



**Chief
Executive
Office.**

COUNTY OF LOS ANGELES
CHIEF EXECUTIVE OFFICER
Fesia A. Davenport

COMMUNITY SERVICES CLUSTER AGENDA REVIEW MEETING

DATE: Wednesday, June 21, 2023
TIME: 9:00 a.m.

THIS MEETING WILL CONTINUE TO BE CONDUCTED VIRTUALLY AS PERMITTED UNDER THE BOARD OF SUPERVISORS' FEBRUARY 7, 2023 ORDER SUSPENDING THE APPLICATION OF BOARD POLICY 3.055 UNTIL JUNE 30, 2023.

**TO PARTICIPATE IN THE MEETING CALL TELECONFERENCE NUMBER: (323) 776-6996
ID: 885 291 326#**

[Click here to join the meeting](#)

AGENDA

Members of the Public may address the Community Services Cluster on any agenda item by submitting a written request prior to the meeting. Two (2) minutes are allowed per person in total for each item.

1. CALL TO ORDER

2. INFORMATIONAL ITEM(S): [Any Information Item is subject to discussion and/or presentation at the request of two or more Board offices with advance notification]:

- A.** Board Letter (Animal Care and Control) for July 11, 2023 Board agenda: DELEGATE AUTHORITY TO THE DIRECTOR OF ANIMAL CARE AND CONTROL TO ACCEPT THE DONATION OF A TRAILER AND SUPPLIES TO SUPPORT DISASTER RELIEF EFFORTS
- B.** Board Letter (Los Angeles County Development Authority) for July 11, 2023 Board agenda: AMENDMENT TO THE PROJECT TRACKING SOFTWARE AND DATABASE SERVICES CONTRACT
- C.** Board Letter (Los Angeles County Development Authority) for July 11, 2023 Board agenda: APPROVE PURCHASE ORDER WITH TWE SOLUTIONS, INC. FOR ARISTA HARDWARE EQUIPMENT
- D.** Board Letter (Los Angeles County Development Authority) for July 11, 2023 Board agenda: APPROVAL OF FUNDING AND ENVIRONMENTAL DOCUMENTATION FOR A MULTIFAMILY AFFORDABLE HOUSING DEVELOPMENT IN UNINCORPORATED WILLOWBROOK

Wednesday, June 21, 2023

- E.** Board Letter (Los Angeles County Development Authority) for July 11, 2023 Board agenda:
APPROVE A DISPOSITION AND DEVELOPMENT AGREEMENT WITH LINC HOUSING CORPORATION FOR THE POTENTIAL DEVELOPMENT OF 12617 AND 12625 SOUTH WILLOWBROOK AVENUE, COMPTON, CA 90222
- F.** Board Letter (Parks and Recreation - Capital Project) for July 11, 2023 Board agenda:
ESTABLISH AND APPROVE THREE CAPITAL PROJECTS
APPROVE APPROPRIATION ADJUSTMENT
APPROVE USE OF JOB ORDER CONTRACTS
SAN DIMAS CANYON COMMUNITY REGIONAL PARK
RESTROOM RENOVATION CAPITAL PROJECT NO. 87869,
CASTAIC REGIONAL SPORTS COMPLEX
RESTROOM RENOVATION PROJECT CAPITAL PROJECT NO. 87970,
AND STEPHEN SORENSEN PARK
RESTROOM RENOVATION PROJECT CAPITAL PROJECT NO. 87971
- G.** Board Letter (Regional Planning) for July 11, 2023 Board agenda:
AMEND CONTRACT NO. 79190 FOR LOS ANGELES COUNTY
RESIDENTIAL PARKING STUDY
- H.** Board Letter (Regional Planning) for July 25, 2023 Board agenda:
PEARSON HOUSE COUNTY LANDMARK DESIGNATION
PROJECT NO. PRJ2023-000484/ CASE NO. RPPL2023000686
PROJECT LOCATION: 931 NEW YORK DRIVE, ALTADENA, CA 91001

3. PRESENTATION/DISCUSSION ITEM(S):

- A.** Board Briefing (Regional Planning):
INDUSTRIAL USE TASK FORCE (IUTF) PILOT PROGRAM
Speaker: Jesus Herrera, Patricia Hachiya, and Elsa Rodriguez

4. PUBLIC COMMENTS (2 minutes each speaker)

5. ADJOURNMENT

BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

CLUSTER AGENDA REVIEW DATE	6/21/2023		
BOARD MEETING DATE	7/11/2023		
SUPERVISORIAL DISTRICT AFFECTED	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th		
DEPARTMENT(S)	Animal Care and Control		
SUBJECT	The Department of Animal Care and Control (Department) requests authority for its Director to accept the donation of a trailer and supplies from the American Kennel Club Companion Animal Recovery Corporation (AKC Reunite) to support displaced pets and service animals in the event of a disaster or emergency and to execute the necessary agreements.		
PROGRAM	Community Services		
AUTHORIZES DELEGATED AUTHORITY TO DEPT.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why: N/A		
DEADLINES/ TIME CONSTRAINTS	none		
COST & FUNDING	Total cost: \$0	Funding source:	
	The trailer and supplies will be donated to the Department at no cost.	Sufficient appropriation is included in the Department's operating budget to account for any anticipated maintenance costs related to vehicle upkeep.	
	TERMS (if applicable): n/a		
	Explanation: n/a		
PURPOSE OF REQUEST	Once the Director is delegated authority, an agreement will be executed to allow the Department to accept the donation of a trailer and supplies to be used for the protection, support, and care of displaced pets and service animals in the event of a natural or man-made disaster.		
BACKGROUND (include internal/external issues that may exist including any related motions)	No anticipated internal or external issues are expected.		
EQUITY INDEX OR LENS WAS UTILIZED	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:		
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please state which one(s) and explain how: Approval of the recommended actions is consistent with the Board of Supervisors' Priority #7, Sustainability.		
DEPARTMENTAL CONTACTS	Name, Title, Phone # & Email: Bradley Kim, Admin. Services Mgr. I, (562) 379-9722, BKim@animalcare.lacounty.gov		



LOS ANGELES COUNTY

ANIMAL CARE & CONTROL | **redefining CARE**



Marcia Mayeda, Director

July 11, 2023

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**DELEGATE AUTHORITY TO THE DIRECTOR OF
ANIMAL CARE AND CONTROL TO ACCEPT THE DONATION
OF A TRAILER AND SUPPLIES TO SUPPORT DISASTER RELIEF EFFORTS
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

The Department of Animal Care and Control (Department) requests authority for its Director to accept the donation of a trailer and supplies from the American Kennel Club Companion Animal Recovery Corporation (AKC Reunite) to support displaced pets and service animals in the event of a disaster or emergency and to execute the necessary agreements.

IT IS RECOMMENDED THAT THE BOARD:

1. Delegate authority to the Director of Animal Care and Control, or her designee, to accept the in-kind donation of a trailer and supplies from AKC Reunite to support displaced animals during an emergency event and to execute any necessary agreements to effectuate that donation.

Agoura ACC
29525 Agoura Road
Agoura Hills, CA 91301
(818) 991-0071

Baldwin Park ACC
4275 N. Elton Street
Baldwin Park, CA 91706
(626) 962-3577

Carson/Gardena ACC
216 W. Victoria Street
Gardena, CA 90248
(310) 523-9566

Castaic ACC
31044 N. Charlie Canyon Rd.
Castaic, CA 91384
(661) 257-3191

Downey ACC
11258 S. Garfield Ave.
Downey, CA 90242
(562) 940-6898

Lancaster ACC
5210 W. Avenue I
Lancaster, CA 93536
(661) 940-4191

Palmdale ACC
38550 Sierra Highway
Palmdale, CA 93550
(661) 575-2888

Administrative Office
5898 Cherry Avenue
Long Beach, CA 90805
(800) 253-3555

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

AKC Reunite is a 501(c)(3) organization that specializes in pet recovery services. Once an agreement is executed, it will allow the Department to accept the donation of a trailer and supplies to be used for the protection, support, and care of displaced pets and service animals in the event of a natural or man-made disaster.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

Approval of the recommended action is consistent with the County Strategic Plan Goal 2, Strategy II.2 – Support the Wellness of our Communities, by maximizing the Department's ability to provide emergency care, transportation, and services for displaced pets in Los Angeles County communities during disaster events such as wildfires, floods, major cases, etc.

Approval of the recommended action also supports County Strategic Plan Goal III.3 – Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability, by leveraging external resources in the form of an in-kind donation of a trailer and supplies to benefit residents in unincorporated Los Angeles County and in the 45 cities that contract with the Department for animal services. Services will also benefit agencies that have partnered with us to provide emergency sheltering sites for displaced animals.

FISCAL IMPACT/FINANCING

The trailer and supplies will be donated to the Department at no cost. Sufficient appropriation is included in the Department's operating budget to account for nominal costs associated with the trailer's registration, decals, training, and general maintenance.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On November 1, 2022, the Los Angeles County Board of Supervisors delegated authority to the Director of Animal Care and Control to accept a donation of a trailer and supplies from AKC Reunite to support displaced animals during emergency events and to execute any necessary agreements to effectuate that donation. On January 17, 2023, the Department was offered the donation of a second trailer along with supplies to support it. The estimated market value of the unit and supplies to be donated is \$22,000.

Upon approval of this board letter, the Department will accept the donation of a second trailer from AKC Reunite to further augment emergency response efforts. Government Code Section 25335 permits the County to accept grants, donations, or other gifts for a

The Honorable Board of Supervisors
July 11, 2023
Page 3

specific County purpose. Section 2.4.2 of the County Fiscal Manual authorizes County departments to accept donations in excess of \$10,000 with Board approval.

IMPACT ON CURRENT SERVICES

This agreement will enhance current services by allowing the Department to better serve pet owners in unincorporated Los Angeles County and in contract cities by increasing its ability to provide refuge and care for animals displaced by disaster or emergency events. The trailer will be operated by Department staff and will be used to transport and/or provide veterinary care for animals displaced during disasters such as wildfires, floods, major cases, etc.

CONCLUSION

Upon approval, the Department is requested to send a letter thanking AKC Reunite for their generous donation. A draft appreciation letter is enclosed. Please return one adopted copy of this letter to the Department.

Respectfully submitted,

MARCIA MAYEDA
Director

MM:DU:WD:BK:AP:cg/rke

s:\brdcorres\bls\2023 board letters\7.11.23 donation of trailer and supplies\bl donation AKC trailer final draft.

Enclosure

c: Chief Executive Office
County Counsel
Executive Office



Marcia Mayeda, Director

DRAFT

AKC Reunite
8051 Arco Corporate Drive
Suite 200
Raleigh, NC 27617

The County of Los Angeles accepts, with gratitude, the donation of a trailer and supplies from your organization.

On behalf of the County, I express our appreciation to you for this generous donation. Given the COVID-19 pandemic, this thank you letter is being issued by the Department of Animal Care and Control instead of the Board of Supervisors, but the Board did publicly recognize your generous grant at a recent televised Board meeting.

Sincerely,

MARCIA MAYEDA
Director

MM:rm

c: Chief Executive Office

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BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

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SUPERVISORIAL DISTRICT AFFECTED	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th	
DEPARTMENT(S)	Los Angeles County Development Authority (LACDA)	
SUBJECT	Amendment to Project Tracking Software and Database Services with HKA Global, Inc. (HKA)	
PROGRAM	Information Technology	
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
SOLE SOURCE CONTRACT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain why: LACDA entered into a contract agreement with HKA on October 31, 2022, as a sole source procurement as allowed under 2 CFR 200.320 (f)(1).	
DEADLINES/ TIME CONSTRAINTS	N/A	
COST & FUNDING	Total cost: \$784,069.94	Funding source: LACDA's Fiscal Year 2023-27 Operating Budgets
	TERMS (if applicable): The Contract term is five years and LACDA is in Year 1 of the Contract.	
	Explanation: This proposed Amendment One would increase the original Contract amount of \$500,000.00 by \$212,790.85 and \$71,279.09 in pool dollars, for a total of \$784,069.94.	
PURPOSE OF REQUEST	The purpose of this action is to authorize a Contract Amendment with HKA to increase the maximum Contract amount to enable the LACDA to purchase additional eComply software subscription fees to remain in compliance with the HKA contract software licensing; acquire professional services to support the upgrade of PMWeb software to the current version; and add optional Contract pool dollars for unforeseen costs.	
BACKGROUND (include internal/external issues that may exist including any related motions)	The LACDA Construction Management Unit (CMU) utilizes the software from PMWeb to manage construction projects, ensure compliance prevailing wage, labor agreement, and workforce and ownership participation management for CMU's projects. Under the Contract with HKA, annual subscription fees are based on the LACDA's active annual construction volume, which was approximately \$450 million when the Contract was executed. Due to additional construction projects for the Lead Remediation Program and the new Community Care Expansion (CCE) Preservation Program with DMH, the active annual contraction volume increased to \$750 million, which triggered an increase in subscription fees, as determined by a HKA annual license compliance audit.	
EQUITY INDEX OR LENS WAS UTILIZED	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:	
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please state which one(s) and explain how:	
DEPARTMENTAL CONTACTS	Name, Title, Phone # & Email: Douglas Van Gelder, IT Manager, (626) 586-1727 Douglas.VanGelder@lacda.org	

July 11, 2023

Honorable Board of Commissioners
Los Angeles County Development Authority
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Commissioners:

**AMENDMENT TO THE PROJECT TRACKING SOFTWARE AND DATABASE
SERVICES CONTRACT
(ALL DISTRICTS) (3 VOTE)**

CIO RECOMMENDATION: (X) APPROVE

SUBJECT

This letter requests approval of Amendment One to the Los Angeles County Development Authority's (LACDA) Contract with HKA Global, Inc. (HKA) for Construction and Project Tracking Software and Database Services to provide additional software subscription fees to remain in Contract software compliance, software upgrade support services, and optional pool dollars.

IT IS RECOMMENDED THAT THE BOARD:

1. Approve and authorize the Executive Director or his designee to execute the attached Amendment One to the existing Contract with HKA to purchase additional add-on licenses for the remaining four (4) years of the Contract, and to increase the original Contract amount of \$500,000.00 by \$212,790.85 and \$71,279.09 in pool dollars, for a total of \$784,069.94.
2. Find that approval of an Amendment to the existing Contract for Project Tracking Software and Database solution Services is not subject to the California Environmental Quality Act (CEQA) because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

3. Authorize the Executive Director or designee, upon his determination and as necessary and appropriate under terms of the contract, to amend the Contract to add or delete services and utilize pool dollars, and if necessary, to terminate for convenience the Contract with HKA.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this action is to authorize a Contract Amendment with HKA to increase the maximum Contract amount to enable the LACDA to purchase additional eComply software subscription fees to remain in compliance with the HKA contract software licensing; acquire professional services to support the upgrade of PMWeb software to the current version; and add optional Contract pool dollars for unforeseen costs.

On October 31, 2022, the LACDA entered into a Contract with HKA, as a sole source procurement, allowed under 2 CFR 200.320 (f)(1) - Code of Federal Regulations, Methods of Procurement for the acquisition of property or services. The Contract term is for one-year and four one-year optional extensions with a Contract maximum for each year of \$100,000 for a total of \$500,000. The LACDA Construction Management Unit (CMU) utilizes the software from PMWeb to manage its construction projects. CMU subscribes to eComply, a Software-as-a-Service (SaaS) labor compliance management solution, to ensure compliance prevailing wage, labor agreement, and workforce and ownership participation management for CMU's projects. HKA is the sole reseller authorized by PMWeb to sell its software and provide professional services on the West Coast of the United States.

Under the Contract with HKA, eComply annual subscription fees are based on the LACDA's active annual construction volume, which was approximately \$450 million when the Contract was executed. Due to additional construction projects for the Lead Remediation Program and the new Community Care Expansion (CCE) Preservation Program with the Department of Mental Health, the active annual construction volume increased to \$750 million, which triggered an increase in eComply subscription fees. Subscription fees are determined by a HKA annual license compliance audit.

This proposed Amendment One would increase the original Contract amount of \$500,000.00 by \$212,790.85 and \$71,279.09 in pool dollars, for a total of \$784,069.94.

FISCAL IMPACT/FINANCING

There is no impact on the County General Fund. The remaining four-year Contract term will include an additional \$212,790.85 plus \$71,279.09 in pool dollars for unforeseen costs. Funds for year two through five will be included through the LACDA's annual budget approval process. The maximum contract amount increase for the remainder of the Contract will be \$284,069.94, including the pool dollars.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Contract Amendment with HKA has been reviewed by County Counsel and is attached in substantially final form.

In compliance with Board Policy 6.020 "Chief Information Office Board Letter Approval", the Office of the Chief Information Officer (OCIO) reviewed the information technology components of this request and recommends approval. The OCIO determined that this recommended action does not include any new IT items that would necessitate a formal written CIO Analysis.

ENVIRONMENTAL DOCUMENTATION

The proposed activities are exempt from the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (b)(3), because they involve activities that will not have a physical impact on or result in any physical changes to the environment. These activities are not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378, because they are not defined as a project under CEQA and do not have the potential for causing a significant effect on the environment.

IMPACT ON CURRENT SERVICES AND PROJECTS

The additional software subscription fees for Project Tracking Software and Database solution services will allow the LACDA to remain in compliance with the software licensing provisions in the contract with HKA. The PMweb and eComply software will continue to be instrumental supporting the LACDA's construction projects.

Respectfully submitted,

Reviewed by:

EMILIO SALAS
Executive Director
Los Angeles County Development Authority

PETER LOO
Acting Chief Information Officer
County of Los Angeles

ES:KT:mr

Enclosures

BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

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SUPERVISORIAL DISTRICT AFFECTED	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th	
DEPARTMENT(S)	Los Angeles County Development Authority (LACDA)	
SUBJECT	Approve Purchase Order with TWE Solutions, Inc. (TWE) for Arista Hardware Equipment	
PROGRAM	Information Technology	
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why: N/A	
DEADLINES/ TIME CONSTRAINTS	N/A	
COST & FUNDING	Total cost: \$756,319.22	Funding source: LACDA's Fiscal Year 2023-2024 Budget
	TERMS (if applicable): The Purchase Order term is one year.	
	Explanation: The one-time Purchase Order will not exceed \$756,319.22. The Purchase Order will include \$682,562.93 in hardware with licensing support, \$5,000 in professional services and \$68,756.29 in pool dollars, for a total of \$756,319.22	
PURPOSE OF REQUEST	Authorization for the LACDA to process a Purchase Order with TWE to purchase six (6) Arista 750 series switches with licensing, support and professional services and fifty (50) Arista wireless access points with and associated support services. LACDA's switches and Wi-Fi hardware equipment have reached end-of-life and need to be replaced to support LACDA's network environment.	
BACKGROUND (include internal/external issues that may exist including any related motions)	The LACDA requires new on-site switches and Wi-Fi access points to replace network equipment that have reached end of life and are no longer supported. The new switches and wireless access points will provide enhanced network features for security, faster data transfer, reliability, and improve network management.	
EQUITY INDEX OR LENS WAS UTILIZED	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:	
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please state which one(s) and explain how:	
DEPARTMENTAL CONTACTS	Name, Title, Phone # & Email: Douglas Van Gelder, IT Manager, (626) 586-1727 Douglas.VanGelder@lacda.org	

July 11, 2023

Honorable Board of Commissioners
Los Angeles County Development Authority
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Commissioners:

**APPROVE PURCHASE ORDER WITH TWE SOLUTIONS, INC. FOR ARISTA
HARDWARE EQUIPMENT
(ALL DISTRICTS) (3 VOTE)**

CIO RECOMMENDATION: (X) APPROVE

SUBJECT

This letter requests approval of a Purchase Order with TWE Solutions, Inc. for Arista hardware equipment for Los Angeles County Development Authority's (LACDA) Alhambra data center and associated support services for a total cost not to exceed \$756,319.22.

IT IS RECOMMENDED THAT THE BOARD:

1. Approve and authorize the Executive Director or designee to execute the attached Purchase Order with TWE Solutions, Inc. (TWE) to purchase Arista hardware equipment for a total cost not to exceed \$756,319.22.
2. Find that approval of Purchase Order for Arista hardware equipment is not subject to the California Environmental Quality Act (CEQA) because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.
3. Authorize the Executive Director or designee, upon his determination and as necessary and appropriate under terms of the Purchase Order, to amend

the Purchase Order to add or delete services and utilize pool dollars, and if necessary, terminate for convenience the Purchase Order with TWE.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this action is to purchase six (6) Arista 750 series switches with licensing, support and professional services and fifty (50) Arista wireless access points with support, to replace the LACDA's end-of-life of legacy hardware equipment at the LACDA's Alhambra location for a total cost not to exceed \$756,319.22. LACDA's Procurement and Contracting policies requires Board authorization for procurements over \$100,000.

The LACDA's access switches and wireless access points have reached end-of-life and are no longer supported by the manufacturer. Due to the age of the equipment, third party support is not available. Also, the equipment lacks the hardware requirements to support the latest supported version of the LACDA's hybrid server equipment and Wi-Fi solution.

The new Arista switches hardware will deliver improved capability to support the LACDA's hybrid data center, provide users improved connectivity to the network, provide enhanced security, faster network speeds, and network management tools. The new Arista wireless access points hardware will provide the LACDA with increased wireless capacity to support a hybrid work environment, ease the complexities of remote worker access in the Alhambra office, and to improve WIFI security. The hardware with licenses, support and professional services meets the LACDA business and business continuity needs. In addition, the new equipment will allow the LACDA to gain cost efficiencies by reducing the number of switches and improving network management software.

FISCAL IMPACT/FINANCING

There is no impact on the County General Fund. The one-time Purchase Order will not exceed \$756,319.22, based on the current pricing from TWE at the time of Board approval. The Purchase Order will include \$682,562.93 in hardware with licensing support, \$5,000 in professional services and \$68,756.29 in pool dollars, for a total of \$756,319.22. The LACDA will use funds included in the LACDA's approved Fiscal Year 2023-2024 Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The proposed Purchase Order will be awarded using the General Services Administration (GSA) Federal Supply Schedule 70, Information Technology (IT), by State and Local Government Entities, including public housing agencies under the United States Housing Act of 1937, as approved by the U.S. Department of Housing and Urban Development (HUD). GSA has included cooperative purchasing per Section 211 of the E-Government Act of 2002 amended by the Federal Property and Administrative Services Act to allow for cooperative purchasing to acquire automated data processing equipment (including firmware), software, supplies, support equipment, and services. The cooperative

government agreement number 47QSMD20R0001 is the purchasing vehicle, and TWE Solutions, Inc. has accepted the LACDA Purchase Order.

The Purchase Order terms and conditions will incorporate the latest applicable Board mandated provisions.

In compliance with Board Policy 6.020 "Chief Information Office Board Letter Approval", the Office of the Chief Information Officer (OCIO) reviewed the information technology components of this request and recommends approval. The OCIO determined that this recommended action does not include any new IT items that would necessitate a formal written CIO Analysis.

ENVIRONMENTAL DOCUMENTATION

The proposed Purchase Order is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35 (a)(3), because it involves administrative activities that will not have a physical impact on or result in any physical changes to the environment. The action is not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378, because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

IMPACT ON CURRENT SERVICES AND PROJECTS

The proposed Purchase Order will allow the LACDA to replace obsolete switches and wireless access points to effectively support network and Wi-Fi data center operations, gain efficiencies by reducing hardware equipment of switches and access points, and maximize the return on the LACDA's technology investments.

Respectfully submitted,

Reviewed by:

EMILIO SALAS
Executive Director
Los Angeles County Development Authority

PETER LOO
Acting Chief Information Officer
County of Los Angeles

ES:KT:mr

Enclosures

BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

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DEPARTMENT(S)	Los Angeles County Development Authority	
SUBJECT	APPROVAL OF FUNDING AND ENVIRONMENTAL DOCUMENTATION FOR A MULTIFAMILY AFFORDABLE HOUSING DEVELOPMENT IN UNINCORPORATED WILLOWBROOK	
PROGRAM	Housing Investment and Finance	
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why:	
DEADLINES/ TIME CONSTRAINTS	California Tax Credit Allocation Committee – Application Deadline 8/8/2023	
COST & FUNDING	Total cost: \$7,000,000	Funding source: Affordable Housing Trust Funds
	TERMS (if applicable): 50 residential units restricted to 30% Area Median Income	
	Explanation:	
PURPOSE OF REQUEST	Willowbrook III is an affordable multifamily rental housing development that will provide a total of 51 housing units, comprised of 50 units for homeless households, and one onsite manager's unit. Board approval of funding will ensure that the project can meet upcoming deadlines for submitting applications to other leveraged finance sources.	
BACKGROUND (include internal/external issues that may exist including any related motions)	On November 1, 2022, the LACDA issued Notice of Funding Availability (NOFA) Round 28. The LACDA received a total of 31 applications for funding. NOFA Round 28 offered a total of \$35.2 million in capital funding enabled through the County's administration of American Rescue Plan Act (ARPA) funds. The loan agreement and related documents for Willowbrook III will reflect the respective tenant population set-asides and indicate that the assisted units will be affordable to households earning no more than 30% of the median income for the Los Angeles-Long Beach Metropolitan Statistical Area, adjusted for family size. The loan agreement will require that the affordable housing units be set aside for a period of 55 years.	
EQUITY INDEX OR LENS WAS UTILIZED	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:	
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
DEPARTMENTAL CONTACTS	Name, Title, Phone # & Email: Lynn Katano, Director of Housing Investment & Finance, (626) 586-1806, Lynn.Katano@lacda.org	

July 11, 2023

Honorable Board of Commissioners
Los Angeles County Development Authority
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Commissioners:

**APPROVAL OF FUNDING AND ENVIRONMENTAL DOCUMENTATION FOR
A MULTIFAMILY AFFORDABLE HOUSING DEVELOPMENT
IN UNINCORPORATED WILLOWBROOK
(DISTRICT 2) (3 VOTES)**

SUBJECT

This letter recommends that the Board approve a loan totaling up to \$7,000,000 in Affordable Housing Trust Funds (AHTF) to fund the development of the Willowbrook III affordable multifamily rental housing development selected through the Notice of Funding Availability (NOFA) Round 28, issued by the Los Angeles County Development Authority (LACDA).

IT IS RECOMMENDED THAT THE BOARD:

1. Acting as a responsible agency pursuant to CEQA, certify that the LACDA has considered the attached Initial Study/Mitigated Negative Declaration (IS/MND) for the Willowbrook III project, which was prepared by the County of Los Angeles Department of Regional Planning as lead agency; find that the mitigation measures identified in the Mitigation Monitoring and Reporting Program (MMRP) are adequate to avoid or reduce potential impacts below significant levels; and find that this project will not cause a significant impact on the environment.
2. Approve a loan to LINC Housing Corporation (LINC), a California non-profit public benefit corporation, using up to a total of \$7,000,000 in AHTF.
3. Authorize the Executive Director or his designee, to negotiate, execute, and if necessary, amend, or reduce the loan agreement with LINC or their LACDA-approved assignees, and all related documents, including but not limited to documents to subordinate the loan to construction and permanent

financing, and any intergovernmental, interagency, or inter-creditor agreements necessary for the implementation of the development, following approval as to form by County Counsel.

4. Authorize the Executive Director or his designee to accept and incorporate, as needed, up to \$7,000,000 in AHTF into the LACDA's approved Fiscal Year 2023-2024 budget, and future Fiscal Year budgets, as needed, for the purposes described herein.
5. Authorize the Executive Director or his designee to reallocate the LACDA funding set aside for affordable housing at the time of project funding, as needed and within the project's approved funding limit, in line with the project's need, and within the requirements for each funding source.

PURPOSE /JUSTIFICATION OF RECOMMENDED ACTION

Willowbrook III is an affordable multifamily rental housing development that will provide a total of 51 housing units, comprised of 50 units for homeless households, and one onsite manager's unit.

Approval is requested to ensure that the project can meet upcoming deadlines for submitting applications to other leveraged finance sources.

FISCAL IMPACT/FINANCING

The recommended loan to LINC will provide a total amount of up to \$7,000,000 in AHTF. This amount will be incorporated into the LACDA's approved Fiscal Year 2023-2024 budget, and future Fiscal Year budgets, as needed, for the purposes described herein.

The recommended loan amount and total development cost are identified in Attachment A.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On November 1, 2022, the LACDA issued NOFA Round 28. The LACDA received a total of 31 applications for funding. NOFA Round 28 offered a total of \$35.2 million in capital funding enabled through the County's administration of American Rescue Plan Act (ARPA) funds, with project applications seeking more than \$126.12 million in funding. In accordance with NOFA 28 guidelines, available funding was prioritized and awarded through a two-tier system. Tier 1 projects were prioritized and included projects located in jurisdictions that did not receive a direct allocation of ARPA funds. Tier 2 projects are those projects proposed in jurisdictions that received a direct allocation of ARPA funds.

Of the 31 applications received, 14 applications were in Tier 1, and 17 projects were in Tier 2. Only Tier 1 projects were scored and considered for funding since the amount of

requested funds by Tier 1 projects was twice the amount of available of funds, as stated in the NOFA.

Projects were scored based on the total number of points awarded during both Technical Review and results of the appeal process, and final scores were used to determine the order of project awards.

The loan agreement and related documents will incorporate affordability restrictions, target assisted populations, and contain provisions requiring the developer to comply with all applicable federal, state, and local laws. The loan will be evidenced by a promissory note and secured by a deed of trust, with the term of affordability enforced by a recorded regulatory agreement. Approval of the project included in this action will leverage over \$21 million in additional external funding sources.

The loan agreement and related documents for Willowbrook III will reflect the respective tenant population set-asides and indicate that the assisted units will be affordable to households earning no more than 30% of the median income for the Los Angeles-Long Beach Metropolitan Statistical Area, adjusted for family size, as established by the U.S. Department of Housing and Urban Development. The loan agreement will require that the affordable housing units be set aside for a period of 55 years. Subject to various underwriting requirements, LINC may be required by the LACDA or other lenders to create a single asset entity to designate ownership of the project. These “assignees” will be LACDA-approved single asset entities created by the developer prior to execution of the loan agreement and all related loan documents.

This letter recommends that the Executive Director, upon approval by County Counsel, have the authority to execute and amend loan agreement, as needed, with the recommended developer. Amendments may be necessary in cases where project specifics change after execution of the loan agreement.

The recommended authority to reduce any loan below the amount stated in this action is requested in cases where the financing shows the maximum loan amount is not needed by the project. In this case, any reduction in a loan amount would occur during project underwriting and would take place prior to execution of a loan agreement.

This letter also recommends that the Executive Director have the authority to reallocate funds set aside for affordable housing development at the time of project funding to better align project funds with available resources. Any reallocation of funds will be made within each project’s approved funding limit, in line with project needs, and within the requirements for each funding source.

ENVIRONMENTAL DOCUMENTATION

The proposed Willowbrook III project has been reviewed by the LACDA pursuant to the requirements of CEQA.

Honorable Board of Commissioners

July 11, 2023

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As a responsible agency, and in accordance with the requirements of CEQA, the LACDA reviewed the IS/MND prepared by the County of Los Angeles Department of Regional Planning for the Willowbrook III project and determined that this project will not have a significant adverse impact on the environment. The LACDA's consideration of the IS/MND satisfies the State CEQA Guidelines as stated in Article 7, Section 15096.

Environmental documentation for the proposed project is included in Attachment B.

IMPACT ON CURRENT PROGRAM

The requested actions will increase the supply of Special Needs and affordable housing units in the County of Los Angeles.

Respectfully submitted,

EMILIO SALAS
Executive Director

Enclosures

ATTACHMENT A
NOFA 28
RECOMMENDED FUNDING ALLOCATIONS

					NOFA 28		
Sup. Dist.	Jurisdiction	Development/ Applicant	Type of Housing	Total Project Units	Affordable Housing Trust Funds	Other Funding Resources	Total Development Cost
2	Unincorporated Willowbrook	Willowbrook III/ Linc Housing Corporation	Special Needs	51	\$7,000,000	\$21,677,585	\$28,677,585
Totals				51	7,000,000	21,677,585	28,677,585

BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

CLUSTER AGENDA REVIEW DATE	6/21/2023			
BOARD MEETING DATE	7/11/2023			
SUPERVISORIAL DISTRICT AFFECTED	<input type="checkbox"/> All <input type="checkbox"/> 1 st <input checked="" type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th			
DEPARTMENT(S)	Los Angeles County Development Authority			
SUBJECT	Approve a Disposition and Development Agreement with LINC Housing Corporation for the Potential Development of 12617 and 12625 South Willowbrook Avenue, Compton, CA 90222			
PROGRAM	Not Applicable			
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why:			
DEADLINES/ TIME CONSTRAINTS	California Tax Credit Allocation Committee – Application Deadline 8/8/2023			
COST & FUNDING	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Total cost: \$28,677,585</td><td style="width: 50%;">Funding source: County General Funds, Private Loan (Bank), Low-Income Housing Tax Credits</td></tr> </table>		Total cost: \$28,677,585	Funding source: County General Funds, Private Loan (Bank), Low-Income Housing Tax Credits
Total cost: \$28,677,585	Funding source: County General Funds, Private Loan (Bank), Low-Income Housing Tax Credits			
	TERMS (if applicable): 50 residential units restricted to 30% Area Median Income			
	Explanation: Former redevelopment properties			
PURPOSE OF REQUEST	Approve a Disposition and Development Agreement with LINC Housing Corporation for potential development of affordable and/or supportive housing and future sale of County-owned properties.			
BACKGROUND (include internal/external issues that may exist including any related motions)	- 9/26/2017 Board Letter approved an Agreement to Negotiate Exclusively with LINC Housing Corporation for potential development of County-owned properties to affordable housing. - 8/9/2022 Board Motion approved an Exclusive Negotiation Agreement between the County and LINC Housing Corporation for potential development of County-owned properties to affordable housing.			
EQUITY INDEX OR LENS WAS UTILIZED	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:			
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please state which one(s) and explain how: 1) Countywide Strategic Plan Goal 1 – to make investments that transform lives; 2) Strategic Asset Management Goal – to prioritize needs to optimize highest and best use of assets; and 3) Key Objective 5 – to fund highest priority needs. The proposed project will address County’s homeless crisis and transform a County-owned asset into safe, decent, affordable housing that will serve families with limited means.			
DEPARTMENTAL CONTACTS	Name, Title, Phone # & Email: Cindy Kha, Project Manager, (626) 586-1555, Cindy.Kha@lacda.org			

July 11, 2023

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

The Honorable Board of Commissioners
Los Angeles County Development Authority
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors/Commissioners:

**APPROVE A DISPOSITION AND DEVELOPMENT AGREEMENT WITH LINC
HOUSING CORPORATION FOR THE POTENTIAL DEVELOPMENT OF 12617 AND
12625 SOUTH WILLOWBROOK AVENUE, COMPTON, CA 90222
(SECOND DISTRICT) (3 VOTES)**

SUBJECT

This letter recommends approval of a Disposition and Development Agreement (DDA) with LINC Housing Corporation (LINC), a California non-profit public benefit corporation, for the development of County-owned properties located at 12617 and 12625 South Willowbrook Avenue, Compton, CA 90222 (collectively, the Property) with a supportive housing project commonly referred to as “Willowbrook III,” which will consist of 51 units for low-income households, including one manager’s unit (Project). The letter also recommends approval for the Los Angeles Development Authority (LACDA) to act on behalf of the County in the negotiation and execution of a DDA.

IT IS RECOMMENDED THAT THE BOARD OF SUPERVISORS:

1. Find that the recommended actions are within the scope of the Project’s impacts analyzed in the Initial Study/Mitigated Negative Declaration (IS/MND) previously adopted by your Board.
2. Find that the Property was purchased with redevelopment funds for the development of affordable housing, designated by the Long Range Property Management Plan (approved by the California Department of Finance during the implementation of the State of California’s dissolution of redevelopment agencies)

for sale to the public at fair market value, is vacant and underutilized land not needed for County use, and that pursuant to Government Code section 26227, the proposed use of the Property for supportive housing will serve public purposes and be in the County's best interest.

3. Approve the Project and delegate authority to the LACDA to act on behalf of the County to:
 - a. Manage the development of the proposed Project.
 - b. Negotiate and execute a DDA between the County and LINC, approved as to form by County Counsel, collect the value of the Property from LINC in connection with the terms of the DDA, pay affected taxing entities for the value of the Property, and execute any and all related or ancillary documents or amendments to the DDA, following approval as to form by County Counsel, which are necessary to effectuate the action authorized hereby.
 - c. Proceed with the sale of the Property and execute a quitclaim deed, upon satisfaction of the conditions set forth in the DDA and execute any and all related or ancillary documents or amendments to the quitclaim deed, following approvals as to form by County Counsel, which are necessary to effectuate the action authorized hereby.

IT IS RECOMMENDED THAT THE BOARD OF COMMISSIONERS OF THE LOS ANGELES COUNTY DEVELOPMENT AUTHORITY:

1. Find that the recommended actions are within the scope of the Project's impacts analyzed in the IS/MND previously approved, as a responsible agency, by your Board.
2. Accept delegation to act on behalf of the County for the proposed Project, authorize the LACDA to serve as the agent of the County and authorize the Executive Director, or designee, to:
 - a. Manage the development of the proposed Project.
 - b. Negotiate and execute a DDA between the County and LINC, following approval as to form by County Counsel, collect the value of the Property in connection with the terms of the DDA, and pay affected taxing entities for the value of the Property.
 - c. Proceed with the sale of the Property and execute a quitclaim deed upon satisfaction of the conditions set forth in the DDA, following approval as to form by County Counsel.

- d. Execute any and all related or ancillary documentation or amendments, following approval as to form by County Counsel, which are necessary to effectuate the action authorized hereby.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended action is to authorize the negotiation, execution, and implementation of a DDA and any ancillary documentation with LINC for the development of the Property with 50 units of supportive housing, and one unrestricted manager's unit. The proposed Project presents an opportunity to advance the County's key objectives for the area, which include beautifying the neighborhood and creating affordable housing opportunities.

IMPLEMENTATION OF STRATEGIC GOALS

The approval of the proposed DDA is consistent with the following Strategic Goals and Objectives: 1) Countywide Strategic Plan Goal 1 – to make investments that transform lives; 2) Strategic Asset Management Goal – to prioritize needs to optimize highest and best use of assets; and 3) Key Objective 5 – to fund highest priority needs. The proposed Project supports these goals and objectives by addressing the County's homeless crisis and transforming a County-owned asset into safe, decent, affordable and/or supportive housing that will serve families or special needs populations with limited means.

FISCAL IMPACT/FINANCING

The Property was purchased with redevelopment funds prior to dissolution of redevelopment agencies. LINC will pay to the County the amount of \$1,100,000, which has been established by a third-party appraisal to be the fair market value of the Property. The LACDA, on behalf of the County, will collect the value of the Property and ensure the payment to affected taxing entities for the value of the Property on or after conveyance of the Property, upon satisfaction of the conditions set forth in the DDA. Any remaining proceeds will be deposited into the County General Fund.

To finance the housing development, the Project will return to the Board for recommendation of an award of \$7,000,000 in American Rescue Plan Act Enabled funding (County Funds), as well as 50 Section 8 Project-Based Vouchers (PBVs) from the LACDA's Notice of Funding Availability (NOFA) Round 28. The Project is also pursuing additional financing from the State of California's Low-Income Housing Tax Credit Program and a conventional loan from a commercial bank.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On August 9, 2022, the Board of Supervisors authorized the execution of an Exclusive Negotiation Agreement with LINC, through the LACDA, to negotiate the potential development of an affordable housing and/or supportive housing development for low-income households or special needs populations. The Property is comprised of two parcels, approximately 52,810 square feet in size (1.21 acres), which is former

redevelopment properties, currently vacant and underutilized County-owned land. LINC will also utilize an adjacent, privately-acquired parcel for the Project.

The Project will include the new construction of a single three-story residential building with 51 apartments (50 units reserved for households and one onsite manager's unit), a ground floor community room space, 23 automobile parking stalls for residential use in an at-grade surface lot, bicycle parking consisting of 28 long term and six short term spaces, and approximately 15,000 square feet of open space. Except for the one onsite manager's unit, all residential units will be restricted to be affordable to households earning at or below 60 percent of the area median income, in perpetuity.

LINC has an extensive track record of developing and managing quality affordable and supportive housing. Founded in 1984, LINC is a non-profit affordable housing developer, operator, and service provider that has created nearly 9,000 affordable rental homes throughout California.

Consistent with the terms outlined in the ENA, the LACDA will, on behalf of the County, negotiate and execute a DDA and related documents that, provided LINC satisfies certain conditions set forth therein, would provide for the disposition of the Property to LINC for the development of supportive housing.

Under the terms of the DDA, the County will transfer to LINC all of County's right, title, and interests in and to the Property, provided LINC satisfies certain conditions precedent, including but not limited to payment of the purchase price of \$1,100,000 and the following:

1. The Project has received CEQA clearances (completed);
2. The Project has obtained building permits; and
3. The Project has secured all financing – public and private loans (construction and permanent), including an allocation of low-income housing tax credit financing.

The DDA will provide LINC with a period of 12 months to satisfy such conditions precedent; provided, however, if LINC is working in good faith to meet such conditions precedent, but is unable to satisfy all of the conditions precedent due to a delay beyond LINC's control, then County may, in its sole and absolute discretion, extend the 12-month period for up to two additional six-month periods.

Under the terms of the DDA, the County and LINC will negotiate and agree to a restrictive covenant recorded in the Official Records of Los Angeles County requiring that, except for one onsite manager's unit, all residential units will be made affordable to households earning not more than 60 percent of the area median income, in perpetuity.

ENVIRONMENTAL DOCUMENTATION

The Project has been reviewed by the County and LACDA pursuant to the requirements of CEQA. On April 18, 2023, the County determined that an IS/MND is the appropriate

Honorable Board of Supervisors/Commissioners

July 11, 2023

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environmental documentation under CEQA and the County Environmental Document Reporting Procedures and Guidelines and adopted the IS/MND. The LACDA, as a responsible agency, reviewed the IS/MND and determined on May 16, 2023, that this project will not have a significant adverse impact on the environment.

There are no changes to the project or to the circumstances under which the project is undertaken that require further review under CEQA.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The requested actions will increase the supply of special needs housing in the County of Los Angeles.

Respectfully submitted,

FESIA DAVENPORT
Chief Executive Officer

EMILIO SALAS
Executive Director
Los Angeles County Development Authority

Enclosures

BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

CLUSTER AGENDA REVIEW DATE	6/21/2023	
BOARD MEETING DATE	7/11/2023	
SUPERVISORIAL DISTRICT AFFECTED	<input type="checkbox"/> All <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input checked="" type="checkbox"/> 5 th	
DEPARTMENT(S)	Parks and Recreation	
SUBJECT	SUBJECT: ESTABLISH AND APPROVE THREE CAPITAL PROJECTS, APPROVE BUDGETS, SCOPES AND APPROPRIATION ADJUSTMENT, APPROVE USE OF JOB ORDER CONTRACT, SAN DIMAS CANYON COMMUNITY REGIONAL PARK RESTROOM RENOVATION CAPITAL PROJECT NO. 87869, CASTAIC REGIONAL SPORTS COMPLEX RESTROOM RENOVATION PROJECT CAPITAL PROJECT NO. 87970, AND STEPHEN SORENSEN PARK RESTROOM RENOVATION PROJECT CAPITAL PROJECT NO. 87971(SUPERVISORIAL DISTRICT 5) (FY2023-24, 4-VOTES)	
PROGRAM		
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	If Yes, please explain why:	
DEADLINES/ TIME CONSTRAINTS	All work on the projects must be completed by December 2023 per grant funding guidelines. Maintaining the July 11 agenda date will allow the project to be implemented per the strategy outlined in the board letter.	
COST & FUNDING	Total cost: \$874,000	Funding source: State of California Department of Parks and Recreation Proposition 68, California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018, Recreational Infrastructure Revenue Enhancement.
	TERMS (if applicable):	
	Explanation:	
PURPOSE OF REQUEST	<ul style="list-style-type: none"> Find that the projects are exempt from CEQA; Establish and approve the projects; Approve appropriation adjustments for the project, fully offset with Proposition 68 Grants; and Authorize the Director of the Department of Parks and Recreation (or her designee) to deliver the projects through Board-approved Job Order Contracts. 	
BACKGROUND (include internal/external issues that may exist including any related motions)	<ul style="list-style-type: none"> On March 31, 2021, the State of California Department of Parks and Recreation allocated \$19,025,731 to the Department for projects under the Proposition 68 California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018 Recreational Infrastructure Revenue Enhancement Grant Program (Proposition 68). Proposition 68 provides funding to local government agencies that passed local ballot revenue enhancement measures between Nov. 1, 2012, through Nov. 30, 2018, aimed at improving and enhancing local or regional park infrastructure. 	

	<ul style="list-style-type: none"> • Proposition 68 funds will be used for projects under the Department's "Project Restroom," a multi-year program to add, replace, and renovate park restroom buildings throughout Los Angeles County parks. • This Board Letter will appropriate \$874,000 of the Proposition 68 funding to be used to renovate six existing restroom facilities.
EQUITY INDEX OR LENS WAS UTILIZED	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain how: "Project Restroom" projects will invest in restroom infrastructure across Los Angeles County particularly in areas that have been historically underserved and are communities of high need, as designated by the 2016 Los Angeles Countywide Comprehensive Parks and Recreation Needs Assessment.
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please state which one(s) and explain how: The proposed projects will achieve the goals of creating buildings and infrastructure that support human health and resilience (Goal 2) and creating accessible parks, public lands, and public spaces that create opportunities for respite, recreation, ecological discovery, and cultural activities (Goal 6) of the Our County Sustainability Plan. Aligned with the County's Anti-Racism, Diversity, and Inclusion Initiative and guided by the Countywide Equity Guiding Principles, data on disadvantaged and severely disadvantaged communities taken from the Park Needs Assessment, CalEnviroscreen, and statewide mapping tools were used to scope and identify the proposed projects in order to reduce racial disparities in life outcomes as well as disparities in public investment to shape those outcomes.
DEPARTMENTAL CONTACTS	Name, Title, Phone # & Email: Diane Silva, Departmental Facilities Planner – I, (626) 588-5331, dsilva@parks.lacounty.gov Mark Glassock, Capital Projects Group Manager, (626) 223-7916, mglassock@parks.lacounty.gov



COUNTY OF LOS ANGELES
DEPARTMENT OF PARKS AND RECREATION
"Parks Make Life Better!"

Norma E. García-González, Director

Alina Bokde, Chief Deputy Director

July 11, 2023

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**ESTABLISH AND APPROVE THREE CAPITAL PROJECTS
APPROVE APPROPRIATION ADJUSTMENT
APPROVE USE OF JOB ORDER CONTRACTS
SAN DIMAS CANYON COMMUNITY REGIONAL PARK RESTROOM RENOVATION
CAPITAL PROJECT NO. 87869, CASTAIC REGIONAL SPORTS COMPLEX
RESTROOM RENOVATION PROJECT CAPITAL PROJECT NO. 87970, AND
STEPHEN SORENSEN PARK RESTROOM RENOVATION PROJECT CAPITAL
PROJECT NO. 87971
(SUPERVISORIAL DISTRICT 5)
(FY2023-24, 4-VOTES)**

SUBJECT

Approval of the recommended actions will find the proposed projects exempt from the California Environmental Quality Act; establish and approve the proposed capital projects; approve the proposed project budgets and appropriation adjustments; and, authorize the Director of the Los Angeles County Department of Parks and Recreation, or her designee, to proceed with the proposed projects utilizing Board-approved Job Order Contracts.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the proposed projects are categorically exempt from the California Environmental Quality Act, for the reasons stated in this Board Letter and in the records of the proposed projects.

2. Establish and approve the following proposed projects: San Dimas Canyon Community Regional Park Restroom Renovation Project, Capital Project No. 87969, with a total project budget of \$450,000; Castaic Regional Sports Complex Restroom Renovation Project, Capital Project No. 87970, with a total project budget of \$174,000; and, Stephen Sorensen Park Restroom Renovation Project, Capital Project No. 87971, with a total project budget of \$250,000.
3. Approve the Appropriation Adjustment in the amount of \$874,000 by appropriating \$874,000 in grant revenue from the California Department of Parks and Recreation (State Parks) through the Proposition 68, California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018, Recreational Infrastructure Revenue Enhancement Grant Program to fully fund the proposed projects.
4. Authorize the Director of the Los Angeles County Department of Parks and Recreation, or her designee, to deliver the proposed projects through Board-approved Job Order Contracts.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions find the three (3) proposed Capital Projects (Projects) exempt from the California Environmental Quality Act (CEQA); establish Capital Project Numbers 87969, 87970, and 87971; and, approve the proposed Projects and budgets. The recommended actions will also authorize the Los Angeles County (County) Department of Parks and Recreation (Department) to deliver the proposed Projects through Board-approved Job Order Contracts (JOC).

Background

On March 31, 2021, the California Department of Parks and Recreation (State Parks) awarded \$19,025,731 of Proposition 68, California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018, Recreational Infrastructure Revenue Enhancement Grant Program (Proposition 68 RIRE) funds to the Department and the grant agreement was executed on January 18, 2022. Proposition 68 RIRE provides funding to local government agencies that passed local ballot revenue enhancement measures between November 1, 2012 and November 30, 2018 aimed at improving and enhancing local or regional park infrastructure. On May 4, 2021, the Board adopted a resolution to allow the Department to apply for funding in the amount of \$19,025,731 for projects under Proposition 68 RIRE. Of the total \$19,025,731 Proposition 68 RIRE funding allocated to the Department, \$874,000 is allocated to the Projects included in this Board Letter.

The Proposition 68 RIRE funds will be used for projects under the Department's "Project Restroom," a multi-year program to add, replace, and renovate park restroom buildings throughout the County. The program will invest in restroom infrastructure across the County, particularly in areas that have been historically underserved and are communities of high-need, as designated by the 2016 Los Angeles Countywide Comprehensive Parks and Recreation Needs Assessment (Park Needs Assessment). The Department assessed building age, condition, and demand to determine projects funded under the initiative.

Project Restroom will provide safe, durable, convenient, and accessible restroom facilities. Access to safe public restrooms is vital to personal and public health and is an essential park function. Project Restroom will renew parks and recreation resources for people living near a County park, including many people living in poverty, increasing population health outcomes and creating safer, more welcoming places for people to engage in healthy activities.

Proposed scopes include renovations of six (6) existing restroom facilities at the three (3) Project locations. The San Dimas Canyon Community Regional Park Restroom Renovation Project will replace restroom fixtures and repair roofs at three existing restrooms. The Castaic Regional Sports Complex Restroom Renovation Project will replace restroom fixtures at two existing restrooms. The Stephen Sorensen Park Restroom Renovation Project will replace fixtures and repair walls at one existing restroom. It is anticipated that the Projects will be completed by December 2027.

Implementation of Strategic Plan Goals

The proposed recommendations will further the County Strategic Plan Goal to pursue operational effectiveness, fiscal responsibility, and accountability (Goal III.3) by investing in public infrastructure that will sustain and improve County services and facilities by effectively managing County resources for the County residents and visitors.

Implementation of County Sustainability Goals

The Our County Sustainability Plan, adopted in 2019, establishes goals to address the environmental impacts of climate change and the subsequent social challenges. The proposed Projects will achieve the goals of creating buildings and infrastructure that support human health and resilience (Goal 2) and creating accessible parks, public lands, and public spaces that create opportunities for respite, recreation, ecological discovery, and cultural activities (Goal 6).

Implementation of County Anti-Racism, Diversity, and Inclusion Initiative

Project Restroom is aligned with the County's Anti-Racism, Diversity, and Inclusion Initiative and guided by the Countywide Equity Guiding Principles (Principles) adopted by the Board on September 15, 2021, including the reduction of racial disparities in life outcomes as well as disparities in public investment to shape those outcomes. Consistent with these Principles, the Department has developed and proposes implementation of projects that support the most disadvantaged geographies and populations. Data on disadvantaged and severely disadvantaged communities taken from the Park Needs Assessment, CalEnviroscreen, and statewide mapping tools were used to scope and identify projects. Finally, the investment represents an important step in continuing to advance the Department's urgent and bold action to achieve tangible results to eliminate racism.

FISCAL IMPACT/FINANCING

The total costs for the proposed Projects include construction, change order/contingency, and County services. The proposed Projects' Schedule and Budget Summaries are included in Attachment I.

The proposed Projects are fully funded by the Proposition 68 RIRE in the amount of \$874,000. Attachment II includes the funding breakdown for each of the projects.

Approval of the Appropriation Adjustments (Attachment III) will appropriate \$874,000 grant revenue from Proposition 68 RIRE to fully fund the proposed projects in the respective amounts reflected in Attachment II.

Operating Budget Impact

Based on the proposed Project descriptions, the Department does not anticipate any one-time startup or ongoing costs for the proposed Projects. The provisions of the proposed Projects have maintenance requirements that will be fulfilled with existing Departmental staff and resources.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Approval of the recommended actions will authorize the Department to deliver the proposed Projects utilizing Board-approved JOC, as the work involves repair, remodeling, and refurbishing of County facilities. The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring qualified displaced County employees will be included in the JOC.

The JOC contractors who are awarded these contracts will be required to fully comply with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program), Chapter 2.203 (Contractor Employee Jury Service Program), and Chapter 2.201 (Living Wage Program). The Projects will proceed in accordance with the Board's consolidated Local and Targeted Worker Hire Policy (LTWHP) adopted on September 6, 2016 and last amended on June 11, 2019.

In accordance with the Board's Civic Art Policy, adopted on December 7, 2004, and last amended on August 4, 2020, the proposed Project budgets for San Dimas Canyon Community Regional Park Restroom Renovation Project Capital Project No. 87969, Castaic Regional Sports Complex Restroom Renovation Project Capital Project No. 87970, and Stephen Sorensen Park Restroom Renovation Project Capital Project No. 87971 are exempt from Civic Art Allocation as the eligible cost of each project is under \$500,000.

ENVIRONMENTAL DOCUMENTATION

The proposed Projects are categorically exempt from CEQA. The Projects, which include the renovations of existing restrooms for repairs, are within a class of projects that have been determined not to have a significant effect on the environment in that it meets the criteria set forth in section 15301(d) of the State CEQA Guidelines and Class 1(c) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. The Projects involve restoration or rehabilitation of deteriorated or damaged structures, facilities, or mechanical equipment to meet current standards of public health and safety.

Based on the proposed Projects records, they will each comply with all applicable regulations. There are no cumulative impacts, unusual circumstances, damage to scenic highways, listing on hazardous waste sites compiled pursuant to Government Code Section 65962.5, or indications that they may cause a substantial adverse change in the significance of a historical resource that would make the exemption inapplicable.

Upon your Board's approval of the recommended actions, the Department will file a Notice of Exemption with the County Clerk in accordance with section 21152 of the California Public Resources Code.

CONTRACTING PROCESS

Implementation of the improvements will be completed using a Board-approved JOC. A Board-approved JOC will deliver refurbishments of existing restroom facilities. The Department has made the determination that JOC is the most appropriate procurement method for delivery of the construction scope.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The recommended actions will have limited impacts to County services at the facility. The Department will minimize and mitigate disruption by coordinating work and providing temporary restroom facilities for use by the public as needed.

CONCLUSION

Please instruct the Executive Officer-Clerk of the Board to forward one adopted copy of this letter to the Chief Executive Office, Capital Projects Division, and three copies to the Department Parks and Recreation.

Should you have any questions please contact Diane Silva at (626) 588-5331 or dsilva@parks.lacounty.gov, Mark Glassock at (626) 588-5304 or mglassock@parks.lacounty.gov, Kimberly Rios at (626) 588-5367 or krios@parks.lacounty.gov.

Respectfully submitted,

NORMA E. GARCÍA-GONZÁLEZ
Director

NEG:AB:JS:CK:MG:ds

Attachments

c: Auditor Controller
Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors
Arts and Culture (Civic Art Division)
Parks and Recreation

ATTACHMENT I

PROJECT SUMMARY			
Project Name	San Dimas Canyon Community Regional Park Restroom Renovation Project, Capital Project No. 87969	Castaic Regional Sports Complex Restroom Renovation Project, Capital Project No. 87970	Stephen Sorensen Park Restroom Renovation Project, Capital Project No. 87971
Project Location	512 Sycamore Canyon Road, San Dimas, CA 91773	31320 North Castaic Road, Castaic, CA 91384	16801 East Avenue P, Lake Los Angeles, CA 93591
Project Scope	Replace electrical components, replace plumbing and restroom fixtures and conduct roof repairs at three existing restrooms.	Replace restroom fixtures at two existing restrooms.	Replace plumbing and restroom fixtures and conduct wall repairs at one existing restroom.
PROJECT SCHEDULE			
Board Approval	July 2023	July 2023	July 2023
Design Services	N/A	N/A	N/A
Construction Award	August 2024	August 2024	August 2024
Substantial Completion	November 2027	November 2027	November 2027
Project Acceptance	December 2027	December 2027	December 2027
PROJECT BUDGET SUMMARY			
Construction			
Construction	\$ 384,000	\$ 143,000	\$ 215,000
Change Orders	\$ 38,000	\$ 14,000	\$ 22,000
Subtotal	\$ 422,000	\$ 157,000	\$ 237,000
Civic Art	\$ 0	\$ 0	\$ 0
Plans and Specifications	\$ 10,000	\$ 10,000	\$ 0
Consultant Services	\$ 0	\$ 0	\$ 0
Miscellaneous Expenditures	\$ 0	\$ 0	\$ 0
Jurisdictional Review/Plan Check/Permits	\$ 0	\$ 0	\$ 0
County Services	\$ 18,000	\$ 7,000	\$ 13,000
TOTAL	\$ 450,000	\$ 174,000	\$ 250,000

ATTACHMENT II

**COUNTY OF LOS ANGELES - DEPARTMENT OF PARKS AND RECREATION
SUPERVISORIAL DISTRICT 5 RESTROOM PROJECTS
TOTAL CAPITAL PROJECT BUDGET
FISCAL YEAR 2023-2024**

No.	PROJECT #	PROJECT LOCATION	PROJECT DESCRIPTION	FUNDING SOURCE	AMOUNT
1	87969	San Dimas Canyon Community Regional Park	San Dimas Canyon Community Regional Park Restroom Renovation Project	Prop 68 RIRE	450,000
2	87970	Castaic Regional Sports Complex	Castaic Regional Sports Complex Restroom Renovation Project	Prop 68 RIRE	174,000
3	87971	Stephen Sorensen Park	Stephen Sorensen Park Restroom Renovation Project	Prop 68 RIRE	250,000
				Total:	874,000

BOARD LETTER/MEMO CLUSTER FACT SHEET

I

☒ Board Letter

☐ Board Memo

☐ Other

CLUSTER AGENDA REVIEW DATE	June 21, 2023	
BOARD MEETING DATE	July 11, 2023	
SUPERVISORIAL DISTRICT AFFECTED	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th	
DEPARTMENT(S)	Regional Planning	
SUBJECT	Amend Contract No. 79190 for Los Angeles Residential Parking Study	
PROGRAM		
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
SOLE SOURCE CONTRACT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain why: Amend an existing non-sole source contract is considered sole source	
DEADLINES/ TIME CONSTRAINTS		
COST & FUNDING	Total cost: \$ 20,617	Funding source: Regional Planning's FY 2023-24 Operating Budget
	TERMS (if applicable):	
	Explanation: To conduct additional outreach and study session	
PURPOSE OF REQUEST	To amend the existing Board approved contract	
BACKGROUND (include internal/external issues that may exist including any related motions)	The Regional Planning Commission (RPC) requested additional outreach and study sessions for the proposed parking ordinance at March 1, 2023 RPC public hearing. This amendment will increase the contract amount in order to perform additional work.	
EQUITY INDEX OR LENS WAS UTILIZED	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:	
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please state which one(s) and explain how: Homeless Initiative, the parking study and ordinance will lower construction cost and make housing more affordable	
DEPARTMENTAL CONTACTS	Name, Title, Phone # & Email: Hsiao-Ching Chen, Contract Manager, 626-340-7166, hchen@planning.lacounty.gov	

LOS ANGELES COUNTY DEPARTMENT OF REGIONAL PLANNING

AMY J. BODEK, AICP
Director,
Regional Planning

DENNIS SLAVIN
Chief Deputy Director,
Regional Planning

CONNIE CHUNG, AICP
Deputy Director,
Advance Planning

DAVID DE GRAZIA
Deputy Director,
Current Planning

JON SANABRIA
Deputy Director,
Land Use Regulations

JOSEPH HORVATH
Administrative Deputy,
Administration

July 11, 2023

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

AMEND CONTRACT NO. 79190 FOR LOS ANGELES COUNTY RESIDENTIAL PARKING STUDY (ALL DISTRICTS) (3 VOTES)

SUBJECT

Amend contract with Walker Parking Consultants/Engineers Inc. (Contractor) to prepare the Los Angeles County Residential Parking Study (Study).

IT IS RECOMMENDED THAT THE BOARD,

1. Find that the amendment to Contract No. 79190 is exempt from California Environmental Quality Act (CEQA), pursuant to Section 15378 (b) (4) of the CEQA Guidelines; and
2. Authorize the Director of Regional Planning to execute the Amendment to increase the Maximum Contact Sum (MCS) by \$20,617 from \$486,775 to \$507,392.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Chapter 22.112 of the Los Angeles County Code – the County Parking Ordinance (Ordinance) establishes parking requirements for land uses in the unincorporated areas of Los Angeles County. The last comprehensive update to the Ordinance was in 1983. These parking requirements are applicable to land uses regardless of location with a few exceptions in Transit Oriented District Specific Plan areas and Mixed-Use Zones. This one-size-fits-all approach does not differentiate the needs in different communities, nor does it consider characteristics of different housing products and, as a result, discourages development of multi-family housing and mixed-use development in suitable locations.

On October 5, 2012, the Board approved a contract (Contract) to initiate a parking study to support an ordinance amendment to current parking requirements and other related provisions in the Ordinance to remove barriers and improve efficiencies in the development of multi-family housing to help ease the County's pressing housing shortage. Nevertheless, the scope of work for this countywide study had to be constrained based on funding availability at the time and thus focused primarily on parking standards for market-rate housing.

On January 11, 2022, Amendment No. 1 to the Contract was executed to incorporate additional tasks to consider parking standards for affordable housing in response to the recently adopted Inclusionary Housing Ordinance; and to increase the MCS from \$400,000 to \$486,775.

On July 28, 2022, Amendment No. 2 to the Contract was executed to adjust budget allocation among tasks in response to the project needs.

On March 1, 2023, a draft ordinance was presented to the Regional Planning Commission (RPC). In response to community concerns, the RPC instructed Regional Planning (DRP) to host additional study sessions prior to rendering a recommendation to the Board of Supervisors. This proposed amendment to the Contract will increase the MCS by \$20,617 from \$486,775 to \$507,392 in consideration for the additional work by the Contractor in assisting the study sessions and making necessary revisions to the draft ordinance for the RPC's consideration.

Implementation of Strategic Plan Goals

The approval of this amendment supports the County's 2016-2021 Strategic Plan Goal II, Foster Vibrant and Resilient Communities, Strategy II.2, Support the Wellness of Our Communities by re-evaluating the parking requirements with the intention to remove barriers, reduce costs, and improve efficiencies in developing multi-family housing in the unincorporated areas of the County.

FISCAL IMPACT/FINANCING

The MCS of the Contract after amendment is \$507,392, which is based on the work outlined in the Statement of Work and the price quoted by the Contractor. The requested amendment amount of \$20,617 is being funded from DRP's Fiscal Year 2023-2024 Operating Budget.

This contract and the Amendment do not include provisions for Cost-of-Living Adjustments throughout its term.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The contract amendment contains all the latest applicable Board mandated provisions, including those pertaining to consideration of hiring qualified County employees targeted

for layoffs, contractor responsibility and debarment, Child Support program, GAIN/GROW participants, Safely Surrendered Baby Law, and the provisions of Paid Jury Service time for the Contractor's employees.

This contract is a non-Prop A contract because it is highly specialized and cannot be performed by County employees. Consequently, there are no departmental employee relations issues, and the contract will not result in a reduction of County services. Furthermore, DRP evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to this Agreement. The award of this Contract will not result in the displacement of any County employees.

DRP will not require the Contractor to perform services that exceed the Board-approved contract sum, scope of work, or contract term.

County Counsel has approved the contract as to form.

ENVIRONMENTAL DOCUMENTATION

The services provided through this contract will not have an effect on the environment and therefore, this contract is exempt from CEQA, pursuant to Section 15378 (b) (4) of the CEQA Guidelines.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

This Amendment will not result in the displacement of any County employees.

For further information, please contact Hsiao-Ching Chen of Regional Planning at (213) 974-6559 or hchen@planning.lacounty.gov.

Respectfully submitted,



AMY J. BODEK, AICP
Director of Regional Planning

AJB:JH:HC:EY:ap

Attachment:

c: Executive Office, Board of Supervisors
Chief Executive Office (Christine Frias)
County Counsel

**AGREEMENT BY AND BETWEEN COUNTY OF LOS ANGELES AND WALKER
PARKING CONSULTANTS/ENGINEERS, INC. FOR LOS ANGELES COUNTY
RESIDENTIAL PARKING STUDY**

CONTRACT NO. 79190

AMENDMENT NO. 3

THIS AMENDMENT is made and entered into this _____ day of July, 2023,

by and between

COUNTY OF LOS ANGELES
(hereafter "County").

and

WALKER PARKING
CONSULTANTS/ENGINEERS,
INC.
(hereafter "Contractor")

WHEREAS, reference is made to Contract No. 79190 entitled, "Agreement by and between County of Los Angeles (hereinafter referred to as "County") and Walker Parking Consultants/Engineers, Inc. (hereinafter referred to as "Contractor") for the Los Angeles County Residential Parking Study (hereinafter referred to as "Contract,") approved by the Los Angeles County Board of Supervisors on October 5, 2021 with the Maximum Contract Sum (MCS) of \$400,000 including contingency; and

WHEREAS, Amendment No. 1 to Contract was executed on January 11, 2022 to expand the scope of work to consider parking standards for affordable housing in response to the recently adopted Inclusionary Housing Ordinance; and to increase the MCS by \$86,775 to \$486,775 from \$400,000 to perform additional tasks; and

WHEREAS, the Board of Supervisors delegated the authority to the Director of Regional Planning to approve and execute amendments to incorporate necessary changes to the contract that do not significantly affect the scope of work or exceed the MCS; and

WHEREAS, Amendment No. 2 to Contract was executed on July 28, 2022 to adjust budget allocation among tasks in response to project needs; and

WHEREAS, a draft parking ordinance was prepared and presented to the Regional Planning Commission (RPC) on March 1, 2023. The RPC directed staff to conduct additional outreach and study sessions in response to strong community concerns; and

WHEREAS, the County and the Contractor mutually agree that it is necessary to amend the Contract to incorporate additional tasks in accordance with the RPC's instruction.

NOW, THEREFORE, the parties agree as follows:

1. This Amendment shall become effective upon date of execution by all parties.
2. The MCS shall increase by \$20,617, from \$486,775 to \$507,392, to support additional tasks outlined in Exhibit A-4.
3. Exhibit B-2, Pricing Schedule, shall be replaced in its entirety by Exhibit B-3, Pricing Schedule, attached hereto and incorporated herein by reference. All references to Exhibit B-2 shall hereafter be replaced by Exhibit B-3.
4. Except for the changes set forth herein above, the Contract shall not be changed in any other respect by this Amendment.

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its Director for the Department of Regional Planning, and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month and year first above written.

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SIGNATURES FOLLOW

COUNTY OF LOS ANGELES

By _____
AMY J. BODEK, AICP
Director of Regional Planning

WALKER PARKING
CONSULTANTS/ENGINEERS, INC.
Contractor

Signature

By _____
Printed Name

Title _____

APPROVED AS TO FORM:

DAWYN R. HARRISON
County Counsel

By  _____
Deputy County Counsel

EXHIBIT A-4

ADDITIONAL SERVICES



Walker Pacific Region:

707 Wilshire Boulevard, Suite 3650
Los Angeles, CA 90017
Office: 213.488.4911

16441 Scientific Way, Suite 100
Irvine, CA 92618

601 Kearney, Suite 820
San Francisco, CA 94108

2101 Fourth Avenue, Suite 1210
Seattle, WA 98121

April 3, 2023

Connie Chung
Department of Regional Planning
320 Temple Street, Room 1383
Los Angeles, CA 90012

*Re: Proposal for Parking Planning Services
Los Angeles County, CA*

Dear Ms. Chung:

Thank you very much for reaching out to us to continue assisting the Department of Regional Planning in its parking ordinance efforts. Walker Consultants ("Walker") is pleased to present the following proposal, based on our understanding of the County's needs at this time.

PROJECT UNDERSTANDING

Walker Consultants ("Walker") conducted a significant research, analysis and public outreach effort to assist the Department of Regional Planning in its efforts to update Title 22 of the LA County Code, revising parking requirements and design standards to facilitate the development of multi-family housing. The draft ordinance was reviewed at the Regional Planning Commission on March 1, 2023 and the Planning Commission did not pass the draft ordinance.

To support the County's goals and State requirements for the construction of tens of thousands of new housing units, as well as policies intended to support a greener and more equitable transportation system for County residents, the Department of Regional Planning intends to bring the ordinance (or a modified ordinance) back to the Regional Planning Commission in the fall of 2023, informed by two (2) study sessions with the Regional Planning Commission beforehand. One study session (likely occurring in May 2023) would focus on two (2) topic areas: 1) the updates necessary to implement State legislation AB 2097 and 2) updates to parking design/dimension standards. The second study session would include the remainder of the draft ordinance updates, and a menu of options for ordinance changes.

The following scope of services are proposed for the additional work.

SCOPE OF SERVICES¹

1. **Project memo executive summaries:** Walker will prepare a one (1) page or less summary of each of the following memos for the purpose of communicating key conclusions to key stakeholders, particularly the Planning Commissioners:
 - a. Task 2.1 and 2.2 Background Studies on Parking and Background Studies on Housing and Development Costs
 - b. Task 2.3 Demographic and Socioeconomic Data
 - c. Task 2.4 Market Rate and Senior/Affordable Memo
 - d. Task 3.3 Developer Interviews
 - e. Task 4.2 and 4.4 Case Study Analysis
 - f. Task 4.6.3 Economic Analysis
 - g. Task 5.1 Recommendations

Deliverables will be in Microsoft Word format and finalized in PDF format.

2. **Study Session #1 Presentation:** Walker does not anticipate preparing materials related to the updates of the ordinance related to AB 2097. Walker will review maps presented by LA County staff related to AB 2097 and verbally strategize with LA County staff how to message the ordinance to the public. Walker will prepare a summary of the proposed parking design changes, including diagrams showing the proposed updates.

Deliverable will be in Power Point Format.

3. **Study Session #2 Presentation:** Walker will prepare a summary of the proposed ordinance changes presented as a menu of options for review and comment by the Regional Planning Commission.

Deliverable will be in Power Point Format.

4. **Study Session Attendance:** Walker will attend both study sessions (assumed to be virtual meetings) and answer questions, as necessary.

5. **Meetings with LA County staff:** Walker will meet with LA County staff on an as needed basis in support of this effort.

Assumptions:

- Walker will be utilizing data and analysis already prepared as part of the Parking Study completed and not collecting or generating new data and analysis.
- LA County Staff will be preparing all language changes to the draft ordinance although Walker may be assisting County staff with regard to changes in policies.

¹ Scope of Services Copyright Walker Parking Consultants ©, All Rights Reserved.

SCHEDULE

Walker anticipates performing the Scope of Services based on the Regional Planning Commission meeting schedule set by LA County staff.

PROFESSIONAL FEE

We propose to provide the Scope of Services for this project on a lump sum fee inclusive of typical project related expenses, of \$20,617. The breakdown of tasks, hours, labor classifications and expenses are included as an attachment to this proposal document.

If any part of this proposal does not meet your needs, please let us know. We are committed to your complete satisfaction.

Sincerely,

WALKER CONSULTANTS



Steffen Turoff
Principal and Director of Planning Studies



Tania Schleck
Consultant

Enclosures General Conditions of Agreement for Consulting Services

AUTHORIZATION

Trusting that this meets with your approval, we ask that you sign in the space below to acknowledge your acceptance of the terms contained herein, and to confirm your authorization for us to proceed. Please return one signed original of this agreement for our records.

DEPARTMENT OF REGIONAL PLANNING, LOS ANGELES COUNTY

Accepted by (Signature) _____

Printed Name _____

Title _____

Date _____

SERVICES

Walker Consultants ("Walker") will provide the CLIENT professional services that are limited to the work described in the attached letter ("the services"). Any additional services requested will be provided at our standard hourly rates or for a mutually agreed lump sum fee. The services are provided solely in accordance with written information and documents supplied by the CLIENT, and are limited to and furnished solely for the specific use disclosed to us in writing by the CLIENT. No third-party beneficiary is contemplated. All documents prepared or provided by WALKER are its instruments of service, and any use for modifications or extensions of this work, for new projects, or for completion of this project by others without Walker's specific written consent will be at CLIENT's sole risk.

PAYMENT FOR SERVICES

Payment is due upon receipt of invoice. If for any reason the CLIENT does not deliver payment to WALKER within thirty (30) days of date of invoice, Walker may, at its option, suspend or withhold services. The CLIENT agrees to pay Walker a monthly late charge of one and one half percent (1½%) per month of any unpaid balance of the invoice.

STANDARD OF CARE

Walker will perform the services in accordance with generally accepted standards of the profession using applicable building codes in effect at time of execution of this Agreement. Walker's liability caused by its acts, errors or omissions shall be limited to the fee or \$10,000, whichever is greater.

Any estimates or projections provided by Walker will be premised in part upon assumptions provided by the CLIENT. Walker will not independently investigate the accuracy of the assumptions. Because of the inherent uncertainty and probable variation of the assumptions, actual results will vary from estimated or projected results and such variations may be material. As such, Walker makes no warranty or representation, express or implied, as to the accuracy of the estimates or projections.

PERIOD OF SERVICE

Services shall be complete the earlier of (1) the date when final documents are accepted by the CLIENT or (2) thirty (30) days after final documents are delivered to the CLIENT.

Table 1: Project Budget

WALKER CONSULTANTS					Total Cost by Task
Name	Steffen Turoff		Tania Schleck		
Role	Principal in Charge & Project Manager		Assistant Project Manager		
Rate*	\$257		\$184		
Scope	Hours	Cost	Hours	Cost	
Task 1: Project Executive Summaries					
Project Executive Summaries	6	\$1,544	38	\$6,983	
Total Task 1	6	\$1,544	38	\$6,983	\$8,526
Task 2: Study Session #1					
Presentation Preparation	4	\$1,029	10	\$1,838	
Total Task 2	4	\$1,029	10	\$1,838	\$2,867
Task 3: Study Session #2					
Presentation Preparation	3	\$772	10	\$1,838	
Total Task 3	3	\$772	10	\$1,838	\$2,609
Task 4: Study Session Attendance					
Prep and Attendance	8	\$2,058	8	\$1,470	
Total Task 4	8	\$2,058	8	\$1,470	\$3,528
Task 5: Calls with LA County Staff					
Phone Calls with Staff	7	\$1,801	7	\$1,286	
Total Task 5	7	\$1,801	7	\$1,286	\$3,087
Total Cost					\$20,617
*Billing rates reflect a 5% increase.					

EXHIBIT B-3 PRICING SCHEDULE

WALKER CONSULTANTS														De Novo Planning Group						Total Cost by Task							
Name	Steffen Turoff		Tania Schleck		Daniel Garcia		Shannon Edwin		Jeff Weckstein		Chrissy Mancini Nichols		Bernard Lee		Mallory Baker		Kevin Waters		Manuel Soto		Ben Ritchie		Starla Barker, AICP		Elise Carroll		
Role	Principal in Charge & Project Manager		Assistant Project Manager		Lead Planner		Parking & Mobility Planner		Technical Advisor - Data Collection & Analysis		Economic Analysis Lead		Technical Advisor - Economic Analysis		Technical Advisor - Community Engagement		Parking Design Architect		Transportation Demand Management		Principal - CEQA		Project Manager - CEQA		Senior Planner - CEQA		
Rate	\$245		\$175		\$155		\$135		\$210		\$225		\$225		\$180		\$180		\$220		\$160		\$150		\$125		
Scope	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	
Task 1: Project Management																											
1.1 Project Kick-Off Meeting	2	\$490	4	\$700	2	\$310	0	\$0	0	\$0	2	\$450	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0					
1.2 Project Schedule	2	\$490	4	\$700	2	\$310	0	\$0	0	\$0	2	\$450	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0					
1.3 Project Meetings (bi-weekly)	52	\$12,740	52	\$9,100	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0					
1.4 Monthly Invoices	0	\$0	12	\$2,100	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	-	-	-	\$34,790	
011 Project Management and Monthly Invoicing - REAP Funded	16	\$3,920	12	\$2,100	6	\$930	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0					
Total Task 1	72	\$17,640	84	\$14,700	\$10	\$1,550	0	\$0	0	\$0	\$4	\$900	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0					
Task 2: Existing Conditions Analysis																											
2.1 Background Studies on Parking	2	\$490	5	\$875	10	\$1,550	10	\$1,350	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0					
2.2 Background Studies on Development & Housing Costs	2	\$490	5	\$875	10	\$1,550	10	\$1,350	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0					
2.3 Demographic and Socioeconomic Data.	2	\$490	5	\$875	10	\$1,550	10	\$1,350	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0					
2.4 Data Collection	2	\$490	5	\$875	105	\$16,275	105	\$14,175	10	\$2,100	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0					
2.5 Data Collection Methodology Memorandum	2	\$490	5	\$875	10	\$1,550	0	\$0	5	\$1,050	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	-	-	-	\$77,445	
2.6 Summary Memorandum	4	\$980	5	\$875	15	\$2,325	0	\$0	10	\$2,100	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0					
021 Additional Housing Typologies Data Collection - REAP Funded	4	\$980	4	\$700	90	\$13,950	36	\$4,860	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0					
Total Task 2	18	\$4,410	34	\$5,950	250	\$38,750	171	\$23,085	25	\$5,250	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0					
Task 3: Interviews and Developer Forums																											
3.1 Interviews	25	\$6,125	25	\$4,375	0	\$0	0	\$0	0	\$0	25	\$5,625	25	\$5,625	0	\$0	0	\$0	0	\$0	0	\$0					
3.2 Developer Forums	5	\$1,225	5	\$875	5	\$775	5	\$675	0	\$0	5	\$1,125	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0					
3.3 Interview Summary Memorandum	2	\$490	10	\$1,750	10	\$1,550	5	\$675	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	-	-	-	\$43,365	
031 Developer Outreach for Additional Housing Typologies - REAP Funded	12	\$2,940	12	\$2,100	5	\$775	0	\$0	0	\$0	12	\$2,700	16	\$3,600	2	\$360	0	\$0	0	\$0	0	\$0					
Total Task 3	44	\$ 10,780	52	\$ 9,100	20	\$ 3,100	10	\$ 1,350	0	\$0	42	\$ 9,450	41	\$ 9,225	2	\$ 360	0	\$0	0	\$0	0	\$0					
Task 4: Analysis																											
4.1 Identification of Comparable Parking Programs	3	\$735	10	\$1,750	10	\$1,550	10	\$1,350	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0					
4.2 Parking Program Case Study Analysis	3	\$735	20	\$3,500	20	\$3,100	20	\$2,700	0	\$0	2	\$450	2	\$450	0	\$0	0	\$0	0	\$0	0	\$0					
4.3 Evaluation of Comparable Parking Programs	3	\$735	20	\$3,500	20	\$3,100	20	\$2,700	0	\$0	3	\$675	3	\$675	0	\$0	0	\$0	0	\$0	0	\$0					
4.4 Case Study Memorandum	3	\$735	30	\$5,250	30	\$4,650	30	\$4,050	0	\$0	3	\$675	3	\$675	0	\$0	0	\$0	0	\$0	0	\$0					
4.5 Review of Design Requirements	2	\$490	2	\$350	0	\$0	0	\$0	0	\$0	3	\$675	4	\$900	0	\$0	30	\$5,400	0	\$0	0	\$0	-	-	-	\$116,110	
4.6 Economic Analysis	10	\$2,450	25	\$4,375	10	\$1,550	0	\$0	0	\$0	60	\$13,500	60	\$13,500	0	\$0	45	\$8,100	0	\$0	0	\$0					
041 Economic Analysis for Different Housing Typologies - REAP funded	4	\$980	12	\$2,100	0	\$0	0	\$0	0	\$0	40	\$9,000	40	\$9,000	0	\$0	0	\$0	0	\$0	0	\$0					
Total Task 4	28	\$6,860	119	\$20,825	90	\$13,950	80	\$10,800	0	\$0	111	\$24,975	112	\$25,200	0	\$0	75	\$13,500	0	\$0	0	\$0					
Task 5: Recommendations																											
5.1 Recommendations Report	15	\$3,675	55	\$9,625	50	\$7,750	40	\$5,400	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	-	-	-	\$26,450	
Total Task 5	15	\$3,675	55	\$9,625	50	\$7,750	40	\$5,400	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0					
Task 6: Community Engagement																											
6.1 Community Engagement Strategy Memo	2	\$490	12	\$2,100	16	\$2,480	16	\$2,160	0	\$0	0	\$0	0	\$0	10	\$1,800	0	\$0	0	\$0	0	\$0					
6.2 Project Communications Strategy	1	\$245	6	\$1,050	4	\$620	0	\$0	0	\$0	0	\$0	0	\$0	12	\$2,160	0	\$0	0	\$0	0	\$0					
6.3 Foundational Community Questionnaire	1	\$245	20	\$3,500	20	\$3,100	25	\$3,375	0	\$0	0	\$0	0	\$0	20	\$3,600	0	\$0	0	\$0	0	\$0					
6.4 Project Awareness Materials	4	\$980	10	\$1,750	20	\$3,100	8	\$1,080	0	\$0	0	\$0	0	\$0	10	\$1,800	0	\$0	0	\$0	0	\$0					
6.5 Core Community Voices Engagement Sessions	14	\$3,430	30	\$5,250	40	\$6,200	16	\$2,160	0	\$0	0	\$0	0	\$0	8	\$1,440	0	\$0	0	\$0	0	\$0	-	-	-	\$86,875	
6.6 Virtual District Workshops	14	\$3,430	30	\$5,250	40	\$6,200	16	\$2,160	0	\$0	0	\$0	0	\$0	10	\$1,800	0	\$0	0	\$0	0	\$0					
6.7 Engagement Report	2	\$490	10	\$1,750	10	\$1,550	10	\$1,350	0	\$0	0	\$0	0	\$0	8	\$1,440	0	\$0	0	\$0	0	\$0					
061 Florence Firestone Incorporation of Specific Plan Input - REAP Funded	4	\$980	4	\$700	4	\$620	0	\$0	0	\$0	0	\$0	0	\$0	28	\$5,040	0	\$0	0	\$0	0	\$0					
Total Task 6	42	\$10,290	122	\$21,350	154	\$23,870	91	\$12,285	0	\$0	0	\$0	0	\$0	106	\$19,080	0	\$0	0	\$0	0	\$0					
Task 7: Transportation Demand Management (TDM) - Res Parking Ordinance - REAP Funded																											
7.1 TDM Problem Definition - REAP	2	\$490	2	\$350	8	\$1,240	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	14	\$2,520							
7.2 Existing Conditions Analysis - REAP	2	\$490	3	\$525	14	\$2,170	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	48	\$8,640							
7.3 TDM Recommendation for the Residential Parking Ordinance - REAP	2	\$490	3	\$525	14	\$2,170	0	\$0	0	\$0	6	\$1,350	0	\$0	0	\$0	4	\$720	44	\$7,920							
Total Task 7	6	\$ 1,470	8	\$1,400	36	\$ 5,580	0	\$0	0	\$0	6	\$ 1,350	0	\$0	0	\$0	4	\$720	106	\$19,080						\$29,600	
Task 7: Draft Parking Ordinance																											
7.1 Draft Parking Ordinance																						-	-	-		\$0	
7.2 County to Finalize Draft Ordinance																											
Total Task 7																											
Task 8: Draft Parking Ordinance																											
8.1 Draft Parking Ordinance	14	\$3,430	26	\$4,550	28	\$4,340	28	\$3,780	0	\$0	10	\$2,250	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0					
8.2 County to Finalize Draft Ordinance	2	\$490	2	\$350	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	-	-	-	\$30,325	
081 Countywide vs Localized Parking Requirements Analysis - REAP Funding	8	\$1,960	20	\$3,500	25	\$3,875	0	\$0	0	\$0	8	\$1,800	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0					
Total Task 8	24	\$ 5,880	48	\$ 8,400	53	\$ 8,215	28	\$ 3,780	0	\$0	18	\$ 4,050	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0					
Task 9: CEQA Analysis																											
9.1 Kick-Off Meeting	1	\$245	3	\$525	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	
9.2 Project Description	1	\$245	3	\$525	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0					
9.3 Preparation of Initial Study/Negative Declaration	1	\$245	4	\$700	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	8	\$1,280	30	\$4,500	
9.4 Preparation of Final Initial Study/Negative Declaration	1	\$245	3	\$525	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	2	\$320	16	\$2,400	
9.5 Project Meetings & Management	1	\$245	3	\$525	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	4	\$640	18	\$2,700	
Total Task 9	5	\$1,225	16	\$2,800	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	18	\$2,880	88	\$13,200	
Task 10 Public Hearing Presentation Materials																											
10.1 Summary Memo, Power Point Slides, and Regional Planning Commission Hearing Attendance.	12	\$2,940	20	\$3,500	20	\$3,100	20	\$2,700	0	\$0	0	\$0	0	\$0	4	\$720	0	\$0	0	\$0	0	\$0	0	\$0	10	\$1,500	
Additional Services																											
Task 1: Project Executive Summaries	6	\$1,544	38	\$6,983	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0					
Task 2: Study Session 1	4	\$1,029	10	\$1,838	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0					
Task 3: Study Session 2	3	\$772	10	\$1,838	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0					
Task 4: Study Session Attendance	8	\$2,058	8	\$1,470	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0					
Task 5: Calls with LA County Staff	7	\$1,801	7	\$1,286	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0					
Total Additional Services	28	\$7203	73	\$13,414	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0				\$20,617	
Total Cost																											
\$507,392																											

BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

CLUSTER AGENDA REVIEW DATE	6/21/2023	
BOARD MEETING DATE	7/25/2023	
SUPERVISORIAL DISTRICT AFFECTED	<input type="checkbox"/> All <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input checked="" type="checkbox"/> 5 th	
DEPARTMENT(S)	Regional Planning	
SUBJECT	Designation of Pearson House as a Los Angeles County Landmark	
PROGRAM	Historic Preservation	
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why:	
DEADLINES/ TIME CONSTRAINTS	The Board should act on this item by July 31, 2023, so the property owner is eligible to apply for the Mills Act this year.	
COST & FUNDING	Total cost: \$	Funding source:
	TERMS (if applicable):	
	Explanation:	
PURPOSE OF REQUEST	To designate the Pearson House as a Los Angeles County Landmark	
BACKGROUND (include internal/external issues that may exist including any related motions)	<p>The Pearson House was constructed in 1907. Located at 931 New York Drive in the unincorporated community of Altadena, it is a 14,035 SF residential property eligible for designation as a County Landmark because it embodies the distinctive characteristics of a Craftsman-style residential building. The designation includes the residence, detached garage, and avocado tree.</p> <p>On April 28, 2023, the Historical Landmarks and Records Commission unanimously (4-0, 1 absent) adopted a resolution to recommend that the Board find the project categorically exempt from the California Environmental Quality Act (CEQA) and designate the Pearson House as a County Landmark.</p>	
EQUITY INDEX OR LENS WAS UTILIZED	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:	
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please state which one(s) and explain how:	
DEPARTMENTAL CONTACTS	Name, Title, Phone # & Email: Connie Chung, Deputy Director, (213) 893-7038, cchung@planning.lacounty.gov	

LOS ANGELES COUNTY DEPARTMENT OF REGIONAL PLANNING

AMY J. BODEK, AICP
Director,
Regional Planning

DAVID DE GRAZIA
Deputy Director,
Current Planning

DENNIS SLAVIN
Chief Deputy Director,
Regional Planning

JON SANABRIA
Deputy Director,
Land Use Regulations

CONNIE CHUNG, AICP
Deputy Director,
Advance Planning

JOSEPH HORVATH
Administrative Deputy,
Administration

July 25, 2023

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**PEARSON HOUSE COUNTY LANDMARK DESIGNATION
PROJECT NO. PRJ2023-000484/ CASE NO. RPPL2023000686
PROJECT LOCATION: 931 NEW YORK DRIVE, ALTADENA, CA 91001
(FIFTH SUPERVISORIAL DISTRICT) (3-VOTES)**

SUBJECT

This action is to designate the Pearson House, located at 931 New York Drive in the unincorporated community of Altadena, as a Los Angeles County (County) Landmark.

IT IS RECOMMENDED THAT THE BOARD,

1. Find that the project is exempt from the provisions of the California Environmental Quality Act (CEQA), pursuant to Section 15331 of the State CEQA Guidelines (Historical Resource Restoration/Rehabilitation – Class 31); and
2. Adopt a resolution to designate the property as a County Landmark.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this action is to designate the Pearson House, a two-story single-family residence constructed in 1907, as a County Landmark. Designation will essentially preserve the landmark in perpetuity.

Pursuant to County Code Section 22.124.070.A.3, the subject property is eligible for designation as a County Landmark because it embodies the distinctive characteristics of an architectural style. Specifically, it is an excellent example of a Craftsman-style residential building that has retained its historical integrity.

Examples of the Craftsman architectural style in Los Angeles County were constructed from 1905 to 1930 and are distinguished by wood shingle siding; wide overhanging eaves; casement, fixed-pane, and sash windows; low-pitched, cross-gabled roof with exposed rafters; a prominent partial-width porch with detailed supports and triangular knee braces; and use of stone detailing. The style was born from the Arts and Crafts movement, which originated in England in the late 19th century as a counter to the mass production and materialism of the Industrial Revolution. Arts and Crafts ideals emphasize the use of natural materials, quality of craftsmanship, simplicity of form, and attention to detail.

Implementation of Strategic Plan Goals

This action supports the County's Strategic Plan Goal No. 2 (Foster Vibrant and Resilient Communities). Designating the subject property will preserve the unincorporated communities' architectural and cultural heritage, thereby fostering community vibrancy.

FISCAL IMPACT/FINANCING

This action will have no fiscal impact on the County and requires no special financing.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Historical Landmarks and Records Commission Recommendation

Pursuant to County Code Section 22.124.090.B, at a duly noticed public hearing held on April 28, 2023, the Historical Landmarks and Records Commission (Landmarks Commission) unanimously (4-0, 1 absent) adopted a resolution recommending that the Board find the project categorically exempt from the provisions of CEQA and adopt a resolution designating the Pearson House as a Los Angeles County Landmark.

Board Public Hearing Requirement

Pursuant to County Code Section 22.124.090, the property owner is also the applicant, thereby consents to designation, and a public hearing before the Board is not required.

Board Consideration

Pursuant to County Code Section 22.124.090.C, following the filing by the Landmarks Commission of an adopted resolution, the Board is required to adopt a resolution approving the landmark designation, in whole or in part and with or without modifications; or disapproving the landmark designation and deny the nomination application if the Board determines that the criteria applicable to the designation have not been met.

Designation Effective Date

Pursuant to County Code Section 22.124.090.D, a landmark designation shall be effective as of the date a resolution approving the designation is adopted by the Board.

Procedures Upon Approval

Pursuant to County Code Section 22.124.090.E, upon the effective date of a landmark designation, the Landmarks Commission shall promptly enter the property into the County Register as a "Los Angeles County Landmark," and shall specify the effective date of the landmark designation.

Pursuant to County Code Section 22.124.090.F, the Director of the Department of Regional Planning shall cause a document titled "Notice of Landmark Designation" to be promptly recorded with the Registrar-Recorder/County Clerk upon the effective date of a landmark designation.

ENVIRONMENTAL DOCUMENTATION

Pursuant to Section 15331 (Historical Resource Restoration/Rehabilitation—Class 31) of CEQA, designation of the property as a County Landmark is categorically exempt from the provisions of CEQA because doing so will preserve historical resources in a manner consistent with the Secretary of the Interior's *Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings* (1995).

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The proposed action will not impact current County services or projects.

CONCLUSION

For further information, please contact Katrina Castañeda of the Ordinance Studies Section at (213) 893-7032 or kcastaneda@planning.lacounty.gov.

Respectfully submitted,



AMY J. BODEK, AICP
Director of Regional Planning

AJB:CC:BD:KC:ar
ASB

Attachments:

1. Draft Board Resolution
2. Historical Landmarks and Records Commission Resolution
3. Historic Evaluation

c: Executive Office, Board of Supervisors
Chief Executive Office
County Counsel
Historical Landmarks and Records Commission

**DRAFT RESOLUTION
COUNTY OF LOS ANGELES
BOARD OF SUPERVISORS
PEARSON HOUSE COUNTY LANDMARK DESIGNATION
PROJECT NO. PRJ2023-000484
CASE NO. RPPL2023000686**

WHEREAS, on July 25, 2023, the Los Angeles County ("County") Board of Supervisors ("Board") designated the Pearson House, located at 931 New York Drive in the unincorporated community of Altadena in the Fifth Supervisorial District, a County Landmark pursuant to Part 28 of Chapter 22.124 of the Los Angeles County Code ("County Code"); and

WHEREAS, the Board finds:

1. On January 29, 2023, the property owner, Alanna Quan, filed a landmark nomination application for the subject property.
2. The boundaries of the proposed landmark follow the parcel boundaries of Assessor's Parcel Number: 5845-016-005.
3. The subject property is 14,035 SF in size and is developed with the following structures totaling approximately 2,854 SF:

Building/Structure	Area (Sq. Ft.)	Year Built
Residence (Primary Building)	2,627	1907
Detached Garage	227	1907

4. The proposed landmark name, Pearson House, honors the original property owner and local journalist Alvick Pearson. In 1907, Mr. And Mrs. Pearson hired Bragdon & Sullivan, who are not presently regarded as master builders, to construct the residence.
5. The National Park Service defines period of significance as "the span of time during which significant events and activities occurred" associated with the historic site. The period of significance of the subject property is 1907, the year of construction of the residence, to 1928, the year of the earliest evidence of the avocado tree on the property.
6. Pursuant to County Code Section 22.124.070.A, the landmark is a structure that is more than 50 years old, satisfies one or more significance criteria, and therefore may be designated as a County Landmark.

7. Pursuant to County Code Section 22.124.070.A.3, the subject property is eligible for designation as a County Landmark because it embodies the distinctive characteristics of an architectural style. Specifically, it is an excellent example of a Craftsman-style residential building.
8. Examples of the Craftsman architectural style in the County were constructed from 1905 to 1930 and are distinguished by wood shingle siding; wide overhanging eaves; casement, fixed-pane, and sash windows; low-pitched, cross-gabled roof with exposed rafters; a prominent partial-width porch with detailed supports and triangular knee braces; and use of stone detailing. The style was born from the Arts and Crafts movement, which originated in England in the late 19th century as a counter to the mass production and materialism of the Industrial Revolution. Arts and Crafts ideals emphasize the use of natural materials, quality of craftsmanship, simplicity of form, and attention to detail.
9. Historic integrity is commonly defined as the ability of a site to convey its historical significance and is the composite of seven qualities: location, design, setting, materials, workmanship, feeling, and association. Minor alterations to the subject property include the conversion of a side entry to a pair of wood sash windows, alterations to the detached garage (non-original siding, garage door, and pedestrian door), installation of solar panels, and the front yard fence and gate. The solar panels, fence, and gate are reversible elements and do not detract from the overall integrity of the Pearson House, and the other alterations are not visible from the public right-of-way. The property, therefore, retains good integrity of design, materials, workmanship, feeling, and association. Because the buildings are in the original location and because much of the surrounding development of its era remains, the property retains good integrity of location and setting.
10. Pursuant to County Code Section 22.124.090.A, the property owner is the applicant, and thereby consents to designation.
11. Pursuant to County Code Section 22.124.090.C.2, a public hearing before the Board is not required if the property owner consents to designation.
12. On April 28, 2023, the Historical Landmarks and Records Commission unanimously (4-0, 1 absent) adopted a resolution to recommend that the Board find the project categorically exempt from the California Environmental Quality Act (CEQA) and designate the Pearson House as a County Landmark.

NOW, THEREFORE, THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

1. Find the project categorically exempt from the California Environmental Quality Act, pursuant to Section 15331 of the State CEQA Guidelines (Historical Resource Restoration/Rehabilitation – Class 31);
2. The Pearson House, located at 931 New York Drive in the unincorporated community of Altadena, is hereby designated as a Los Angeles County Historic Landmark;
3. Pursuant to County Code Section 22.14.080, character-defining features are “the materials, forms, location, spatial configurations, uses, and cultural associations or meanings that contribute to the historic character of a historic resource that must be retained to preserve that character.” The property’s character-defining features are:
 - a. Site: Avocado tree (front yard)
 - b. Primary Building
 - i. Building footprint;
 - ii. Scale and massing;
 - iii. Orientation and location on parcel;
 - iv. 1½ stories on the primary (southern) elevation;
 - v. 2 stories on the building’s northern volume;
 - vi. Cross-gabled roof;
 - vii. Stone foundation with stucco patching;
 - viii. Shingle siding;
 - ix. Multi-light-over-one casement wood windows with screens;
 - x. Multi-light transom over fixed pane wood windows with screens;
 - xi. One-over-one wood sash windows;
 - xii. One-over-one wood casement windows with screens;
 - xiii. Cast concrete and arroyo stone entry porch;
 - xiv. Wood primary entry door and hardware;

- xv. Wood-framed exterior pedestrian doors;
- xvi. Brick chimney;
- xvii. Cast concrete and arroyo stone side porch; and
- xviii. Cast concrete rear patio area.

c. Detached Garage

- i. Structural footprint;
- ii. Front (south)-facing gable;
- iii. Exposed rafter tails;
- iv. Rear (northern) gable detail; and
- v. Rear (northern) multi-lite windows;

4. Pursuant to County Code Section 22.124.190.A, the effective date of this designation is July 25, 2023 and the decision of the Board is final.

CELIA ZAVALA
Executive Officer-Clerk of the Board of
Supervisors of the County of Los Angeles

By _____
Deputy

APPROVED AS TO FORM:
DAWYN R. HARRISON
County Counsel

By  _____
Senior Deputy County Counsel
Property Division

RESOLUTION
HISTORICAL LANDMARKS AND RECORDS COMMISSION
PEARSON HOUSE COUNTY LANDMARK DESIGNATION
PROJECT NO. PRJ2023-000484
CASE NO. RPPL2023000686

WHEREAS, on April 28, 2023, the Los Angeles County ("County") Historical Landmarks and Records Commission ("Landmarks Commission") considered a recommendation that the Board of Supervisors designate the Pearson House, located at 931 New York Drive in the unincorporated community of Altadena in the Fifth Supervisorial District, a County Landmark pursuant to Part 28 of Chapter 22.124 of the Los Angeles County Code ("County Code"); and

WHEREAS, the Landmarks Commission finds:

1. On January 29, 2023, the property owner, Alanna Quan, filed a landmark nomination application for the subject property.
2. County of Los Angeles Department of Regional Planning staff conducted a site inspection with consulting architectural historian Sapphos Environmental. Sapphos Environmental subsequently submitted a memo evaluating the property's eligibility for County Landmark designation.
3. The boundaries of the proposed landmark follow parcel lines of Assessor's Parcel Number: 5845-016-005.
4. The subject property is 14,035 SF in size and is developed with the following structures totaling approximately 2,854 SF:

Building/Structure	Area (Sq. Ft.) ¹	Year Built
Residence (Primary Building)	2,627	1907
Detached Garage	227	1907

5. The proposed landmark name, Pearson House, honors the original property owner and local journalist Alvick Pearson. In 1907, Mr. And Mrs. Pearson hired Bragdon & Sullivan, who are not presently regarded as master builders, to construct the residence.
6. The National Park Service defines period of significance as "the span of time during which significant events and activities occurred" associated with the historic site. The period of significance of the subject property is 1907, the year of

¹ Square footages were derived from GIS-NET (Planning & Zoning Information for Unincorporated L.A. County). Available at: <https://rpags.hosted.lac.com/Html5Viewer/index.html?viewer=GISNET.GIS-NET>

construction of the residence, to 1928, the year of the earliest evidence of the avocado tree on the property.

7. Pursuant to County Code Section 22.124.070.A, the landmark is a structure that is more than 50 years old, satisfies one or more significance criteria, and therefore may be designated as a County Landmark.
8. Pursuant to County Code Section 22.124.070.A.3, the subject property is eligible for designation as a County Landmark because it embodies the distinctive characteristics of an architectural style. Specifically, it is an excellent example of a Craftsman-style residential building.
9. Examples of the Craftsman architectural style in the County were constructed from 1905 to 1930 and are distinguished by wood shingle siding; wide overhanging eaves; casement, fixed-pane, and sash windows; low-pitched, cross-gabled roof with exposed rafters; a prominent partial-width porch with detailed supports and triangular knee braces; and use of stone detailing. The style was born from the Arts and Crafts movement, which originated in England in the late 19th century as a counter to the mass production and materialism of the Industrial Revolution. Arts and Crafts ideals emphasize the use of natural materials, quality of craftsmanship, simplicity of form, and attention to detail. In Southern California, architects and builders expressed these ideals in their designs, with a high form of the style found in the work of Pasadena brothers Charles and Henry Greene. A rich diversity of Craftsman architecture is present in Pasadena and neighboring Altadena, where much of the residential development occurred during the style's period of significance.
10. Historic integrity is commonly defined as the ability of a site to convey its historical significance and is the composite of seven qualities: location, design, setting, materials, workmanship, feeling, and association. Minor alterations to the subject property include the conversion of a side entry to a pair of wood sash windows, alterations to the detached garage (non-original siding, garage door, and pedestrian door), installation of solar panels, and the front yard fence and gate. The solar panels, fence, and gate are reversible elements and do not detract from the overall integrity of the Pearson House, and the other alterations are not visible from the public right-of-way. The property, therefore, retains good integrity of design, materials, workmanship, feeling, and association. Because the property stands in the same location as it did during the period of significance and because much of the surrounding development of its era remains, the property retains good integrity of location and setting.

11. Pursuant to County Code Section 22.14.080, character-defining features are “the materials, forms, location, spatial configurations, uses, and cultural associations or meanings that contribute to the historic character of a historic resource that must be retained to preserve that character.” The proposed landmark’s character-defining features are:

a. Site:

- i. Avocado tree (front yard)

b. Primary building:

- i. Building footprint;
- ii. Scale and massing;
- iii. Orientation and location on parcel;
- iv. 1½ stories on the primary (southern) elevation;
- v. 2 stories on the building’s northern volume;
- vi. Cross-gabled roof;
- vii. Stone foundation with stucco patching;
- viii. Shingle siding;
- ix. Multi-light-over-one casement wood windows with screens;
- x. Multi-light transom over fixed pane wood windows with screens;
- xi. One-over-one wood sash windows;
- xii. One-over-one wood casement windows with screens;
- xiii. Cast concrete and arroyo stone entry porch;
- xiv. Wood primary entry door and hardware;
- xv. Wood-framed exterior pedestrian doors;
- xvi. Brick chimney;
- xvii. Cast concrete and arroyo stone side porch; and
- xviii. Cast concrete rear patio area.

c. Detached Garage:

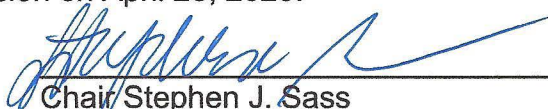
- i. Structural footprint;
- ii. Front (south)-facing gable;
- iii. Exposed rafter tails;
- iv. Rear (northern) gable detail; and
- v. Rear (northern) multi-lite windows.

12. Pursuant to County Code Section 22.124.090.A, the property owner is the applicant, and thereby consents to designation.
13. Pursuant to County Code Section 22.222.120.B.2, properties within a 1,000-foot-radius buffer and the subject property owner were notified of the public hearing. Pursuant to Section 22.222.170, a sign was displayed on the property indicating the scheduling of a public hearing. One comment letter from Altadena Heritage was filed in support of the designation.
14. The Department of Regional Planning presented the staff report for this case before the Landmarks Commission in a public hearing. The property owner, Ms. Quan, testified in support of the designation. The Commission inquired about the existing solar panels and the potential for an Accessory Dwelling Unit (ADU) to impact the property's historical integrity. Carrie Chasteen of Sapphos Environmental and Dean Edwards, Senior Regional Planner, noted that State law restricts regulations of both solar energy systems and ADUs.

NOW, THEREFORE, BE IT RESOLVED THAT the Landmarks Commission recommends that the Board of Supervisors of the County of Los Angeles:

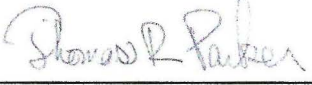
1. Find the project categorically exempt from the California Environmental Quality Act, pursuant to Section 15331 of the State CEQA Guidelines (Historical Resource Restoration/Rehabilitation – Class 31); and
2. Adopt a resolution designating the Pearson House, located at 931 New York Drive in the unincorporated community of Altadena, as a County Landmark.

I hereby certify that the foregoing Resolution was adopted by a majority of the voting members of the Landmarks Commission on April 28, 2023.



Chair Stephen J. Sass
Historical Landmarks and Records Commission
County of Los Angeles

APPROVED AS TO FORM:
DAWYN R. HARRISON
County Counsel

By 

Senior Deputy County Counsel
Property Division

VOTES

Yes: Commissioners: Carol A. Kearns, Sharon Sand,
Vice Chair Yolanda Duarte-White, and Chair Stephen J. Sass

No: None

Abstain: None

Absent: Commissioner Benjamin J. Kahle

April 13, 2023
Job Number: 1005-009 TO14
931 New York Drive, Altadena, CA 91001

MEMORANDUM FOR THE RECORD

2.6 1005-09 TO14.M1

TO: County of Los Angeles Department of Regional Planning
(Mr. Dean Edwards and Ms. Katrina Castaneda)

FROM: Sapphos Environmental, Inc.
(Ms. Carrie Chasteen)

SUBJECT: Landmark Application Review for 931 New York Drive,
Altadena, California, 91001

EXECUTIVE SUMMARY

This Memorandum for the Record (MFR) records the Landmark Application review for the subject property at 931 New York Drive in Altadena, California. The Landmark Application was reviewed, and a site visit was conducted on February 9, 2023, to inform the analysis in this MFR. The property under consideration retains integrity and is an excellent example of a Craftsman-style residential building. The subject property therefore meets eligibility Criterion A.3 and is eligible for Landmark designation. The period of significance is 1907, the year the primary building located on the subject property was constructed to 1928, the earliest documented date for the avocado tree.

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INTRODUCTION

This Memorandum for the Record (MFR) records the Landmark review for the subject property at 931 New York Drive in Altadena, California.

BRIEF GENERAL HISTORY

The primary residence was built in 1907 according to the Los Angeles County Assessor online portal.¹ The original building permit was not available and the original architect, if any, is unknown. According to an article in the *Pasadena Daily News*, the building was constructed by Bragdon and Sullivan, builders in the Altadena area.² Alvick A. Pearson was an author and journalist. Garry E. Bragdon and Stephen W. Sullivan were builders but are not noted as master builders. The building is relatively unaltered with the exception of kitchen and bathroom renovations, and conversion of an entryway to a pair of wood sash windows. As shown in the Sanborn Fire Insurance map, last updated in 1951, there were two garages in the rear of the property (Figure 1, 931 New York Drive). The northernmost garage was demolished at an unknown date and the central garage, although altered, is extant. Landscaping includes a mature avocado tree, several mature camelias, oaks, and citrus (Figure 2, *Location Map*).

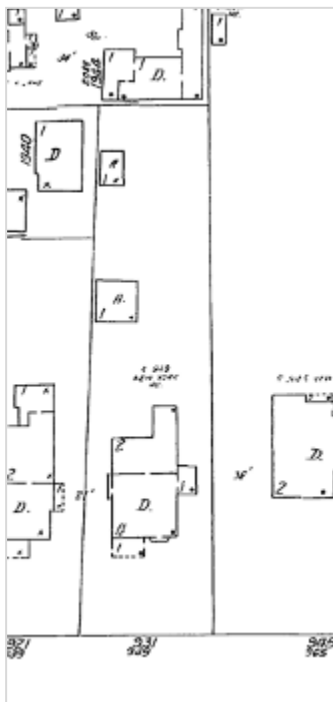


Figure 1. 931 New York Drive

SOURCE: *Sanborn Fire Insurance Map, Pasadena, 1930 – October 1951, Volume 4, Page 825*

¹ Los Angeles County Assessor Portal. Available at: <https://portal.assessor.lacounty.gov/>

² "New Bungalow is Completed: Artistic Structure for A.A. Pearson is Finished on New York Avenue." 12 October 1907. *Pasadena Daily News* (Pasadena, CA), p.5.

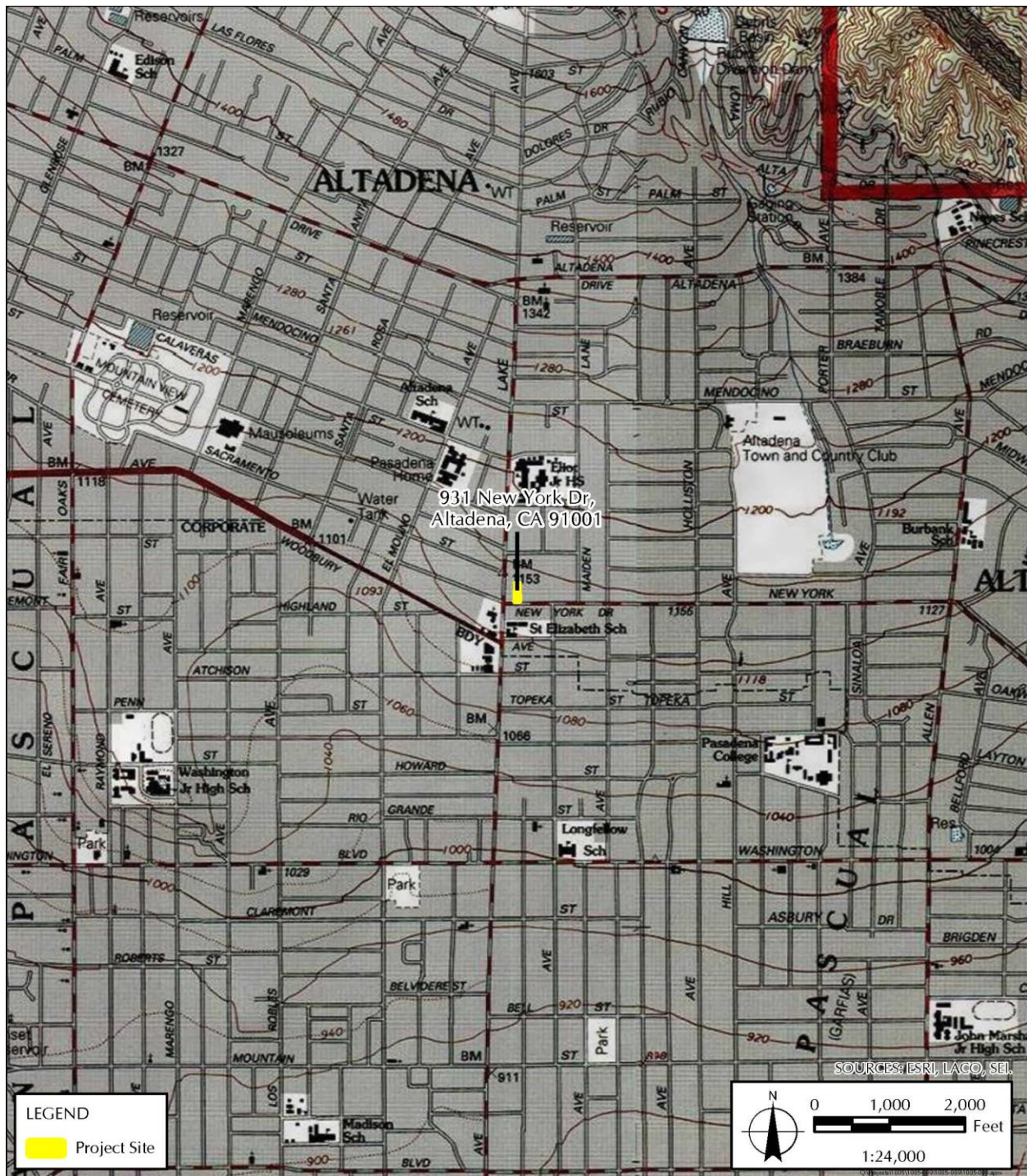


Figure 2. Location Map
 SOURCE: Sapphos Environmental, Inc., 2023

CRAFTSMAN ARCHITECTURAL STYLE

The Craftsman style of architecture was popular from 1905 to 1930. Noted examples in the area include Greene and Greene's Gamble House in Pasadena and the property located at the corner of Mar Vista Avenue and Woodbury Road in the Altadena community of Historic Highlands. Typical character-defining features include:

- Low-pitched gabled roof with exposed roof rafters
- Wide eaves
- Decorative beams or braces in the gables
- Full- or partial-width entry porches
- Tapered (battered) columns
- Casement, one-over-one, or fixed wood windows
- Shake or shingle cladding
- Horizontal clapboard siding
- Stone veneer³

ELIGIBILITY ANALYSIS

The subject property meets the requirements for designation as a Landmark pursuant to Criterion A.3, embodies the distinctive characteristics of a type, architectural style, period, or method of construction, or represents the work of an architect, designer, engineer, or building whose work is of significance to the nation, State, County, or community, or possesses artistic values of significance to the nation, State, County, or community. The primary residence on the subject property is an excellent example of a Craftsman building and features many of the character-defining features of the style of architecture, including expansive porches, use of stone detailing, wood shingles, wide eaves, and wood casement, fixed-pane, and sash windows (Figures 3–7). The landscaping includes a mature avocado tree and several mature camelias.



**Figure 3. View of the Primary Façade
(note the multi-light over one fixed and sash windows)**
SOURCE: Sapphos Environmental, Inc., 2023

³ McAlester, Virginia Savage. 2017. *A Field Guide to American Houses*. New York, NY: Alfred A. Knopf:



Figure 4. Detail of Entry Porch, Primary Façade
 (cast concrete steps accented with arroyo stone and cast concrete porch deck)
 SOURCE: Sapphos Environmental, Inc., 2023



Figure 5. Detail of Canted Façade, Primary Façade
 SOURCE: Sapphos Environmental, Inc., 2023



Figure 6. View of Eastern Façade
 (some arroyo stone evident in foundation and porch base)
 SOURCE: Sapphos Environmental, Inc., 2023



**Figure 7. Detail of Eastern Side Porch
(cast concrete sill below windows)**
SOURCE: *Sapphos Environmental, Inc., 2023*

The rear half of the eastern façade is difficult to photograph due to fencing and vegetation. This façade features shingle siding, nine-over-one wood sash windows and cross gables (Figures 8–12). A partial-height enclosure was added at an unknown date, and the enclosure has been converted to a dog house.



Figure 8. Eastern Façade (rear)
SOURCE: *Sapphos Environmental, Inc., 2023*



Figure 9. Eastern Half of the Rear Façade
SOURCE: Sapphos Environmental, Inc., 2023



Figure 10. Western Half of the Rear Façade
SOURCE: Sapphos Environmental, Inc., 2023



Figure 11. Western Façade
SOURCE: Sapphos Environmental, Inc., 2023



Figure 12. Extant Garage
SOURCE: Sapphos Environmental, Inc., 2023

A wood with metal fence with solid wood doors encloses the front yard. The fence and gates are of recent construction and are not character-defining features of the subject property. The side and rear yards are enclosed by masonry walls and are shared with neighboring properties.

INTEGRITY ANALYSIS

The primary building is relatively unaltered and retains integrity of *design, materials, workmanship, feeling, and association*. The only apparent alteration is conversion of an entry to a pair of wood sash windows at the side porch as evidenced by the remaining cast concrete threshold. Based upon the use of quarter-sawn oak in the canted bay and the built in cabinetry, these features appear original to the building. The window screens, windows, and primary entrance door with hardware appear original to the building. The wood with metal fence and solid wood gates are an alteration; however, they are reversible and therefore do not detract from the subject property's integrity. The kitchen and bathrooms have been remodeled. Some infill development has occurred in the general vicinity of

the subject property; however, the majority of the neighboring buildings were generally constructed in the same time frame in period-appropriate styles of architecture. Therefore, the subject property retains integrity of *setting*. The subject property has not been moved and retains integrity of location.

The northernmost garage was demolished at an unknown date and does not retain any aspect of integrity. The middle, or extant, garage has been altered with new siding, a modern roll-up door, and the addition of a pedestrian entrance. However, the garage retains its gables (north and south), exposed rafter tails, and a multi-lite window in the northern gable. Therefore, the detached garage is a character-defining feature of the subject property.

Period of Significance

The period of significance is 1907, the year the primary building located on the subject property was constructed, to 1928, the earliest documented date for the avocado tree.

Character-Defining Features

The exterior character-defining features are described and rated in Table 1, *Exterior Character-Defining Features*. The interior character-defining features are described and ranked in the MFR prepared in support of the Landmark and Mills Application.

TABLE 1
EXTERIOR CHARACTER-DEFINING FEATURES

Character-Defining Feature	Ranking
Site	
Avocado tree	Most Significant (MS)
Primary Building	
Building footprint	MS
Scale and massing	MS
Orientation and location on parcel	MS
1½ stories on the primary (southern) elevation	MS
2 stories on the building's northern volume	MS
Cross-gabled roof	MS
Stone foundation with stucco patching	Significant (S)
Shingle siding	MS
One-over-one wood sash windows	MS
Multi-light-over-one casement wood windows with screens	MS
Multi-light transom over fixed pane windows with screens	MS
One-over-one wood casement windows with screens	S
Cast concrete and arroyo stone entry porch	MS
Wood primary entry door with original hardware	MS
Wood-framed exterior pedestrian doors	MS
Brick chimney	MS
Cast concrete and arroyo stone side porch	MS
Cast concrete rear patio area	S
Trellis	Not historic
Detached Garage	
Structural footprint	MS
Front (south)-facing gable	S
Rear (northern) gable	S
Exposed rafter tails	S
Rear (northern) multi-light window	MS
Key: MS = Most Significant S = Significant	

CONCLUSION

The property under consideration, 931 New York Drive, retains integrity and is an excellent example of a Craftsman-style residential building. The subject property therefore meets eligibility Criterion A.3 and is eligible for Landmark designation.

Should there be any questions regarding the information contained in this MFR, please contact Ms. Carrie Chasteen at (626) 683-3547 extension 102.