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May 5, 2026

Transmitted via U.S. Postal Service and email

Applicant/Owner

Scott Z. Adler
South Oaks Villas, LP
13351 Riverside Drive #438
Sherman Oaks, CA 991423

Representative

Hoa Sean Nguyen
EZ Permit LLC
7251 North Owensmouth Avenue # 2
Canoga Park, CA 91303

Case No.: VTT-84942-SH-SL-HCA & ADM-2026-302-SLD

CEQA: N/A

Application Type: Vesting Tentative Tract Map subject to SB 684 / SB 1123, Small Lot Subdivision, Housing Crisis Act

Project Location: 4302 - 4308 North Van Nuys Boulevard

Neighborhood Council: Sherman Oaks

Plan Area: Sherman Oaks – Studio City – Toluca Lake – Cahuenga Pass

Overlay: N/A

Council District: VTT-84942-SH-SL-HCA & ADM-2026-302-SLD

INTENT TO TERMINATE

The application for the property located at the above-referenced address was filed with the Department of City Planning on January 22, 2026. A Hold Letter was issued to the applicant on February 5, 2026, stating that the application was incomplete. The case has been held pending receipt of the requested additional materials and information. To date, no action has been taken to provide the requested information.

In order to carry out the City's responsibility to process land use entitlements in a timely and orderly manner consistent with the public interest, it is the intent of the Director of Planning to **automatically terminate Case No. VTT-84942-SH-SL-HCA and ADM-2026-302-SLD unless the following items are submitted/rectified:**

Items listed on February 5, 2026, Hold Letter:

Item No.	Item for Correction	Correction Required	Date Corrected	Initials of Approval
1	Invoice	Please make the payment: https://planning.lacity.gov/planningcase/invoice/1ff7dee389		

Item No.	Item for Correction	Correction Required	Date Corrected	Initials of Approval
2	Small Lot Subdivision Checklist CP-6975	This form was not provided. Complete the form and show compliance with the standard on plans: https://planning.lacity.gov/odocument/29333d06-fb70-4903-86bc-10bccad6386a/Small Lot Design Standards.pdf More comments will be provided after receiving the form.		
3	Document	Provide a copy of AF-91-1752088-OP and easement documents for review.		
4	Land Development Fee Payment Receipt	Proof of payment of BOE Land Development Fee is required for all subdivision applications but was not provided. You are required to provide proof of payment to BOE. For assistance contact: ::: Service Request System ::: See the following link: CP-6110 Tentative Tract Map Filing Instructions and Checklist		
5	Tract Map	Map was provided but need to be amplified, corrected, clarified, and supplemented as indicated: 1. Sidewalk/curb/gutter and improvement within public right-of-way call outs and measurements.		
6	Lot Cut	Provide Lot Cut. This can be requested/received from Bureau of Engineering not Building and Safety.		
7	Project Plans – Plot Plans, Floor Plans, Elevations	Plans were provided but need to be amplified, corrected, clarified, and supplemented as indicated on the plans and here: 1. Confirm project proposes 1 ADU in each lot. 2. Front yard varies. Show the measurements with call outs. 3. FAR calculations are incorrect. 4. Show pedestrian access walkways from a public street to the subdivision and label as “Common Access Walkway”, which must be a minimum of three feet in width and unobstructed and open to the sky. 5. Provide plans for retaining walls.		

Item No.	Item for Correction	Correction Required	Date Corrected	Initials of Approval
		6. Since the location of trash enclosure does not comply with the code a deviation needs to be requested.		
Miscellaneous				
8	Public Outreach	Please forward a summary of the public outreach the project has done to date and any feedback from the Neighborhood Council or other local groups that you may have.		
9	Notification Documents	Provide the notification materials and receipt of the payment for the mailing of letter of determination.		
10	Certified Neighborhood Councils & Council District	Two sets of the following documents need to be provided: 1. Subdivider's statement 2. Vicinity Map 3. Index Map and color Photographs 4. One 11"x17" reduced size set of plans 5. One 11"x17" reduced size set of Map Submit an unsealed manila envelope with CNC address with sufficient amount of stamp. Only 1 Manila Envelope is provided; however, the envelope does not have any stamp for mail out.		
11	Electronic Records	Please submit all requested materials in an electronic format (PDF or Word Doc); files may be sent directly to me via links to Dropbox or Google Docs.		

The Department of City Planning will **terminate** the subject application and all proceedings relative to the above referenced case unless all of the requested materials are provided within **30 calendar days** of the date of this letter. These materials must be provided in one submittal electronically via email unless otherwise instructed. In the event that **all** of the requested materials are not provided at that point, the Department shall initiate termination of the case.

Failure to submit all requested materials within **30 calendar days** of the date of this letter will result in the termination of the subject application. Should you wish to respond to this matter, you may contact **Adrineh Melkonian** at **(213) 978-1301** or via email at **adrineh.melkonian@lacity.org**.

Adrineh Melkonian

Adrineh Melkonian
 City Planner
 Valley Project Planning Division
 Department of City Planning
 6262 Van Nuys Boulevard, Room 430
 Los Angeles CA 91401