



CITY OF  
LOS ANGELES  
CALIFORNIA



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## WEST HILLS NEIGHBORHOOD COUNCIL

### JOINT BOARD AND ZONING & PLANNING COMMITTEE ONLINE AND TELEPHONIC MEETING AGENDA Tuesday, November 8, 2022 @ 6:30 p.m.

In conformity with the September 16, 2021 enactment of California Assembly Bill 361 (Rivas) and due to concerns over Covid-19, the West Hills Neighborhood Council meeting will be conducted entirely with a call-in option or internet based service option. All are invited to attend and participate.

This meeting of the West Hills Neighborhood Council Zoning & Planning Committee will be conducted online via Zoom Webinar and telephonically. All are invited to attend and participate.

**To attend online** via Zoom Webinar, click or paste the following link into your browser: <https://us02web.zoom.us/j/94979394001>

**To call in by phone**, dial (669) 900-6833, punch in this Webinar code when prompted: 94979394001 and then press #.

This meeting is open to the public. Comments on matters not on the agenda will be heard during the Public Comment period. Those who wish to speak on an agenda item will be heard when the item is considered.

**AB 361 Updates:** Public comment cannot be required to be submitted in advance of the meeting; only real-time public comment is required. If there are any broadcasting interruptions that prevent the public from observing or hearing the meeting, the meeting must be recessed or adjourned. If members of the public are unable to provide public comment or be heard due to issues within the Neighborhood Council's control, the meeting must be recessed or adjourned.

- |    |   |  |
|----|---|--|
| 1. | Call to order                               | Mr. Bill Rose, Co-Chair<br>Mrs. Charlene Rothstein, Co-Chair |
| 2. | Establish Quorum                            | Dr. Faye Barta, Secretary                                    |
| 3. | Comments from the Co-Chair(s)               | Mr. Bill Rose, Co-Chair<br>Mrs. Charlene Rothstein, Co-Chair |
| 4. | Approve the minutes from September 13, 2022 | Dr. Faye Barta, Secretary                                    |
| 5. | Public Comments on Non-Agenda items         |  |

**Old Business:**

- |    |   |   |
|----|---|---|
| 6. | Discussion and possible action regarding Council File 12-0460-S4 Processes & Procedures Ordinance update  | Mr. Bill Rose, Co-Chair<br>Mrs. Charlene Rothstein, Co-Chair<br>Ms. Bonnie Kim, City Planner<br>Los Angeles City Planning |
| 7. | Discussion and possible action regarding a letter from the Roscoe/Fallbrook Neighborhood Coalition (RFNC) and the proposed Fallbrook Point project proposal located at 22815 Roscoe Blvd. | Mr. Bill Rose, Co-Chair<br>Mrs. Charlene Rothstein, Co-Chair  |

## **New Business:**

8. Discussion and possible action regarding the site of the Circle S (home), located at Woodlake and Saticoy Street in West Hills  
Mr. Bill Rose, Co-Chair  
Mrs. Charlene Rothstein, Co-Chair  
Mr. Dan Brin, Member
9. Meeting Adjournment – Next meeting December 13, 2022

**Public input at Neighborhood Council meetings:** When prompted by the presiding officer, members of the public may address the committee on any agenda item before the committee takes an action on the item by punching in \*9 (if calling in by phone) or by clicking on the “raise hand” button (if participating online through Zoom) and waiting to be recognized. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on matters not appearing on the agenda that are within the committee’s jurisdiction will be heard during the General Public Comment period. Please note that under the Ralph M. Brown Act, the committee is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future committee meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of said committee.

**Notice to Paid Representatives** - If you are compensated to monitor, attend, or speak at this meeting, city law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 et seq. More information is available at [ethics@lacity.org/lobbying](mailto:ethics@lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto:ethics.commission@lacity.org)

**Public Posting of Agendas:** WHNC agendas are posted for public review at Shadow Ranch Park, 22633 Vanowen St., West Hills, CA 91307 or at our website, [www.westhillsnc.org](http://www.westhillsnc.org). You can also receive our agendas via email by subscribing to the City of Los Angeles Early Notification System at [www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index](http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index)

**The Americans With Disabilities Act:** As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Sign language interpreters, assistive listening devices and other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least three business days (72 hours) prior to the meeting you wish to attend by contacting via email [NCsupport@lacity.org](mailto:NCsupport@lacity.org) or calling (213) 978-1551. If you are hearing impaired please call 711.

**Public Access of Records:** In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at the meeting where such writing was considered or by contacting the WHNC’s executive director via email at [michelle.ritchie@westhillsnc.org](mailto:michelle.ritchie@westhillsnc.org). Requests can be made for a copy of a record related to an item on the agenda.

**Reconsideration and Grievance Process:** For information on the WHNC’s process for board action reconsideration, stakeholder grievance policy or any other procedural matters related to this Council, please consult the WHNC Bylaws. The Bylaws are available at our website, [www.westhillsnc.org](http://www.westhillsnc.org)

**Servicios De Traducccion:** Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte [Michelle.Ritchie@westhillsnc.org](mailto:Michelle.Ritchie@westhillsnc.org)



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**WEST HILLS NEIGHBORHOOD COUNCIL**  
**JOINT BOARD AND ZONING & PLANNING COMMITTEE MEETING**  
**DRAFT MINUTES**

**TUESDAY, September 13, 2022 @ 6:30 p.m.**

1. Call to Order at 6:31 PM by Co-Chair Bill Rose. The meeting was recorded.
2. Quorum established.  
Committee Members Present: Aida Abkarians, Faye Barta, Dan Brin, Carolyn Greenwood, Bonnie Klea, Saif Mogri, Steve Randall, Bill Rose, Charlene Rothstein, Anthony Searce, Myrl Schreibman and Joan Trent.  
Committee Members Absent: Bob Brostoff..  
Board Members also present: Glenn Jennings, Brad Vanderhoof.  
Members of the Public Present: Chris Rowe, Lauren Schwartzbach, Tracy, Albert, Ross, Eileen Guliasi, Kathryn Stewart, 1828....693, Deb, Ross Azad.
3. Comments from the Co-Chair(s): Char advised: 1. We have gotten some complaints regarding a house on Cantera which is running an auto repair shop. Remember ... we did turn in a report on that and an inspector was assigned to it. We will follow up on that.; 2. In the next few months we should be able to bring Chaminade in to talk about their expansion. Last year they said they were coming in January. So don't hold your breath.
4. Minutes from the August 9, 2022 meeting were approved as amended.
5. Public Comment on Non-Agenda Items: None.

**Old Business:**

6. Discussion and Possible Action regarding Council File 12-0460-S4 Processes and Procedures Ordinance update:  
Char advised she has contacted Bonnie Kim to ask her to attend the October Z&P meeting, which she probably will agree to do. Char advised that we need to be prepared, so we need volunteers to review and adopt questions. Char and Tony volunteered to work on the preparation. Saif asked if Bonnie Kim will attend the October meeting and present. Char said yes, she will attend the October meeting and maybe we can combine resources with another neighborhood council, such as Chatsworth and/or Canoga Park. Carolyn asked if anything had been done yet. Char said nothing has been completed yet, but this is what they want. There are over 700 pages which have not passed yet, so there is much to review. Tony advised the report required by City Council has 900 pages. Char advised additional information is at the beginning. Chris Rowe advised that this project began in 2021 and completed June 23, 2021. She advises there are issues regarding Citywatch and the public comment period is 15 days but should be at least two months so all councils can participate. Char advised she and Tony will work on this. This matter is continued to October.

**New Business**

7. Discussion and Possible Action regarding All American BBQ relocating to 6719 Platt Avenue, West Hills, former site of the Crown Wok restaurant:  
Bill introduced Ross Azad, representative for All American BBQ. Ross advised that no new construction is planned. The BBQ will use Royal Oak, which is dry and produces less smoke. Hours of operation will be Sun thru Thurs, 11 AM to 9 PM and Fri and Sat, 11 AM to 10 PM. Seating occupancy will remain the same and the

business will be take-out only. At present, an eat-in option is uncertain. There will be no alcohol sales and no expansion. There will be three entrances in and out of the parking lot. The firepit will be Santa Maria and there will be a Southern Pride smoker. The building will be repainted, new signs posted, desert landscaping installed, and a parking lot. Ross assured us there will be improvements to the property. Char asked: 1. where the outdoor smoker will be; Ross said it will be on the patio on the east side of the building. 2. if there will be a drive-thru; Ross said no, there will be a patio. 3. if the BBQ cooker will be brought indoors at night; Ross said no, it will be secured and locked and left outside. 4. if there will be signage; Ross said yes, they have already applied for the permit for two pole signs up top. Myrl, Glenn, Brad, Aida, Bill, Tracy and Chris Rowe had concerns regarding the odors from the BBQ, seating capacity, traffic around the building, opening date, an open house for WHNC, landscaping, entrances, difficulties of entering and leaving BBQ. Ross assured all that odors will be less than a backyard BBQ, meats will be inside the smoker, only hot charcoal will be used for cooking, i.e., no flames, seating is undecided at present, but probably 20 to 40 inside and 15 to 20 outside, there will be catering and family packages to go, the business will be ready to open sometime in October, health and zoning approval still needed, landscaping will be refreshed, traffic will be managed by signage. Ross assured us that any problems will be resolved. Myrl called for a vote to approve the plans; Char seconded. A vote was taken: Yes – 12, No – 0, absent – 1. The motion passes.

The meeting was adjourned by Char Rothstein at 7:30 PM.

Next meeting will be Tuesday, October 11, 2022.

Date: 10/19/2022

From Roscoe / Fallbrook Neighborhood Coalition (RFNC)

To: West Hills Neighborhood Council (WHNC), Zoning Committee

Subject: RFNC Concerns and opposition to the proposed Fallbrook Point Project (Project).

CASE # ENV-2021-10328-MND. DIR-2021-10327-SPR.

Dear Zoning Committee Chair and members:

The West Hills community is solidly opposed to building the Fallbrook Point Project in their residential neighborhood. This opposition is evidenced by the over five hundred (500) homeowner's signatures on the petition, several zoom and in-person community meetings, and three (3) Appeals submitted on September 29, 2022 to the City of Los Angeles by our attorney Luna & Glushon Law Firm.

Prior to the Conditional Approval of the "project", the City planning department did not take into consideration the residents' comprehensive review of the Mitigating Negative Declaration (MND) and comments expressing their concerns. In addition, the City planning department conditionally approved the "project" without consultation with and approval of the WHNC.

Under the circumstances created by the City planning department and the Developer (Staley Capital), the (RFNC) requesting the approval by the Zoning Committee and forwarding the approval to the full WHNC board of the following concerns:

A full Environmental Impact Report (EIR) to be prepared and submitted to the appropriate government agencies and to be made a public record for West Hills residents' review.

Based on its history, this proposed "project" site should be considered as a Suspect Site. To support our concerns, in a recent agreement between the DTSC and Raytheon, it was agreed that the entire Corporate Point (8433 Fallbrook Ave. Canoga Park, CA 91304) will be tested for contamination and remediated. (Ref. CORRECTIVE ACTION CONSENT AGREEMENT between DTSC and Raytheon Company. Docket No. HWCA-FY22/23-003).

Several technical experts expressed their concerns regarding the inadequacy of the "MND" however, their concerns were dismissed by the City consultant, Envicom Corporation without giving an opportunity to consider any response by the experts. (Ref. Responses to Comments for the Fallbrook Point Project, located at 22815-22825 West Roscoe Blvd. Case Number ENV-2021-10328-MND. City of Los Angeles, Department of City Planning, Dated August 30, 2022)

The current design of the 98,600 Sq Ft warehouses with ten (10) truck bays, and 44 daily truck trips is not COMPATIBLE with the surrounding residential Neighborhood. The "project" if built will be in violation of the Q conditions that requires "Nuisance-free, park-like setting."

Pollution study conducted as part of the "MND" is incomplete and insufficient.

Noise Study due to additional traffic created by trucks and personal cars of construction workers/ and later permanent employees is incomplete and insufficient.

Traffic study conducted as part of the "MND" is incomplete and insufficient and was conducted during an unprecedented period of time in which residents and other stakeholders in this neighborhood were at home due to the pandemic.

The "Project" does not take to account the Quality of Life and Quite Enjoyment of Life by the Residents. For example, the 7 day hours of operations, the early hours of the "approved" operations, with bedrooms immediately adjacent to two sides of the project. The community is comprised of numerous retirees and young families that will be prevented from peaceably enjoying their property and will be adversely affecting the numerous residents around the "project".

The developer bypassed the normal approval process by the WHNC. There was never a board vote taken on the full project therefore it does not have the approval of board.

Respectfully Submitted,

RFNC

**DEPARTMENT OF  
CITY PLANNING**

COMMISSION OFFICE  
(213) 978-1300

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August 10, 2022

The Honorable City Council  
City of Los Angeles  
City Hall, Room 395  
Los Angeles, California 90012

Dear Honorable Members:

**PROCESSES AND PROCEDURES ORDINANCE PUBLIC OUTREACH AND  
IMPLEMENTATION PLAN; CF 12-0460-S4**

**EXECUTIVE SUMMARY**

On June 23, 2021, the City Council instructed the Department of City Planning (DCP) to prepare a report with recommendations, in consultation with the City Attorney, relative to a community outreach plan of action on how DCP staff will be trained; and, on the feasibility of the hiring of a contractor to assist the DCP in its implementation. This report therefore outlines the Department's plan for Ordinance implementation, organized according to the following categories: public outreach and awareness, staff training, and the potential for consultant services. Given the comprehensive nature of the proposed Ordinance, it is the goal of DCP to oversee a smooth transition to the new system of entitlement review and administration. To that end, in consultation with the City Attorney, DCP has determined that having the Ordinance take effect six months following Council adoption is appropriate to allow sufficient time for such implementation preparation. The Ordinance prepared by the City Attorney as to form and legality will include such provisions as necessary when transmitted to the City Council for consideration.

The City Council additionally instructed DCP to produce a line-by-line chart of the proposed changes to be transmitted for consideration and made available to the public before the final Ordinance is considered. In response, accompanying this report is a comparison chart that displays the correspondence between existing processes and the proposed processes, as well as any changes in decision makers, public hearing notification requirements, and appellate procedures.

**BACKGROUND**

The proposed Ordinance is the first component of a larger initiative to comprehensively update the City's Zoning Code. The Ordinance focuses on creating a clear set of administrative procedures that will be used to consider and process requests for Zoning Code entitlements. As such, this Ordinance is meant to lay the groundwork for a more user-friendly, transparent, and

predictable set of zoning regulations and is also of important utility for the remainder of the new Zoning Code to come. The Ordinance will maintain long-standing opportunities for public participation, while also making it easier for both applicants and the public to clearly understand how DCP considers land use and development proposals and how to navigate the decision-making process. The Ordinance achieves this by consolidating and standardizing the processes and procedures for project review; locating the processes and procedures in one central location – Article 13 of Chapter 1A of the Los Angeles Municipal Code (LAMC); and establishing a standard visual format with flowcharts.

In response to the Council's instruction, DCP has established a transition team composed of staff across multiple divisions of the department to prepare for the roll-out of the Ordinance. The transition team consists of a steering committee responsible for executive decisions, as well as four subcommittees focused on the following topics: application forms, application fees, technology and systems, and staff training. Both the steering committee and the four subcommittees have been meeting on a regular monthly basis since the beginning of 2022 and are anticipated to continue meeting until the future operative date of the Ordinance. This report will therefore cover the implementation preparation work that has been completed to date, as well as those tasks that are in progress or are still to be fully developed and refined.

## **PUBLIC OUTREACH AND AWARENESS**

Over the past several years, DCP has invested considerably in enhancing and developing the Department's digital tools and resources accessible to the public and all stakeholders. These efforts were further accelerated by the COVID-19 pandemic and the need to adapt to a new system of engaging with the public when traditional outreach methods were infeasible due to public health concerns. As a result, the DCP website - [planning.lacity.org](http://planning.lacity.org) - has become a critical mechanism for sharing information with the public regarding new work programs and ordinances, as well as a repository for existing resources regarding entitlement cases (e.g., application forms, application fee estimator tool, and hearing notices). The transition team has therefore identified several ways in which the DCP website can be leveraged to reach a wider audience and serve as a one-stop shop of information for all stakeholders, especially during the initial transition period to the new processes and procedures post-Ordinance adoption.

Learning from recent efforts, a best practice that has proven successful is to create a website landing page specifically for the work program in question. While the Processes and Procedures Ordinance and corresponding outreach materials such as Fact Sheets and recorded presentations are currently available online, these materials are embedded among many other ordinance work programs and can be difficult to find. As a result, the transition team will be working closely with the Department's External Affairs and Systems teams to develop a dedicated landing page for the Processes and Procedures Ordinance to be launched prior to the Ordinance operative date. The following list is an initial inventory of explanatory materials and resources that are anticipated to be made available to the public:

- Processes comparison chart that displays the correspondence between existing processes and the proposed processes, as well as any changes in decision makers, public hearing notification requirements, and appellate procedures
- Ordinance implementation fact sheet covering frequently asked questions
- Contact information for staff managing Ordinance implementation
- Recorded videos to provide an overview of policy changes, as well as explanations of new entitlement processes
- Final Ordinance, inclusive of flowcharts (post-adoption)



While the DCP website and Ordinance landing page will be available to the public as a 24-hour resource, the transition team has also discussed the need to provide opportunities for the public to engage directly with City Planning staff. Therefore, staff anticipates hosting “virtual office hours” prior to the Ordinance operative date during which stakeholders may reserve appointment slots. The “virtual office hours” are intended to provide stakeholders a venue in which to meet and consult with staff in a smaller setting, so that the focus can be on answering questions specific to that stakeholder. Key staff from the transition team will also present the latest information and make themselves available for questions at Neighborhood Council Alliance meetings and PlanCheck NC. In addition, the Department’s public awareness campaign would include concerted outreach to the following groups: business stakeholders, locally represented and minority-owned trade associations, neighborhood groups, private and non-profit affordable housing developers, land use consultants, and permit expeditors.

Finally, the transition team is working closely with the DCP External Affairs team to coordinate a social media strategy and public awareness campaign for the Ordinance. DCP is currently able to reach an audience of 15,400 followers through Facebook, Twitter, and LinkedIn combined, along with a consolidated interested parties list of approximately 65,450 subscribers. The consolidated interested parties list can be broken down into the following topic-specific lists:

- External Monthly Newsletter ~ 37,000
- Citywide Ordinances and Code Amendments ~ 10,000
- Economic Development ~ 500
- General Plan and Community Plans ~ 17,300
- Community Stakeholders (chamber/land use) ~ 200
- Neighborhood Councils ~ 100
- Processes and Procedures ~ 350

Stakeholders who are subscribed to multiple lists do not receive duplicate emails.

## **STAFF TRAINING PLAN**

Based on lessons learned from previous efforts, the transition team has identified a two-phased approach to training for DCP staff relative to Ordinance implementation. The first phase of training would be provided after the City Council’s final adoption vote and focus on policy changes included in the Ordinance, while the second phase would be provided in the two months preceding the Ordinance operative date and focus on operational changes in project review and case processing protocols. As the legislative calendar is controlled by the City Council rather than DCP, the specific timeline for these phases is not confirmed. However, the transition team has tentatively anticipated that the initial phase of staff training could take place during the last quarter of 2022, and the second phase could take place during the first quarter of 2023.

### Staff Training Phase 1

Phase 1 is intended to provide staff with an understanding of the Ordinance components, with a particular focus on how the Zoning Code has been amended to enable the standardization and consolidation of entitlement processes and procedures. This would include an introductory training session that provides an overview of all the changes contained within the Ordinance, such as any changes in decision maker, appellate procedures, public hearing notification requirements, and changes in entitlement process names. Additionally, as the Ordinance relocates the Zoning Code processes and procedures into one centralized location – Article 13 of Chapter 1A of LAMC, as well as establishes a standardized visual format with flowcharts, training sessions would also be dedicated to educating staff on how to navigate the new formatting.

Another main objective of Phase 1 is to familiarize staff with the concepts and key components of the Ordinance, so as to lay a solid foundation of understanding for the more detailed training sessions to come in Phase 2. As such, the transition team will continue to develop and refine training materials for Phase 2 throughout the duration of Phase 1, incorporating any feedback from staff and taking note of topics that may benefit from additional explanation.

### Staff Training Phase 2

Phase 2 is intended to provide staff with an understanding of operational changes that will occur as a result of the Ordinance, including any impacts to day-to-day operations involving project review and case processing protocols that are not specified in the Zoning Code but established by department practice. At a minimum, training sessions during this phase will cover any updates made to the Planning Case Tracking System (PCTS), which is the internal case management system used by staff when processing planning entitlement cases, as well as any updates to application forms and associated application fees. Such updates will include new case tracking nomenclature to reflect changes in process names and updated Code citation references on all application materials to reflect the new location of the administrative provisions. The transition team has also identified Phase 2 as a timely opportunity to train staff on consistent operational workflows department-wide, as well as to refresh the existing New Staff Core Training series with the most up-to-date information.

In addition to the foundational training series that would be provided department-wide, staff also intend to provide focused, supplemental training sessions on specific topics, as needed. To date, the following list of topic-specific training sessions has been identified by the Department's transition team:

- Revised Processes - substantive changes to existing processes, particularly any changes in decision maker
- New Processes - new entitlement processes being added by Ordinance, specifically Modification of Entitlement and Alternative Compliance
- Notification Requirements - changes to public hearing notification requirements, including new requirement that Neighborhood Councils must be included in mail notice and new 300 ft notification radius
- Appellate Procedures - standardized 15-day appeal timeline and new "de novo" standard of appellate review
- Processing Pipeline Projects - protocols for processing cases that are filed but not completed prior to the Ordinance operative date
- Joint DBS-DCP Training - changes to inter-departmental workflows

The transition team will continue to further develop and refine the Phase 2 training series as the Ordinance proceeds through the legislative adoption process.

### **POTENTIAL FOR CONSULTANT SERVICES**

In regard to the feasibility of the hiring of a contractor to assist DCP in its implementation of the Ordinance, a limited fee study is currently underway and anticipated to be completed prior to the Ordinance operative date without the need for additional funds. However, the transition team has identified a potential opportunity for consultant support to enhance public outreach efforts; DCP therefore requests General Fund revenues for contractual services to augment the Department's community engagement, including the preparation of visuals and graphics associated with the City's public awareness campaign over the course of the next two years. Finally, the Department

may also explore the feasibility of engaging a contractor after the initial 1-2 years of Ordinance implementation to help conduct an assessment of the program and identify potential areas for improvement. These items are discussed in further detail below.

Limited Fee Study (prior to operative date)

As the Ordinance primarily consolidates and standardizes existing processes, no further study is required for DCP to continue charging existing fees that correspond to existing processes upon adoption of the Ordinance. However, the Ordinance also includes the establishment of two new processes - Alternative Compliance and Modification of Entitlement - that will be available to applicants, for which no fees currently exist. Therefore, a fee study is required to analyze the services provided by DCP and the associated costs in order to develop appropriate user fees for the above-stated new entitlement processes prior to the operative date of the Ordinance. To that end, DCP expects to release a Request for Bids (RFB) from a qualified list of on-call consultants in the coming weeks. Due to the limited scope of work, the fee study is anticipated to be completed in a matter of months and no additional funds are anticipated to be requested from the City Council.

Community Engagement and Visual Design (upon Ordinance adoption)

Given that the Processes and Procedures Ordinance is technical in nature, a major component of public outreach will include the preparation of explanatory materials that can serve as helpful references for stakeholders, such as the previously described processes comparison chart enclosed with this report. Expanding on those efforts, the transition team has identified an opportunity to further improve tools for public outreach and awareness with the assistance of a consultant, specifically in the area of visual and graphical resources. Therefore, DCP requests \$100,000 in General Fund revenues for contractual services to augment the Department's community engagement, including the preparation of visuals and graphics associated with the City's public awareness campaign over the course of the next two years.

Program Assessment (1-2 years after Ordinance has been in operation)

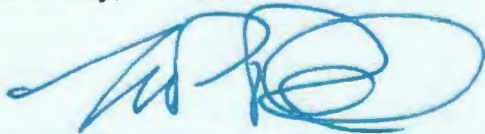
The transition team may explore the need for additional support from a contractor after the initial 1-2 years of Ordinance implementation to help conduct an assessment of the program and identify areas for improvement. An assessment would be a useful tool in gauging program effectiveness, particularly if there are any notable changes in case processing times, such as a reduction or increase in the number of staff hours needed to complete review of particular entitlement types. Changes in processing times would also have potential implications for fees collected by DCP, as application fees are calculated based on the amount of staff time that is required for each entitlement and would need to be updated accordingly.

In the meantime, the transition team has been working in close collaboration with the Department's Performance Management Unit to inventory existing systems infrastructure and performance metric tools in an effort to establish a baseline for future comparison, as well as to identify future enhancements that would facilitate improved data collection and program assessment. This includes the creation of a pre-set drop-down menu for standardized entitlement requests, which will allow DCP to aggregate information for analysis and future comparison. At this time, no additional consultant services are needed to support DCP's implementation of the Ordinance, as existing Department resources have been determined to be sufficient. However, once standardized data collection is enabled, an established baseline of performance metrics can be leveraged for program assessments in the longer term and those efforts could potentially be supported by a contractor.

## CONCLUSION

DCP appreciates the Council's recognition of the preparation required to successfully implement a work program as comprehensive and wide-ranging as the Processes and Procedures Ordinance, as well as the opportunity to report back on the matter prior to the final stages of the legislative adoption process. To that end, the proposal to delay the effective date six month following Council adoption is an integral component of the Department's action plan for raising public awareness and educating stakeholders, as well as providing staff with sufficient training. In support of that objective, the accompanying line-by-line processes comparison chart is also intended to serve as a resource for stakeholders at all levels of familiarity with the Zoning Code, including not only the public, but also City Planning and Council staff. Lastly, in regard to the potential for contractor assistance, DCP requests \$100,000 in General Fund revenues for contractual services to augment the Department's community engagement, including the preparation of visuals and graphics associated with the City's public awareness campaign over the course of the next two years. If you have any questions regarding this matter, please contact Bonnie Kim via email at [bonnie.kim@lacity.org](mailto:bonnie.kim@lacity.org).

Sincerely,



VINCENT P. BERTONI, AICP  
Director of Planning

VPB:AV:NPM:hsc:bk

encl: Processes Comparison Chart

# Los Angeles Department of City Planning

## RECOMMENDATION REPORT

**CULTURAL HERITAGE COMMISSION**

**CASE NO.: CHC-2015-770-HCM  
ENV-2015-771-CE**

**HEARING DATE:** March 5, 2015  
**TIME:** 10:00 AM  
**PLACE:** City Hall, Room 1010  
200 N. Spring Street  
Los Angeles, CA  
90012

Location: 7566 N. Woodlake Avenue  
Council District: 12  
Community Plan Area: Canoga Park – Winnetka –  
Woodland Hills – West Hills  
Area Planning Commission: South Valley  
Neighborhood Council: West Hills  
Legal Description: Lot FR 208 of TR 21391

**PROJECT:** Historic-Cultural Monument Application for the  
**CIRCLE S RANCH**

**REQUEST:** Declare the property a Historic-Cultural Monument

**OWNER(S):** William G. & Joy A, Ross, Trustees, Ross Trust  
7566 N. Woodlake Avenue  
Los Angeles, CA 91304

**APPLICANT:** Charles J. Fisher  
140 S. Avenue 57  
Highland Park, CA 90042

**RECOMMENDATION**      **That the Cultural Heritage Commission:**

1. **Take the property under consideration** as a Historic-Cultural Monument per Los Angeles Administrative Code Chapter 9, Division 22, Article 1, Section 22.171.10 because the application and accompanying photo documentation suggest the submittal warrants further investigation.
2. **Adopt** the report findings.

MICHAEL J. LOGRANDE  
Director of Planning

**[SIGNED IN ORIGINAL FILE]**

Ken Bernstein, AICP, Manager  
Office of Historic Resources

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Nels Youngborg, Preservation Planner  
Office of Historic Resources

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Lambert M. Giessinger, Preservation Architect  
Office of Historic Resources

**Attachments:**      Historic-Cultural Monument Application

## **SUMMARY**

Originally built in 1927, Circle S Ranch is a rare remaining example of a large ranch estate in the San Fernando Valley. Development of this kind occurred prior to World War II, where large ranch estates were constructed in the San Fernando Valley to act as vacation or weekend getaways for the wealthy Hollywood elite. Since then, much of this original development has been lost due to suburbanization and consequent subdivision of what used to be large parcels of land.

The home was built for Frank Stewart Howard, a Buick distributor, who purchased the land from a land syndicate that was established by five of Los Angeles' most prominent businessmen. One of the owners was Harrison Gray Otis, founder and publisher of the Los Angeles Times. The towns of Owensmouth and Van Nuys were also established by this organization. The property changed hands many times throughout its history, notably acquired by Grenville W. Stratton in 1947 after leasing the property for three years. As the landowner, he changed the name of the property to Circle S Stables to suit the needs of his thriving horse racing and breeding business. Under his ownership, Circle S Ranch became widely recognized as a landmark of the San Fernando Valley, as described in a 1954 Los Angeles Times article.

The house, which is the primary structure on the property, exhibits many character-defining features of the Dutch Colonial Revival style including:

- Main entrance framed with pilasters supporting an arched, triangular gabled porch
- Transverse main gable; full gambrel gable on north and south façades
- Long shed dormers along the front and back of the house
- Multi-paned casement windows
- Symmetrical design
- Two stories in height

The property has undergone many additions and alterations between 1931 and 1976, but retained its architectural character and authenticity. Alterations include an added maids' quarters, a 100-foot long horse barn (later moved off the property and demolished), removal of the original barn off the property, and a new chicken coop. Notably, the acreage of the site was reduced in 1956 from 38.5 to 3.46 acres, yet is still uniquely larger than surrounding properties.

## **CRITERIA**

The criterion is the Cultural Heritage Ordinance which defines a historical or cultural monument as any site (including significant trees or other plant life located thereon) building or structure of particular historic or cultural significance to the City of Los Angeles, such as historic structures or sites in which the broad cultural, economic, or social history of the nation, State or community is reflected or exemplified, or which are identified with historic personages or with important events in the main currents of national, State or local history or which embody the distinguishing characteristics of an architectural type specimen, inherently valuable for a study of a period style or method of construction, or a notable work of a master builder, designer or architect whose individual genius influenced his age.

**FINDINGS**

Based on the facts set forth in the summary and application, the Commission determines that the application is complete and that the property may be significant enough to warrant further investigation as a potential Historic-Cultural Monument.