



West Hills Neighborhood Council

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

October 23, 2020

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City of Los Angeles
Department of City Planning
Staff Contact: Dominick Ortiz, City Planning Assistant
201 N Figueroa Street
Los Angeles, CA 90012

Re: Case Number CPC-2019-4086-CU-ZV
El Camino Real Charter High School
Independent Study Program
Location: 7401 Shoup Avenue
West Hills, CA 91307

Hearing Date: December 3, 2020 at 1:30 p.m.

Dear Hearing Officer for the City Planning Commission

The original CUP for the above-mentioned site, Case Number ZA 97-0003(CUZ), authorized a "private" school at 7401 Shoup Avenue, West Hills, CA 91307. When the applicant, El Camino Real Charter High School purchased the site in late 2015, the applicant was advised by the Planning Department (Linn Wiatt, Zoning Administrator) that a new CUP would be needed to operate as a "public charter" Independent Study Program (ISP) at the site. On April 11, 2016, Case Number CPC-2016-1256-CU was filed with the City of Los Angeles Planning Department and on June 2, 2016, the West Hills Neighborhood Council (WHNC) voted to support the project with conditions (see attachment #1). WHNC conditions were based on meetings with representatives for the applicant, input from stakeholders, Zoning & Planning committee members and the WHNC full board.

Subsequent to the approval of Case Number CPC-2016-1256-CU, El Camino Real Charter High School filed Case Number 2019-4086-CU-ZV with proposed modifications to conditions 3, 5, 6, 10, 12, 13 and a zone variance to allow a sign to exceed 20 square feet.

On March 5, 2020, following several discussions with the WHNC Zoning & Planning committee, Case Number CPC-2019-4086-CU-Zv came before the WHNC full board at its regularly scheduled meeting under item #20-0041. The board voted in support of the changes with the following four items as agreed to by El Camino Real Charter High School representative, Mr. R. (Nic) Nicolas Brown, Seat at the Table (SATT).



P.O. Box 4670, West Hills, CA 91308-4670 • mail@westhillsnc.org • www.westhillsnc.org



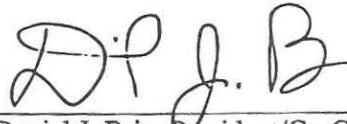
1. Modify the hours of operations **AFTER** school is out, from 3:30 p.m. to 8:00 p.m.
2. Modify the time the LED sign will be turned off to 10:00 p.m.
3. Special Events shall be vacated by 10:00 p.m.
4. There shall be no amplification at outside events.

In discussions with the neighbors who live near the school (see attachment #2), concerns were voiced regarding noise and traffic. During the term of the previous occupant, there were complaints that students were throwing trash into a neighbor's yard, excessive noise and of most concern was traffic. Neighbors were so concerned that they applied for and received "street humps" to slow down traffic through their neighborhood.

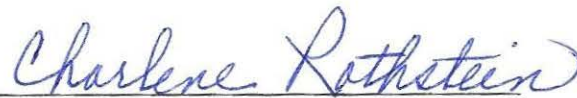
The consideration which will be given to the requested modifications regarding the current conditions must be consistent with the ability to protect the residents and residential properties that surround the site. Without this protection, it is impossible to defend stakeholder rights to a quality of life and removes the capacity for enforcement. We appreciate your thoughtful attention to this matter.

Should you have any question or require additional information, please let us know.

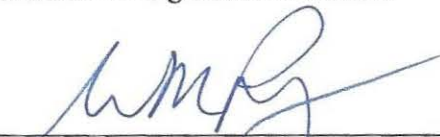
Respectfully Submitted



Daniel J. Brin, President/Co-Chair
West Hills Neighborhood Council



Charlene Rothstein, Vice-President/Co-Chair
Zoning & Planning Co-Chair
West Hills Neighborhood Council



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

CONDITIONS OF APPROVAL**A. Conditional Use Conditions**

1. **Site Plan.** The use and development of the subject property shall be in substantial conformance with the attached plans labeled as Exhibit B, stamped, signed and dated by Department of City Planning Staff, attached to the subject case file, and except as modified by this action. The Conditional Use Permits approved in this Case No. CPC-2016-1256-CU shall supersede and replace all previous Conditional Use grants for the institution located at 7401 North Shoup Avenue: ZA 97-0003 (CUZ).
 2. **Floor Area.** *The building shall be limited to 15,025 square feet.***
 3. **Property Use.** The use of the subject property shall be limited to a school, grades Kindergarten through 12, with a maximum enrollment of 400 students and 50 students on-site at one time.
 4. **Determination Letters.** All school administrators, faculty and school board members shall be provided a copy of the subject determination.
 5. **Hours of Operation.** Hours of operation shall be limited to 8 a.m. until 5 p.m., except that to prepare for the students, faculty and staff shall be permitted to arrive at 7 a.m. and to depart at 6 p.m. Hours of instruction are limited to 8:30 a.m. until 3 p.m. Days of operation are limited to Monday through Friday.
 6. **Special Events.** Not more than 12 Special Events per year are authorized. Special events are activities involving parents and/or other visitors where more than 50 vehicles are anticipated at one time. School administrative board meetings and parent/teacher meetings are excluded from the definition of Special Events.
 7. **Graffiti.** All graffiti on the site shall be removed or painted over in the same color as the surface to which it is applied within 24 hours of its occurrence.
 8. **Floor Area.** The maximum school floor area, including classrooms, libraries, administrative/office space, and multi-purpose room, shall be limited to **15,025 gross square-feet**** of floor area as identified on the floor plans, Exhibit B. Any future expansion or increase in floor area to any school facilities shall be subject to a new entitlement application pursuant to Section 12.24 of the Municipal Code.
 9. **Parking.** Automobile parking shall be provided per the provisions of Section 12.21 A of the Municipal Code; a minimum of 69 parking spaces shall be maintained for the project as shown on the site plan labeled Exhibit B.
 10. **Parking Location.** No students, faculty, or other employees of the school shall be permitted to park off-site; they shall only be permitted to park on-site in the schools' parking lot. All students who drive to school, all faculty and all other employees shall be instructed by the management of the school to park on-site and not on the adjacent streets.
 11. **Bicycle Parking.** At least eight (8) bicycle parking spaces shall be located in a prominent, accessible location, in accordance with the provisions of Section 12.21.A.16 of the Municipal Code.
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12. **Enrollment.** Enrollment shall not exceed 25 students per day in grades 9-12 in year one and a maximum of 80 students per day in grades K-12. Morning and afternoon student arrival and departure times shall be staggered. At no time shall more than 50 ISP students be scheduled for attendance on-site at the same time. A maximum of 400 students may be registered to the ISP program at one time. The maximum number of teachers and staff shall not exceed 20.
 13. **Signs.** All exterior signs shall be of an identification type and shall be affixed to the façade of the building. Directional type signs shall be indicated on plans submitted to and approved by the Department of Building and Safety and the Department of Transportation.
 14. **Solid Waste.** Trash Containers, if maintained outside, shall be indicated on the plot plan, enclosed on three sides by masonry walls, and gated to prevent unauthorized access. Recycling bins shall be provided at appropriate locations to promote recycling of paper, metal, glass, and other recyclable material.
 15. **Pick-up/Drop-off.** Passenger Loading and unloading are permitted only within the property.
 16. **Public Address System.** No Outdoor Public Address System is permitted.
 17. **Community Liaison.** The applicant shall post a sign at an entrance to the site informing the public of a 24-hour "hot line" telephone number to notify the school administration of any problems associated with the operation of the school property. During normal school hours, the phone assigned that number shall be attended by a live attendee in the school administration office.
 18. **Multi-sport Facilities.** The school shall take appropriate preventative measures to preclude unauthorized use of the multi-sport facilities, particularly when the school is closed.
 19. **Fire Department Review.** The applicant shall submit a plot plan for approval by the Fire Department prior to the approval of any building permit.
 20. **Property Access.** When the property is not in use, the owner shall preclude vehicle entry by closing all driveway gates, except for such entry as needed to accommodate weeknight meetings of the West Hills Neighborhood Council or its committees.
 21. **Building Plans.** Page 1 of the grant and all conditions of approval shall be printed on the building plans submitted to the Department of City Planning and the Department of Building and Safety.
 22. **Transportation Assessment.** All new school projects must contact LADOT for an assessment of the school's proposed drop-off/pick-up process and to determine if any traffic controls, school warning and speed limit signs, school crosswalk and pavement markings, passenger loading zones and school bus loading zones are needed. To allow appropriate time for review, contact LADOT at least 6 months prior to school opening.
 23. **Right Turn Only.** All cars exiting from the school on to Shoup Avenue shall turn right only (no left turns). The school shall post signs on the school property directing cars to make a right turn only on to Shoup Avenue. The school shall also provide written instructions to its students, faculty, and staff to turn right only on to Shoup Avenue from the school property.
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24. **Traffic.** Should any traffic concerns arise regarding the operation of the school, the applicant shall communicate and work with the West Hills Neighborhood Council and community to alleviate concerns.
25. **Community Meetings.** The applicant shall meet with the West Hills Neighborhood Council during the first year of the school operation on a quarterly basis and on an as needed basis thereafter.
26. **Landscaping.** Pursuant to Los Angeles Municipal Code (LAMC) Section 12.42 B.2 and Guidelines K of the Landscape Ordinance, the applicant shall provide site landscaping in accordance with the submitted landscape plan, titled Preliminary Landscape Plan, dated September 21, 2016.

Administrative Conditions of Approval

27. **Covenant.** Prior to the issuance of any permits relative to this matter, an agreement concerning all of the information contained in these conditions shall be recorded by the property owner in the County Recorder's Office. The agreement shall run with the land and shall be binding on any subsequent owners, heir, or assigns. Further, the agreement must be submitted to DCP for approval before being recorded. After recordation, a Certified Copy bearing the Recorder's number and date must be given to DCP for attachment to the subject file.
 28. **Notations on Plans.** Plans submitted to the Department of Building and Safety, for the purpose of processing a building permit application shall include all of the Conditions of Approval herein attached as a cover sheet, and shall include any modifications or notations required herein.
 29. **Approval, Verification and Submittals.** Copies of any approvals, guarantees or verification of consultations, review of approval, plans, etc., as may be required by the subject conditions, shall be provided to the Department of City Planning prior to clearance of any building permits, for placement in the subject file.
 30. **Code Compliance.** Use, area, height, and yard regulations of the zone classification of the subject property shall be complied with, except where granted conditions differ herein.
 31. **Department of Building and Safety.** The granting of this determination by the Director of Planning does not in any way indicate full compliance with applicable provisions of the Los Angeles Municipal Code Chapter IX (Building Code). Any corrections and/or modifications to plans made subsequent to this determination by a Department of Building and Safety Plan Check Engineer that affect any part of the exterior design or appearance of the project as approved by the Director, and which are deemed necessary by the Department of Building and Safety for Building Code compliance, shall require a referral of the revised plans back to the Department of City Planning for additional review and sign-off prior to the issuance of any permit in connection with those plans.
 32. **Enforcement.** Compliance with these conditions and the intent of these conditions shall be to the satisfaction of the Department of City Planning.
 33. **Expiration.** In the event that this grant is not utilized within three years of its effective date (the day following the last day that an appeal may be filed), the grant shall be considered
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ZIMAS

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7401 N SHOUP AVE

Font: A A
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Address Label

Site Address	22431 W VALERIO ST
Site Address	7401 N SHOUP AVE
Site Address	7400 N SAUSALITO AVE
ZIP Code	91307
PIN Number	1888101 532
Lot/Parcel Area (Calculated)	80,125.3 (sq ft)
Thomas Brothers Grid	PAGE 529 - GRID J4
Assessor Parcel No. (APN)	2022018023
Tract	TR 29454
Map Reference	M B 758-57/58
Block	None
Lot	LT 1
Alt (Lot Cut Reference)	None
Map Sheet	1888101

- Jurisdictional
- Planning and Zoning
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- Case Numbers
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Radius Tool

Buffer Distance:
500

Units: Feet





CITY OF LOS ANGELES
DEPARTMENT OF CITY PLANNING
 City Hall 200 North Spring Street Los Angeles CA 90012
NOTICE OF PUBLIC HEARING

To Owners: Within a 100-Foot Radius
 Within a 500-Foot Radius
 Abutting a Proposed Development Site

And Occupants: Within a 100-Foot Radius
 Within a 500-Foot Radius
And: Interested Parties/Others

This notice is sent to you because you own property or are an occupant residing near a site for which an application was filed with the Department of City Planning. All interested persons are invited to attend the public hearing where you may listen, ask questions, and/or present testimony regarding the project. The environmental document, will be among the matters considered at the hearing. The hearing officer or decision-maker may consider all the testimony presented at the hearing, written communications received prior to or at the hearing, and the merits of the project as it relates to existing environmental and land use regulations. **Please note that your attendance at the hearing is optional.**

Project Site: **7401 Shoup Avenue**

Case No.: CPC-2019-4086-CU-ZV

CEQA No.: ENV-2019-4087-CE

Hearing Held By: A Hearing Officer for the City Planning Commission

Date: **December 3, 2020**

Time **1:30 p.m.**

Place: In conformity with the Governor's Executive Order N-29-20 (March 17, 2020) and due to concerns over COVID-19, the City Planning Commission hearing will be conducted using Zoom [<https://zoom.us/>] webinar and telephonically.

Instructions

You can view the meeting online via ZOOM at: <https://planning-lacity-org.zoom.us/j/88105244972> and use Password: **269043**.

Members of the public who wish to participate in the meeting and offer public comment can either access the link located above or call (+1 213 338 8477 or +1 669 900 9128) and use Meeting ID No. **881 0524 4972** and then press #. Press # again when prompted for participant ID.

Staff Contact: Dominick Ortiz
 City Planning Assistant
 6262 Van Nuys Blvd, Room 430
 Los Angeles, CA 91401
domininck.ortiz@lacity.org
 (818) 374-5061

Council No: 12 – Lee

Plan Area: Canoga Park – Winnetka – Woodland Hills – West Hills

Related Cases: CPC-2016-1256-CU

Zone: A1-1

Plan Overlay: None

Land Use: Low Residential

Applicant: Alan Darby, El Camino Real Charter High School

Representative: R. (Nic) Nicolas Brown, Seat at the Table

PROPOSED PROJECT:

The operation of the El Camino Real Charter School Independent Study Program (ISP) serving grades 9 to 12 for a maximum of 150 students for on-site instruction and, and to allow for the construction of two new signs – a wall sign and a monument sign - on the subject site. The ISP would occupy an approximately 15,025 square foot existing one-story building and consist of nine-classrooms, a multi-purpose room with no fixed seating, and a meeting room.

The proposed wall sign would be affixed on an east-facing wall, which surrounds the parking lot on the southern portion of the site. The wall sign would be approximately 77 square-feet in size and not illuminated. The proposed monument sign