



May 29, 2025

Mr. Vincent P. Bertoni
Director, Department of City Planning
200 North Spring Street, Room 525
Los Angeles, California 90012

Re: Annual Review of Loyola Marymount University's Development Agreement with the City of Los Angeles

Dear Mr. Bertoni:

Loyola Marymount University ("LMU") is pleased to inform the City that LMU is in full compliance with its obligations under the Development Agreement (Ordinance No. 181604) effective May 12, 2011, by and between LMU and the City of Los Angeles (the "City"). This report is being submitted to detail our good faith compliance with the terms and conditions of the Development Agreement, in accordance with Section 4 of the Development Agreement.

As a reminder, LMU's Development Agreement with the City approved the Loyola Marymount University Master Plan Project, which will improve the academic, administrative, residential, athletic, and recreational facilities on LMU's Westchester campus, while maintaining the existing approved enrollment cap of 7,800 full-time enrolled students. In June 2023, the Specific Plan was amended (Ordinance No. 187927) to permit the following new floor areas (sf): 869,500 in Academic/administrative, 709,500 in residential, and 200,000 athletic indoor. In total LMU is permitted (combined (Existing and New) to have the following total floor area (sf): Academic/administrative 1,847,000, residential 1,198,000, and athletic indoor 366,000.

In August 2011, LMU completed the campus' first project under the Master Plan, the relocation of the Recycling/Waste Management area from the east side of the campus to the lower level of the Drollinger Parking Plaza. In July 2016, LMU completed construction of a new Life Sciences building, the second project under the Master Plan. In August 2021, LMU opened two new residential facilities (Palm North and Palm South), adding 474 beds, and opened the Howard B. Fitzpatrick Pavilion.

During the thirteen year of the term of the Development Agreement, LMU has continued to provide a number of public benefits to the community, as described below:

- A. In compliance with Section 3.1.3.1, LMU has formed the Neighborhood Advisory Committee, which includes an LMU community liaison. Neighborhood Advisory Committee meetings have been noticed and advertised to the community as required by the Development Agreement, through the local press as well as direct email communication to members of the community. Information about the Neighborhood Advisory Committee is posted on the website <http://community.lmu.edu/forourneighbors/nac/>. This past year, committee meetings were held on August 14, 2024, December 4, 2024, February 26, 2025, and April 15, 2025.
- B. In compliance with Section 3.1.3.2, LMU has kept its campus open to the general public during daytime hours, except during certain limited special events. The William H. Hannon Library is open to the public and is free to access.

- C. In compliance with Section 3.1.3.3, LMU has allowed numerous nonprofit community benefits organizations to hold meetings and other events at campus rooms and facilities, waiving normal rental fees and only charging costs incurred for meetings or events outside of LMU's normal operations or hours. Included as Exhibit A is a non-exhaustive list of community organizations which have been provided community space on campus, without paying normal rental fees. Exhibit B of this letter includes a schedule of the non-rental costs associated with use of LMU's facilities.
- D. In compliance with Section 3.1.3.4, LMU agrees to support permit parking in the event a permit parking district is requested by the community. In the summer of 2014, LMU developed a process for local residents to obtain reimbursement for the costs of up to three (3) annual permits and two (2) visitor permits annually. This process continues to be utilized as permit parking districts are created in the neighbor blocks surrounding the university.
- E. In compliance with Section 3.1.3.6, LMU will construct future buildings to meet the standards of Silver LEED Certification. The Life Sciences Building, which was the first new building constructed under the Master Plan, received LEED Gold Certification from the Green Building Rating System. The Howard B. Fitzpatrick Pavilion, Palm North, and Palm South all received LEED Silver Certification.
- F. In compliance with Section 3.1.3.7, LMU has kept its collections and exhibits open to the public. A list of the extensive and diverse exhibits LMU has displayed for the public are included as Exhibit C of this letter.
- G. In compliance with Specific Plan Section 8.2, LMU has provided a communications report to the Neighborhood Council and Neighborhood Advisory Committee every six months (December and June). Exhibit D contains the summary report.
- H. In compliance with Specific Plan Section 5.2, LMU has provided the Annual Parking FTE report in October 2024. LMU calculates FTE in accordance with the Specific Plan (Exhibit E).

In light of the above-described actions, we have amply demonstrated LMU's good faith compliance with the terms and conditions of its Development Agreement with the City. We respectfully request the concurrence of the Director of Planning pursuant to Section 4.3 of the Agreement.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Trevor Wiseman". The signature is fluid and cursive, with a large initial "T" and "W".

Dr. Trevor Wiseman
Vice President for Operations
Loyola Marymount University

cc: Juliet Oh, Department of City Planning

Exhibit A
Community Group Meeting Space Summary

These are the community events that occurred between June 1, 2024, and May 31, 2025:

Date	Event Name	Approximate Guest Count	Notes
Wednesday, October 9, 2024	Blood Drive	200	Blood Drive hosted by UCLA Medical Center and LMU Pam Rector Center for Service and Action inviting LMU Staff, Faculty, Students, and local community members to donate blood.
Thursday, October 10, 2024	Blood Drive	200	Blood Drive hosted by UCLA Medical Center and LMU Pam Rector Center for Service and Action inviting LMU Staff, Faculty, Students, and local community members to donate blood.
Saturday, October 13, 2024	Salsa Fest	1,500	A daylong celebration of Latin music and dancing hosted by LMU Radio's KXLU-FM and LMU Marketing, Communications, and External Relations inviting LMU Staff, Faculty, Students, and local community members.
Tuesday, February 18, 2025	Blood Drive	200	Blood Drive hosted by UCLA Medical Center and LMU Pam Rector Center for Service and Action inviting LMU Staff, Faculty, Students, and local community members to donate blood.
Wednesday, February 19, 2025	Blood Drive	200	Blood Drive hosted by UCLA Medical Center and LMU Pam Rector Center for Service and Action inviting LMU Staff, Faculty, Students, and local community members to donate blood.
Thursday, February 20, 2025	Blood Drive	200	Blood Drive hosted by UCLA Medical Center and LMU Pam Rector Center for Service and Action inviting LMU Staff, Faculty, Students, and local community members to donate blood.
Saturday, March 8, 2025	Westchester 5K: Rock, Roll, and Run for Education	1,500	The LAX Coastal Education Foundation brings the entire community together to raise money for local schools, while promoting health and wellness.

Exhibit B
Meeting Room Costs Associated with Section 3.1.3.3

This list includes the typical, non-rental costs associated with use of Property Owner's facilities, comparable to the rates allocated to internal users for these facilities. This is not an exclusive list and other costs may also apply. Rates may be adjusted periodically by Property Owner.

Event Setup: \$25/hr

Normal university business hours are Monday –Friday, 8:00 am to 5:00 pm. If the setup for an event or the event itself occurs outside of normal business hours, Property Owner will charge to cover labor costs. If Property Owner is able to complete setups during the business day (Monday – Friday, 8:00 am to 5:00 pm) then there will be no charge for setup. Property Owner will only charge for the portion of setup that takes place outside of business hours. Property Owner shall make good faith efforts to complete setups during business hours when feasible, for instance when there are no intervening uses of a facility between the close of business hours and the time of the meeting which requires setup.

Audio-Visual (AV) Attendant: \$100/hr (min. 2 hours)

If the event organizer requests an AV technician to be present or on-call for the event, there will be an hourly charge regardless of business hours.

Facilities Support: \$25-\$30/hr

If the event requires or results in the need to schedule additional Custodial, Grounds, or Recycling staff, an hourly fee will apply. Events with catered food and guest counts of 100 or more require a minimum of two Custodial and Recycling staff to support restrooms and provide trash service.

Insurance: Flat Fee, Varies by type of event and number of guests attending All organizations must provide a Certificate of Insurance naming Loyola Marymount University as additional insured on both Public and General Liability and Property Damage coverage. If the organization does not have insurance, Property Owner can assist with obtaining an insurance policy for the event.

Parking & Security: \$30-\$40/hr, Varies by type of event and number of guests attending

Events during normal business hours with a guest count of 50 or greater will require additional parking and security resources, with specified charges. This may include, but is not limited to security or crowd control personnel, shuttles, valet parking personnel, traffic control personnel, or the rental of an off-site parking facility.

Exhibit C
William H. Hannon Library
Historic Exhibits and Collections

LMU Development Agreement

Section 3.1.3.7

Historic Exhibits and Collections. *Property Owner agrees to maintain its current and all future collections and exhibits on the history of the local area and other subjects of general interest to the public, and to make such exhibits or collections open to the public periodically and at reasonable times. A list of the historic collections and exhibits made open the public during the course of the year shall be included in the annual report required as part of Section 4.2 of this Agreement.*

William H. Hannon Library / Loyola Marymount University
Public Exhibits and Collections / June 1, 2024 to May 31, 2025
Prepared April 15, 2025

Access:

Non-LMU visitors may access the library from 8 a.m. to 10 p.m. Monday through Friday, and 11 a.m. to 10 p.m. on Saturday and Sunday.¹ Access hours may be limited during University breaks and holidays.

Any visitor can purchase an annual library card that includes borrowing privileges. LMU alumni and members of the local community (from zip codes 90045, 90094, or 90293) will be offered a reduced rate.²

Library Resources and Collections:

Visitors to the William H. Hannon Library (classified as any guest without a current LMU OneCard) may use all of the library's resources once inside the building.³ These resources include a print collection of over 700,000 volumes, 90 computers,⁴ access to the campus wireless network, over 400 online subscription databases, research assistance, access to the library's Department of Archives and Special Collections (by appointment), and admittance to all library exhibitions and public programs.

¹ <http://library.lmu.edu/hours>

² <http://library.lmu.edu/visitorservices/>

³ Group study rooms are for current LMU students/staff/faculty only. (With rooms made available to LLS and Alumni on an as-available basis) During midterms and finals, priority for computers and research help are given to current LMU students.

⁴ See Guest Computer Access Policy <https://library.lmu.edu/media/lmulibrary/forms-documents/112-Guest%20Computer%20Access.pdf>

Library-Created Exhibits

Over the past year, the William H. Hannon Library created and hosted 3 exhibits featuring items from our collections. All exhibits are free and open to the public. A list of these exhibits, with brief descriptions, follows:

June 2024 – July 2025

Picked Like a Rose: Silent Film Actresses

Inspired by the song “Clara Bow” on Taylor Swift’s latest album, the exhibit showcased the lives of various silent film actresses who, like Bow and Swift, had to find ways to battle the publicity machines of their day, including the exhaustive amount of public attention, while striving to be an artist.

October 2024 – January 2025

Strange Matters

This exhibition explored how William Shakespeare’s works have been reinterpreted over time. The display included two of the original folios in our collection, as well as more contemporary works, like graphic novels, artist’s books, and theatre works.

February 2025 – June 2025

Fashioning Legacy

“Fashioning Legacy” is a student curated exhibit by THEA 475 class showcasing the Venegas Family collection, including personal documents, couture fashion objects, and photographs. The exhibit demonstrates how heritage, family legacy, feminism, and faith are interwoven with each other and can be captured through fashion.

Guest-Curated Exhibitions

Additionally, over the past year, the William H. Hannon Library hosted exhibitions created by external entities, such as other LMU units and invited curators. A list of these exhibits, with brief descriptions, follows:

August 2024 – December 2024

Persian Pride

Showcasing the personal collection of LMU faculty member Sina Zare, this exhibit explored the legacy of Ghalamzani, a Persian craftsmanship technique that involves the intricate engraving of silver surfaces,

January 2025 – April 2025

Beyond the Brush

This exhibit featured original artwork by LMU faculty member, Anna Farzindar.

January 2025 – March 2025

The Nānaka Ivē Jāṇīē

This exhibition presented a contemporary interpretation of the Janamsakhi tradition through the work of two distinguished artists, Keerat Kaur and Avtar Singh.

The library also hosted a number of smaller guest-curated and -created exhibitions from student, faculty, and staff groups including the “Drawing Circus Awards” (the works of students in a CFA course), a Dia de Los Muertos altar, an exhibition about the rights of the press (created by the Loyolan), an exhibition for Immigration Awareness Week (created by the student group, Resilience), and an exhibition about the UN Sustainability Goals, created by students in a graphic design course.

Exhibit D
Communication Compliance Summary Report
Section 8.2

Listed below are the reports on communication and in-person meetings that LMU conducted from December 16, 2023 – December 15, 2024. The university is required to submit this information to NCWPDR on a bi-annual basis and the next report will be sent to in June 2025.

Report 1: December 16, 2023 – June 15, 2024:

<https://lmu.box.com/s/y1c3dzn2olaj81fitktrzw9tfy46cp84> submitted to the NCWPDR E-Board on June 17, 2024 by Fred Puza.

Report 2: June 16, 2024 – December 15, 2024:

<https://lmu.app.box.com/s/x3kj672ojvvfvzc513s1dkpw896scij9> submitted to the NCWPDR E-Board on December 16, 2024, by Fred Puza.

Exhibit E FTE Calculation

LMU's current enrollment cap originated in a conditional use permit it obtained in 2000 which provided that "university enrollment shall be limited to no more than 7,800 full-time students."¹ In 2011, the City adopted the LMU Specific Plan, which provided that "[t]he number of students enrolled at the [Westchester] Campus governed by this specific plan shall be limited to 7,800 FTE students."²

The Specific Plan, which was most recently amended in 2023 without any changes to the enrollment cap, defines FTE as follows:

Full-Time Equivalents, used as a unit of measurement to calculate student enrollment and faculty/staff population for academic and land use planning purposes. One FTE undergraduate student is defined as one undergraduate student taking 12 course units, which represents a full course load. One FTE graduate student is defined as one graduate student taking 9 course units. One FTE staff member is equivalent to one full-time staff member working 40 hours per week, or two part-time staff members working 20 hours per week. One FTE faculty member is equivalent to one full-time faculty member, or three part-time faculty members.³

Similar to other universities, LMU calculates FTE by setting a standard number of credit hours that define a full-time student and then using this standard to convert part-time student credit hours into FTEs. Full-time students are counted as one FTE, regardless of whether they take more than the minimum full-time credit load. This is because the FTE metric is designed to reflect the number of students, not the intensity of their academic load. By capping each student at one FTE, institutions maintain a clear, consistent, and practical approach to measuring and managing student enrollment and resource needs.

Since the adoption of the Specific Plan in 2011, LMU has consistently calculated and reported student FTE in accordance with this general practice by calculating a maximum of one FTE per student, and by converting part-time student credit hours into FTE, using 12 hours as a designated full time undergraduate student and 9 credit hours as a designated full time graduate student. Converting part-time credit load to FTE using 12 credit hours to equate to a full-time student is a conservative approach. If LMU used 15 credits to calculate one FTE for demonstrating compliance with the Specific Plan enrollment cap (as is done by certain other schools), LMU could increase its student enrollment significantly and still remain in compliance with the Specific Plan's enrollment cap.

Because the Specific Plan FTE calculation applies to students at its Westchester Campus, LMU makes a number of reasonable assumptions for calculating FTE for Specific Plan purposes. For

¹ See City Council File 01-0231, ZA 2000-0712 CU ZV, Conditional Use Condition No. 3, available at <https://cityclerk.lacity.org/lacityclerkconnect/index.cfm?fa=ccfi.viewrecord&cfnumber=01-0231>.

² See City Ordinance No. 181,605, LMU Specific Plan, § 3.3.D, available at https://clkrep.lacity.org/online/docs/2010/10-1809_ord_181605.pdf.

³ LMU Specific Plan, § 2.3.

example, student course credits scheduled at locations other than the Westchester Campus (e.g., courses taken abroad, at another LMU campus, or fully online) do not count toward the Specific Plan FTE calculation. However, to be conservative, if a student lives in on-campus housing at the Westchester Campus, all course credits count toward the Specific Plan FTE calculation, regardless of modality or location.