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CITY PLANNING**

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October 21, 2024

Transmitted via email

Applicant

Jeff Zbikowski

JZ Development LLC
4043 Irving Place, Suite B
Culver City, CA 90232

Case Number: ADM-2024-5202-DB-PHP-VHCA
Application Type: Density Bonus, Priority Housing
Project

CEQA: N/A
Location: 7556-7572 N. Woodlake Avenue
Plan Area: Canoga Park – Winnetka –
Woodland Hills -West Hills

Owner

Jill Ross Meer and
Ron William Ross as
Co-Trustees of the William G.
Ross and Joy A. Ross
Survivor's Trust
7566 Woodlake Ave.
West Hills, CA 91304

Neighborhood West Hills
Council:
Council District: 12- Lee

Representative

Jeff Zbikowski
JZA
4043 Irving Place, Suite B
Culver City, CA 90232

**SECOND STATUS OF PROJECT REVIEW: DEVELOPMENT INCONSISTENT /
APPLICATION INCOMPLETE AND CASE PROCESSING ON HOLD**

The above referenced case was submitted to the Department of City Planning Development Services Center on 8/15/2024, and fees were paid on 8/16/2024. Your case file was forwarded to the Valley Project Planning Division for review. On September 4, 2024, a "Status of Project Review: Development Inconsistent / Application Incomplete and Case Processing on Hold" letter ("9/4/2024 letter") was sent to the applicant and representative (collectively referred to as "you") via email. On 10/2/2024, updated forms and papers were provided by you. We have reviewed your forms and plans submitted on 8/15/2024 together with the updated forms and papers submitted by you on 10/2/2024, and we are now sending you this "Second Status of Project Review" letter to inform you that the application you have submitted remains incomplete. Further, as disclosed to you in the 9/4/2024 letter, your application also does not comply with objective zoning standards, which are described in detail below.

ON-MENU DENSITY BONUS REQUEST

Pursuant to LAMC Section 12.22 A.25(f)(1), to qualify for a yard/setback decrease as an On-Menu Density Bonus incentive, the project is required to provide an additional 10% of landscaping in lieu of the otherwise required landscape requirements. LAMC Section 12.22 A.25(f)(1) states:

*(1) **Yard/Setback.** Up to 20% decrease in the required width or depth of any individual yard or setback except along any property line that abuts an R1 or more restrictively zoned property provided that the landscaping for the Housing Development Project is sufficient to qualify for the number of landscape points equivalent to 10% more than otherwise required by Section 12.40 of this Code and Landscape Ordinance Guidelines "O."*

However, as previously disclosed to you on 9/4/2024, an additional 10% of landscape points is not demonstrated on your plans or forms. You are required to show the number of landscape points equivalent to 10% or more for eligibility as a Density Bonus project with On-Menu Incentives. As further disclosed to you on 9/4/2024, Code required landscaping will need to be demonstrated by you to determine eligibility as an On-Menu Density Bonus project under LAMC Section 12.22 A.25(g)(2).

An Optional HCA Vesting Preliminary Application was submitted on 7/24/2024 under Case No. PAR-2024-4645-VHCA and was deemed complete by Planning on 7/25/2024. As previously disclosed to you on 9/4/2024, California Government Code Section 65941.1 states that if the public agency determines that the application for the development project is not complete pursuant to Section 65943, the development proponent shall submit the specific information needed to complete the application within 90 days of receiving the agency's written identification of the necessary information. If the development proponent does not submit this information within the 90-day period, then the preliminary application shall expire and have no further force or effect. As further disclosed to you on 9/4/2024, the specific information needed to deem Case No. ADM-2024-5202-DB-PHP-VHCA complete must be submitted to Planning no later than 90 days from the date of the 9/4/2024 letter or December 3, 2024. Otherwise, Case No. PAR-2024-4645-VHCA shall expire and have no further force or effect.

Also, as disclosed to you on 9/4/2024, Case No. PAR-2024-4645-VHCA discloses a project that is not consistent with other application forms and plans submitted on 8/15/2024. For example, Case No. PAR-2024-4645-VHCA discloses a project with 390 units, 182,937 square feet of floor area, and 235,077 square feet of building area. This is inconsistent with your Department of City Planning Application submitted on 8/15/2024 and your updated Department of City Planning Application submitted on 10/2/2024 which disclose 332 units with 182,750 square feet of new construction. When finalizing your project description on your application forms and plans, be aware that any change in the residential unit count or in the building area are limited to less than 20% of the total proposed on the completed Preliminary Application to maintain vesting rights.

MISSING ITEMS NECESSARY TO DEEM THE CASE COMPLETE FOR PROCESSING

The project application is missing the following materials to determine compliance with objective zoning standards and deem the case complete. If an item has been provided by you, that item is removed from the list of missing materials. For example, Item No. 3 is removed from the list of missing items, because the required ordinances were provided by you on 10/2/2024. However, for consistency the numbering is retained to match the 9/4/2024 letter.

Item No.	Item for Correction	Correction Required	Date Corrected	Initials of Approval
		with LADBS by providing a PZA Form and plans stamped by LADBS Plan Check. See Item Nos. 5, 8, and 9 below which are by reference incorporated herein.		
4	<p>Tree Report and Urban Forestry Referral Form No. CP-4070</p> <p>✓</p>	<p>On 10/2/2024 you provided a Tree Report that has not been reviewed by the Urban Forestry Division together with a signed Urban Forestry Referral Form No. CP-4070. You communicated that the Urban Forestry Referral Form and Tree Report were submitted to Urban Forestry. Please provide the signed Tree Report and Form No. CP-4070 to Planning when Urban Forestry completes their review.</p> <p>See the following links:</p> <p>Tree Report Template.pdf (lacity.gov)</p> <p>Urban Forestry Referral Form.pdf (lacity.gov)</p> <p>CP13-7810 DCP Application Filing Instructions (lacity.gov)</p>	11/18/24	LFS
5	<p>Preliminary Zoning Assessment (PZA) Referral Form No. CP-4064</p> <p>✓</p>	<p>This form was provided but needs to be amplified, corrected, clarified, and supplemented as follows and as previously communicated to you in the 9/4/2024 letter:</p> <ul style="list-style-type: none"> You need to submit a PZA Form reviewed and stamped by LADBS Plan Check with associated plans also reviewed and stamped by LADBS Plan Check. PZA Form Sections I, II, III, IV, and V are completed by the Applicant and Section VI is completed by LADBS Plan Check. You need to provide an updated PZA Form No. CP-4064 with all information provided by you in Sections I, II, III, IV, and V to be consistent with all application materials. You must then resubmit your PZA Form for review and signature by LADBS Plan Check. You may not change the PZA Form once it has been stamped and signed by LADBS Plan Check; 	11/18/24	LFS

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		<p>instead, you must submit a new form with associated plans. All forms and plans must be made to be consistent as stated on the attached City Planning Application Filing Instruction Form No. CP-7810. You communicated on 10/2/2024 that LADBS review is in progress. Please provide the PZA Referral Form when LADBS completes their review.</p> <p>Preliminary Zoning Assessment Form March 2023 (lacity.gov)</p> <p>CP13-7810 DCP Application Filing Instructions (lacity.gov)</p> <p>For assistance contact:</p> <p>Build Safe, Well, and Fast LADBS</p>		
8	<p>Plans – Plot Plan, Floor Plan, Elevations, Sections, Open Space</p> <p>✓</p>	<p>Plans were provided but need to be amplified, corrected, clarified, and supplemented as follows and as previously communicated to you on 9/4/2024:</p> <ul style="list-style-type: none"> You need to submit your plans to LADBS Plan Check with a PZA Referral Form No. CP-4064 for LADBS review and signature. On 10/2/2024 you communicated that LADBS review is in progress. Please provide the plans as requested herein when LADBS completes their review. Please see the following link for assistance: Build Safe, Well, and Fast LADBS You are required to have LADBS review your plans and confirm the accuracy of your required and requested side yards and open space (incentives requested for side yards and open space). You also need to have LADBS review your plans and confirm the accuracy of bicycle parking required and provided, automobile parking required, allowable and provided floor area, floor area ratio 	<p>11/18/24</p>	<p>LFS</p>

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		<p>calculations, and allowable and provided height.</p> <p>See the following link:</p> <p>CP13-7810 DCP Application Filing Instructions (lacity.gov)</p>		
9	Plot Plan	<p>As previously communicated to you on 9/4/2024, a Plot Plan was provided but needs to be amplified, corrected, clarified, and supplemented as follows:</p> <ul style="list-style-type: none"> You need to submit your plot plan to LADBS Plan Check with a PZA Referral Form No. CP-4064 for LADBS review and signature. On 10/2/2024 you communicated that LADBS review is in progress. Please provide the plot plan as requested herein when LADBS completes their review. You need to confirm the accuracy of following information disclosed on your plans with LADBS Plan Check: buildable area calculations, maximum allowable floor area and floor area provided, maximum allowable floor area ratio (FAR) and FAR provided, automobile parking required and provided, bicycle parking required and provided, open space required and provided, setbacks required and provided, height allowed and provided. Please clarify required and provided side yard setbacks on Sheet G0001. Plan Sheet G001 discloses that 3,610 square feet of planted open space will be provided, but this is inconsistent with your landscape plan Sheet PLP-2. You are required to provide consistent plans. Sheet A000 discloses 1 foot dedications on Saticoy Street and Woodlake Avenue. Please verify the required dedication with the Bureau of Engineering. On 10/2/2024, you communicated that no dedication is 	11/18/24	LFS

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		<p>required. However, your BOE Preliminary Land Use Report (PCRF) submitted to Planning on 8/15/2024 discloses that dedications and improvements are required.</p> <p>Please see the following link for assistance: Build Safe, Well, and Fast LADBS Home Bureau of Engineering (lacity.gov)</p> <p>Also see the following link: CP13-7810 DCP Application Filing Instructions (lacity.gov)</p> <p>Plot Plan Instructions.pdf (lacity.gov)</p>		
10	Floor Plans	<p>As previously communicated to you on 9/4/2024, a Floor Plan was provided but needs to be amplified, corrected, clarified, and supplemented as follows:</p> <ul style="list-style-type: none"> You need to submit your floor plan to LADBS Plan Check with a PZA Referral Form No. CP-4064 for LADBS review and signature. On 10/2/2024, you communicated that LADBS review is in progress. Please provide updated floor plans as requested herein when LADBS Plan Check review is complete. Please see the following link for assistance: Build Safe, Well, and Fast LADBS Your floor plan sheets A102, A103, A104, and A105 are too small to be legible. Please provide legible plans. <p>See the following links: Microsoft Word - Floor Plan Instructions.docx (lacity.gov)</p> <p>CP13-7810 DCP Application Filing Instructions (lacity.gov)</p>	11/18/24	LFS
11	Elevations	As previously communicated to you on 9/4/2024, Elevation Plans were provided but	11/18/24	LFS

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		<p>need to be amplified, corrected, clarified, and supplemented as follows:</p> <ul style="list-style-type: none"> You need to submit your elevation plans to LADBS Plan Check with a PZA Referral Form No. CP-4064 for LADBS review and signature. On 10/2/2024, you communicated that LADBS review is in progress. Please provide updated elevations as requested herein when LADBS Plan Check review is complete. Please see the following link for assistance: Build Safe, Well, and Fast LADBS <p>Also see the following links:</p> <p>Elevation Instructions.pdf (lacity.gov)</p> <p>CP13-7810 DCP Application Filing Instructions (lacity.gov)</p>		
12	Sections	<p>As previously communicated to you on 9/4/2024, Sections were provided but need to be amplified, corrected, clarified, and supplemented as follows:</p> <ul style="list-style-type: none"> You need to submit your sections to LADBS Plan Check with a PZA Referral Form No. CP-4064 for LADBS review and signature. On 10/2/2024, you communicated that LADBS review is in progress. Please provide updated sections as requested herein when LADBS Plan Check review is complete. Please see the following link for assistance: Build Safe, Well, and Fast LADBS <p>See the following link:</p> <p>CP13-7810 DCP Application Filing Instructions (lacity.gov)</p>	11/18/24	LFS
13	Open Space Plans	<p>As previously communicated to you on 9/4/2024, Open Space Plans were provided but need to be amplified, corrected, clarified, and supplemented as follows:</p> <ul style="list-style-type: none"> You need to submit your open space plans to LADBS Plan Check with a 	11/18/24	LFS

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		<p>PZA Referral Form No. CP-4064 for LADBS review and signature. On 10/2/2024, you communicated that LADBS review is in progress. Please provide updated open space plans as requested herein when LADBS Plan Check review is complete. Please see the following link for assistance: Build Safe, Well, and Fast LADBS</p> <ul style="list-style-type: none"> You need to confirm the accuracy of the open space required and provided as disclosed on your open space plans with LADBS Plan Check. Your open space plans are too small to be legible. Please provide legible open space plans. <p>See the following links:</p> <p>CP13-7810 DCP Application Filing Instructions (lacity.gov)</p> <p>Landscape Plan Instructions.pdf (lacity.gov)</p>		
14	Landscape Plans	<p>As previously communicated to you on 9/4/2024, landscape plans were provided but need to be amplified, corrected, clarified, and supplemented as follows and as previously communicated to you on 9/4/2024:</p> <ul style="list-style-type: none"> You have incorrectly calculated required landscaped open space pursuant to LAMC Section 12.21 G. If you are providing 28,800 square feet of common open space, 25% of 28,800 = 7,220 square feet and not 6,788.25 square feet. Plan Sheet G001 discloses that 3,610 square feet of planted open space will be provided, but your Preliminary Landscape Plan Sheet PLP-2 discloses that 6,937 square feet of landscaping will be provided. You must provide consistent information on all plan sheets. 	11/18/24	LFS

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		<ul style="list-style-type: none"> • To qualify for Density Bonus On-Menu Side Yard Incentives pursuant to LAMC Section 12.22 A.25(f)(1), you are required to provide landscape points equivalent to 10% more than otherwise required by Section 12.40 of this Code and Landscape Ordinance Guidelines "O." You have not demonstrated compliance with this requirement, and you need to provide an additional 10% landscaping points or revise your entitlement request to Density Bonus Off-Menu pursuant to LAMC Section 12.22 A.25(g)(3). • You need to revise your plans to show the dimensions of landscaped area with square foot calculations on each level of your project that provides landscaping. • Your landscape plan shows that a total of 84 trees will be provided on the ground floor, second floor, and rooftop. Show the location of all trees on a site plan and show the type of tree to be provided. • Your Citywide Design Guidelines Compliance Review Form (see Item No. 15 below which is by reference incorporated herein) discloses landscape features (plans and trees) that you need to add to your landscape plans. You need to show the type, size, and location of plants and trees. • On 10/2/2024, you communicated that updated landscape plans are in progress. Please provide completed plans as requested herein. <p>A new issue was raised by the Protected Tree Report provided by you on 10/2/2024 and your landscape plans need to be amplified, corrected, clarified, and supplemented as follows:</p> <ul style="list-style-type: none"> • Your Protected Tree Report discloses one protected Southern California black walnut tree on the 		

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		<p>property that will be minimally impacted and retained and protected in place. You need to show this tree on your landscape plans and indicate that it will be protected in place.</p> <ul style="list-style-type: none"> Your Protected Tree Report discloses one off-site canyon oak tree on a neighboring property, two off-site Southern California black walnut trees on a neighboring property, one coast live oak tree on the northern easement, and two Southern California black walnut trees on the northern easement all to be retained and protected in place. You need to show all six of these protected trees on your landscape plans and indicate that all six of these trees will be protected in place. Your Protected Tree Report discloses that 37 non-protected significant on-site trees will be removed and replaced. You need to show tree removal and replacement on your landscape plans. <p>See the following links:</p> <p>CP13-7810 DCP Application Filing Instructions (lacity.gov)</p> <p>Landscape Plan Instructions.pdf (lacity.gov)</p>		
15	<p>✓</p> <p>Citywide Design Guidelines Compliance Review Form No. CP-4056</p>	<p>As previously communicated to you on 9/4/2024, this form was provided but needs to be amplified, corrected, clarified, and supplemented as follows:</p> <ul style="list-style-type: none"> Your form references plan sheets that have not been reviewed and stamped by LADBS Plan Check, and you are required to have your plans reviewed and stamped by LADBS. Guideline Nos. 1 and 6 reference Sheet A101 and landscape features facing the sidewalk and at the front facade. Sheet A101 shows trees but does not disclose the type and size 	<p>11/18/24</p>	<p>LFS</p>

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		<p>of trees. The trees are required to be added to your landscape plan with the type of tree and size of tree identified in a legend.</p> <ul style="list-style-type: none"> • Guideline No. 6 references a senior home that is community centric. What amenities will be provided to create a sense of community? What amenities will be provided in the courtyard referenced in Guidelines 6? You need to identify these amenities on your plans. • Guideline No. 8 references the tall berms at the northwest and north side of the building that will remain as a planted landscape feature, but these berms are not identified on your landscape plans. You need to identify these berms and identify the type of landscaping and square footage. • Your Tree Disclosure Statement provided on 8/15/2024 and your Protected Tree Report provided 10/2/2024 disclose that the property contains protected trees. Your Citywide Design Guidelines No. 8 discloses that no removal of protected tree species will take place, but no protected tree species are identified in your landscape plans. You need to correct your landscape plans to show the type and location of all protected tree species directly on your landscape plans. See Item No. 14 above which is by reference incorporated herein. • Guideline 9 references drought tolerant native plants and tree canopies on Sheets A000 and A102. You need to identify the type, size, and location of these plants and trees on your landscape plans. • On 10/2/2024 you disclosed that an updated Citywide Design Guidelines Compliance Review Form is in progress. Please provide this form as requested herein when it is available. 		

Due to the above-cited inconsistencies and deficiencies, the Department has stopped the timeline related to both the review of objective planning standards and public oversight processing. The timeline will stop, and the application will be placed on administrative hold in lieu of terminating the case. The Department's review and processing time periods will begin anew when materials listed above are submitted. Please provide requested materials in an electronic format (PDF). Files may be sent directly to the Project Planner via Google Docs. No hardcopies are requested at this time.

It is the intent of the Department to carry out the entitlement request in a timely manner pursuant to Government Code Section 65943, and therefore request that you provide the corrections within 30 days of the date of this letter, or by November 20, 2024. In the event that all of the requested materials are not provided in a timely manner, the Department may initiate termination of the case file after subsequent outreach to the applicant.

Department Forms and Instructions and additional information on planning processes, announcements, and upcoming policies are available online on the Department's Web page at [Home | Los Angeles City Planning \(lacity.gov\)](#).

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

Thank you.

Laura Frazin Steele

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