Department of City Planning
Development Services Center
Internal Correspondence

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SUBJECT: PROTOCOL FOR ADDING THE PRIORITY HOUSING PROJECTS (PHP)
SUFFIX TO NEW AND EXISTING CASE NUMBERS

A. INTRODUCTION:

In response to Executive Directive 13 and in the interest of tracking Priority Housing
Projects, the sections below define a Priority Housing Project and provide instructions for
adding the PHP suffix to new and existing case numbers. The PHP suffix will streamline
the tracking, analysis, and metrics reports of affordable housing projects that qualify for
the Priority Housing Program. In addition, the PHP suffix will serve as an
interdepartmental indicator that signals a project qualifies for priority processing. Priority
Housing Projects qualify for certain streamlining services and review shall be prioritized
by all City departments. The protocol for adding the PHP suffix is effective immediately
when Los Angeles City Planning (LACP) staff creates a new case in PCTS.

B. DEFINITION:

Priority Housing Project - a project with 10 units or more, with at least 20% on-site rental
units, of the total units in the project, restricted to low income households OR at least 30%
on-site for sale units, of the total units in the project, restricted for low- or moderate-income
households.

C. INSTRUCTIONS FOR ADDING THE PRIORITY HOUSING PROJECT (PHP) SUFFIX TO NEW CASES NUMBERS:

1. An affordable housing project with the minimum number of affordable units shall
include the PHP suffix.

2. If an entitlement has multiple related cases, the PHP suffix shall be added to each
case number.

3. If applicable, the HCA or VHCA shall also be added to the case number string.

4. The PHP suffix shall be the last suffix added to the case number string (ie, DIR-2020-0001-TOC-HCA-PHP).

5. The PHP suffix shall be added to the following types of cases, but not limited to:

 a. *City Planning Commission (CPC), Area Planning Commission (APC), Advisory Agency (VTT, TT, or AA), or Zoning Administrator (ZA) cases*
    i.   For example, an "off-menu" Density Bonus (DB), a legislative action (such as a General Plan Amendment, Zone Change and/or Height District Change), a quasi-judicial decision by the Zoning Administrator, or a subdivision of land (such as a parcel map or tract map).

 b. *Director cases*
    i.   For example, a Specific Plan Project Permit (SPP), an "on-menu" DB, Community Design Overlay (CDO), a Coastal Development Permit (CDP), any other entitlement in an overlay area, a Site Plan Review (SPR), and/or a Transit Oriented Communities (TOC) project requesting "additional incentives."

 c. *Pre-Application Review (PAR)*
    i.   A pre-application review for a TOC or Permanent Supportive Housing (PSH) project.

 d. *Administrative Review (ADM)*
    i.   Qualified Permanent Supportive Housing Ordinance, Community Plan Implementation Overlay (CPIO) Affordable Housing Project, or any other administrative review with a case number located within a specific plan, overlay, or other ordinance.
    ii.   Not applicable for TOC Tier Verifications since LACP does not review a project at this point or any other similar scenario where project details are not reviewed.

 e. *A State mandated streamlined project with a SIP (SB 35) or SIP-PSH (AB 2162) request*
    i.   For example, a TOC project with "additional incentives" in conjunction with a SB 35 request shall include the following suffixes: TOC-SIP-PHP. A DB project with an AB 2162 request shall include the following suffixes: TOC-SIP-PSH-PHP.

6. No fee is associated with the PHP suffix.

D.   ADDING THE PHP SUFFIX TO EXISTING CASE NUMBERS:

The Performance Metrics Unit will add the PHP suffix to existing case numbers for Priority Housing Projects that are currently being processed. Previously approved/processed projects will not receive the PHP suffix.

If you have any questions regarding the PHP suffix, please email Housing Services Unit staff at dcpphp@lacity.org or call (213)202-5456.

SMP:UG