



West Hills Neighborhood Council

"It's our neighborhood.
Let's build a community."

August 27, 2024

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Mr. Trevor Martin, City Planner
Los Angeles City Planning
Expedited Processing Section
200 N. Spring Street, Room 763
Los Angeles, California 90012

Via Email Only
trevor.martin@lacity.org

**Re: Case #: CPC-2009-1477-CU-ZV-ZAA-ZAA-SPR-PA1, CPC-2023-1254-VZCC-HD-ZAD-ZAA
Chaminade Avenue, West Hills, California 91304
Main Campus and North Campus**

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Hearing Date: August 28, 2024

Dear Mr. Martin:

As you know, the West Hills Neighborhood Council ("WHNC") has been in discussions with Chaminade and their associates over the past year regarding the expansion of Chaminade High School. The negotiations included numerous meetings with the WHNC Zoning & Planning Committee, a Zoning sub-committee, Council District 12, community members and Chaminade.

After extensive examination of the proposal and careful study of best practices to ensure due regard for the character of the surrounding community and quality of life for the adjoining residents, the WHNC voted at a Special Zoning & Planning meeting held on Thursday, August 22, 2024, to support the proposal with conditions. Please find the WHNC approved conditions dated August 14, 2024 and August 22, 2024 with this letter.

Because the subject site is situated in a residential area and also directly abuts some of the homes, there have been concerns from residents concerning future problems that may occur. For this reason, the establishment of the conditions is significant, those from the WHNC and from LA City Planning.

Should you have any questions, please do not hesitate to contact us.

Respectfully submitted,

Bill Rose

Charlene Rothstein

Bill Rose, Co-Chair
West Hills Neighborhood Council
Zoning & Planning Committee

Charlene Rothstein, Co-Chair
West Hills Neighborhood Council
Zoning & Planning Committee

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Chaminade College Preparatory, High School Campus

**Proposed Modified and New Conditions in Response to WHNC Comments
Case Nos. CPC-2009-1477-CU-ZV-ZAA-SPR-PA1, CPC-2023-1254-VZC-HD-ZAD-ZAA**

Note: ~~Strikethrough text~~ is proposed to be deleted and **bolded underlined text** is proposed to be added.

1. ZONE CHANGE ON NORTH CAMPUS

New “Q” Qualified Condition on North Campus:

- **Use. Uses shall be limited to school uses for Grade K-12 and uses accessory to or associated with the school, such as athletic and parking facilities as shown on and in substantial conformance with the plans (“Exhibit A”) and the Conditions of Approval associated with this Case. No residential or hotel uses are permitted.**

New “D” Development Limitation on North Campus:

- **Height of Buildings and Structures. No building, fence or structure shall exceed 45 feet in height, except for the athletic field and pool facility lights which shall not exceed 90 feet in height, in substantial conformance with the plans (“Exhibit A”).**

2. SETBACKS ON NORTH CAMPUS

New “Q” Qualified Condition on North Campus:

- **Setbacks on North Campus. No new buildings or structures may be located within 15 feet of the northern property line, except for the following as shown on the plans (“Exhibit A”):**
 - 10-foot-tall perimeter fence, with a minimum setback of approximately 1-foot, 4 inches;**
 - 40-foot-tall poles and netting, with a minimum setback of approximately 2 feet, 10 inches;**
 - 22-foot-tall to 25-foot-tall parking lot lights, with minimum setbacks of approximately 3 feet, 4 inches and 6 feet-6 inches, respectively;**
 - A 26-foot-tall score board, with a minimum setback of approximately 6 feet, 8 inches;**
 - 70-foot-tall stadium lights, with a minimum setback of 8 feet, 4 inches;**
and
 - 8-foot-tall bull pen, with a minimum setback of 10 feet.**

New "Q" Qualified Condition on North Campus:

- **Along the Woodlake Avenue frontage, pool lights shall be set back a minimum of 12 inches from the property line.**

3. RENTAL OR LEASE OF FACILITIES

Revise Existing Condition 5:

5. Use Restrictions.

- a. Rental or lease of the batting cage facilities or athletic fields located on the school campus is not permitted for any purpose, **except as permitted under Condition 5.e.** Rental or lease of other on-site facilities is limited to activities solely to the general educational purpose of the institution. [The term "rental of the facilities" is not dependent upon the payment of a fee].
- b. Parking on-site shall not be utilized for events or uses occurring at off-site locations, unless the off-site event occurs on a weekend, in the summer, and does not coincide with a Special Event at the school.
- c. Filming exclusively for commercial purposes and without active student participation, shall be prohibited on the property. All filming shall be limited between the hours of 8:00 a.m. to 8 p.m., Monday through Friday. The use of artificial light is prohibited.
- d. No incidental gaming activities as defined in Section 12.21-A,13, shall be permitted on the site.
- e. **North Campus Only: The rental or lease of the athletic and parking facilities, and associated structures, for non-Chaminade activities are restricted to the following:**

Athletic Fields. Use by community-based organizations shall be limited to 36 days per year, Monday through Saturday, from 8 a.m. to 6 p.m. Use is not permitted on Sundays and national holidays. The rental or lease of the batting cages is not permitted at any time.

Aquatic Complex/Pool. Use by community-based organizations, which shall travel to and from the North Campus by bus, shall be limited to daylight hours only, and to end no later than 7:00 p.m., Monday through Friday, and no later than 5:00 p.m. on Saturdays, with no use of outdoor lighting other than low-level security lighting. For community member swim activities, use hours shall be limited to

Monday-Saturday, 8:00 a.m. to 6:00 p.m. Use is not permitted on Sundays and national holidays. A lifeguard must be on duty any time the pool is in use.

For purposes of the above conditions, “community-based organization” shall mean any educational or athletic institution, group or league. “Daylight hours” shall mean hours illuminated by the natural light of day, or from dawn to dusk, year-round, but further limited by the times noted herein.

4. HOURS OF OPERATION

Revise Existing Condition 6:

6. Hours of Operation Shall Observe the Following Limitations, **unless otherwise permitted elsewhere in the conditions.**
 - a. For daytime classroom instruction: 6:30 a.m. to 6 p.m., Monday through Friday. Evening classes, occurring no more than four times weekly is to conclude by 10:00 p.m. Saturday classroom instruction is limited to the hours of 8:00 a.m. to 6:00 p.m. No classroom instruction is permitted on Sunday.
 - b. For gymnasium use: 6:30 a.m. to 10:00 p.m., Monday through Friday; 8:30 a.m. to 10:00 p.m. on Saturday; and 8:30 a.m. to 8:00 p.m. on Sunday. No Saturday game or practice session shall begin prior to 8:30 a.m. No congregating on the school site for the purpose of these activities shall occur prior to 8:30 a.m. on Saturdays and Sundays. An instructor or school staff member shall be present at the subject site at least one half hour prior to the designated start times to monitor student activities/arrivals to assure that noise impacts on the adjacent neighbors are minimized.
 - c. For Athletic Field/Stadium use: **Main Campus:** Shall have hours of 7:00 a.m. to 10:00 p.m., Monday through Friday; Saturday use is limited to 8:00 a.m. to 9 p.m., and; 9:00 a.m. to 8:00 p.m. on Sunday. No more than 15 Sundays per year will be allowed. **North Campus: Shall have the same hours as the Main Campus, except the end time shall be 9:00 p.m. (instead of 10:00 p.m.) on Monday through Friday, with an exception for overtime/extra inning play. Both Campuses:** Athletic use is not permitted on national holidays. No congregating on the site for the purpose of these activities shall occur before the permitted hours. An instructor/school staff member shall be present at the subject site at least one-half hour prior to the designated start times to monitor student activities/arrivals to assure that noise impacts on the adjacent neighbors are minimized.

- d. For Aquatic Complex/Pool use: Shall have hours of 8:00 a.m. to 8:00 p.m., Monday through Friday. Saturday use is limited to 10 a.m. to 7 p.m. Athletic use is not permitted on Sundays or national holidays.
- e. Batting Cages. The batting cages shall be restricted to the sole use of Chaminade students and staff. **Main Campus:** ~~No use of the cages shall occur between 8:00 p.m. and 8:00 a.m., the following day~~ **(Shall be limited to 8:00 a.m. to 8:00 p.m., Monday through Saturday).** **North Campus:** **Shall be limited to 9:00 a.m. to 7:00 p.m., Monday through Saturday.** **Both Campuses:** No use of the batting cages ~~is~~ **is** permitted on Sundays and national holidays.
- f. Teacher preparations, normal school maintenance, parent conferences with teachers, school board meetings and similar customary school activities cumulatively limited to 451 vehicles on the property at one time, **consistent with the minimum parking required per the Conditional Use under Case No. CPC-2009-1477-CU-ZV-ZAA-SPR, or limited to 501 vehicles on the property at one time upon full buildout of the Project approved pursuant Case Nos. CPC-2009-1477-CU-ZV-ZAA-SPR-PA1 and CPC-2023-1254-VZC-HD-ZAD-ZAA,** may extend beyond the hours set forth above.
- g. Motorized sweeping of the parking lots and driveways and motorized landscape maintenance shall occur only between the hours of 8 a.m. and 6 p.m., Monday through Saturday.

5. SETBACKS ON MAIN CAMPUS

Revise Existing Condition 8:

- 8. **Setbacks on Main Campus.** With the exception of **existing structures to remain as of date of this approval, including** the **existing** ~~proposed~~ 36-foot tall fence for the baseball/**softball** field, all new structures abutting a single-family residence shall be located at a minimum distance of 35 feet from the property line.

6. MARCHING BAND HOURS

Revise Existing Condition 11:

- 11. Marching Band practices **held outdoors** shall be limited to **the Main Campus with** the following locations and hours:

- a. Evening Practice Sessions. A maximum of 1 weekday night per week in the outdoor stadium, between the hours of ~~6:30 p.m.~~ **6:00 p.m.** and 9:00 p.m., **and 1 weeknight per week, between the hours of 6:00 pm. and 8:00 p.m.**, to be completed with the lights turned out and the stadium vacated no later than the required end time ~~9:00 p.m.~~ Students leaving the campus after ~~9:00 p.m.~~ shall be instructed that no playing of instruments shall occur after the end of the session; this shall be strictly enforced by the school administration. The instructor or school staff shall monitor student activities and departures to ensure that noise impacts on adjacent neighbors are minimized.
- b. ~~Morning~~ **Daytime** Practice Sessions. In addition to the ~~one~~ **two weeknights permitted** as per **Condition 11.a.** above, a maximum of 3 working weekdays (Monday through Friday) per week, **not to exceed 2 consecutive hours per day**, between the hours of ~~7:50 a.m. and ending by 9:30 a.m.~~ **8:00 a.m. and 3:00 p.m. shall be permitted.**
- c. **Band Camp:** An exception is made for no more than two weeks in the summer when a marching band camp is held, **allowed between the hours of 8:00 a.m. and 8:00 p.m., with a maximum of 4 hours per day for the outdoor playing of instruments (the 4 hours of outdoor playing of instruments need not be consecutive).**
- d. In all instances **stated in Conditions 11.b. and 11.c. above**, all students shall refrain from congregating at the practice site prior to 7:30 a.m. and after ~~9:30 a.m.~~ during the school year and between ~~7:30 a.m. and after noon~~ during the two-week band camp the required end time, to minimize noise impacts on adjacent neighbors. An instructor/school staff member shall be present at the subject location by 7:30 a.m. to monitor student activities and arrivals to ensure that noise impacts on adjacent neighbors are minimized. No instruments shall be played (including tuning, or "warming up") prior to the ~~7:50~~ **8:00** a.m. start time.
- e. ~~Saturday~~ Sessions. A cumulative total of five Saturday marching band "warm up" sessions, immediately prior to participation at athletic competitions, shall be permitted during the school year, with hours expressly limited to starting after 8:45 a.m. and ending before 5:00 p.m.

7. ON-SITE PARKING

Revise Existing Condition 15:

15. Parking.

- a. At least 451 permanent, striped parking spaces shall be provided on the site at all times **consistent with the Conditional Use under Case No. CPC-2009-**

- 1477-CU-ZV-ZAA-SPR. Upon full buildout of the Project approved pursuant Case Nos. CPC-2009-1477-CU-ZV-ZAA-SPR-PA1 and CPC-2023-1254-VZC-HD-ZAD-ZAA, at least 501 permanent, striped parking spaces shall be provided on-site between the Main Campus and North Campus, consistent with Exhibit A.** ~~In conjunction with the construction of the aquatic complex, 24 new parking spaces will be constructed as shown on the plans (Exhibit B).~~
- b. The school shall inform parents, students, faculty and staff in writing on an annual basis of all rules regulating school traffic and parking. A copy shall be mailed to the City Planning Department at the same time. The school shall maintain a progressive disciplinary system of enforcement of the involved student(s) from school. The school administration shall maintain a list of license plate numbers of all staff and students permitted to park on campus and shall issue a parking tag to all families to be used when parents visit the school site.
 - c. Except during special events, all faculty, administrators, other employees and visitors shall be instructed by persons acting on behalf of the school to park on-site at designated locations.
 - d. Special Event Parking
 - (1) If a special event at the property is expected to attract more than 451 vehicles, **or more than 501 vehicles after full buildout of the Project approved pursuant to Case Nos. CPC-2009-1477-CU-ZV-ZAA-SPR-PA1 and CPC-2023-1254-VZC-HD-ZAD-ZAA,** then off-site parking for vehicles in excess of the 451st vehicle **(or in excess of the 501st vehicle after full Project buildout)** shall be provided at the West Hills Hospital (located at 7300 Medical Center Drive) and/or other locations which the school may secure, to the satisfaction of the City Planning Department. Those persons attending the event shall be instructed to park in such off-site parking locations (unless playing field parking is allowed on the campus). Note: In the event that the school secures another off-site parking facility in lieu of the existing site, the applicant must notify the City Planning Department, the West Hills Neighborhood Council, the Council Office, and residents within a 500-foot radius, in writing at least 90 days in advance.
 - (2) A free shuttle bus system shall be used between the off-site parking area(s) and the subject property. Shuttle vehicles shall be of a number and carrying capacity to facilitate the transport of persons to and from the property expeditiously. The use of temporary signage will be used to inform parents, students and visitors to park within the designated off-site area(s) and to use the shuttle system. Note: Text-only temporary signs are permitted for use during the day of the special event, and will be posted and removed at least one half hour prior to the event and removed one half hour after the conclusion of the event.
 - e. Construction Parking. In the event that construction staging takes place within the parking areas, and if at least 20 spaces are encumbered for construction

purposes, Chaminade shall provide an equal number of temporary off-site parking spaces at a secondary site. Off-site parking will not be permitted along adjacent streets. If the secondary site is not immediately adjacent to the campus, a shuttle shall be provided to transport students, staff, and visitors to and from the school.

f. For all games, competitions and swim meets on the North Campus:

- (1) All Chaminade students, faculty and staff shall be directed to park on the Main Campus.**
- (2) In advance of each game day, written notice shall be provided to all visiting teams to indicate that vehicles must park on campus (either on the North Campus or across the street on the Main Campus), and that street parking on Keswick Street and other residential streets is not permitted.**
- (3) A permanent sign shall be placed or posted at each driveway entry along Saticoy Street and Woodlake Avenue serving the North Campus, directing attendees to park on the North Campus or across the street on the Main Campus, and indicating that parking is not permitted on Keswick Street, Saticoy Street, Woodlake Avenue or other streets.**

8. UPDATED TRAFFIC MANAGEMENT PLAN

Revise Existing Condition 16:

16. Traffic Management Program. The school shall implement a ~~the updated~~ Traffic Management Program, **dated May 4, 2023**, to encourage carpooling amongst parents and students, bicycling, **the use of school buses**, and the use of public transit to reduce vehicular trips to school, **and to improve the efficiency of the drop-off and pick-up operations and help minimize any disruptions to non-school traffic flow in the vicinity of the school.** A copy of which ~~the updated Traffic Management Program~~ shall be provided to the Department of City Planning and the Council Office prior to the issuance of a **new** certificate of occupancy. A copy shall also be ~~posted~~ **available** on-site **in the Facilities Office**, **posted** online, sent by email, or regular mail to staff, students, and parents. Components of such efforts shall include:

- a. Appointing adult traffic monitors for the program, distribution of literature explaining the program, and maintaining a system to encourage and enable parents to form and participate in carpools.
- b. For each day that school is in session and for special events, parking monitors shall be required to be posted at each vehicular access driveway in order to direct traffic and minimize queuing of school visitor, student, and

staff vehicles on adjacent residential streets, from blocking **the** public right-of-ways, private driveways, or otherwise adversely affecting traffic circulation for residents. Likewise, they will discourage excessive noise from car horns, car radios, car alarms and loud voices, and to maintain smooth ingress to and egress from the parking areas.

- c. Traffic monitors shall be at the school for: (1) 30 minutes prior to the start of school through such time at which the gates are to be closed or have a security guard stationed at the gates; (2) One-half hour prior to the end of school through such time at which the primary gates are to be closed or guarded, and; (3) One hour prior to the beginning of special events through such time at which the primary gates to the campus are to be closed or guarded.
- d. Once parking has reached capacity, traffic monitors shall direct traffic away from residential streets, and utilize cones and temporary signage wherever necessary, to re-direct traffic, discourage spillover traffic and parking on adjacent residential streets, and to direct drivers to the secondary parking area (West Hills Hospital), where the free shuttle will transport visitors back to the school. Note: In the event that the school secures another off-site parking facility in lieu of the existing site, the applicant must notify the City Planning Department, the West Hills Neighborhood Council, the Council Office, and residents within a 500-foot radius, in writing at least 90 days in advance.
- e. Provide a safe and secure area for bicycle parking.

f. There shall be no school drop-off or pick-up on the North Campus.

9. SAFETY AND SECURITY MONITORING

Existing Conditions to remain (for reference only):

- 21. A minimum of four state-licensed security guards shall provide security on football game nights with at least two officers assigned to patrol the adjacent residential neighborhoods with an emphasis on those residential streets nearest to the school. The officers shall be present one hour before game time and shall patrol the defined area until the campus is cleared of game participants and spectators and the campus gates are closed.
- 22. A security plan shall be developed in consultation with the Police Department, outlining security features of each new structure to prior to the issuance of a certificate of occupancy for each new structure. In addition, the property owner shall provide to the Topanga Commanding Officer a diagram of the site indicating access routes and any additional information that might facilitate

police response. The applicant shall submit evidence of compliance to the City Planning Department.

23. The property shall be internally secured when not in use.

New Condition on North Campus:

- **Security on North Campus.**
 - a. All driveway gates shall be closed 15 minutes after the morning bell rings and opened 15 minutes before the dismissal bell rings.**
 - b. A security guard or school employee shall be posted at or near the Saticoy Street driveways to monitor student arrival and departure during regular school days when the North Campus gate(s) are open, to ensure use of the pedestrian bridge and control street-level crossing.**
 - c. There shall be a 24/7 security camera monitoring and burglar alarm system.**

10. LIGHTS

Revised Existing Conditions 24 and 25 to apply to both campuses:

24. All lighting shall be directed onto the site. Floodlighting shall be designed and installed to preclude glare to adjoining and adjacent properties. Outdoor lighting shall be designed and installed with shielding such that the light source cannot be seen **is directed on-site, away** from adjacent properties.
25. **Main Campus:** The athletic field lights shall be turned off no later than 11:00 p.m. on contest nights, and no later than 9:00 p.m. on practice nights. **North Campus: The athletic facility lights shall be turned off no later than 9:00 p.m. on practice and contest nights, with an exception for overtime/extra inning play. Both Campuses:** On nights when the field is not in use, only low-level security lighting shall be ~~allowed~~ **permitted**.

11. NOISE

Existing Condition 26 – To remain as written and apply to both campuses, with proposed new Conditions 26.g. and 26.h for North Campus:

26. Noise Mitigation.

- a. An outdoor public address system shall be utilized for emergency purposes, special announcements, and sporting events only. The use of the outdoor public address system shall not be used after 6:00 p.m., unless to notify students, staff, and visitors of emergency purposes, or during sporting events occurring after 6:00 p.m.
- b. The existing solid masonry walls at the adjoining property lines, where the school abuts a residence, shall be maintained at the site.
- c. Except where designated elsewhere in this determination (special events, marching band practice, etc.), amplified music or loud non-amplified music is not permitted outside.
- d. The gymnasium shall contain no operable windows. No doors shall be oriented to the adjacent residences, unless where required by law.
- e. Compressors and other equipment which may introduce noise impacts beyond any property line shall be enclosed or otherwise attenuated so as to be inaudible off-site.
- f. No exterior bells are permitted outside the hours of daytime classroom instruction detailed under Condition No. 6(a). No exterior bells are permitted on Saturdays or Sundays.
- g. Noise levels including, but not limited to, activities such as the use of outdoor public address system or speakers and announcements during sporting events, use of batting cages, and other activities will be subject to the local noise ordinance. All amplified noise must comply with LAMC Section 112.01, referenced below.**

**SEC. 112.01. RADIOS, TELEVISION SETS, AND SIMILAR DEVICES.
(Amended by Ord. No. 156,363, Eff. 3/29/82.)**

- (a) It shall be unlawful for any person within any zone of the City to use or operate any radio, musical instrument, phonograph, television receiver, or other machine or device for the producing, reproducing or amplification of the human voice, music, or any other sound, in such a manner, as to disturb the peace, quiet, and comfort of neighbor occupants or any reasonable person residing or working in the area.**
- (b) Any noise level caused by such use or operation which is audible to the human ear at a distance in excess of 150 feet from the property line of the noise source, within any residential zone of the City or within 500 feet thereof, shall be a violation of the provisions of this section.**

- (c) **Any noise level caused by such use or operation which exceeds the ambient noise level on the premises of any other occupied property, or if a condominium, apartment house, duplex, or attached business, within any adjoining unit, by more than five (5) decibels shall be a violation of the provisions of this section.**

h. Batting cages on the North Campus shall incorporate noise baffling measures.

New Mitigation Measure for North Campus:

- **Amplified sound systems for the Project's baseball field/bleachers and outdoor aquatics facility/bleachers shall be acoustically engineered with the following design and performance standards:**
 - **Amplified sound levels, as measured at the northern property line of the North Campus, shall not exceed 50 dBA.**
 - **Amplified sound systems shall not be operated outside the operational hours established for the North Campus facilities.**
 - **Speakers shall be directional and oriented away from the northern property line of the North Campus.**
 - **Non-Chaminade users of the facilities shall not be permitted to utilize amplified sound systems.**

12. COMPLAINT LOG

Existing Condition 27 – To remain as written:

27. Complaint Log. The school shall maintain a complaint log associated with any concerns, written or verbal, expressed to the school by area residents, staff, students, or visitors regarding the operation of the school. The complaint log shall be made available to the Director of Planning in conjunction with the review of conditions set forth under Condition No. 28. The school administration shall make the complaint log available for review by any member of the public.

13. CONSTRUCTION ACTIVITIES

Existing Condition 35 to remain and apply to both campuses:

- 35. Posting of Construction Activities.** The adjacent residents shall be given regular notification of major construction activities and their duration. A visible and readable sign (at a distance of 50 feet) shall be posted on the construction site identifying a telephone number for inquiring about the construction process and to register complaints.

IMPORTANT NOTE: *It should be noted that LA City Planning may adjust the above proposed language, as deemed necessary for consistency with department policies and procedures for condition language. In addition, it is expected that LA City Planning will further modify the language in other existing conditions of approval, and impose additional conditions of approval, for consistency with the current campus plan, the changes for the proposed campus plan, and the pending City Planning application.*