



REFERRAL FORMS:

GEOGRAPHIC PROJECT PLANNING REFERRAL

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

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

PROJECT SUMMARY:

1. Address of Subject Property: 17401 - 17433 Ventura Boulevard, Encino ("Encino Courtyard")

2. Name of Community Plan Area: Encino-Tarzana Community Plan

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

Ventura/Cahuenga Boulevard Corridor Specific Plan

3. Project Type (check all that apply)

- Project Type options: New construction, Addition, Renovation, Sign, Change of Use, Grading, Density Bonus, Small Lot Subdivision, Other (describe)

If Change of Use, what is:

Existing Use? Proposed Use?

Description of proposed project: Remodel of an existing multi-tenant, multi-level retail center to provide 106,020 commercial square feet with 503 parking spaces. Entitlements include Project Permit Compliance (including Master Sign Program) and Master Conditional Use (CUB). Project also includes a new four-way traffic signal at Andasol Avenue.

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

4. AUTHORIZATION TO FILE: (check all that apply)

Specific Plan/SN

- Project Permit options: Minor, Standard, Major, Modification, Adjustment, Exception, Amendment, Interpretation, Not a Project, Other

Design Review Board

- Preliminary Review
- Final Review

CDO/POD/NOD

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

Community Plan Implementation Overlay (CPIO)

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

Affordable Housing

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

Small Lot Subdivision

- Consultation completed

Streetscape Plan

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

5. ENVIRONMENTAL CLEARANCE:

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

6. PUBLIC NOTICING:

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

7. NOTES:

Master sign program dated Nov. 2018 needs a few corrections - see staff e-mail of 12/17/18 attached

| | |
|--|-----------------------------------|
| Project Planning Signature: <i>Marianne King</i> | Phone Number: <i>818 374 5059</i> |
| Print Name: <i>MARIANNE KING</i> | Date: <i>12/17/18</i> |



Marianne King <marianne.king@lacity.org>

Re: Encino Courtyard - Draft Application

Marianne King <marianne.king@lacity.org>
To: Kimberly Rible <krible@gaineslaw.com>
Cc: Fred Gaines <fgaines@gaineslaw.com>

Mon, Dec 17, 2018 at 3:14 PM

Hi Kim,

I've reviewed the proposed sign program. Below are some items that need attention:

1. Total wall sign area allowed is based on lot frontage, not building frontage. Should be $468 \times 2 \text{ sf} = 936$
2. Total proposed sign area = 863 sf
3. Please provide a table/chart listing each tenant space, # of signs proposed, location, sf per sign
4. Please identify tenant spaces as uniform way, i.e. tenant "A", "B", "C" etc.
5. Sheet A30 - total sign square footage is 444 sf
6. Sheet A30 - what type of sign is the Major 1 25 sf sign? Is it a projecting sign? If so, only one projecting sign allowed, max. 16 sf
7. Sheet A30 - sign measurements need to be per code - see Target sign, should be measured as a square
8. Sheet A33 - I don't see a Restaurant #6 on the key plan
9. Restaurant #4 has four signs, only max 2 signs are permitted per tenant, in this case facing north and the courtyard
10. Sheet A32 - What is Major 1B? Is that the fitness center which is identified as Major 2 on Sheet A30?

To recap comments from our meeting on 12/11 -

- Need existing plans and uses in layman terms (i.e. do not use butterfly, etc), sf per use per level and total
- Show change of non-floor area to floor area (add sf)
- Reference parking calcs to separate chart provided
- Show no bike parking b/c of floor area off-set
- Take out LAMC reference from sign program, use only SP requirements

I can sign the referral form if you need that for filing but corrections will have to be made as indicated above. Did you e-mail me the referral form?

Marianne King / Project Planner
Department of City Planning
6262 Van Nuys Boulevard, Suite #430
Van Nuys, CA 91401
818-374-5059

