



OFFICE OF ZONING ADMINISTRATION

City Hall • 200 N. Spring Street, Room 763 • Los Angeles, CA 90012



OFFICE OF ZONING ADMINISTRATION

MEMORANDUM

ZA MEMORANDUM NO. 122

July 28, 2010

TO: Office of Zoning Administration
Public Counters
Interested Parties

FROM: Michael LoGrande *ML*
Chief Zoning Administrator

SUBJECT: **PROCEDURES FOR CONTINUING TERM-LIMITED CONDITIONAL USES AND SIMILAR QUASI-JUDICIAL APPROVALS UNDER THE AUTHORITY OF THE ZONING ADMINISTRATOR**

Zoning Administrators have historically exercised the option to place, as a condition of approval, term limits on certain conditional uses and similar quasi-judicial approvals. Often, Zoning Administrators limit the life of the approval to a certain period of time, such as no more than five, seven or ten years. The condition is generally imposed and the length of the term varied when the facts justify caution, particularly since it is so arduous to revoke an approval once it's been granted and vested. Under this practice, a new grant must be approved before the original expires. To streamline this practice and make better use of limited resources, effective immediately, this Office will follow the procedures set forth below for term-limited conditional uses and similar quasi-judicial approvals set forth in Section 12.24 of the zoning code:

1. If warranted by the facts, Zoning Administrators may continue to impose term limits as a condition of approval.
2. Applicants may apply to continue any still valid approval that has been term limited through the plan approval procedure set forth in Section 12.24-M. An application for a brand new approval pursuant to Sections 12.24-B through H shall no longer be required.
3. Pursuant to Section 12.24-G, the initial decision must be made within 75 days of the date the application is deemed complete, or within an extended period as mutually agreed upon in writing by the applicant and the decision-maker. Applicants are advised that the plan approval must take effect before the original approval expires in order for it to remain valid. Early filing is therefore strongly recommended.

4. Consistent with the procedures set forth in Section 12.24, the Zoning Administrator may set the application for the plan approval for a public hearing and either deny it, approve it, or approve it with conditions.
5. Plan approval applications must include supplemental information that verifies compliance with all current conditions of approval.
6. The plan approval may also be term limited and renewed following the procedures set forth in this ZA Memorandum.

ML:AB:lmc