pursuant to the Ventura-Cahuenga Boulevard Interim Control Ordinance or a Project Permit Compliance/**Project Compliance** pursuant to the provisions of this Specific Plan.

**PHASES OF DEVELOPMENT:** A schedule of development for Projects in this Specific Plan area that limits development by correlating incremental increases in the total Approved Permitted Floor Area of all commercial Projects with the implementation of certain transportation objectives and actions, as specified in this Specific Plan.

**PHASING PROGRAM:** A schedule applicable to Projects for the purpose of dividing into stages the construction of Projects and the construction of related transportation infrastructure.

**P.M. PEAK HOUR:** The **one-hour** period of a weekday with the greatest average on-street traffic volume occurring during the hours of 3:00 P.M. to 7:00 P.M.

**PORTABLE SIGN:** A sign not permanently affixed either to land or to a structure on land.

**PRELIMINARY TRAFFIC ASSESSMENT:** The Department of Transportation's initial determination of the requirements for review of the Project's compliance with transportation-related Specific Plan provisions, including the necessity for a Traffic Study.

**PRIOR SPECIFIC PLAN (PSP PROJECTS).** Projects permitted during the period from February 16, 1991, to the effective date of this Specific Plan amending the Ventura-Cahuenga Boulevard Corridor Specific Plan.

**PROJECT, ADMINISTRATIVE CLEARANCE REVIEW:** A ministerial approval/disapproval issued by the Director of Planning for Projects in this Specific Plan that is obtained pursuant to Section 9A of this Plan and the applicable Specific Plan regulations. Sign permits, interior construction or a change of use that does not (a) increase the floor area; or (b) increase the number of Trips; or (c) increase parking requirements pursuant to Section 7F of this Specific Plan; or (d) include a change of use which is not consistent with those permitted by Section 5A.3 of this Specific Plan are eligible for Administrative Clearance Review.

**PROJECT, DISCRETIONARY REVIEW:** A discretionary approval/disapproval issued by the Director of Planning for Projects in this Specific Plan that is obtained pursuant to Section 9B of this Plan and the applicable Specific Plan regulations. Any grading, construction, erection, addition to, or structural alteration of any building or structure, a use of vacant land, or change of use **that does not qualify for Administrative Clearance Review** on a lot located in whole or in part within the Specific Plan area, which requires the issuance of any building permit, demolition permit, excavation permit, foundation permit, **or** grading permit **is subject to Discretionary Review**, or sign permit. ~~A Project shall not include interior construction or a change of use unless it (a) increases the floor area; or (b) increases the number of Trips; or (c) increases parking requirements pursuant to Section 7 F of this Specific Plan; or (d) includes a change of use which is not consistent with those permitted by Section 5 A 3 of this Specific Plan.~~

~~**PROJECT PERMIT COMPLIANCE**~~ **PROJECT COMPLIANCE:** An application submitted to the Director of Planning for a determination that the proposed Project meets the Specific Plan requirements and the Design Guidelines of this Specific Plan and, ~~Discretionary Review, subject to Section 9B.~~ ~~Where applicable, that the Department of Transportation has~~ **will** determined in writing that the Project is in conformance with the transportation provisions of this Specific Plan.

**PROJECT IMPACT ASSESSMENT FEE:** The monies required to be paid into the ~~Ventura-Cahuenga~~ Boulevard Corridor Specific Plan Revenue Fund by an Applicant for a Project, based on the Project's floor area and land use, pursuant to the requirements of this Specific Plan.

**REGIONAL COMMERCIAL PLAN DESIGNATION:** A land use designation in the Community Plan which is a focal point of regional commerce, identity and activity and containing a diversity of uses, such as corporate and professional offices, residential, retail commercial malls, government buildings, major health facilities, major entertainment and cultural facilities and supporting services.

**REGIONALLY IMPACTED AREA:** The area identified on ~~Map 2A~~ ~~Maps 13 and 14~~ bounded by both sides of Cahuenga Boulevard West between ~~the four lots (approximately 209 linear feet) east of Oakcrest Drive Woodrow Wilson Drive~~ on the east and Lankershim Boulevard on the west.

**RESTRICTED USE AREA:** The area identified on ~~Map 2B~~ ~~Maps 9 and 10~~ bounded by both sides of Van Nuys Boulevard between Moorpark Street on the south and the Ventura ~~(404)~~-Freeway (U.S. Route 101) on the north.

**SANDWICH SIGN:** A portable sign consisting of two sign faces which connect at the top and extend outward at the bottom.

**SHOPPING CENTER:** A building or group of buildings on a lot or lots with 10,000 or more square feet of commercial retail uses and with more than one commercial retail use.

**STRETCHERS:** Replacement or enhancement of signs that exceed height and/or area of initially permitted sign face by the Department of Building and Safety.

**SUPERGRAPHIC DISPLAY:** A sign, consisting of an image projected onto a wall or printed on vinyl, mesh or other material with or without written text, supported and attached, to a wall by an adhesive and/or by using stranded cable and eye-bolts and/or other materials or methods, that does not comply with the provisions in LAMC ~~Chapter IX, Article I, Division 62, Section 91.62.01, et seq.~~, relating to Wall Signs, Mural Signs, Off-Site Signs and Temporary Signs.

**SUPERMARKET:** A retail store with a floor area equal to or greater than 5,000 square feet, which sells an assortment of foods, as well as items for food preparation, household cleaning, and personal care.

**TAKE-OUT FOOD ESTABLISHMENT:** An establishment dispensing food for off-site consumption that has the following characteristics: (1) contains the space capacity to provide for no more than five seats; (2) provides no table orders or waiter-service; (3) provides no utensils, beverage, condiment, or other foodstuffs, except expressly as part of any order dispensed for off-site consumption; and (4) dispenses all food in disposable containers and/or wrapping.

**TENANT FRONTAGE:** The linear length of building's primary frontage of a tenant space, hotel, or lobby or entrance that serves a residential use along a public street or right-of-way, driveway, or pedestrian walkway or plaza. Tenant frontage length shall be calculated separately for each building story.

**TRAFFIC ASSESSMENT:** The Department of Transportation's written determination of the likely traffic impacts resulting from the Project and its mitigation measures, considering the estimate of Project-generated trips, ambient growth, related developments, and levels of service at adjacent intersections.

**TRAFFIC STUDY:** A written report prepared at the Applicant's expense and submitted by the Applicant according to DOT's Traffic Study guidelines, discussing the traffic engineering investigation and analysis of Project-related traffic impacts, including recommendations to mitigate the traffic impacts, if any.

**TRANSPORTATION DEMAND MANAGEMENT (TDM):** A program promoting ridesharing and transit use to reduce Project-related Trips, to be provided by an Applicant or owner, lessee or assignee of an Applicant.

**TRIP:** An arrival at or a departure from a Project during the A.M. or P.M. peak hours by a motor vehicle as calculated by the Department of Transportation using the Trip generation formulas and/or table provided in technical references published by the Institute of Transportation Engineers and other transportation and traffic engineering industry sources.

## **Sec. 5. PROHIBITIONS, VIOLATIONS, ENFORCEMENT, USE LIMITATIONS AND RESTRICTIONS, AND EXEMPTIONS.**

### **A. Prohibitions.**

**1. Violations and Penalties.** Any violation of this Specific Plan shall be subject to the provisions of LAMC Sections 11.00 (m) and 12.04.01.

**(a) Existing Violations.** No ~~Project Permit Compliance~~ **Project Compliance** approvals shall be issued for Projects until all cited violations of the Specific Plan regulations are corrected.

**(b) Certificate of Occupancy.** Prior to the issuance of a certificate of occupancy, and in addition to all other requirements of the Department of Building and Safety, the property owner shall provide a letter of certification by a licensed landscape architect to the Director of Planning, that all required landscape and relevant streetscape elements have been implemented.

**2. Specific Plan Compliance Required for Building, Demolition, Excavation, Foundation, Grading and Sign Permits.** Notwithstanding any provision of the LAMC to the contrary, no building, demolition, excavation, foundation, grading or sign permit shall be issued for a Project, unless the Applicant complies with all sections of this Specific Plan. No sign permits shall be issued unless the sign conforms to the requirements of Sections 8 and 9 of this Specific Plan. In general, a Project shall be subject to a Department of Transportation mitigation approval described in Section 10 and a Department of City Planning ~~Project Permit Compliance~~ **Project Compliance** described in Section 9.

### **B. Enforcement.**

**1. Responsible Department.** The Department of Building and Safety shall be responsible for enforcing the provisions of this Specific Plan.

**2. Citations.** Notwithstanding the provisions of Subsection **A.1** above, violation of the provisions of this Specific Plan, subsequent to the initial warning, shall be punishable by an administrative citation to the property owner in the amount of \$250.00.

**(a) Repeat Violations.** Fines shall be increased for repeat violations of any provision of this Specific Plan and calculated from the date of the initial citation as follows:

**(1) First violation:** Warning to correct violation within 30 days of citation.

**(2) Second violation within 60 days:** \$250.00

**(3) Third violation within 90 days:** \$500.00

**(4) Fourth violation within 120 days:** \$1,000.00 and each subsequent violation.

**(b) Establishment of Fund.** The Department of Building and Safety shall establish a Community Enforcement Revenue Fund for each of the following communities: Studio City, Cahuenga Pass, Sherman Oaks, Encino, Tarzana, Woodland Hills.

**(c) Exclusivity of Funds.** The monies generated as a result of the citations issued shall be used exclusively to fund enforcement of the regulations of the Ventura-Cahuenga Boulevard Corridor Specific Plan and the PACE Program.

**3. Pro-Active Code Enforcement Survey (PACE).** The Department of Building and Safety shall conduct a PACE survey, at least once every six months, in each of the ~~six five major~~ communities as shown on Maps ~~1 to 14 2A through 2E~~ to issue citations for any violations of the provisions of this Specific Plan involving permanent structures or signs.

### C. Use Limitations and Restrictions.

#### 1. Use Limitations ~~in~~ Pedestrian Oriented Areas.

**(a)** In addition to the prohibition in Subdivision 2 above, in the Pedestrian Oriented Areas ~~outlined in blue on Maps 2, 5, 7 to 12 identified on Exhibits A-G in Section 4 of this Specific Plan,~~ no building permit, demolition permit, excavation permit, foundation permit, grading permit, or sign permit shall be issued for any Project unless the Project includes floor area ~~which is defined as usable space by LADBS~~ on the Ground Floor of the building along at least 75 percent of the frontage of a building, excluding the frontage along vehicular access to on-site parking, devoted to retail uses or any Pedestrian Serving Use -Tier I. Office and retail uses cannot be combined within one tenant space unless a physical, stationary barrier is constructed or installed. Office uses accessory to retail will be combined with the retail square footage for the purposes of determining parking requirements.

The Applicant shall guarantee the continued restriction to retail or Pedestrian Serving Uses - Tier I for at least 75 percent of the frontage of a building by executing and recording a covenant and agreement. The covenant and agreement shall run with the land. It shall be binding on future owners, successors, heirs, or assignees of the owners. It shall be executed by all fee owners of the property, approved by the Department of City Planning, recorded with the County Recorder, and a certified copy delivered to the Departments of City Planning and Transportation prior to the issuance of any building permit, demolition permit, excavation permit, foundation permit, grading permit, or sign permit.

**(1)** An Applicant may apply for a ~~Project Permit Compliance~~ **Project Compliance** approval for additional uses defined under Pedestrian Serving Uses - Tier II, if a Pedestrian Oriented Area has reached a vacancy rate of 12 percent or higher within that Pedestrian Oriented Area.

**(a)** Permission granted for these uses shall be in affect only for the period in which the vacancy rate of the Pedestrian Oriented Area where a Project is located remains above eight percent. When the vacancy rate falls to eight percent, Pedestrian Serving Uses - Tier II shall no longer be permitted.

**(b)** In order to obtain approval of a ~~Project Permit Compliance~~ **Project Compliance** for Pedestrian Serving Uses - Tier II, the Applicant shall provide evidence to the satisfaction of the Director of Planning of the current vacancy rate.

**(2)** A ~~Project Permit Compliance~~ **Project Compliance** granted pursuant to (1) above shall terminate should the approved use cease for a period of time exceeding three months or when a change of use occurs.

**(b)** No Drive-Through Establishments, motor and recreational vehicle sales and/or rentals, maintenance, repair and accessory installation, or car washes shall be permitted in Pedestrian Oriented Areas.

(c) All businesses in a Pedestrian Oriented Area fronting a street or Courtyard shall maintain direct pedestrian access to the sidewalk or Courtyard.

(d) All businesses located within a Pedestrian Oriented Area shall maintain at least 50% of their wall frontage as window space, display case, or public art. Nonreflective glass shall be used to allow maximum visibility from sidewalk or courtyard areas into interior of buildings. Window displays shall conform with sign requirements of this Specific Plan and the Los Angeles Municipal Code.

(e) Where a Project is located in an existing building or structure that is set back and raised above grade so as not to be readily accessible and/or visible by pedestrian traffic, the Project shall be exempt from Subsections (a), (c), and (d) above.

(f) Subdivision 3 above shall not apply to a Project which consists of construction, erection, addition to or structural alteration of a hospital located in the Pedestrian Oriented Area identified on ~~Map 2-C of Section 4-C~~ **Maps 7 and 8**, so long as the Project does not exceed 160,000 square feet of Floor Area and any new uses in the Project within 100 feet of Ventura Boulevard are retail or Pedestrian Serving Uses.

## **2. Use Restrictions in a Regionally Impacted Area, Pedestrian Development District and Restricted Use Area within the ~~Ventura-Cahuenga~~ Boulevard Corridor Specific Plan Area.**

(a) **Regionally Impacted Area - ~~Studio City~~/Cahuenga Pass.** The following uses shall be prohibited in the Regionally Impacted Area on both sides of Cahuenga Boulevard West bounded by ~~the four lots (approximately 209 linear feet) east of Oakcrest Drive Woodrow Wilson Drive~~ **the four lots (approximately 209 linear feet) east of Oakcrest Drive** on the east and Lankershim Boulevard on the west as shown on ~~Exhibit G~~ **Maps 13 and 14:**

- (1) Drive-Through Establishments.
- (2) Auto-Related Uses.
- (3) Hotels/Motels.

(b) **Pedestrian Development District - Sherman Oaks.** The following uses shall be prohibited in the Pedestrian Development District on both sides of Ventura Boulevard bounded by Fulton Avenue on the east and Beverly Glen Boulevard/ Tyrone Avenue on the west as shown on ~~Exhibits D & E~~ **Maps 10 and 11:**

- (1) Drive-Through Establishments.
- (2) Auto-Related Uses.

(c) **Restricted Use Area - Sherman Oaks.** The following uses shall be prohibited in the Restricted Use Area on both sides of Van Nuys Boulevard bounded by the Ventura Freeway (U.S. Route 101) on the north and Moorpark Street on the south as shown on ~~Exhibits D & E~~ **Maps 9 and 10:**

- (1) Drive-Through Establishments.
- (2) Auto-Related Uses.

## **3. Other Limitations within the ~~Ventura-Cahuenga~~ Boulevard Corridor Specific Plan Area.**

(a) **Permanent Cargo Containers.** Cargo containers used permanently for incidental storage to an existing commercial use shall be prohibited within the ~~Ventura-Cahuenga~~ Boulevard Corridor Specific Plan area.

**(b) Temporary Permits for Cargo Containers.** Only two consecutive temporary permits, for up to six months each, shall be permitted within a **three-year** period and shall be subject to the following regulations after approval by the Planning Department and Building and Safety:

(1) Temporary containers shall be located on that portion of a lot where open storage is allowed by the Los Angeles Municipal Code.

(2) The use of a temporary container shall be limited to incidental storage for an existing commercial use.

(3) The use of a temporary container shall not allow human occupancy.

(4) The temporary container shall not be located so as to block, obstruct, or reduce any required parking spaces of the existing buildings on the lot, loading area or required exits, windows or vent shafts.

(5) The temporary container shall not be visible from Ventura Boulevard, Cahuenga Boulevard, Reseda Boulevard, Sepulveda Boulevard, Van Nuys Boulevard or Laurel Canyon Boulevard.

(6) A site shall be limited to one temporary container with a maximum 400 square foot of floor area for each 5,000 square foot of lot area (permitted for open storage).

(7) Each temporary container shall not exceed 10 feet in height, 10 feet in width and 40 feet in length and shall have no wall openings except for an access door opening at one end of the unit. Temporary containers shall not be stacked on each other.

(8) Access to temporary container for the disabled shall meet Title 24 requirements relating to handicap access.

**D. Total Exemptions From Specific Plan Provisions.** Any Project for which a building permit, demolition permit, excavation permit, foundation permit, grading permit, or sign permit is required in order to comply with an order issued by the Department of Building and Safety to repair an unsafe or substandard condition shall be exempt from the provisions of this Specific Plan. This exemption shall not apply to a change of use or an addition of floor area except as the increase in floor area is required to meet Americans with Disabilities Act (ADA) requirements.

## **Sec. 6. BUILDING LIMITATIONS.**

**A. Basic Development Rights.** All Projects which involve new construction, or additions of more than one hundred square feet of floor area to existing buildings shall be limited by the Floor Area Ratios in Subsection B and the Commercial Floor Area buildout limitations in Subsection C. However, notwithstanding the limitations in Subsections C, D and E below, each lot shall have development rights of at least a 0.35:1 Floor Area Ratio in the Neighborhood and General Commercial Plan Designation areas and a 0.5:1 Floor Area Ratio in the Regional Commercial and Community Commercial Plan Designation areas.

### **B. Floor Area Ratio Limitations.**

1. The following Floor Area Ratios shall apply to Projects within the Community Commercial Plan Designation, and within the Regional Commercial Plan Designation west of **Interstate 405** the ~~San Diego~~ freeway:

(a) No Project may exceed a maximum Floor Area Ratio of 1.25:1.

**(b)** However, an additional Floor Area Ratio of 0.25:1 may be granted by the Department of City Planning during the ~~Project Permit Compliance~~ **Project Compliance** process for a Mixed-Use Project, pursuant to Section 9.

**2.** The following Floor Area Ratio shall apply to Projects within the Community Commercial Plan Designation on the north and south side of Ventura Boulevard bounded by Radford Avenue on the east and Colfax Avenue on the west:

**(a)** No Project may exceed a maximum Floor Area Ratio of 1.0:1.

**3.** The following Floor Area Ratio shall apply to Projects within the Neighborhood and General Commercial Plan Designations:

No Project may exceed a maximum Floor Area Ratio of 1.0:1.

**4.** The following Floor Area Ratio shall apply to Projects within the Regional Commercial Plan Designation east of **Interstate 405** ~~the San Diego freeway~~:

No Project may exceed a maximum Floor Area Ratio of 1.5:1.

**C. Cumulative Permitted Commercial Floor Area ~~And~~ Existing Floor Area.**

The Cumulative Permitted Floor Area and the existing floor area prior to the Ventura/Cahuenga Boulevard Interim Control Ordinance for all commercial square footage in this Specific Plan shall not exceed the following cumulative square footage, by Phase of Development:

Phase I - 23,400,000 square feet;

Phase II - 27,898,000 square feet.

**D. Project Limitations Based ~~On~~ Commercial Floor Area ~~F~~or Phase I and Phase II.** In Phase I, no Project shall be permitted which would result in creating more than the cumulative total Commercial Floor Area in any community that exceeds the following limits:

**ADDITIONAL FLOOR AREA ALLOCATIONS FOR EACH COMMUNITY AND  
CUMULATIVE TOTALS FOR EACH PHASE OF DEVELOPMENT**

| COMMUNITY                                 | PHASE I<br>ADDITIONAL FLOOR<br>AREA (SF) | PHASE II<br>ADDITIONAL FLOOR<br>AREA (SF) |
|---|--|---|
| Studio City <del>and</del> /Cahuenga Pass | 728,351                                  | 797,185                                   |
| Sherman Oaks                              | 398,670                                  | 436,323                                   |
| Encino                                    | 614,445                                  | 672,395                                   |
| Tarzana                                   | 665,526                                  | 728,183                                   |
| Woodland Hills                            | 1,703,008                                | 1,863,914                                 |
|   |  |   |
| <b>Subtotals:</b>                         | 4,110,000                                | 4,498,000                                 |
| Base Year Developed Floor<br>Area         | 19,290,000                               | 23,400,000                                |
|   |  |   |
| <b>Cumulative Totals:</b>                 | 23,400,000                               | 27,898,000                                |

**E . Project Limitations Based ~~On~~ Traffic Impact.** When 4,110,000 square feet of additional Commercial Floor Area have been permitted in the entire Specific Plan area during Phase I and 12 of the intersections listed in Subsection F below are operating at the unacceptable Level of Service of E or F, as determined by the Department of Transportation, then each Project shall be limited to the Basic Development Rights as set forth in Subsection A of Section 6.

**F . Critical Intersections:** The following corridor intersections are critical intersections:

**~~Studio City/~~ Cahuenga Pass**

1. Barham Boulevard and Cahuenga Boulevard
2. 101 Ramps, Regal Place and Cahuenga Boulevard
3. Lankershim Boulevard and Ventura Boulevard

**Studio City**

4. Vineland Avenue and Ventura Boulevard
5. Tujunga Avenue and Ventura Boulevard
6. Colfax Avenue and Ventura Boulevard
7. Laurel Canyon Boulevard and Ventura Boulevard
8. Coldwater Canyon Avenue and Ventura Boulevard

**Sherman Oaks**

- 9. Woodman Avenue and Ventura Boulevard
- 10. Beverly Glen Boulevard and Ventura Boulevard
- 11. Van Nuys Boulevard and Ventura Boulevard
- 12. Kester Boulevard (east and west jog) and Ventura Boulevard
- 13. Sepulveda Boulevard and Ventura Boulevard

**Encino**

- 14. 101/405 Ramps, Sherman Oaks Avenue and Ventura Boulevard
- 15. Hayvenhurst Avenue and Ventura Boulevard
- 16. Balboa Boulevard and Ventura Boulevard
- 17. White Oak Avenue and Ventura Boulevard

**Tarzana**

- 18. Lindley Avenue and Ventura Boulevard
- 19. Reseda Boulevard and Ventura Boulevard
- 20. Wilbur Avenue and Ventura Boulevard
- 21. Vanalden Avenue and Ventura Boulevard
- 22. Tampa Avenue and Ventura Boulevard
- 23. Corbin Avenue and Ventura Boulevard

**Woodland Hills**

- 24. Winnetka Avenue and Ventura Boulevard
- 25. Canoga Avenue and Ventura Boulevard
- 26. DeSoto Avenue and Ventura Boulevard
- 27. Topanga Canyon Boulevard and Ventura Boulevard
- 28. 101 Ramps near Shoup Avenue and Ventura Boulevard
- 29. Shoup Avenue and Ventura Boulevard
- 30. Fallbrook Avenue and Ventura Boulevard
- 31. 101 Ramps, Woodlake Avenue and Ventura Boulevard

**G. General Requirement.** The Department of City Planning shall establish, monitor, and maintain an official record of all Cumulative Permitted Floor Area, by Phase of Development, within the Specific Plan area. The Floor Area record shall be maintained at the parcel and Community level.

**H. Certification of Compliance with the Phases of Development Requirements.**

1. No ~~Project Permit Compliance~~ **Project Compliance** shall be granted for any Project which would cause the Cumulative Permitted Floor Area to be increased from Phase I to Phase II until the City Council has done one of the following: certified that all requirements of the current Phase of Development have been implemented or assured; or, adopted findings to justify the reasons why the requirements are not necessary to mitigate any significant environmental impacts; or, adopted appropriate Specific Plan amendments and accompanying findings.

2. Based upon a report and recommendations from the Department of City Planning, with the assistance of the Department of Transportation and the advice of the Plan Review Board, the City Planning Commission shall report to the City Council on whether all the requirements of Phase I have been implemented. The report shall also address any requirements that are unnecessary and should be deleted.

If the City Council determines that the requirements of Phase I are not necessary in order to mitigate significant environmental impacts, then it shall adopt findings to justify the reasons why the requirements are not necessary. If the Council determines that not all of the requirements of Phase I have been implemented or assured and that this Specific Plan should be amended or revised based on the review process, then it shall adopt findings accordingly and request staff to report on what appropriate amendments should be adopted.

**Sec. 7. LAND USE REGULATIONS.** A Project shall comply with the following land use regulations:

**A. Yards and Setbacks.** An entrance to the business shall provide direct access from the sidewalk without crossing a parking lot or driveway.

1. **General.** Notwithstanding LAMC Sections 12.12.2, 12.13, 12.13.5, 12.14 and 12.16 to the contrary, the following requirements for yards and setbacks shall apply to all Projects which consist of construction of a new building or an addition of square footage to an existing building:

(a) If a lot has a coterminous lot line with Ventura or Cahuenga Boulevard, then for the purposes of this Specific Plan, the lot shall be deemed to front on Ventura or Cahuenga Boulevard. If a lot has a coterminous lot line with Sepulveda, Van Nuys, Reseda or Laurel Canyon Boulevards, but not with Ventura or Cahuenga Boulevards, then for the purposes of this Specific Plan, the lot shall be deemed to front on Sepulveda, Van Nuys, Reseda or Laurel Canyon Boulevards.

(b) The exceptions in LAMC Section 12.22 C 20 shall be applicable to yards and setbacks required pursuant to this Specific Plan.

(c) For purposes of this section, the term setback shall only refer to a setback of floors below the first 15 feet in height of a building.

(d) Owners of all lots which have a coterminous lot line with the Los Angeles County Flood Control District (the Los Angeles River), shall make provisions for public access from the bike path to the building on the lot or to the front lot line when the bike path and any public open space along the river is built. Owners shall also provide a landscaped area of ten feet in width for all rear yards adjacent to the river's edge. Landscaping shall be compatible with riparian plantings.

## 2. Regional Commercial and Community Commercial Plan Designation Areas.

**(a) Front Yards and Setbacks.** A maximum 10-foot Front Yard shall be permitted for lots in the Regional Commercial and Community Plan Designation areas. No parking area or driveway shall be placed directly in front of the building except where a driveway is located to provide direct access through the building to a parking area located in the building or to the rear of the building.

No Project shall be built within 18 inches of the front lot line. This 18-inch setback shall be landscaped to the satisfaction of the Director of Planning.

### Alternatives:

**(1)** Notwithstanding Paragraph (a) above, except for areas required for vehicular access to parking, a Front Yard of between 10 feet and 40 feet in depth for a maximum of 50 percent of the length of the front lot line or a maximum width of 50 feet, whichever is less, may be provided. If this Alternative is utilized, then the Project shall not be subject to the requirements in Subsection 7 E 1(f) and (g).

**(2)** If at least 50 percent of the length of the building frontage is built less than 18 inches from the front lot line, then

**(i)** 25 percent of the length of the building frontage shall be setback ten feet; and

**(ii)** The remaining 25 percent of the length of the building frontage shall be setback between ten and twenty feet; and if this Alternative is utilized, then the Project shall not be subject to the requirements in Subsection 7 E 1 (f) and (g).

**(iii)** Lots may have a maximum 25-foot front setback for the Project's first 15 feet in height, so long as the entire setback area is used for outdoor dining with appropriate landscape and hardscape in accordance with the adopted community streetscape plan. Portions of a building over 15 feet need not be setback. If Alternative (iii) is utilized, then the requirements in Subsection B shall not apply.

**(b) Side Yards.** No side yard shall be permitted at the Ground Floor, except that an accessway, which may include a maximum 20 foot wide driveway, a maximum 4 foot wide walkway and landscape buffers of 18 inches to 5 feet on either side of the accessway may be provided for vehicular access to parking and pedestrian access to the building, or as specified in Subsection D [Parking] below, or where the Project contains residential uses, in which case, LAMC Sections 12.07, 12.07.01, 12.07.1, 12.08, 12.08.1, 12.08.3, 12.08.5, 12.09, 12.09.1, 12.09.5, 12.10, 12.11 and 12.12 shall apply.

For corner lots, the side of the lot facing the side street intersecting with Ventura or Cahuenga Boulevard shall require a minimum 18-inch and maximum 15-foot landscaped setback.

### (c) Rear Yards.

**(1)** Notwithstanding LAMC Section 12.21 C 1 (h), if the rear lot line of a lot is adjacent to a street, then there shall be a minimum 15-foot rear yard.

**(2)** If the rear lot line of a lot is adjacent to a residential use, then the lot shall have a minimum 20-foot rear yard, unless more is required by LAMC Section 12.21.1 A 10.

**(3)** If an alley separates a residential use from a commercial rear lot line, and the alley is at least 20 feet wide, then the **20-foot** rear yard setback shall be measured from the midpoint of the abutting alley.

### **3. Neighborhood and General Commercial Plan Designation Areas.**

**(a) Front Yards and Setbacks.** No parking area or driveway shall be placed directly in front of the building except where a driveway is located to provide direct access through the building to a parking area located in the building or to the rear of the building.

**(1)** For lots which are 100 or less feet in width:

**(i)** No Project may be built within 18 inches of the front lot line. This **18-inch** setback shall be landscaped.

**(ii)** Each lot shall have a maximum yard or Front Yard setback of 60 feet, or an average Front Yard of all existing structures on the block in which the lot is located, whichever is less.

**(2)** For lots which are more than 100 but no more than 200 feet in width:

**(i)** No Projects may be built within 18 inches of the front lot line; however, floors above 15 feet may be built to the lot line. This **18-inch** setback shall be landscaped.

**(ii)** Each lot shall have a maximum Front Yard of 20 feet for a minimum of 33 percent of the length of the front lot line. The balance of the lot frontage may have a maximum Front Yard of 60 feet, or a Front Yard equal to the average of all existing structures on the block in which the lot is located, whichever is less.

**(3)** For lots which are wider than 200 feet.

**(i)** No Project may be built within 18 inches of the front lot line; however, floors above 15 feet may be built to the lot line. This **18-inch** setback shall be landscaped.

**(ii)** Each lot shall have a maximum Front Yard of 20 feet for a minimum of 50 percent of the length of the front lot line. The balance of the lot line may have a maximum Front Yard of 60 feet, or a Front Yard equal to the average of all existing structures on the block in which the lot is located, whichever is less.

**(b) Side Yards.** A side yard of 10 feet may be permitted, except that an accessway, which may include a maximum 20 foot wide driveway, a maximum 4 foot wide walkway and landscape buffers of 18 inches to 5 feet on either side of the accessway, may be provided for vehicular access to parking and pedestrian access to the building, or as specified in Subsection F [Parking] below, or where the Project contains residential uses, in which case, LAMC Sections 12.07, 12.07.01, 12.07.1, 12.08, 12.08.1, 12.08.3, 12.08.5, 12.09, 12.09.1, 12.09.5, 12.10, 12.11, and 12.12 shall apply.

For corner lots, the side of the lot facing the side street intersecting with Ventura or Cahuenga Boulevard shall require a minimum 18 inch and maximum **15-foot** landscaped setback.

**(c) Rear Yards.**

(1) Notwithstanding LAMC Section 12.21 C 1 (h), if the rear lot line of a lot is adjacent to a street, then there shall be a minimum 15-foot rear yard.

(2) If the rear lot line of a lot is adjacent to a residential use, then the lot shall have a minimum 20-foot rear yard unless more is required by LAMC Section 12.21.1 A 10.

(3) If an alley separates a residential use from a commercial rear lot line and the alley is at least 20 feet wide, then the 20-foot rear yard setback shall be measured from the midpoint of the abutting alley.

## B. Lot Coverage.

**1. Regional Commercial and Community Commercial Plan Designation Areas.** Buildings and structures shall cover no more than 75 percent of the lot area.

**2. Neighborhood and General Commercial Plan Designation Areas.** Buildings and structures shall cover no more than 60 percent of the lot area.

**C. Driveways.** A Project review shall be required on any site with multiple driveways where the linear frontage of the lot is less than 250 feet.

**D. Landscaping Requirements.** These requirements shall apply to all Projects, including changes of use to existing buildings.

### 1. Parking Lots.

(a) At least 15 percent of the total area of a surface parking lot shall be landscaped.

(b) For surface parking lots, one tree shall be provided for every four parking spaces. The trees shall be shade producing trees of a minimum 30-inch box size, no less than ten feet in height at maturity with a minimum tree canopy of 50 percent of the height of the tree. These trees shall be evenly distributed throughout the parking lot so as to shade the surface parking area.

(c) A ten-foot landscaped buffer shall be provided around any surface parking lots adjacent to any street, alley, residentially zoned lot, existing residential use, or other parking lots. This shall qualify as part of the 15 percent landscape requirement. When surface parking lots are adjacent to other surface parking lots or parking structures, a ten-foot landscaped buffer between the lots or structure shall be required. It shall incorporate walkways between the parking areas. When surface parking lots are adjacent to each other and are tied together to allow a common parking area to serve multiple businesses or multi-tenant shopping centers, landscaping buffer requirements for the coterminous lot line shall not be required.

(d) **Exception:** If a Project involves an existing building that has no more than the minimum required number of parking spaces and the Project does not generate additional requirements for parking, only the landscaping and walkways that will not cause a reduction in the existing number of parking spaces are required.

(e) For portions of parking lots not facing a street, alley, residentially zoned lot, existing residential use, or other parking lot or structure, a minimum buffer zone of 30 inches shall be provided.

### 2. Parking Structures.

(a) Parking structures or that portion of a building which is used for parking shall be designed to substantially screen automobiles contained in the garage from view by pedestrians

and from adjacent buildings, except as may be recommended by the Los Angeles Police Department for purposes of safety. The facade of any parking building shall be designed so that it is similar in color, material, and architectural detail with the building(s) for which it serves for parking.

(b) Parking structures shall have a landscaped buffer of ten feet around the surface perimeter, except where immediately adjacent to another structure.

(c) Parking structures shall be designed to include planting of trees, shrubs, flowers, or vines for a minimum total of 4 percent of the roof area, located principally around the perimeter of the roof level parking, in order to provide additional screening and exterior landscaping.

(d) Parking structures installed with air circulation vents and/or fans shall not have the vents and fans adjacent to or facing a residential area in order to avoid any adverse noise impact.

### 3. Yards, Setbacks, and Building Frontages.

(a) At least 60 percent of all Front Yards or front setbacks in excess of 18 inches, shall be landscaped and the remainder shall be finished to City standards for sidewalks, or finished with other paving materials, including concrete pavers, brick masonry pavers.

**Alternative:**

Notwithstanding Paragraph (a) above, where sidewalk dining or a water feature is provided, at least 30 percent of all Front Yards or front setbacks in excess of 18 inches, shall be landscaped and the remainder shall be finished to City standards for sidewalks, or finished with other paving materials, including concrete pavers, brick masonry pavers or tile or covered in gravel,

(b) The Applicant shall install an automatic irrigation system to maintain all required landscaping.

**4. Gas Stations Buffers.** Ten percent of the exterior site area not covered by the footprint of any building shall be used as a landscape buffer adjacent to the street. Within the landscaped area there shall be one tree for every 250 square feet of landscaped area. Applicants for a Project involving a gas station shall provide the following landscaped buffers between the gas station and:

- (1) a lot on which there is a commercial use - a buffer of three feet in depth;
- (2) a lot on which there is a residential use - a buffer of seven feet in depth;
- (3) an alley - a buffer of five feet in depth; and
- (4) streets - a buffer of five feet in depth.

**5. Auto Repair.** In addition to requirements set forth in LAMC Section 12.26 I and any conditions imposed pursuant to LAMC ~~Chapter 1A Part 13.B.2.1 Section 12.24 C-44~~, auto repair uses, as defined in LAMC Section 12.03, shall be subject to the following requirements:

(a) **Buffers:** Buffers shall be required as set forth in Subsection 7.D.4 of this Section and shall include a wall, fence, berm or a combination of those elements, except across necessary driveways or walkways. Any wall or fence shall be planted with vines.

(b) **Outdoor Seating Area:** Any outdoor seating area provided as a customer waiting area shall be landscaped with a minimum of five percent of the outdoor waiting area.

**6. Vacant Lots.** If any lot becomes vacant with no Project, the owner shall maintain a solid, living, green ground cover of landscaping on the entire vacant lot. This requirement shall apply whether the lot is vacant by the owner's choice or because no Project is permitted by the Department of Building and Safety within 180 days of the issuance of a demolition permit.

**E. Height Limit.**

1. Notwithstanding Subdivisions 2 and 3 of LAMC Section 12.21.1 B, no building or structure shall exceed the following heights:

**(a) Studio City/ and Cahuenga Pass.**

(1) From ~~the easternmost portion of the four lots east (approximately 209 linear feet) of Oakcrest Drive intersection of Woodrow Wilson Drive~~ and Cahuenga Boulevard to the intersection of Carpenter Avenue and Ventura Boulevard:

(i) On the north sides of Cahuenga and Ventura Boulevards - 45 feet.

(ii) On the south sides of Cahuenga and Ventura Boulevards - 30 feet.

(2) From the intersection of Carpenter Avenue and Ventura Boulevard to the intersection of Laurel Canyon Boulevard and Ventura Boulevard: On both sides of Ventura Boulevard - 45 feet.

(3) From the intersection of Laurel Canyon Boulevard and Ventura Boulevard to the intersection of Whitsett Avenue and Ventura Boulevard:

(i) On the north side of Ventura Boulevard - 45 feet.

(ii) On the south side of Ventura Boulevard - 30 feet.

(4) From the intersection of Whitsett Avenue and Ventura Boulevard to the intersection of Fulton Avenue and Ventura Boulevard: On both sides of Ventura Boulevard - 30 feet.

**(b) Sherman Oaks.**

(1) From the intersection of Fulton Avenue and Ventura Boulevard to the intersection of Tyrone/Beverly Glen Boulevard and Ventura Boulevard: On both sides of Ventura Boulevard - 30 feet.

(2) From the intersection of Van Nuys Boulevard and Moorpark Avenue to the intersection of the Ventura Freeway (U.S. Route 101) overpass at Van Nuys Boulevard: On both sides of Van Nuys Boulevard - 30 feet.

(3) From the intersection of Tyrone/Beverly Glen Boulevard and Ventura Boulevard to the intersection of Columbus Avenue and Ventura Boulevard:

(i) On the north side of Ventura Boulevard to 135 feet west of Columbus Avenue - 30 feet.

(ii) On the south side of Ventura Boulevard - 30 feet.

(4) In the area bounded by Dickens Street on the south to ~~Interstate 405 the San Diego freeway~~ and Specific Plan boundary on the west, the Specific Plan boundary on the north, Sepulveda Boulevard on the east to Moorpark Street and Moorpark Street on

the north to 135 feet west of Columbus Avenue south to Ventura Boulevard, then east to the lot line which would be a continuation of Columbus - 75 feet.

(5) In the area bounded by Dickens Street on the north, Greenleaf Street on the south, **Interstate 405** ~~the San Diego freeway~~ on the west and the Specific Plan boundary on the east - 30 feet.

**(c) Encino.**

(1) From the intersection of **Interstate 405** ~~the San Diego freeway~~ overpass and Ventura Boulevard to the intersection of Balboa Boulevard and Ventura Boulevard: On both sides of Ventura Boulevard - 45 feet.

(2) From the intersection of Balboa Boulevard and Ventura Boulevard to the intersection of Lindley Avenue and Ventura Boulevard: On both sides of Ventura Boulevard - 30 feet.

**(d) Tarzana.**

(1) From the intersection of Lindley Avenue and Ventura Boulevard to the intersection of Etiwanda Avenue and Ventura Boulevard: On both sides of Ventura Boulevard - 30 feet.

(2) From the intersection of Etiwanda Avenue and Ventura Boulevard to the intersection of Wilbur Avenue and Ventura Boulevard:

(i) On the north side of Ventura Boulevard - 45 feet.

(ii) On the south side of Ventura Boulevard - 30 feet.

(3) From the intersection of Wilbur Avenue and Ventura Boulevard to the intersection of Corbin Avenue and Ventura Boulevard: On both sides of Ventura Boulevard - 30 feet.

**(e) Woodland Hills.**

(1) From the intersection of Corbin Avenue and Ventura Boulevard to the intersection of Winnetka Avenue and Ventura Boulevard: On both sides of Ventura Boulevard - 30 feet.

(2) From the intersection of Winnetka Avenue and Ventura Boulevard to the intersection of De Soto Avenue and Ventura Boulevard: On both sides of Ventura Boulevard - 30 feet.

(3) From the intersection of De Soto Avenue and Ventura Boulevard to the intersection of the Ventura Freeway (**U.S. Route 101**) overpass and Ventura Boulevard: On both sides of Ventura Boulevard - 45 feet.

(4) From the intersection of Ventura Boulevard and the Ventura Freeway (**U.S. Route 101**) overpass to the western end of Leonora Drive:

(i) On the north sides of Ventura Boulevard and Leonora Drive - 30 feet.

(ii) On the south side of Ventura Boulevard and Leonora Drive - 45 feet.

(f) In addition, in the Community Commercial and Neighborhood and General Commercial Plan Designation Areas, buildings abutting a **street designated as an Avenue or a Boulevard per the Mobility Plan 2035** ~~major or secondary highway~~ may only exceed 30 feet in height, if, for each 15-foot increment, or portion of that increment, above 25 feet, at least a ~~ten~~**10**-foot setback from the roof perimeter is provided.

(g) In addition, in the Regional Commercial Plan Designation area, buildings abutting a **street designated as an Avenue or a Boulevard per the Mobility Plan 2035** ~~major or secondary highway~~ may exceed 45 feet in height, if, for each 10-foot increment above 45 feet, at least a ~~ten~~**10**-foot setback from the roof perimeter is provided.

## **2. Exemptions ~~F~~for Mixed-Use Projects ~~in T~~he Regional Commercial Plan Designation Area East ~~O~~f Interstate 405 ~~The San Diego freeway.~~**

(a) If at least 25 percent of the floor area of a Mixed-Use Project in the Regional Commercial Plan Designation area east of **Interstate 405** ~~the San Diego freeway~~ is devoted to non-hotel residential uses, then the Applicant may request a ~~Project Permit Adjustment~~ **Project Adjustment** to exceed the height limitation in the underlying height district regulations and in this Specific Plan. However, in no case, shall the height of a Mixed-Use Project in the Regional Commercial Plan Designation area east of **Interstate 405** ~~the San Diego freeway~~ exceed 82 feet. The procedures for granting relief from the height limitations shall be as set forth in ~~LAMC Section 11.5.7 E~~ **Part 13.B of Chapter 1A of the LAMC**. Any ~~Project Permit Adjustment~~ **Project Adjustment** application to exceed the height should be filed at the same time as an application for a ~~Project Permit Compliance~~ **Project Compliance**. The filing fee for a ~~Project Permit Adjustment~~ **Project Adjustment** is as set forth in LAMC Section 19.01 ~~J~~.

(b) In order to grant relief from the height limitation, the Director or the Area Planning Commission, depending on who has jurisdiction, shall make the following findings in addition to those required by ~~LAMC Section 11.5.7~~ **Part 13.B of Chapter 1A of the LAMC**:

(1) The proposed Project is consistent with the scale and character of the existing neighborhood in terms of height, location, and orientation of buildings to adjacent residentially zoned parcels and rear yard setbacks.

(2) The proposed Project will not have a substantial adverse impact on any residence which is within 600 feet from the site of the proposed Project.

**F. Parking.** Notwithstanding any less restrictive provisions of LAMC Section 12.21 A 4(c) to the contrary, the following parking provisions shall apply in the Specific Plan area:

### **1. Parking Requirements.**

(a) For commercial uses, other than offices, at least one parking space for each 250 square feet of floor area.

(b) For general offices, at least one parking space for each 300 square feet of floor area.

(i) For real estate and/or insurance uses approved pursuant to Section 5 C 1(a)(1), at least one parking space for every 200 square feet of floor area.

(c) For restaurants, take-out food establishments, banquet rooms and related uses, at least one parking space for each 100 square feet of floor area.

(d) For hotels and motels, at least one parking space for each guest room plus one additional employee parking space for every ten guest rooms.

(e) For hospitals, at least 2.5 parking spaces for each bed.

(f) For auditoriums, convention facilities, theaters, churches, general auditorium, stadiums, or other similar places of assembly, at least one parking space for every two seats. Where there are no fixed seats, there shall be at least one parking space for each 21 square feet of floor area, exclusive of the stage.

(g) For **childcare** facilities, preschool, and all other elementary and secondary schools, at least one parking space for each 300 square feet of floor area.

(h) In addition to the requirements of LAMC Section 12.23 C 2, if a Project consists of a change of use or an addition to an existing building or structure, then the parking requirements of this paragraph shall apply only to:

(1) The square footage of floor area devoted to the change of use;

(2) The square footage of floor area contained within the addition to the existing building or structure; and

(3) The square footage of any remodeling if cumulatively over a **five-year** period, it involves an area in excess of 50% of the building area.

(i) Where a commercial Project consists of a combination of uses, parking requirements shall be calculated for each individual use.

**2. Public Parking Facilities.** If there is a municipal off-street parking facility within 1500 feet of a Project or within a Pedestrian Oriented Area which can be shown by the Applicant as providing parking for a Project, then the Applicant may apply to the City for relief from the parking requirements in Paragraph 1 above. The application will be reviewed by the Departments of City Planning and Transportation to determine if the Project is eligible pursuant to the requirements of LAMC Section 12.26 E 5 for a reduction of the required number of parking spaces.

If a reduction in the number of parking spaces is approved for the Project, then the Applicant shall pay a one-time fee equal to \$14,000 per parking space reduced, sufficient to pay for the new construction of parking spaces in a comparable municipal parking facility in the Specific Plan area. This fee shall be calculated and adjusted annually by the Department of Transportation to reflect the cost of providing replacement parking. The fees shall be added to the Community's Revenue Fund.

No more than one-third of the municipal off-street parking facility or lot shall be used for the cumulative relief from the parking requirements in Paragraph 1 above unless shared parking is approved pursuant to Section 7 F 4 of this Specific Plan.

**Alternative For Parking.** For Projects where a change-of-use or a new addition of less than 1,000 square feet require additional parking requirements of up to ten parking spaces that cannot be met on-site or through existing public parking facilities, the Applicant shall enter into a covenant and agreement with the Department of Transportation to pay one hundred dollars per month, per deficient parking space, into the Community's Parking Revenue Fund for as long as the Project parking deficiency continues to exist.

**3. Off-Site Parking.** If an Applicant wishes to utilize off-site parking to meet the parking requirements of LAMC Section 12.21 A and/or this subsection, then the Applicant shall meet the requirements of LAMC Sections 12.21 A 4(g) and 12.26 E 1(b). If the Applicant meets those requirements, then the Director may approve the off-site parking as part of a ~~Project Permit Compliance~~ **Project Compliance**.

Prior to Department of City Planning's approval of off-site parking, the off-site parking plan, including the accompanying map, shall be recorded as a covenant and agreement. The covenant and agreement shall run with the land. It shall be binding on future owners, successors, heirs, or assignees of the owners. It shall be executed by all fee owners of the property, approved by the Department of City Planning and then recorded with the County Recorder and a certified copy delivered to the Departments of City Planning, Building and Safety, and Transportation prior to the issuance of any building permit, demolition permit, excavation permit, foundation permit, grading permit, or sign permit. Off-site parking lots shall comply with all applicable LAMC provisions.

**4. Shared Parking Agreements.** The Director may permit shared parking as part of a ~~Project Permit Compliance~~ **Project Compliance** determination so long as he or she finds that the application meets all of the requirements of LAMC ~~Chapter 1A Part 13.B.2.1 Section 12.24 X 20 (a).~~

**Sec. 8. SIGN REGULATIONS.** The Department of Building and Safety shall not issue a permit for a sign unless the sign complies with this section. All signs shall comply with the provisions of LAMC Chapter 2, Article 8, Section 28.00, et seq.; Chapter VI, Article 7, Section 67.00, et seq.; and Chapter IX, Article 1, Division 62.

**A. Prohibited Signs.** In addition to the signs otherwise prohibited in the LAMC, the following signs are prohibited:

1. Portable Signs and sandwich signs, other than sidewalk valet signs approved and permitted by the Department of Public Works not to exceed two feet by three feet. For purposes of this section, a sandwich sign is a Portable Sign consisting of two sign faces connected at the top and extending outward at the bottom.
2. Signs on free-standing walls, except directional signs for parking and signs required pursuant to the Americans with Disabilities Act.
3. Off-site commercial signs (*i.e.*, Billboards), except that existing legally ~~installed~~ **erected** off-site commercial signs may be replaced on the same site at the option of the property owner by a sign that is neither larger in area or greater in total height, provided that the location and sign otherwise meet all current requirements of Section 91-6220 (Off-site Signs) of Division 62 **in Chapter IX, Title I** of the LAMC.
4. Window signs, except store names, store hours, security signs, logos, and holiday paintings, (provided they are not placed in the window more than 30 business days before a holiday and are removed within ten business days after the holiday). Identified exceptions may not, in aggregate, occupy more than ten percent of any window in area.
5. Pole signs in the Regional and Community Commercial Plan Designation areas and on any corner lot in the Neighborhood and General Commercial Plan Designation area.
6. Windblown devices, such as pennants, flags, banners (that are not temporary signs) and balloons/inflatables.
7. Signs located in the public-right -of-way, except for signs contained on or within bus benches or bus shelters approved by the City Council and the Board of Public Works.
8. Stretchers.
9. Signs having flashing, mechanical, strobe or blinking lights or moving parts.

10. Supergraphic Displays.

**B. Additional Sign Regulations.**

**1. Regional and Community Commercial Areas.**

**(a) Wall Signs.**

**(1) Number of Signs.** A maximum of one wall sign per tenant is permitted on a building's **primary tenant street** frontage.

In addition to the **one wall sign** above, a **second maximum of one wall sign** is permitted on ~~that portion of~~ a **secondary frontage for the building (not necessarily part of the tenant space)** a ~~building that facing~~ an alley or street other than the primary **tenant building**-frontage, or ~~facing~~ a parking lot.

**(2) Area.** Notwithstanding LAMC **Chapter IX Article 1, Division 62, Section 91.6211.6209(a)(1),(2) and (4)** to the contrary, the sign area of **any all wall signs** on the building **frontage for the tenant**, alone or in combination with any projecting sign, shall not exceed two square feet for each one foot of **primary tenant frontage** ~~lot frontage~~.

**(3) Projections.** Notwithstanding LAMC **Chapter IX, Article 1, Division 62, Section 91.6211.6209(a)(1),(2) and (4)** to the contrary, no wall sign may project from a building face more than 12 inches, or above the lowest elevation of the roof eave visible from the street.

**(4) New or remodeled parapet walls** to be used for signage above the roofline shall be limited to no more than 50 percent of the height of the first floor.

**(b) Monument Signs.**

**(1) Number of Signs.** Notwithstanding LAMC **Chapter IX, Article 1, Division 62, Section 91.6209.6207 (b)** to the contrary, no more than one monument sign shall be permitted per 200 feet of **primary street** ~~lot~~ frontage.

**(2) Landscaping.** Monument signs shall be located in maintained landscaped areas which are equal to or greater in area than the dimensions of the face of the sign.

**(3) Height.** Notwithstanding LAMC **Chapter IX, Article 1, Division 62, Section 91.6209.6207 (c)** to the contrary, no monument sign may exceed six feet in height measured from grade.

**(4) Total Area.** The total area of each side of the monument structure shall not exceed 60 square feet.

**(c) Projecting Signs.**

**(1) Number of Signs.** No more than one projecting sign shall be permitted for each building.

**(2) Area.** Notwithstanding LAMC **Chapter IX, Article 1, Division 62, Section 91.6212.6208(b)(4)** to the contrary, the sign area of a projecting sign shall be limited to 16 square feet.

**(3) Location.** Projecting signs may only be placed at a public entrance to a building where the entrance fronts on a public street, private walkway, plaza, or alley.

**(4) Height.** No projecting sign shall extend above the lowest point of the roof eave visible from the street.

**(5) Projections.** Notwithstanding LAMC ~~Chapter IX, Article 1, Division 62, Section 91.6212-6208~~ to the contrary, no projecting sign shall project more than 48 inches from the building face or a distance from the building face equal to one-half of the width of the adjacent public sidewalk or walkway, whichever is less.

**(d) Temporary Signs.**

**(1) Construction Signs.**

**(i) Number of Signs.** No more than one non-illuminated construction sign (*i.e.*, a temporary sign announcing and identifying a future use or Project under construction) shall be permitted for each lot frontage for which a building permit has been issued for a Project on the lot. Construction signs are permitted on a temporary basis only and notwithstanding LAMC ~~Chapter IX, Article 1, Division 62, Section 91.6201-6215~~ to the contrary, shall be removed prior to the issuance of a certificate of occupancy or within 30 days of completion of the Project, whichever is sooner.

**(ii) Area and Height.** Construction signs shall not exceed 25 square feet in sign area and 15 feet in height.

**(2) Holiday Decorations.** Holiday decorations or signs shall be permitted, provided they are not ~~installed erected~~ more than 30 days preceding the holiday and are removed within ten days following the holiday.

**(3) Real Estate Signs.**

**(i) Limitation.** Real Estate Signs shall be limited to temporary non-illuminated signs which pertain to rent, lease, or sale of property only.

**(ii) Area.** Real estate signs shall not exceed five square feet in sign area.

**(iii) Height.** Real Estate signs shall not exceed a height of six feet above the ground level or adjacent sidewalk.

**(iv) Location.** On vacant lots, real estate signs shall be located not less than five feet from the front property line.

**(4) Banners.** A maximum of one banner of no more than 100 square feet shall be permitted to announce special events associated with seasonal holidays, provided they are not ~~installed erected~~ more than 30 days preceding the holiday and are removed ten days following the holiday. No more than two banners per year per site shall be permitted.

**(5) Store Hours Signs.** Store hours signs shall be permitted so long as they are placed in the front door or window closest to the front door and do not exceed three square feet in area.

**(e) Time and Temperature Signs.** Any time and temperature sign which is not placed on a building roof, shall be permitted, provided it has no blinking lights, includes no advertising, the face of the sign is no larger than 16 square feet in area, and the sign conforms to the requirements for projecting signs.

## 2. Neighborhood and General Commercial Plan Designation Areas.

(a) The regulations in Subsection C 1 above are applicable in Neighborhood and General Commercial Plan Designation areas. However, pole signs shall be permitted as described below.

### (b) Pole Signs.

(1) **Number of Signs.** No more than one pole sign for each lot shall be permitted. For Shopping Centers, only one pole sign per lot frontage shall be permitted, regardless of the number of individual lots in the Shopping Center.

(2) **Area.** Notwithstanding LAMC Chapter IX, Article 1, Division 62 Section 91.6211(b)(1) or (2) to the contrary, no pole sign shall exceed 35 square feet in sign area, for each face of the sign.

(3) **Location.** No pole sign shall be permitted on corner lots.

(4) **Height.** Notwithstanding LAMC Chapter IX, Article 1, Division 62 Section 91.6211(d)(1),(2) or (3) to the contrary, no pole sign shall be greater than 20 feet in height.

(5) **Landscaping.** Pole signs shall be located in maintained landscaped areas which are equal to or greater in square footage than the total surface area of the face(s) of the sign.

**C. Multiple Tenant Shopping Centers.** In addition to Subsections A and B above, the provisions in this subsection apply to multiple tenant shopping centers, for which the Applicant has requested a sign permit.

The type of sign (e.g., channel, cabinet, illuminated), the sign's overall design, and the color of the sign or signs, shall be consistent with other signage on the building(s) within the shopping center, as determined by the Director of Planning.

**D. Exceptions.** The provisions of this Section shall not apply to any sign required by law or by a governmental agency.

### E. Amortization of Signs.

1. All signs rendered nonconforming by this Section shall be completely removed from the Specific Plan area within five years from the effective date of this Specific Plan; provided, however, that a funding source is established for the purpose of paying just compensation to the owner of the sign. This provision shall not apply to a sign which qualifies as an "advertising display" as defined in Section 5202 of the State of California Business and Professions Code.

2. If a nonconforming sign has been damaged or partially destroyed by fire, flood, earthquake or other natural disaster, to the extent of more than 50 percent of its replacement value at the time of the damage or destruction, the damage or destruction is other than facial copy replacement, and the sign cannot be repaired within 30 days of the date of the damage or destruction, then the sign shall be totally removed within 45 days of the date of the damage or destruction.

3. Ninety days after the cessation of a business activity, service, or product, whose sign was lawfully installed erected, any related signs shall be removed, or the face of the sign shall be removed and replaced with blank panels or shall be painted out. This provision shall not apply to a sign which qualifies as an "advertising display" as defined in Section 5202 of the State of California Business and Professions Code.

4. Existing, non-conforming pole signs serving current businesses may be refaced or remodeled provided they are no greater in height, nor of greater area than the original pole sign, the sign remains in the same location, and the refacing or remodeling is compatible with the **Ventura-Cahuenga** Boulevard Corridor Specific Plan Procedures Manual and done pursuant to a sign permit.

**Sec. 9. REVIEW PROCEDURES.** These review procedures apply to all Projects, as defined in Section 4, within the Specific Plan boundaries.

**A. Administrative Clearance Review.**

1. **Applicability.** The following Projects shall be eligible for Administrative Clearance Review and are exempt from the Project Compliance procedures contained in Part 13B of Chapter 1A of the LAMC:
  - a. Signs that comply with Section 8 of this Specific Plan and do not require an adjustment, modification, exception, or a Certificate of Appropriateness.
  - b. Interior construction or a change of use that does not (a) increase the floor area; or (b) increase the number of Trips; or (c) increase parking requirements pursuant to Section 7F of this Specific Plan; or (d) include a change of use which is not consistent with those permitted by Section 5A.3 of this Specific Plan.
2. **Criteria for Administrative Clearance Review.** The Department shall review the application for compliance with the applicable regulations and standards of this Code or the Specific Plan, including the zone standards, established development standards, and any supplemental use regulations.
3. **Non-Appealable Ministerial Approval.** The approval of an Administrative Clearance Review is not subject to appeal and is not discretionary for the purposes of CEQA Guidelines Sections 15060(c)(1) and 15268.
4. **Scope of Review.** In reviewing a Project for Administrative Clearance Review, the Director of Planning shall review the Project for compliance with those regulations that are applicable to the proposed scope of construction or use. For example, a Project that involves only signage improvements shall comply with applicable signage standards but need not comply with parking standards.

**B. Discretionary Review.**

1. **Applicability.** All other applications for Projects than those defined as Administrative Clearance Review Projects are defined as Discretionary Review Projects (i.e. any building permit, demolition permit, excavation permit, foundation permit, or grading permit) and shall be processed in accordance with Part 13B of Chapter 1A of the LAMC.
2. **Discretionary Review.** A Determination for a Specific Plan Project Compliance, a Project Adjustment, or an Exception of Entitlement is a discretionary approval for purposes of CEQA Guidelines Section 15060(c)(1).

C. Filing requirements as per the online filing forms found on the Planning Department website.

D. Filing Requirements for Projects Requiring Multiple Approvals. When an applicant applies for any discretionary approval under the zoning regulations of the LAMC for a property located in whole or in part within the Specific Plan boundaries, the applicant shall also apply for a Specific Plan approval pursuant to this Section. A Discretionary Review regarding a Project Compliance, a

Project Adjustment, or an Exception of Entitlement shall be a quasi-judicial approval for purposes of Section 13A.2.10 of Chapter 1A of the LAMC and shall be processed pursuant to the procedures in Section 13A.2.10 of Chapter 1.A of the LAMC, if applicable. Projects subject to Part 13A.2.10 of Chapter 1A of the LAMC do not qualify for Administrative Clearance Review.

- E. Modifications and Appeals are processed as described in Part 13B of Chapter 1A of the LAMC except that for appeals the Applicant may appeal the decision of the Director as well as the determination of the Department of Transportation.

**Sec. 9. PROJECT PERMIT COMPLIANCE.** No building permit, demolition permit, excavation permit, foundation permit, grading permit, or sign permit for a Project shall be issued until the Project has received a Project Permit Compliance pursuant to this Section and LAMC Section 11.5.7 C.

**A. Project Permit Compliance Process.** In accordance with the application procedures set forth in LAMC Section 11.5.7 B 2, Applicants shall submit a Project Permit Compliance application to the Department of City Planning for a Director determination as to whether a proposed Project meets the approved Community Streetscape Plan Design Guidelines and complies with all applicable regulations of this Specific Plan. As part of the Project Permit Compliance review process, the Department of Transportation shall advise the Director in writing whether the Project is in compliance with the applicable transportation requirements of the Specific Plan.

**1. Application.** An application for a Project Permit Compliance shall be submitted with applicable fees to the Department of City Planning for the Director's review and determination. This can be filed jointly with any discretionary request; or as a separate request. Applications shall be deemed complete only if all the following are included with the applications:

\_\_\_\_\_ (a) Plot Plans.

\_\_\_\_\_ (b) Landscape and irrigation drawings which show the placement and size of all trees, shrubs, and ground cover and the botanical and common names of all plants.

\_\_\_\_\_ (c) Building elevations shall be provided (at a scale of 1/8" = 1') showing building height, architectural forms and detailing, type of exterior materials, and general color scheme. The elevations shall also include an illustration of shadow impacts on December 22.

\_\_\_\_\_ (d) A site plan shall be provided for each sign (at a scale of 1/4" = 1') showing materials, colors, placements, size, lettering styles, and lighting methods of the proposed sign(s). Photographs depicting the size and location of all existing signs on site and on properties directly abutting the site shall also be provided.

\_\_\_\_\_ (e) Samples of exterior building materials and/or sign construction materials, photographic renderings, view analysis, three dimensional models and other information shall be provided as required by the Director.

\_\_\_\_\_ (f) An environmental clearance shall be required for all Projects requiring a Project Permit Compliance.

\_\_\_\_\_ (g) Other supporting documents as may be required by the application instructions for Project Permit Compliance review.

\_\_\_\_\_ (h) In addition to requirements (a) through (g) of this subsection, the following is also required for multiple tenant shopping centers with one or more tenants where an Applicant has requested a sign permit:

\_\_\_\_\_ (1) Plot plan of entire shopping center;

~~(2) Proportional allocation of signage for the entire shopping center; and~~

~~(3) Plans clearly identifying the design of proposed and existing signage including letter fonts, size and color scheme for the entire shopping center.~~

~~**2. Director Decision.** The Director shall review each application for a Project Permit Compliance, and shall approve, disapprove, or approve the Project with conditions pursuant to LAMC Section 11.5.7 C. The Director shall impose conditions to comply with mitigation measures required in the environmental clearance process in accordance with LAMC Section 11.5.7 C 2.~~

~~(a) The time limit in which the Director must act shall be in accordance with LAMC Section 11.5.7 C 4. The Director shall transmit a copy of the written decision with findings and conditions in accordance with LAMC Section 11.5.7 C 4(b).~~

~~(b) The Department of City Planning shall imprint on the final Project plans any conditions of the Project and stamp and sign the plans prior to permit issuance by the Department of Building and Safety. The Applicant shall provide proof to the Department of Building and Safety of payment of all required Project Impact Assessment (PIA) fees and execution and recordation of all required covenants and agreements prior to issuance of any permit.~~

~~(c) Any modification to architectural plans must be resubmitted to the Planning Department for review and approval pursuant to LAMC Section 11.5.7 D.~~

~~**3. Appeals.** The Applicant may appeal the decision of the Director as well as the determination of the Department of Transportation as set forth in LAMC Section 11.5.7. C 6.~~

**B. Design Guidelines.** Until the City Area Planning Commission adopts a resolution containing permanent design guidelines for the Ventura-Cahuenga Boulevard Corridor Specific Plan area, City staff shall utilize the design guidelines in the Envicom Corporation's August 1989 report entitled, "Ventura-Cahuenga Boulevard Corridor Specific Plan Study: Urban Design Recommendations," for Project Permit Compliance **Project Compliance** contained in the Specific Plan Procedures Manual.

Any permanent design guidelines adopted by the City Area Planning Commission shall address the following design categories:

1. Compatibility between the proposed Project, the adopted Community Streetscape Plan and existing development in the area.
2. Flexibility in implementing guidelines to avoid excessive architectural uniformity.
3. Detail and Ornamentation.
4. Decorative Roofs.
5. Compatibility of Colors.
6. Compatibility of Materials.
7. Application of Glass.
8. Walls.
9. Landscaping.
10. Signs.

## 11. Compatibility with Streetscape.

**C. Fees.** The filing fees for a ~~Project Permit Compliance~~ **Project Compliance**, ~~Modification of a Project Permit Compliance~~ **Modification of Entitlement**, ~~Project Permit Adjustment~~ **Project Adjustment**, ~~Specific Plan Exception~~ **Exception of Entitlement**, Specific Plan Amendment, and Specific Plan Interpretation shall be in accordance with LAMC Section 19.01-J.

## Sec. 10. TRANSPORTATION MITIGATION STANDARDS AND PROCEDURES.

### A. Limitations and Exemptions.

**1. Limitations.** Unless the environmental review concludes that the mitigation measures proposed by the Applicant are sufficient to reduce the traffic impacts to a level of insignificance, no building permit, demolition permit, excavation permit, foundation permit or grading permit shall be issued for:

(a) Any Project with a Floor Area of 10,000 square feet or more; or

(b) Any Project which includes a Convenience Market, fast food restaurant or gas station;  
or

(c) Any Project which includes a retail or service establishment which has a Drive-Through or external automatic teller machine (ATM) facility.

If the Department of Transportation, as part of the environmental review process, determines that the Project's proposed mitigation measures are not adequate to reduce the impacts to a level of insignificance, then the Department may recommend an increase in mitigation measures and/or a reduction in size of the Project and/or a limitation on the proposed land uses to the Applicant.

**2. Exemptions.** The following Projects are exempted from the requirements of this Section:

(a) Single-family dwelling Projects.

(b) Interior remodeling or tenant improvement within a Shopping Center provided that no Drive-Through or ATM addition is involved.

**B. Project Trip Calculation.** The Department of Transportation shall establish the number of Trips for a Project. Project Trips shall be calculated based on Trip Generation Formulas and/or Table provided in technical references published by the Institute of Transportation Engineers (ITE) and other transportation and traffic engineering industry sources. Where a Project has more than one use, the Trips shall be calculated by adding together the Trips generated by each use. When a Project includes a use that is not in the Trip generation publications defined above, the Department shall use reasonable methods to establish the appropriate number of Trips for that use.

**C. Review of The Transportation Impacts.** DOT shall issue a Preliminary Traffic Assessment for each Project which either has a floor area of 10,000 square feet or more; or is a Convenience Market, fast food restaurant or gas station; or is a retail or service establishment use which has a Drive-Through or external automatic teller machine (ATM) facility. Prior to the issuance of a building permit, demolition permit, excavation permit, foundation permit, grading permit, or sign permit for a Project, the Applicant shall comply with the following requirements to the satisfaction of the Department of Transportation.

**1. Project Application Fee.** Applicant shall submit an application including Project plans to the Department of Transportation for its review of the number of Trips to be generated by the Project and pay the application fee to cover the cost for review of the Project according to the following fee schedule:

(a) For Projects with 42 or fewer Trips where a Traffic Assessment is not required and where no street dedications or improvements or PIA Fee is required, the fee for review shall be \$200.

(b) 42 or Fewer Trips. For Projects with 42 or fewer Trips where a Traffic Assessment is not required and where street dedications or improvements or a PIA Fee are required, the application fee shall be \$400.

(c) 43 or More Trips. For Projects with 43 or more Trips where a Traffic Assessment is required and where street dedications or improvements or a PIA Fee may be required, the application fee shall be \$500.

(d) 43 or More Trips and Traffic Study. For Projects with 43 or more Trips and where the required Traffic Assessment indicates significant transportation impacts and where review of mitigation measure designs is required and where street dedications or improvements or PIA Fee may be required, the Applicant shall pay for a review of the Traffic Study to the Department of Transportation. This fee shall be \$2,100 plus \$50 for each 1,000 square feet of floor area, with the fee not to exceed \$25,000. Payment of the fee in Paragraph (c) above shall be credited to the fee required in this subdivision. For purposes of this regulation, significant transportation impacts means the transportation impact, measured either as an increase in volume to capacity (V/C) ratio at an intersection, or an increase in the number of average daily vehicle trips (ADT) on a local residential street, which equals or exceeds the following significant thresholds, as determined by the Department of Transportation.

1. At an intersection:

| If Final V/C is  | Significance Threshold |
|------------------|------------------------|
| 0.701 - 0.800    | 0.04                   |
| 0.0801 - 0.900   | 0.02                   |
| 0.901 or greater | 0.01                   |

2. On a residential street:

| If Final ADT is  | Significance Threshold |
|------------------|------------------------|
| 1,000 or greater | 12.5% of Final ADT     |

**2. Highway Dedication and Improvement.** The Applicant shall make street and highway dedications and improvements as identified in the Appendix, to the satisfaction of the Department of Transportation and the Bureau of Engineering if the Project is located within 370 feet, as measured from the lot line, after dedications, of any intersection identified in the Appendix . For the purposes of this paragraph, the procedures in LAMC Section 12.37 shall be followed. Notwithstanding LAMC Section 12.37 H, the street improvement standards contained in the Appendix, shall be utilized, to the extent feasible, for any improvements of streets listed in that Appendix. The appeal procedure described in LAMC Section 12.37 I may also be used for review of improvements required pursuant to this section on the basis of claims that the requirements pose an unreasonable hardship or violate any person's constitutional rights.

**3. Traffic Study.** The Applicant shall submit a Traffic Study for the Project, if so required by the Department of Transportation based upon its Traffic Assessment of the Project, according to current Department of Transportation Traffic Study guidelines.

**D. Mitigation of Project-Related Traffic Impacts.** Prior to the issuance of a building permit, foundation permit, excavation permit or grading permit for a Project with significant traffic impacts as determined by the Department of Transportation, the Applicant, at his, her or its own expense, shall comply with the following regulations:

**1. Physical Transportation Improvements.** The Applicant shall implement or otherwise establish suitable guarantees to implement traffic and parking mitigation measures at adjacent intersections and streets, as determined by the Departments of Transportation and City Planning, including those street dedications as may be required.

**2. Transportation Demand Management Program.** The Applicant shall implement or otherwise establish suitable guarantees to implement a Transportation Demand Management (TDM) Program to reduce Project Trips as determined by the Departments of Transportation and City Planning according to the following requirements:

**(a) Preliminary TDM Plan.** Prior to the issuance of any building permit, demolition permit, excavation permit, foundation permit, grading permit, or sign permit, the Applicant shall submit a preliminary TDM Plan to the Department of Transportation. This Plan shall address the Project's unique characteristics and provide detailed measures to achieve and maintain an Average Vehicle Ridership (AVR) goal of at least 1.5, for all uses, except Shopping Centers and retail businesses, as defined in SCAQMD's Regulations within five years of the issuance of any temporary or permanent certificate of occupancy. The preliminary TDM Plan shall include the following elements:

(1) Building and site design to facilitate trip reduction such as convenient loading/unloading for high occupancy vehicles (HOV), on-site transit stops and bicycle rider facilities and preferential parking for car/vanpoolers.

(2) Consideration of establishment and participation in a Transportation Management Organization (TMO) that shall develop and implement ridesharing and Transportation Demand Management related activities within the Specific Plan area.

(3) Establish a rideshare coordinator and develop methods to provide ridesharing information and services to employees.

(4) Trip reduction incentives.

(5) Measures to enforce TDM on tenants, such as lease terms and conditions.

(6) Cooperative TDM plan among tenants as alternative to individual tenant TDM plans.

(7) Parking cash-out option.

(8) TDM Plan monitoring reports.

**(b) Final TDM Plan.** At least 60 days prior to the issuance of any certificate of occupancy, the Applicant shall submit a final TDM Plan to the Department of Transportation for its approval. The final TDM Plan shall include:

(1) Changes requested by the Departments of Transportation and Planning;

(2) Changes, if any, in incentives proposed by Applicant;

(3) Tenant TDM Plans; and

(4) Cooperative TDM Plan among tenants, if any, with letters of commitment.

**(c) TDM Plan Enforcement.** The Applicant or successor in interest must submit an annual TDM status report for at least five years. The reports and any TDM Plan revisions shall be

submitted within 30 days of due date. Failure to do so shall constitute non-compliance which will subject the Applicant to sanctions, after due notice and hearing, by the City Council acting upon the recommendation of the Department of Transportation. The sanctions may include, but not be limited to, revocation of any credits allowed based on the TDM Plan and drawing on the letter of credit established to guarantee the TDM Plan to fund or reimburse the City's cost of implementing alternative mitigation measures in lieu of the TDM Plan.

**3. Guarantee of Mitigation Measures.** Prior to the issuance of any building permit, demolition permit, excavation permit, foundation permit, grading permit, or sign permit, the Applicant shall guarantee completion of the required transportation mitigation measures to the satisfaction of the Departments of Transportation and City Planning. The guarantees may consist of one or more of the following:

- (a) Bonded construction B-Permits for improvements on City rights-of-way.
- (b) Encroachment Permits for improvements on State rights-of-way.
- (c) Cash payments for Automated Traffic Surveillance and Control (ATSAC) system improvements.
- (d) Irrevocable letter of credit for transit and TDM Plans.

Prior to the issuance of any certificate of occupancy, the Applicant shall have completed all required transportation mitigation, including the construction of street and highway improvements.

**4. Projects with More than 500 Trips.** In addition to the above requirements applying to all Projects, as part of the ~~Project Permit Compliance~~ **Project Compliance** process, the Departments of Transportation and City Planning may require an Applicant to submit a Phasing Program for Projects which generate more than 500 Trips. The Phasing Program must include a proposed construction schedule and identify the specific methods and agents responsible for implementation of the required mitigation measures, as well as all required public agency decisions and decision-makers needed for this implementation. The Departments of Transportation and City Planning may require the Applicant, upon receipt and review of the proposed Phasing Program, to implement the recommendations of that proposed program. The Department of Transportation General Manager shall not approve any subsequent phase of a Project until the General Manager, with the concurrence of the Department of City Planning, is satisfied that the transportation impacts of the prior Phase have been adequately mitigated.

**5. Inadequate Mitigation.** If the Department of Transportation, as part of the environmental review, determines that the Applicant's proposed mitigation measures are not adequate to reduce the impacts to a level of insignificance, then the Department may recommend an increase in mitigation measures and/or a reduction in size or limitation on the proposed land use to the Applicant.

## **Sec. 11. PROJECT IMPACT ASSESSMENT FEE.**

**A. Establishment of the Project Impact Assessment (PIA) Fee.** Prior to the issuance of any building permit, demolition permit, excavation permit, foundation permit or grading permit for a Project or each Phase of a multi-Phased Project, an Applicant shall pay or guarantee a Project Impact Assessment (PIA) Fee.

**1. Purpose of the PIA Fee.** The PIA Fee is hereby established for the purpose of funding the Specific Plan improvements and services listed in Section 12, as well as pedestrian improvements, which are intended to mitigate the cumulative impacts of new development within the Specific Plan area.

**2. Projects Subject to the PIA Fee.** All Projects, except as exempted by this Specific Plan must pay or otherwise guarantee to pay the Project Impact Assessment (PIA) Fee prior to the issuance of any building permit, demolition permit, excavation permit, foundation permit or grading permit.

**B. Fee Payment Procedures.** Except as provided for ICO Projects in this Specific Plan, the Applicant shall pay the PIA Fee to the Department of Transportation based on the following options:

**1. Single Payment.** Pay the PIA Fee in one lump sum cash payment prior to the issuance of the building permit, demolition permit, excavation permit, foundation permit, grading permit, or sign permit.

**2. Installment Option.** Pay a deposit equal to 20 percent of the PIA Fee prior to the issuance of the building permit, demolition permit, excavation permit, foundation permit, grading permit, or sign permit. The Applicant shall pay the balance of the PIA Fee including accrued interest, within four years after the date on which the cash deposit was due. Those payments shall be made in four equal annual installments.

If the Applicant uses a covenant/equitable servitude as security, then the Applicant shall record that instrument in the County Records Office. The recorded covenant/equitable servitude may be terminated and removed by the Department of Transportation so long as all PIA Fee payments have been received.

If the Applicant chooses the deferred payment plan in option (2) above, the Applicant shall, in conjunction with that choice, provide security for payment of the balance due to the City in the form of either a bond, a letter of credit, or an executed covenant/equitable servitude which runs with the land, to the satisfaction of the Department of Transportation. Payment of the balance of the PIA Fee, including interest due, shall be made according to the schedule above. However, if an Applicant chooses the deferred payment plan and decides to prepay in advance of the schedule, then the only interest due shall be that which has accrued at the time of payment of the balance.

If the Applicant chooses to pay under option (2) above, interest shall begin to accrue on the cash deposit due date, and shall be compounded annually beginning on the anniversary of the date the first payment is due. The initial interest rate shall be the effective yield that the Los Angeles City Treasurer is obtaining on the City's investment pool as reported to the City Council for the month preceding the date of issuance of the building permit. The interest rate shall be adjusted annually and shall be the effective yield on the City's investment pool as reported for the month preceding the anniversary date of the building permit issuance date.

**C. Calculation of the PIA Fee.**

**1. PIA Fee Formula.** The PIA Fee shall be calculated based on the following formula:

$$\text{PIA FEE} = (\text{FA} \times \text{FR}) + \text{P}$$

Where FA = Floor Area in square feet

FR = Community PIA Fee Rate per PIA FeeTable

P = Drive-Through Convenience Premium, if applicable

**2. Fee Rates and Premiums.** The fee rates and Use Premiums listed in the following PIA Fee Table shall be used in the calculation of the PIA Fee. The City Council may revise the PIA Fee Table based upon the recommendation of the Department of Transportation.

**PIA FEE TABLE**

| LAND USE<br>CATEGORY<br>(Check with DOT for<br>land uses not listed)   | COMMUNITY PIA FEE RATE<br>(\$ Per Square Foot of Floor Area) |         |        |                 |   | DRIVE-<br>THROUGH<br>CONVENIENCE<br>PREMIUM*  |
|--|--|---------|--------|-----------------|---|---|
|  | WOOD-<br>LAND<br>HILLS                                       | TARZANA | ENCINO | SHERMAN<br>OAKS | STUDIO<br>CITY/ and<br>CAHUENGA<br>PASS |   |
| <b>CATEGORY A</b><br>College<br>Hospital Industrial<br>Institutional<br>Manufacturing<br>R & D Lab<br>School<br>Sound Studio<br>Storage Rental<br>Warehouse                            | \$0.56   | \$1.00  | \$0.97 | \$1.32          | \$0.72                                  | \$0.00  |
| <b>CATEGORY B</b><br>Business Park<br>Hotel<br>Motel<br>Office   | \$1.05   | \$1.89  | \$1.83 | \$2.47          | \$1.36                                  | \$0.00  |
| <b>CATEGORY C</b><br>Bank<br>Car Wash<br>Cinema<br>Convenience Mkt.<br>Credit Union<br>Gas Station<br>Retail<br>Savings & Loan<br>Service<br>Shopping Center<br>Supermarket<br>Theater | \$1.94   | \$3.45  | \$3.34 | \$4.52          | \$2.49                                  | As specified:<br>\$20,000<br>\$15,000<br>--<br>\$12,000<br>\$20,000<br>\$15,000<br>--<br>\$20,000<br>--<br>--<br>--<br>-- |
| <b>CATEGORY D</b><br>Café<br>Clinic<br>Gym<br>Health Club<br>Medical Office<br>Restaurant  | \$2.17   | \$3.88  | \$3.77 | \$5.09          | \$2.80                                  | As Specified:<br>--<br>--<br>--<br>--<br>--<br>\$20,000   |

\*NOTE: The Drive-Through Convenience Premium is a fixed amount charged per business, regardless of size. It is added only when a Drive-Through Establishment or external ATM is included in a restaurant or a Category C land use. Car washes, Convenience Markets and gas stations are always charged this premium.

**3. Annual Indexing.** In order that the Project Impact Assessment Fee levied pursuant to this Specific Plan keep pace with the cost of the improvements and services, including land acquisition and transportation mitigation the fee rates listed in the PIA Fee Table shall be periodically increased (or decreased) as follows.

The PIA fee rates listed in the PIA Fee Table shall be increased (or decreased) as of July 1 of each year by the amount of the percent increase (or decrease) in the City Building Cost Index as determined by the Department of Transportation. To reflect the revised fee rates, a new PIA Fee Table shall be published by the Department of Transportation in a newspaper before July 1 of each year.

If the Department of Transportation determines that the City Building Cost Index does not adequately reflect the actual increase in costs, then the Department shall recommend to the City Council, based on a written report, that the City Council adopt different cost figures. Upon receipt of the report, and after public hearing, the City Council may, by resolution, adopt these different cost figures to be used for adjustment of the PIA fee rates.

**4. Potential Adjustments of Fee Rates.** The PIA fee rates may be adjusted by the City Council independent of the annual indexing mandate based on whether or not an Assessment District is established by the City Council for a Community or a portion of a Community to fully or partially fund the Specific Plan improvements and services. The PIA Fee shall be reduced for those Projects within the Assessment District to the extent that the assessment generates funds.

**5. Responsible Agency.** The City agency responsible for calculating, receiving, recording and depositing the PIA Fee is the Department of Transportation.

**D. Adjustments to the PIA Fee.** The PIA Fee, as calculated above, shall be modified for any of the following:

**1. Existing Use Credit.** The Department of Transportation shall reduce the PIA Fee based on a credit for existing land uses on the same lot. For the purpose of this credit, "existing" shall be defined as any legally-permitted occupancy on the same lot for a minimum of one year between November 9, 1985 and the date of review by the Department of Transportation. The amount of this credit is calculated by applying the PIA Fee Formula to the existing use. Existing Use Credit cannot be transferred to any other lot.

**2. The PIA Fee For Pedestrian Serving Uses Tier I and Tier II.** The PIA Fee for Pedestrian Serving Uses - Tier I shall be calculated by multiplying the total floor area devoted to Pedestrian Serving Uses placed at the Ground Floor in Pedestrian Oriented Areas by 50 percent-% of the rate as set forth in the formula in Section 11 C above. Any application for this adjustment shall be accompanied by a covenant and agreement/equitable servitude which runs with the land guaranteeing that at least 75 percent of the frontage of the building shall be restricted to retail or Pedestrian Serving Uses. The covenant and agreement shall run with the land. It shall be binding on future owners, successors, heirs, or assignees of the owners. It shall be executed by all fee owners of the property, approved by the Department of City Planning and then recorded with the County Recorder. The Applicant shall deliver a certified copy to the Departments of City Planning, Building and Safety and Transportation prior to the issuance of any building permit. Upon a change of use from Pedestrian Serving Uses to a use or uses which are not so designated in this Specific Plan, the property shall no longer qualify for the prior fee adjustment. The Department of City Planning shall terminate the covenant and agreement upon payment of the PIA Fee as recalculated by DOT for non-Pedestrian Serving Use or Uses.

The PIA Fee rates for Pedestrian Serving Uses - Tier II, shall be as set forth in the PIA Fee Table. No reduction in the PIA Fee shall be permitted for those uses.

**E. In Lieu Credits.** The PIA Fee may be further reduced through an In Lieu Credit for Specific Plan improvements and services completed or guaranteed by the Applicant. However, In Lieu Credit for a particular item of improvement or service as listed in Section 12 shall not exceed that item's percentage allocation in relation to the PIA Fee, as established in the Specific Plan Trust Fund Ordinance.

1. The Department of Transportation shall calculate In Lieu Credits for all or a portion of the cost of transportation improvements guaranteed or completed by the Applicant, if these improvements are included in the cost analysis for the PIA Fee. The proposed improvements are listed in Section 12. The amount of In Lieu Credit shall be credited at the time the building permit is issued.

2. The Applicant shall be required to prepare preliminary plans and a detailed cost of the qualifying transportation improvements to the satisfaction of the Department of Transportation and City Engineer. The Department of Transportation shall approve credit for the B-Permit construction costs, including an additional 15 percent for design and contingency costs as approved by the City Engineer.

3. The total PIA Fee, after deducting any applicable In Lieu Credits, shall be paid pursuant to the procedures in Subsection B.

**4. Restrictions on Use of In Lieu Credit.**

**(a) Maximum Amount Usable.** The total amount of In Lieu Credit that may be applied toward the PIA Fee shall not exceed the net PIA Fee payable after deducting the Project's existing use credit and fee exemption.

**(b) Validity Period.** Any amount of In Lieu Credit in excess of the net PIA Fee payable may be applied toward any subsequent PIA Fee assessment on the same parcel of real property, so long as the subsequent PIA Fee is being assessed for a Project that will be permitted within five years of the original grant of In Lieu Credit.

**F. Appeals of the PIA Fee.**

1. The City Council may hear appeals from decisions by the Departments of Transportation, or the Director of Planning relative to the PIA Fees assessed for the following Projects: those for which a covenant and agreement was recorded pursuant to the **Ventura-Cahuenga** Boulevard Interim Control Ordinance or preceding ordinances (Ordinance Nos. 165,290, 162,907, 160,406, 160,514, and 166,313) regarding the Project being subject to the **Ventura-Cahuenga** Boulevard Corridor Specific Plan's PIA Fee. If a person subject to a PIA Fee believes an error was made, then he or she may appeal the Department decision to the City Council. The Director of Planning with the assistance of the General Manager of DOT or their designees shall prepare and present to Council a report detailing the basis for the Department action and recommendations.

2. The appeal shall be in writing upon forms provided by DOT and shall be accompanied by the appeal fee established by LAMC Section 19.01 ~~B~~ and payable to the Department of Transportation. The appeal shall set forth specifically the basis of the appeal and the reasons why the determination should be reversed or modified. The appeal shall be filed within 30 days from the date of mailing (by certified mail) of the payment notice sent by the Department of Transportation after the effective date of this amendment.

3. The procedures and time limits for an appeal shall be the same as those set forth in ~~LAMC Section 12.24 B-3~~ **Part 13B of Chapter 1A of the LAMC.**

**4. Appeal Findings.** An appeal of the PIA Fee may be granted if one or more of the following findings is made:

**(a)** That the assessed PIA Fee is based on an incorrect interpretation of land use;

(b) That the assessed PIA Fee is based on an incorrect calculation of the PIA Fee;

(c) That the Department or Departments erred in interpreting or applying the provisions of the Specific Plan.

## **Sec. 12. PIA Fee-Funded Improvements and Services.**

**A. Exclusivity.** The funds collected as Project Impact Assessment (PIA) Fees shall be used exclusively for the improvements and services listed in this Section, or as amended by the City Council upon recommendation by the Director of Planning and the General Manager of the Department of Transportation.

**B. Findings For Use of Fund.** The funds collected as Project Impact Assessment Fees can be used for Community-wide or Corridor-wide improvements or services, listed in this section so long as the Director of Planning and the General Manager of the Department of Transportation jointly make the following findings:

1. The improvement or service to be funded will mitigate the cumulative adverse impacts of new development within the Plan area and the PRB has had review and its input was taken into consideration regarding the extent of the improvement and;
2. The improvement or service to be funded does not involve maintenance of existing facilities; and
3. The street improvement or service to be funded is made only to public streets and highways, not to private streets or alleys or state freeways.
4. The funding of transit programs includes only capital expenditures and not operating and maintenance expenditures.

**C. Phase I Improvements and Services.** The following are the Community-Wide and Corridor-Wide Improvements and Services proposed under Phase I of the Specific Plan program:

1. **Transit/TDM/TMO** - Local public transit, TDM programs, and TMO programs;
2. **Off street Parking** - Peripheral parking lots or structures to serve each of the **six five** communities; and
3. **Intersection Improvements** - Right-of-way acquisition, intersection flaring and signal improvements at nineteen intersections as listed below. The Department of Transportation shall review intersection improvements on a **case-by-case** basis, and may do so with the assistance of the PRB:

### **Studio City /Cahuenga Pass**

- (a) Lankershim Boulevard and Ventura Boulevard

### **Studio City**

- (b) Tujunga Avenue and Ventura Boulevard

### **Sherman Oaks**

- (c) Woodman Avenue and Ventura Boulevard
- (d) Beverly Glen Boulevard and Ventura Boulevard

(e) Kester Boulevard (West Jog) and Ventura Boulevard

**Encino**

(f) 101/405 Ramps, Sherman Oaks Avenue and Ventura Boulevard

(g) Balboa Boulevard and Ventura Boulevard

(h) White Oak Avenue and Ventura Boulevard

**Tarzana**

(i) Lindley Avenue and Ventura Boulevard

(j) Reseda Boulevard and Ventura Boulevard

(k) Vanalden Avenue and Ventura Boulevard

(l) Tampa Avenue and Ventura Boulevard

**Woodland Hills**

(m) Winnetka Avenue and Ventura Boulevard

(n) Canoga Avenue and Ventura Boulevard

(o) DeSoto Avenue and Ventura Boulevard

(p) Topanga Canyon Boulevard and Ventura Boulevard

(q) 101 Ramps near Shoup Avenue and Ventura Boulevard

(r) Shoup Avenue and Ventura Boulevard

(s) Fallbrook Avenue and Ventura Boulevard

**4. Plan Administration.** Up to 10% of PIA Fee revenues collected each year may be used for administering the **Ventura-/Cahuenga** Boulevard Corridor Specific Plan, including but not limited to Project review, program implementation, monitoring, analysis, evaluation and reporting on the performance of the Specific Plan.

**Sec. 13. PRIOR PROJECTS PERMITTED.**

**A. Prior Projects Subject to the PIA Fee.** Both ICO and PSP Projects shall be subject to the **Ventura-/Cahuenga** Boulevard Corridor Specific Plan's PIA Fee.

**1. PIA Fee Calculation.** The Department of Transportation shall calculate the amount that each ICO or PSP Project Applicant or successor in interest shall be charged on the basis of provisions of Section 9, including any fee adjustments applicable to the Project.

**2. Collection of PIA Fees.** The Department of Transportation shall collect all PIA Fees assessed and outstanding on ICO Projects, and draw the amount equal to the PIA Fee upon any outstanding letters of credit or bonds established by PSP Projects to guarantee payment of the PIA Fee.

**B. ICO Project Payment Options.** If a person received an approval for a Project between November 9, 1985, and February 15, 1991, pursuant to the procedures set forth in Ordinance Nos. 166,313, 165,290, 162,907, 160,406, or 160,514 and signed a covenant and agreement promising to pay the PIA Fee, then that person or any successor in interest shall pay this amount according to one of the following payment plans, at their option:

1. Pay the PIA Fee in one lump sum cash payment no later than 90 days after the date the Department of Transportation mailed, by certified mail, the notice to pay the PIA Fee or, if an appeal was filed within the time limits set forth in this Specific Plan, no later than 30 days after the date the determination on the appeal becomes final. The Applicant who chooses to pay under this option shall be obligated to pay only 95 percent of the PIA Fee assessed.
2. Pay in accordance with the 20% down payment plus the four equal installments payment schedule established in Section 11.

**C. Refund of Overpayments.** ICO Project Applicants or successors in interest who have paid PIA Fees based on trips and PSP Project Applicants will be refunded the amount paid in excess of the corresponding PIA Fee based on square feet of floor area, as set forth in the PIA Fee Table of this Specific Plan, and the recalculation made by DOT.

1. **Refund Amount.** The Department of Transportation shall determine the amount that will be refunded for each ICO and PSP Project.
2. **Claims for Refund.** Any person may file a claim for refund of PIA Fees paid in excess of current PIA Fees on forms and according to procedures to be provided by the Department of Transportation. Each claimant must present proof of the PIA Fee amount paid and a copy of the current PIA Fee notice.
3. **Refund Recipient.** Refunds will be paid only to the person(s) or entity named in the official receipt issued for payment of the PIA Fee, regardless of who filed the claim for refund, unless otherwise ordered to do so by a court of competent jurisdiction.

**D. PIA Fees Already Paid or Guaranteed.** An ICO Project for which the PIA Fee has been fully or partially paid, or a PSP Project for which the PIA Fee has been fully paid or guaranteed through a letter of credit will not be reassessed a current PIA Fee based on floor area if that current fee is greater than the PIA Fee. The PIA Fee as previously assessed will be the current PIA Fee for that Project.

**E. Appeals for Prior Permitted Projects.** An appeal for a Prior Permitted Project shall be the same as established in Section 11.F of this Specific Plan.

#### **Sec. 14. PUBLIC RIGHT-OF-WAY-IMPROVEMENTS.**

##### **A. Interim Streetscape Plan.**

1. Until the City Planning Commission adopts revised community streetscape plans for the Specific Plan area, the Envicom Corporation's August 1989 report entitled, "Ventura-Cahuenga Boulevard Corridor Specific Plan Study: Urban Design Recommendations," shall be the interim streetscape plan for the Specific Plan area.
2. In granting ~~an Specific Plan Exception~~ **Exception of Entitlement**, zone change, height district change, variance, or conditional use permit within the Specific Plan area, the City may, to the extent otherwise permitted by law, include requirements to encourage pedestrian alternatives to automobile driving. These requirements may include a program of urban design improvements based on the interim streetscape plan described above or the adopted community streetscape plan. These improvements are intended to differentiate each of the ~~six~~ **five** communities in the Specific Plan area, and within each community, the different commercial land use designations shown on each Community Plan map.

3. This interim streetscape plan shall be used by the Department of City Planning to review the design of private Projects and to the extent permitted by law, by all agencies of the City when reviewing public improvements in the Specific Plan area.

4. The interim streetscape plan shall include the preservation of the existing palm trees on Ventura Boulevard in Studio City between Carpenter Avenue and Whitsett Avenue.

**B. Community Streetscape Plan.** Upon approval by the City Planning Commission, Board of Public Works, and Cultural Affairs Commission, each community streetscape plan shall provide guidelines for all streetscape improvements.

**C. General Provisions.** To the extent feasible, the following provisions shall apply until the City Planning Commission adopts community streetscape plans for Sherman Oaks, Encino, and Studio City:

#### 1. Street Trees.

(a) Street trees shall be of at least a **36-inch** box size at the time of planting. All street trees shall be approved by the Street Tree Division of the Bureau of Street Maintenance. In selecting types of trees and standards for spacing between trees, factors as the appearance, shade producing quality, smog tolerance, irrigation requirements, and ability to withstand high winds shall be considered. The streetscape scheme for each community will include a detailed public landscaping plan, including a list of recommended trees.

(b) Clusters of accent trees for architectural treatment shall be provided at key entries, intersections, or activity centers to identify these as special places in the Specific Plan area when to do so will not obstruct corner visibility.

(c) **Palm Trees.** The existing palm trees in Studio City have created a distinctive image for the community and shall be preserved. The community streetscape plan shall incorporate the existing palm trees along with additional plantings on Ventura Boulevard in Studio City between Carpenter Avenue and Whitsett Avenue into a comprehensive program to enhance the character and environment of this community.

**2. Planter Boxes.** Planter boxes and other landscaping shall be installed along the sidewalks and plazas where there is sufficient width to maintain and encourage the flow, as well as safety of pedestrians. Placement of these planter boxes shall be subject to the approval of the appropriate City agencies. Planter boxes shall be built in a sturdy manner and utilize common materials and colors. Sand blasted or textured concrete with tile or color accents may be considered.

**3. Sidewalks.** Sidewalks, crosswalks, and related pedestrian elements shall comply with Title 24 of the State of California Code of Regulations and the standards of the Department of Public Works, Bureau of Engineering and the Department of Transportation regarding design and width. They should be paved to create a distinction between each of the **six five** communities in the Specific Plan area. Their design shall incorporate the use of texture, pattern, and may incorporate color. Aggregate, sandblasted, or scored concrete and brick pavers are examples of materials which may be used. The design may vary patterns to emphasize key locations (i.e., transit stops and approaches to street crossings). Materials shall be slip resistant and shall not constrain use by the visually impaired or person using wheelchairs. At intersections, crosswalks shall be paved to provide pedestrian continuity linking the sidewalks. The selected sidewalk materials and design shall be continued in the crosswalks, subject to the approval of the City Engineer.

**4. Street Furniture.** Each community streetscape plan shall include, but not be limited to, provisions for the following elements: benches, lighting, news racks, and trash receptacles pursuant to LAMC **Chapter VI Section 42.00** and community streetscape plan requirements.

## Sec. 15. PLAN REVIEW.

**A. Ventura Boulevard Plan Review Board.** Upon adoption of this Specific Plan, the City Council and Mayor shall appoint members of a ~~Ventura-/Cahuenga~~ Boulevard Corridor Plan Review Board as set forth in Paragraphs 2 and 4 below.

### 1. Authorities and Duties of the Plan Review Board.

**(a) Specific Plan Development and Implementation.** Make recommendations to the Councilmembers of the Districts in which the Specific Plan is located and to the Mayor concerning the development and implementation of the Specific Plan. These recommendations shall include programming and funding mechanisms. To assist in this process, the Director of Planning and the General Manager of the Department of Transportation, or their designees, shall meet with the Plan Review Board. If the Director determines it would be of assistance to the Board, the Department of Cultural Affairs and the Bureaus of Street Lighting and Street Trees shall meet with the Board.

**(b) Annual Specific Plan Report.** Prior to the completion of the annual report, the Plan Review Board will meet with the appointing authorities for presentation and review of the staff's proposed annual Specific Plan report.

**(c) ~~Traffic Mitigation~~ Mobility and Intersection Improvements.** Make recommendations to the appointing authorities regarding the priorities and timing of intersection ~~and mobility improvements and traffic mitigations~~ in the Specific Plan area. To assist in this process, the Director of Planning and the General Manager of the Department of Transportation, or their designees, shall meet with the Plan Review Board. ~~The Department of Transportation staff shall maintain records of any motions regarding transportation fund expenditures. The Department of Transportation shall also provide accounting statements of the Ventura-/Cahuenga Boulevard Corridor Specific Plan Revenue Fund as appropriate for the Plan Review Board meetings. If required, findings pursuant to Section 12.B shall be written by the Department of Transportation staff with assistance from City Planning staff as needed.~~

**(d) Community Streetscape Plans - Design Guidelines.** Make recommendations to the appointing authorities on the implementation and amendment of community design guidelines and community streetscape plans for each community to encourage pedestrian activity.

**(e) Exceptions or Amendments to the Specific Plan.** When an application is made for ~~an Specific Plan Exception~~ ~~Exception of Entitlement~~ or when any proposal to amend the Specific Plan is initiated, the Department of City Planning shall send the Plan Review Board Chair a copy of the proposed amendment or application within seven calendar days of the Department's receipt, and the PRB shall have 30 calendar days running concurrently with the City review process in which to review the matter. The Plan Review Board, at its option, may provide the appointing authorities with written recommendations and comments regarding the matter under discussion.

### 2. Number of Members and Composition of Membership.

**(a) Appointment of Members.** ~~Two~~ ~~One~~ members shall be appointed for each community within the Specific Plan area, as shown in Maps 1 to 14, and as defined in Section 1.B of the Specific Plan. Members shall be appointed by the Councilmember who represents the community. In cases where a community in the Specific Plan is located in more than one council district, the appointment shall be made by the Councilmember representing the greatest land area per community in the Specific Plan. ~~An additional~~ ~~by each of the~~ ~~Councilmembers of the Council Districts in which the Specific Plan area is located.~~ One member shall be appointed at large by the Mayor. The Councilmembers of the Districts in which the Specific Plan is located and the Mayor shall be considered appointing authorities for

purposes of this Section. The Department of City Planning shall retain a record of members' start dates and terms.

**(b) Composition of Membership.** Members should live in, work in, own property in, attend school in, or be involved in organizations that serve the community within the Specific Plan area, such as non-profit or civic organizations, etc. The composition of the PRB should include individuals who represent the varied interests of the immediate community (e.g., business, residential, environmental, etc.). To achieve this goal, there should be at least one member who is employed in the Specific Plan area, one member who lives in the Specific Plan area, one member who owns property or a business in the Specific Plan area, one member who uses alternative modes of transportation and/or represents a non-profit that supports alternative transportation modes, one member who is a person with a disability and/or represents a non-profit that advocate for accessibility improvements for people with disabilities, and one member who serves the community (i.e. volunteers or serves on the board of a community organization) within the Specific Plan area. ~~In the case of more than one Council District located in one community, each Councilmember shall select a Plan Review Board member from that community. In addition, one member shall be appointed at large by the Mayor.~~

**3. Quorum/Action.** The presence of one-half plus one of the total voting members shall constitute a quorum. An approval of any Board action shall require a majority of those present after a quorum has been declared. No member may vote by proxy.

**4. Terms.** Members of the Plan Review Board shall be appointed for terms of four years, with only one four-year extension permitted, if the Councilmember, or the Mayor for the at-large member, so choose. Members may serve non-consecutive terms but may not serve more than eight years cumulatively.

**5. Expiration of Term.** Upon expiration of the term of any member of the Plan Review Board, the appointment for the next succeeding term shall be made by the appointing authority. No member of the Board shall serve more than two consecutive four-year terms. The Department of City Planning shall notify, in writing, the board member and appointing councilmember of the upcoming expiration of term prior to the end of the member's term limit. Members of the Board whose terms have expired shall remain members until their replacements have been appointed.

**6. Vacancies.** In the event a vacancy occurs during the term of a member of the Board, the appointing Councilmember, or the Mayor for the at large member, shall make an appointment of a person to serve the unexpired term of that member.

**7. Meeting Schedule.** The Plan Review Board meetings shall be set by the Plan Review Board in consultation with participating City Departments. The meeting schedule should include definite dates and times for the meetings, with a minimum of one meeting per month.

**8. Elections.** The Plan Review Board shall elect a chair and a first and second vice-chair at the December meeting to take office on January 1 of each year. The chair and two vice-chairs shall serve no longer than two consecutive one-year terms.

**9. Meeting Records.** Plan Review Board meeting discussions shall be documented, archived, and maintained.

## **B. Periodic Review of the Specific Plan.**

**1. Annual Review of the Specific Plan.** The Department of City Planning and Department of Transportation shall jointly prepare an annual review of the Specific Plan addressing issues of plan implementation, including the transit program and plan financing.

**2. Specific Plan Restudy.** When Phase I as described in this Specific Plan has been reached, a restudy of all aspects of the Specific Plan shall be jointly undertaken by the Departments of City Planning and Transportation. The costs of administering and implementing the infrastructure improvements of the Specific Plan, as well as a recalculation of the remaining commercial square footage which can be absorbed by the Boulevard with extensive mitigation, shall be included in the restudy.

**Sec. 16. ALLEY VACATIONS.** Vacation of any alley within the Specific Plan area shall be in accordance with LAMC Section 15.00. A public hearing before either the City Planning Commission or the City Council shall be provided prior to any City Council action to vacate an alley. The Departments of City Planning and Transportation shall make recommendations to the City Planning Commission and the City Council as to any proposed alley vacations. In recommending an approval, the Departments shall find that: (1) The alley is not necessary for present or prospective public use; (2) The alley is not needed for vehicular circulation or access; (3) The alley is not needed for non-motorized transportation facilities; and (4) The proposed alley vacation is consistent with the general plan.

**Sec. 17. OWNER'S ACKNOWLEDGMENT OF LIMITATIONS.** The Department of Building and Safety shall not issue any building, demolition, excavation, foundation, sign, or grading permit for construction upon any property within the Specific Plan area until the owners of the property have executed and recorded a covenant and agreement acknowledging the contents and limitations of this Specific Plan. The covenant and agreement shall run with the land. It shall be binding on future owners, successors, heirs, or assignees of the owners. It shall be executed by all fee owners of the property, approved by the Department of City Planning, and then recorded with the County Recorder, with a certified copy delivered to the Departments of City Planning, Building and Safety, and Transportation prior to the issuance of any building permit, demolition permit, excavation permit, foundation permit, grading permit, or sign permit.

**Sec. 18. SEVERABILITY.** If any provision of this Specific Plan or its application to any person or circumstance is held to be unconstitutional or otherwise invalid by any court of competent jurisdiction, that invalidity shall not affect other Specific Plan provisions, clauses or applications which can be implemented without the invalid provisions, clause or application, and, to this end, the provisions and clauses of this Specific Plan are declared to be severable.

**Sec. 19.** Any Specific Plan Exception granted prior to the effective date of this Specific Plan excepting a Project from any provisions of Ordinance No. 166,560, 166,837, 168,644, 171,240, 174,052 shall be deemed to be an exception from the relevant provisions of this Specific Plan.

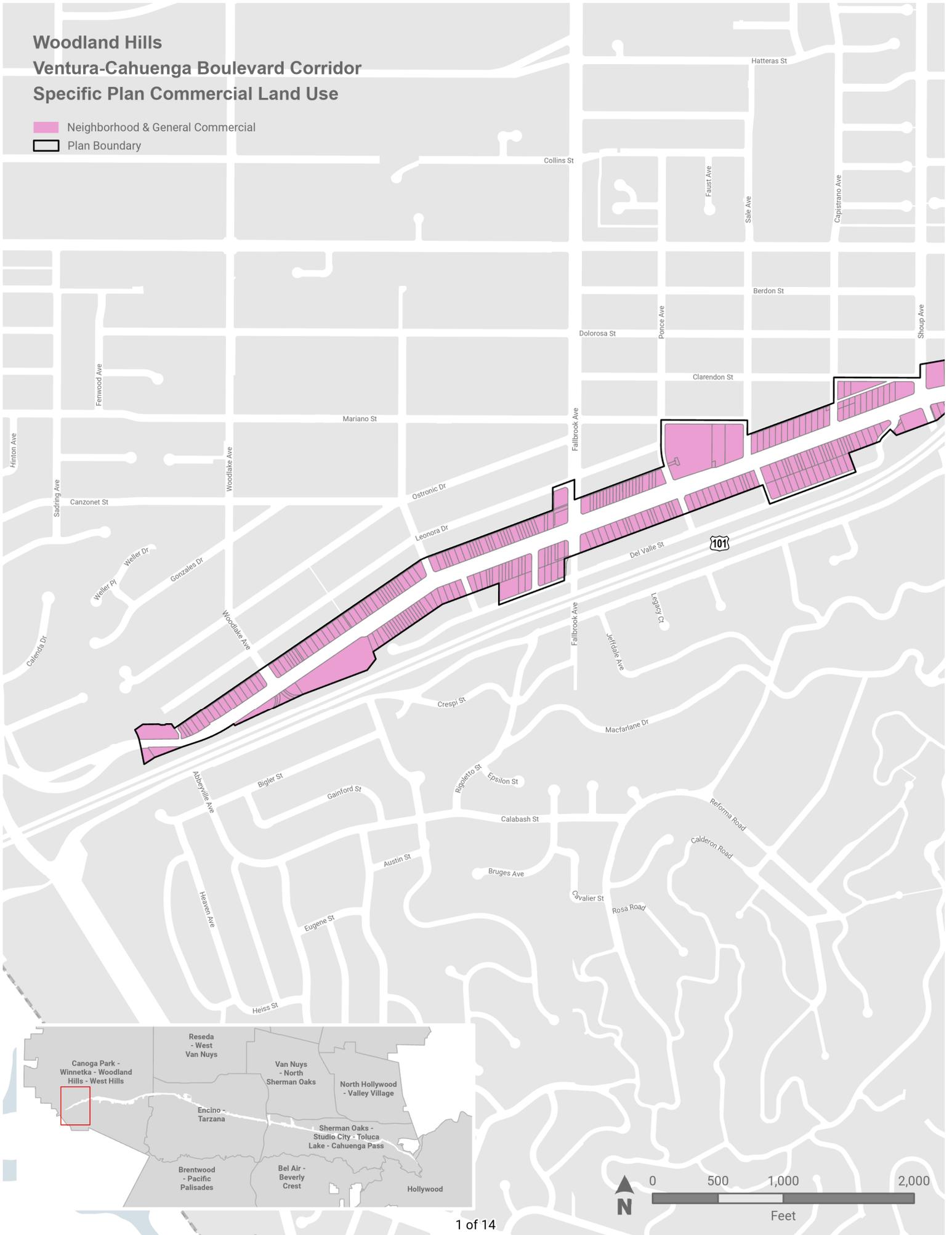
**Sec. 20. REPEAL OF EXISTING VENTURA-/CORRIDOR SPECIFIC PLAN.** Ordinance No. 174,052 is repealed.

**Sec. 21.** The City Clerk shall certify... (place holder)

**Exhibit B-**  
**Maps of the Specific Plan**  
**Area**

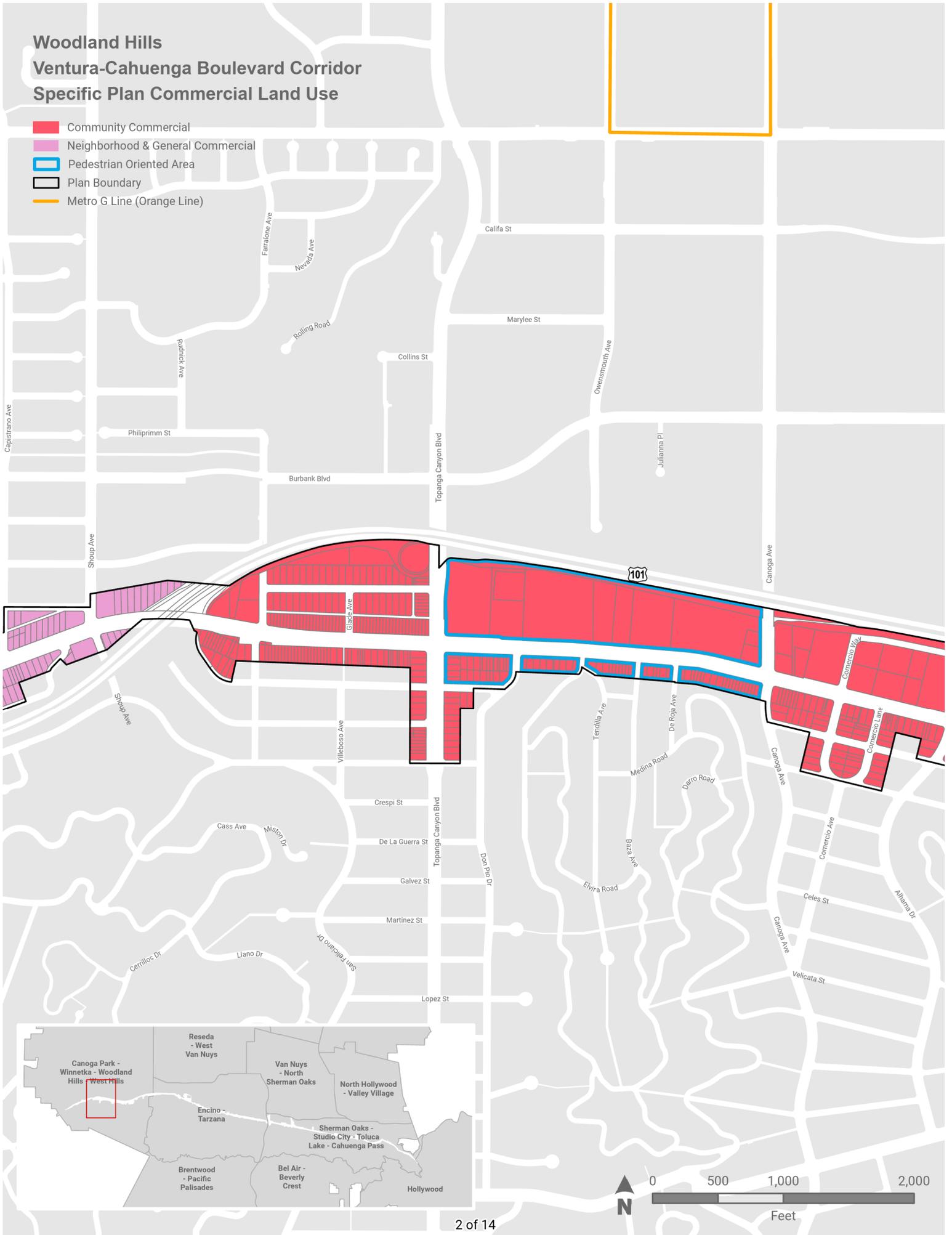
# Woodland Hills Ventura-Cahuenga Boulevard Corridor Specific Plan Commercial Land Use

-  Neighborhood & General Commercial
-  Plan Boundary



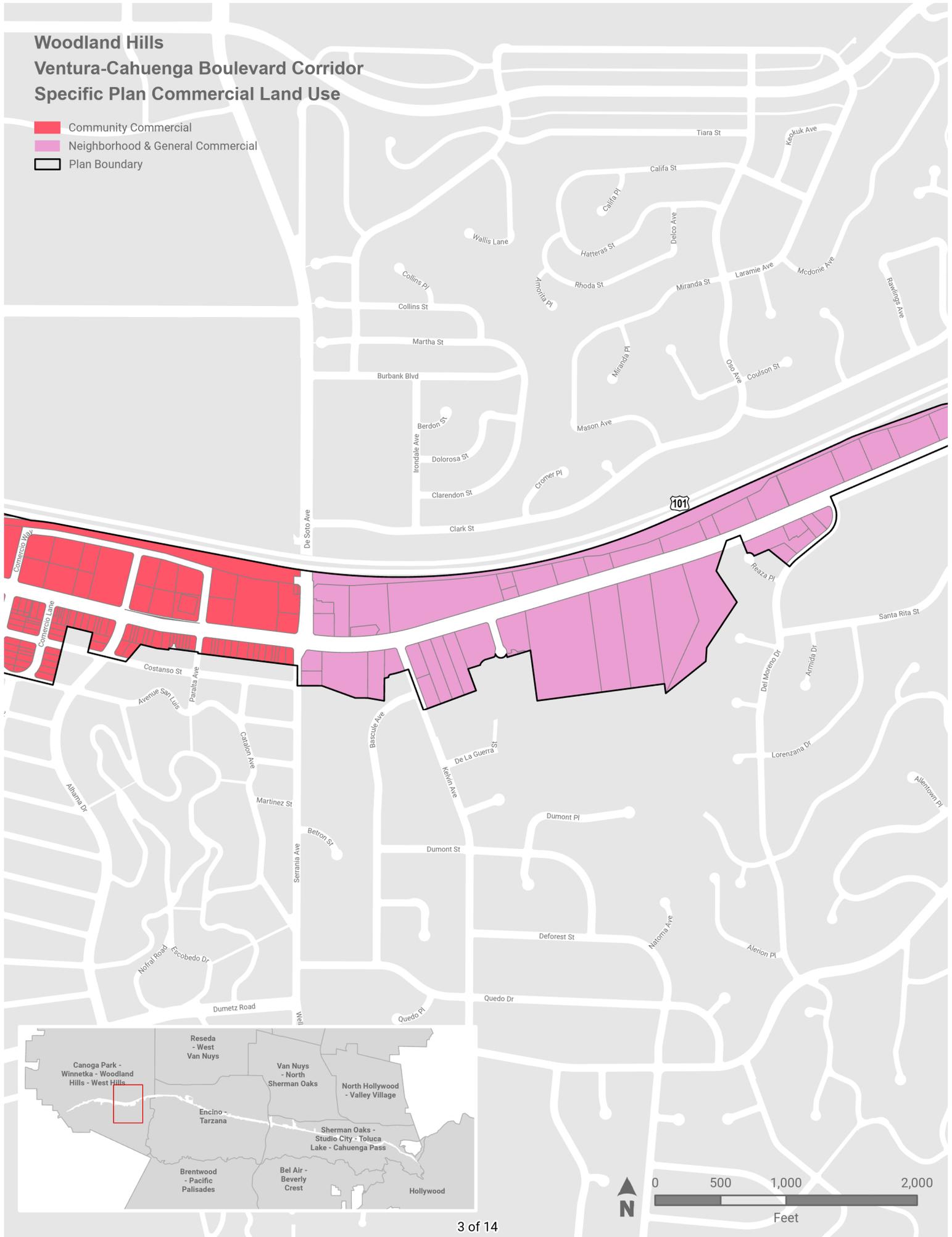
# Woodland Hills Ventura-Cahuenga Boulevard Corridor Specific Plan Commercial Land Use

- Community Commercial
- Neighborhood & General Commercial
- Pedestrian Oriented Area
- Plan Boundary
- Metro G Line (Orange Line)



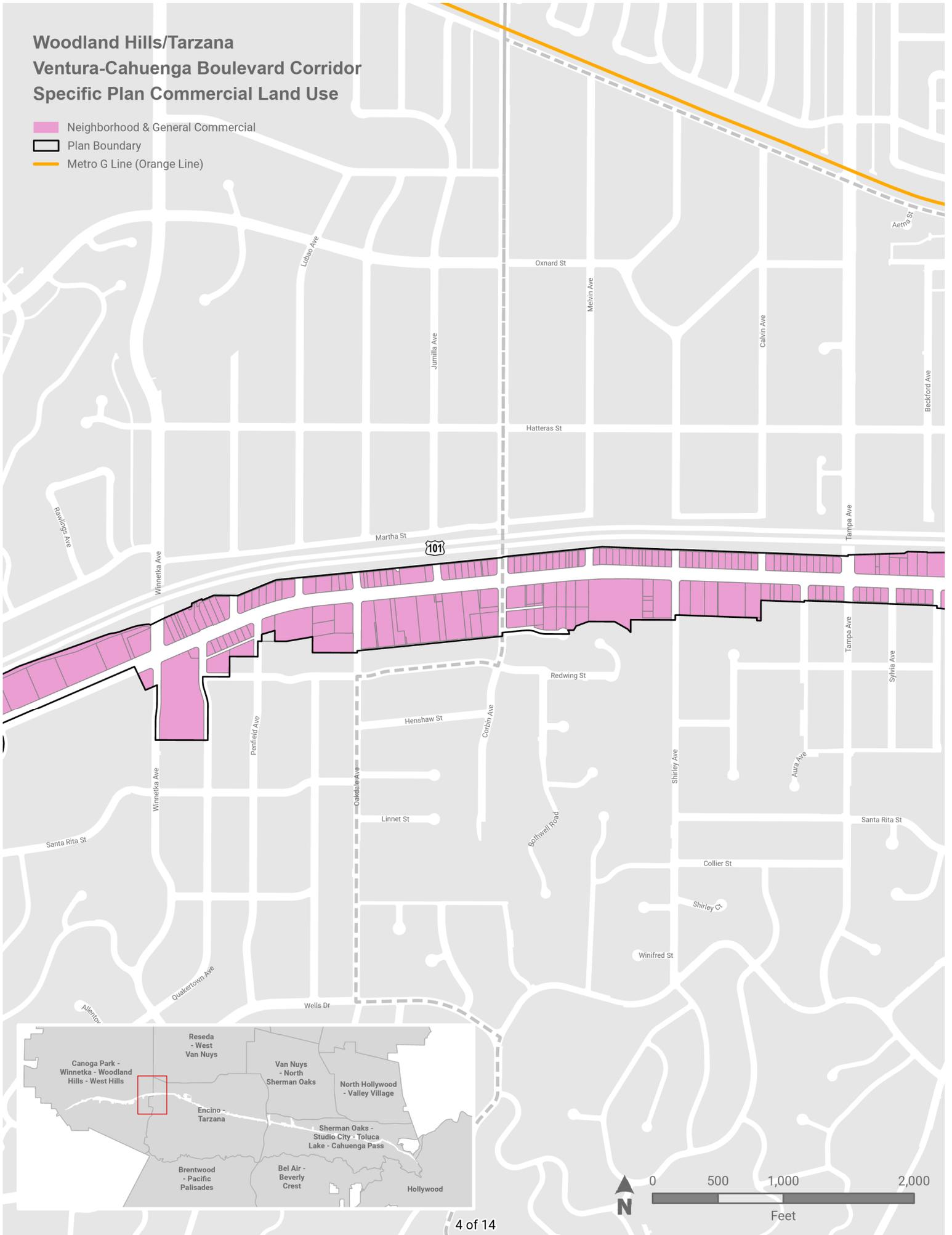
# Woodland Hills Ventura-Cahuenga Boulevard Corridor Specific Plan Commercial Land Use

- Community Commercial
- Neighborhood & General Commercial
- Plan Boundary



# Woodland Hills/Tarzana Ventura-Cahuenga Boulevard Corridor Specific Plan Commercial Land Use

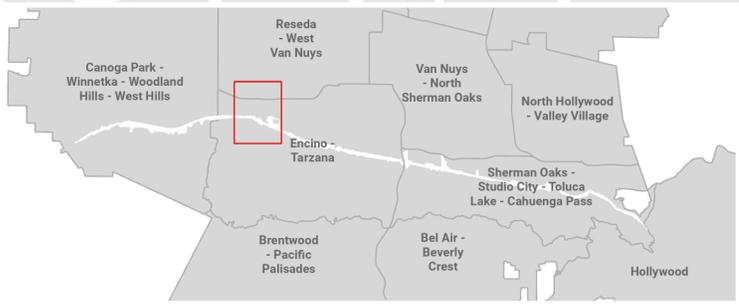
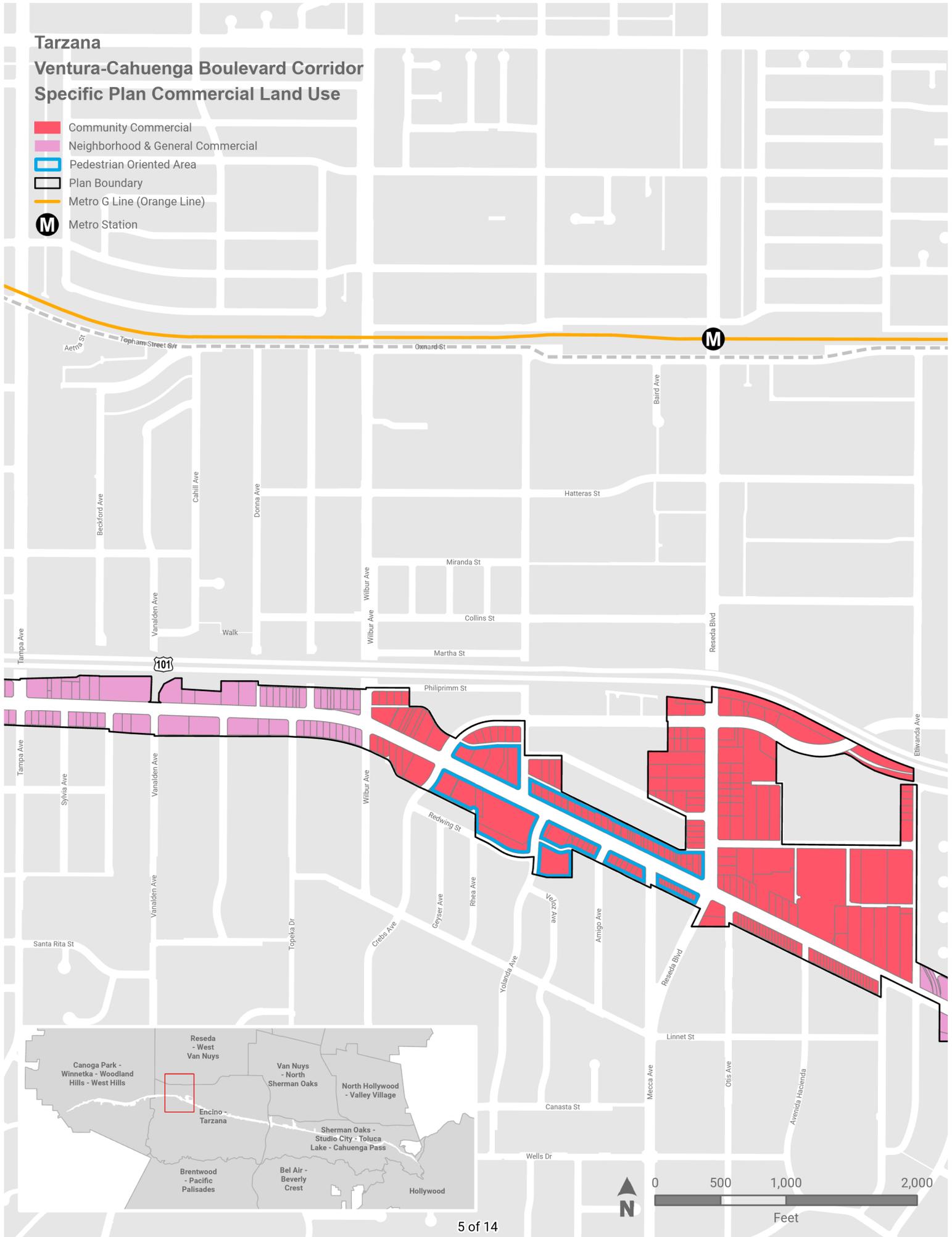
- Neighborhood & General Commercial
- Plan Boundary
- Metro G Line (Orange Line)



# Tarzana

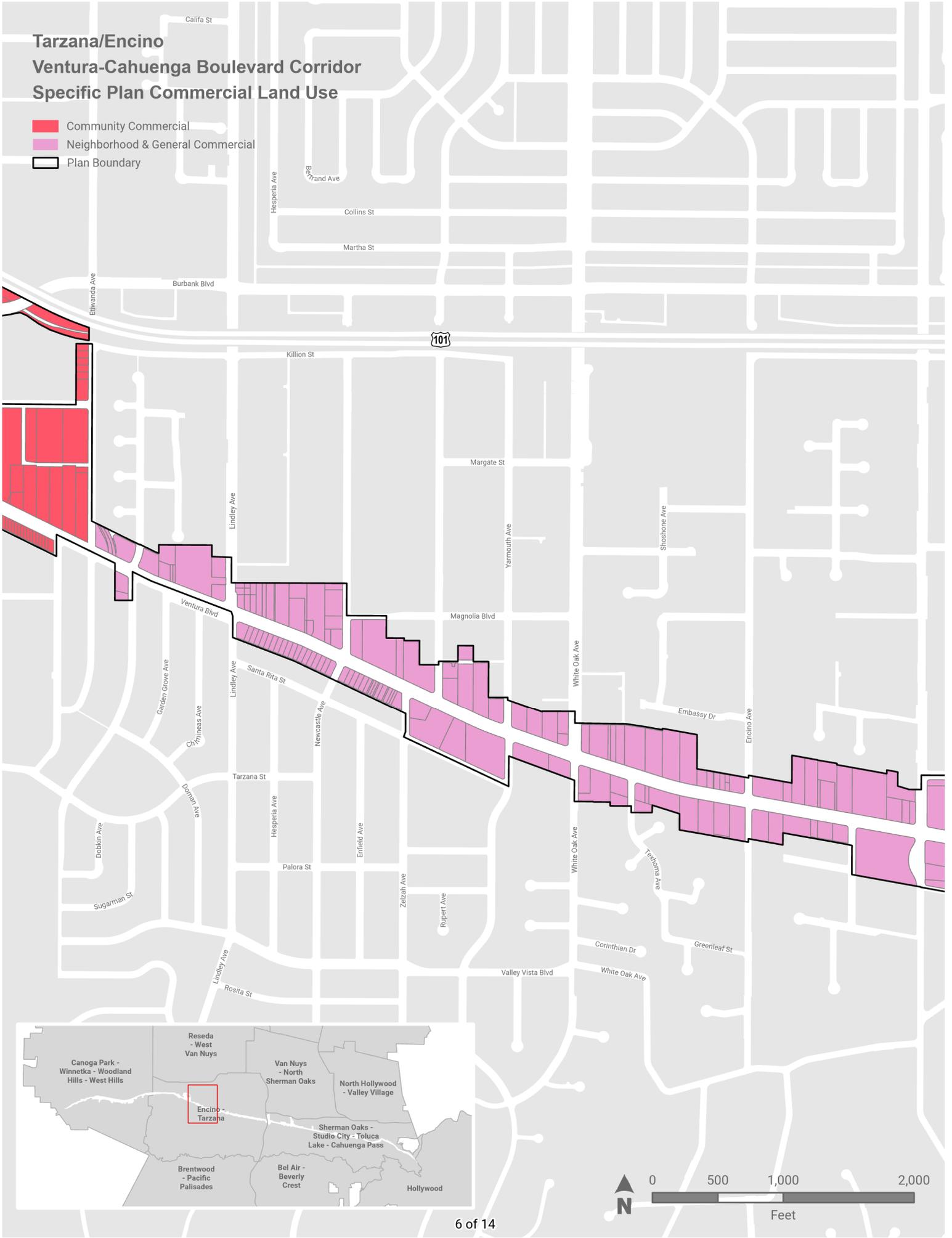
## Ventura-Cahuenga Boulevard Corridor Specific Plan Commercial Land Use

-  Community Commercial
-  Neighborhood & General Commercial
-  Pedestrian Oriented Area
-  Plan Boundary
-  Metro G Line (Orange Line)
-  Metro Station



# Tarzana/Encino Ventura-Cahuenga Boulevard Corridor Specific Plan Commercial Land Use

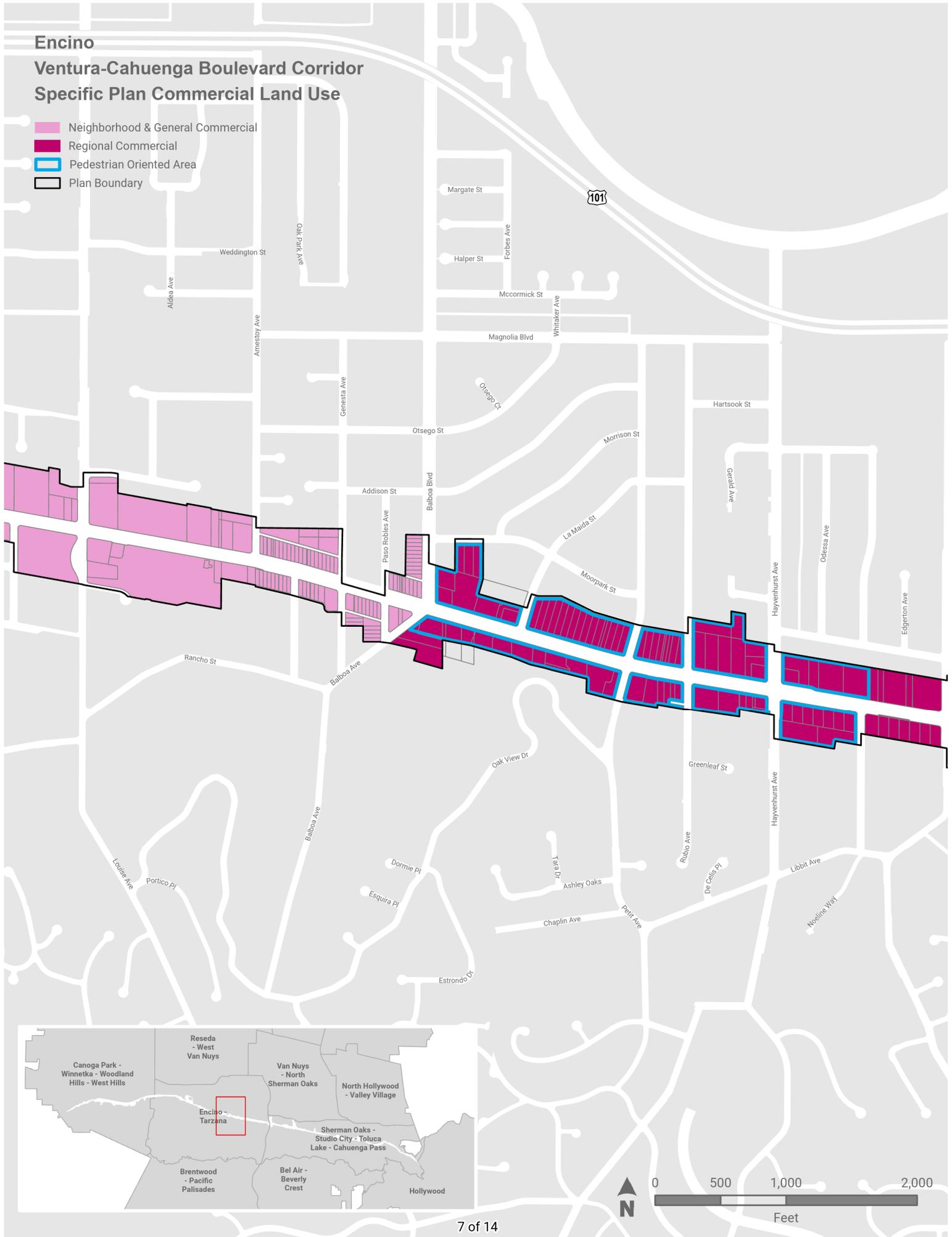
- Community Commercial
- Neighborhood & General Commercial
- Plan Boundary



# Encino

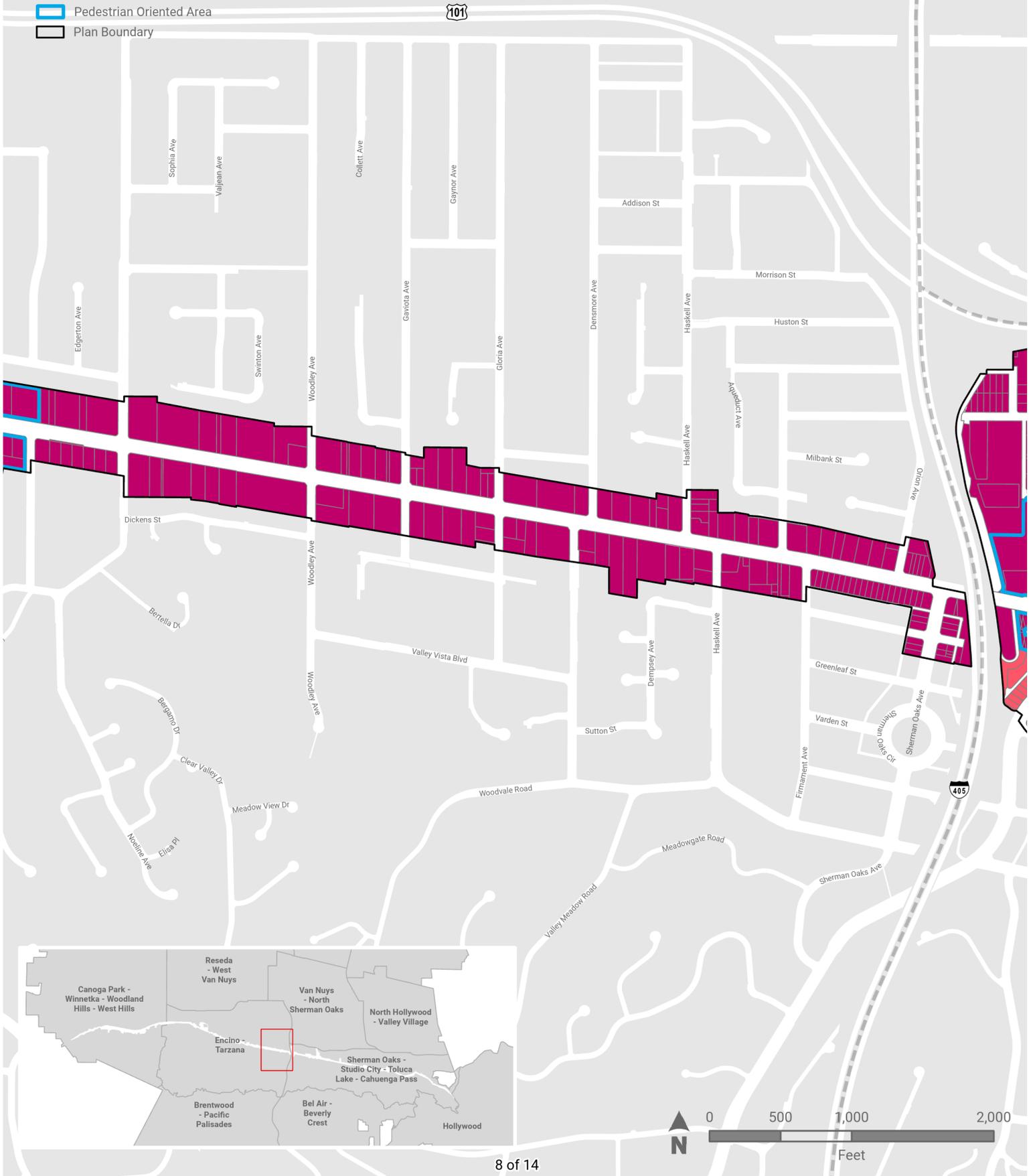
## Ventura-Cahuenga Boulevard Corridor Specific Plan Commercial Land Use

- Neighborhood & General Commercial
- Regional Commercial
- Pedestrian Oriented Area
- Plan Boundary



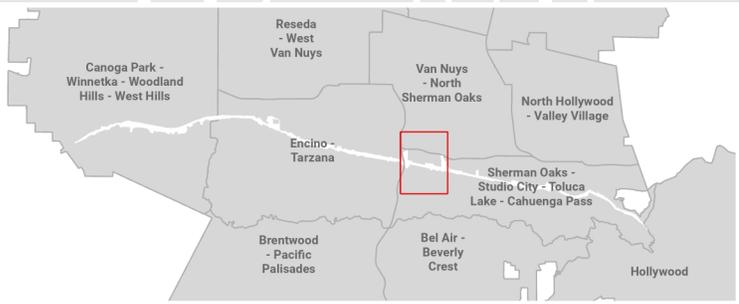
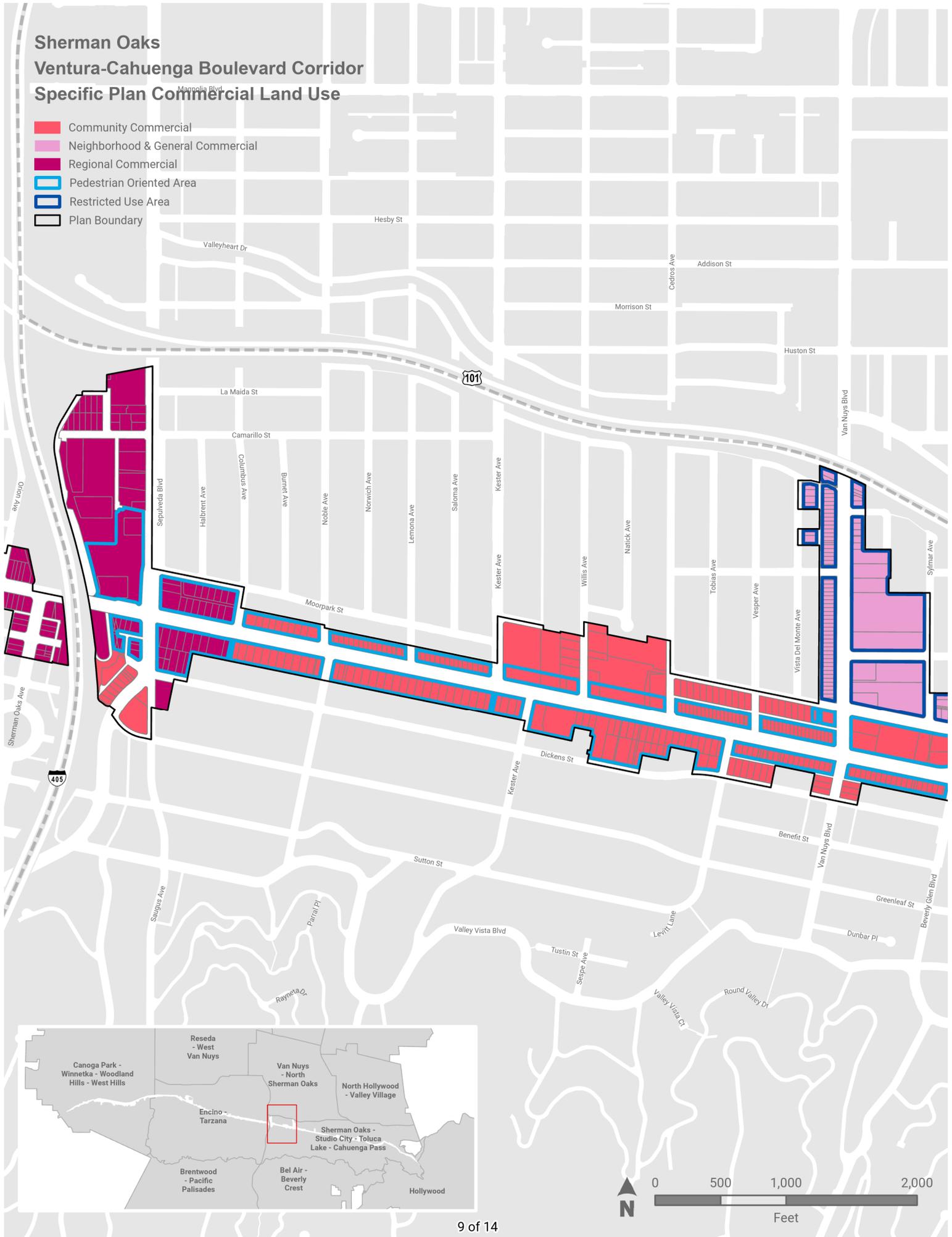
# Encino Ventura-Cahuenga Boulevard Corridor Specific Plan Commercial Land Use

- Community Commercial
- Regional Commercial
- Pedestrian Oriented Area
- Plan Boundary



# Sherman Oaks Ventura-Cahuenga Boulevard Corridor Specific Plan Commercial Land Use

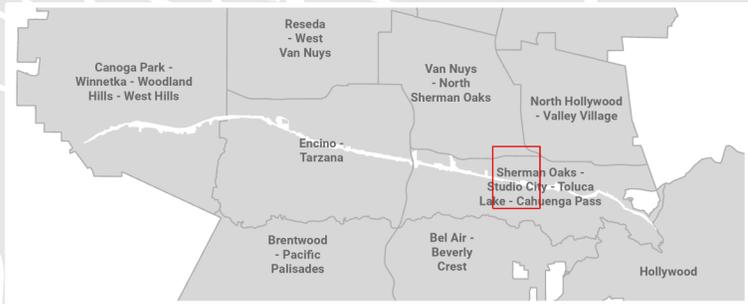
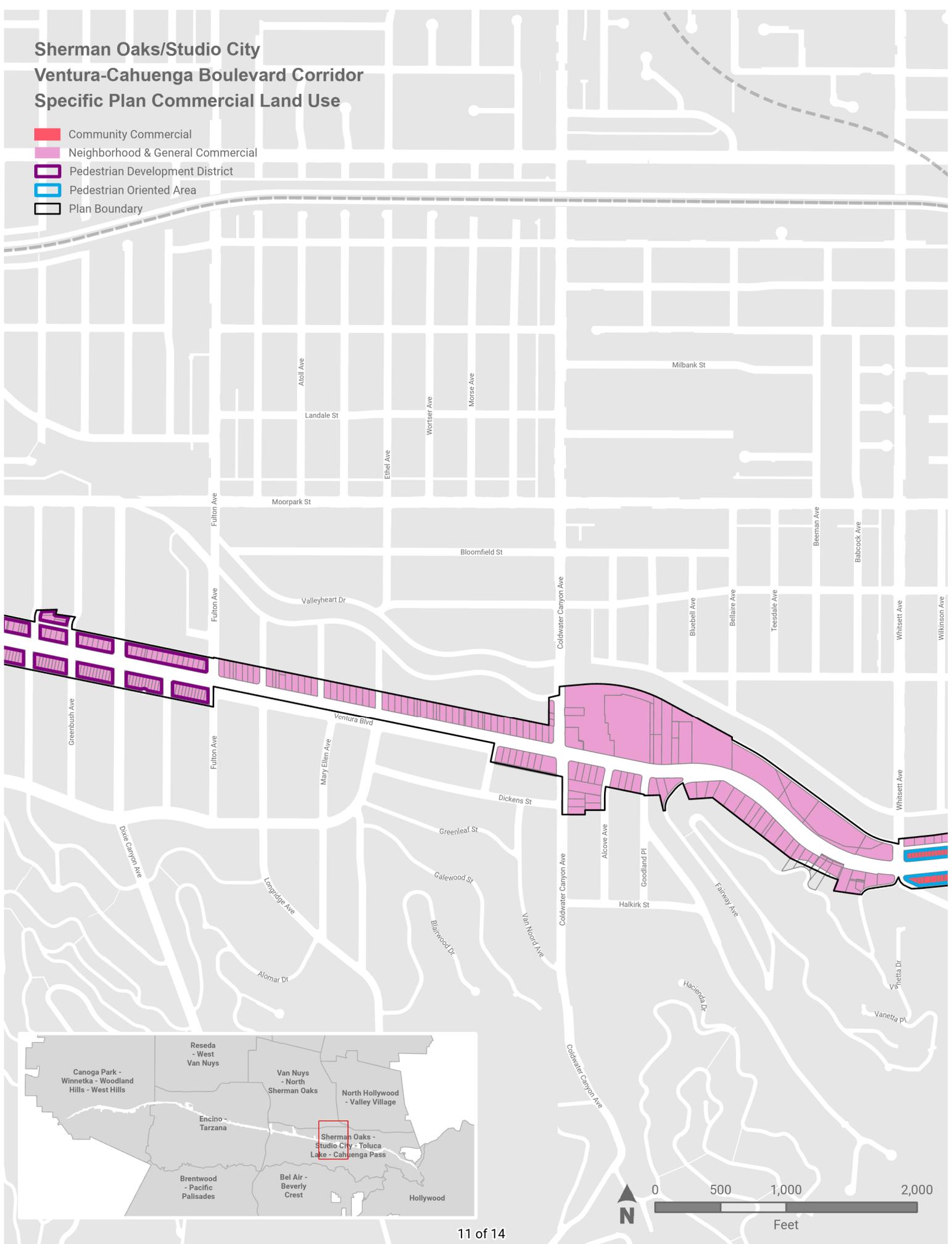
- Community Commercial
- Neighborhood & General Commercial
- Regional Commercial
- Pedestrian Oriented Area
- Restricted Use Area
- Plan Boundary





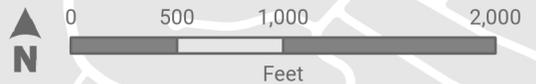
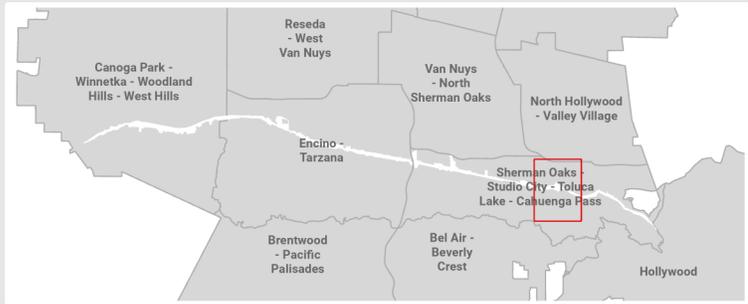
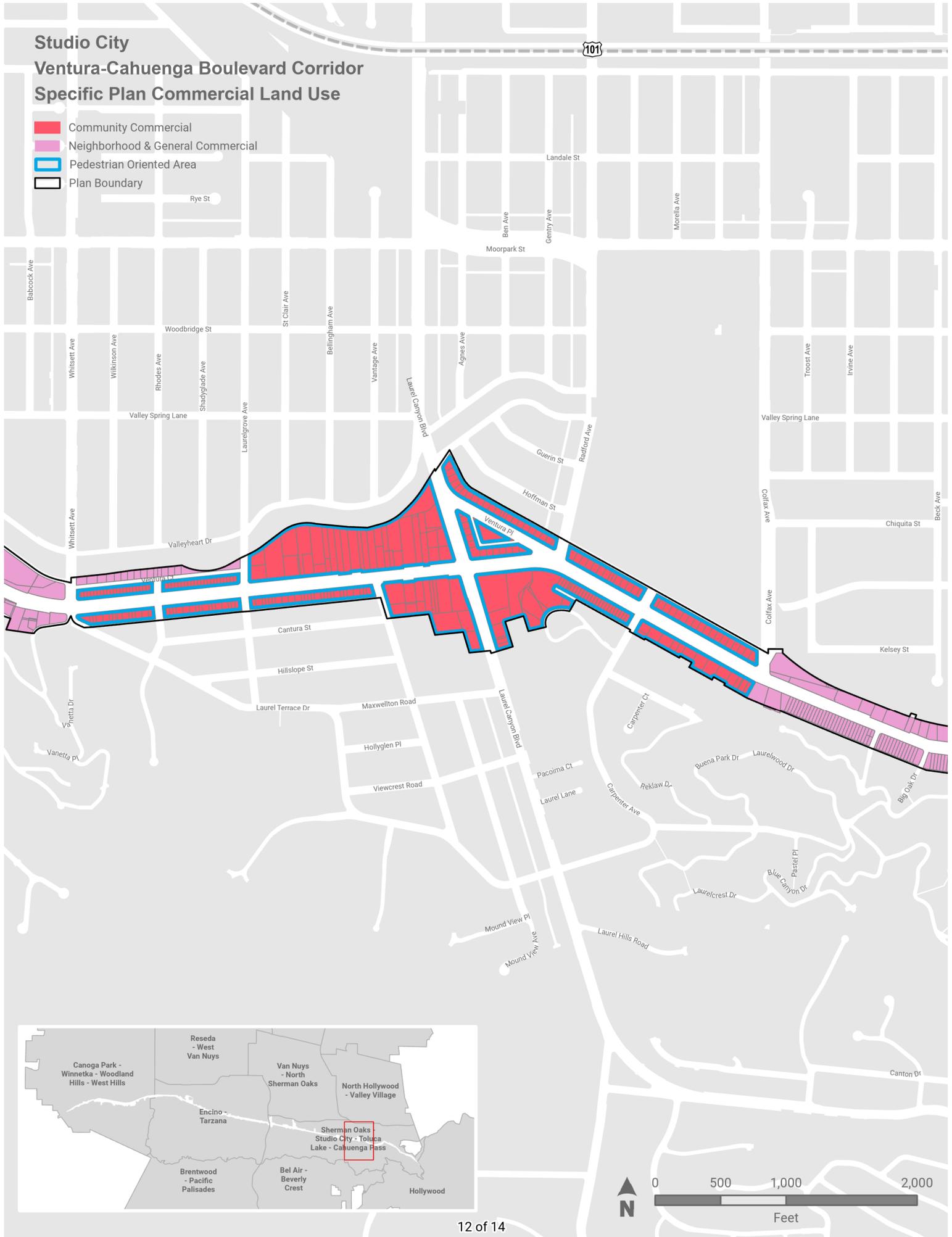
# Sherman Oaks/Studio City Ventura-Cahuenga Boulevard Corridor Specific Plan Commercial Land Use

- Community Commercial
- Neighborhood & General Commercial
- Pedestrian Development District
- Pedestrian Oriented Area
- Plan Boundary



# Studio City Ventura-Cahuenga Boulevard Corridor Specific Plan Commercial Land Use

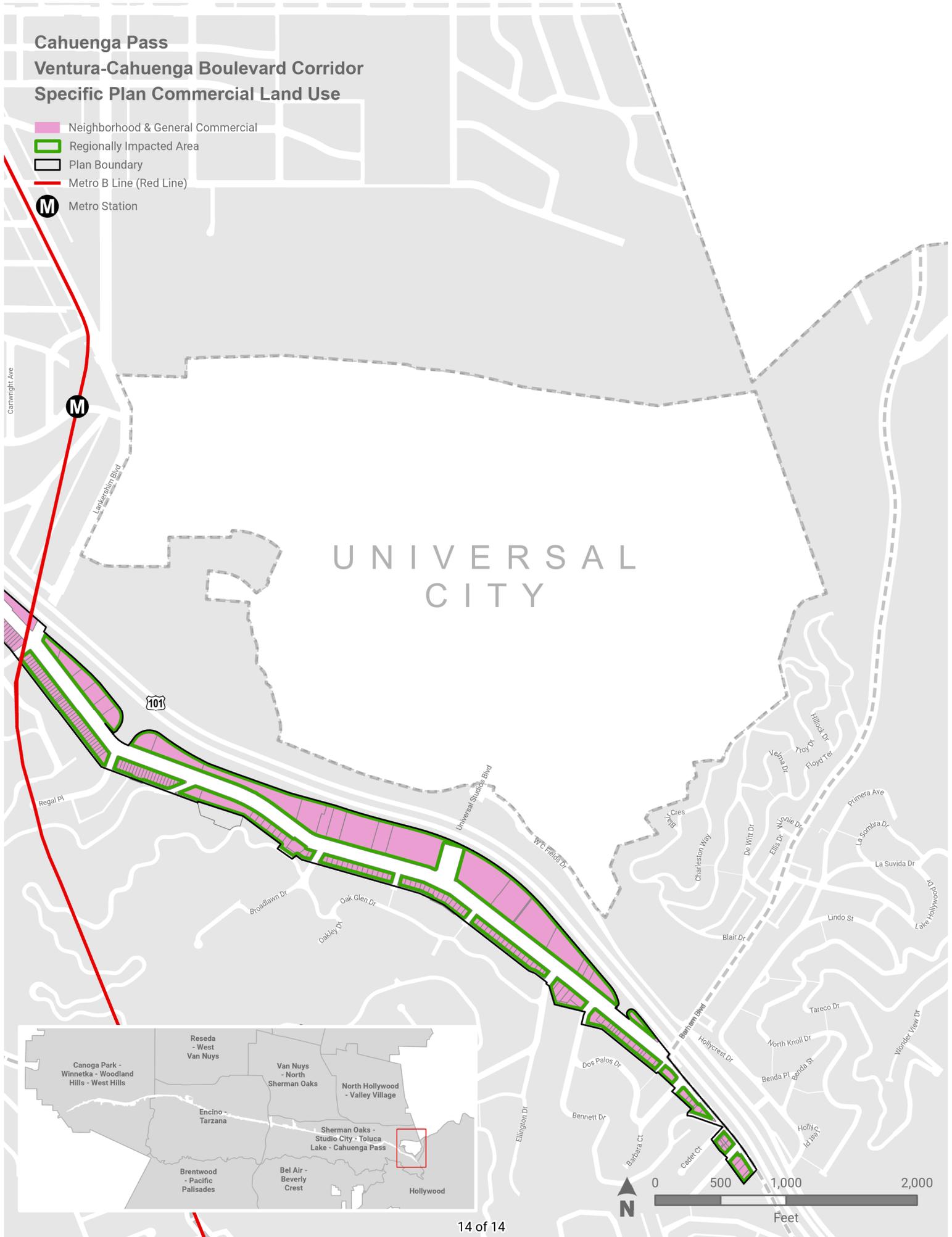
- Community Commercial
- Neighborhood & General Commercial
- Pedestrian Oriented Area
- Plan Boundary



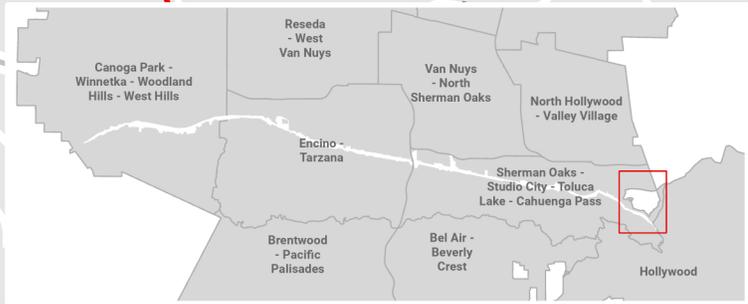


# Cahuenga Pass Ventura-Cahuenga Boulevard Corridor Specific Plan Commercial Land Use

- Neighborhood & General Commercial
- Regionally Impacted Area
- Plan Boundary
- Metro B Line (Red Line)
- M Metro Station



UNIVERSAL  
CITY



# **Exhibit C- Council Motions**

MOTION PLANNING & LAND USE MANAGEMENT

The *Ventura-Cahuenga Boulevard Corridor Specific Plan* was originally adopted on February 16, 1991, over 25 years ago. The Plan was drafted to help guide development along what is the commercial heart of the San Fernando Valley, and specifically address the concerns of the residents most impacted by development along Ventura Boulevard. The plan has served the communities within the Plan boundaries by addressing many of the issues that arise where commercial activity interacts with low density residential neighborhoods.

Though the Specific Plan initially addressed many issues along the corridor, the document has become stagnant and unresponsive to changes in community and business needs, design guidelines, commercial economics, and development. The Plan has also been unable to cope with changing housing and transportation policy at the local and state level. Finally inelastic requirements for addressing transportation mitigations have also resulted as the plan has aged and priorities have changed.

The protections that were put in place by the plan to address community concerns are an important component, and it is important that they are updated, enhanced, and balanced with the changing economics that are effecting the boulevard.

On August 4, 2016 the Plan Review Board for the specific plan voted to recommend that City Council revise or amend the *Ventura-Cahuenga Boulevard Corridor Specific Plan*. Before this process can be undertaken, a debate must take place over the best procedure and funding mechanism to accomplish this goal.

It is important that any revision of the Specific Plan be done in coordination with the overdue and necessary updates to the Community Plans that serve this area, and that a robust public participation element be crafted to make this effort open and community-oriented.

**I THEREFORE MOVE** that the City Council instruct the Department of City Planning, with the assistance of the Department of Transportation, City Administrative Officer (CAO), and the Chief Legislative Analyst (CLA), to prepare a report in 60 days that identifies options for amending, supplementing, overlaying by neighborhood, or revising the *Ventura-Cahuenga Boulevard Corridor Specific Plan*, including information on the costs, staffing needs, and timeline for each option as well as the identification of funding sources to meet those options.

**I FURTHER MOVE** that the City Council instruct the Department of City Planning, with assistance from the Department of Neighborhood Empowerment, to report back on options for creating a robust public participation process that will allow each of the six neighborhoods within it to robustly contribute on an continual basis throughout.

PRESENTED BY:   
**BOB BLUMENFIELD**  
Councilmember, 3<sup>rd</sup> District

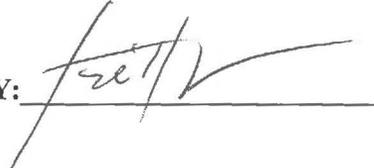
  
**PAUL KREKORIAN**  
Councilmember, 2<sup>nd</sup> District

  
**DAVID RYU**  
Councilmember, 4<sup>th</sup> District

  
**PAUL KORETZ**  
Councilmember, 5<sup>th</sup> District

ORIGINAL

SEP 19 2017

SECONDED BY: 



**DEPARTMENT OF  
CITY PLANNING**

CITY PLANNING COMMISSION

DAVID H. J. AMBROZ  
PRESIDENT

RENEE DAKE WILSON  
VICE-PRESIDENT

CAROLINE CHOE  
VAHID KHORSAND  
KAREN MACK

SAMANTHA MILLMAN  
MARC MITCHELL  
VERONICA PADILLA-CAMPOS  
DANA M. PERLMAN

ROCKY WILES  
COMMISSION OFFICE MANAGER  
(213) 978-1300

**CITY OF LOS ANGELES**  
CALIFORNIA



ERIC GARCETTI  
MAYOR

**EXECUTIVE OFFICES**  
200 N. SPRING STREET, ROOM 525  
LOS ANGELES, CA 90012-4801

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LISA M. WEBBER, AICP  
DEPUTY DIRECTOR  
(213) 978-1274

<http://planning.lacity.org>

June 28, 2018

Los Angeles City Council  
c/o Office of the City Clerk  
City Hall, Room 395  
Los Angeles, California 90012

Attention: PLUM Committee

Dear Honorable Members:

**OPTIONS TO AMEND THE VENTURA-CAHUENGA BOULEVARD CORRIDOR  
SPECIFIC PLAN; CF 17-1071**

On November 21, 2017, the City Council adopted motion 17-1071 (Blumenfield – Koretz – Krekorian – Ryu), requesting that the Department of City Planning (Department) report back with options for either amending, supplementing, creating overlays by neighborhood, and/or revising the Ventura-Cahuenga Boulevard Corridor Specific Plan including providing total costs, staffing needs, outreach strategy, and timeline for each option. As part of the report back, City Council requested the Department coordinate with the Department of Transportation, the Chief Legislative Analyst, and the Department of Neighborhood Empowerment.

**Background**

The Ventura-Cahuenga Boulevard Corridor Specific Plan was originally adopted on February 16, 1991. The Specific Plan corridor spans over 17 miles in length, contains over 1,200 acres of land, and regulates over 4,300 individual parcels of land. It includes parcels that front on Ventura Boulevard as well as adjacent boulevards including Topanga Canyon Boulevard, Reseda Boulevard, Sepulveda Boulevard, and Van Nuys Boulevard.

Commercial activities in the corridor include a diverse variety of commercial and retail uses including neighborhood-oriented retail stores, low to high-rise commercial office and professional businesses, and regional shopping centers. There is also residential, mixed-

use development, and health care uses on the corridor. The current zoning patterns include a majority of lots with a C2 and C4 commercial zoning classifications. Additional zoning classifications include CR, C1, and C1.5. There are two parking zone classifications applied to the corridor which include the P Zone, permitting public and private surface and subterranean parking areas and the PB Zone, permitting surface, subterranean, and structured parking areas. The pattern of zoning was originally designed to implement those land use designations established for the corridor including Regional Commercial, Community Commercial and Neighborhood-General Commercial.

The Specific Plan includes a series of procedures and development regulations to guide growth along the Ventura Boulevard corridor. However, some of these procedures and regulations have proven over time to be problematic to implement, and are in some instances working against the goals of the community and the plan itself.

### **Option One – Specific Plan Procedural Enhancements**

Several procedures and processes in the Specific Plan could be enhanced with streamlining. Some of these procedures are difficult or time-consuming to implement, and have the effect of delaying or thwarting investment within the Ventura Boulevard corridor. One such example is the requirement that all new tenant and business identification signs file a Specific Plan Project Permit Compliance application, a process that takes several months and requires a costly application fee. The length of time and cost to process such applications creates a burden for many applicants.

The Department has created an administrative review process that can replace the Project Permit Compliance process for some simple projects, such as new tenant signs or minor changes of use. While the development regulations would remain the same, the reduction in the required level of discretion would dramatically streamline some projects as well as reduce costs for applicants.

These procedural enhancements to the Specific Plan can be accomplished using existing staff and budget resources to complete environmental review, outreach, plan formulation and adoption. The estimated timeline for completion is approximately nine months.

### **Option Two – Specific Plan Re:Code and Rezone**

The Specific Plan, coupled with the underlying zoning along the corridor, can create unnecessary deterrents for certain types of projects otherwise permitted in the Specific Plan. As an example, the Specific Plan contains parcels with dual zoning classifications which, in certain instances, obstructs potential development projects that might otherwise meet the intent of the Specific Plan. The Specific Plan's zoning system could benefit from simplification, efficiency, modernization, and future adaptability. Option Two would use the re:code process to more effectively implement the goals and

objectives of the Specific Plan. Converting the existing Specific Plan regulations into the new zoning system will ensure the plan is consistent with the rezoning work undertaken as part of the Community Plan Update program. Additionally, the procedural enhancements included in Option One could also be achieved.

Option Two could be accomplished in one to two years, would require two full-time staff positions, and consultant costs of approximately \$100,000 – \$200,000 to include environmental review and community outreach. Both the required staffing and consultant costs are included in the recently adopted fiscal year 2018-19 budget.

### **Option Three – Specific Plan Review and Revision**

Option Three includes a review and potential revision to all provisions of the Specific Plan including procedures, existing development regulations, permitted densities, heights, zoning classifications, and assessed fees. The Specific Plan would be rezoned. Streamlined procedures could be established. Context appropriate regulatory overlays could be designed to create tailored regulations for the varied communities along Ventura Boulevard.

The revision of the Specific Plan could be accomplished within four to five years and would involve two additional full-time staff positions beyond what is currently budgeted. Estimated consultant costs would exceed \$750,000 and the work program would include an Environmental Impact Report, significant outreach to all affected communities, plan preparation, and adoption.

If you have any additional questions, please contact Blake Lamb at (818) 374-9914 or [Blake.Lamb@lacity.org](mailto:Blake.Lamb@lacity.org).

Sincerely,

VINCENT P. BERTONI, AICP  
Director of Planning



Kevin J. Keller, AICP  
Executive Officer

VPB:KJK:bl

PLANNING AND LAND USE MANAGEMENT (PLUM) COMMITTEE REPORT relative to amending the Ventura-Cahuenga Boulevard Corridor Specific Plan.

Recommendations for Council action:

1. ADOPT option two in the Department of City Planning (DCP) report dated June 28, 2018; and the Ventura-Cahuenga Boulevard Corridor Specific Plan 24-month outreach strategy included in the DCP report dated September 27, 2018, that includes communication with Neighborhood Councils, the general community and targeted stakeholders.
2. INSTRUCT the DCP to commence the work program immediately with an initial emphasis on outreach to communities in the Specific Plan.

Fiscal Impact Statement: Neither the City Administrative Officer nor the Chief Legislative Analyst has completed a financial analysis of this report.

Community Impact Statement: None submitted.

Summary:

At a regular meeting held on May 14, 2019, the PLUM Committee considered recommendations in DCP reports relative to amendments to the Ventura-Cahuenga Boulevard Corridor Specific Plan and an outreach strategy. Staff from the DCP provided an overview of the matter and responded to questions from the Committee. After an opportunity for public comment, the Committee approved the recommendations as stated above. This matter is now submitted to the Council for consideration.

Respectfully Submitted,



PLANNING AND LAND USE MANAGEMENT COMMITTEE

| <u>MEMBER</u> | <u>VOTE</u> |
|---------------|-------------|
| HARRIS-DAWSON | YES         |
| BLUMENFIELD   | YES         |
| PRICE         | YES         |
| CEDILLO       | YES         |
| SMITH         | ABSENT      |

RM

**-NOT OFFICIAL UNTIL COUNCIL ACTS-**

MOTION

The Ventura/Cahuenga Boulevard Corridor Specific Plan (Specific Plan), nestled between the Los Angeles River to the north and Santa Monica Mountains to the south, is a land use plan that spans over 17 miles in length, includes 1,200 acres of land, and regulates over 4,300 individual parcels in total. The Specific Plan encompasses the communities of Woodland Hills, Tarzana, Encino, Sherman Oaks, Studio City, and Cahuenga Pass. Originally adopted in 1991, it was amended twice, once in 1996, then again in 2001. Currently, the Specific Plan regulates floor area ratios, height, lot coverage, uses, development standards, landscaping, parking, signs, and the collection of project impact assessment fees to ensure Ventura Boulevard remains viable as the San Fernando Valley's premier commercial corridor.

The pending Ventura/Cahuenga Specific Plan Amendment was initiated in 2019 in response to a 2017 motion by the City Council (CF 17-1071) which directed the Planning Department to amend the Specific Plan in order to achieve a more modern and streamlined regulatory process. The amendment, which is currently being crafted by Los Angeles City Planning and the Los Angeles Department of Transportation, aims to simplify and reduce the timeframe of the sign approval process to help small businesses along the Corridor and update Project Impact Assessment (PIA) fees and allowable expenditures. The amendment will look to make fees more flexible by allowing for expenditures that will apply to public realm improvements that are not currently allowed in the Specific Plan; for example landscaped medians, sidewalks, street trees, streetlights, crosswalks, and alleys among other improvements.

Local businesses are suffering from the burdensome sign process in the current Specific Plan and the COVID-19 pandemic has exacerbated business difficulties and impeded economic recovery, therefore timely and expeditious amendments that help modernize and streamline regulations should not be delayed. Furthermore, the policy goals and practical intent of this amendment goes hand in hand with the sustainability, livability, and mobility goals of adopted plans and ordinances such as Mobility Plan 2035, Plan for a Healthy Los Angeles, and the newly adopted Processes and Procedures Ordinance.

Additionally, the Specific Plan establishes the Ventura/Cahuenga Boulevard Corridor Plan Review Board (PRB), as detailed under Section 15 of the plan, whose members are appointed by Council Districts in which the Specific Plan area is located as well as the Mayor, and which makes recommendations to these appointing authorities. These provisions were severely impacted by the 2021 redistricting process. In November 2022, the Planning Department informed PRB members and affected Council Offices no longer within the purview of the Specific Plan following the 2021 redistricting process about their respective removals as a legal necessity based on existing rules as detailed in Section 15 to ensure that PRB reviews and actions are not in a state of legal precariousness. Our understanding is that this change has been effectuated for some PRB members, but not others, and has unfortunately caused confusion and frustration for many community members. As such, City Council should consider and propose a sustainable solution and language amendments that center equitable community representation, feasible tenureship, and a diversity of voices for designated advisory bodies under the jurisdiction of this Specific Plan and other relevant plans that may be similarly affected by the redistricting processes.

**I THEREFORE MOVE** that the Los Angeles City Council instruct Los Angeles City Planning, with support from Los Angeles Department of Transportation and all relevant agencies, to expeditiously amend the Ventura/Cahuenga Boulevard Corridor Specific Plan to streamline signage reviews and other simple cases such as changes of use to assist local businesses; to update and modify the language of the Specific Plan to reflect recently adopted ordinances; and to update the language of the Specific Plan to broaden PRB membership to ensure socioeconomic and demographic diversity, to allocate PRB appointments to achieve equitable representation based on communities rather than Council District, to clarify administrative duties to properly run PRB meetings, and to clarify term limits and standardize processes for terms ending, among other things.

PRESENTED BY: Nithya Ramam  
NITHYA RAMAN  
Councilmember, 4th District

Bob Blumenfeld  
BOB BLUMENFIELD  
Councilmember, 3rd District

SECONDED BY: Katherine Goodwin

ORIGINAL

FEB 15 2023

PK

**Exhibit D-**  
**Environmental Clearance -**  
**Categorical Exemption**

COUNTY CLERK'S USE

**CITY OF LOS ANGELES**

OFFICE OF THE CITY CLERK  
200 NORTH SPRING STREET, ROOM 395  
LOS ANGELES, CALIFORNIA 90012

**CALIFORNIA ENVIRONMENTAL QUALITY ACT**

**NOTICE OF EXEMPTION**

(PRC Section 21152; CEQA Guidelines Section 15062)

Pursuant to Public Resources Code § 21152(b) and CEQA Guidelines § 15062, the notice should be posted with the County Clerk by mailing the form and posting fee payment to the following address: Los Angeles County Clerk/Recorder, Environmental Notices, P.O. Box 1208, Norwalk, CA 90650. Pursuant to Public Resources Code § 21167 (d), the posting of this notice starts a 35-day statute of limitations on court challenges to reliance on an exemption for the project. Failure to file this notice as provided above, results in the statute of limitations being extended to 180 days.

PARENT CASE NUMBER(S) / REQUESTED ENTITLEMENTS  
CPC-2023-1637-SP

LEAD CITY AGENCY  
**City of Los Angeles (Department of City Planning)**

CASE NUMBER  
**ENV-2023-1638-CE**

PROJECT TITLE  
**Amendment to the Ventura-Cahuenga Boulevard Corridor Specific Plan**

COUNCIL DISTRICTS  
3, 4

PROJECT LOCATION (Street Address and Cross Streets and/or Attached Map)  Map attached.  
Boundaries of the properties and rights-of-way within the Ventura-Cahuenga Boulevard Corridor Specific Plan

PROJECT DESCRIPTION:  Additional page(s) attached.  
A proposed ordinance to amend the Ventura-Cahuenga Boulevard Corridor Specific Plan (Specific Plan) to establish a ministerial Administrative Review process for limited types of permits, including but not limited to signage, interior tenant improvements, and limited changes of use, to update and add clarifying language to the Specific Plan to reflect new ordinances and processes that have been adopted since the Specific Plan was last amended in 2001, and to amend the Specific Plan's Plan Review Board appointments and administration after redistricting of 2022, as well as some clean-up language corrections.

NAME OF APPLICANT / OWNER:  
**City of Los Angeles**

CONTACT PERSON (If different from Applicant/Owner above)  
**Courtney Schoenwald**

(AREA CODE) TELEPHONE NUMBER | EXT.  
818-374-9916

EXEMPT STATUS: (Check all boxes, and include all exemptions, that apply and provide relevant citations.)

STATE CEQA STATUTE & GUIDELINES

- STATUTORY EXEMPTION(S), Public Resources Code Section(s) \_\_\_\_\_
- CATEGORICAL EXEMPTION(S) (State CEQA Guidelines Sec. 15301-15333 / Class 1-Class 33)  
CEQA Guideline Sections / Classes:
  1. Section 15301 (Class 1): for existing structures, including interior alterations for tenant improvements
  2. Section 15303 (Class 3): as applied to small structures for limited changes of use and interior alterations related to tenant improvements
  3. Section 15311 (Class 11): for on-premises signs
  4. Section 15320 (Class 20): for changes in reorganization of local governmental agencies relating to the Ventura-Cahuenga Boulevard Corridor Specific Plan Review Board (PRB) appointments and administration, administrative project review process, updated language to reflect new ordinances and language clean up, recognition of a sixth community, and updated maps
- OTHER BASIS FOR EXEMPTION (E.g., CEQA Guidelines Section 15061(b)(3) or (b)(4) or Section 15378(b) ) \_\_\_\_\_

JUSTIFICATION FOR PROJECT EXEMPTION:  Additional page(s) attached  
Project meets the conditions described in the CEQA Guidelines Sections listed above. See attached for further justifications.

- None of the exceptions in CEQA Guidelines Section 15300.2 to the categorical exemption(s) apply to the Project.
- The project is identified in one or more of the list of activities in the City of Los Angeles CEQA Guidelines as cited in the justification.

IF FILED BY APPLICANT, ATTACH CERTIFIED DOCUMENT ISSUED BY THE CITY PLANNING DEPARTMENT STATING THAT THE DEPARTMENT HAS FOUND THE PROJECT TO BE EXEMPT.  
If different from the applicant, the identity of the person undertaking the project.

**CITY STAFF USE ONLY:**

CITY STAFF NAME AND SIGNATURE  
Courtney Schoenwald



STAFF TITLE  
City Planner

ENTITLEMENTS APPROVED  
Specific Plan Amendment

**DEPARTMENT OF  
CITY PLANNING**

COMMISSION OFFICE  
(213) 978-1300

CITY PLANNING COMMISSION

SAMANTHA MILLMAN  
PRESIDENT

MONIQUE LAWSHE  
VICE-PRESIDENT

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CAROLINE CHOE  
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KAREN MACK  
JACOB NOONAN  
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**CITY OF LOS ANGELES  
CALIFORNIA**



KAREN BASS  
MAYOR

**EXECUTIVE OFFICES**

200 N. SPRING STREET, ROOM 525  
LOS ANGELES, CA 90012-4801  
(213) 978-1271

VINCENT P. BERTONI, AICP  
DIRECTOR

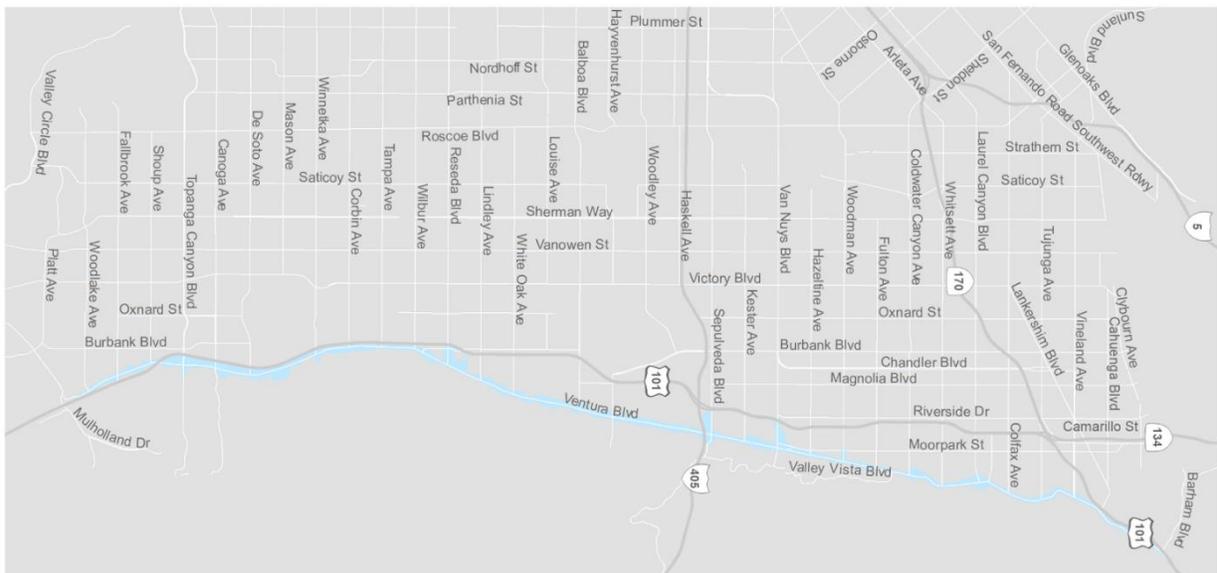
SHANA M.M. BONSTIN  
DEPUTY DIRECTOR

ARTHI L. VARMA, AICP  
DEPUTY DIRECTOR

LISA M. WEBBER, AICP  
DEPUTY DIRECTOR

**Justifications for Case No: ENV-2023-1638-CE**

**Project Location:** Boundaries of the properties and rights-of-way within the Ventura-Cahuenga Boulevard Corridor Specific Plan, along Ventura Boulevard, spanning from the Dry Canyon-Calabasas Flood Control Channel west of Woodlake Avenue in Woodland Hills, to Cahuenga Boulevard four lots (approximately 209 linear feet) east of Oakcrest Drive in Cahuenga Pass, as shown (in blue) below (see also Plan Maps 1 to 14 that accompany the Proposed Ordinance for the Specific Plan).



**Project Description:** A Proposed Ordinance to amend the Ventura-Cahuenga Boulevard Corridor Specific Plan (Specific Plan) to establish a ministerial Administrative Clearance Review process for limited types of permits, including but not limited to signage, interior tenant improvements, and limited changes of use, to update and add clarifying language to the Specific Plan to reflect new ordinances and processes that have been adopted since the Specific Plan was last amended in 2001, and to amend the Specific Plan's Plan Review Board appointments, composition, and administration as well as some clean-up language corrections.

**Proposed Ordinance:**

The purpose of the proposed amendments to the Specific Plan is to streamline the signage review process to assist businesses install new signs, to ensure consistency across the Specific Plan area, and to facilitate bringing non-conforming signs into compliance with

existing Specific Plan requirements. The following provides an overview of the types of revisions and clarifications that are proposed as part of the Specific Plan amendments:

- Changing the definition of “Project” in Section 4 to include a proposed ministerial Administrative Clearance Review processes for sign permits, interior tenant improvements, and changes of use that will not increase the floor area, increase the number of vehicle trips, increase parking requirements, or permit a change of use to a use that is not already permitted by the Specific Plan, and to clarify which Projects would require Discretionary Review.
- Adding the definition of “Tenant Frontage” in Section 4 to clarify the metric for calculating sign area.
- Clarifying the wording for Section 8, entitled “Sign Regulations:”
  - Revising language for wall sign area calculation from “lot frontage,” which is undefined in the Los Angeles Municipal Code to the newly defined “tenant frontage.”
  - Clarifying that a secondary wall sign would be calculated from the same tenant frontage calculation.
  - Replacing the term “lot frontage” (undefined) from Monument Sign calculations with the term “street frontage” (defined) to match LAMC Section 14.4.8 for Monument Signs.
- Adding language to Section 9 to outline the Administrative Clearance Review process, and distinguish it as a process separate from other Discretionary Reviews, such as Project Compliance, Project Adjustments, Exception of Entitlements, etc.
- Adding references to the new Chapter 1A of the LAMC (Processes and Procedures Ordinance, effective 1/23/23, operative 1/22/24) throughout the Specific Plan.
- Updating street designation names in Section 7 to match the Mobility Plan 2035.
- Updating references to out-of-date LAMC citations and clarifying cross-references to chapters that reside outside of Chapter 1 in the LAMC.
- Updating references in the existing Specific Plan from “five (5) communities” to “six (6) communities” to divide the existing “Studio City/Cahuenga Pass” into two distinct communities, i.e., “Studio City” and “Cahuenga Pass”, and updating Section 1.B of the Specific Plan to identify the boundaries for these two distinct communities.
- Correcting typos/grammatical errors, as well as terminology corrections within the document, such as updating the Specific Plan name to “Ventura-Cahuenga” instead of “Ventura/Cahuenga” throughout, in Section 4 correcting PM to AM for the morning peak hour traffic definition, consistently referencing City Planning Commission for urban design guidelines throughout, updating the terms “San Diego Freeway” to “Interstate 405” and “Ventura Highway” to “U.S. Route 101” throughout, hyphenating two-word modifiers before the noun throughout, etc.
- Updating the maps and map references to reflect corrections, previous amendments, and integrate maps that were separated.
- Amending Section 15 of the Specific Plan regarding the Plan Review Board’s (PRB) appointment process and composition to set a number of members based on community, rather than by council district, and clarify qualifications for PRB board members.
- Amending Section 15 to clarify department roles and responsibilities related to their work with the Plan Review Board.

In summary, the proposed project is a Specific Plan Amendment to revise Sections 1, 2, 4, 8, and 9 for content/procedures, and Sections 3, 5-7, 10-15, and 19-20 for corrections/updates to align with existing codes and terminology.

## **Environmental Setting**

The Ventura-Cahuenga Boulevard Corridor is a major corridor for the San Fernando Valley, spanning over 17 miles in length, that includes more than 1,200 acres of land, and regulates over 4,300 individual parcels of land. Ventura and Cahuenga Boulevards, which are the streets that make up this Corridor, are both designated as Boulevard II in the Mobility Plan 2035<sup>1</sup>. The Boulevard II standard has a right of way of 110 feet with a roadway width of 80 feet<sup>2</sup>. Ventura Boulevard varies in width- from nearly 100 feet wide in Woodland Hills to the west, with a narrower roadway of approximately 70 feet wide in Studio City to the east. Cahuenga Boulevard is also around 70 feet wide. The topography of the Corridor varies throughout. The furthestmost western edge of the Corridor in Woodland Hills is relatively flat, but as the Corridor goes east there is a significant hilly portion between De Soto Avenue and Winnetka Avenue. The rest of the Corridor's roadway is relatively level with slight gradation, the roadway slopes downward on the eastern edge as the Cahuenga Boulevard portion traverses over the Cahuenga Pass.

Highway 101 is south of the Corridor at the western edge, crossing Ventura Boulevard around Shoup Avenue. For a majority of the Corridor, the highway is to the north and runs somewhat parallel; the distance of the highway from Ventura Boulevard widens through Tarzana and Encino and remains somewhat separated until close to the Cahuenga Pass. Highway 101 is separated from Cahuenga Boulevard by one row of lots through the Cahuenga Pass. The Los Angeles River is also north and the distance between the river also narrows as the Corridor heads east, with the distance separated with one row of lots at Studio City. To the south of the Corridor, the terrain is hilly. The hills interact with the Corridor roadway in Woodland Hills as noted above, but the hills about the roadway in Studio City and the Cahuenga Pass, with some steep slopes going up from the roadway in those areas. Parts of Studio City are "sandwiched" between the Los Angeles River and steep slopes; the Cahuenga Boulevard portion is nestled between Highway 101 and Cahuenga Pass slopes.

The zoning along the Corridor is urbanized and is largely commercial- with commercial zones (e.g., CR, C1, C2, C4) making up a majority of the zoning for the area. However, there are some lots zoned multifamily (e.g., R3) and single-family (e.g., RA, RS, R1), as well as Parking (e.g., P), Public Facility (e.g., PF), and Open Space (e.g., OS). The properties to the south of the Plan Area are mostly zoned single-family residential, although portions of the Corridor have multi-family as a buffer zone between Ventura Boulevard and the single-family area, particularly in portions of Woodland Hills, Sherman Oaks, and the Cahuenga Pass. The properties to the north have more commercial and multi-family zones. In Woodland Hills the Warner Center area is largely commercial, and swaths of multi-family zones are north of portions of Ventura Boulevard in Tarzana/Encino.

The commercial Corridor is largely developed with a range of small single-story retail shops to larger, multi-story, multi-tenant shopping centers. The Corridor has been called colloquially "Restaurant Row" because of the large number of restaurants in the area; there are also several office buildings along the Corridor, particularly in Encino and Woodland Hills. Multi-family developments have been built over the last 10 years along the Corridor, particularly in Woodland Hills. Also in the last 10 years, some of the largest developments have been grocery stores.

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<sup>1</sup> Mobility Plan 2035: [https://planning.lacity.org/odocument/523f2a95-9d72-41d7-aba5-1972f84c1d36/Mobility\\_Plan\\_2035.pdf](https://planning.lacity.org/odocument/523f2a95-9d72-41d7-aba5-1972f84c1d36/Mobility_Plan_2035.pdf)

<sup>2</sup> Standard Street Dimensions: [https://eng2.lacity.org/techdocs/stdplans/s-400/S-470-1\\_20151021\\_150849.pdf](https://eng2.lacity.org/techdocs/stdplans/s-400/S-470-1_20151021_150849.pdf)

## **Existing Environmental/Physical Conditions in Relation to the Proposed Ordinance**

### **Administrative Clearance Review of Tenant Improvements and Limited Changes of Use:**

Along this 17-mile Corridor, the existing commercial spaces turn over to new tenants frequently, which not only requires new signage, but tenant improvements for the business to adapt the space to the new tenant's needs. These improvements are often accompanied by changes of use for the tenant space. The amount of businesses in these commercial developments on this Corridor have led to a proliferation of business signs, which are described in further detail under the analysis in the next section below.

The Proposed Ordinance would make the review and clearance for these scopes of work part of an Administrative Clearance Review process. Currently, the tenant improvements and changes of use identified are deemed as "not a project" within the Specific Plan as per the existing definition of a "Project" in Section 4 of the Specific Plan (bolded emphasis added):

**PROJECT:** Any grading, construction, erection, addition to, or structural alteration of any building or structure, a use of vacant land, or change of use on a lot located in whole or in part within the Specific Plan area, which requires the issuance of any building permit, demolition permit, excavation permit, foundation permit, grading permit, or sign permit. **A Project shall not include interior construction or a change of use unless it (a) increases the floor area; or (b) increases the number of Trips; or (c) increases parking requirements pursuant to Section 7 F of this Specific Plan; or (d) includes a change of use which is not consistent with those permitted by Section 5 A 3 of this Specific Plan.**

The Proposed Ordinance formalizes the review process as an administrative clearance for these types of tenant improvements and changes of use. These changes are processed by Project Planning staff via email within a few-day to few weeks turnaround time. This is not a change from the current process.

### **Clarifying Terms for Signage and Alleviating Filing Fees**

Signs in the Specific Plan currently require a case filing; in order for a business to install a new sign, under the current process, the business would need to file a Planning case. Administrative clearances are currently only allowed for sites with an already-established master sign plan. Most properties do not have a master sign plan, especially as property owners must file these cases. Property owners usually opt to require that each tenant pursue their own sign approval. Applicants putting signs in multi-tenant centers must also conduct an onerous sign analysis of existing building signage.

This case process can be very burdensome for businesses with respect to processing time (an average of six months to obtain Planning review and approval) and application costs (thousands of dollars), which has an associated filing fee of \$3,757.65, along with an additional \$2,499.36 condition clearance fee, totaling \$6,257.01 in fees.

The Project team has received correspondence from the public and heard from Project Planners that the current sign process in the Specific Plan is time-consuming and expensive. As a result, many illegal signs have been erected by operators to obtain

immediate business recognition. Consequently, one of the objectives of the Proposed Ordinance is to streamline this process to make operator compliance more attainable and to also ensure consistency in terms of signage location and sizing across the Specific Plan area.

The Proposed Ordinance is intended to create a new Administrative Clearance Review process to streamline this process for businesses to install signs. This Administrative Clearance Review process would require sign area calculations to be based on the individual tenant space instead of the entire building, which would facilitate easier calculations for the business to provide for review. Processing would no longer require a case as it would be an Administrative Clearance Review and could be done as quickly as a counter visit, or a few-day to a few-month turnaround time. The cost for this new process is estimated to be less than \$400 (hundreds of dollars instead of thousands).

Even though this change entails a new protocol, the creation of the process itself will not result in any foreseeable impacts on the environment.

The Proposed Ordinance also clarifies ambiguous language in the Specific Plan, in particular the term “lot frontage,” which is used for wall and monument sign area calculation. This term is undefined in both the Specific Plan and LAMC. Historically, staff have interpreted this to mean that sign area calculation was based on the calculation of all of the linear street frontages for a lot. This interpretation has led to a burdensome requirement for sign-permit applicants. For instance, as noted above, often a single tenant in a multi-tenant shopping center is required to provide a permit history and analysis of the entire center under the existing permitting process. This analysis is used to determine how much sign area is left on the site for the tenant to utilize. The Proposed Ordinance instead calculates signage area based on the new definition of tenant frontage. This change in sign area calculation has the potential to result in an aesthetic impact, which is analyzed in more detail below.

Observations along the Corridor were made using windshield surveys in 2022 and Google Street View 2019 images; what was observed indicates the signage along the Corridor often exceeds the area, type, number, and locations allowed by the existing Specific Plan.

This Corridor is urbanized and largely developed with widespread signage that has left relatively few open or undeveloped areas or lots that do not have signage. The greater City of Los Angeles also has significant and widespread signage throughout the jurisdiction.

The following analysis is organized by an overview of the Corridor-wide existing conditions followed by an overview of the conditions in each of the six (6) communities.

#### Existing Conditions: Corridor-wide observations

- **Wall Signs:** For big box retailers, car service businesses, dealerships, grocery stores, bigger buildings with large wall areas, or smaller businesses in their own stand-alone buildings, they often exceed the number of wall signs allowed by the Specific Plan regulations in place today. Multi-tenant developments often exceed the allowable sign area even while still maintaining the number of signs allowed per business. Smaller strip malls often place wall signs on the facade facing Ventura Boulevard even if the tenant is an interior site tenant, which the Specific Plan regulations do not allow. The Specific Plan does not regulate material or sign type for wall signs.

- **Window Signs:** The most blatant examples of window sign violations are in cases where the window is used as a banner advertisement or for additional signs with services/products. The most common cases were beauty salons, pet stores/businesses, print shops, dry cleaners, or various small businesses which often used both text and photo/graphic imagery. Small independent businesses were noted more often than large chain businesses to exceed these window sign standards.
- **Awning Signs:** Awnings are often used as or instead of additional business wall signage, where the business frontage is adjacent to or very visible from the right-of-way. There are many cases in which the entire area of the awning is used as a business identifying sign or to promote specific products/services. While this sign type is a distinct form that is separate from wall signs, they often function as wall signs.
- **Banners:** Banners are used for a variety of reasons. When banners are used to announce a special event/happy hour, additional services, or temporary announcement they are often in addition to an existing sign identifying the business, and sometimes placed on a fence, railing, or window area. When banners are used in lieu of a permanent wall sign identifying the business, they are typically placed above the door or near an entrance in a location where other tenants have located their wall signs. Where banner signs are used, a small number of businesses tend to have multiple banners displayed at the same time.
- **Projecting Signs:** Projecting signs are not common in any community although there are some buildings with more than the one allowed or that exceed the allowable size. It was clear that some projecting signs preceded the adoption of the Specific Plan.
- **Monument Signs:** are not common except for use with office buildings or for multi-tenant shopping centers.
- **Billboards, Rooftop Signs, Pole Signs, and Other Signs:** are present along most of the Corridor even in locations where they are not allowed. While they very likely predate the Specific Plan, these signs have an impact on the existing aesthetic conditions of the Corridor. Other illegal and non-conforming signage is also present throughout the Corridor.

#### Existing Conditions: Community-Specific Observations

##### *Cahuenga Pass*

The Cahuenga Pass is an auto-oriented area with various gas stations or car service businesses, drive-thru locations, and a few multi-tenant strip mall shopping centers. A large segment of the Corridor in this area is occupied by a car dealership which displays more wall signs than allowed. The most common signage non-compliance issues are at gas stations and multi-tenant strip mall shopping centers although there are some large buildings that have a small number of signs. Billboards are common in this area, a majority of which are oriented towards the 101 freeway<sup>3</sup>. All billboards pre-date the adoption of the Specific Plan; billboards are prohibited per Section 8.A.3 of the Specific Plan.

##### *Studio City*

The Studio City segment of the Corridor is filled with narrow and shallow parcels of land which are common in this area. Some blocks have a high concentration of narrow frontages side-by-side (zero-side-lot line) resulting in signs that are highly visible from Ventura in close proximity to each other. Some portions of this segment of the Corridor are pedestrian-oriented, such as the area centered around the intersection of Laurel Canyon Boulevard and Ventura Boulevard. In these pedestrian-oriented areas sandwich signs are common,

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<sup>3</sup> The Los Angeles Department of Building and Safety keeps an inventory of billboards citywide, which is published online here: <https://ladbs.org/docs/default-source/publications/misc-publications/billboard-survey-information.pdf>

particularly for the eastern segment of the Corridor. This community has a number of auto-oriented service shops that very notably exceed allowable signs. The far eastern edge of Studio City also has billboards because of the proximity with Highway 101.

#### *Sherman Oaks*

The Sherman Oaks segment of the Corridor is also filled with some narrow and shallow parcels of land, common in the area. Some blocks have a high concentration of narrow frontages side-by-side (zero-side-lot line) resulting in signs that are highly visible from Ventura in close proximity to each other. Some portions of this segment of the Corridor, particularly the western edge of the community on the Corridor and around the intersection of Woodman Ave and Ventura Boulevard are pedestrian oriented. This community also has examples of entire window areas covered in signage.

#### *Encino*

In Encino, the large commercial centers, such as Encino Commons, have a high concentration of signage possibly exceeding the allowable sign area. Pockets of this part of the Corridor, such as the corner of Newcastle Avenue and Ventura Boulevard, have almost all types of non-compliant signs --- banners, flags, window signs, canopy/awning signs. There are a number of segments in Encino that have multiple office buildings where wall signs are minimal, and the entire building is served by one monument sign. Schools and religious institutions in the area do not tend to have a lot of signage.

#### *Tarzana*

Some segments in Tarzana have single-story multi-tenant shopping centers with large monument signs and pole signs in addition to tenant wall signs on one side. The other side of the street (typically the south side) have single-story zero-side-lot line small businesses with street frontages near the sidewalk (e.g., Tarzana Square). Single-story strip malls in Tarzana are very common.

#### *Woodland Hills*

In Woodland Hills, single-story strip malls are very common. In this area of the Corridor, lots are larger and/or wider and buildings are spaced out so that the concentration of signage is sparse compared to other segments of the Corridor. Pole signs, projecting signs, and sandwich signs appear to be more common in this area. The proximity and number of signs tapers off between Winnetka Ave and De Soto Ave as Taft High School, various hotels, and multi-family residential buildings are on large lots and do not tend to have a lot of signage. Projecting signs are not very common but one of the worst examples in the entire Corridor of an excessive number of signs is on one building in Woodland Hills. Billboards are common in this area though they appear more spaced out than in Cahuenga Pass. Auto-dealerships and large apartment complexes are common along this segment.

#### Analysis of Potential Aesthetic Impacts:

One of the intents of the sign code simplification and streamlining is to create a faster and easier process for business tenants, with a secondary goal to achieve more compliance with the sign regulations.

Future signage in these areas would continue to be subject to the Specific Plan and/or Zoning Code regulations where the Specific Plan is silent. Based on the observations made, the changes proposed would not result in significantly more signage than what currently exists within the Specific Plan area.

The current regulations allow for one tenant wall sign and permits a secondary wall sign for each tenant facing driving entrances; the Proposed Ordinance would allow for the same number of signs per tenant. The change in calculated area for wall signs is a shift that might allow for additional sign area in total but the most difficult challenge for new signs today is in the multi-tenant shopping centers.

As the current regulations state that the calculation of sign area is based on “lot frontage” which is not defined, staff have been interpreting the term to mean the street frontage linear length for the entire lot. This “lot frontage” calculation method has led to inconsistent sign allocations for interior lots, corner lots, or lots surrounded by streets on three sides. The “lot frontage” calculation method has also caused hardships for single tenants that apply for a new sign because the tenant is asked to create a map of existing signs on the building and do permit research for the existing signs. By calculating the sign area based on the calculation of the primary tenant’s frontage, there may be a slight increase in the amount of signs erected, but by limiting the area calculation to tenant frontage for the sign over the primary entrance and secondary facing driving entrances, the sign area will be well controlled and consistent. Overall, the net difference of the new wall sign area is expected to be negligible.

Another proposed change is to remove projecting signs from the wall sign calculation. This change improves accessibility as the projecting signs assist wayfinding for pedestrians. The projecting sign size limitation of sixteen square feet of Section 8.B.1.c.2 of the Specific Plan will remain; oftentimes these signs are smaller. The quantity of one sign per building of Section 8.B.1.c.1 of the Specific Plan will remain. This change is minimal and is expected to be negligible.

For monument signs, the change of the term to “primary street frontage” from “lot frontage” will maintain the quantity of signs as it exists today or reduce the quantity of signs as the calculation would only be based on the one frontage area as opposed to two streets for corner lots, or three streets for lots surrounded by streets on three sides.

This change is demonstrated more clearly in Figure 1, below. The site on a corner of Ventura Boulevard and Firmament Avenue has two street frontages- the primary street frontage on Ventura Boulevard and a secondary frontage on Firmament Avenue. Under the current interpretation of “lot frontage” this site would have a calculation of monument sign area based off of both of the linear frontage distances ( $233 + 194 = 427$  linear feet) which would allow for two monument signs, as the quantity of signs is limited per Section 8.B.1.b of the Specific Plan, which states: “no more than one monument sign shall be permitted per 200 feet of lot frontage.”

However, the revised language would allow only one monument sign as the revised language states: “no more than one monument sign shall be permitted per 200 feet of primary street frontage.”

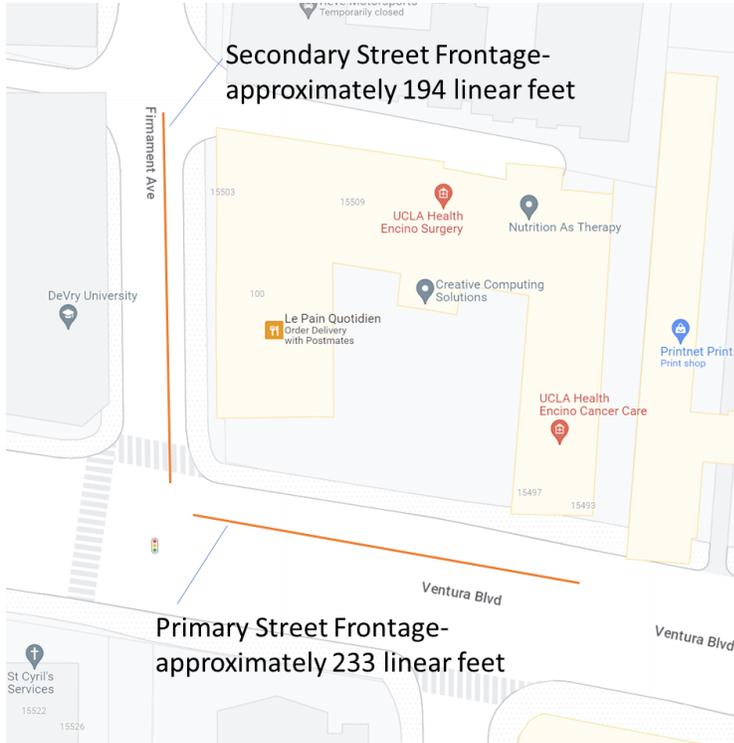


Figure 1

The street view image shown in Figure 2, below, illustrates the relationship more clearly; there is a monument sign on the primary street frontage (that faces Ventura Boulevard) while the secondary street frontage does not have, and under the updated language would not be permitted, a monument sign.



Figure 2

If the lot was an interior lot with no secondary frontage, the sign quantity calculation would remain the same as the current regulations as the calculation would be based on the lot line that faces the street.

Staff have noted that the current Specific Plan process which requires a case filing, disincentivizes operator compliance, resulting in the proliferation of signs that do not generally require a permit (i.e., temporary banner signs), which is contrary to the intent of the Specific Plan. As noted above, the current discretionary process can often take staff several months to complete, costs thousands of dollars in fees, and has consequently led to an increase in the illegal erection of signs put up after the adoption of the Specific Plan. The intent of the proposed Specific Plan Amendments is to facilitate the process for a business to install signs with efficient and orderly processing, that allows for easy compliance with the Specific Plan by making sign clearances an Administrative Clearance Review that could be handled over the counter or over a few months and cost less than \$400.

As such, the proposed changes to signage language are not anticipated to have a significant impact on the environment.

#### *Updating Language to Reflect New Ordinances and Language Clean Up*

Another part of the Proposed Ordinance is to bring the Specific Plan language into alignment with recently adopted ordinances. Specifically, there are two recently adopted regulations that would impact language in the Specific Plan; the Mobility Plan 2035<sup>4</sup>, originally adopted in 2016, and the Processes and Procedures Ordinance, which was adopted in January of 2023 and becomes effective in January 2024<sup>5</sup>. The update for Processes and Procedures will mean replacing language in the Specific Plan to reflect the new code section for the same processes that the Processes and Procedures ordinance updated. For example, Section 7.E.2.a is proposed to be amended as the following where text with a strikethrough is removed and red text is inserted:

“The procedures for granting relief from the height limitations shall be as set forth in LAMC ~~Section 11.5.7.E~~ **Part 13.B of Chapter 1.A of the LAMC**. Any ~~Project Permit Adjustment~~ **Project Adjustment** application to exceed the height should be filed at the same time as an application for a ~~Project Permit Compliance~~ **Project Compliance**.”

Also, references to street designations are proposed to match the nomenclature that was updated with the new Mobility Element, where the terms “major and secondary highway” are proposed to be replaced with “street designated as an Avenue or a Boulevard per the Mobility Plan 2035” to reflect the updated street designations.

In addition, existing language in the Specific Plan referenced other Chapters of the LAMC which appears to have migrated language over the last few decades. The proposed amendment updates and clarifies these references to align with the code section that matches the content within the Specific Plan. For example, Section 8.B.1.(c).(2) is proposed to be amended as the following where text with a strikethrough is removed and red text is inserted:

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<sup>4</sup> The Mobility Element 2035 is online at: [https://planning.lacity.org/odocument/523f2a95-9d72-41d7-aba5-1972f84c1d36/Mobility\\_Plan\\_2035.pdf](https://planning.lacity.org/odocument/523f2a95-9d72-41d7-aba5-1972f84c1d36/Mobility_Plan_2035.pdf)

<sup>5</sup> Processes and Procedures Ordinance, online at: [https://clkrep.lacity.org/onlinedocs/2012/12-0460-S4\\_ord\\_187712\\_1-23-2023.pdf](https://clkrep.lacity.org/onlinedocs/2012/12-0460-S4_ord_187712_1-23-2023.pdf)

“Area. Notwithstanding LAMC **Chapter IX Article 1, Division 62**, Section 91.6212-6208(b)(1) to the contrary, the sign area of a projecting sign shall be limited to 16 square feet.”

This reference was updated to clarify the Chapter, Article, Division of the Building Code for signs<sup>6</sup> as the original code section cited, 91.6208, refers to Animated Devices, but 91.6202 refers to Projecting Signs, and as such is the applicable code section for this Specific Plan text that refers to projecting signs.

Furthermore, staff have identified a number of typos within the published Specific Plan. The Proposed Ordinance corrects these typos.

These text changes are administrative without any foreseeable impact on the environment.

#### *Recognizing an Existing Sixth Community*

The existing Specific Plan references two communities as one with a slash to indicate the two: “Studio City/Cahuenga Pass.” The proposed amendment would have these communities read separately as “Studio City” and “Cahuenga Pass,” and also updates Section 1.B of the Specific Plan to identify the boundaries for these distinct communities. This text change is administrative without any foreseeable impact on the environment.

#### *Updating Maps*

Existing maps that accompany the Specific Plan have not been updated since a boundary change occurred with the removal of the Tarzana Medical Center in 2018, and the current Specific Plan maps show separate pages when an additional overlay exists for the same area. Furthermore, a deeper review of the originally adopted ordinances for the Specific Plan revealed errors within the maps of the adopted Specific Plan. The proposed amendment will allow for the text changes in the Plan of these corrected maps to be referenced appropriately. This text change is administrative without any foreseeable impact on the environment.

#### *Plan Review Board Re-Alignment, Composition, and Administration*

The proposed City Council motion (Council File No. 17-1071-S17) also proposes new configurations and requirements for the Plan Review Board members. The current plan requires appointment of Plan Review Board members based on the council districts, within which the Specific Plan area is located, with two members appointed by each council district and one appointment by the Mayor (Specific Plan at Section 15.A.2.b.). Prior to redistricting, the Specific Plan Area was located within Council Districts 2, 3, 4 and 5. However, with the redistricting of 2021, the Specific Plan area that used to have four council districts now has two council districts (Council Districts 3 and 4), thereby reducing the board’s size from nine (9) members to five (5). The Proposed Ordinance seeks to modify the membership that would be based on the six (6) communities, which would not change in size over time. The specific qualifications of eligible board members and

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<sup>6</sup> The Building Codes for Signs (Chapter IX Article 1, Division 62) is online at: [https://codelibrary.amlegal.com/codes/los\\_angeles/latest/lamc/0-0-0-176609](https://codelibrary.amlegal.com/codes/los_angeles/latest/lamc/0-0-0-176609)

<sup>7</sup> Council File 17-1071-S1 is online at: <https://cityclerk.lacity.org/lacityclerkconnect/index.cfm?fa=ccfi.viewrecord&cfnumber=17-1071-S1>

membership terms are also proposed to change. The Proposed Ordinance also clarifies roles and responsibilities for the Departments that work with the PRB. For example, Section 15.A.1.c. has been amended to clarify that the Department of Transportation is responsible for maintaining records of transportation fund expenditures. Other changes include tasking the Department of City Planning to notify, in writing, Plan Review Board members and the corresponding council office (or mayor's office) in advance of the member reaching their term limit. These changes are meant to facilitate better administration of the Board and ensure that the directives of the Specific Plan are followed. This text change is administrative without any foreseeable impacts on the environment.

### **Environmental Review Under CEQA**

Based on the limited scope of the proposed amendments, Planning Staff has concluded that the proposed project falls within the following CEQA categorical exemptions (Class followed by CEQA Guideline Section):

1. Class 1, Section 15301: Existing Facilities (for interior alterations related to tenant improvements and limited changes of use, and changing the copy of text for existing signs)
2. Class 3, Section 15303: New Construction or Conservation of Small Structures (for limited changes of use and interior alterations related to tenant improvements)
3. Class 11, Section 15311: Accessory Structures (for on-premises signs)
4. Class 20, Section 15320: Changes in Organization of Local Agencies (for the Ventura Specific Plan "Plan Review Board" appointment and administration, administrative project review process, updated language to reflect new ordinances and language clean up, recognition of a sixth community, and updated maps)

**Class 1. Small Facilities:** State CEQA Guidelines Section 15301 (Class 1) consists 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, and is expressly listed in CEQA Guidelines 15301(g) for the installation and alteration of signs, which are ministerial and categorically exempt from CEQA. 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."

Examples include but are not limited to (list edited for relevance):

- (a) Interior or exterior alterations involving such things as interior partitions, plumbing, and electrical conveyances;...
- (d) 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;
- (e) Additions to existing structures provided that the addition will not result in an increase of more than:
  - (1) 50 percent of the floor area of the structures before the addition, or 2,500 square feet, whichever is less; or
  - (2) 10,000 square feet if:
    - (A) 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
    - (B) The area in which the project is located is not environmentally sensitive.

- (f) 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;
- (g) New copy on existing on and off-premise signs;...
- (k) 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;
- (l) Demolition and removal of individual small structures listed in this subdivision;
- (1) One single-family residence. In urbanized areas, up to three single-family residences may be demolished under this exemption.
- (2) 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.
- (3) A store, motel, office, restaurant, and similar small commercial structure if designed for an occupant load of 30 persons or less. In urbanized areas, the exemption also applies to the demolition of up to three such commercial buildings on sites zoned for such use.
- (4) Accessory (appurtenant) structures including garages, carports, patios, swimming pools, and fences....
- (n) Conversion of a single-family residence to office use....
- (p) Use of a single-family residence as a small family day care home, as defined in Section 1596.78 of the Health and Safety Code.

Tenant improvements, where a new tenant does construction in a space to adapt to their needs, squarely fits within the Class 1 Categorical Exemption, as would any limited change of use that would not expand the use. Changing of text on existing signs is also included in this category, as are certain types of construction.

Class 3. Small Facilities: State CEQA Guidelines Section 15303 (Class 3) consists of the “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.”

On-site signs can be classified as small structures. Therefore, on-site signs would be exempt under Class 3 as small structures. For the purposes of this CEQA analysis, on-site signs would be allowed by the Proposed Ordinance with the clarified terminology, and would be subject to an administrative clearance process to safeguard against signage that exceeds the scope of what is permitted under the Specific Plan (e.g. three wall signs as the Proposed Ordinance limits it to two, signs that are larger than the limit based off of the tenant frontage calculation, or in locations not allowed by the Proposed Ordinance such as a back entrance that does not face an alley, street, or parking lot). The list of prohibited sign types is not changing: off-site commercial signs such as billboards, supergraphic displays, flashing, mechanical, moving or strobe or blinking lights signs; stretchers; windblown devices; etc. Given the baseline conditions of what is existing on the Ventura-Cahuenga Corridor today (see the Existing Conditions, above), new signage in the Specific Plan area will be cohesive with the existing dense and urbanized environment. This Class 3 categorical exemption also addresses the proposed limited changes of use, and minor tenant improvements.

This Class 3 categorical exemption also addresses the proposed limited changes of use, and minor tenant improvements.

Class 11. Accessory Structures: *State CEQA Guidelines Section 15311 (Class 11) consists of “construction, or replacement of minor structures accessory to (appurtenant to) existing commercial, industrial, or institutional facilities, including but not limited to: (a) on-premise signs...”*

The Proposed Ordinance regulates on-site signs in largely the same way that they are currently regulated but through a more streamlined process. On-site signs, which can also be described as on-premise signs, are accessory structures to the main structure where they are located and to which they usually refer. As such, all on-site signs are covered by Class 11 and the sign portion of the Proposed Ordinance falls squarely within a Class 11 categorical exemption.

Class 20. Changes to Organization of Local Agencies: *State CEQA Guidelines Section 15320 consists of changes in the organization or reorganization of local governmental agencies where the changes do not change the geographical area in which previously existing powers are exercised. Examples include but are not limited to:*

- (a) Establishment of a subsidiary district.
- (b) Consolidation of two or more districts having identical powers.
- (c) Merger with a city of a district lying entirely within the boundaries of the city.

This category addresses organizational restructuring that does not change the boundaries of the geographical area. The Proposed Ordinance does not include any boundary adjustment but does include the restructuring of how Plan Review Board members are appointed and how the business of the Board is administered by Departments. This change in appointment structure is considered an organizational change covered by this Class. The other changes to the Specific Plan text such as the designation of Cahuenga Pass as a distinct community, the updating of text to reflect updated maps or newly adopted code, code references, and typo corrections would also all fall under this category.

#### **CEQA EXCEPTIONS:**

Pursuant to Section 15300.2, a categorical exemption may not be used if any of the following six (6) exceptions apply:

***(a) 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 in 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.***

The entire Ventura-Cahuenga area within the Ventura-Cahuenga Boulevard Corridor Specific Plan is known as a commercial corridor, and is developed along the length of the Corridor. Signage is installed on structures, and for this purpose because the change in Specific Plan regulations relates to wall signs, the signage refers to the installation of signs on existing buildings, in a relatively urban area. As the installation is expected to occur on the exterior of existing buildings, and monument sign erection will be reduced with the Proposed Ordinance, there is minimal ground disturbance that will occur as a result of the

Proposed Ordinance. There is no anticipated impact on an environmental resource of hazardous or critical concern.

The Administrative Clearance Review process for signage in lieu of a discretionary sign case, updated language to reflect new ordinances and language clean up, recognition of a sixth community, updated maps, Plan Review Board Re-Alignment and administration are administrative in nature and have no direct impact on development and the environment.

***(b) 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.***

The Administrative Clearance Review process for signage in lieu of a discretionary sign case, updated language to reflect new ordinances and language clean up, recognition of a sixth community, updated maps, Plan Review Board re-alignment and administration are administrative in nature and have no direct impact over time in the same place.

It should be noted that the Specific Plan Area contains three transit priority areas<sup>8</sup>, for which the aesthetics analysis does not apply per Senate Bill 743 (SB 743; signed into law in 2013.) SB 743 provides that, “aesthetics and parking impacts of a residential, mixed use residential, or employment center project on an infill site within a transit priority area shall not be considered significant impacts on the environment.” Therefore, the areas near the intersections of Ventura Boulevard and Sepulveda Boulevard, Ventura Boulevard and Van Nuys Boulevard, and Ventura Boulevard and Lankershim Boulevard have been identified as transit priority areas and given their prominence as part of the commercial corridor, it is likely that any anticipated increase in signage will be concentrated in these TPAs. With respect to non-TPA areas, no portions of the proposed project boundary fall within a scenic vista.

The Ventura-Cahuenga Corridor is largely in the flatlands of the San Fernando Valley and has no ocean views. Nor does the Corridor have any striking or unusual terrain in its near proximity; as noted in the Environmental Setting above, there are a few hilly portions of the Corridor- notably in the Chalk Hill portion of Woodland Hills and in the areas on the eastern portion in Studio City and the Cahuenga Pass. However, in both of these areas there are no scenic overlooks or identified vistas of note.

Furthermore, the change to wall signage and projecting sign regulations refers to the installation of signs on buildings, primarily existing buildings, which are not scenic vistas. Monument signs would also be erected in front of buildings which are not scenic vistas.

As such there is no anticipated impact to scenic vistas with the change in signage regulations.

In response to whether the project would substantially damage scenic resources, including, but not limited to, trees, rock outcroppings, and historic buildings within a state scenic highway, it should be noted that there is no State Scenic Highway that intersects or aligns with the Ventura-Cahuenga Corridor.

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<sup>8</sup> Transit Priority Areas are online at:  
<https://planning.lacity.org/eir/1020SoFigueroa/FEIR/files/Appx%20F%20-%20LA%20Planning%20ZI%20File%20No.%202452.pdf>

As such, significant changes to the visual character are not foreseeable as a result of the Specific Plan amendments to the sign regulations.

***(c) 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.***

The Ventura-Cahuenga Corridor as noted above is a developed, urban corridor. There are no unusual circumstances with relation to signage that would be installed on existing buildings, updated language to reflect new ordinances and language clean up, recognition of a sixth community, updated maps, Plan Review Board re-alignment or administration.

With respect to the Administrative Clearance Review process, across the City of Los Angeles, areas that have no special overlay or other regulations, sign permits are administratively cleared. However, some specific plans or other overlays made this approval discretionary, which has been challenging both for businesses applying for the signs as well as the staff processing these cases. In addition to parts of the City outside of overlays, several of the Community Design Overlay areas already administratively clear new signs. The Westwood Specific Plan recently removed the discretion to be more business-friendly and for the same reason, this proposed Specific Plan Amendment does the same. The Administrative Clearance Review process would only be applicable for signs that comply with Section 8 of the Specific Plan. There are no unusual circumstances with relation to the Administrative Clearance Review process for signage in lieu of a discretionary sign case.

Therefore, it is not a reasonable possibility that the Proposed Ordinance will have a significant effect on the environment due to unusual circumstances.

***(d) 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.***

There is no State Scenic Highway that intersects or aligns with the Ventura-Cahuenga Corridor. There is no anticipated impact on a State Scenic Highway.

***(e) 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.***

As the sign installation for wall signs will occur on the exterior of existing buildings, there will be no ground disturbance activities. The installation of any new monument sign would be minimal and is not anticipated to have an impact as the installation would be at surface ground levels near the pedestrian sidewalks that exist today.

The Administrative Clearance Review process for signage in lieu of a discretionary sign case, updated language to reflect new ordinances and language clean up, recognition of a sixth community, updated maps, Plan Review Board re-alignment and administration are administrative in nature and do not relate to development in any way that would disturb any hazardous sites.

There is no anticipated impact on an environmental resource of hazardous or critical concern.

***(f) 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.***

The Administrative Clearance Review process for signage in lieu of a discretionary sign case, updated language to reflect new ordinances and language clean up, recognition of a sixth community, updated maps, Plan Review Board re-alignment and administration are administrative in nature and have no direct impact on historic buildings.

Although the change in sign area calculations can have an impact on the environment that would be aesthetic in nature, historically designated resources are flagged for a separate, specific review that check for and would prevent damage to the historic structures. As such, no impact is anticipated.

# **Exhibit E- Board Comparison Table**

**DEPARTMENT OF  
CITY PLANNING**

COMMISSION OFFICE  
(213) 978-1300

CITY PLANNING COMMISSION

SAMANTHA MILLMAN  
PRESIDENT

CAROLINE CHOE  
VICE-PRESIDENT

MARIA CABILDO  
ILISSA GOLD  
MONIQUE LAWSHE  
HELEN LEUNG  
KAREN MACK  
JACOB NOONAN  
ELIZABETH ZAMORA

**CITY OF LOS ANGELES  
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KAREN BASS  
MAYOR

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SHANA M.M. BONSTIN  
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ARTHI L. VARMA, AICP  
DEPUTY DIRECTOR

LISA M. WEBBER, AICP  
DEPUTY DIRECTOR

July 24, 2023

The Honorable City Council  
City of Los Angeles  
City Hall, Room 395  
Los Angeles, California 90012

**PLANNING BOARD COMPARISON TABLE**

Dear Honorable Members:

In response to the Motion in Council File 17-1071-S1 that speaks to amending language related to the Plan Review Board for the Ventura-Cahuenga Boulevard Corridor Specific Plan, the Planning Department has put together a comparison chart of existing boards that the Department currently works with, as a baseline of information for the Council to consider. Please see the enclosed Planning Board Comparison Table.

Sincerely,

VINCENT P. BERTONI, AICP  
Director of Planning

Shana M.M. Bonstin  
Deputy City Planner

VPB:SMMB: RV:PM:CS

Enclosures  
Planning Board Comparison Table

## Planning Boards Comparison Table

| Composition  | Term  | Qualifications  | Appointment   | Responsibilities  | Source   |
|--|---|---|---|---|--|
| <b>Design Review Boards (LAMC Section 16.50)</b>                                       |   |   |   |   |  |
| <p><b>5-7 members</b></p> <p>a minimum of five and maximum of seven voting members</p> | <p><b>4-year term</b></p> <p>shall be appointed to staggered terms so that at least one term becomes vacant on each successive year.</p> <p>chairperson and vice-chairperson shall be elected annually by a majority of the DRB members.</p> <p>No member of a Board shall serve more than two consecutive four year terms. Members of the board whose terms have expired shall remain members until their replacements have been appointed.</p>  | <p>two (2) <b>architects</b></p> <p>two (2) professionals from the following or <b>related fields: planning, urban design, and landscape architecture.</b></p> <p>The remaining member or members need not be design professionals.*</p> <p>All members shall reside, operate a business, or be employed within the specific plan area.</p> | <p><b>Councilmember(s)</b> of the Council District(s) in which the specific plan area is located**</p> <p><b>If the design review board area is represented by more than one Councilmember</b>, then the President of the City Council shall, to the extent feasible, determine the number of members appointed by the Councilmember of each council district, <b>based on the percentage of design review board area located in each council district.</b></p> | <p>Design review boards shall <b>review applications and accompanying materials</b> in relation to compliance with the design components and criteria set forth in LAMC 16.50, any applicable specific plan and adopted design guidelines, and <b>provide recommendations</b> to the Director.</p> <p><b>Review</b> all projects for which applications for preliminary design review have been accepted</p>  | <p><a href="https://codelibrary.amllegal.com/code/s/los_angeles/lates/lamc/0-0-0-121643">https://codelibrary.amllegal.com/code/s/los_angeles/lates/lamc/0-0-0-121643</a></p>   |
| <b>Mulholland Design Review Board (Ordinance 167943, Section 11)</b>                   |   |   |   |   |  |
| <p><b>7 members</b></p>  | <p>Same as the above</p>  | <p>At least:<br/>one (1) <b>licensed architect</b><br/>one (1) <b>registered civil engineer</b><br/>one (1) <b>registered landscape architect</b><br/>one (1) <b>geo-technical engineer or geologist.</b><br/>three (3) members shall <b>reside within the Specific Plan area, preferably in the inner corridor</b></p>                     | <p>One (1) by each <b>Councilmember</b> of the Council Districts which are included within the Specific Plan area</p> <p>One (1) by the <b>Mayor</b></p> <p>One (1) by the <b>Santa Monica Mountains Conservancy Board of Directors.</b></p>  | <p>The Board <b>shall advise</b> the Director of Planning on aspects of exterior design; site layout; grading; driveway access; landscaping; and height, bulk, materials, textures and colors of any building, structure, sign or other development of property or appurtenances or alterations thereto after reviewing plans, elevations and/or other graphic representations for a project to assure compliance with the criteria set forth in this Specific Plan.</p> <p>The Board <b>may advise</b> the Advisory Agency on the layout and design of subdivisions, the Area Planning Commission and the City Planning Commission on zone changes and conditional uses, the Zoning Administrator on variances and conditional uses, and the appropriate City decisionmaking body on any public project or discretionary action.</p> <p>The Board shall be <b>prohibited from</b> changing, altering, modifying or amending any final discretionary actions previously approved by the Los Angeles City Planning Commission, Area Planning Commission, Los Angeles City Council or other discretionary decision making body.</p>   | <p><a href="https://planning.lacity.org/odocument/1ca45b19-cbf5-40ec-b169-1735878beca2/Mulholland_Scenic_Parkway_Specific_Plan_.pdf">https://planning.lacity.org/odocument/1ca45b19-cbf5-40ec-b169-1735878beca2/Mulholland_Scenic_Parkway_Specific_Plan_.pdf</a></p>               |
| <b>Ventura Plan Review Board (Ordinance 166,560, Section 15)</b>                       |   |   |   |   |  |
| <p><b>5 members***</b></p>   | <p><b>4-year term</b></p> <p>with <b>only one four year extension permitted</b>, if the Councilmember, or the Mayor for the at-large member, so choose.</p> <p>No member of the Board shall serve more than two (2) consecutive 4-year terms.</p> <p>Members of the Board whose terms have expired shall remain members until their replacements have been appointed.</p> <p>The board shall elect a chair and a first and second vice-chair at the December meeting to take office on January 1 of each year. The chair and two vice-chairs shall serve no longer than two consecutive one-year terms.</p> | <p>individuals who represent the varied interests of the immediate community (e.g., business, residential, environmental, etc.)</p>   | <p>Two (2) by each of the <b>Councilmembers</b> of the Council Districts in which the Specific Plan area is located.</p> <p>One (1) at large appointed by the <b>Mayor.</b></p>   | <p>(a) <b>Make recommendations</b> to the Councilmembers of the Districts in which the Specific Plan is located and to the Mayor concerning the development and implementation of the Specific Plan. These recommendations shall include programming and funding mechanisms.</p> <p>(b) Prior to the completion of the annual report, the Plan Review Board will meet with the appointing authorities for presentation and <b>review</b> of the staff's proposed annual Specific Plan report.</p> <p>(c) <b>Make recommendations</b> to the appointing authorities regarding the priorities and timing of intersection improvements and traffic mitigations in the Specific Plan area.</p> <p>(d) <b>Make recommendations</b> to the appointing authorities on the implementation and amendment of community design guidelines and community streetscape plans for each community to encourage pedestrian activity.</p> <p>(e) <b>Review</b> Exceptions or Amendments to the Specific Plan. When an application is made for a Specific Plan Exception or when any proposal to amend the Specific Plan is initiated, the Department of City Planning shall send the Plan Review Board Chair a copy of the proposed amendment or application within seven calendar days of the Department's receipt, and the PRB shall have 30 calendar days running concurrently with the City review process in which to review the matter. The Plan Review Board, at its option, <b>may provide</b> the appointing authorities with <b>written recommendations and comments</b> regarding the matter under discussion.</p> | <p><a href="https://planning.lacity.org/odocument/472adb8-4942-4e2f-8603-820ca76881d8/VenturaCahuenga_Boulevard_Corridor_Specific_Plan.pdf">https://planning.lacity.org/odocument/472adb8-4942-4e2f-8603-820ca76881d8/VenturaCahuenga_Boulevard_Corridor_Specific_Plan.pdf</a></p> |

\*Unless otherwise specifically required in a specific plan

\*\*Except for Mulholland DRB

\*\*\* Redistricting modifies from previous 4 districts to 2 districts, so 5 members instead of the previous 9

## Planning Boards Comparison Table

| Composition   | Term   | Qualifications  | Appointment   | Responsibilities  | Source  |
|---|--|---|---|---|---|
| <b>Warner Center Plan Implementation Board (Ordinance 185618)- Managed by Council District 3</b>                                      |  |   |   |   |   |
| <b>9 members</b>  | <b>3-year term</b><br><br>initial terms staggered (3 serve 3-year terms, 3 serve 2-year terms, 3 serve 1-year terms)<br>members serving less than a full 3-year term may be reappointed at the conclusion of that term for a successive full 3-year term | at least one elected member or board member from each of the following organizations:<br><b>two (2) members from the Woodland Hills-Warner Center Neighborhood Council</b><br><b>two (2) members from the Warner Center Association</b><br>one (1) from the <b>West Valley-Warner Center Chamber of Commerce</b><br>one (1) from the <b>Woodland Hills Homeowner Organization</b><br>three (3) general Council Office Appointees  | <b>Councilmember</b> within whose District the plan falls appoints all 9  | (a) <b>Recommend prioritization</b> of the implementation of mitigation measures outlined in Appendix C of the Warner Center 2035 Plan, or any subsequently approved revisions.<br><br>(b) <b>Provide recommendations</b> on public improvement projects within the Warner Center 2035 Specific Plan area carried out by the Departments of Public Works, Transportation, or Recreation and Parks, as to the priority of projects to be implemented.<br><br>(c) <b>Provide recommendations</b> and work plans for other items related to the implementation of the Plan, as outlined in Section 10.1 of the Warner Center 2035 Specific Plan.<br><br>(d) <b>Prepare an annual report</b> , with assistance from the Departments of Public Works and Transportation, on the status of mitigation measures outlined in Appendix C of the Warner Center 2035 Specific Plan, or any subsequently approved revisions<br><br>(e) <b>Prepare an annual report</b> , with assistance from relevant City Departments, on the status of projects related to the implementation of the Plan, as outlined in Section 10.1 of the Warner Center 2035 Specific Plan, and other public improvement projects within the Warner Center 2035 Specific Plan area carried out by the Departments of Public Works, Transportation, or Recreation and Parks   | <a href="https://clkrep.lacity.org/online/docs/2013/13-0197-S8_ORD_185618_07-30-2018.pdf">https://clkrep.lacity.org/online/docs/2013/13-0197-S8_ORD_185618_07-30-2018.pdf</a> |
| <b>Historic Preservation Boards (LAMC Section 12.30.3)</b>  |  |   |   |   |   |
| <b>5-7 members</b><br><br>Where a Board serves two (2) or more Preservation Zones, the Board shall be comprised of seven (7) members. | <b>4-year term</b><br>or if expired, may continue to serve on the Board until their replacements are appointed<br><br>No member shall serve more than two (2) consecutive 4-year terms   | All members shall have demonstrated a knowledge of, and interest in, the culture, buildings, structures, historic architecture, history and features of the area encompassed by the Preservation Zone and, to the extent feasible, shall have experience in historic preservation.<br><br>One (1) member having <b>extensive real estate or construction experience</b><br><br>At least three (3) members shall be <b>Renters or Owners of property in the Preservation Zone(s), with a Renter or property Owner representative from each Preservation Zone on the Board.</b> | <b>Mayor:</b> appoints one (1) member having extensive real estate or construction experience<br><br><b>Councilmembers</b> where the Zone is located: appoints one (1) member who is a Renter or Owner of Property in the Preservation Zone(s). Where a Board serves two (2) or more Preservation Zones two (2) Renters or Owners of Property.<br><br><b>Cultural Heritage Commission:</b> appoints one (1) who is an architect licensed by the State of California. Appoints one (1) member who is a Renter or Owner of Property in the Preservation Zone(s). Where a Board serves two or more Preservation Zones two (2) Renter or Owners of Property shall be appointed<br><br><b>Board:</b> appoints one (1) member who is a Renter or Owner of Property in the Preservation Zone (s) pursuant to the criteria set forth in Subsection D.4(d) | <b>To evaluate and make recommendations</b> to the City Planning Commission, Cultural Heritage Commission and City Council on the following matters within the Preservation Zone it administers:<br><br>(a) proposed changes to the boundaries of the Preservation Zone<br>(b) Historic Resources Survey, resurvey, partial resurvey, or modification undertaken<br>(c) proposals for the designation of Historic- Cultural Monuments<br>(d) applications for Certificates of Appropriateness or Certificates of Compatibility<br><br><b>To make recommendations</b> to decision makers regarding:<br><br>(a) façade easements, covenants, and the imposition of other conditions for the purposes of historic preservation<br>(b) the utilization of grants and budget appropriations to promote historic preservation<br><br><b>To assist in:</b><br><br>(a) the updating of the Historic Resources Survey for the Preservation Zone<br>(b) the preparation of a Preservation Plan, which clarifies and elaborates upon these regulations as they apply to the Preservation Zone<br><br>And:<br><br>(a) <b>to render guidance and advice</b> to any Owner or occupant on construction, Demolition, Alteration, removal or relocation of any Monument or any building, structure, Landscaping, Natural Feature or lot within the Preservation Zone it administers. This guidance and advice shall be consistent with approved procedures and guidelines, and the Preservation Plan, or in absence of a Plan, the guidance and advice shall be consistent with the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. | <a href="https://codelibrary.amlegal.com/code/s/los_angeles/latest/lamc/0-0-0-112632">https://codelibrary.amlegal.com/code/s/los_angeles/latest/lamc/0-0-0-112632</a>         |

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## Planning Boards Comparison Table

| Composition   | Term   | Qualifications   | Appointment   | Responsibilities  | Source  |
|---|--|--|---|---|---|
| <b>Cultural Heritage Commission (Los Angeles City Charter, Section 22.171 et sequentia)</b> |  |  |   |   |   |
| <b>5 members</b>  | <b>5-year term</b> , beginning on July 1.<br><br>An appointment to fill an unexpired term on any board shall be for the period of the unexpired term.  | All Commissioners shall have a demonstrated interest, competence or knowledge of historic preservation. At least two (2) of the Commissioners should be <b>professionals</b> who meet the qualifications for various disciplines outlined by the U.S. Secretary of the Interior, Code of Federal Regulations, 36 CFR Part 61. These disciplines include history, architecture, architectural history, planning, pre-historic and historic archeology, folklore, cultural anthropology, curation, conservation and landscape architecture or related disciplines, such as urban planning, American studies, American civilization or cultural geography.  | <b>Mayor</b> appoints boards of commissioners created by the Charter, subject to Council confirmation as provided in the Charter; | (a) <b>review nominations</b> for sites to be designated as historic cultural monuments<br><br>(b) take all steps necessary to <b>preserve Monuments</b> , including assistance in the creation of civic citizens' committees, assistance in the establishment of a private fund for the acquisition or restoration of designated Monuments, and recommendation that a Monument be acquired by a governmental agency where private acquisition is not feasible<br><br>(c) <b>review applications</b> for the Demolition, substantial alteration, or Relocation of a Site, Building or Structure Designated a Monument, if it is immediately necessary in the interest of the public health, safety or general welfare.<br><br>(d) <b>review and approval of historic resources</b> surveys conducted for proposed Historic Preservation Overlay Zones (historic districts)<br><br>(e) <b>appointment of two of the five members of each Historic Preservation Overlay Zone Board</b> , including the Board architect (the CHC approves three of the seven members for Boards that oversee multiple HPOZs)<br><br>(f) <b>oversight of the Mills Act Historical Property Contract Program</b> and <b>approval of exemptions</b> from the City's valuation limits for the Mills Act<br><br>(g) <b>comment on behalf of the City</b> , as a Certified Local Government for historic preservation, on nominations of sites to the National Register of Historic Places | <a href="https://codelibrary.amlegal.com/codes/los_angeles/latest/laac/0-0-0-48548">https://codelibrary.amlegal.com/codes/los_angeles/latest/laac/0-0-0-48548</a>   |
| <b>City Planning Commission (Los Angeles City Charter, Section 551)</b>                     |  |  |   |   |   |
| <b>9 members</b>  | <b>5-year term</b> , beginning on July 1.<br><br>The terms of the commissioners shall be designated so that as much as possible the terms of office are staggered.<br><br>Period of each commissioner's term shall be designated in the appointment.<br>An appointment to fill an unexpired term on any board shall be for the period of the unexpired term. | (1) Must be a registered voter of the City.<br>(2) No person who is required by ordinance to be registered as a lobbyist shall be appointed to a commission whose members are required to file financial disclosure statements pursuant to the California Political Reform Act.<br>(3) Diversity. Unless otherwise provided in the Charter, the Mayor, Council or other appointing authority shall strive to make his or her overall appointments to appointed boards, commissions or advisory bodies established by the Charter or ordinance reflect the diversity of the City, including, but not limited to, communities of interest, neighborhoods, ethnicity, race, gender, age and sexual orientation. | <b>Mayor</b> appoints boards of commissioners created by the Charter, subject to Council confirmation as provided in the Charter; | (a) <b>give advice and make recommendations</b> to the Mayor, Council, Director of Planning, municipal departments and agencies with respect to City planning and related activities and legislation;<br><br>(b) <b>make recommendations</b> concerning amendment of the General Plan and proposed zoning ordinances in accordance with Sections 555 and 558;<br><br>(c) <b>make reports and recommendations</b> to the Council and to other governmental officers or agencies as may be necessary to implement and secure compliance with the General Plan; and<br><br>(d) <b>hear and determine applications</b> for, or appeals related to, various approvals in accordance with procedures prescribed by ordinance;<br><br>(e) perform other functions prescribed by the Charter or ordinance.  | <a href="https://codelibrary.amlegal.com/codes/los_angeles/latest/laac/0-0-0-2427">https://codelibrary.amlegal.com/codes/los_angeles/latest/laac/0-0-0-2427</a><br><a href="https://codelibrary.amlegal.com/codes/los_angeles/latest/laac/0-0-0-568">https://codelibrary.amlegal.com/codes/los_angeles/latest/laac/0-0-0-568</a>  |
| <b>Area Planning Commission (Los Angeles City Charter, Section 552)</b>                     |  |  |   |   |   |
| <b>5 members</b>  | <b>5 year-term</b> , beginning on July 1.<br><br>The terms of the commissioners shall be designated so that as much as possible the terms of office are staggered.<br><br>Period of each commissioner's term shall be designated in the appointment.<br>An appointment to fill an unexpired term on any board shall be for the period of the unexpired term. | Members shall be appointed and removed in the same manner as members of the City Planning Commission, except that residency in the area served by the Area Planning Commission shall be a qualification for appointment.   | <b>Mayor</b> appoints boards of commissioners created by the Charter, subject to Council confirmation as provided in the Charter; | (a) <b>hear and determine</b> appeals where it is alleged there is error or abuse of discretion in any order, requirement, decision, interpretation or other determination made by a Zoning Administrator;<br><br>(b) <b>hear and make determinations</b> on any matter normally under the jurisdiction of a Zoning Administrator when that matter has been transferred to the jurisdiction of the Area Planning Commission because the Zoning Administrator has failed to act within the time limits prescribed by ordinance;<br><br>(c) <b>hear and determine</b> applications for, or appeals related to, conditional use permits and other similar quasi-judicial approvals, in accordance with procedures prescribed by ordinance;<br><br>(d) <b>make recommendations</b> with respect to zone changes or similar matters referred to it from the City Planning Commission pursuant to LAMC Section 562; and<br><br>(e) <b>hear and determine</b> other matters delegated to it by ordinance.  | <a href="https://codelibrary.amlegal.com/codes/los_angeles/latest/laac/0-0-0-2440">https://codelibrary.amlegal.com/codes/los_angeles/latest/laac/0-0-0-2440</a><br><a href="https://codelibrary.amlegal.com/codes/los_angeles/latest/laac/0-0-0-568">https://codelibrary.amlegal.com/codes/los_angeles/latest/laac/0-0-0-568</a><br><a href="https://planning.lacity.org/odocument/4280ea01-cef1-4aaa-9f20-168297b788b5/Processes_Comparison_Table_Final.pdf">https://planning.lacity.org/odocument/4280ea01-cef1-4aaa-9f20-168297b788b5/Processes_Comparison_Table_Final.pdf</a> |

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# **Exhibit F-**

# **Communications**

# Recommendations for Actions to be Considered by the LA Department of City Planning Related to the Ventura- Cahuenga Boulevard Corridor Specific Plan

Submitted by: The VCBCSP Plan Review Board

Date: April 5, 2018

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## General

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1. The Plan should better recognize the various needs of each of the six communities.
  - A. While development and traffic has been more intense in some areas and may require more protections from a continued pattern of growth, other areas may be able to provide appropriate development opportunities and may benefit from a careful evaluation and potential for some up-zoning.
  - B. The existing character of the Ventura-Cahuenga Boulevard Corridor and its attractive scale should be considered as one of the most important elements during this evaluation process in all areas.
  - C. Beautification and streetscape improvements vary between communities and the opinions in the communities related to the success of these improvements vary as well.

Given these considerations, the commonalities that should be shared in all areas need to be included in the Plan, but **each area should be set up as a separate district** so that their differences can also be recognized and responded to.

2. The various purposes of the Plan as stated in Section 2, Items 'A' through 'N' have not been entirely achieved. An evaluation should take place as to the relevance of each item and additional purposes not currently stated (such as sustainability) should be considered. Possible methods of better meeting the goals associated with each purpose should be incorporated into the plan some of which are listed in the following recommendations.
3. Review of the plan should evaluate what strategies are needed to respond to present residential bonus allowances and pending or the potential for future mandates related to **increased density around transit stops**.
4. Consider the **terrain-related contexts and issues** when applying zoning.

## Administration/ Funding

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1. The **Plan Review Board responsibilities and representation** should be reevaluated. Consideration of Council District population, length of the Corridor within a CD area, and multiple Council District locations within a single community should be studied related to achieving balanced representation within the Board. Responsibilities regarding oversight of fund allocation, individual development project review, authority of City Department administrative costs, etc. needs to be reevaluated. The recognition of the existence of the Neighborhood Council System and its relationship to the Plan Review Board must be considered and clarified.

2. A **lack of enforcement** of the provisions of the Plan has occurred since its inception contrary to the requirements of the Ordinance. To enable improved response to reports from the public, better oversight and finally better follow through, a separate fund should have been and needs to be established to cover the costs necessary for improved enforcement by the City departments having jurisdiction. (The current Plan required the establishment of a fund for enforcement and the Department of Building and Safety was to have jurisdiction. However, the establishment of the fund did not take place and enforcement efforts have been insufficient.) To help reduce the scope of ongoing enforcement, an educational program should be defined in the Plan and should include a method of funding and the assignment of jurisdictional responsibility for its implementation. The goal of the educational program should be to cover the requirements, rules and restrictions dictated by the Plan and other associated local ordinances affecting public and private properties within the Plan area.
3. **Expand funding** or the definition of current funding (PIA fees) to cover additional improvements and adding the needed maintenance of:
  - A. Sidewalks
  - B. Alleys
  - C. Streetscape
  - D. Landscaped medians
  - E. Crosswalks
  - F. Additional traffic controls
  - G. Additional road redesign of all intersections in the Plan (beyond the 19 intersections currently included). Also to expand the scope beyond improvements and include ongoing maintenance of the intersections.
  - H. Street lighting
  - I. Landscaping
  - J. Street trees.
4. Separate **one-time impact fees** for infrastructure from **reoccurring improvement fees**.
5. Increase **parking in lieu fees** and provide for an adequate system to adjust for inflation that would enable true funding of alternate parking solutions. Parking meter fees collected in the Plan area should be allocated to parking mediation within the Plan area. In-lieu fees should reflect the average true cost of construction per parking space in a centralized parking structure.
6. Develop a **plan for constructing centralized parking**, possibly automated. Preference might be given where alley access is required.
7. Offer **FAR bonuses for projects that include a percentage of extra parking for public**. Frontage of parking structures must have liner uses at street level or two levels of the street wall.
8. After increasing the fees, offer a program by community/district that uses the available collected **in-lieu parking fees to offer subsidies/supplements for construction of extra parking for public** above required parking.
9. DOT Accounting shall submit to the Board **monthly Balance Sheets with all pertinent details and supporting documents** for the 523 Trust Fund.
10. **All expenditure requests for the 523 Trust Fund** by DOT or other City Departments shall first be submitted for approval by the Board which acts as the Fund Trustee(s).

**Streetscape/ Design Guidelines/ Standards**

1. **Update Streetscape Guidelines** and incorporate some items, including selected architectural characteristics, into the Ordinance as design standards. Include criteria for pedestrian oriented storefronts.

## **Zoning/ Land Use**

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1. Reevaluate the **areas designated as pedestrian oriented**. Expand the pedestrian oriented area to include all areas within the jurisdiction of the Specific Plan. Redefine the pedestrian areas and the allowable uses within them. Establish transparency requirements, minimum and maximum setbacks, building entrance orientation, surface parking locations, open space, etc. to reinforce the Corridor as pedestrian oriented. Allow for more service-oriented uses such as medical offices and recognize the reduction in the need of retail uses.
2. Include zoning organized so that **nodes of increased activity** are formed that create a variety in the pattern of development along the 17 mile Corridor. Consider selected intersections or landmark uses and structures as potential locations of increased activity.
3. **Expand the Specific Plan area** where adjacent commercial properties are located and would benefit from or where the Corridor would benefit from the expansion. Do not expand the Plan into additional single family zoned properties without careful outreach, consensus of a majority of property owners and justification.
4. **Evaluate allowable development density** as follows:
  - A. Explore where larger sites adjacent to residential neighborhoods could be encouraged to be developed through increased FAR's and height, but would be mandated to protect the adjacent properties through transitional height restrictions.
  - B. Explore where sites adjacent to the freeway, the L.A. River and also only to commercial properties could accommodate increased heights and FAR's compared to what is currently allowed.
  - C. Maintain height restrictions and FAR's and explore further protections on sites adjacent to residential properties that are of a size and/ or shape that does not support the ability to implement transitional height restrictions.
5. Current zoning allows residential in commercial zones making those zones lucrative to SB1818 projects that are residential only. Consider **removing residential uses from commercial zones or establishing required percentages of commercial and retail** to preserve jobs and local serving amenities necessary for a main street economy.
6. **Require mixed use where residential is desired or allowed** to support an activated Ventura and Cahuenga Boulevards. Designate where residential is allowed and further define where commercial/ retail would be required at the first floor and/or where residential units opening to the street would be required. Add design standards that regulate options for live/ work residential units within developments.
7. **Provide for the state mandate for increased affordable housing** unit construction by way of SB 1818 projects and other similar Laws and Ordinances. Designate acceptable locations of these projects while considering appropriate protections and intelligent planning by establishing a **prohibition of these projects in some areas to encourage commercial service/ use nodes**.
8. The **need for public open space** including parks, pocket parks, plazas, pedestrian walkways, recreational space, outdoor dining, entertainment venues, civic gathering,

and temporary seasonal uses needs to be reviewed. Appropriate development requirements, incentives, zoning and possible land acquisition needs to be studied.

9. **Redefine height in** the Plan to not include roof top equipment, elevator towers, extensions of stairwells and unoccupied towers. Add a limit to these elements however to an additional 20 feet. Reevaluate how height is measured.
10. Areas in the plan, either currently or when revised, that overlap **the River Improvement Overlay District** should be coordinated with regard to all requirements.
11. **Parking zones (P1)** should be eliminated and the properties appropriately rezoned.
12. Restrict **drive-through restaurants** (except in Woodland Hills due to similar restrictions already implemented in adjacent Warner Center). Prohibit drive-through food-related uses at major intersections along the whole plan due to the problems associated with traffic flow. Also consider access from alley for drive-throughs.
13. Consider **motor vehicle repair uses** that include associated minimum streetscape standards encouraging pedestrian oriented design.

## Mobility

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1. Study **traffic mitigations** needed because of use of the Boulevard as an alternate to the 101 freeway.
  - A. Work with Cal Trans regarding long range planning to make improvements to the freeway on and off ramps and by the addition of traffic lanes to the freeway.
  - B. Implement TDM Strategies for the Corridor. (Including a TMO).
  - C. Work with Metro and LADOT to improve the transit running along the Corridor.
  - D. Create local loop transit including and connecting to Warner Center.
  - E. Continue and improve transit lines that connect the whole Corridor.
  - F. Enhance the comfort and attractiveness of the transit stops to encourage increased use.
2. Preserve **the existing alleys** and further take advantage of their existence by supporting maintenance and encouraging active uses around them. Encourage access to parking and materials movement in the alleys where appropriate.
3. The **bike ordinance and other mobility options** need to be reviewed and consciously included or not included in selected areas. Justifications for the final decisions should be made a matter of record. These options are currently not included in the current Plan, but do occur in other Zoning Overlays and Ordinances. Consideration of drop off areas for transit network companies, valet service areas, bike lanes, shuttle services, designated loop transit lines, loading zones, etc. need to be reviewed. Parking for alternative vehicles and bikes should be included in the plan. Bike rack locations need to be reviewed as to whether private land or public right-of-ways are allowable locations.
4. **Parking for employees and valet parking** must be reviewed with property owners and business owners within a 500 foot radius where parking is limited and separately for each of the six community's needs.

## Signage

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1. Signage along the Corridor remains an issue of concern.
  - A. **Fees** for signage applications should be reduced. The **approval process** should be simplified, administrative and over the counter. Increased education through

outreach to businesses on the Corridor of the requirements along with the changes in the process will reduce illegal signage.

- B. **Enforcement** should be practiced and fines for illegal signage should be increased and avenues to allow continual evaluation of the fees to stay relevant with inflation should be clear.
- C. **Sign technology has changed** and the Plan is silent on critical issues that need to be incorporated into the Plan specific to Ventura Cahuenga Boulevards.
- D. Allowable **amount of signage** should be revised from being based on lot frontage length to amount per business. Currently two story retail/ office buildings are hindered and treated the same as one story developments.
- E. Explore the inclusion of signage districts within each community or smaller area where special rules may be appropriate.

## **Sustainability**

---

1. **Light Pollution** restrictions should be added to the Plan.



# Los Angeles City Planning Department

6262 Van Nuys Boulevard, Suite 430

Van Nuys, CA 91401-2709

Internet: <http://planning.lacity.org/>

## PLAN REVIEW BOARD (PRB)

### Ventura/Cahuenga Boulevard Corridor Specific Plan

Dennis DiBiase, 2<sup>nd</sup> Vice President, 3<sup>rd</sup> Council District Appointee (Woodland Hills)

Kathy Delle Donne, President, 3<sup>rd</sup> Council District Appointee (Tarzana)

Lisa Karadjian, 2<sup>nd</sup> Council District Appointee (Studio City)

Lisa Petrus, 4<sup>th</sup> Council District Appointee (Sherman Oaks)

Lisa Sarkin, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Council District Appointee (Studio City)

August Steurer, Mayor's Appointee

Florence Blecher, 4<sup>th</sup> Council District Appointee (Cahuenga Pass)

To: Valley Overlay Amendment Unit - Los Angeles City Planning Department Staff

Re: Special hearing to broaden PRB membership

From: Kathy Delle Donne – Plan Review Board- President

The following motion was passed by the current members of the PRB to broaden its membership to ensure socioeconomic and demographic diversity - plus this motion will provide equitable representation for the six communities along Ventura Boulevard.

### **MOTION APPROVED BY THE VENTURA-CAHUENGA BOULEVARD CORRIDOR SPECIFIC PLAN REVIEW BOARD ON AUGUST 3, 2023.....**

Whereas, each of the communities along the 17 miles of the Ventura-Cahuenga Boulevard Corridor Specific Plan area is unique and has different needs, the Ventura-Cahuenga Boulevard Corridor Specific Plan Review Board (VCBCSP) requests the adoption of the following make-up of the Review Board:

1. The VCBCSP Review Board shall consist of 13 members.
2. One member appointed by the mayor.
3. Six members appointed by the City Council Member(s) whose districts include the VCBCSP area. If a community is represented by more than one City Council Member, they shall choose the appointee jointly.
4. One appointed by each of the six Neighborhood Councils comprising the VCBCS area. The appointed member shall be a stakeholder of said Neighborhood Councils.

Whereas, the adoption of the appointments listed above ensures that no City Council Member will be able to appoint a majority of the Plan Review Board and that each of the six communities are represented as Section 15.A.2.a & b requires.

Whereas, the adoption of the appointments listed above will insure that when City Council Districts are changed during each 10 year process, the Plan Review Board will remain representative of Cahuenga Pass, Studio City, Sherman Oaks, Encino, Tarzana and Woodland Hills.

Whereas, no term limits shall apply to Plan Review Board Members. Whereas, the President, the 1<sup>st</sup> Vice President and the 2<sup>nd</sup> Vice President shall serve for a term of 3 years.

**SCNC BOARD**

Kim Clements  
 Dean Cutler  
 Fiona Duffy  
 Randall Fried  
 Ira Gold  
 Jeff Hartwick  
 Julie Glaze Houlihan  
 Scott Mandell  
 Chip Meehan  
 Brandon Morino  
 Richard Niederberg  
 Karen Sarrow  
 Adele Slaughter  
 Alexa Steinberg  
 Adam Summer  
 Abigail Velasco



**PRESIDENT**  
 Scott Mandell  
**VICE PRESIDENT**  
 Chip Meehan  
**TREASURER**  
 Kim Clements  
**SECRETARY**  
 Abigail Velasco  
**CORRESPONDING SECRETARY**  
 Jeff Hartwick

**April 19, 2023**

**Addressed to:**

Council President Paul Krekorian  
 Councilmember Nithya Raman  
 Councilmember Bob Blumenfield  
 Councilmember Katy Yaroslavsky  
 Councilmember Marqueece Harris-Dawson  
 Councilmember Heather Hutt  
 Councilmember John Lee  
 Vince Bertoni  
 Kevin Keller  
 Shana Bonstin  
 Arthi Varma  
 Lisa Webber  
 Andrea Conant  
 Karo Torossian  
 Geoff Thompson  
 Steve Ferguson  
 Walter King  
 Craig Bullock  
 Mashael Majid  
 Tiffany Zeytounian  
 Meg Healy  
 Denise Schall  
 Blake Lamb  
 David Olivo  
 Kathy Delle Donne  
 Lisa Sarkin  
 Dennis Dibiase  
 Florence Blecher  
 Lisa Karadjian  
 Lynn Kauffman  
 Laurie Kelson  
 Lisa Petrus  
 August Steurer

**Sent by Email:**

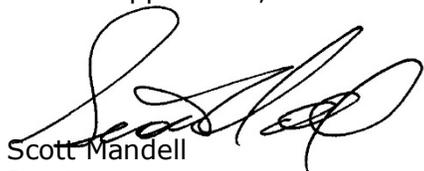
[councilmember.krekorian@lacity.org](mailto:councilmember.krekorian@lacity.org)  
[contactcd4@lacity.org](mailto:contactcd4@lacity.org)  
[councilmember.blumenfield@lacity.org](mailto:councilmember.blumenfield@lacity.org)  
[councilmember.yaroslavsky@lacity.org](mailto:councilmember.yaroslavsky@lacity.org)  
[councilmember.harris-dawson@lacity.org](mailto:councilmember.harris-dawson@lacity.org)  
[CD10ConstituentServices@lacity.org](mailto:CD10ConstituentServices@lacity.org)  
[councilmember.lee@lacity.org](mailto:councilmember.lee@lacity.org)  
[vince.bertoni@lacity.org](mailto:vince.bertoni@lacity.org)  
[kevin.keller@lacity.org](mailto:kevin.keller@lacity.org)  
[shana.bonstin@lacity.org](mailto:shana.bonstin@lacity.org)  
[arthi.varma@lacity.org](mailto:arthi.varma@lacity.org)  
[lisa.webber@lacity.org](mailto:lisa.webber@lacity.org)  
[andrea.conant@lacity.org](mailto:andrea.conant@lacity.org)  
[karo.torossian@lacity.org](mailto:karo.torossian@lacity.org)  
[geoff.thompson@lacity.org](mailto:geoff.thompson@lacity.org)  
[steve.ferguson@lacity.org](mailto:steve.ferguson@lacity.org)  
[walter.king@lacity.org](mailto:walter.king@lacity.org)  
[craig.bullock@lacity.org](mailto:craig.bullock@lacity.org)  
[mashael.majid@lacity.org](mailto:mashael.majid@lacity.org)  
[tiffany.zeytounian@lacity.org](mailto:tiffany.zeytounian@lacity.org)  
[meg.healy@lacity.org](mailto:meg.healy@lacity.org)  
[denise.schall@lacity.org](mailto:denise.schall@lacity.org)  
[blake.lamb@lacity.org](mailto:blake.lamb@lacity.org)  
[david.olivo@lacity.org](mailto:david.olivo@lacity.org)  
[kadedo@earthlink.net](mailto:kadedo@earthlink.net)  
[lssarkin@gmail.com](mailto:lssarkin@gmail.com)  
[ddibiase@vtbbs.com](mailto:ddibiase@vtbbs.com)  
[browndogz@sbcglobal.net](mailto:browndogz@sbcglobal.net)  
[lisakaradjian@gmail.com](mailto:lisakaradjian@gmail.com)  
[silkroad36@hotmail.com](mailto:silkroad36@hotmail.com)  
[pkelsondds@aol.com](mailto:pkelsondds@aol.com)  
[lqpetrus@gmail.com](mailto:lqpetrus@gmail.com)  
[augustinca@me.com](mailto:augustinca@me.com)

Tal Harari  
Erin Nash  
Lauren Padick  
Jojo Pewsawang  
Courtney Schoenwald  
CPC President Samantha Millman  
CPC Vice-President Caroline Choe  
CPC Commissioner Maria Cabildo  
CPC Commissioner Monique Lawshe  
CPC Commissioner Helen Leung  
CPC Commissioner Karen Mack  
CPC Commissioner Dana Perlman  
CPC Commissioner Elizabeth Zamora  
Cecilia Lamas

[tal.harari@lacity.org](mailto:tal.harari@lacity.org)  
[erin.nash@lacity.org](mailto:erin.nash@lacity.org)  
[lauren.padick@lacity.org](mailto:lauren.padick@lacity.org)  
[jojo.pewsawang@lacity.org](mailto:jojo.pewsawang@lacity.org)  
[courtney.schoenwald@lacity.org](mailto:courtney.schoenwald@lacity.org)  
[cpc@lacity.org](mailto:cpc@lacity.org)  
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[cpc@lacity.org](mailto:cpc@lacity.org)  
[cpc@lacity.org](mailto:cpc@lacity.org)

### **COMMUNITY IMPACT STATEMENT**

The Board of the Studio City Neighborhood Council (SCNC) *supports* Council President Paul Krekorian's proposal to have a 13-member Ventura-Cahuenga Corridor Specific Plan (VCCSP) Review Board consisting of 1 mayoral appointee, 1 from each of the 6 communities appointed by the councilmember(s) of each community, AND 1 from each of the 6 communities appointed by the Neighborhood Councils of each of the 6 communities. If any of the 6 communities is represented by more than 1 councilmember, the multiple councilmembers of that community shall jointly choose that community's councilmember appointee regardless of where the VCCSP boundaries fall in that community. The above insures that even if the whole VCCSP was in the same Council District, (and that's not an impossibility in 2031 or any other decennial census redistricting year, given that CD4 is currently over 17 miles long), that the single councilmember could still only appoint 6 out of 13 members. Without the above, a single Councilmember could appoint 12 out of 13 members (*a majority*). If there were a 7-member VCCSP Review Board without Neighborhood Council appointees, that same councilmember could appoint 6 out of 7 members (*also a majority*).



Scott Mandell  
President,  
Studio City Neighborhood Council

# Subject: Re: Fw: SCNC CIS Supporting Council President Krekorian's VCCSP Review Board (CF 23-0002-S39)



**Lauren Padick** <lauren.padick@lacity.org>  
to Barry Johnson, planning.venturacahuengaspa@lacity.org

Tue, Sep 5, 4:21

You are viewing an attached message. City of Los Angeles Mail can't verify the authenticity of attached messages.

Hi Barry,

Confirming receipt,

Thanks!

On Tue, Sep 5, 2023 at 3:05 PM Barry Johnson <[bjohnson4166@sbcglobal.net](mailto:bjohnson4166@sbcglobal.net)> wrote:

Dear Lauren,

Attached is this Motion passed by the Studio City Neighborhood Council in April 2023. It was sent to the Council File, but also needs to be sent to you as a "Written Comments" submission.

PDF is Attached.

Thank you,

Barry Johnson  
SCNC - Government Affairs Committee Chair

----- Forwarded Message -----

**From:** Jeffrey Hartwick <[jhartwick@studiocitync.org](mailto:jhartwick@studiocitync.org)>

**To:** Paul Krekorian <[councilmember.krekorian@lacity.org](mailto:councilmember.krekorian@lacity.org)>; "[contactcd4@lacity.org](mailto:contactcd4@lacity.org)" <[contactcd4@lacity.org](mailto:contactcd4@lacity.org)>; Nithya Raman <[nithya.raman@lacity.org](mailto:nithya.raman@lacity.org)>

**Cc:** "[councilmember.blumenfield@lacity.org](mailto:councilmember.blumenfield@lacity.org)" <[councilmember.blumenfield@lacity.org](mailto:councilmember.blumenfield@lacity.org)>; "[Councilmember.yaroslavsky@lacity.org](mailto:Councilmember.yaroslavsky@lacity.org)" <[Councilmember.yaroslavsky@lacity.org](mailto:Councilmember.yaroslavsky@lacity.org)>; "[councilmember.harris-dawson@lacity.org](mailto:councilmember.harris-dawson@lacity.org)" <[councilmember.harris-dawson@lacity.org](mailto:councilmember.harris-dawson@lacity.org)>; "[councilmember.lee@lacity.org](mailto:councilmember.lee@lacity.org)" <[councilmember.lee@lacity.org](mailto:councilmember.lee@lacity.org)>; "[CD10ConstituentServices@lacity.org](mailto:CD10ConstituentServices@lacity.org)" <[CD10ConstituentServices@lacity.org](mailto:CD10ConstituentServices@lacity.org)>; "[vince.bertoni@lacity.org](mailto:vince.bertoni@lacity.org)" <[vince.bertoni@lacity.org](mailto:vince.bertoni@lacity.org)>; "[kevin.keller@lacity.org](mailto:kevin.keller@lacity.org)" <[kevin.keller@lacity.org](mailto:kevin.keller@lacity.org)>; "[shana.borstin@lacity.org](mailto:shana.borstin@lacity.org)" <[shana.borstin@lacity.org](mailto:shana.borstin@lacity.org)>; "[arthi.varma@lacity.org](mailto:arthi.varma@lacity.org)" <[arthi.varma@lacity.org](mailto:arthi.varma@lacity.org)>; "[lisa.webber@lacity.org](mailto:lisa.webber@lacity.org)" <[lisa.webber@lacity.org](mailto:lisa.webber@lacity.org)>; "[karo.tarossian@lacity.org](mailto:karo.tarossian@lacity.org)" <[karo.tarossian@lacity.org](mailto:karo.tarossian@lacity.org)>; "[andrea.conant@lacity.org](mailto:andrea.conant@lacity.org)" <[andrea.conant@lacity.org](mailto:andrea.conant@lacity.org)>; "[steve.ferguson@lacity.org](mailto:steve.ferguson@lacity.org)" <[steve.ferguson@lacity.org](mailto:steve.ferguson@lacity.org)>; "[geoff.thompson@lacity.org](mailto:geoff.thompson@lacity.org)" <[geoff.thompson@lacity.org](mailto:geoff.thompson@lacity.org)>; Walker King <[walker.king@lacity.org](mailto:walker.king@lacity.org)>; "[craig.bullock@lacity.org](mailto:craig.bullock@lacity.org)" <[craig.bullock@lacity.org](mailto:craig.bullock@lacity.org)>; "[masha.el.majid@lacity.org](mailto:masha.el.majid@lacity.org)" <[masha.el.majid@lacity.org](mailto:masha.el.majid@lacity.org)>; Tiffany Zeytounian <[tiffany.zeytounian@lacity.org](mailto:tiffany.zeytounian@lacity.org)>; "[meg.healy@lacity.org](mailto:meg.healy@lacity.org)" <[meg.healy@lacity.org](mailto:meg.healy@lacity.org)>; Denise Sc

□ !!!



**Courtney Schoenwald**  
 Preferred Pronouns: She/Her  
 City Planner, Valley Overlay Amendment Unit  
**Los Angeles City Planning**  
 6262 Van Nuys Blvd, Room 351  
 Van Nuys, CA 91401  
 T: (818) 374-9916 | Planning4LA.org

----- Forwarded message -----

From: <[planning\\_DONOTREPLY@lacity.org](mailto:planning_DONOTREPLY@lacity.org)>  
 Date: Thu, Sep 28, 2023 at 8:00 AM  
 Subject: Comment on the Ventura-Cahuenga Boulevard Corridor Specific Plan Amendment  
 To: <[planning.venturacahuengaSPA@lacity.org](mailto:planning.venturacahuengaSPA@lacity.org)>

## Comment Submitted

|                     |   |
|---------------------|---|
| First Name          | bob   |
| Last Name           | packham   |
| Email               | <a href="mailto:permitwizbob@gmail.com">permitwizbob@gmail.com</a>  |
| Phone Number        |   |
| Which Describes You |   |
| Segment             |   |
| Community           |   |
| Comment             | The city planning fees for signage in the corridor are sometimes more expensive than the sign itself. Normally, Planning Staff are very aware of what is suitable for specific sign and the long process of the Project Permit Compliance could easily be shortened by allowing staff to approve. Also the time it takes can cause problems for owners who want to open their business. |

One attachment • Scanned by Gmail

|    | A          | B         | C  | D            |
|----|------------|-----------|--|--------------|
| 1  |            |           |  |              |
| 2  | First Name | Last Name | Email Address  | Phone Number |
| 3  |            |           |  |              |
| 4  | bob        | packham   | <a href="mailto:permitwizbob@gmail.com">permitwizbob@gmail.com</a> |              |
| 5  |            |           |  |              |
| 6  |            |           |  |              |
| 7  |            |           |  |              |
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| 18 |            |           |  |              |
| 19 |            |           |  |              |

submitted\_comm..

## Subject: Re: Draft VCBCSP



**Courtney Schoenwald** <courtney.schoenwald@lacity.org>  
to Florence Blecher, Donne Delle Kathy, Berker Mehmet, Lauren Padick

Wed, Sep 6, 4:0:

You are viewing an attached message. City of Los Angeles Mail can't verify the authenticity of attached messages.

Thank you.



**Courtney Schoenwald**  
Preferred Pronouns: She/Her  
City Planner, Valley Overlay Amendment Unit  
**Los Angeles City Planning**  
6262 Van Nuys Blvd, Room 351  
Van Nuys, CA 91401  
T: (818) 374-9916 | Planning4LA.org

On Wed, Sep 6, 2023 at 3:06 PM Florence Blecher <[fblecher@gmail.com](mailto:fblecher@gmail.com)> wrote:

You're welcome, Courtney & Lauren.

Additional similar errors appear on:

Page 35 PIA Fee Table — needs to be corrected.

Page 38 C3 Intersection Improvements — needs to be divided/separated.

I will let you know if/as I come across additional instances.

Thank you again,  
Florence

On Sep 6, 2023, at 8:38 AM, Courtney Schoenwald <[courtney.schoenwald@lacity.org](mailto:courtney.schoenwald@lacity.org)> wrote:

Thank you, Florence,

We have received this comment and will look into it.

Thank you,



**Courtney Schoenwald**  
Preferred Pronouns: She/Her

## Subject: Public Hearing 10/5/2023



**Judith Armstrong** <armstrongsla@gmail.com>  
to planning.venturacahuengaspa

Wed, Oct 4, 5:29 PM (12 d

You are viewing an attached message. City of Los Angeles Mail can't verify the authenticity of attached messages.

### TO WHOM IT MAY CONCERN:

Please let it be known that I, Judith Armstrong, a Studio City resident since 1986 do INSIST  
the

Specific Plan Review Board must have 13 members!!

1 member appointed by the Mayor.

6 members appt. by the City Council member whose DISTRICT IS IN THE PLAN

6 members appointed by the Neighborhood Councils along the corridor!!

WITH all the current issues going on in our little city, this review board needs to have more v  
being heard other than the mayor's and corrupt city council members!

PLEASE !!!!!!!

Sincerely,

Judith Armstrong

4435 Gentry Ave

Studio City

Sent from my iPhone

You are viewing an attached message. City of Los Angeles Mail can't verify the authenticity of attached messages.

Received. Thank you for sharing your thoughts.

Warmly,  
Mashaël

On Tue, Sep 26, 2023 at 12:15 PM Karen Riesenfeld <[kriesenfeld.cppoaboard@gmail.com](mailto:kriesenfeld.cppoaboard@gmail.com)> wrote:

Dear Councilmembers,

I'm writing to express my concern about aspects of the proposed Ventura Blvd Specific Plan Amendment which would limit the representation of the six communities affected by the plan. Since the plan will clearly affect the lives of those in six different communities, it is necessary that all six, just their two council districts, be included in the decision-making process. This can be best accomplished by having two representatives per community on the committee. Given the amount of redistricting we've experienced in the last few years, this is all the more important.

We would appreciate your vote to include two members from each community (plus one appointed by The Mayor) on the Planning Committee and to not require term limits.

Thank you!

Karen Riesenfeld  
3375 Bennett Drive  
Los Angeles, CA 90068

Treasurer - Cahuenga Pass Property Owners Association

--

**Mashaël Majid**

Planning and Community Development Director

<https://councildistrict4.lacity.gov/>



**NITHYA  
RAMAN** | Los Angeles  
City Councilmember  
4th District

\*\*\*\*\*

DISCLOSURE: All emails sent to or from this account (including any attachments) are subject to the California Public Records Act and may be released upon request.

## Subject: Specific Plan Amendment Comment

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**Leslie Elkan** <leslie@villageatshermanoaks.com>  
to Lauren Padick, Courtney Schoenwald

Thu, Oct 5, 3:33 PM (11 d

You are viewing an attached message. City of Los Angeles Mail can't verify the authenticity of attached messages.

Dear Lauren,

On behalf of 100 commercial property owners and 350 business owners in the Village At Sherman Oaks Business Improvement District which I represent, I fully support the Ventura-Cahuenga Boulevard Specific Plan Amendment Streamlining signage review, modernizing regulations and speeding up the project review process in order to support small businesses along the Ventura Blvd. commercial corridor is imperative for the future health of our small business along this corridor.

Thank you,

Leslie Elkan  
[leslie@villageatshermanoaks.com](mailto:leslie@villageatshermanoaks.com)  
14528 Ventura Blvd.  
Sherman Oaks, CA 91403  
818-326-0273

Best regards,

Lisa Sarkin  
818-439-1674

On Tue, Sep 19, 2023, 11:02 AM Lauren Padick <[lauren.padick@lacity.org](mailto:lauren.padick@lacity.org)> wrote:

Hi Lisa,

Thank you for sending these edits and comments over. We are currently in the process of editing our draft amendment and will make sure to take a look at the pages you cited.

Thanks!

On Mon, Sep 18, 2023, 5:39 PM Lisa Sarkin <[lssarkin@gmail.com](mailto:lssarkin@gmail.com)> wrote:

Hi Lauren, I hope you are well.

Since the SP hearing, I heard from several neighbors who were unable to sign onto the Zoom.

I also want to put in writing that no callers were in favor of a 7 member PRB or term limits.

The draft does not have the Ordinance number or the Table of Contents included.

When the VCBCSP was being negotiated, there were 5 Council districts, then four and now 2. It was imperative that each district had 2 members, but that is not feasible any longer.

The VCBCSP allows for each community to devise it's own personality and since the PRB only meets on per month, 2 members would make sure a board member from each community would be present to represent each community. The last board had 9 members.

Since we do not have an up to date Floor Area Allocation Chart (page 12), please have the Department prepare a report with the current floor area, so we can finally separate Cahuenga Pass from Studio City, should be. The rest of page 12 can be easily corrected, as F 1-3 are in the Pass and F 3-8 are in Studio City.

Please have page 19 corrected to separate Studio City and Cahuenga Pass. Only (1) is in the Pass.

Please have page 35 corrected to separate Cahuenga Pass and Studio City and updated.

I am volunteering to do the editing for you, which I have done several times in the past, to save time. Just give me the draft to work on.

Best regards,

Lisa Sarkin  
1st VP, Ventura-Cahuenga Blvd Specific Plan Review Board  
818-439-1674

# Subject: Re: VCBCSPRB



**Lauren Padick** <lauren.padick@lacity.org>  
to Issarkin, Courtney Schoenwald

Tue, Sep 5, 4:31

You are viewing an attached message. City of Los Angeles Mail can't verify the authenticity of attached messages.

Looping in Courtney - a letter is not necessary. We will correct the typo in our records.

On Tue, Sep 5, 2023 at 3:37 PM Lisa Sarkin <[lsarkin@gmail.com](mailto:lsarkin@gmail.com)> wrote:

There is a typo. Please change insure to ensure in the third paragraph first line.

Do you need a formal letter from the PRB signed by the PRB president?

On Tue, Sep 5, 2023, 3:29 PM Lisa Sarkin <[lsarkin@gmail.com](mailto:lsarkin@gmail.com)> wrote:

I sent it? Ok.

On Tue, Sep 5, 2023, 3:27 PM Lauren Padick <[lauren.padick@lacity.org](mailto:lauren.padick@lacity.org)> wrote:

The one you sent with the word document attached? Yes, I did!

On Tue, Sep 5, 2023 at 3:24 PM Lisa Sarkin <[lsarkin@gmail.com](mailto:lsarkin@gmail.com)> wrote:

Hi Lauren, I hope you had a nice weekend.

Did you receive a motion from the PRB regarding the make up of the board from our August 3rd meeting?

Thanks for your assistance.

--



**Lauren Padick**  
Pronouns: She/Her  
Planning Associate, Valley Overlay Amendment  
Unit

**Los Angeles City Planning**  
6262 Van Nuys Blvd, Room 351  
Van Nuys, CA 91401  
T: (818) 374-9916 | [Planning4LA.org](http://Planning4LA.org)



--



Lauren Padick

# Subject: Re: VENTURA-CAHUENGA BOULEVARD CORRIDOR SPECIFIC PLAN REVIEW BOARD



**Courtney Schoenwald** <courtney.schoenwald@lacity.org>  
to Issarkin, Lauren Padick, Kathy Delle Donne

Thu, Sep 21, 4:0

You are viewing an attached message. City of Los Angeles Mail can't verify the authenticity of attached messages.

Received, thank you.



**Courtney Schoenwald**  
Preferred Pronouns: She/Her  
City Planner, Valley Overlay Amendment Unit  
**Los Angeles City Planning**  
6262 Van Nuys Blvd, Room 351  
Van Nuys, CA 91401  
T: (818) 374-9916 | Planning4LA.org

On Thu, Sep 21, 2023 at 7:59 AM Lisa Sarkin <[lssarkin@gmail.com](mailto:lssarkin@gmail.com)> wrote:

Sorry for the delay.

Attached is the pdf letter with the word corrected.

On Wed, Sep 20, 2023 at 8:48 AM Courtney Schoenwald <[courtney.schoenwald@lacity.org](mailto:courtney.schoenwald@lacity.org)> wrote:

Hello Lisa,

Quick follow up to this motion- didn't you ask for the word "insure" to be updated to "ensure"? Is this the document you wish us to submit to the City Planning Commission for the motion?

Please advise,



**Courtney Schoenwald**  
Preferred Pronouns: She/Her  
City Planner, Valley Overlay Amendment Unit  
**Los Angeles City Planning**  
6262 Van Nuys Blvd, Room 351  
Van Nuys, CA 91401  
T: (818) 374-9916 | Planning4LA.org

## Subject: Neighborhood council presencd on the review board



'lewismft@aol.com' via Planning Ventura Caheuga SPA <planning.venturacahuengaspa@la... Thu, Sep 14, :  
to planning.venturacahuengaspa@lacity.org

You are viewing an attached message. City of Los Angeles Mail can't verify the authenticity of attached messages.

I want the 6 Neighborhood Council appointees to be added to the Ventura-Cahuenga Specific Plan Review Board. I support the motions from the Studio City Neighborhood Council and the Ventura-Cahuenga Specific Plan Review Board as well as no two term limit--we need to keep collective knowledge and experience on this board. As a Studio City resident since 1978 I am certainly a stakeholder in this process.

Thank you.

Marsha M. Lewis  
11622 Canton Pl.  
Studio City, CA 91604

***PEACE...It does not mean to be in a place where there is no noise, trouble or hard work. It means to be in the midst of those things and still be calm in your heart. (author unknown)***

# Subject: Comment on the Ventura-Cahuenga Boulevard Corridor Specific F Amendment



**planning\_DONOTREPLY@lacity.org**  
to planning.venturacahuengaSPA

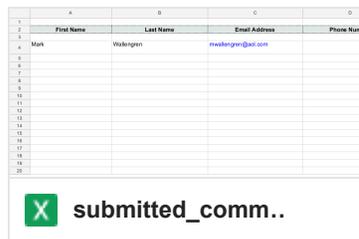
Wed, Oct 4, 10:50 AM (12 da

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## Comment Submitted

|                     |  |
|---------------------|--|
| First Name          | Mark   |
| Last Name           | Wallengren   |
| Email               | <a href="mailto:mwallengren@aol.com">mwallengren@aol.com</a>   |
| Phone Number        |  |
| Which Describes You |  |
| Segment             |  |
| Community           |  |
| Comment             | This Plan Review Board should have 13 members. One member appointed by the Mayor, six members appt. by the City Council member whose district is in the plan and six members appointed by the Neighborhood Councils along the corridor. Thank you. |

**One attachment** • Scanned by Gmail



## Subject: Re: Ventura-Cahuenga Boulevard Corridor Specific Plan Review Board

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**Mike Farrell** <mikemje@sbcglobal.net>  
to lauren.padick@lacity.org

Thu, Sep 14, :

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Hi,

I live at Troost and Dilling in Studio City. I can't make the upcoming meeting because of illness in the family, but please note that I support the new configuration of 13 members on the PRB.

Thank you.

Mike Farrell

## Subject: Ventura-Cahuenga Specific Plan

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**Marsha Lewis** <lewismft@aol.com>  
to lauren.padick

Thu, Sep 14, :

You are viewing an attached message. City of Los Angeles Mail can't verify the authenticity of attached messages.

I want the 6 neighborhood council appointees to be added to the Ventura-Cahuenga Specific Plan Review Board. support the motions from the Studio City Neighborhood Council and the Ventura-Cahuenga Specific Plan Review Board.). I am also in favor of no term limit as we need collective experience to inform the board's work. I have lived in Studio City since 1978 and thus am a stakeholder of long standing. Marsha Lewis, 11622 Canton Pl. Studio City  
Sent from my iPhone

## Subject: Ventura-Cahuenga Blvd Corridor Specific Plan Review



**Patty Kirby** <patty.a.kirby@gmail.com>  
to lauren.padick, Lisa Sarkin

Tue, Sep 12, 2023

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I support the below Motion for the new board configuration consisting of 13 members as written.

### **MOTION APPROVED BY THE VENTURA-CAHUENGA BOULEVARD CORRIDOR SPECIFIC PLAN REVIEW BOARD ON AUGUST 3, 2023.....**

Whereas, each of the communities along the 17 miles of the Ventura-Cahuenga Boulevard Corridor Specific Plan area is unique and has different needs, the Ventura-Cahuenga Boulevard Corridor Specific Plan Review Board (VCBCSP) requests the adoption of the following make-up of the Review Board:

1. The VCBCSP Review Board shall consist of 13 members.
2. One member appointed by the mayor.
3. Six members appointed by the City Council Member(s) whose districts include the VCBCSP area. If a community is represented by more than one City Council Member they shall choose the appointee jointly.
4. One appointed by each of the six Neighborhood Councils comprising the Ventura-Cahuenga area. The appointed member shall be a stakeholder of said Neighborhood Council.

Whereas, the adoption of the appointments listed above ensures that no City Council Member will be able to appoint a majority of the Plan Review Board and that each of the six communities are represented as Section 15.A.2.a & b requires.

--

Patty Kirby  
SAVE WEDDINGTON  
501(c)(3) Nonprofit  
Stop Harvard Westlake Development at Weddington Golf & Tennis.  
818-209-8333  
[patty.a.kirby@gmail.com](mailto:patty.a.kirby@gmail.com)

## Subject: PRB

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**Rita Villa** <rita@rcvcpa.com>  
to lauren.padick@lacity.org

Wed, Sep 13,

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I support 13 members on the PRB. Thank you.

Rita Villa

## Subject: Ventura-Cahuenga Corridor Specific Plan Amendment / Thursday, October 5th, 2023



**Stacey Behlmer** <smbehlmer@gmail.com>

Tue, Oct 3, 8:19 PM (13 days

to planning.venturacahuengaspa, lauren.padick, Studio City Residents Association

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October 3rd, 2023 / Tuesday

Hello.

I am writing about the Ventura-Cahuenga Corridor Specific Plan which has protected the area from overdevelopment and the meeting planned to discuss the creation of a 7-member board regarding this on October 5<sup>th</sup>.

I am a long-time resident of Studio City, a member of its Residents Association, and have benefited from the Neighborhood Council. I am unable to attend this meeting in person or via Zoom but would like my voice to be heard.

Please know that I support the desire of both the SCRA and the SCNC that the Specific Plan Review Board consist of a total of 13-members not just 7 — and that they be appointed as follows:

1 member appointed by the Mayor.

6 members appointed by the City Council member whose district is in the Plan.

And 6 additional members appointed by the Neighborhood Councils along the Corridor.

# Subject: Ventura-Cahuenga Boulevard Corridor Specific Plan - Case Number CPC-2023-1637-SP



**ENC Shelley Billik** <encshelleybillik@gmail.com>

Thu, Sep 21, 2023

to lauren.padick, Mehmet Berker, Mashael Majid, elizabeth.ene, tiffany.zeytounian, councilmember.Krekorian, councilmember

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**RE: Ventura-Cahuenga Boulevard Corridor Specific Plan - Case Number CPC-2023-1637-SP**

Dear Councilmembers and Planning staff,

I'm concerned about aspects of the proposed Ventura Blvd Specific Plan Amendment which would limit the representation of the six communities affected by the plan. Since the plan will clearly affect the lives of those in six different communities, it is necessary that all six, not just their two council districts, be included in the decision making process. This can be best accomplished by having two representatives per community on the committee.

the amount of redistricting we've experienced in the last few years, coupled with changes in city leadership, this is more important. Stakeholder involvement IMPROVES policies and projects, and should be encouraged, not restricted.

We would appreciate your vote to include **two members from each community (plus one appointed by The Mayor on the Planning Committee and to not require term limits as experience and knowledge are critical.**

Thank you!

Shelley Billik

3989 Fredonia Dr.

Los Angeles, CA 90068