



CITY OF
LOS ANGELES
CALIFORNIA



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WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND ZONING & PLANNING COMMITTEE MEETING DRAFT MINUTES

TUESDAY, January 9, 2024 @ 6:30 P.M.

**Chaminade College Preparatory – Condon Center 1st Floor
2341 W. Cohasset Street, West Hills, CA 91304**

1. Call to Order at 6:43 P.M. by Co-Chair Bill Rose.
2. Quorum was established.

Committee Members Present: Aida Abkarians, Faye Barta, Dan Brin, Carolyn Greenwood, Saif Mogri, Bill Rose, Charlene Rothstein and Genevieve Thompson.
Penelope Newmark arrived at 7:25.

Committee Members Absent: Steve Randall, Anthony Scarce, Myrl Schreiber and Joan Trent.

Other Board Members Present: Carolyn Propert and Brad Vanderhoof

3. Comments from the Co-Chair(s): Char advised that the Zoning and Planning Subcommittee are meeting with Council District 12 (CD12) on January 16, 2024 regarding the proposed Chaminade expansion. She advised that a Mitigated Negative Declaration (MND) has been done. She encouraged that any remarks/suggestions or complaints regarding the MND be directed to Trevor Martin. Mr. Martin is going to be the Hearing Officer for first meeting on this matter.

Char advised that the sub-committee composed a letter to Chaminade with copies to Council District 12, City Planning and the Department of Transportation (DOT). The letter outlined the discrepancies in reports related to the project. It also listed conditions/changes that the community has voiced to date. The letter can be found on the West Hills Neighborhood Council's website.

Char stated that the purpose of this meeting is to get additional input from the community on statements in the letter or ways the project can move forward with the least impact on the surrounding community.

4. Minutes from the October 10, 2023 meeting were approved with two corrections.
5. Public Comment on Non-Agenda Items: None

Old Business:

6. Discussion and possible action on the Chaminade proposed expansion, including an update on this case and the status of the Mitigated Negative Declaration (MND).
 - The committee also seeks additional community input on the proposal

Jeff Sacher gave input to explain how the sub-committee developed the letter and how important it is that the community be present at hearings and speaking up.

Chris Rowe stated that we should be requesting an Environmental Impact Report (EIR) instead of a MND because of the size of the project. Char stated she will enquire into what the requirements to request an EIR are.

Bill suggested that a petition from the stakeholders is more powerful than individual emails.

Stewart, owner of the auto repair shop, stated that Chaminade has “not been a good neighbor.” He stated that he has contacted the school regarding the students jaywalking across Saticoy (he even has video) and nothing was done. He cited other times he contacted the school.

Linda stated that she is opposed to more lights and traffic. She feels there is not enough parking and is against parking in the neighborhood. She is willing to help with circulating a petition.

Mark Jensen is opposed to the current expansion as presented. He stated he couldn't find the letter Char spoke about and stated that he should not have to dig to find it.

7. The meeting was adjourned by Bill at 7:40 p.m



REFERRAL FORMS:

GEOGRAPHIC PROJECT PLANNING REFERRAL

APPLICABILITY: This form, completed and signed by appropriate Planning Staff, must accompany any application submitted to the Department of City Planning regarding any of the following proposed project types:

- Specific Plan area
• Community Design Overlays (CDO)
• Neighborhood Oriented District (NOD)
• Sign District (SN)
• Zone Change
• Design Review Board (DRB)
• Pedestrian Oriented District (POD)
• Community Plan Implementation Ordinance (CPIO)
• Public Benefit Alternative Compliance
• Zone Variance

NOTE: The Department of City Planning reserves the right to require an updated form for the project if more than 180 days have transpired since the date of the Project Planning Signature, or as necessary, to reflect project modifications, policy changes and/or amendments to the LAMC, local laws, and State laws.

PROJECT SUMMARY

1. Subject Property Address: 7401 N SHOUP AVE, West Hills, CA 91307

2. Community Plan Area Name: Canoga Park - Winnetka - Woodland Hills - West Hills

a. Specific Plan Name, DRB, CDO, POD, NOD, CPIO, or SN, including subarea if applicable: (If this is a Density bonus, Small Lot Subdivision or Zone Variance case, please write in the application type).

Zone Variance (Setion 12.27)

3. Project Type (check all that apply)

- [] New construction [] Addition [] Renovation [] Sign
[] Change of Use [] Grading [] Density Bonus [] Small Lot Subdivision
[] Other (describe) Modify several conditions of Case No. CPC-2016-1256-CU and permit signs in excess of Section 12.21-A, 7(g)

If Change of Use, what is:

Existing Use? n/a Proposed Use? n/a

Description of proposed project: Conditional Use Permit pursuant to Los Angeles Municipal Code Section 12.24-U.24 to modify several conditions of Case No. CPC-2016-1256-CU and exceed sign size of 20 squire feet; otherwise, not permitted by Section 12.21-A,7(g).

Items 4-7 to be completed by Department of City Planning Staff Only

4. AUTHORIZATION TO FILE (check all that apply)

Specific Plan/SN

- [] Project Permit
o Minor (3 signs or less OR change of use)
o Standard (Remodel or renovation in which additions are no greater than 200 sq. ft. more than 3 signs, wireless equipment)
o Major (All other projects, e.g. new buildings, remodels that include an addition of more than 200 sq. ft.
[] Modification
[] Adjustment
[] Exception
[] Amendment
[] Interpretation
[] Not a Project
[] Other

Design Review Board

- Preliminary Review Final Review

CDO/POD/NOD

- Discretionary Action Sign-off only
 ○ **Minor** (3 signs or less OR change of use)
 ○ **Standard** (Remodel or renovation in which additions are no greater than 200 sq. ft. more than 3 signs, wireless equipment) Not a Project
 ○ **Major** (All other projects, e.g. new buildings, remodels that include an addition of more than 200 sq. ft.)

Community Plan Implementation Overlay (CPIO)

- Administrative Clearance (Multiple Approvals) CPIO Adjustment (CPIOA) CPIO Exception (CPIOE)
 Potentially Historic Resource

Affordable Housing

- Density Bonus Conditional Use >35%
 Affordable Housing Referral Form Public Benefit
 ○ Off-menu incentives requested

Small Lot Subdivision

- Consultation completed

Streetscape Plan

- Consultation completed Not a Project or N/A under Streetscape Plan: _____
(Insert Streetscape Plan Area)

5. ENVIRONMENTAL CLEARANCE

- Not Determined
 Categorical Exemption Environmental Assessment Form (EAF)
 Class 32 Categorical Exemption Other Entitlements needed
 Existing ENV Case Number: _____
 ENV Addendum Case Number: _____

6. PUBLIC NOTICING

- Standard (BTC to mail hearing notice)
 Special (At time of filing applicant must pay BTC to mail determination letters only)
 ○ Abutting owners ○ Abutting occupants

7. NOTES

Project Planning Signature:	Phone Number:
Print Name	Date

INSTRUCTIONS: Project Planning Referrals

1. **Appointments** - A pre-filing appointment with the assigned planner is required to complete this referral form. City Planning’s current *Assignment List* can be found on our website at <http://planning.lacity.org> under the “About” tab. [After the form is completed an appointment to file your application at the Development Services Centers is also required and must be made via the City Planning website.]

2. **Review Materials** - Review of the application by assigned staff is intended to identify the level of review required for the project and to provide the Applicant with early notification of any issues with regard to requested actions or the adequacy of application exhibits/materials which could subsequently delay processing.
 - a. Provide the assigned planner with a copy of this form with items in the Project Summary section completed.
 - b. Provide a complete copy of all application materials as specified in the Master Filing Instructions (e.g. completed DCP Application, plot plans, photographs, etc.).
 - c. Provide the Specialized Requirements/Findings or Instructions pertinent to your project (e.g. Specific Plan filing instructions, DRB filing instructions, Tentative Tract filing instructions, etc.).

3. **Other Applicable Approvals** - Applicants are strongly advised to obtain a pre-plan check consultation with the Los Angeles Department of Building and Safety (LADBS) to ascertain if there are any other issues or necessary approvals associated with the project/site which should be resolved prior to filing. The design of the proposed project may require alterations in order to comply with the Los Angeles Municipal Code.

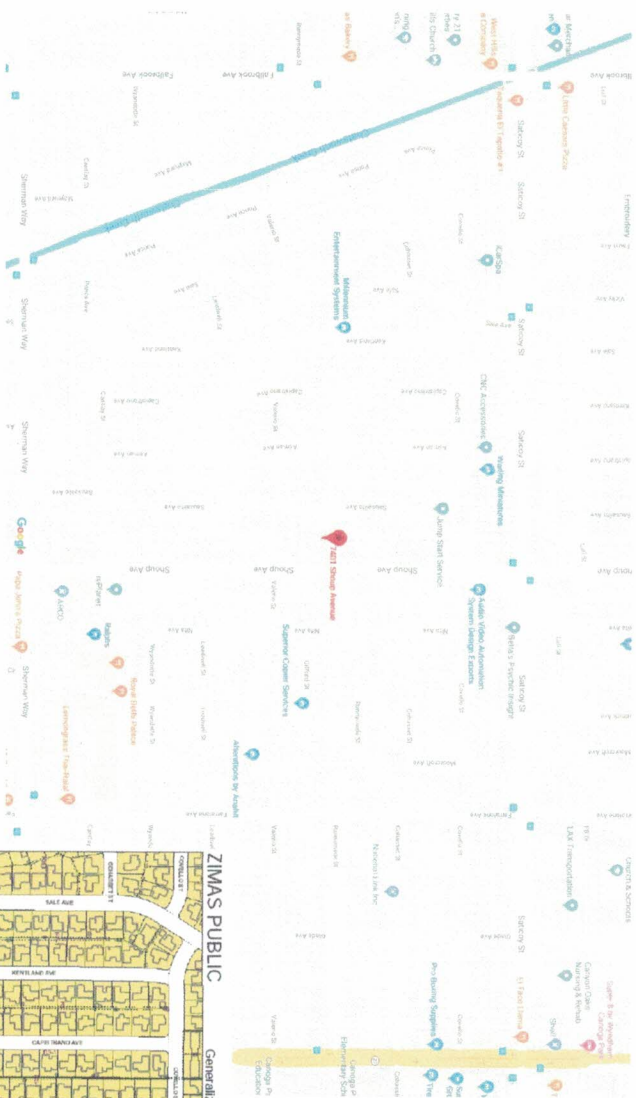
City of Los Angeles Department of City Planning WEBSITE: <http://planning.lacity.org>

<u>DOWNTOWN OFFICES:</u>	Central Project Planning Offices Los Angeles City Hall 200 N. Spring Street, Room 621 Los Angeles, CA	West/South/Harbor Project Planning Offices Los Angeles City Hall 200 N. Spring Street, Room 720 Los Angeles, CA	DSC Metro Counter Figueroa Plaza, 4 th Floor 221 N. Figueroa St. Los Angeles, CA
<u>VALLEY OFFICES:</u>	Valley Project Planning Offices Marvin Braude Building 6262 Van Nuys Blvd., Suite 430 Van Nuys, CA		DSC Valley Counter Marvin Braude Building 6262 Van Nuys Blvd., Suite 251 Van Nuys, CA
<u>WEST LA OFFICE:</u>			DSC West Los Angeles Counter 1828 Sawtelle Blvd., 2nd Floor West Los Angeles, CA 90025

El Camino Real Charter High School 7401 Shoup Avenue, 91307

Presentation Outline

- Background
- Requests
- Community Outreach
- Neighborhood Council Recommendation



Address: 7401 N SHOUP AVE
APN: 202018023
PIN #: 10887101 532

Tract: TR 29454
Block: None
Lot: LT 1
A/R: 10/26

Zoning: AT-1
General Plan: Low Residential

City of Los Angeles
Department of City Planning
12/06/2018

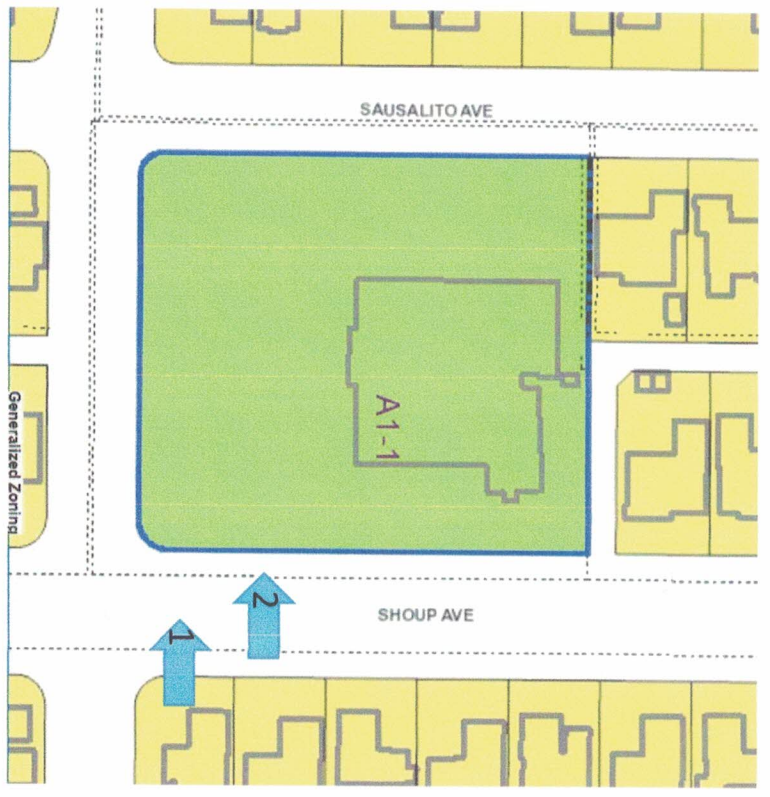
El Camino Real Charter High School
7401 Shoup Avenue, 91307



1



2



REQUESTS (PROPOSED PROJECT)

REQUESTING

To modify several conditions of Case No. CPC 2016-1256(CU) pursuant to Section 12.24-U,24 of the Los Angeles Municipal Code.

REQUESTING

A Variance, pursuant to Section 12.27 of the Los Angeles Municipal Code, to exceed sign size of 20 square feet; otherwise prohibited by Section 12.21-A,7(g) of the Los Angeles Municipal Code.

There is no increase in square footage of the building, reduction of required parking, nor decrease in landscape from that approved in Case No. CPC 2016-1256(CU).

Condition No. 3: Property Use

Property Use. The use of the subject property shall be limited to a school in substantial compliance with the herein conditions. ~~grades Kindergarten through 12, with a maximum enrollment of 400 students and 50 students onsite at one time.~~

Justification for Modification:

- Historical use of Condition.
- Kindergarten was not and is not a proposed use.
- Restriction on enrollment is not related to "Use of Land".

Condition No. 5: Hours of Operation Student/Faculty/Administration Use

Hours of Operation. Hours of ~~operation~~ instruction in the Independent Study Program (“ISP”) and other educational programs shall be limited to 8 a.m. until 5:30 p.m. ~~except that~~ To prepare for the students, faculty and staff shall be permitted to arrive at 7:00 am and to depart at 6:5:30 p.m. ~~Hours of instruction are limited to 8:30 a.m. until 3 p.m. Days of operation are limited to Monday through Friday:~~

Afterschool activities such as club meetings shall be permitted from 3:30 pm until 7:00 pm Monday through Friday, unless a Special Event is scheduled; whereby, Afterschool activities shall end at 5:30 p.m. (italic revised after submitted application)

During certain evenings, weekends and summer dates, the facility may be available on a restricted basis to faculty, staff, and student groups from of El Camino in need of space to meet or hold training sessions (i.e., professional development and leadership meetings).

ISP instruction and education programs shall not occur during the school’s summer break.

Justification for Modification:

- Create use categories (Instructional/educational/Staff, Afterschool, Special events
- Special Events hours are governed by Condition No. 6.

Condition No 6: Special Events

Special Events. Not more than ~~42 Special Events per year~~ five (5) Special Events per month are authorized. Special events are activities involving parents and/or other visitors where more than 50 vehicles are anticipated at one time. School administrative board meetings and parent/teacher meetings are excluded from the definition of Special Events.

Special Events hours are as stated below and shall not occur with any ISP's Student/Faculty/Administration

Uses:

a. Monday through Friday: 5:30 p.m. to 11:00 p.m. (*italic revised after submitted application*)

b. Saturday and Sunday and Holidays 10:00 a.m. – 5:00 p.m.

Justification for Modification:

- As schools seek to tackle the achievement gap and how to build healthy neighborhoods, they are transforming themselves to achieve educational results by fulfilling a broader social function.
- An increase in the number of Special Events from 12 a year to 60 a year.
- Monday to Friday hours for Special Events are patterned after Commercial Corner operational hours found in Section 12.22-A, 23 of LAMC while Saturday and Sunday hours are fewer.
- Hours for Special Events will not overlap with instruction/educational programs and after school activities in order to reduce potential traffic, parking, and noise impacts to the surrounding residential community.

Conditions No. 10: Parking Location Management

Graphic 10 of 15

- a. **Parking Location.** No students, faculty, or other employees of the school shall be permitted to park off-site; they shall only be permitted to park on-site in the schools' parking lot. All students who drive to school, all faculty and all other employees shall be instructed by the management of the school to park on-site and not on the adjacent streets.
 - b. **Permit System.** A student permit driving or parking system shall be established enabling the school to monitor Trips and parking availability.
 - c. **Transportation Demand Management:**
 - i. Include information in brochure programs and flyers advertising activities encouraging alternative transportation and as well offer incentives to users who use alternative means of transportation other than single occupancy vehicles.
 - ii. To reduce potential spillover parking in residential areas, place signs or notices in key locations on-site or other means presenting parking policies and warning drivers of the possibility of being towed for noncompliance with Municipal Code parking laws and herein conditions.
 - iii. Parking Overflow. A parking plan/valet plan shall be prepared indicating how overflow parking would be managed by use of on-site tandem parking and at an off-site location within 1,500 feet of the subject site.
 - iv. Use due diligence in seeking additional sites for parking, if other mitigation measures are found deficient.
- Justification for Modification:**
- Transportation Demand Management (TDM) strategies goal is to make non-solo driving more attractive.
 - Requires providing information to students and visitors on travel choices and parking, marketing and communications, and possibly financial incentives.
 - Impose a higher standard of "due diligence" (i.e., Condition No. 10.c.iv).
 - Require track and monitor the number of students who drive to campus (i.e., Condition 10.b).

Condition No. 12: Enrollment Use of Property at Any One-Time

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Enrollment: Use of Property at any One-Time Enrollment shall not exceed 25 students per day in grades 9-12 in year one and a maximum of 80 students per day in grades K-12. Morning and afternoon student arrival and departure times shall be staggered. Not more than 50 ISP students shall be onsite at one time for instruction/education and not exceed 150 during any one-day. The maximum number of teachers and staff shall not exceed 20 on site at any one time.

Justification for Modification:

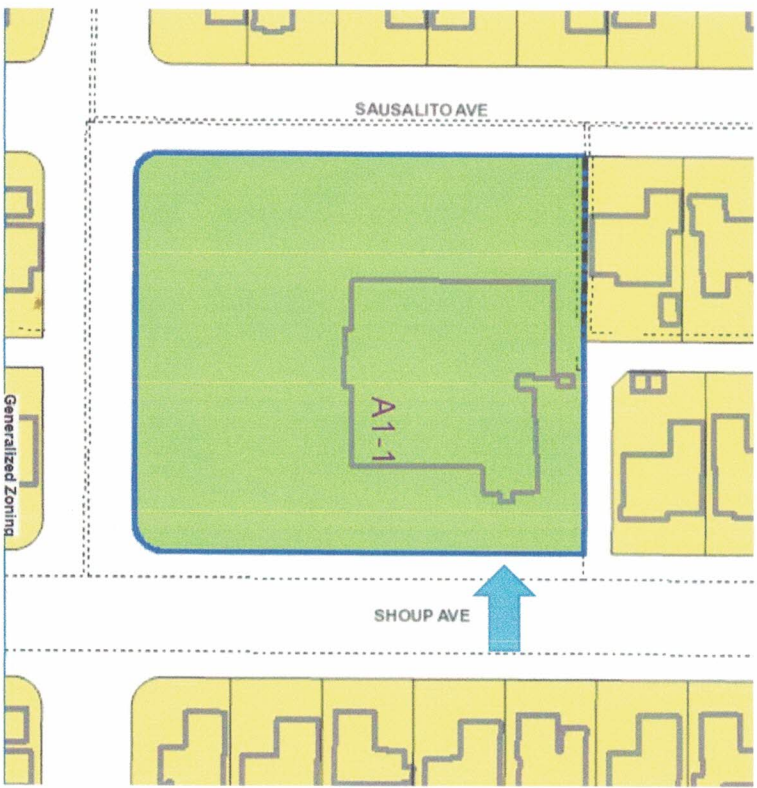
- Modified to permit 150 students a day so to create three instructional sessions of staggered attendance with no more than 50 students in a session and on campus at any one time.
- Enrollment is not related to “Use of Land”, which is a legitimate governmental purpose of land use planning. Rather, it is a business matter.
- Language is perplexing by citing “25 students per day in grades 9-12 in year one and a maximum of 80 students per day in grades K-12” The numbers don’t make sense but seems to limit day total to 105 students. What is the permitted number after the first year?
- Imposes the same 50 students “at any one time” limit as approved pursuant to Case No. CPC 2016-1256(CU).



Case No. CPC 2016-1256(CU) Condition No. 13 Signs.

“All exterior signs shall be of an identification type and shall be affixed to the façade of the building.”

Hardship: The location of the most projecting portion for the façade is approximate 85 feet from the centerline of the street and somewhat obscured by trees.

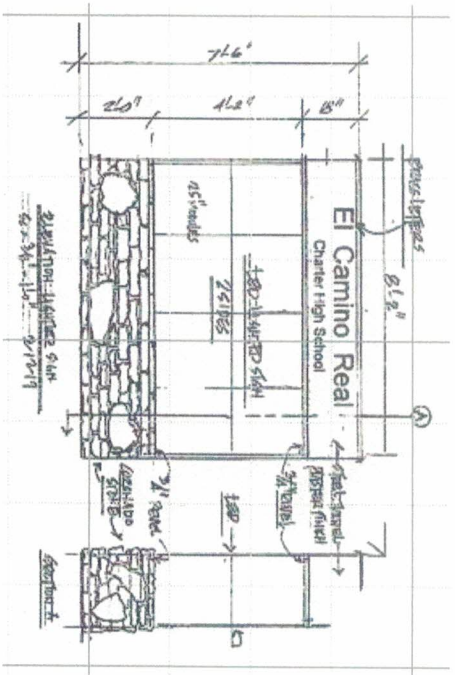


Condition No. 13: Signs

Signs. All exterior signs, except as listed below, shall be ~~of an~~ identification type and shall be affixed to the façade of the building and comply with Section 12.21-A.7(g) of the Los Angeles Municipal Code. Directional type signs shall be indicated on plans submitted to and approved by the Department of Building and Safety and the Department of Transportation.

- a. Pursuant to an approved Variance, a Wall Sign as shown in Exhibit "B", if installed, shall be identification type located on the east-facing wall and shall not exceed 77.1 square feet in size and not illuminated.
- b. Pursuant to an approved Variance, a LED monument sign as shown in Exhibit "C" if installed may be Information type and not exceed 61.25 square feet for the structure and 46.3 square feet for each sign face. Special consideration shall be given to the impact on homes adjacent to the property by orienting the sign on an east/west axis, designed such that it produces a maximum light intensity no greater than three foot candles above ambient lighting as measured at the property line of the nearest residentially zoned property, and shall not be lit between 11:00 p.m. and 7:00 a.m.

Location of Proposed Signs



2 Location / Wall Sign

1 Location / Monument Sign

