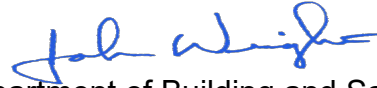


CITY OF LOS ANGELES
INTERDEPARTMENTAL CORRESPONDENCE

DATE: February 15, 2024

TO: Municipal Facilities Committee

FROM: John Weight, Executive Officer, Department of Building and Safety



SUBJECT: **REQUEST FOR ADDITIONAL SPACE AT THE MARVIN BRAUDE BUILDING TO ACCOMMODATE THE LOS ANGELES DEPARTMENT OF BUILDING AND SAFETY ZONING REVIEW SECTION**

The Los Angeles Department of Building and Safety (LADBS) requests additional space at the Marvin Braude Building, 6262 Van Nuys Boulevard, to adequately accommodate staff of the LADBS Zoning Review Section and meet the minimum required work space standards per job classification as directed and approved by Council. To accommodate these staff, LADBS is requesting authority to occupy Suites B and C of the vacant Retail Shops on the first floor of the Marvin Braude Building.

BACKGROUND

In FY 2022-23 the Mayor and Council approved 10 new positions for phase one of the LADBS Zoning Review Section. Phase one provided the necessary staff for LADBS to review Zoning Code requirements for affordable housing and emergency shelter projects, and expedite the permitting and clearance process as mandated by Executive Directive (ED) 1 and 7.

Phase two, approved in the FY 2023-24 budget, added 16 new positions, expanding preliminary Zoning Code review to commercial and multifamily dwelling construction projects. Hiring efforts to fill all Zoning Review Section positions are currently underway, and the Department anticipates filling all 26 position authorities before the end of the current Fiscal Year.

The Zoning Review Section will be fully staffed with the approval of phase three, expected in FY 2024-25. Phase three will add 17 new positions to expand zoning review to plans for other types of residential buildings, single-family dwellings, and all remaining construction projects.

The 43 positions in the Zoning Review Section will be distributed throughout the various LADBS Development Services Centers including the LADBS Metro, Van Nuys, West LA, South LA, and San Pedro offices. At the LADBS Van Nuys Development Services Center, the Department plans to house up to 15 Zoning Review Section positions which include Sr. Architect, Architect, Architectural Associate IV, Architectural Associate III, and Architectural Associate II positions as well as clerical support.

The City Council has directed and approved minimum requirements for work space per job classifications in order to adequately serve customers. Additionally, the Municipal Facilities Committee (MFC) recommends a minimum total work space per employee of

200 square feet (SF).

To accommodate the 15 Zoning Review Staff that will be located in Van Nuys, LADBS will need at least 2,800 sq. ft of office space. To accommodate this need, LADBS requests authority to use the currently vacant retail spaces of Suite B (1,800 sq. ft) and Suite C (1,092 sq. ft) on the first floor.

Based on a review of the available retail space by LADBS staff, and preliminary planning efforts, LADBS believes that the space should be sufficient to accommodate up to 15 8'x8' cubicles, and provide a space for a small public counter.

In order to fit 15 cubicles and a small public counter in the available space, 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.

LADBS will consult with a space planner to assist with designing the layout and configuration of cubicles, before the floor plan is finalized.

RECOMMENDATION

LADBS is formally requesting additional space at the Marvin Braude building to adequately accommodate the Zoning Review Section. With the potential addition of 43 new position authorities from FY 2022-23 through FY 2024-25, LADBS does not currently have the requisite space for staff.

The positions of the Zoning Review Section that LADBS proposes occupy the currently vacant retail spaces of Suite B and C, play an essential role in allowing the Department to expedite affordable housing and emergency shelter projects, as well as expedite the permitting and clearance process as mandated by Executive Directive (ED) 1 and 7.

LADBS recommends that the Municipal Facilities Committee approve the request for additional space for the LADBS Zoning Review Section on the first floor of the Marvin Braude Building, located at 6262 Van Nuys Boulevard, and authorize LADBS to reduce the cubicle workspace requirements for the classifications of Architect and Sr. Architect to a size of 8' x 8', to accommodate the new LADBS position authorities for the Zoning Review Section.

FISCAL IMPACT

The LADBS Zoning Review Section positions are revenue generating and fully fee supported. The expansion of LADBS into Suites B and C of the first-floor space in the Marvin Braude building will be funded by the Building and Safety Permit Enterprise Fund (48R). There is no anticipated impact to the General Fund.