

PLUM Committee  
CF 23-0525  
Attachment

## Attachment A - June 9, 2023 Communication



Laura Frazin-Steele <laura.frazinsteele@lacity.org>

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## 13916 W. Polk Street

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Akhilesh Jha <akhilesh.jha@gmail.com>

Fri, Jun 9, 2023 at 3:29 PM

To: Laura Frazin-Steele <laura.frazinsteele@lacity.org>

Cc: janetyjha@gmail.com, Blake Lamb <blake.lamb@lacity.org>, Jojo Pewsawang <jojo.pewsawang@lacity.org>, Claudia Rodriguez <claudia.rodriguez@lacity.org>, Anna Vidal <anna.vidal@lacity.org>, Sonja Trauss <sonja@yimbylaw.org>, Praveen Jha <praveenkjha@gmail.com>, "Pena-Lora, Gabriel@HCD" <gabriel.pena-lora@hcd.ca.gov>

Dear Ms. Steele,

Attached please find response to your letter dated 06/02/2023. Please let me know if you have any questions.

Thank you!

-AJ

310-995-4859

[Quoted text hidden]

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### 5 attachments



**2023-06-09 Letter Identifying Re New Document Requests.pdf**

172K



**2023-06-02 Status of Project Review.pdf**

333K



**2023-06-02 Status of Project Review - CPC-2022-9268-DB-HCA Portion.pdf**

198K



**2023-01-06 Status of Project Review - CPC-2022-9268-DB-HCA Portion.pdf**

235K



**2023-04-28 - Second Status of Project Review - CPC-2022-9268-DB-HCA Portion.pdf**

288K

**Dr. Janet Jha**  
**5353 Del Moreno Dr, Woodland Hills, CA 91364**  
**Phone: 310-995-4859, [janetyjha@gmail.com](mailto:janetyjha@gmail.com)**

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06/09/2023

Laura Frazin Steele  
City Planner Valley Project Planning Division  
Department of City Planning  
6262 Van Nuys Boulevard, Room 430  
Van Nuys, CA 91401  
Phone: 818.374.9919  
[laura.frazinsteele@lacity.org](mailto:laura.frazinsteele@lacity.org)

**Re: DCP Application for Housing Project CPC-2022-9268-DB-HCA**  
**13916 Polk St, Sylmar, CA 91342**

Dear Ms. Steele:

In your letter, dated June 2, 2023, you have requested a set of documents that were neither in your list of items in review dated 01/06/2023 nor in the list of items in review dated 04/28/2023. Please note that, per Government Code Section §65943(a)<sup>1</sup>, “the local agency shall not request the applicant to provide any new information that was not stated in the initial list of items that were not complete”. Document numbers falling into the category of violating Government Code Section §65943(a) are shown in the table below:

<b>Document Number in City Review Dated 06/02/2023</b>	<b>Is it included in in City Review Dated 01/06/2023?</b>	<b>Is it included in in City Review Dated 04/28/2023?</b>	<b>Response</b>
1.General Plan Amendment subject to Measure JJJ	No	No	Violation of §65943(a)

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<sup>1</sup> **CA Govt Code §65943**

(a) Not later than 30 calendar days after any public agency has received an application for a development project, the agency shall determine in writing whether the application is complete and shall immediately transmit the determination to the applicant for the development project. If the application is determined to be incomplete, the lead agency shall provide the applicant with an exhaustive list of items that were not complete. That list shall be limited to those items actually required on the lead agency’s submittal requirement checklist. In any subsequent review of the application determined to be incomplete, the local agency shall not request the applicant to provide any new information that was not stated in the initial list of items that were not complete. If the written determination is not made within 30 days after receipt of the application, and the application includes a statement that it is an application for a development permit, the application shall be deemed complete for purposes of this chapter. Upon receipt of any resubmittal of the application, a new 30-day period shall begin, during which the public agency shall determine the completeness of the application. If the application is determined not to be complete, the agency’s determination shall specify those parts of the application which are incomplete and shall indicate the manner in which they can be made complete, including a list and thorough description of the specific information needed to complete the application. The applicant shall submit materials to the public agency in response to the list and description.

2. Zone Change subject to Measure JJJ	No	No	Violation of §65943(a)
3. Height District Change subject to Measure JJJ	No	No	Violation of §65943(a)
4. K District Removal or Zoning Administrator Adjustment	No	No	Violation of §65943(a)
5. Building Line Removal	No	No	Violation of §65943(a)
6. Zone Variance	No	No	Violation of §65943(a)
7. Zoning Administrator Adjustment	No	No	Violation of §65943(a)
8. Waiver of Dedication and Improvement	Yes	Yes	Requested as Waiver and Incentive under State Density Bonus Law
9. Subdivision Application and Tentative Tract Map	No	No	Application will revert back to building for-rent units.
10. Low Impact Development (LID Requirements)	Yes	Yes	Requested as Waiver and Incentive under State Density Bonus Law
11. Soils Report and LADBS Geology and Soils Approval Letter	Yes	Yes	Submitted to LADBS on 04/04/2023 and fees paid on 04/17/2023

Please let me know if you have any questions. Thank you!

Best Regards



Janet Jha

**DEPARTMENT OF  
CITY PLANNING**

COMMISSION OFFICE  
(213) 978-1300

**CITY PLANNING COMMISSION**

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June 2, 2023

Transmitted via email

**Applicant/Owner**

Janet Jha  
5353 Del Moreno Dr.  
Woodland Hills, CA 91364

**Representative**

Akhilesh Jha  
13123 Hoyt St.  
Pacoima, CA 91331

**Case Number(s):** CPC-2022-8993-GPA-  
ZC-HD-K- BL-ZV-ZAA-WDI-HCA

**Application Type:** General Plan  
Amendment, Zone Change, Height District  
Change, K District Removal, Building Line  
Removal, Zone Variance, Zoning  
Administrator Adjustment, Waiver of  
Dedication and Improvements, Vesting  
Housing Crisis Act

**CEQA:** ENV-2022-8994-EAF

**Case Numbers:** CPC-2022-9268-DB-HCA

**Application Type:** Density Bonus,  
Housing Crisis Act

**CEQA:** ENV-2022-9270-EAF

**Location:** 13916 W. Polk Street

**Plan Area:** Sylmar

**Neighborhood Council:** Sylmar

**Council District:** 7 - Rodriguez

**STATUS OF PROJECT REVIEW: DEVELOPMENT INCONSISTENT**

Development project applications related to the above referenced cases, submitted on December 9, 2022 and associated with plans dated December 21, 2022, were filed at the Department of City Planning Development Services Center and forwarded to the Valley Project Planning Division for review. On January 6, 2023, a "Status of Project Review" letter was emailed to the project owner/applicant and representative stating that the applications filed are not complete and also do not comply with objective zoning standards, as described in detail in the Status of Project Review letter. On April 5, 2023, revised application materials were emailed by the project applicant to the Department of City Planning. Additional materials were provided by the Applicant via USPS on a CD received by the Department on April 11, 2023. On April 28, 2023, a "Second Status of Project Review" letter was emailed to the project owner/applicant and representative stating that the applications filed are not complete and also do not comply with objective zoning standards, as described in detail in the Status of Project Review letter and Second Status of Project Review letter.

City Planning's position is that your applications are incomplete for the reasons stated in the review letters dated January 6, 2023 and April 28, 2023, and the pre-decision compliance review timeline under Government Code ("G.C.") 65589.5(j)(2) has not been triggered. However, the City provides you with the following early pre-decision compliance review that is similar, but not identical, to the review described in Government Code Section 65589.5(j)(2). This communication does not constitute a decision on the merits of your applications as described under G.C. 65589.5(j)(1), for among other reasons, your applications are not complete for processing, and you have not provided information necessary for analysis of your applications under the California Environmental Quality Act as identified in the earlier letters from January 6, 2023 and April 28, 2023. The City reserves its right to revise or augment this early pre-decision compliance review when your application(s) is determined to be complete as defined in G.C. 65589.5(h)(9) and the review referenced in G.C. 65589.5(j)(2) is triggered, such as if Council determines that your application is complete through an appeal decision under G.C. 65943.

## INCONSISTENCIES WITH OBJECTIVE STANDARDS

Your applications are noncompliant with the following objective standards:

Item for Correction	Correction Required	Date Corrected	Initials of Approval
<b>Density Bonus Application</b>	<b>CPC-2022-9268-DB-HCA</b>		
1. General Plan Amendment subject to Measure JJJ	<p>You need to correct your entitlement request to a General Plan Amendment pursuant to Los Angeles City Charter Section 555 and (Los Angeles Municipal Code) LAMC Sections 11.5.6 and 11.5.11 to a land use such as Medium Multiple-Family Residential Land Use in the Sylmar Community Plan.</p> <ul style="list-style-type: none"> <li>Your application states that you are proposing 40 residential units. The General Plan land use designation for this site under the Sylmar Community Plan is Very Low I Residential which allows a density and use of one single-family unit for the site. Therefore, the development of 40 residential units is inconsistent with the site's land use designation, and the use and development standards of the land use designation's most intense zone.</li> <li>The site land use designation density of one unit makes the Density Bonus Application noncompliant with G.C. 65915 and Los Angeles Municipal Code ("LAMC") 12.22.A.25, because those provisions require a base density of 5 units in order to qualify for a density bonus entitlement.</li> <li>You must correct your entitlement request to show that the project is subject to Measure JJJ, because the project</li> </ul>		

	<p>includes 10 or more dwelling units, and will involve a General Plan Amendment, Zone Change and Height District Change that results in increased allowable residential floor area, density or height.</p> <ul style="list-style-type: none"> <li>• Per LAMC 11.5.11(a), a project may seek a General Plan Amendment or Density Bonus entitlement, but not both at the same time.</li> <li>• See <a href="#">General Plan or Specific Plan Amendment – Specialized Requirements.pdf (lacity.org)</a> (Form No. CP-7723.1) and <a href="#">General Plan or Specific Plan Amendment – Request for Initiation.pdf (lacity.org)</a> (Form No. CP-7750.1)</li> </ul>		
2. Zone Change subject to Measure JJJ	<p>You need to correct your entitlement request to a Zone Change from RA-1 to a zone that would potentially allow 40 residential dwelling units on a 48,284.1 square foot lot such as R3-1 subject to Measure JJJ pursuant to LAMC Sections 12.32 F and 11.5.11. (For example, R3 is the corresponding zone to the suggested Medium Multiple-Family Residential Land Use designation in the Sylmar Community Plan, and pursuant to LAMC Section 12.10, the R3 Multiple Dwelling Zone requires the minimum lot area per dwelling unit to be 800 square feet.)</p> <ul style="list-style-type: none"> <li>• You need to correct your entitlement request to a Zone Change pursuant to LAMC Section 12.32 F, in order to request relief from LAMC Section 12.07 that regulates the RA Zone. The current zoning on the site, RA-1-K or “Suburban Zone”, does not permit a 40 unit residential development pursuant to LAMC Section 12.07. The project as proposed does not comply with the various use and development standards of LAMC 12.07, including but not limited to single family use, required yards, and floor area limits. The current zone allows a density of one unit on the site. You need to request a zone that will permit the development of 40 residential units and that is consistent with the General Plan designation as discussed above under “General Plan Amendment subject to Measure JJJ.”</li> <li>• The site zoning density of one unit makes the Density Bonus Application noncompliant with G.C. 65915 and Los</li> </ul>		

	<p>Angeles Municipal Code ("LAMC") 12.22.A.25 because those provisions require a base density of 5 units in order to qualify for a density bonus entitlement that includes incentives and waivers to deviate from the single family use, and development standards such as but not limited to density, applicable transitional height requirements, floor area, and passageways.</p> <ul style="list-style-type: none"> <li>• Per LAMC 11.5.11(a), a project may seek a zone change or Density Bonus entitlement, but not both at the same time.</li> <li>• Your project does not comply with the Maximum Residential Floor Area Requirements pursuant to LAMC Section 12.07 C.5. You must request a Zone Change to a Zone that allow the floor area you are requesting which is 99,868 square feet of floor area and 100,260 square feet of building area.</li> <li>• You must correct your entitlement request to show that the project is subject to Measure JJJ, because the project includes 10 or more dwelling units and will involve a General Plan Amendment, Zone Change and Height District Change that results in increased allowable residential floor area, density or height.</li> <li>• See <a href="#">Zone Change.pdf (lacity.org) (Form No. CP-7774 zc)</a></li> </ul>		
3. Height District Change subject to Measure JJJ	<p>You need to correct your entitlement request to a Height District Change to Height District No. 1 corresponding to the suggested R3 Zone pursuant to LAMC Sections 12.32 F and 11.5.11.</p> <ul style="list-style-type: none"> <li>• The current height district is -1 which under LAMC Section 12.21.1 permits a maximum height of 30 feet for a flat roof or 36 feet for a pitched roof in the RA Zone. You are proposing a 40 foot structure that does not comply with the maximum height under the RA-1 Zone and any applicable transitional height requirements.</li> <li>• The site land use designation and zoning density of one unit makes the Density Bonus Application noncompliant with G.C. 65915 and Los Angeles Municipal Code ("LAMC") 12.22.A.25 because those provisions require a base density of 5 units in order to qualify for a density bonus entitlement that includes height incentives or waivers.</li> </ul>		



	<ul style="list-style-type: none"> <li>Per LAMC 11.5.11(a), a project may seek a zone change, height district change, or Density Bonus entitlement, but not both at the same time.</li> <li>You must correct your entitlement request to show that the project is subject to Measure JJJ, because the project includes 10 or more dwelling units and will involve a General Plan Amendment, Zone Change and Height District Change that results in increased allowable residential floor area, density or height.</li> <li>See <a href="#">Zone Change.pdf (lacity.org)</a> (Form No. CP-7774 zc)</li> </ul>		
4. K District Removal or Zoning Administrator Adjustment	<p>The subject site is located in a K Equinekeeping Supplement Use District pursuant to LAMC Section 13.05. Your project is inconsistent with the use and distance requirements for projects in the K Equinekeeping Zone. To avoid these regulations you must correct your entitlement request to include a K District Removal under LAMC Section 12.32 S. See <a href="#">Zone Change.pdf (lacity.org)</a> (Form No. CP-7774 zc) OR depending on the building design, you must correct your entitlement request to request a Zoning Administrator Adjustment pursuant to LAMC Section 12.24 X.5 (Dwelling Adjacent to an Equestrian Use). See <a href="#">Zoning Administrator Adjustment.pdf (lacity.org)</a> (Form No. CP-7781 zaa)</p> <ul style="list-style-type: none"> <li>The requested deviation from distance requirements may not be permitted under Los Angeles County regulations (see generally, L.A. Co. Health and Safety Code Sec. 11.16.090). It is your responsibility to request review by Los Angeles County. City Planning does not have jurisdiction over Los Angeles County regulations or regulations required by the State of California.</li> <li>The site land use designation and zoning density of one unit makes the Density Bonus Application noncompliant with G.C. 65915 and Los Angeles Municipal Code ("LAMC") 12.22.A.25 because those provisions require a base density of 5 units in order to qualify for a density bonus entitlement that includes incentives or waivers to relax requirements in the K Equinekeeping Zone.</li> </ul>		
5. Building Line Removal	You must correct your entitlement request to ask to remove the 37 foot building line along Polk		

	<p>Avenue pursuant to LAMC Section 12.32 R. This building line was established under Ordinance No. 99,113. Your project does not comply with 37 foot building line required under Ordinance No. 99,113.</p> <ul style="list-style-type: none"> <li>The site land use designation and zoning density of one unit makes the Density Bonus Application noncompliant with G.C. 65915 and Los Angeles Municipal Code ("LAMC") 12.22.A.25 because those provisions require a base density of 5 units in order to qualify for a density bonus entitlement that includes incentives or waivers to deviate from building line requirements.</li> <li>See <a href="#">Zone Change.pdf (lacity.org) (Form No. CP-7774 zc)</a></li> </ul>		
6. Zone Variance	<p>You must correct your entitlement request to ask for a Zone Variance pursuant to LAMC Section 12.27, because your project does not comply with Code required automobile parking, bicycle parking, landscaping, open space, transitional height, and recycling areas. You must include the following items:</p> <ul style="list-style-type: none"> <li>You must request relief from LAMC Section 12.21 A.4 and 12.21 A.5 to deviate from off-street automobile parking requirements and the design of parking facilities. Include your request to deviate from the number automobile parking spaces to be provided, the number of compact and standard spaces, required back up space. Provide the number of spaces required and proposed, the number of compact and standard spaces required and proposed, the dimensions of back up space required and proposed.</li> <li>You must request relief from LAMC Section 12.21 A.16 to deviate from Code required bicycle parking. Provide the number and location of bicycle parking spaces required and proposed.</li> <li>You must request relief from LAMC Sections 12.40 – 12.43 and 12.21 C to deviate from Code required landscaping. Provide the amount of Code required landscaping required and proposed.</li> <li>You must request relief from LAMC Section 12.21 G.3 to deviate from Code required open space. Provide the amount of open space required and proposed.</li> </ul>		

	<ul style="list-style-type: none"> <li>You must request relief from LAMC Section 12.21 A.19 to deviate from Code required areas for collecting and loading recyclable materials. Provide the size and location of the recycling area as required and proposed.</li> <li>The site land use designation and zoning density of one unit makes the Density Bonus Application noncompliant with G.C. 65915 and Los Angeles Municipal Code ("LAMC") 12.22.A.25 because those provisions require a base density of 5 units in order to qualify for a density bonus entitlement that includes incentives or waivers related to deviations from parking, bicycle parking, landscaping, open space, and recycling area requirements.</li> <li>See <a href="#">Microsoft Word - 7302 zv.docx (lacity.org) (Form No. CP-7302 zv)</a></li> </ul>		
7. Zoning Administrator Adjustment	<p>Your project does not comply with Code required yard setbacks, spaces between buildings, and passageway requirements. You must correct your entitlement request to ask for relief under LAMC Section 12.28 to deviate from yard setbacks, spaces between buildings, and passageway requirements as required under LAMC Section 12.21 C</p> <ul style="list-style-type: none"> <li>You must provide the exact dimensions for setbacks, spaces between buildings, and passageways as required under the requested zone and LAMC Section 12.21 C.</li> <li>You must provide the exact dimensions for setbacks, spaces between buildings, and passageways that you are requesting.</li> <li>See <a href="#">Zoning Administrator Adjustment.pdf (lacity.org) (Form No. CP-7781 zaa)</a></li> <li>The site land use designation and zoning density of one unit makes the Density Bonus Application noncompliant with G.C. 65915 and Los Angeles Municipal Code ("LAMC") 12.22.A.25 because those provisions require a base density of 5 units in order to qualify for a density bonus entitlement that includes incentives or waivers related to deviations from yard setbacks, spaces between buildings, and passageway requirements.</li> </ul>		
8. Waiver of Dedication and Improvement	<p>You must correct your entitlement request to ask for relief under LAMC Section 12.37 I to deviate from dedications and improvements required by the Bureau of Engineering (BOE). Your project</p>		

	<p>does not comply with the dedication and improvement requirements under LAMC 12.37, because it has not demonstrated compliance with those requirements for an Avenue I designation that requires a 100 foot right-of-way width and 70 foot roadway width on Polk Street and Local Street – Standard that requires a 60 foot right-of-way width and 36 foot roadway width on Lyle Street pursuant to the General Plan Mobility Element 2035.</p> <ul style="list-style-type: none"> <li>• You must provide the exact dimensions for dedications and improvements required by BOE including the required curb radius.</li> <li>• You must provide the exact dimensions for the dedication and improvement you are proposing including the curb radius you are proposing.</li> <li>• See <a href="#">Waiver of Street Dedication and Improvements - Instructions (lacity.org)</a> (Form No. CP-4048) and <a href="#">Waiver of Street Dedication and Improvements - Supplemental Application.pdf (lacity.org)</a> (Form No. CP-4047)</li> <li>• The site land use designation and zoning density of one unit makes the Density Bonus Application noncompliant with G.C. 65915 and Los Angeles Municipal Code ("LAMC") 12.22.A.25 because those provisions require a base density of 5 units in order to qualify for a density bonus entitlement that includes incentives or waivers related to public way dedication and improvement requirements.</li> </ul>		
9. Subdivision Application and Tentative Tract Map	<p>You must file for an application for a Subdivision and file a Tentative Tract Map if you are proposing for sale units as stated in your April 5, 2023 communication to City Planning. The project as a proposed for-sale development does not comply with the Subdivision Map Act or LAMC 17.00 et seq. because it does not make the necessary application for notice, review and decision specified in those laws.</p> <ul style="list-style-type: none"> <li>• Section 4 of the Department of City Planning Applications filed on 12/21/22 and revised on 4/5/23 state that there is no intent to file a Subdivision. However, "multifamily homes for sale" (as described in Section 2 of the Department of City Planning Application provided on 4/5/23) requires the filing of a Subdivision application pursuant to the State Subdivision Map Act and LAMC Section</li> </ul>		

	<p>17.00. Previously filed application materials received on 12/21/22 indicate that the applicant is requesting to develop apartment units. The updated application materials provided on 4/5/23 indicate that the applicant is requesting to develop for sale multi-family units, an intent and entitlement path that was not disclosed in the original application materials or the Preliminary Application for Vesting.</p> <ul style="list-style-type: none"> <li>• A completed Subdivider's Statement is required with all associated application materials as described on the Tentative Tract Map Filing Instructions.</li> <li>• See the following forms required with a Subdivision and Tentative Tract Map filing: <a href="#">Subdivider's Statement Form (lacity.org)</a> (Form No. CP-4047)</li> </ul> <p><a href="#">Tentative Tract Maps for 5 or More Parcels - Tentative Tract Map Filing Instructions and Checklist.pdf (lacity.org)</a> (Form No. CP-6110)</p> <ul style="list-style-type: none"> <li>○ <a href="#">Hillside, Hazard, Flood - Information for Development in Hazard, Flood Hazard and Hillside Areas.pdf (lacity.org)</a> (Form No. CP-6114)</li> <li>○ <a href="#">Tentative Grading Calculations.pdf (lacity.org)</a> (Form No. CP-6115)</li> <li>○ <a href="#">Haul Route.pdf (lacity.org)</a> (Form No. CP-6119)</li> <li>○ <a href="#">Solar Report.pdf (lacity.org)</a> (CP-6720)</li> <li>○ <a href="#">Citywide Design Guidelines Compliance Review Form.pdf (lacity.org)</a> (Form No. CP-4056)</li> <li>○ <a href="#">Preliminary Zoning Assessment Form March 2023 (lacity.org)</a> (Form No. CP-4056)</li> <li>○ <a href="#">Tree Report Template (lacity.org)</a> (Form No. CP-4068)</li> </ul>		
10. Low Impact Development (LID Requirements)	<p>The project does not comply with the LID requirements under the California Regional Water Quality Control Board MS4 National Pollutant Discharge Elimination System (NPDES) Permit (No.CAS004004, Order R4-2021-0105, or as subsequently amended) for the City of Los Angeles and Los Angeles County.</p> <ul style="list-style-type: none"> <li>• You are requesting to deviate from LID requirements, but you have not provided a referral form from LASAN. This referral</li> </ul>		

	<p>form is required from LASAN to review the applicable LID standard and the deviation you are requesting. You must obtain a LID referral form from LASAN.</p> <ul style="list-style-type: none"> <li>• The requested deviation may not be permitted under NPDES regulations. If the requested deviation cannot be permitted under State requirements, then the City cannot permit the requested deviations. It is your responsibility to request review by the State of California for any deviations from State regulations.</li> <li>• To the extent you claim the project may be excused from State NPDES Permit LID requirements as a Density Bonus waiver or incentive, the site land use designation and zoning density of one unit makes the Density Bonus Application noncompliant with G.C. 65915 and Los Angeles Municipal Code ("LAMC") 12.22.A.25 because those provisions require a base density of 5 units in order to qualify for a density bonus entitlement that includes any incentives or waivers</li> </ul>		
11. Soils Report and LADBS Geology and Soils Approval Letter	<p>ZIMAS shows that the project site is on or in proximity to the Sierra Madre Fault Zone – San Fernando. The project does not comply with the California Public Resources Code, Division 2 Geology, Mines, and Mining, Chapter 7.5 Earthquake Fault Zones, Sections 2621-2630 (Alquist-Priolo Earthquake Fault Zoning Act) and the California Code of Regulations, Title 14, Sections 3600-3603, because it has not demonstrated compliance with those regulations. It is your responsibility to request review from LADBS. You have not provided a soils report and a Geology and Soils Approval Letter (approved by LADBS) to City Planning. Both of these documents are required to determine whether the project's proposed 40 unit and 40 foot in height structure complies with the referenced regulations.</p>		
<b>General Plan Amendment Application</b>	<b>CPC-2022-8993-GPA-ZC-HD-K- BL-ZV-ZAA-WDI-HCA</b>		
12. General Plan Amendment	<p>A 40 unit project does not comply with the single-family use allowed by the existing site land use designation and zone. However, a 40 unit multi-family land use could be consistent with a land use such as Medium Multiple Family Residential Land Use designation and the R3 zone. In order to comply with the Sylmar Community Plan and the City's land use and zoning programs in LAMC</p>		

	Chapter 1, you need to seek a General Plan Amendment. Your Department of City Planning Application Forms and plans, such as but not limited to your Affordable Housing Referral Form, need to provide the correct entitlement path and must be corrected. Please see discussion in Item No.1 above as if fully incorporated here.		
13. Zone Change	A 40 unit project does not comply with the single-family use allowed by the existing site land use designation. However, a 40 unit multi-family land use could be consistent with a land use such as Medium Multiple Family Residential Land Use designation and the suggested corresponding R3 Multiple Dwelling Residential Zone. In order to comply with the Sylmar Community Plan and the City's land use and zoning programs in LAMC Chapter 1, you need to seek a zone change. Your Department of City Planning Application Forms and plans, such as but not limited to your Affordable Housing Referral Form, need to provide the correct entitlement path and must be corrected. Please see discussion in Item No. 2 above as if fully incorporated here.		
14. Low Impact Low Impact Development (LID Requirements)	The project as proposed does not comply with the applicable NPDES permit requirements. See discussion in Item No. 10 above as if fully incorporated here.		
15. Zone Variance	You must correct your entitlement request to ask for a Zone Variance pursuant to LAMC Section 12.27, because your project does not comply with Code required automobile parking, bicycle parking, landscaping, open space, transitional height, and recycling areas. In order to comply with the Sylmar Community Plan and the City's land use and zoning programs in LAMC Chapter 1, you need to seek a Zone Variance. Your Department of City Planning Application Forms, such as but not limited to your Affordable Housing Referral Form, and any submitted plans, need to provide the correct entitlement path and must be corrected. See discussion in Item No. 6 above as if fully incorporated here.		
16. Zoning Administrator Adjustment	Your project does not comply with Code required yard setbacks, spaces between buildings, and passageway requirements. In order to comply with the Sylmar Community Plan and the City's land use and zoning programs in LAMC Chapter 1, you need to seek a Zoning Administrator Adjustment. Your Department of City Planning Application Forms and plans need to provide the		

	correct entitlement path and must be corrected. You must correct your entitlement request and application papers and plans to ask for relief under LAMC Section 12.28 to deviate from yard setbacks, spaces between buildings, and passageway requirements as required under LAMC Section 12.21 C. Please see discussion in Item No. 7 above as if fully incorporated here.		
17. Height District Change	The project as proposed does not comply with Height District No. 1 for the RA-1-K Zone. In order to comply with the Sylmar Community Plan and the City's land use and zoning programs in LAMC Chapter 1, you need to seek a Height District change. Your Department of City Planning Application Forms and plans need to provide the correct entitlement path and must be corrected. See discussion in Item No. 3 above as if fully incorporated here.		
18. K District Removal or Zoning Administrator Adjustment	The subject site is located in a K Equinekeeping Supplement Use District pursuant to LAMC Section 13.05. Your project is inconsistent with the use and distance requirements for projects in the K Equinekeeping Zone. In order to comply with the Sylmar Community Plan and the City's land use and zoning programs in LAMC Chapter 1, you need to seek a K District Removal or Zoning Administrator Adjustment. Your Department of City Planning Application Forms and plans need to provide the correct entitlement path and must be corrected. See discussion in Item No. 4 above as if fully incorporated here.		
19. Building Line Removal	Your project does not comply with 37 foot building line required under Ordinance No. 99,113. In order to comply with the Sylmar Community Plan and the City's land use and zoning programs in LAMC Chapter 1, you need to seek a Building Line removal. Your Department of City Planning Application Forms and plans need to provide the correct entitlement path and must be corrected. See discussion in Item No. 5 above as if fully incorporated here.		
20. Waiver of Dedication & Improvements	Your project as proposed does not comply with the dedication and improvement requirements under LAMC 12.37, because it has not demonstrated compliance with those requirements. See discussion in Item No. 8 above.		
21. Subdivision Application and Tentative Tract Map	The project as a proposed for-sale development does not comply with the Subdivision Map Act or LAMC 17.00 et seq. because it does not make the necessary application for notice, review and		



	decision specified in those laws. See discussion in Item No. 9 above.		
22. Soils Report and LADBS Geology and Soils Approval Letter	The project as proposed does not comply with the California Public Resources Code, Division 2 Geology, Mines, and Mining, Chapter 7.5 Earthquake Fault Zones, Sections 2621-2630 (Alquist-Priolo Earthquake Fault Zoning Act) and the California Code of Regulations, Title 14, Sections 3600-3603, because it has not demonstrated compliance with those regulations. See discussion in Item No. 11 above.		

Because the referenced applications are incomplete as stated in letters dated January 6 and April 28, 2023, and also due to the above-cited inconsistencies and deficiencies, the Department has stopped the timeline related to processing either referenced application in order to provide the applicant with time to address the noncompliance and inconsistency issues. The timeline will stop and the applications will be placed on administrative hold in lieu of terminating the case. The Department's review and processing time periods will begin again when all of the correction materials are provided to this office. Please provide requested materials in an electronic format (PDF or Word Doc). Files may be sent directly to the Project Planner. No hardcopies are requested at this time.

The Department requests that you provide the corrections in one revised package within 30 days of the date of this letter, or by July 3, 2023. In the event that all of the correction materials are not provided in a timely manner, the Department may take remedial action, such as initiating termination of the case file after subsequent outreach to the applicant. Planning staff is available to answer questions about this letter by appointment.

Department Forms and Instructions and additional information on planning processes, announcements, and upcoming policies are available online on the Department's Web page at [www.planning.lacity.org](http://www.planning.lacity.org).

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

Thank you.

*Laura Frazin Steele*

Laura Frazin Steele, City Planner  
Valley Project Planning Division  
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cc: Council District 7

Item for Correction	Correction Required	Date Corrected	Initials of Approval
<b>Density Bonus Application</b>	<b>CPC-2022-9268-DB-HCA</b>		
1. General Plan Amendment subject to Measure JJJ	<p>You need to correct your entitlement request to a General Plan Amendment pursuant to Los Angeles City Charter Section 555 and (Los Angeles Municipal Code) LAMC Sections 11.5.6 and 11.5.11 to a land use such as Medium Multiple-Family Residential Land Use in the Sylmar Community Plan.</p> <ul style="list-style-type: none"> <li>• Your application states that you are proposing 40 residential units. The General Plan land use designation for this site under the Sylmar Community Plan is Very Low I Residential which allows a density and use of one single-family unit for the site. Therefore, the development of 40 residential units is inconsistent with the site's land use designation, and the use and development standards of the land use designation's most intense zone.</li> <li>• The site land use designation density of one unit makes the Density Bonus Application noncompliant with G.C. 65915 and Los Angeles Municipal Code ("LAMC") 12.22.A.25, because those provisions require a base density of 5 units in order to qualify for a density bonus entitlement.</li> <li>• You must correct your entitlement request to show that the project is subject to Measure JJJ, because the project</li> </ul>		

	<p>includes 10 or more dwelling units, and will involve a General Plan Amendment, Zone Change and Height District Change that results in increased allowable residential floor area, density or height.</p> <ul style="list-style-type: none"> <li>• Per LAMC 11.5.11(a), a project may seek a General Plan Amendment or Density Bonus entitlement, but not both at the same time.</li> <li>• See <a href="#">General Plan or Specific Plan Amendment – Specialized Requirements.pdf (lacity.org)</a> (Form No. CP-7723.1) and <a href="#">General Plan or Specific Plan Amendment – Request for Initiation.pdf (lacity.org)</a> (Form No. CP-7750.1)</li> </ul>		
2. Zone Change subject to Measure JJJ	<p>You need to correct your entitlement request to a Zone Change from RA-1 to a zone that would potentially allow 40 residential dwelling units on a 48,284.1 square foot lot such as R3-1 subject to Measure JJJ pursuant to LAMC Sections 12.32 F and 11.5.11. (For example, R3 is the corresponding zone to the suggested Medium Multiple-Family Residential Land Use designation in the Sylmar Community Plan, and pursuant to LAMC Section 12.10, the R3 Multiple Dwelling Zone requires the minimum lot area per dwelling unit to be 800 square feet.)</p> <ul style="list-style-type: none"> <li>• You need to correct your entitlement request to a Zone Change pursuant to LAMC Section 12.32 F, in order to request relief from LAMC Section 12.07 that regulates the RA Zone. The current zoning on the site, RA-1-K or “Suburban Zone”, does not permit a 40 unit residential development pursuant to LAMC Section 12.07. The project as proposed does not comply with the various use and development standards of LAMC 12.07, including but not limited to single family use, required yards, and floor area limits. The current zone allows a density of one unit on the site. You need to request a zone that will permit the development of 40 residential units and that is consistent with the General Plan designation as discussed above under “General Plan Amendment subject to Measure JJJ.”</li> <li>• The site zoning density of one unit makes the Density Bonus Application noncompliant with G.C. 65915 and Los</li> </ul>		

	<p>Angeles Municipal Code (“LAMC”) 12.22.A.25 because those provisions require a base density of 5 units in order to qualify for a density bonus entitlement that includes incentives and waivers to deviate from the single family use, and development standards such as but not limited to density, applicable transitional height requirements, floor area, and passageways.</p> <ul style="list-style-type: none"> <li>• Per LAMC 11.5.11(a), a project may seek a zone change or Density Bonus entitlement, but not both at the same time.</li> <li>• Your project does not comply with the Maximum Residential Floor Area Requirements pursuant to LAMC Section 12.07 C.5. You must request a Zone Change to a Zone that allow the floor area you are requesting which is 99,868 square feet of floor area and 100,260 square feet of building area.</li> <li>• You must correct your entitlement request to show that the project is subject to Measure JJJ, because the project includes 10 or more dwelling units and will involve a General Plan Amendment, Zone Change and Height District Change that results in increased allowable residential floor area, density or height.</li> <li>• See <a href="#">Zone Change.pdf (lacity.org) (Form No. CP-7774 zc)</a></li> </ul>		
3. Height District Change subject to Measure JJJ	<p>You need to correct your entitlement request to a Height District Change to Height District No. 1 corresponding to the suggested R3 Zone pursuant to LAMC Sections 12.32 F and 11.5.11.</p> <ul style="list-style-type: none"> <li>• The current height district is -1 which under LAMC Section 12.21.1 permits a maximum height of 30 feet for a flat roof or 36 feet for a pitched roof in the RA Zone. You are proposing a 40 foot structure that does not comply with the maximum height under the RA-1 Zone and any applicable transitional height requirements.</li> <li>• The site land use designation and zoning density of one unit makes the Density Bonus Application noncompliant with G.C. 65915 and Los Angeles Municipal Code (“LAMC”) 12.22.A.25 because those provisions require a base density of 5 units in order to qualify for a density bonus entitlement that includes height incentives or waivers.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Per LAMC 11.5.11(a), a project may seek a zone change, height district change, or Density Bonus entitlement, but not both at the same time.</li> <li>• You must correct your entitlement request to show that the project is subject to Measure JJJ, because the project includes 10 or more dwelling units and will involve a General Plan Amendment, Zone Change and Height District Change that results in increased allowable residential floor area, density or height.</li> <li>• See <a href="#">Zone Change.pdf (lacity.org)</a> (Form No. CP-7774 zc)</li> </ul>		
4. K District Removal or Zoning Administrator Adjustment	<p>The subject site is located in a K Equinekeeping Supplement Use District pursuant to LAMC Section 13.05. Your project is inconsistent with the use and distance requirements for projects in the K Equinekeeping Zone. To avoid these regulations you must correct your entitlement request to include a K District Removal under LAMC Section 12.32 S. See <a href="#">Zone Change.pdf (lacity.org)</a> (Form No. CP-7774 zc) OR depending on the building design, you must correct your entitlement request to request a Zoning Administrator Adjustment pursuant to LAMC Section 12.24 X.5 (Dwelling Adjacent to an Equestrian Use). See <a href="#">Zoning Administrator Adjustment.pdf (lacity.org)</a> (Form No. CP-7781 zaa)</p> <ul style="list-style-type: none"> <li>• The requested deviation from distance requirements may not be permitted under Los Angeles County regulations (see generally, L.A. Co. Health and Safety Code Sec. 11.16.090). It is your responsibility to request review by Los Angeles County. City Planning does not have jurisdiction over Los Angeles County regulations or regulations required by the State of California.</li> <li>• The site land use designation and zoning density of one unit makes the Density Bonus Application noncompliant with G.C. 65915 and Los Angeles Municipal Code ("LAMC") 12.22.A.25 because those provisions require a base density of 5 units in order to qualify for a density bonus entitlement that includes incentives or waivers to relax requirements in the K Equinekeeping Zone.</li> </ul>		
5. Building Line Removal	You must correct your entitlement request to ask to remove the 37 foot building line along Polk		

	<p>Avenue pursuant to LAMC Section 12.32 R. This building line was established under Ordinance No. 99,113. Your project does not comply with 37 foot building line required under Ordinance No. 99,113.</p> <ul style="list-style-type: none"> <li>The site land use designation and zoning density of one unit makes the Density Bonus Application noncompliant with G.C. 65915 and Los Angeles Municipal Code ("LAMC") 12.22.A.25 because those provisions require a base density of 5 units in order to qualify for a density bonus entitlement that includes incentives or waivers to deviate from building line requirements.</li> <li>See <a href="#">Zone Change.pdf (lacity.org) (Form No. CP-7774 zc)</a></li> </ul>		
6. Zone Variance	<p>You must correct your entitlement request to ask for a Zone Variance pursuant to LAMC Section 12.27, because your project does not comply with Code required automobile parking, bicycle parking, landscaping, open space, transitional height, and recycling areas. You must include the following items:</p> <ul style="list-style-type: none"> <li>You must request relief from LAMC Section 12.21 A.4 and 12.21 A.5 to deviate from off-street automobile parking requirements and the design of parking facilities. Include your request to deviate from the number automobile parking spaces to be provided, the number of compact and standard spaces, required back up space. Provide the number of spaces required and proposed, the number of compact and standard spaces required and proposed, the dimensions of back up space required and proposed.</li> <li>You must request relief from LAMC Section 12.21 A.16 to deviate from Code required bicycle parking. Provide the number and location of bicycle parking spaces required and proposed.</li> <li>You must request relief from LAMC Sections 12.40 – 12.43 and 12.21 C to deviate from Code required landscaping. Provide the amount of Code required landscaping required and proposed.</li> <li>You must request relief from LAMC Section 12.21 G.3 to deviate from Code required open space. Provide the amount of open space required and proposed.</li> </ul>		

	<ul style="list-style-type: none"> <li>You must request relief from LAMC Section 12.21 A.19 to deviate from Code required areas for collecting and loading recyclable materials. Provide the size and location of the recycling area as required and proposed.</li> <li>The site land use designation and zoning density of one unit makes the Density Bonus Application noncompliant with G.C. 65915 and Los Angeles Municipal Code ("LAMC") 12.22.A.25 because those provisions require a base density of 5 units in order to qualify for a density bonus entitlement that includes incentives or waivers related to deviations from parking, bicycle parking, landscaping, open space, and recycling area requirements.</li> <li>See <a href="#">Microsoft Word - 7302 zv.docx (lacity.org) (Form No. CP-7302 zv)</a></li> </ul>		
7. Zoning Administrator Adjustment	<p>Your project does not comply with Code required yard setbacks, spaces between buildings, and passageway requirements. You must correct your entitlement request to ask for relief under LAMC Section 12.28 to deviate from yard setbacks, spaces between buildings, and passageway requirements as required under LAMC Section 12.21 C</p> <ul style="list-style-type: none"> <li>You must provide the exact dimensions for setbacks, spaces between buildings, and passageways as required under the requested zone and LAMC Section 12.21 C.</li> <li>You must provide the exact dimensions for setbacks, spaces between buildings, and passageways that you are requesting.</li> <li>See <a href="#">Zoning Administrator Adjustment.pdf (lacity.org) (Form No. CP-7781 zaa)</a></li> <li>The site land use designation and zoning density of one unit makes the Density Bonus Application noncompliant with G.C. 65915 and Los Angeles Municipal Code ("LAMC") 12.22.A.25 because those provisions require a base density of 5 units in order to qualify for a density bonus entitlement that includes incentives or waivers related to deviations from yard setbacks, spaces between buildings, and passageway requirements.</li> </ul>		
8. Waiver of Dedication and Improvement	<p>You must correct your entitlement request to ask for relief under LAMC Section 12.37 I to deviate from dedications and improvements required by the Bureau of Engineering (BOE). Your project</p>		

	<p>does not comply with the dedication and improvement requirements under LAMC 12.37, because it has not demonstrated compliance with those requirements for an Avenue I designation that requires a 100 foot right-of-way width and 70 foot roadway width on Polk Street and Local Street – Standard that requires a 60 foot right-of-way width and 36 foot roadway width on Lyle Street pursuant to the General Plan Mobility Element 2035.</p> <ul style="list-style-type: none"> <li>• You must provide the exact dimensions for dedications and improvements required by BOE including the required curb radius.</li> <li>• You must provide the exact dimensions for the dedication and improvement you are proposing including the curb radius you are proposing.</li> <li>• See <a href="#">Waiver of Street Dedication and Improvements - Instructions (lacity.org)</a> (Form No. CP-4048) and <a href="#">Waiver of Street Dedication and Improvements - Supplemental Application.pdf (lacity.org)</a> (Form No. CP-4047)</li> <li>• The site land use designation and zoning density of one unit makes the Density Bonus Application noncompliant with G.C. 65915 and Los Angeles Municipal Code ("LAMC") 12.22.A.25 because those provisions require a base density of 5 units in order to qualify for a density bonus entitlement that includes incentives or waivers related to public way dedication and improvement requirements.</li> </ul>		
9. Subdivision Application and Tentative Tract Map	<p>You must file for an application for a Subdivision and file a Tentative Tract Map if you are proposing for sale units as stated in your April 5, 2023 communication to City Planning. The project as a proposed for-sale development does not comply with the Subdivision Map Act or LAMC 17.00 et seq. because it does not make the necessary application for notice, review and decision specified in those laws.</p> <ul style="list-style-type: none"> <li>• Section 4 of the Department of City Planning Applications filed on 12/21/22 and revised on 4/5/23 state that there is no intent to file a Subdivision. However, "multifamily homes for sale" (as described in Section 2 of the Department of City Planning Application provided on 4/5/23) requires the filing of a Subdivision application pursuant to the State Subdivision Map Act and LAMC Section</li> </ul>		



	<p>17.00. Previously filed application materials received on 12/21/22 indicate that the applicant is requesting to develop apartment units. The updated application materials provided on 4/5/23 indicate that the applicant is requesting to develop for sale multi-family units, an intent and entitlement path that was not disclosed in the original application materials or the Preliminary Application for Vesting.</p> <ul style="list-style-type: none"> <li>• A completed Subdivider's Statement is required with all associated application materials as described on the Tentative Tract Map Filing Instructions.</li> <li>• See the following forms required with a Subdivision and Tentative Tract Map filing: <a href="#">Subdivider's Statement Form (lacity.org)</a> (Form No. CP-4047)</li> </ul> <p><a href="#">Tentative Tract Maps for 5 or More Parcels - Tentative Tract Map Filing Instructions and Checklist.pdf (lacity.org)</a> (Form No. CP-6110)</p> <ul style="list-style-type: none"> <li>○ <a href="#">Hillside, Hazard, Flood - Information for Development in Hazard, Flood Hazard and Hillside Areas.pdf (lacity.org)</a> (Form No. CP-6114)</li> <li>○ <a href="#">Tentative Grading Calculations.pdf (lacity.org)</a> (Form No. CP-6115)</li> <li>○ <a href="#">Haul Route.pdf (lacity.org)</a> (Form No. CP-6119)</li> <li>○ <a href="#">Solar Report.pdf (lacity.org)</a> (CP-6720)</li> <li>○ <a href="#">Citywide Design Guidelines Compliance Review Form.pdf (lacity.org)</a> (Form No. CP-4056)</li> <li>○ <a href="#">Preliminary Zoning Assessment Form March 2023 (lacity.org)</a> (Form No. CP-4056)</li> <li>○ <a href="#">Tree Report Template (lacity.org)</a> (Form No. CP-4068)</li> </ul>		
10. Low Impact Development (LID Requirements)	<p>The project does not comply with the LID requirements under the California Regional Water Quality Control Board MS4 National Pollutant Discharge Elimination System (NPDES) Permit (No.CAS004004, Order R4-2021-0105, or as subsequently amended) for the City of Los Angeles and Los Angeles County.</p> <ul style="list-style-type: none"> <li>• You are requesting to deviate from LID requirements, but you have not provided a referral form from LASAN. This referral</li> </ul>		

	<p>form is required from LASAN to review the applicable LID standard and the deviation you are requesting. You must obtain a LID referral form from LASAN.</p> <ul style="list-style-type: none"> <li>• The requested deviation may not be permitted under NPDES regulations. If the requested deviation cannot be permitted under State requirements, then the City cannot permit the requested deviations. It is your responsibility to request review by the State of California for any deviations from State regulations.</li> <li>• To the extent you claim the project may be excused from State NPDES Permit LID requirements as a Density Bonus waiver or incentive, the site land use designation and zoning density of one unit makes the Density Bonus Application noncompliant with G.C. 65915 and Los Angeles Municipal Code ("LAMC") 12.22.A.25 because those provisions require a base density of 5 units in order to qualify for a density bonus entitlement that includes any incentives or waivers</li> </ul>		
11. Soils Report and LADBS Geology and Soils Approval Letter	<p>ZIMAS shows that the project site is on or in proximity to the Sierra Madre Fault Zone – San Fernando. The project does not comply with the California Public Resources Code, Division 2 Geology, Mines, and Mining, Chapter 7.5 Earthquake Fault Zones, Sections 2621-2630 (Alquist-Priolo Earthquake Fault Zoning Act) and the California Code of Regulations, Title 14, Sections 3600-3603, because it has not demonstrated compliance with those regulations. It is your responsibility to request review from LADBS. You have not provided a soils report and a Geology and Soils Approval Letter (approved by LADBS) to City Planning. Both of these documents are required to determine whether the project's proposed 40 unit and 40 foot in height structure complies with the referenced regulations.</p>		

For Case No. CPC-2022-9268-DB-HCA				
29	<b>Department of City Planning Application (Form No. CP-7771.1)</b>	<p>See Department of City Planning Filing Instructions Form No. CP-7810 <a href="#">City Planning Application Filing Instructions.pdf (lacity.org)</a></p> <p>An application was provided but the following need to be amplified, corrected, clarified, and supplemented as indicated:</p>		

No	Item for Correction	Correction Required	Date Corrected	Initials of Approval
		<ul style="list-style-type: none"> <li>• Project Description (page 1): The project description must include all aspects of the request, including but not limited to, demolition of any existing structures, new construction, proposed use, floor area, height, parking, and may be provided as an attachment. The description must include all phases and plans for future expansion and any removal of on- and off-site trees. As currently written, the project description lists incorrect entitlements and needs corrections.               <ul style="list-style-type: none"> <li>• According to the Project Description provided, the project is for the development of 45 residential units...9 will be rented to low income families.</li> <li>• Will there be any removal of on- and/or off-site trees?</li> <li>• Will an on-site property manager unit be provided pursuant to California Code of Regulations Title 25 Section 42? If so, state in project description.</li> </ul> </li> <li>• Clarify Actions Requested (page 2): Authorizing LAMC Section. Identify the LAMC Section which authorizes your request, or if requesting relief from an LAMC regulation, identify the LAMC Section which permits the relief.</li> </ul>		
30	<b>Incentives and Waiver of Development Standards</b>	<ul style="list-style-type: none"> <li>• LAMC Section 12.22 A.25 permits a maximum of three on-menu incentives and an unlimited number of off-menu incentives and waivers/modification of development standards pursuant to Density Bonus law. Clarify which of these are off-menu incentives, which are waivers of development standards and which are on-menu incentives:               <ul style="list-style-type: none"> <li>○ FAR</li> </ul> </li> </ul>		

No	Item for Correction	Correction Required	Date Corrected	Initials of Approval
		<ul style="list-style-type: none"> <li>○ No LID</li> <li>○ No street dedications on Polk and Lyle Streets</li> <li>○ 46 covered compact parking only</li> <li>○ 3 stories</li> <li>○ Building height 40 feet</li> <li>○ No transitional height</li> <li>○ 0 foot front yard setback</li> <li>○ 0 foot rear yard setback</li> <li>○ 5 foot side yard setbacks</li> <li>○ No passageway requirement</li> <li>○ No building line requirement</li> <li>○ No equinekeeping restrictions (LAMC Section 13.05)</li> <li>○ Waiver of space between buildings (LAMC Section 12.21 C.2(a))</li> <li>○ No bicycle parking requirement</li> <li>○ No open space requirement</li> <li>○ No landscaping requirement</li> <li>○ No recycle area requirement</li> </ul>		
31	<b>Declaration Supporting Requested Incentives and Waivers</b>	<p>The following need to be amplified, corrected, clarified, and supplemented as indicated:</p> <ul style="list-style-type: none"> <li>• FAR: LAMC Section 12.07 C.5 which regulates Maximum Residential Floor Area (RFAR). See LAMC Section 12.03, Definitions, which differentiates between “Floor Area” and “Floor Area, Residential.” Confirm required FAR and RFAR with LADBS.</li> <li>• Provide LID Referral Form, or other documentation from LASAN regarding required LID standard and deviation requested. This is required but it has not been provided in the application. Is applicant requesting to deviate from state/federal regulations? The Referral Form was not provided and no information was provided with any details. This needs to be submitted.</li> </ul>		

No	Item for Correction	Correction Required	Date Corrected	Initials of Approval
		<ul style="list-style-type: none"> <li>Specify - what dedications/improvements are required? Specify - what you are requesting to waive? You do not provide this information. In addition, Waivers of Dedication and Improvements shall not be requested as a Density Bonus Incentive / Waiver. Instead, a Waiver of Dedication and Improvement (WDI) per 12.37 must be applied for and fees are required.</li> <li>Show required parking calculations based on the number of habitable rooms per unit and verify with LADBS.</li> <li>Height – provide information on roof pitch per LAMC 12.21.1 A.1; confirm number of stories and height with LADBS.</li> <li>Confirm with LADBS that Transitional Height applies pursuant to LAMC Section 12.21.1 A.10</li> <li>Confirm required front yard setback with LADBS pursuant to LAMC Section 12.07 C.1; does prevailing setback apply?</li> <li>Confirm all yard requirements for a three-story structure with LADBS.</li> <li>Equine keeping – LAMC Section 13.05 C regulates distance between habitable rooms and equine enclosures. Show the distances between any equine enclosures on neighboring lots and proposed habitable rooms.</li> <li>Passageway and Space Between Buildings – confirm requirements with LADBS pursuant to LAMC Sections 12.21 C.2(a) and (b).</li> <li>Bicycle Parking – Confirm requirements with LADBS pursuant to LAMC Section 12.21 A.16; how many long-term and how many short-term spaces are required?</li> <li>LAMC Section 12.21 G requires common and private open space.</li> </ul>		

No	Item for Correction	Correction Required	Date Corrected	Initials of Approval
		<p>Indicate the area of common and private open space required. Could any of this open space be achieved via the recreation room and balconies?</p> <ul style="list-style-type: none"> <li>Request to deviate from landscaping requirements should be made pursuant to LAMC Sections 12.40 – 12.43 and 12.21 G.</li> <li>Recyclable area requirement – Show how area was calculated and confirm with LADBS.</li> </ul>		
32	<b>Updated Affordable Housing Referral Form (Form No. CP-4043)</b>	<ul style="list-style-type: none"> <li>The following need to be amplified, corrected, clarified, and supplemented as indicated below as and also please see instructions on the signed Affordable Housing Referral Form. Planners Renata Dragland and Rina Lara provided corrections on the Affordable Housing Referral Form as well as in attachments. You have submitted these documents but not made the corrections as shown and requested. You are required to make these corrections. These corrections have been included as an attachment to this letter.</li> <li>Once the form has been corrected, it shall be reviewed and signed by LACP DSC Housing Services Unit (HSU) Staff. Any modifications to the content(s) of this form after its authorization by HSU Staff is prohibited. <b>LACP reserves the right to require an updated Referral Form for the project</b> if more than 180 days have transpired since the referral date, or as necessary, <b>to reflect project modifications</b>, policy changes, bus route changes, bus schedule changes, and/or amendments to the Los Angeles Municipal Code (LAMC), local laws, and State laws.</li> <li>The applicant's Affordable Housing Referral Form Detailed Description of</li> </ul>		

No	Item for Correction	Correction Required	Date Corrected	Initials of Approval
		<p>the Proposed Project (p. 3) is for the development of 40 residential units for rent with 8 units to be rented to low income families. This description is inconsistent with the Project Description provided on pages 1 and 2 of the Department of City Planning Application Form which states the development of 45 residential units with 9 units rented to low income families. You shall make these documents consistent.</p> <ul style="list-style-type: none"> <li>• Update parking for consistency with Affordable Housing Referral Form and Department of City Planning Application Form.</li> <li>• See link: <a href="#">Affordable Housing Referral Form.pdf (lacity.org)</a></li> </ul>		
33	<b>Preliminary Zoning Assessment Form (CP-4064)</b>	<p>This form shall be amplified, corrected, clarified, and supplemented:</p> <ul style="list-style-type: none"> <li>• You shall correct inconsistencies with unit numbers (form states 40 units, but main application states 45), parking numbers (form states 40 parking spaces but other project narrative documents state 46 spaces). Section I shall be completed by the Applicant. Section II is completed by the Preliminary Application and Review Program (PARP) Unit. If required by Section II, Section III shall be completed along with stamped and signed project plans by LADBS Staff at the conclusion of a zoning Plan Check.</li> <li>• This form is required because it serves as an inter-agency referral for City Planning applications associated with a Housing Development Project. As a part of a City Planning application, this completed form shall be accompanied by architectural plans stamped and signed by DBS Plan Check staff following the completion of a zoning Plan Check. You have not submitted architectural</li> </ul>		



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		<p>plans for the DBS Plan Check Staff Review. You shall submit this.</p> <ul style="list-style-type: none"> <li>• Completion of Section II by DCP Staff is required and has not been provided.</li> <li>• Completion of Section III to be completed by DBS Plan Check Staff is required and has not been provided.</li> <li>• Plans stamped by DBS Plan Check Staff is required and has not been provided.</li> <li>• Section 5 of the form shall be amplified, corrected, clarified, and supplemented to correctly identify the requests.</li> <li>• For assistance, contact <a href="mailto:planning.parp@lacity.org">planning.parp@lacity.org</a>.</li> </ul> <p>See link for form and additional instructions: <a href="#">Preliminary Zoning Assessment Referral Form.pdf (lacity.org)</a></p>		
34	<b>Housing Crisis Act Vesting Preliminary Application (CP-4062)</b>	<p>The following need to be amplified, corrected, clarified, and supplemented as indicated:</p> <ul style="list-style-type: none"> <li>• An updated form is required to maintain vesting status per Page 1, General Information: "Further, any change to the proposed number of dwelling units or the proposed square footage of construction must be verified by PARP Unit staff."</li> <li>• Updated Affordable Housing Referral Form is required. See CP-4062, Section 5, Affordable Housing Incentives, Waivers, Concessions and Parking Reductions, Footnote 6 (page 3) states: "Projects proposing Density Bonus "On-Menu" incentives through a ministerial process or "Off-Menu" incentives, waivers, concessions and parking reductions through a discretionary process must be reviewed by the Los Angeles City Planning Housing Services Unit and obtain a signed Affordable Housing Referral Form prior to filing an application." An updated Affordable</li> </ul>		

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		Housing Referral Form is required per comment above.		
35	<b>Tree Report Required</b>	<ul style="list-style-type: none"> <li>According to Google Maps street view, trees appear to potentially be in the public right-of-way but the Tree Disclosure Statement contradicts this. Tree Disclosure Statement shall be supplemented to confirm and correctly identify trees in the public right of way, if any.</li> <li>See Tree Report Template (CP-4068) linked here: <a href="#">Tree Report Template (lacity.org)</a></li> </ul>		
36	<b>Bureau of Engineering (BOE) Planning Case Referral Form (PCRF)</b>	<ul style="list-style-type: none"> <li>The form is missing. It is required for new construction of multi-family residential buildings with two or more dwelling units in any zone to establish preliminary right-of-way requirements.</li> <li>For PCRF form and additional instructions, contact <a href="#">Bureau of Engineering - City of Los Angeles (lacity.org)</a></li> </ul>		
37	<b>Building Permits and Certificates of Occupancy</b>	<ul style="list-style-type: none"> <li>Building Permits and Certificates of Occupancy are required for existing buildings and structures and these documents are missing.</li> <li>These documents may be obtained from the Los Angeles Department of Building and Safety via the link:</li> <li><a href="#">Search Online Building Records   LADBS</a></li> </ul>		
38	<b>Replacement Unit Determination (RUD) Letter</b>	<ul style="list-style-type: none"> <li>This form is required and has not been submitted. Replacement Unit Determination (RUD) Letter must be obtained from LAHD for all Housing Development Projects subject to the Housing Crisis Act or projects using an affordable housing incentive program, such as Density Bonus or TOC, unless the project consists of a single residential unit on a site zoned locally for single-family uses (e.g., A, RA, RE, RS, R1) or is an ADU or JADU that does not remove units. In this instance, the applicant requests a multi-family project and is subject to the HCA. The RUD form is required.</li> </ul>		

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		The RUD will determine whether any replacement units are required, their affordability levels, and any applicable occupant protections. For assistance, please contact lahd-landuse@lacity.org.		
39	<b>Index Map and Color Photographs</b>	<p>This was provided but needs to be amplified, corrected, clarified, and supplemented as indicated:</p> <ul style="list-style-type: none"> <li>• Provide a map (e.g., Assessor's Map, ZIMAS Map, District Map) with arrows and numbers keyed to the photographs indicating from where each photo was taken and toward which direction – this is required and was not provided.</li> <li>• Provide more color photographs taken recently and depicting current conditions of the entire project site and surrounding area – only one photo taken from the street was provided and this is not sufficient. Photos of the project site should show existing structures, trees, shrubs, walls/fences, signage, streets, curb and gutters, and parking areas, as applicable. Photos of the surrounding area should clearly represent the context of the proposed project to the neighborhood. Photographs should be printed, no more than two to a page, captioned as to the content, and keyed to number on an accompanying Index Map.</li> </ul>		
40	<b>Findings</b>	<p>This was provided but needs to be amplified, corrected, clarified, and supplemented as indicated:</p> <ul style="list-style-type: none"> <li>• Compliance with LAMC Section 12.22 A.25(e)(2) (i) "The façade of any portion of a building that abuts a street shall be articulated with a change of material or with a break in plane so that the façade is not a flat surface." Project plans do not clearly indicate the portion of the building that abuts a street. Narrative references sheet numbers A3.1 through A.3.4 which are not in the plans provided with</li> </ul>		

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		<p>application materials. As written, the applicant's finding is inadequate.</p> <ul style="list-style-type: none"> <li>• Compliance with LAMC Section 12.22 A.25(e)(2) (ii) has not been depicted and shall be depicted. This code section states "All buildings must be oriented to the street by providing entrances, windows, architectural features and/or balconies on the front and along any street-facing elevations." The project plans do not clearly indicate the portion of the building that abuts a street and so the Department cannot determine consistency. The narrative references sheet numbers A2.2 to A2.4 which are not in the plans provided with application materials. As written, the applicant's finding is inadequate.</li> <li>• Compliance with LAMC Section 12.22 A.25(g)(2)(c)(i) needs to be supplemented and amplified. The requirement states "The Incentive is not required in order to provide for affordable housing costs..." Applicant states: "As explained previously, the incentives are required to provide affordable housing cost. Without these three additional incentives, the project will be cost-prohibitive and will not be an economically feasible project." Which three additional incentives is the applicant referencing? As written, the applicant's finding is inadequate.</li> <li>• Compliance with LAMC Section 12.22 A.25(g)(2)(c)(ii) must supplemented and amplified. The requirement states "...Inconsistency with the zoning ordinance or general plan land use designation shall not constitute a specific, adverse impact upon the public health or safety." Explain how the project will not have a specific adverse impact upon the RA-1-K Zone and/or the Very Low I Residential land use designation. As written, the applicant's finding is inadequate.</li> </ul>		

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41	<b>Plans - Plot/Site Plan</b>	<p>See Form CP-7752 for Instructions and Example as linked here:</p> <p><a href="#">Plot Plan Instructions.pdf (lacity.org)</a></p> <p>Plot/Site Plan was provided but it is not of sufficient clarity to indicate the nature and extent of the proposed work and to demonstrate conformance with the provisions of all applicable regulations. Applications filed with Plot Plans that do not substantially conform with these instructions, are unclear and illegible. The following need to be amplified, corrected, clarified, and supplemented as indicated:</p> <ul style="list-style-type: none"> <li>• The Plot Plan shall include a Summary Table that identifies relevant information to the proposed project. Categories should include: <ul style="list-style-type: none"> <li>• Lot area and buildable area;</li> <li>• Square footage of proposed uses based on Floor Area per LAMC Chapter 1 and other applicable Planning and Zoning requirements for area calculations; note that square footage of existing use shown on Sheet G1 is inconsistent with other application materials and correction is required;</li> <li>• The number of existing, proposed, and demolished or to-be-demolished housing units;</li> <li>• Open Space required and provided;</li> <li>• Landscaping required and provided;</li> <li>• Parking spaces required and provided, indexed to applicable plan sheets; note that number of parking spaces provided is inconsistent with other application materials. Correction required for consistency.</li> <li>• Proposed and maximum allowed heights of all buildings and structures;</li> </ul> </li> </ul>		

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		<ul style="list-style-type: none"> <li>• Requested entitlement, including any affordable housing incentives where applicable.</li> <li>• Show correct Zoning designation.</li> <li>• Sheet numbers (e.g., G1, G2, A1, A2) are inconsistent with Symbols Legend (e.g., A1.10).</li> <li>• Include site address, legal description including Arb number, and names of abutting streets and public rights-of-way.</li> <li>• The site boundary shall be shown by a heavy-broken line and clearly labeled.</li> <li>• Provide dimensions for all property lines (pre- and post-dedication), yards, setbacks, building or structure height, building footprints, minimum distances between structures.</li> <li>• Clarify what is meant by “area after removing dedication: 42,805 sf”</li> <li>• Square footage calculations for all notable areas; what is 3,600 sf?</li> <li>• FAR Calculations (proposed and maximum permitted) for entire project site.</li> <li>• Clearly label, identify, and differentiate the following features: existing structures to be demolished and existing structures to remain; existing structures or walls to be demolished shall be shown with dashed or hatched lines; proposed structures to be constructed.</li> <li>• Automobile Parking/Bicycle Parking/Loading: parking areas (including stalls), on-site circulation, and dimensions for driveways and/or access to the site; parking table (number required by the LAMC, number provided); location of residential guest parking stalls; dimension and access driveways for any loading areas.</li> <li>• Sidewalks and Rights-of-Way Easements: dimension all sidewalk widths and show the location of bus stops/shelters, power poles and</li> </ul>		

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		<p>overhead utility lines, street trees and other infrastructure (i.e., bike racks, utility boxes, tree wells, equine trails) located along the property frontage.</p> <ul style="list-style-type: none"> <li>• Trees: indicate the location, size, type, and general condition of all protected trees and shrubs, and non-protected trees which measure 8 inches or greater trunk diameter, or cumulative trunk diameter if multi-trunked, as measured 54 inches above the ground, located on the site and within the public right(s)-of-way. Refer to the Landscape Plan Instructions for applicable requirements (CP-6730).</li> <li>• Adjacent land uses: show the approximate location, zone, uses, yards/setbacks, height, and footprint of buildings and structures on adjacent properties.</li> </ul>		
42	<b>Plans – Floor Plans</b>	<p>See Form CP-7751 for Instructions and Example as linked here:</p> <p><a href="#">Microsoft Word - Floor Plan Instructions.docx (lacity.org)</a></p> <p>An illegible or inadequate floor plan was submitted and cannot be accepted as it is illegible and is missing information. The following need to be amplified, corrected, clarified, and supplemented as indicated:</p> <ul style="list-style-type: none"> <li>• Boundaries: Floor Plans shall include the entire building subject to the approval.</li> <li>• Include street address of project.</li> <li>• Include all dimensions for living room, bedroom, dining room, bathroom, balcony, hallway, stairwell.</li> <li>• Area calculations in square feet for living room, bedroom, dining room, balconies.</li> <li>• Clarify garage recreational unit and recreational unit shown on second floor. How will these units be used?</li> <li>• Why are units on the first floor labeled garage units 2 and 3?</li> </ul>		

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		<ul style="list-style-type: none"> <li>Is the project a combination of triplex and fourplex structures?</li> </ul>		
43	<b>Plans – Roof Plans</b>	Clarify and dimension hatched area, as this has not been done on the plans.		
44	<b>Plans - Elevations</b>	<p>See Form CP-7817 for instructions and examples linked here:  <a href="#">Elevation Instructions.pdf (lacity.org)</a></p> <p>Elevations were provided but they are not of sufficient clarity to indicate the nature and extent of the proposed work and to demonstrate conformance with the provisions of all applicable regulations. Applications filed with Elevations that do not substantially conform with these instructions, are unclear and illegible. The following need to be amplified, corrected, clarified, and supplemented as indicated:</p> <ul style="list-style-type: none"> <li>If the applicant is requesting to deviate from Transitional Height requirements pursuant to LAMC Section 12.21.1 A.10, show distance from adjacent properties and structures.</li> <li>Elevations shall be consistent with plot and floor plans.</li> <li>Include site address, legal description including Arb number, and names of abutting streets and public rights-of-way.</li> <li>Labeling: elevations for all sides of the buildings must be provided and all views and major features must be labeled, including which side of the project is being illustrated (North, South, West and/or East elevations). Currently, labeling is unclear. For example, is “Elevation North of Fourplex” facing Polk Street?</li> <li>Include stories and dimensions for all heights.</li> <li>Is maximum building height 60 feet?</li> <li>Dimension each floor level.</li> <li>Is this a combination of fourplex and triplex units (per Floor Plan)? If so, provide elevations for both fourplex and triplex.</li> </ul>		



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		<ul style="list-style-type: none"> <li>• Show fences, walls, beams, barriers, lighting fixtures, pillars, and gates on all sides.</li> <li>• Show height, width, and depth of balconies.</li> <li>• Specify the approximate albedo or percentage of sunlight reflected by specific building materials and colors.</li> <li>• Indicate the approximate location and height of structures, trees, and existing topography on all adjacent properties for neighborhood context and landscaping.</li> <li>• Color elevations required for all City Planning Commission cases.</li> </ul>		
45	<b>Sections</b>	<ul style="list-style-type: none"> <li>• This is required for projects with multiple levels per City Planning Application Filing Instructions, Form CP-7810 page 12. None have been provided.</li> </ul>		
46	<b>Landscape and Open Space Plans</b>	<ul style="list-style-type: none"> <li>• Landscape and irrigation plans are required for any discretionary application which involves new construction and this has not been provided. Show landscaping referenced in Citywide Design Guidelines submitted with applicant materials. Refer to Landscape Plan Instructions (CP-6730): <a href="#">Landscape Plan Instructions.pdf (lacity.org)</a></li> <li>• Open Space Plan is required for projects proposing six or more dwelling units and this has not been provided. Show recreational facilities and balconies. Refer to Landscape Plan Instructions (CP-6730): <a href="#">Landscape Plan Instructions.pdf (lacity.org)</a></li> </ul>		
47	<b>Related Planning Cases</b>	Provide a copy of Ordinance No. 99,113 which established the 37 foot Building Line as this has not been provided.		
48	<b>Density Bonus, Conditional Use, Public Benefit</b>	Provide form CP-3251 linked here:		

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	<b>Project Housing Incentives Findings/Special Requirements Form CP-3251</b>	<p><a href="#">Public Benefit Project for Affordable Housing.pdf (lacity.org)</a></p> <p>The following need to be amplified, corrected, clarified, and supplemented as indicated:</p> <ul style="list-style-type: none"> <li>• Page 1, check all that apply to your entitlement request, which has not been done.</li> <li>• Affordable Housing Referral Form shall be completed by the applicant and reviewed and signed by Development Services Center (DSC) Housing Services Unit (HSU) Staff. The form signed by HSU staff dated 12/12/2022 is for a proposed project to develop 40 residential units with 8 units for low income families. The applicant's Department of City Planning Application is for a proposed project to develop 45 residential units with 9 units for low income families. In addition, this Affordable Housing Referral Form has many corrections which have been noted on the form by City Planning Staff, and which is included in this letter as an attachment. An unsigned Affordable Housing Referral Form was provided which proposes 45 units. However, this form requires corrections as described above. Revise the form to be consistent with all application materials and request review from HSU staff. See link to Affordable Housing Referral Form: <a href="#">Affordable Housing Referral Form.pdf (lacity.org)</a></li> <li>• Preliminary Zoning Assessment Form (CP-4064). This form shall be amplified, corrected, clarified, and supplemented to correct inconsistencies with unit numbers (form states 40 units, but main application states 45), parking numbers (form states 40 parking spaces but other project narrative</li> </ul>		

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		<p>documents state 46 spaces). As a part of a City Planning application, this completed form shall be accompanied by architectural plans stamped and signed by DBS Plan Check staff following the completion of a zoning Plan Check. Review of the referral form by City staff is intended to identify and determine compliance with City zoning and land use requirements necessary to achieve the proposed project and to ascertain if any zoning issues or necessary approvals are associated with the project and site that need to be resolved through a discretionary City Planning action. You have not submitted architectural plans for the DBS Plan Review and you shall submit this. Completion of Section II by DCP Staff is required. Completion of Section III to be completed by DBS Plan Check Staff is required. Plans stamped by DBS Plan Check Staff is required.</p> <p>See link to Preliminary Zoning Assessment Form: <a href="#">Zoning Assessment, Preliminary (lacity.org)</a></p> <ul style="list-style-type: none"> <li>• Replacement Unit Determination (RUD) Letter must be obtained from LAHD for all Housing Development Projects subject to the Housing Crisis Act or projects using an affordable housing incentive program, such as Density Bonus or TOC, unless the project consists of a single residential unit on a site zoned locally for single-family uses (e.g., A, RA, RE, RS, R1) or is an ADU or JADU that does not remove units. In this instance, the proposed project is a multi-family use. This letter is thus required but has not been submitted. The RUD will determine whether any replacement units are required, their affordability levels, and any applicable occupant</li> </ul>		

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		<p>protections. For assistance, please contact <a href="mailto:lahd-landuse@lacity.org">lahd-landuse@lacity.org</a>.</p> <ul style="list-style-type: none"> <li>• Citywide Design Guidelines Compliance Review Form CP-4056)/Plans: This form is required pursuant to the City Planning Application Filing instructions (Form CP- 7810). This was provided but needs to be amplified, corrected, clarified and supplemented as indicated. <ul style="list-style-type: none"> <li>○ Revise form to show compliance with plans; specifically, number of parking spaces, clarify size and location of balconies. Clearly illustrate pedestrian walkways on plans. Plans should clearly illustrate ingress/egress on Polk and Lyle Streets to show connectivity between the two streets. How does the driveway design protect the pedestrian experience? Guideline 3 repeats Guideline 2; neither the guidelines or plans show active engagement with the public street or public space. Neither the guidelines or plans show how human scale is maintained. Regarding Guideline 4, how does the project recognize and respect the equine district? Are there horse trails or horsekeeping uses that will be impacted? What is the height and square footage of abutting and adjacent properties? Guideline 5 states that the project is divided into multiple fourplexes; clarify the number of fourplexes and/or the configuration of triplexes and fourplexes if applicable. Regarding Guideline 6, the square footage of the</li> </ul> </li> </ul>		

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		<p>recreational amenity should be calculated and applied toward the common open space requirement. If this is not possible, explain why. Show the play area, event room, and conference room on plans. Regarding Guideline 7, how have design elements been very carefully arranged to protect site users? Regarding Guideline 8, on-site and/or street trees and equine trails are unique natural resources/features. How will mature trees be protected. Discuss any equine uses in the vicinity. Furthermore, the Sylmar Community Plan (adopted June 10, 2015) discusses unique resources such as the semi-rural atmosphere and open space areas. Elaborate on these resources. Regarding Guideline 9, clearly discuss how the site layout, building massing, and building orientation have been chosen to lower energy demand and increase the comfort and well-being of users. For example, are solar panels used? The intent of Guideline 10 is to capture stormwater and promote habitat via green features. How and where will landscaping be provided? How will this guideline be fulfilled while the applicant deviates from landscaping and LID requirements?</p> <p>See <a href="#">Citywide Design Guidelines Compliance Review Form.pdf (lacity.org)</a></p>		
49	<b>Electronic Copy</b>	Provide an electronic copy of all application materials on a USB flash		

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		drive. Save each item as an individual pdf.		
<b>For Case No. ENV-2022-9270-EAF</b>				
50	<b>Environmental Assessment Form (EAF) Form No. CP-1204</b>	<p>This form was provided but needs to be amplified, corrected, clarified, and supplemented as indicated:</p> <ul style="list-style-type: none"> <li>• Correct the Community Plan Area, page 1;</li> <li>• Section 2.A Existing Conditions need to indicate net and gross acres, which is currently not done;</li> <li>• Section 2.B Zoning/Land Use shows RD1.5 as the proposed Zoning with a Low Medium II General Plan Land Use Designation. LAMC Section 12.22 A.25 which you have filed for does not provide an entitlement path for a Zone Change from the current RA-1-K Zone and/or a General Plan Amendment from the current Very Low I Residential land use designation;</li> <li>• Section 2.C, Structures, and square footage of existing dwelling unit is inconsistent with plans – shall be revised to be consistent;</li> <li>• Complete Section 2.D., Trees – shall be completed by applicant, which is currently not done;</li> <li>• Complete Section 2.G. You shall complete Import/Export information which is currently not done.</li> <li>• Section 3.B, Recreational Facilities and Open Space: applicant shows one recreational facility, 1968.75 square feet of private open space, and 12 trees, all of which should be shown on plans but it currently is not shown on the plans.</li> </ul>		
51	<b>Geology and Soils Approval Letter</b>	This is required for project within a fault zone -Sierra Madre Fault Zone – San Fernando but is not provided.		
52	<b>Associated Application</b>	Duplicate copy of application for the associated entitlement, Case No. CPC-2022-8993-GPA-ZC-HD-K-BL-ZV-ZAA-WDI-VHCA including Plot/Site Plans, Floor Plans, Elevations, Sections, Landscape and Open Space Plans,		

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		Color Photos and Index Map, and Tree Report is required but has not been provided.		
53	<b>Findings for Class 32 Exemptions</b>	<p>The following need to be amplified, corrected, clarified, and supplemented as indicated:</p> <ul style="list-style-type: none"> <li>• Cumulative Impacts - discuss the number and type of projects in the vicinity to find that the project will not result in cumulative impacts</li> <li>• Unusual circumstances – The site is located on an earthquake fault. LADBS approval of a Geology and Soils report is required.</li> <li>• Scenic resources – see the Sylmar Community Plan at <a href="http://planning.lacity.org">planning.lacity.org</a> for discussion of scenic resources in the geographic area.</li> <li>• Traffic Study – provide DOT referral form referenced in the application materials.</li> <li>• Consistency with Zoning and General Plan Designation – discuss how the project complies with the RA-1-K Zone and Very Low I Residential land use designation.</li> <li>• Effects relating to traffic, noise, air quality, water quality – DOT referral form required.</li> <li>• Provide data to find that the site can be adequately served by all required utilities and public services.</li> </ul>		
54	<b>Electronic Copy</b>	Provide an electronic copy of all application materials on a USB flash drive. Save each item as an individual pdf.		

For Case No. CPC-2022-9268-DB-HCA				
25	<b>Department of City Planning Application (Form No. CP-7771.1)</b>	<p>A revised application was provided on 4/5/23 but the application needs to be amplified, corrected, clarified and supplemented as indicated. See Department of City Planning Filing Instructions Form No. CP-7810</p> <p><a href="#">City Planning Application Filing Instructions.pdf (lacity.org)</a></p> <ul style="list-style-type: none"> <li>Project description - The project</li> </ul>		



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		<p>description must include all aspects of the request, including but not limited to, demolition of any existing structures, new construction, proposed use, floor area, height, parking, and any phased development. The description must include any removal of on- and off-site trees. As currently written, the proposed use states: "multifamily houses for sale" and the project description states: "See the attached description" but no attached description was provided. The applicant is required to amplify, correct, clarify and supplement the project description and also include answers to the following questions:</p> <ul style="list-style-type: none"> <li>• How many total units are proposed for construction?</li> <li>• How many market rate units are proposed?</li> <li>• How many affordable units are proposed?</li> <li>• Will an on-site property manager unit be provided pursuant to California Code of Regulations Title 25 Section 42? If so, state in project description.</li> <li>• What is the total floor area proposed?</li> <li>• Will there be any removal of on- and/or off-site trees? If yes, what type and how many trees?</li> <li>• How many automobile parking spaces are proposed to be provided?</li> </ul> <p>• Section 2 – Housing Component Information p. 2 is unclear. Specify whether the applicant adding 32 or 12 market rate units. Also, consistency is required between the Department of City Planning Application which shows 28 affordable units and other application materials provided on 4/5/23 (Citywide Design Guidelines shows 8 low income units; Declaration Supporting Requested Incentives and Waivers shows 8 low income units; Attachment to Class 32 CE shows 8 low income units). Make all documents consistent.</p> <p>• Public Right-of-Way Information is incomplete. According to the application materials, the applicant is not required to dedicate land in the public right-of-way. Provide the Planning Case</p>		

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		<p>Referral Form from BOE to show that no dedication is required. Also, consistency between the Department of City Planning Application and the Declaration Supporting Requested Waivers and Incentive is needed as follows: If no dedication is required, state why the applicant is requesting to waive dedications along Polk and Lyle Streets in the Declaration Supporting Requested Waivers and Incentives. If no dedication is proposed, explain why the applicant requested a Waiver for Polk Street (4/5/23) and Lyle Street (4/11/23). All of these materials must be clarified and made consistent.</p> <ul style="list-style-type: none"> <li>Clarify Actions Requested – Actions requested needs to be amplified, corrected, clarified and supplemented including the authorizing LAMC Section and the LAMC Section from which relief is requested. Identify the LAMC Section which authorizes your request, or if requesting relief from an LAMC regulation, identify the LAMC Section which permits the relief. The revised application provided on 4/5/23 states “See the attached document for authorizing code section” but no attachment to the Department of City Planning Application was provided. This attachment is required.</li> </ul> <p>Section 4 of the Department of City Planning Application states that there is no intent to file a Subdivision. However, “multifamily homes for sale” (as described in Section 2 of this application) requires the filing of a Subdivision application pursuant to the State Subdivision Map Act and LAMC Section 17.00. Previously submitted application materials filed on 12/9/22 indicate that the applicant is requesting to develop apartment units. The updated application materials submitted on 4/5/23 indicate that the applicant is requesting to develop for sale condominiums, an intent and entitlement path that was not disclosed in the original application materials or the Preliminary Application for Vesting. A subdivision requires the filing of a subdivision application and a Tentative Tract Map. The materials provided do not constitute a complete subdivision</p>		

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		<p>application for a Tentative Tract Map. A completed Subdivider's Statement is required with all associated application materials as described on the Tentative Tract Map Filing Instructions. You must complete a subdivision application which requires the following in addition to all of the application materials linked in the filing instructions which are linked below. You must pay a filing fee at the Development Services Center in accordance with LAMC Section 19.02. You must provide a Tentative Tract Map prepared by a licensed surveyor or registered civil engineer that meets all technical requirements listed in Form CP-6110 and BOE Requirements listed in Form CP-6110 and show any and all easements on the tentative map. Provide one 24 x 36 inch full size copy and four 11 x 17 inch reduced size copies of the tentative tract map. One full and one reduced size copy of the map must be stamped by LADBS-Grading Division and BOE after you have a pre-filing review with LADBS-Grading and BOE and pay associated fees. You must provide a completed Subdivider's Statement Form CP-6111 and you must fill in all information on that form including street address; legal description; APN; total number of lots; number of ground lots; tract area net, gross, net after required dedication; tract proposed for residential condominiums units and square footage, parking for each unit, guest parking; species, size, and number of protected trees and shrubs on-site and proposed by you to be removed and show these trees and shrubs superimposed on the tentative map. This site is in a fault rupture study area, and you must provide a completed Form CP-6114 for Development in Hazard, Flood Hazard, and Hillside area. If a haul route is requested provide a completed Form CP-6119. Provide your proposal on a separate sheet and list any requested adjustments to zoning regulations or waivers of dedications and/or improvements pursuant to LAMC Section 17.03 A. On the Subdivider Statement you must also provide the name, address, phone number, and email address of record owner; the name, address, phone number, and email address of applicant/representative; the name, address, phone</p>		

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		<p>number, and email address of the engineer/licensed surveyor; and select primary contact for project information and provide phone number and email address. You must provide Findings that are detailed and justify how your project complies with the State Subdivision Map Act Section 66474 and disclose and address any deviations you are requesting in the findings. You must provide a Certified Tree Report that complies with the requirements on Form CP-4068. You must provide a completed Solar Report Form CP-6720. You must provide one copy of Tentative Grading Calculations Form CP-6115 if you are grading in excess of 2,500 cubic yards. You must submit a copy of related concurrent actions requested. You must submit a completed Citywide Design Guidelines Compliance Review Form CP-4056. You must provide a completed Preliminary Zoning Assessment Form CP-4064 completed by you and reviewed and signed by City agencies identified on that form. You must provide an SB 8 Replacement Unit Determination Letter from LAHD. You must provide an Index Map and Color Photographs of the site and surrounding area. You must provide Building Permits and Certificates of Occupancy. You must provide a ZIMAS Parcel Profile Report. You must provide one duplicate printed copy of the case file that Planning will submit to the Certified Neighborhood Council. You must provide one electronic copy of all application materials. See links below:</p> <p><a href="#">Subdivider's Statement Form (lacity.org)</a></p> <p><a href="#">Tentative Tract Maps for 5 or More Parcels - Tentative Tract Map Filing Instructions and Checklist.pdf (lacity.org)</a></p> <ul style="list-style-type: none"> <li>• <a href="#">Hillside, Hazard, Flood - Information for Development in Hazard, Flood Hazard and Hillside Areas.pdf (lacity.org)</a></li> <li>• <a href="#">Tentative Grading Calculations.pdf (lacity.org)</a></li> <li>• <a href="#">Haul Route.pdf (lacity.org)</a></li> <li>• <a href="#">Solar Report.pdf (lacity.org)</a></li> <li>• <a href="#">Citywide Design Guidelines Compliance</a></li> </ul>		

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		<a href="#">Review Form.pdf (lacity.org)</a> <ul style="list-style-type: none"> <li><a href="#">Preliminary Zoning Assessment Form March 2023 (lacity.org)</a></li> <li><a href="#">Tree Report Template (lacity.org)</a></li> </ul>		
26	<b>Declaration Supporting Requested Incentives and Waivers</b>	<p>A revised Declaration Supporting Requested Waivers and Incentives was provided on 4/5/23 requesting two incentives and an unclear number of waivers. Paragraph 1 of the document states that 15 waivers are requested but only 13 are listed. Clarification is required. This document states that 8 low income units will be provided which is inconsistent with the Department of City Planning Application Housing Component Information. All documents need to be consistent. The following need to be amplified, corrected, clarified, and supplemented as indicated:</p> <ul style="list-style-type: none"> <li>Requested Incentive – FAR: LAMC Section 12.07 C.5 which regulates Maximum Residential Floor Area (RFAR). See LAMC Section 12.03, Definitions, which differentiates between “Floor Area” and “Floor Area, Residential.” Confirm required FAR and RFAR with LADBS.</li> <li>Requested Incentive – LID: Provide LID Referral Form, or other documentation from LASAN regarding required LID standard and deviation requested. This is required but it has not been provided in the application.</li> <li>Requested Waiver – Street dedications on Polk and Lyle Streets: You must answer these questions: Specify what dedications/improvements are required? Specify what you are requesting to waive? You do not provide this information. In addition, Waivers of Dedication and Improvements shall not be requested as a Density Bonus Incentive / Waiver. Instead, a Waiver of Dedication and Improvement (WDI) per 12.37 must be applied for by the applicant and payment of fees is required from the applicant.</li> <li>Requested Waiver – Covered Parking: Show required parking calculations based on the number of habitable rooms per unit</li> </ul>		

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		<p>and verify with LADBS Plan Check when you submit the PZA Form.</p> <ul style="list-style-type: none"> <li>• Requested Waiver – Height and Number of Stories – provide information on roof pitch per LAMC 12.21.1 A.1; confirm number of stories and height with LADBS. Plans and sections show four stories but this form and other application materials (e.g., Citywide Design Guidelines, Class 32 CE Attachment) show three stories. You are required to correct all application materials for consistency.</li> <li>• Requested Waiver – Transitional Height: Confirm with LADBS when you submit your PZA Form that Transitional Height applies pursuant to LAMC Section 12.21.1 A.10.</li> <li>• Requested Waiver – front yard setback: Confirm required front yard setback with LADBS pursuant to LAMC Section 12.07 C.1; does prevailing setback apply? Confirm with LADBS when you submit your PZA Form.</li> <li>• Requested Waiver – rear and side yard setbacks: Confirm all yard requirements for a three-story structure with LADBS if a three-story structure is proposed. Confirm all yard requirements for a four-story structure if a four-story structure is proposed. You can confirm with LADBS when you submit your PZA Form.</li> <li>• Requested Waiver – Passageway and Space Between Buildings – confirm requirements with LADBS pursuant to LAMC Sections 12.21 C.2(a) and (b). You can confirm with LADBS when you submit your PZA Form.</li> <li>• Requested Waiver – Bicycle Parking: Confirm requirements with LADBS (when you submit your PZA Form) pursuant to LAMC Section 12.21 A.16; how many long-term and how many short-term spaces are required?</li> <li>• Requested Waiver – Landscape Requirement: Specify the square footage of landscaping required pursuant to LAMC Sections 12.40 –12.43 and 12.21 G. You must show on the plans and explain in</li> </ul>		

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		<p>your narrative how much landscaping the applicant intends to provide. Both in your narrative and on the plans, show the square footage of landscape deviation requested.</p> <ul style="list-style-type: none"> <li>Note that no request is made based on the application materials submitted on 4/5/23 to deviate from open space or recyclable area requirement. If you are requesting to deviate from open space or recyclable area requirements, this must be stated in your application materials.</li> </ul>		
27	<b>Updated Affordable Housing Referral Form (Form No. CP-4043)</b>	<ul style="list-style-type: none"> <li>The following need to be amplified, corrected, clarified, and supplemented as indicated below as and also please see instructions on the signed Affordable Housing Referral Form. Planners Renata Dragland and Rina Lara provided corrections on the Affordable Housing Referral Form as well as in attachments. You have submitted these documents but have not made the corrections as shown and requested. You are required to make these corrections. These corrections have again been included as an attachment to this letter.</li> <li>Once the form has been corrected, you need to obtain the review and signature of LACP DSC Housing Services Unit (HSU) Staff. Any modifications to the content(s) of this form after its authorization by HSU Staff is prohibited. <b>LACP reserves the right to require an updated Referral Form for the project</b> if more than 180 days have transpired since the referral date, or as necessary, <b>to reflect project modifications</b>, policy changes, bus route changes, bus schedule changes, and/or amendments to the Los Angeles Municipal Code (LAMC), local laws, and State laws. The applicant's Affordable Housing Referral Form Detailed Description of the Proposed Project (p. 3) on the form dated 12/21/22 is for the development of 40 residential units for rent with 8 units to be rented to low income families. This description is inconsistent with the Project Description</li> </ul>		

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		<p>provided on pages 1 and 2 of the Department of City Planning Application Form dated 4/5/23 which states the project is the development of 40 for-sale residential units with 28 units for sale to low income families. You shall make these documents consistent.</p> <ul style="list-style-type: none"> <li>• Update parking information so that it is consistent between the Affordable Housing Referral Form and Department of City Planning Application Form.</li> <li>• See link: <a href="#">Affordable Housing Referral Form.pdf (lacity.org)</a></li> </ul>		
28	<b>Preliminary Zoning Assessment Form (CP-4064)</b>	<p>A revised Preliminary Zoning Assessment (PZA) Form was provided on 4/5/23. This form shall be amplified, corrected, clarified, and supplemented:</p> <ul style="list-style-type: none"> <li>• You shall correct inconsistencies with unit numbers (form states 45 units, but main application states 40, form states 9 low income units but other application materials show 28 affordable or 8 affordable. You must make all materials consistent. The PZA form states the project will be 96,876 square feet but other application materials propose 99,868 square feet of floor area and 100,260 square feet of building area. Make square footage calculations consistent on all application materials. Provide parking numbers. Section I shall be completed by the Applicant and needs to made consistent with all application materials. Section II is completed by the Preliminary Application and Review Program (PARP) Unit. Section III shall be completed along with stamped and signed project plans by LADBS Staff at the conclusion of a zoning Plan Check.</li> <li>• You stated in the application materials submitted on 4/5/23 that the applicant is requesting review under AB 2345 and AB 2442. You need to request assistance from the Department of City Planning Housing Unit and ask if this project is eligible to utilize AB 2345 and AB 2442.</li> <li>• The PZA form is required because it serves as an inter-agency referral for City</li> </ul>		



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		<p>Planning applications associated with a Housing Development Project. As a part of a City Planning application, this completed form shall be accompanied by architectural plans stamped and signed by DBS Plan Check staff following the completion of a zoning Plan Check. As stated on the PZA Form, the following is required and must be provided by you:</p> <ul style="list-style-type: none"> <li>• Submit architectural plans stamped by LADBS. Communication from the applicant on 4/5/23 states that this information was provided to LADBS. Any plans reviewed and stamped by LADBS must be consistent with all application materials and must be submitted to Planning by you.</li> <li>• Completion of Section II by DCP Staff is required with all information corrected by you to be consistent with all other application materials. This has not been provided.</li> <li>• Completion of Section III to be completed by DBS Plan Check Staff is required and has not been provided. Communication from the applicant on 4/5/23 states that the materials have been submitted to LADBS. Any forms signed and stamped by LADBS are required to be made consistent with all other application materials. You must make all materials consistent and resubmit all inconsistent materials for review and signature by LADBS Plan Check.</li> <li>• Plans stamped by DBS Plan Check Staff is required and has not been provided. Any plans signed and stamped by LADBS must be consistent with all other application materials. You must make all materials consistent and resubmit all inconsistent materials for review and signature by LADBS Plan Check.</li> <li>• For assistance, contact <a href="mailto:planning.parp@lacity.org">planning.parp@lacity.org</a>.</li> </ul> <p>See link for form and additional instructions: <a href="#">Preliminary Zoning Assessment Referral Form.pdf (lacity.org)</a></p>		

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29	<b>Housing Crisis Act Vesting Preliminary Application (CP-4062)</b>	<p>The following need to be amplified, corrected, clarified, and supplemented as indicated:</p> <ul style="list-style-type: none"> <li>Any change to the proposed number of dwelling units or the proposed square footage of construction must be verified by PARP Unit staff as stated on page 1 of the form.</li> <li>Updated Affordable Housing Referral Form is required. See CP-4062, Section 5, Affordable Housing Incentives, Waivers, Concessions and Parking Reductions, Footnote 6 (page 3) states: "Projects proposing Density Bonus "On-Menu" incentives through a ministerial process or "Off-Menu" incentives, waivers, concessions and parking reductions through a discretionary process must be reviewed by the Los Angeles City Planning Housing Services Unit and obtain a signed Affordable Housing Referral Form prior to filing an application." An updated Affordable Housing Referral Form is required per the comment above.</li> </ul>		
30	<b>Tree Report and Urban Forestry Referral Form Required</b>	<p>A revised Tree Disclosure Statement was provided on 4/5/23 and identifies the presence of five trees in the public right-of way. A Tree Report was provided on 4/11/23 but this report identifies two on-site trees and does not identify trees in the public right-of-way. This report also does not meet City standards. An updated Tree Report that discloses all trees on site and in the adjacent public right-of-way is required and must be provided by you.</p> <p>Amplify, correct, clarify, and supplement the Tree Report provided on 4/11/23 and also provide the following information to meet City standards:</p> <ul style="list-style-type: none"> <li>Community Plan Area and Council District</li> <li>Related Entitlement and/or Environmental Case Number(s), as applicable</li> <li>Applicant/Owner Name and Contact Information</li> <li>Date Report Prepared (must be within the last 12 months)</li> <li>Table of Contents</li> <li>List of Figures and Tables</li> <li>Executive Summary of the of the</li> </ul>		

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		<p>findings and recommendations of the report, including the</p> <ul style="list-style-type: none"> <li>• Methodology to determine such findings and recommendations, and an accompanying summary of the proposed project and any other relevant information.</li> <li>• Number of tree removals proposed</li> <li>• Project location map</li> <li>• Aerial view of project site with proposed project location and boundaries</li> <li>• Proposed development including easements, off-site improvements, construction staging areas and ingress/egress to staging areas, proposed topographical features, grading plan, landscape modifications, avoidance and minimization measures</li> <li>• Narrative of field methodology</li> <li>• Identification table of street trees in the adjacent public right-of-way with required information (see Form CP-4068)</li> <li>• Identification table of trees on site with requested information (see Form CP-4068)</li> <li>• Site plan identifying locations and species of existing trees and shrubs (protected and non-protected) (see Form CP-4068)</li> </ul> <p>• See Tree Report Template (CP-4068) linked here:  <a href="http://lacity.org">Tree Report Template (lacity.org)</a></p>		
31	<b>Building Permits and Certificates of Occupancy</b>	<ul style="list-style-type: none"> <li>• Building Permits and Certificates of Occupancy are required for existing buildings and structures and these documents are missing.</li> <li>• These documents may be obtained from the Los Angeles Department of Building and Safety via the link:</li> <li>• <a href="#">Search Online Building Records   LADBS</a></li> </ul> <p>An Application for a Building Permit and Certificate of Occupancy No. 23010-10000 – 01121 was submitted on 4/5/23. This is not a</p>		

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		Building Permit or Certificate of Occupancy for the existing structure(s) on site which is still required.		
32	<b>Replacement Unit Determination (RUD) Letter</b>	<ul style="list-style-type: none"> <li>• This form is required and has not been submitted. Replacement Unit Determination (RUD) Letter must be obtained from LAHD for all Housing Development Projects subject to the Housing Crisis Act or projects using an affordable housing incentive program, such as Density Bonus or TOC, unless the project consists of a single residential unit on a site zoned locally for single-family uses (e.g., A, RA, RE, RS, R1) or is an ADU or JADU that does not remove units. In this instance, the applicant requests a multi-family project and is subject to the HCA.</li> <li>• On 4/5/23, the applicant indicated in revised materials that the RUD form was submitted to LAHD. Provide the Planning Department RUD letter. For assistance, contact LAHD-landuse@lacity.org</li> </ul>		
33	<b>Findings</b>	<p>This was provided but needs to be amplified, corrected, clarified, and supplemented as indicated:</p> <ul style="list-style-type: none"> <li>• Compliance with LAMC Section 12.22 A.25(e)(2) (i) "The façade of any portion of a building that abuts a street shall be articulated with a change of material or with a break in plane so that the façade is not a flat surface." Project plans do not clearly indicate the portion of the building that abuts a street. Narrative references sheet numbers A3.1 through A.3.4 which are not in the plans provided with application materials. As written, the applicant's finding is inadequate and needs to be amplified.</li> <li>• Compliance with LAMC Section 12.22 A.25(e)(2) (ii) has not been depicted and shall be depicted. This code section states "All buildings must be oriented to the street by providing entrances, windows, architectural features and/or balconies on the front and along any street-facing elevations." The project plans do not clearly indicate the portion of the building that abuts a street and so the Department cannot determine consistency. The narrative references sheet</li> </ul>		

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		<p>numbers A2.2 to A2.4 which are not in the plans provided with application materials. As written, the applicant's finding is inadequate.</p> <ul style="list-style-type: none"> <li>• Compliance with LAMC Section 12.22 A.25(g)(2)(c)(i) needs to be supplemented and amplified. The requirement states "The Incentive is not required in order to provide for affordable housing costs..." Applicant states: "As explained previously, the incentives are required to provide affordable housing cost. Without these three additional incentives, the project will be cost-prohibitive and will not be an economically feasible project." Which three additional incentives is the applicant referencing? As written, the applicant's finding is inadequate.</li> <li>• Compliance with LAMC Section 12.22 A.25(g)(2)(c)(ii) must supplemented and amplified. The requirement states "...Inconsistency with the zoning ordinance or general plan land use designation shall not constitute a specific, adverse impact upon the public health or safety." Explain how the project will not have a specific adverse impact upon the RA-1-K Zone and/or the Very Low I Residential land use designation. As written, the applicant's finding is inadequate.</li> </ul>		
34	<b>Plans - Plot/Site Plan</b>	<p>See Form CP-7752 for Instructions and Example as linked here:</p> <p><a href="#">Plot Plan Instructions.pdf (lacity.org)</a></p> <p>A revised Plot/Site Plan was provided on 4/5/23 but it is not of sufficient clarity to indicate the nature and extent of the proposed work and to demonstrate conformance with the provisions of all applicable regulations. Provide Plot Plans that are clear and legible. The following need to be amplified, corrected, clarified, and supplemented directly on the Plot Plan as indicated.</p> <ul style="list-style-type: none"> <li>• Provide a Summary Table on the Plot Plan that identifies all relevant information to the proposed project and include the number of existing housing units; the number of housing units to-be-demolished; the number of housing units</li> </ul>		

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		<p>proposed to be provided including a breakdown of market rate and affordable units that is consistent with all other application materials.</p> <ul style="list-style-type: none"> <li>• Floor plans show “recreational unit” which you need to clarify and describe on the site/plot plan.</li> <li>• Landscaping that required and that is provided;</li> <li>• You need to index parking spaces to be provided to applicable plan sheets;</li> <li>• You need to correct the allowable maximum height for all buildings and structures;</li> <li>• You need to provide the requested entitlement, including any affordable housing incentives where applicable;</li> <li>• Sheet numbers and Symbols Legend are inconsistent and need to be corrected for consistency (e.g., Sheet A13 is provided but is not shown on the Legend),</li> <li>• Automobile Parking/Bicycle Parking/Loading: parking areas (including stalls) is unclear. Indicate where on the project site bicycle parking, resident parking, and guest parking stalls are to be provided According to the plan Sheet G1, 0 long-term bicycle parking spaces are provided, but bicycle parking is shown on plan Sheet A2. You need to correct this inconsistency. You need to explain why bicycle parking is labeled 1 and 2. This is unclear and needs to be clarified.</li> <li>• Sidewalks and Rights-of-Way Easements: dimension all sidewalk widths and show the location of bus stops/shelters, power poles and other infrastructure (i.e., bike racks, utility boxes, tree wells, equine trails) located along the property frontage.</li> <li>• Trees: indicate the location, size, type, and general condition of all trees and shrubs located within the public right(s)-of-way.</li> <li>• Refer to the <a href="http://lacity.org">Landscape Plan Instructions.pdf (lacity.org)</a> for applicable requirements (Form CP-6730).</li> <li>• Adjacent land uses: show the approximate location, zone, uses, yards/setbacks, height, and footprint of buildings and structures on</li> </ul>		

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		<p>adjacent properties.</p> <ul style="list-style-type: none"> <li>• Provide a legend for Sheet A1 (Existing Site Plan). Explain on the plans what the drawing shows.</li> <li>• Label the diagram adjoining the mechanical equipment area to explain what the diagram is showing.</li> <li>• Show square footage and dimensions of all open space areas including balconies.</li> </ul>		
35	<b>Plans – Floor Plans</b>	<p>See Form CP-7751 for Instructions and Example as linked here:</p> <p><a href="#">Microsoft Word - Floor Plan Instructions.docx (lacity.org)</a></p> <p>Revised Floor Plans were provided on 4/5/23, but these plans are unclear. An illegible or inadequate floor plan was submitted and cannot be accepted as it is illegible and is missing information. The following need to be amplified, corrected, clarified, and supplemented directly on the plans as indicated:</p> <ul style="list-style-type: none"> <li>• Provide a calculation of Maximum Residential Floor Area permitted and Maximum Residential Floor Area provided pursuant to LAMC Section 12.07 C.5.</li> <li>• Boundaries: Floor Plans shall include the entire building subject to the approval. On Sheets A4-A5, you need to clarify whether these are floor plans for the entire site or for one four-plex. Provide floor plans for the entire site OR clearly indicate on the plans that each four-plex is to be identical.</li> <li>• Provide the number of units shown on the 2<sup>nd</sup> and 3<sup>rd</sup> floor plans. The number of units is unclear and must be provided directly on the plans.</li> <li>• Some rooms are labeled “room” but the type of room needs to be shown (e.g., bedroom, living room, dining room).</li> <li>• Clarify recreational unit by describing the function of the unit directly on the plans. For example, is this a game room? Exercise room? Play area?</li> <li>• You need to clarify what is being shown</li> </ul>		

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		on Sheet A3 (1 <sup>st</sup> floor plan) and provide this clarification on the plans. Show if these are separate garages for the entire site or garages for a portion of the 12-plex.		
36	<b>Plans – Roof Plans</b>	<p>Roof plans were provided on 4/5/23. These plans need to be amplified, corrected, clarified, and supplemented as indicated:</p> <ul style="list-style-type: none"> <li>Clarify and dimension hatched area, as this has not been done on the plans.</li> </ul>		
37	<b>Plans - Elevations</b>	<p>See Form CP-7817 for instructions and examples linked here:  <a href="#">Elevation Instructions.pdf (lacity.org)</a></p> <p>Revised Elevations were provided on 4/5/23 but they are not of sufficient clarity to indicate the nature and extent of the proposed work and to demonstrate conformance with the provisions of all applicable regulations. Applications filed with Elevations that do not substantially conform with these instructions, are unclear and illegible. The following need to be amplified, corrected, clarified, and supplemented directly on the Elevations as indicated:</p> <ul style="list-style-type: none"> <li>If the applicant is requesting to deviate from Transitional Height requirements pursuant to LAMC Section 12.21.1 A.10, show distance from adjacent properties and structures. The distance from adjacent properties and structures is not shown.</li> <li>Specify the approximate albedo or percentage of sunlight reflected by specific building materials and colors.</li> <li>Indicate the approximate location and height of structures, trees, and existing topography on all adjacent properties for neighborhood context and landscaping.</li> <li>Application materials describe the project as “three stories” but the elevations on Sheets A8 and A9 show four stories. Additionally, Sheets A6 and A7 are described as 4<sup>th</sup> Floor Plans. This is not consistent, you must make all materials consistent.</li> <li>Color elevations are required for all City Planning Commission cases that identify materials to be used. Indicate materials to</li> </ul>		



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		be used.		
38	<b>Sections</b>	Sections were provided on 4/5/23, but the materials are inconsistent with other application materials that describe the project as three stories. This is inconsistent with Sheet A10 of the Sections which shows a 4 <sup>th</sup> floor. Correct all of these materials for consistency.		
39	<b>Landscape and Open Space Plans</b>	<ul style="list-style-type: none"> <li>No Landscape and Open Space plans were provided. Sheets A6 (4<sup>th</sup> floor plan) and A7 (roof plan) provided on 4/5/23 do not meet the requirements and guidelines for landscape and open space plans. You must provide plans that are prepared by a landscape professional and meet all requirements stated in Form CP-6730.</li> </ul> <p>Landscape and irrigation plans are required for any discretionary application which involves new construction. Show landscaping referenced in Citywide Design Guidelines submitted with applicant materials. Refer to Landscape Plan Instructions (CP-6730): <a href="#">Landscape Plan Instructions.pdf (lacity.org)</a></p> <ul style="list-style-type: none"> <li>Open Space Plan is required for projects proposing six or more dwelling units. Show recreational facilities and balconies. Refer to Landscape Plan Instructions (CP-6730): <a href="#">Landscape Plan Instructions.pdf (lacity.org)</a></li> </ul>		
40	<b>Related Planning Cases</b>	Provide a copy of Ordinance No. 99,113 which established the 37 foot Building Line as this has not been provided. On 4/5/23, you indicated that you do not have a copy of this ordinance. Contact the Los Angeles City Clerk at clerk.lacity.gov or the Development Services Center at <a href="#">Development Services   Los Angeles City Planning (lacity.org)</a> to order a copy of this ordinance.		
41	<b>Project Housing Incentives Findings/Special Requirements Form CP-3251</b>	<p>See <a href="#">Density Bonus, Conditional Use, Public Benefit Project Housing Incentives.pdf (lacity.org)</a></p> <p>The following need to be amplified, corrected, clarified, and supplemented as indicated:</p> <ul style="list-style-type: none"> <li>Affordable Housing Referral Form shall be completed by the applicant and reviewed</li> </ul>		

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		<p>and signed by Development Services Center (DSC) Housing Services Unit (HSU) Staff. The form signed by HSU staff dated 12/12/2022 is for a proposed project to develop 40 residential units with 8 units for low income families. The applicant's Department of City Planning Application is for a proposed project to develop 40 residential units for sale with 28 affordable for-sale units. In addition, this Affordable Housing Referral Form has many corrections which have been noted on the form by City Planning Staff, and which is again included in this letter as an attachment. An unsigned Affordable Housing Referral Form was provided which proposes 45 units. However, this form requires corrections as described above. Revise the form to be consistent with all application materials and request review from HSU staff.</p> <p>See link to Affordable Housing Referral Form: <a href="https://lacity.org/AffordableHousingReferralForm.pdf">Affordable Housing Referral Form.pdf (lacity.org)</a></p> <p>Preliminary Zoning Assessment Form (CP-4064). This form shall be amplified, corrected, clarified, and supplemented to correct inconsistencies with unit numbers (form states 45 units, but main application states 40), low income units (form states 8), parking numbers, square footage of project. You must make all of the information provided on the PZA Form consistent with other application materials. As a part of a City Planning application, this completed form shall be accompanied by architectural plans stamped and signed by DBS Plan Check staff following the completion of a zoning Plan Check. Review of the referral form by City staff is intended to identify and determine compliance with City zoning and land use requirements necessary to achieve the proposed project and to ascertain if any zoning issues or necessary approvals are associated with the project and site that need to be resolved through a discretionary City Planning action. You have not submitted architectural plans for the DBS</p>		

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		<p>Plan Review and you shall submit this. Completion of Section II by DCP Staff is required. Completion of Section III to be completed by DBS Plan Check Staff is required. Plans stamped by DBS Plan Check Staff is required. See link to Preliminary Zoning Assessment Form: <a href="#">Preliminary Zoning Assessment Form March 2023 (lacity.org)</a></p> <p>Replacement Unit Determination (RUD) Letter must be obtained from LAHD for all Housing Development Projects subject to the Housing Crisis Act or projects using an affordable housing incentive program, such as Density Bonus or TOC, unless the project consists of a single residential unit on a site zoned locally for single- family uses (e.g., A, RA, RE, RS, R1) or is an ADU or JADU that does not remove units. In this instance, the proposed project is a multi-family use. This letter is thus required but has not been submitted. The RUD will determine whether any replacement units are required, their affordability levels, and any applicable occupant protections. For assistance, please contact lahd-landuse@lacity.org.</p> <ul style="list-style-type: none"> <li>○ Citywide Design Guidelines Compliance Review Form CP- 4056)/Plans: This form is required pursuant to the City Planning Application Filing instructions (Form CP- 7810). A revised form was provided on 4/5/23 but needs to be amplified, corrected, clarified and supplemented as indicated.</li> <li>○ Clarify the number of low income units to be provided. This form shows 8 low income units and needs to be made consistent with the Department of City Planning Application submitted on 4/5/23. All forms must be made consistent.</li> <li>○ Clarify floor and building area (99,868 square feet of floor area and 100,260 square feet of building area) and make it consistent with other application materials. All materials must be consistent.</li> <li>○ Revise form to show compliance with plans. The form references</li> </ul>		

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		<p>plan sheet numbers but does not point out elements of site and building design that address the design guidelines. Identify with plan sheet references exactly how the project satisfies each guideline. For example, Guideline 1 references walkways on Sheet A1 but Sheet A1 is the existing site plan and does not show project walkways. You need to show the pedestrian walkways on plans and these plan sheets and walkways need to be referenced on the design guidelines form. You need to explain how the driveway design protects the pedestrian experience on the design guidelines form and show the driveway design on your plans. Show the path around the 12-plex. Discuss on your form and show in the plans how the project incorporates active engagement with the public street or public space. Discuss on your form and show in the plans how the project maintains human scale. (Guidelines 1-3)</p> <ul style="list-style-type: none"> <li>○ Regarding Guideline 4, identify with plan sheet references exactly how the project recognizes and respects the equine district. On the revised application materials provided on 4/5/23, the applicant states that there are no equine uses. This is not correct. The Sylmar Community Plan Map identifies equine trails in the immediate vicinity. You must explain how horse trails and horse keeping uses will be impacted by the project. Provide specific information on the height and square footage of abutting and adjacent properties. Explain how a three- / four-story multi-plex respects the context of the abutting one story single-family uses. Regarding Guideline 6, show the referenced play room, event room, and</li> </ul>		

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		<p>conference room on the plans with the square footage of each of these recreational amenities on the plans and calculate and apply toward the common open space requirement. Show these calculations on the guidelines form and on the plans. On the guidelines form, Guideline 7 is merely restated by the applicant and is not answered. You must provide an amplified answer, and you must explain in detail how design elements have been very carefully arranged to protect site users. Reference specific plan sheets in your response.</p> <p>Regarding Guideline 8, street trees and equine trails are unique natural resources/features. The applicant is required to discuss and explain how mature trees be protected. Show the proposed retention, removal, and replacement of trees on the landscape and plot plan, and reference these plan sheets in your response on the guidelines form. As previously stated, the applicant is required to clearly identify equine uses in the vicinity.</p> <p>Furthermore, the Sylmar Community Plan (adopted June 10, 2015) discusses unique resources such as the semi-rural atmosphere and open space areas. Elaborate on these resources. Regarding Guideline 9, clearly discuss how the site layout, building massing, and building orientation have been chosen to lower energy demand and increase the comfort and well-being of users. For example, are solar panels used? The intent of Guideline 10 is to capture stormwater and promote habitat via green features. You must explain how and where landscaping will be provided and reference this landscaping on the landscape plan. You must explain how landscaping</p>		

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		<p>and LID requirements will be met to meet the requirements of Guideline 10.</p> <p>See <a href="#">Citywide Design Guidelines Compliance Review Form.pdf (lacity.org)</a></p>		
<b>For Case No. ENV-2022-9270-EAF</b>				
42	<b>Environmental Assessment Form (EAF) Form No. CP-1204</b>	<p>A revised form was provided on 4/5/23 but needs to be amplified, corrected, clarified, and supplemented as indicated:</p> <ul style="list-style-type: none"> <li>Section 3.B, Recreational Facilities and Open Space: application states that 8 facilities will be provided for party events, get-togethers, games, conference rooms. Clarification is needed. Provide the square footage of these facilities and explain where these facilities will be located. Identify the location of the facilities and reference specific plan sheets.</li> </ul>		
43	<b>Geology and Soils Approval Letter</b>	<p>This is required for projects within a fault zone - Sierra Madre Fault Zone – San Fernando which your project is located within. This letter has not been provided. An Application for Review of Technical Reports and a Geotechnical Engineering Investigation were both received on 4/11/23. These reports do not take the place of a Geology and Soils Approval Letter from the Department of Building and Safety which is required and must be provided.</p>		
45	<b>Findings for Class 32 Exemptions</b>	<p>An updated Attachment to the Class 32 Categorical Exemption was provided on 4/5/23. The following need to be amplified, corrected, clarified, and supplemented as indicated:</p> <ul style="list-style-type: none"> <li>Project description – correct the number of low income units (8 units shown) to be consistent with the Department of City Planning Application provided on 4/5/23 (28 affordable units shown). Correct the number of stories shown (three-stories) to be consistent with elevations and sections (four stories shown).</li> <li>Unusual circumstances – The site is</li> </ul>		

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		<p>located on an earthquake fault. LADBS approval of a Geology and Soils report is required.</p> <ul style="list-style-type: none"> <li>• Scenic resources – see the Sylmar Community Plan at <a href="http://planning.lacity.org">planning.lacity.org</a> for discussion of scenic resources in the geographic area. There is no discussion of these resources in the revised attachment and a discussion of scenic resources is required.</li> <li>• The findings provided by the applicant do not demonstrate that there will be no significant noise impacts on surrounding residential uses. A Noise Study prepared by a licensed acoustical engineer is required.</li> <li>• Traffic Study –submit attached LADOT Transportation Study Assessment to LADOT. Additionally, discuss specific bus and other public transit opportunities in the area and provide the location and distance from the subject site.</li> <li>• Consistency with Zoning and General Plan Designation – specifically discuss how a 40 foot in height, three-story, 99,868 square foot fourplex with 40 units complies with the RA-1-K Zone and Very Low I Residential land use designation and associated single-family uses.</li> </ul>		