



CITY OF  
LOS ANGELES  
CALIFORNIA



P.O. BOX 4670, WEST HILLS, CA 91308  
WWW.WESTHILLSNC.ORG  
MAIL@WESTHILLSNC.ORG

## WEST HILLS NEIGHBORHOOD COUNCIL

### JOINT BOARD AND ZONING & PLANNING COMMITTEE SPECIAL MEETING AGENDA

**Thursday, September 26, 2024 @ 6:30 p.m.**  
**Chaminade College Preparatory – Condon Center 1<sup>st</sup> Floor**  
**23241 W. Cohasset Street, West Hills, CA 91304**

**Enter Chaminade through the Cohasset Street entrance between Woodlake and Platt Avenues. Drive through the parking lot, bear left and continue over the hill until you see the Condon Family Technology Center on the left. Park in the nearest lot.**

In conformity with the October 6, 2023 enactment of California Senate Bill 411 (Portantino) and La City Council Approval on November 1, 2023, the West Hills Neighborhood Council Zoning & Planning Committee meeting will be conducted virtually, telephonically and in person.

- To attend online via Zoom Webinar: Click or paste the following link into your browser:  
<https://us02web.zoom.us/j/85777145429>
- To call in by phone, dial (669) 900-6833, then punch in this Webinar code when prompted: **8577 714 5429**, then press #.
- To attend in person, please attend Chaminade College Preparatory – Condon Center 1<sup>st</sup> Floor, 23241 W. Cohasset Street, West Hills, CA 91304

This meeting is open to the public. Doors open 10 minutes before the meeting starts. Those who wish to speak during the meeting may be asked to complete a Speaker Card. 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.

- |    |  |  |
|----|--|--|
| 1. | Call to order                                      | Mr. Bill Rose, Co-Chair<br>Mrs. Charlene Rothstein, Co-Chair |
| 2. | Establish Quorum                                   | Mrs. Carolyn Greenwood, Secretary                            |
| 3. | Comments from the Co-Chairs                        | Mr. Bill Rose, Co-Chair<br>Mrs. Charlene Rothstein, Co-Chair |
| 4. | Approve special meeting minutes of August 22, 2024 | Mrs. Carolyn Greenwood, Secretary                            |
| 5. | Public Comments on Non-Agenda Items                | Mr. Bill Rose, Co-Chair<br>Mrs. Charlene Rothstein, Co-Chair |

#### **Old Business**

- |    |   |   |
|----|---|---|
| 6. | Discussion and possible action on the 2024 <b>DRAFT</b> Canoga Park-Winnetka-Woodland Hills-West Hills Community Plan (see <a href="http://www.westhillsnc.org">www.westhillsnc.org</a> ) ( high-lighted section) including a possible resolution and/or CIS for the City Planning Commission | Mr. Bill Rose, Co-Chair<br>Mrs. Charlene Rothstein, Co-Chair<br>Ms. Penny Newmark, Member |
|----|---|---|

7. Discussion and possible action regarding the proposed use of the Circle S Ranch site

Mr. Bill Rose, Co-Chair  
Mrs. Charlene Rothstein, Co-Chair

8. Adjournment – Next Meeting October 8, 2024

**SB 411 Updates** - If a Neighborhood Council has a quorum of board members in a physical location, board members who wish to join the meeting via teleconferencing must adhere to AB 2449 rules and regulations. If a Neighborhood Council does not have a quorum of board members in a physical location, they must adhere to SB 411 rules and regulations. In the event of a disruption that prevents the eligible legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the eligible legislative body's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the eligible legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the eligible legislative body from broadcasting the meeting may be challenged pursuant to Section 54960.1. The eligible legislative body shall not require public comments to be submitted in advance of the meeting and shall provide an opportunity for the public to address the legislative body and offer comments in real time. Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the eligible legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.(i) An eligible legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph, provide public comment until that timed public comment period has elapsed. (ii) An eligible legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (D), or otherwise be recognized for the purpose of providing public comment.(iii) An eligible legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (D), until the timed general public comment period has elapsed.

**Public Input** - Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, an issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to two minutes per speaker, unless adjusted by the presiding officer of the committee.

**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, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: [NCsupport@lacity.org](mailto:NCsupport@lacity.org)

**Public Posting of Agendas** - WHNC agendas are posted for public review at Platt Village, on the Southside of Pavilions, closest to Nothing Bundt Cakes at 6534 Platt Avenue, 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 [L.A. City's Early Notification System \(ENS\)](#)

**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 Section 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 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 our website: [www.westhillsnc.org](http://www.westhillsnc.org) or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the WHNC's executive director via email at [michelle.ritchie@westhillsnc.org](mailto:michelle.ritchie@westhillsnc.org)

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

**Servicios De Traduccion:** 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

**THURSDAY, AUGUST 22, 2024 & 6:30PM**

**Chaminade College Preparatory – Condon Center 1<sup>st</sup> Floor  
23241 W. Cohasset Street, West Hills, CA 91304**

1. Call to Order by Bill Rose at 6:40pm
2. Quorum was established.

Committee Members Present: Aida Abkarians, Dan Brin, Penelope Newmark, Steve Randall, Bill Rose, Charlene Rothstein, Anthony Scarce, Myrl Schreiber, Joan Trent

Committee Members Absent: Faye Barta, Carolyn Greenwood, Saif Mogri, Carolyn Poppert

Other Board Members Present: Kim Koerber, Brad Vanderhoof

Guests: Robert Webb, President, Chaminade College Preparatory, Chris Landon, Director of Facilities, Chaminade; Brad Rosenheim, President CEO Rosenheim & Associates; Jessica Pakdaman, Project Manager, Rosenheim & Associates; Armen Hovanesian, Transportation Consulting; Dave Rand, Rand Paster & Nelson

3. Comments from the Co-Chair(s): Bill Rose said there is a virtual Public Hearing on Wednesday, August 28<sup>th</sup> @9:30am for the Chaminade Expansion Project. Documents are posted on the Zoning & Planning Committee page. The Agenda will be posted 72 hours prior to the Hearing. The public is invited to attend.
4. Motion to approve the Minutes of the July 9, 2024 meeting and July 25, 2024 Special Meeting was made by Penelope Newmark, and seconded by Charlene Rothstein.  
Motion unanimously passed.

5. Public Comments on Non-Agenda Items:

Stakeholder Brian Todd spoke about a safety issue with blocked views at the intersection of Ingomar and Saticoy. The issue will be referred to the Streets and Transportation Committee.

#### **Old Business**

6. Discussion and possible action regarding a Chaminade expansion proposal including but not limited to a list of conditions.

#### **Discussions:**

Chaminade relayed that the pool will have a year-round schedule, open during daylight hours Monday - Friday, Saturday no later than 5:00, closed Sunday and national holidays. Life guard will be on duty at all times. Pool use includes community-based organizations arriving by bus only, hours end at 7:00pm

in summer and earlier in winter. Pool use by community members will be under consideration when a schedule is firmed up in the future. Pool will not be enclosed. Noise will be mitigated by pool house structure situated directly north of the pool as well as trees planted along parking lot that is entered from Woodlake Avenue.

Public Comments included that noise will affect residents who live in close proximity, north of the athletic field and pool. Trees are good barriers but take a long time to grow. Traditionally athletic fields are built away from, not near or next to housing. Chaminade response was that trees will act as sound barriers and help block visibility of athletic & pool areas. Safety concerns were expressed with an unenclosed pool and fence height. Chaminade responded that fencing height has been increased. Also that ample Security measures will be in place during construction and after project is completed. There was a concern expressed by the Public that Chaminade would increase their enrollment over time. Chaminade has agreed that future enrollment will not surpass 1,360 students. If at a later date they wished to expand enrollment, it would have to go through the L.A. City planning process again and the community would be notified. A stated public concern was that because of expansion, there will be more traffic on Saticoy and especially Woodlake that could result in delays of emergency vehicles headed to West Hills/UCLA hospital. WHNC has requested in it's list of conditions from Chaminade to submit a more comprehensive traffic management program. Public concern was that Chaminade could change zoning and develop 8-story apartments on the site. Chaminade clarified that expansion plans prohibit zoning change to allow multi-story apartment buildings on the property and restrictions are for school use only.

Motion to support the Chaminade expansion that includes but is not limited to additional conditions was made by Bill Rose, seconded by Charlene Rothstein.

Motion passed. 7 Yes: Aida Abkarians, Dan Brin, Penelope Newmark, Bill Rose, Charlene Rothstein, Anthony Scarce, Myrl Schreibman 2 Abstain: Steve Randall, Joan Trent

7. Discussion and possible action regarding the DRAFT SW Valley Community Plan and its relationship to the Circle S Ranch proposal and other high-density projects.

**Discussions:**

SW Valley Community Plan does not have adequate infrastructure to support the increased development, there is insufficient availability of water and energy, emergency resources, i.e, fire and police department support. Plan allows for multi-story apartments to be built next to and adjacent to single-family homes destroying the existing character of our suburban neighborhoods. Allowed is inadequate parking with limited access to public transportation, resulting in increased traffic and pollution. The number of presentations by L.A. City Planning to share information and gather public comments is insufficient. Deadlines should be extended. The proposed Circle S. Ranch 324-unit, 5-story apartment building is permitted next to single-family homes because of mandates and incentives included in L.A. City Planning Department's SW Valley Community Plan. Charlene Rothstein said she will be asking for extensions to the Plan finalization dates and invite L.A. City Planning to meetings for further discussions.

Monday, August 26 at 5:00pm is the deadline for the Public Comment Period on the CHIP (Citywide Housing Incentive Program). Information on where to email comments to the housing department and to complete the City Planning Department's poll is on the Zoning & Planning Committee page.

8. Meeting adjourned by Bill Rose at 8:00pm.

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Los Angeles City Planning

**Canoga Park - Winnetka -  
Woodland Hills - West Hills**  
Community Plan

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MARCH 2024

**DRAFT**



**LOS ANGELES  
CITY PLANNING**  
Community Planning

until you see the Condon Family Technology Center on the left. Park in the nearest lot.

## **Current West Hills Development Information**

- *See bottom of page for List of Elected Officials and contact information*

## **SW Valley 2024-2025 Community Plans**

- The City of Los Angeles' Department of City Planning is initiating the process of updating each of its 35 Community Plans over the next six years. The plans represent the land use element of the General Plan, a long-range planning document that captures the City's vision for the future of our neighborhoods. Its vision is captured through community input on policies and programs that guide the development and growth of these neighborhoods for years to come.

### **UPDATES**

**\*\*Meeting-Thursday, September 26, 2024 -City Planning Commission will be considering the proposed draft ordinances. For meeting and ordinance information [CLICK HERE](#)**

- Presentation on New Zoning Codes and Implementation - August 2024 [CLICK HERE](#)
- Housing Element Rezoning Program: Incentives [CLICK HERE](#)
- Fact Sheet-Citywide Housing Incentive Program (CHIP) Ordinance [CLICK HERE](#)
- Housing Element Rezoning Program/Revise Summer 2024 [CLICK HERE](#)
- Proposed Land Use Regulations (scroll down to "Citywide Adaptive Reuse Program Ordinance) [CLICK HERE](#)

\*\*\*\*\*

- **FACT SHEET Citywide Housing Incentive Program Ordinance** [CLICK HERE](#)
- **DRAFT March 2024 Canoga Park-Winnetka-Woodland Hills-West Hills Community Plan** [CLICK HERE](#)
- City of LA Planning Administration DRAFT for Discussion presented at May 14 2024 Meeting [CLICK HERE](#)

## **Circle S Ranch Property**

- Vesting Preliminary Application [CLICK HERE](#)
- Building & Safety Demolition Certificate [CLICK HERE](#)
- Zoning Information [CLICK HERE](#)
- Circle S Ranch Property Plan - Preliminary [CLICK HERE](#)

## **Chaminade Expansion**

**UPDATE:**

**CITY PLANNING COMMISSION  
REGULAR MEETING AGENDA  
THURSDAY, SEPTEMBER 12, 2024 AFTER 8:30 A.M.  
LOS ANGELES CITY HALL  
JOHN FERRARO COUNCIL CHAMBER  
200 NORTH SPRING STREET, 3RD FLOOR, ROOM 340  
LOS ANGELES, CA 90012**

Meeting presentations will be made available here (<https://tinyurl.com/CPC9-12-24>) by Monday, September 9, 2024.  
Compliant Day of Submissions will be added to this drive.

**RACIAL EQUITY VALUE STATEMENT:**

*Equitable planning demands that race does not determine whether or not one thrives in Los Angeles. The Los Angeles City Planning Commission prioritizes a planning process that centers the needs of those most harmed by systemic racism. Our goal is the creation of affordable, prosperous, resilient and healthy communities where all Angelenos experience the feeling that they belong.*

Monique Lawshe, President  
Elizabeth Zamora, Vice President  
Maria Cabildo, Commissioner  
Caroline Choe, Commissioner  
Martina Diaz, Commissioner  
Phyllis Klein, Commissioner  
Karen Mack, Commissioner  
Michael Newhouse, Commissioner  
Vacant, Commissioner

Vincent P. Bertoni, AICP, Director  
Shana M. M. Bonstin, Deputy Director  
Haydee Urita-Lopez, Deputy Director  
Arthi L. Varma, AICP, Deputy Director  
Lisa M. Webber, AICP, Deputy Director

Cecilia Lamas, Commission Executive Assistant II  
[cpc@lacity.org](mailto:cpc@lacity.org)  
(213) 978-1299

**POLICY FOR DESIGNATED PUBLIC HEARING ITEMS:**

Pursuant to the Commission's general operating procedures, the Commission at times must necessarily limit the speaking times of those presenting testimony on either side of an issue that is designated as a public hearing item. In all instances, however, equal time is allowed for presentation of pros and cons of matters to be acted upon. Every person wishing to address the commission in person must complete a speaker's request form and submit it to the Commission staff.

**CITY PLANNING COMMISSION MEETINGS CAN BE LISTENED TO BY DIALING (213) 621-2489 OR (818) 904-9450.**

**YOU CAN ALSO VIEW THE MEETING ONLINE VIA ZOOM AT: <https://planning-lacity-org.zoom.us/j/82405666753> AND USE MEETING ID: 824 0566 6753 AND PASSCODE 771561.** Members of the public who wish to participate in the meeting and offer verbal public comment remotely to the City Planning Commission can either access the link located above or call (213) 338-8477 or (669) 900-9128 and use Meeting ID No. 824 0566 6753 and then press #. Press # again when prompted for participant ID. Please use Meeting Passcode 771561. For hybrid meeting participation information, please click [here](#). The ability to provide public comment remotely, an optional participation feature, may be subject to technical issues. Should technical difficulties occur or persist, the in-person meeting shall continue to be conducted. **Remote participation is available only for those wishing to provide public comment; Applicants, Appellants, and/or Representatives are required to attend the meeting in person.**

Written submissions, which are optional, may be submitted prior to, or at, the meeting. These submissions are governed by the City Planning Commission Rules and Operating Procedures posted online at <https://planning.lacity.org>. However, please see revised submission guidelines below which have been modified to accommodate the hybrid meeting format.

**Initial Submissions**, not limited as to volume, must be received by the Commission Executive Assistant no later than by 4:00 p.m. on the Monday prior to the week of the Commission meeting. Materials are to be emailed to [cpc@lacity.org](mailto:cpc@lacity.org). **Secondary Submissions** in response to a Staff Recommendation Report or additional comments must be received electronically no later than 48-hours before the Commission meeting. Submissions shall not exceed ten (10) pages, including exhibits, and must be submitted electronically to [cpc@lacity.org](mailto:cpc@lacity.org). Photographs do not count toward the page limitation. **Day of Hearing Submissions** within 48 hours of the meeting, up to and including the day of the meeting are limited to 2 pages plus accompanying photographs. Day of Hearing Submissions are to be submitted electronically to [cpc@lacity.org](mailto:cpc@lacity.org) and 15 hard copies must be submitted at the in-person meeting. Submissions that do not comply with these rules will be stamped "File Copy. Non-Complying Submission." Non-complying submissions will be placed into the official case file, but they will not be delivered to or considered by the Commission, and will not be included in the official administrative record for the item at issue.

The Commission may RECONSIDER and alter its action taken on items listed herein at any time during this meeting or during the next regular meeting, in accordance with the Commission Rules and Operating Procedures and provided that the Commission retains jurisdiction over the case. If a Commission meeting is canceled or adjourned due to lack of quorum, all remaining agenda items shall be continued to the next regular meeting or beyond as long as the continuance is within the legal time limits of the case or cases.

**Requests for reasonable modification or accommodation from individuals with disabilities**, consistent with the Americans with Disabilities Act can be made by contacting the Commission Executive Assistant at (213) 978-1299 or by email at [cpc@lacity.org](mailto:cpc@lacity.org) no later than three working days (72 hours) prior to the meeting. For Telecommunication Relay Services for the hearing impaired, please see the information located on the last page of this agenda.

If you challenge these agenda items in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence on these matters delivered to this agency at or prior to the public hearing.

If you seek judicial review of any decision of the City pursuant to California Code of Civil Procedure Section 1094.5, the petition for writ of mandate pursuant to that section must be filed no later than the 90th day following the date on which the City's decision became final pursuant to California Code of Civil Procedure Section 1094.6. There may be other time limits which also affect your ability to seek judicial review.

Agendas and Adopted Minutes are available online at <http://planning.lacity.org>, by selecting "About," "Commissions, Boards & Hearings," filter by "City Planning Commission." For additional information regarding the format of this telephonic public meeting, please visit our website at <http://planning.lacity.org>.

If you would like to receive a determination letter for any item on today's agenda, please email your request to [cpc@lacity.org](mailto:cpc@lacity.org). Please include your contact information (email or mailing address) and the case number associated with the item.

Información en español acerca de esta junta puede ser obtenida llamando al (213) 978-1300. Servicios de traducción al español están disponibles, de ser solicitados con un mínimo de 72 horas de anticipación, en todas las juntas de la comisión.

## **1. DIRECTOR'S REPORT AND COMMISSION BUSINESS**

- Legal Actions and Issues Update
- Items of Interest
- Advance Calendar
- Commission Requests
- Meeting Minutes – October 12, 2023; October 26, 2023; November 2, 2023.

## **2. NEIGHBORHOOD COUNCIL POSITION STATEMENTS ON AGENDA ITEMS**

Presentations by Neighborhood Council representatives on any Neighborhood Council resolution, or community impact statement filed with the City Clerk, which relates to any agenda item listed or being considered on this agenda. The Neighborhood Council representative shall provide the Board or Commission with a copy of the Neighborhood Council's resolution or community impact statement by email to [cpc@lacity.org](mailto:cpc@lacity.org). At the Chair's discretion, presentations of Neighborhood Councils on any matter listed on the agenda for this Commission meeting may be taken at the time the agenda item is taken for consideration.

## **3. GENERAL PUBLIC COMMENT**

The Commission shall provide an opportunity in open meetings for the public to address it **on non-agenda items**, for a cumulative total of up to thirty (30) minutes, on items of interest to the public that are within the subject matter jurisdiction of the Commission.



**DRAFT**

**Resolution for L.A. City Planning  
To Modify the 2024 -2025 SW Valley Community Plans**

Whereas the 2024 - 2025 SW Valley Community Plans are comprised of three Ordinances:  
1.Citywide Housing Incentive Program (CHIP), 2. Housing Element Sites and  
Minimum Density Ordinance, and 3. Resident Protections Ordinance;

Whereas L.A. City Planning outreach for the 2024-2025 SW Valley Community Plans have  
not adequately informed residents;

Whereas L.A. City Planning has not considered community opinions in development and  
implementation of the 2024 - 2025 SW Valley Community Plans that will change the  
future of our communities;

Whereas the 2024 - 2025 SW Valley Community Plans that creates incentives for  
insufficient parking, increases traffic on our already congested streets, increases density,  
pollution and noise and creates a burden on our already compromised police and  
firefighter resources,

Whereas SW Valley residents are against uncontrolled, irresponsible growth that does not  
contribute to positive futures for homeowners and small businesses;

Whereas L.A. Department of Transportation's bus service is inadequate to meet the needs of  
West Hills residents, proposed development projects must consider increasing transit  
with safe and reliable service;

Whereas the City of LA has the ability to meets the State mandate without rezoning  
residential neighborhoods that increases density by adding multi-level developments  
on inappropriate sites;

Whereas the 2024 -2025 SW Valley Community Plans negatively affect the character and  
quality of life and does not consider the uniqueness of each community therefore be it;

*Resolved by the West Hills Neighborhood Council:*

1. That the L.A. City Planning Department protects Los Angeles single-family neighborhoods from zone changes that allow inappropriate higher-density projects in their communities.
2. That the L.A. City Planning Department includes Los Angeles residents as equal partners in making decisions on land-use issues that affect their communities.
3. That the L.A. City Planning Department modifies and delays approvals for the 2024 - 2025 SW Valley Community Plans.



CITY PLANNING APPLICATION

THIS BOX FOR CITY PLANNING STAFF USE ONLY

ED1 Eligible  AB 2097 Eligible

Case Number: ADM-2024-5202 - DB - PHP - VHUA

Env. Case Number: \_\_\_\_\_

Application Type: Density Bonus

Case Filed With (Print Name): Jacqueline Torres Date Filed: 8/15/24

Application includes letter requesting:

Waived Hearing  Concurrent hearing  Hearing not to be scheduled on a specific date (e.g. vacation hold)

Related Case Number(s): \_\_\_\_\_

THIS SECTION TO BE COMPLETED BY THE APPLICANT

Provide all information requested. Missing, incomplete or inconsistent information will cause delays.

All terms in this document are applicable to the singular as well as the plural forms of such terms.

Refer to the City Planning Application Filing Instructions ([CP13-7810](#)) for more information.

1. PROJECT LOCATION

Street Address<sup>1</sup>: 7556-7572 N WOODLAKE AVE Unit/Space Number: \_\_\_\_\_

Legal Description<sup>2</sup> (Lot, Block, Tract): LOT: FR 208, BLOCK: NONE, TRACT: TR 21391

Assessor Parcel Number: 2021-002-013 Total Lot Area: 95,783 SF

2. PROJECT DESCRIPTION

Present Use: VACANT LAND

Proposed Use: 332-UNIT, 100% AFFORDABLE HOUSING FOR SENIORS

Project Name (if applicable): WOODLAKE APTS

<sup>1</sup> Street Addresses must include all addresses on the subject/application site (as identified in ZIMAS—<http://zimas.lacity.org>).

<sup>2</sup> Legal Description must include all contiguously owned properties (even if they are not a part of the proposed project site).

**Describe in detail the characteristics, scope and/or operation of the proposed project:**

Additional Information Attached:

YES  NO

**EXISTING SITE CONDITIONS**

**Complete and check all that apply:**

- Site is undeveloped or unimproved (i.e., vacant)
- Site has existing buildings (provide copies of building permits)
- Site is/was developed with uses that could release hazardous materials on soil and/or groundwater (e.g., dry cleaning, gas station, auto repair, industrial)
- Site is located within 500 feet of a freeway or railroad
- Site is located within 500 feet of a sensitive use (e.g., school, park)
- Site has special designation (e.g., National Historic Register, Survey LA)

**PROPOSED PROJECT INFORMATION**

**Check all that apply or could apply:**

- Demolition of existing buildings/structures
- Relocation of existing buildings/structures
- Removal of any on-site tree
- Removal of any street tree
- Removal of protected trees onsite/in public right-of-way
- Grading
- Haul Route
- New construction: 182,750 square feet
- Additions to existing buildings
- Interior tenant improvement
- Exterior renovation or alteration
- Change of use and/or hours of operation
- Uses or structures in public right-of-way
- Phased project

**HOUSING COMPONENT INFORMATION**

Number of Residential Units: Existing 2 - Demolish(ed)<sup>3</sup> 2 + Adding 332 = Total 332

Number of Affordable Units<sup>4</sup>: Existing 0 - Demolish(ed) 0 + Adding 331 = Total 331

Number of Market Rate Units: Existing 2 - Demolish(ed) 2 + Adding 0 = Total 1

Mixed Use Projects, Amount of Non-Residential Floor Area: \_\_\_\_\_ square feet

<sup>3</sup> Number of units to be demolished and/or which have been demolished within the last five years.  
<sup>4</sup> As determined by the Los Angeles Housing Department.

## PARKING INFORMATION

Is the project utilizing AB 2097?

YES  NO

If Yes, provide a date-stamped ZIMAS Parcel Profile Report including AB 2097 Eligibility information.

Provided # of Parking Spaces: 154 Required # of Parking Spaces: 0 (SENIORS)

### Parking Minimum Checklist

The following checklist will determine if parking minimums can be imposed on a Project under AB 2097. Parking minimums cannot be imposed if the proposed project meets any of the following criteria.

Check all that apply:

- Include a minimum of 20 percent of the total dwelling units for Very Low, Low, or Moderate-Income households, students, the elderly, or persons with disabilities
- Contain fewer than 20 dwelling units
- Are subject to parking reductions of any other applicable law (by satisfying the applicable eligibility requirements)

## PUBLIC RIGHT-OF-WAY INFORMATION

Have you submitted the [Planning Case Referral Form](#) to BOE? (if required)  YES  NO

Is the project required to dedicate land to the public right-of-way?  YES  NO

If so, what is/are the dedication requirement(s)? ONE feet

If dedications are required on multiple streets, identify as such: 1' ON WOODLAKE, 1' ON SATICOY

## 3. ACTION(S) REQUESTED

Provide the Los Angeles Municipal Code (LAMC) Section that authorizes the request and (if applicable) the LAMC Section or the Specific Plan/Overlay Section from which relief is sought, and follow with a description of the requested action.

Does the project include Multiple Approval Requests per LAMC Section 13A.2.10. of Chapter 1A?  YES  NO

Authorizing Code Section: LAMC 12.22.A.25, AB2334, AB1287

Code Section from which relief is requested (if any): LAMC 12.06, LAMC 12.21, LAMC 12.21.1

Action Requested: (3) 20% SIDE YARD REDUCTIONS, 20% OPEN SPACE REDUCTION

UNLIMITED DENSITY, ZERO PARKING, 33' ADD'L HEIGHT OR THREE ADD'L STORIES

**Authorizing Code Section:** \_\_\_\_\_

**Code Section from which relief is requested (if any):** \_\_\_\_\_

**Action Requested:** \_\_\_\_\_

Additional Requests Attached:  YES  NO

#### 4. RELATED CITY PLANNING CASES

Are there previous or pending cases/decisions/environmental clearances on the project site?  YES  NO

If YES, list all case number(s): \_\_\_\_\_

If the application/project is directly related to one of the above cases, list the pertinent case numbers below and complete/check all that apply (provide copy).

Case No.: \_\_\_\_\_ Ordinance No.: \_\_\_\_\_

- |  |   |
|--|---|
| <input type="checkbox"/> Condition Compliance Review | <input type="checkbox"/> Clarification of Q (Qualified) Condition         |
| <input type="checkbox"/> Modification of Conditions  | <input type="checkbox"/> Clarification of D (Development) Limitation      |
| <input type="checkbox"/> Revision of Approved Plans  | <input type="checkbox"/> Amendment to T (Tentative) Classification        |
| <input type="checkbox"/> Renewal of Entitlement      | <input type="checkbox"/> Plan Approval subsequent to Main Conditional Use |

For purposes of environmental (CEQA) analysis, is there intent to develop a larger project?  YES  NO

Have you filed, or is there intent to file, a Subdivision with this project?  YES  NO

If YES, to either of the above, describe the other parts of the projects or the larger project below, whether or not currently filed with the City:

#### 5. RELATED DOCUMENTS / REFERRALS

To help assigned staff coordinate with other Departments that may have a role in the proposed project, provide a copy of any applicable form and reference number if known.

Are there any recorded Covenants, affidavits or easements on this property?

YES (provide copy)  NO

## 6. PROJECT TEAM INFORMATION (COMPLETE ALL APPLICABLE FIELDS)

### APPLICANT

Applicant<sup>5</sup> Name: JEFF ZBIKOWSKI  
Company/Firm: JZ DEVELOPMENT LLC  
Address: 4043 IRVING PL Unit/Space Number: SUITE B  
City: CULVER CITY State: CA Zip Code: 90232  
Telephone: 310.853.5004 E-mail: JEFF@JZARCH.LA

Are you in escrow to purchase the subject property?:  YES  NO

**PROPERTY OWNER OF RECORD**  Same as applicant  Different from applicant

Name (if different from applicant): Jill Ross Meer & Ron Williams Ross, as Co-Trustees of the William G. Ross and Joy A. Ross Survivor's Trust  
Address: 7566 WOODLAKE AVE Unit/Space Number: \_\_\_\_\_  
City: WEST HILLS State: CA Zip Code: 91304  
Telephone: 800-300-4770 E-mail: tweaver@synergycrc.com

**AGENT / REPRESENTATIVE NAME:** JEFF ZBIKOWSKI

Company/Firm: JZA  
Address: 4043 IRVING PL Unit/Space Number: SUITE B  
City: CULVER CITY State: CA Zip Code: 90232  
Telephone: 310.853.5004 E-mail: JEFF@JZARCH.LA

<sup>5</sup> An applicant is a person with a lasting interest in the completed project such as the property owner or a lessee/user of a project. An agent/representative is someone filing an application on behalf of a client.

**OTHER (E.G. ARCHITECT, ENGINEER, CEQA CONSULTANT):** ARCHITECT

**Name:** JEFF ZBIKOWSKI

**Company/Firm:** JZA

**Address:** 4043 IRVING PL **Unit/Space Number:** SUITE B

**City:** CULVER CITY **State:** CA **Zip Code:** 90232

**Telephone:** 310.853.5004 **E-mail:** JEFF@JZARCH.LA

**Primary Contact for Project Information<sup>6</sup>**

**(Select only one. Email address and phone number required.)**

Owner  Applicant  Agent/Representative  Other: \_\_\_\_\_

To ensure notification of any public hearing as well as decisions on the project, make sure to include an individual mailing label for each member of the project team in both the Property Owners List and the Abutting Property Owners List.

<sup>6</sup> As of June 8, 2022, the Primary Contact for Project is required to have an Angeleno Account and register with the Ethics Commission for Significant Project Entitlements, as defined in LAMC Section [49.7.37\(A\)\(6\)](#). An email address and phone number shall be required on the DCP Application Form, and the email address provided shall match the email address used to create the Angeleno Account.

## PROPERTY OWNER AFFIDAVIT

Before the application can be accepted, the owner of each property involved must provide a notarized signature to verify the application is being filed with their knowledge. Staff will confirm ownership based on the records of the City Engineer or County Assessor. In the case of partnerships, corporations, LLCs or trusts an officer of the ownership entity so authorized may sign as stipulated below.

- **Ownership Disclosure.** If the property is owned by a partnership, corporation, LLC or trust, a disclosure identifying an officer of the ownership entity must be submitted. The disclosure must list the names and addresses of the principal owners (25% interest or greater). The signatory must appear in this list of names. A letter of authorization, as described below, may be submitted provided the signatory of the letter is included in the Ownership Disclosure. Include a copy of the current partnership agreement, corporate articles, or trust document as applicable.
- **Letter of Authorization (LOA).** An LOA from a property owner granting someone else permission to sign the application form may be provided if the property is owned by a partnership, corporation, LLC or trust or in rare circumstances when an individual property owner is unable to sign the application form. To be considered for acceptance, the LOA must indicate the name of the person being authorized the file, their relationship to the owner or project, the site address, a general description of the type of application being filed and must also include the language in items A-D below. In the case of partnerships, corporations, LLCs or trusts the LOA must be signed and notarized by the authorized signatory as shown on the Ownership Disclosure or in the case of private ownership by the property owner. Proof of Ownership for the signatory of the LOA must be submitted with said letter.
- **Grant Deed.** Provide a Copy of the Grant Deed If the ownership of the property does not match City Records and/or if the application is for a Coastal Development Permit. The Deed must correspond exactly with the ownership listed on the application.
- **Multiple Owners.** If the property is owned by more than one individual (e.g. John and Jane Doe or Mary Smith and Mark Jones) notarized signatures are required of all owners.
  - a. I hereby certify that I am the owner of record of the herein previously described property located in the City of Los Angeles which is involved in this application or have been empowered to sign as the owner on behalf of a partnership, corporation, LLC or trust as evidenced by the documents attached hereto.
  - b. I hereby consent to the filing of this application on my property for processing by the Department of City Planning.
  - c. I understand if the application is approved, as a part of the process the City will apply conditions of approval which may be my responsibility to satisfy including, but not limited to, recording the decision and all conditions in the County Deed Records for the property.
  - d. By my signature below, I declare under penalty of perjury under the laws of the State of California that the foregoing statements are true and correct.



Property Owner's signatures must be signed/notarized in the presence of a Notary Public.  
The City requires an original signature from the property owner with the "wet" notary stamp.  
A Notary Acknowledgement is available for your convenience on following page.

Signature: Jill Ross Meer Co-Trustee

Date: Aug 3, 2024

Print Name: Jill Ross Meer as Co-Trustee of the William G. Ross and Joy A. Ross Survivor's Trust

Signature: [Signature] CO-TRUSTEE

Date: 8/8/24

Print Name: Ron William Ross, as Co-Trustee of the William G. Ross and Joy A. Ross Survivor's Trust

attached to City Planning application

State of Colorado

County of Douglas

This record was signed before me on August 3rd, 2024

by Jill Ross meier as

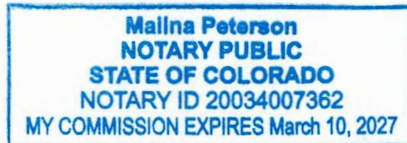
Co-Trustee of the William G.

Ross and Jay A. Ross Survivor's Trust

Malina Peterson

Notary Public

Commission Expiration Date: 3-10-2027



SPACE BELOW FOR NOTARY'S USE

CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT

CIVIL CODE '1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of Los Angeles

On 8/8/24 before me, Troy Stairs, Notary Public  
(Insert Name of Notary Public and Title)

personally appeared Ron William Ross, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf on which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

[Handwritten Signature]  
Signature



## APPLICANT DECLARATION

A separate signature from the applicant, whether they are the property owner or not, attesting to the following, is required before the application can be accepted.

- a. I hereby certify that the information provided in this application, including plans and other attachments, is accurate and correct to the best of my knowledge. Furthermore, should the stated information be found false or insufficient to fulfill the requirements of the Department of City Planning, I agree to revise the information as appropriate.
- b. I hereby certify that I have fully informed the City of the nature of the project for purposes of the California Environmental Quality Act (CEQA) and have not submitted this application with the intention of segmenting a larger project in violation of CEQA. I understand that should the City determine that the project is part of a larger project for purposes of CEQA, the City may revoke any approvals and/or stay any subsequent entitlements or permits (including certificates of occupancy) until a full and complete CEQA analysis is reviewed and appropriate CEQA clearance is adopted or certified.
- c. I understand that the environmental review associated with this application is preliminary, and that after further evaluation, additional reports, studies, applications and/or fees may be required.
- d. I understand and agree that any report, study, map or other information submitted to the City in furtherance of this application will be treated by the City as public records which may be reviewed by any person and if requested, that a copy will be provided by the City to any person upon the payment of its direct costs of duplication.
- e. I understand that the burden of proof to substantiate the request is the responsibility of the applicant. Additionally, I understand that planning staff are not permitted to assist the applicant or opponents of the project in preparing arguments for or against a request.
- f. I understand that there is no guarantee, expressed or implied, that any permit or application will be granted. I understand that each matter must be carefully evaluated and that the resulting recommendation or decision may be contrary to a position taken or implied in any preliminary discussions.
- g. I understand that if this application is denied, there is no refund of fees paid.
- h. I understand and agree to defend, indemnify, and hold harmless, the City, its officers, agents, employees, and volunteers (collectively "City"), from any and all legal actions, claims, or proceedings (including administrative or alternative dispute resolution (collectively "actions")), arising out of any City process or approval prompted by this Action, either in whole or in part. Such actions include but are not limited to: actions to attack, set aside, void, or otherwise modify, an entitlement approval, environmental review, or subsequent permit decision; actions for personal or property damage; actions based on an allegation of an unlawful pattern and practice; inverse condemnation actions; and civil rights or an action based on the protected status of the petitioner or claimant under state or federal law (e.g. ADA or Unruh Act). I understand and agree to reimburse the City for any and all costs incurred in defense of such actions. This includes, but is not limited to, the payment of all court costs and attorneys' fees, all judgments or awards, damages, and settlement costs. The indemnity language in this



## NEIGHBORHOOD CONTACT SHEET (OPTIONAL)

### 7. SIGNATURES

Signatures of adjoining or neighboring property owners in support of the request are not required but are helpful, especially for projects in single-family residential areas. Signatures may be provided below (attach additional sheets if necessary).

NAME (Print)	SIGNATURE	ADDRESS	KEY # ON MAP

**REVIEW** of the project by the applicable Neighborhood Council is not required but is helpful. If applicable, describe, below or separately, any contact you have had with the Neighborhood Council or other community groups, business associations and/or officials in the area surrounding the project site (attach additional sheets if necessary).