

**CITY OF LOS ANGELES**  
DEPARTMENT OF BUILDING AND SAFETY  
INTER-DEPARTMENTAL CORRESPONDENCE

Agenda Item No. 7

**DATE:** July 13, 2023

**To:** Municipal Facilities Committee

**FROM:** Osama Younan, General Manager   
Los Angeles Department of Building and Safety

**SUBJECT: REQUEST TO AUTHORIZE TENANT IMPROVEMENTS AT 201 N FIGUEROA ST, 9<sup>TH</sup> FLOOR**

The Los Angeles Department of Building and Safety (LADBS) requests authorization to proceed with tenant improvements and space reconfiguration of approximately 6,700 square feet on the 9th floor of 201 N. Figueroa Street (Figueroa Plaza) to accommodate additional staff approved in the FY 2022-23 and FY 2023-24 budgets for the expanded Zoning Review Program as well as allow for the future anticipated growth of the program.

### **BACKGROUND**

In FY 2022-23, LADBS established a dedicated Zoning Review Section to provide zoning expertise within LADBS and separate the functions of reviewing zoning requirements from other building code requirements. Splitting the workload so that architects review zoning code only, and plan checkers review building code only, enables LADBS staff to focus on their respective code expertise, and allows LADBS to streamline the clearance process. Since establishing the Zoning Review Section, LADBS has been able to complete review of 96% of the applications submitted to the section within 4 weeks.

The Zoning Review Program will be ramped up in three phases. Phase One separated the zoning plan check for projects reviewed by the Affordable Housing Section and gave that responsibility to the Zoning Review Section. This phase was completed in FY 2022-23 with the addition of 10 new position authorities. Phase Two will provide zoning-only review for other residential housing and commercial construction projects, and will be completed in FY 2023-24 with the addition of 16 position authorities. The Zoning Review Section will be fully operational in FY 2024-25, when LADBS will request an additional 12 positions as part of Phase Three. With Phase Three complete LADBS will be able to complete early zoning review for all projects. Attachment 1 shows the organizational structure of the Zoning Review Section, which will consist of a total of 38 staff.

With the ongoing expansion of the Zoning Review Program, LADBS has the need to reconfigure its existing office space in suite 940 of Figueroa Plaza to provide cubicles and office space for these new positions. LADBS will also reconfigure the space to provide a reception area as well as a plan verification room for customers, that is not currently available.

The Figueroa Plaza suite 940 currently has 50 cubicles occupied by the Department's Technology Services Bureau and Zoning Review Program. The proposed plan

(Attachment 2) will add an additional 19 cubicles to the suite, while not adding to the total area occupied by LADBS. To provide space for the additional cubicles, LADBS will need to repurpose a breakroom, two conference rooms, and reduce the size of some of the available cubicles. To save on costs, LADBS will re-use existing cubicle fixtures to greatest extent possible. In order to allow the Department to build the necessary cubicles, LADBS requests authorization to provide the classifications of Architect and Sr. Architect with 8' x 8' sized cubicles, instead of the 8' x 12' sized cubicles prescribed by the City's Workplace Standard established on June 25, 2008. In accordance with the Department's current practices, plans are reviewed by Zoning Review Program staff electronically, which has reduced the amount of space required by these positions to do their work. On those occasions where additional space may be required to view paper plans, staff will be able to use the space provided in the Plan Verification Room.

LADBS will utilize an existing contract with CBRE, Inc., Contract Number C-137732, to manage and complete the project prior to its expiration on December 22, 2023.

### **RECOMMENDATION**

LADBS requests that the Municipal Facilities Committee approve its request for tenant improvements at Figueroa Plaza and authorize LADBS to reduce the cubicle workspace requirements for the classifications of Architect and Sr. Architect to a size of 8' x 8'.

### **FISCAL IMPACT**

There is no impact on the General Fund as the entire project will be fully funded by the Building and Safety Building Permit Enterprise Fund (48R).

Attachments:

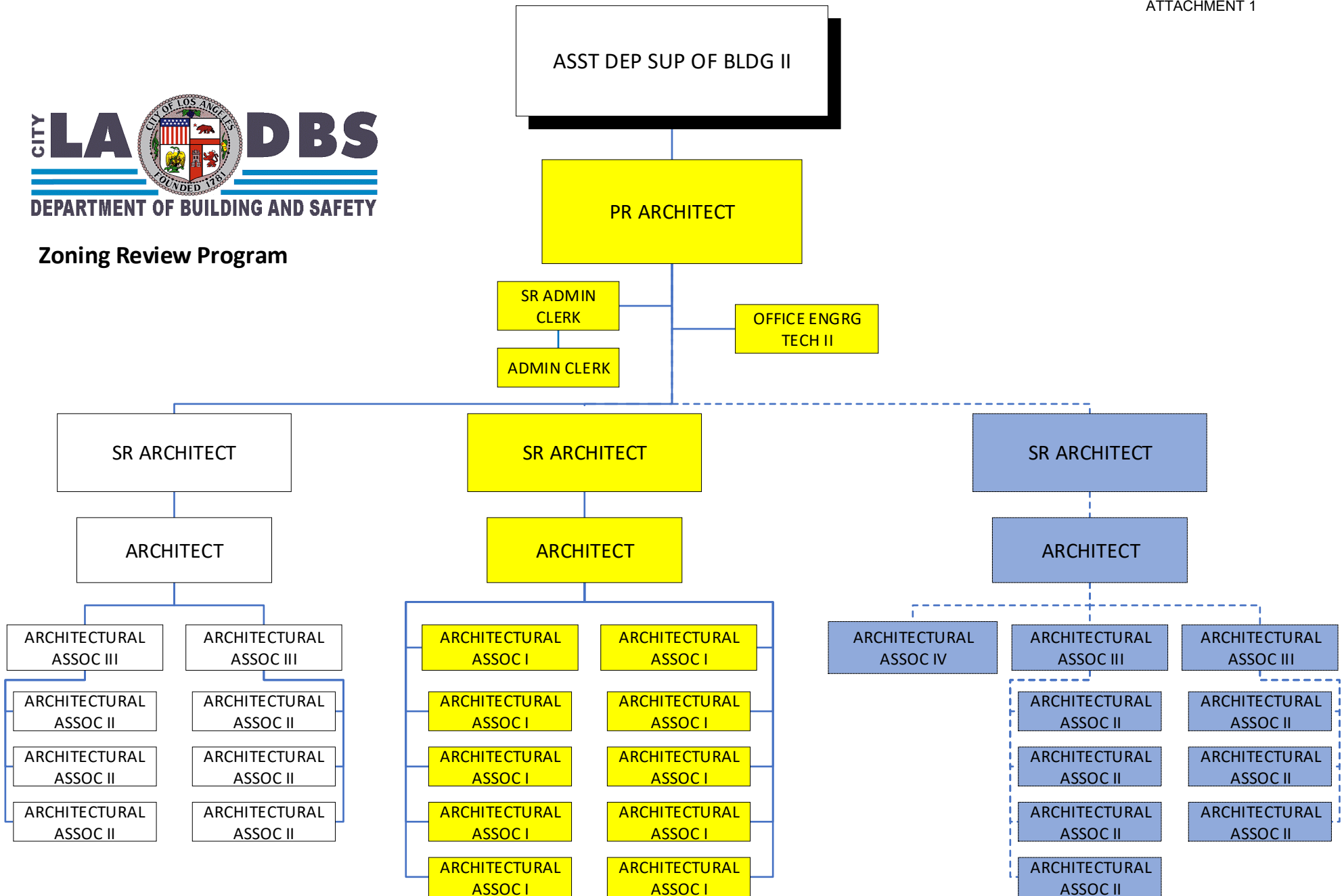
Attachment 1 - Zoning Review Program Org Chart

Attachment 2 – Proposed Floor Plan – 9<sup>th</sup> floor

AMY:ER:TP

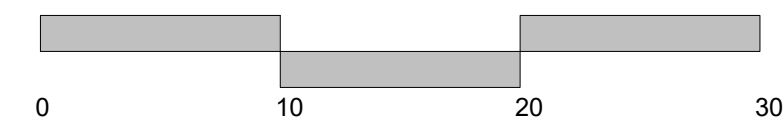
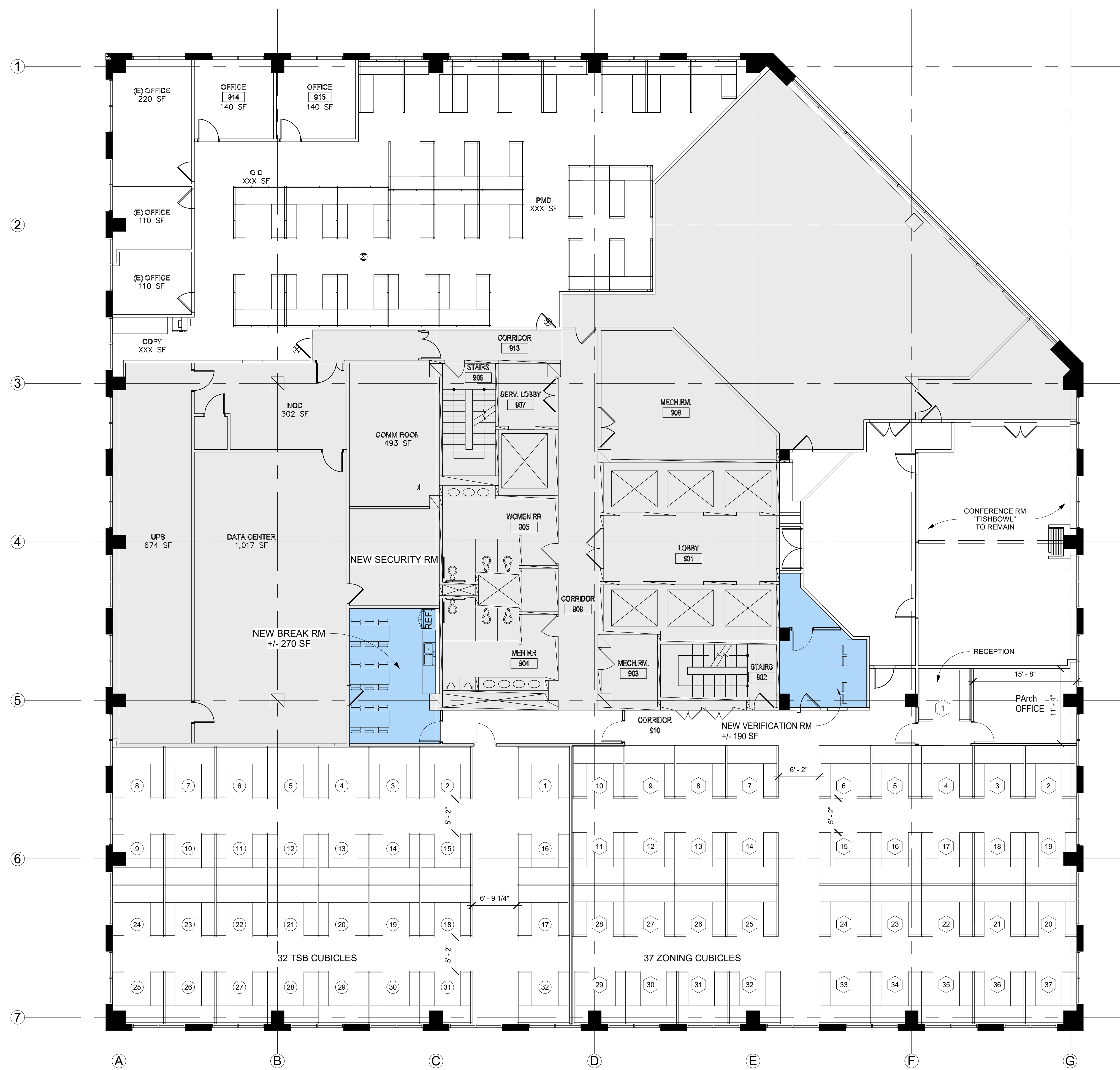


**Zoning Review Program**



**Legend**

- Authorized in FY 2022-23
- Authorized in FY 2023-24
- Additional Resources Needed to Fully Staff the Program



1 9TH FLOOR ZONING: PLAN "B"  
1/8" = 1'-0"