LOS ANGELES CITY PLANNING COMMISSION

200 North Spring Street, Room 272, Los Angeles, California, 90012-4801, (213) 978-1300
www.planning.lacity.org

LETTER OF DETERMINATION

MAILING DATE: SEPTEMBER 08, 2026

Case No.: CPC-2026-1116-CU3-WDI Council District: 5 – Yaroslavsky
CEQA: ENV-2026-1117-CE
Plan Area: Westwood

Project Site: 900 South Hilgard Avenue; 10794 West Le Conte Avenue

Applicant: Sutherland Dyke, Chippingford School Inc.
Representative: Edgar Khalatian, Mayer Brown, LLP

At its meeting **August 27, 2026**, the Los Angeles City Planning Commission took the actions below in conjunction with the following Project:

Tenant improvement within an existing 15,629 square-foot vacant office building to accommodate a change of use to a new Kindergarten through 6th Grade private school serving up to 50 students and the construction of a 4,289 square-foot play area and mechanical screening on the building's roof top, reducing the total floor area from 15,629 square feet to 15,415 square feet. No change to the existing building height or massing is proposed.

1. **Determined**, based on the whole of the administrative record, that the Project is exempt from California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines, Article 19 Section 15301, Class 1 (Existing Facilities), Section 15303, Class 3 (New Construction or Conversion of Small Structures), and Section 15332, Class 32 (In-fill Development), and there is no substantial evidence demonstrating that an exception to a categorical exemption pursuant to CEQA Guidelines, Section 15300.2 applies;
2. **Approved**, pursuant to Chapter 1 Section 12.24 U.24(b) and Chapter 1A Section 13B.2.3 of the Los Angeles Municipal Code (LAMC), a Class 3 Conditional Use to allow a K-6 private school with a maximum of 50 students;
3. **Approved**, pursuant to LAMC Chapter 1 Section 12.37 I, a Waiver of Dedications and Improvements to waive street and corner dedications including a corner cut, roadway widening and improvements and sidewalk improvements along Hilgard Avenue and Le Conte Avenue, as required by Bureau of Engineering (BOE);
4. **Adopted** the attached Conditions of Approval; and
5. **Adopted** the attached Findings.

The vote proceeded as follows:

Moved: Klein
Second: Saitman
Ayes: Chavez, Lawshe, Rosenstein
Recuse: Choe
Absent: Diaz, Johnson, Zamora

Vote: 5 – 0

Cecilia Lamas, Commission Executive Assistant II
Los Angeles City Planning Commission

APPEAL PERIOD - EFFECTIVE DATE

The decision of the Los Angeles City Planning Commission is appealable to City Council within **15 days** after the mailing date of this determination letter. Any appeal not filed within the 15-day period shall not be considered by the Council.

FINAL APPEAL DATE: SEPTEMBER 23, 2026

Notice: An appeal of the CEQA clearance for the Project pursuant to Public Resources Code Section 21151(c) is only available if the Determination on the CEQA clearance is an appealable clearance under Section 13F.11.1.F.2. (EIR, ND, MND, SCEA, Exemption/No Project) made by a decisionmaker other than the City Council; all available appeals on the entitlement approval(s) have been taken; and the Determination on the entitlement(s) is final and not further appealable.

WHO CAN FILE AN APPEAL

An applicant or any other person aggrieved by the Decision Maker's decision may file an appeal.

HOW TO FILE AN APPEAL

An appeal application must be submitted and paid for before 4:30 PM (PST) on the final day to appeal the determination. Should the final day fall on a weekend or legal City holiday, the time for filing an appeal shall be extended to 4:30 PM (PST) on the next succeeding working day. Appeals should be filed early to ensure the Development Services Center (DSC) staff has adequate time to review and accept the documents, and to allow appellants time to submit payment. Appeals may be filed either online or in person as referenced below:

Forms are available online at http://planning.lacity.gov/development-services/forms.

ONLINE APPEAL FILINGS THROUGH ONLINE APPLICATION SYSTEM (OAS)

QR Code to
Online Appeal Filing

Online Application System (OAS):

The OAS (https://planning.lacity.gov/oas) allows entitlement appeals to be submitted entirely online. Appeal fees may be paid for by credit card or e-check.

IN PERSON APPEAL FILINGS

Drop off at DSC. Appeals of this determination can be submitted in-person at the Metro or Van Nuys DSC locations, and payment can be made by credit card or check.

a. City Planning has established drop-off areas at the DSCs with physical boxes where appellants can drop off appeal applications;

QR Code to Forms for In-Person Appeal Filing

b. Alternatively, appeal applications can be filed with staff at DSC public counters.

CITY PLANNING DEVELOPMENT SERVICES CENTERS – PUBLIC COUNTERS

Office	Address	Phone Number	Email
Metro DSC	201 N. Figueroa St., 4th Floor Los Angeles, CA 90012	(213) 482-7077	planning.figcounter@lacity.org
Van Nuys DSC	6262 Van Nuys Blvd Suite 251 Van Nuys, CA 91401	(818) 374-5050	planning.mbc2@lacity.org

City Planning staff may follow up with the appellant via email and/or phone if there are any questions or missing materials in the appeal submission, to ensure that the appeal package is complete and meets the applicable LAMC provisions.

If you seek judicial review of any decision of the City pursuant to California Code of Civil procedure Section 1094.5, the petition for writ of mandate pursuant to that section must be filed no later than the 90th day following the date on which the City's decision became final pursuant to California Code of Civil Procedure Section 1094.6. There may be other time limits which also affect your ability to seek judicial review.

This grant is not a permit or license and any permits and/or licenses required by law must be obtained from the proper public agency. If any Condition of this grant is violated or not complied with, then the applicant or their successor in interest may be prosecuted for violating these Conditions the same as for any violation of the requirements contained in the Los Angeles Municipal Code (LAMC).

SCHEDULING CASE CONDITION CLEARANCE AND BUILDING PERMIT SIGN-OFFS

QR Code to BuildLA Appointment Portal for Condition Clearance

In order to clear conditions and/or obtain building permit sign-offs, you must make an appointment with the Department of City Planning's Development Services Center (DSC). You may schedule a Case Condition Clearance Appointment with the DSC at appointments.lacity.org after the effective date of the determination.

See instructions on how to prepare for your appointment at planning.lacity.gov/project-review/case-filings

Attachments: Conditions of Approval, Findings

cc: Milena Zasadzien, Principal City Planner
Andy Rodriguez, Senior City Planner
Michelle Carter, City Planner
Stephanie Escobar, City Planning Associate

CONDITIONS OF APPROVAL

Pursuant to Sections 12.24 U.24(b), 13B.2.3 and 12.37 I of the Los Angeles Municipal Code, the following conditions are hereby imposed upon the use of the subject property:

Entitlement Conditions

1. **Site Plan**. Except as modified herein, the project shall be in substantial conformance with the plans, submitted by the Applicant, stamped "Exhibit A," and attached to the subject case file.

2. **Use**. The use of the subject property shall be limited to Kindergarten through 6th grade.

    a. The maximum student enrollment for the Chippingford School (Kindergarten through 6th grade) shall be limited to 50 students.

3. **Floor Area**. The total size of all buildings on the subject property shall be limited to 15,415 square feet of floor area.

4. **Hours of Operation**. The Chippingford School (Kindergarten through 6th grade) hours of operation shall be limited to the following hours:

    a. General School Instruction – 8:00 a.m. to 3:00 p.m., Monday through Friday with optional afternoon programming at the school ending by 4:30 p.m. No classroom instruction is permitted on Saturday or Sunday.

5. **Determination Letter**. All school administrators, faculty and school board members shall be provided a copy of the subject determination.

6. **Plan Approval**. Two years from the issuance of a Certificate of Occupancy or Temporary Certificate of Occupancy for the school, the property owner shall file a Plan Approval application and associated fees together with mailing labels for all property owners and tenants within 300 feet of the property. The matter shall be set for public hearing with appropriate notice. The purpose of the Plan Approval shall be to review the effectiveness of, and the level of compliance with, the terms and conditions of this grant, including the effectiveness of the any documented noise impacts from parking operations on the surrounding residential properties. Upon review of the effectiveness of and compliance with the conditions, the Department of City Planning shall issue a determination. Such determination may delete, modify the terms and conditions and/or add new terms and conditions, as deemed appropriate. The Department of City Planning may also require one or more subsequent Plan Approval applications, if deemed necessary. The application shall include the following minimum information:

    a. The number of students enrolled: provide a copy of the ledger to verify enrollment numbers for each school year, including any summer sessions.
    b. Physical modifications involving expansion or change of use or location: provide a copy of the Building Permit for any physical modifications and Certificate of Occupancy for any expansions along with a copy of the Building and Safety approved plans.
    c. Operational information: provide documents that evidence policies and procedures for [list as relevant] hours of operations, parking, and formation of liaison committees with the community.
    d. Complaint log: provide a copy of the complaint log required by Condition No. 10 identifying specific complaints and resolutions.

7. Notwithstanding Condition No. 6, If at any time during the period of the grant, should documented evidence be submitted showing continued violation(s) of any condition of the grant, resulting in a disruption or interference with the peaceful enjoyment of the adjoining and neighboring properties, the Director of Planning shall have the right to require the applicant, school administration, or property owner to file for a plan approval application together with the associated fees, to hold a public hearing and review the school's compliance with, and the effectiveness of, the conditions of the grant. The applicant shall submit a report and supporting documentation demonstrating compliance with each condition of the grant.

8. A copy of the Calendar and List of Special Events shall be posted online on the school's website, and prominently at the school visible from the public right of way, 10 days prior to the beginning of each school year for public reference.

9. A Community Relations representative shall be designated and contact information of that person posted online on the school's website, and prominently at the school, 10 days prior to the beginning of each school year.

10. A complaint log shall be kept and include the complainant's name, date and time of complaint, phone number, the nature of the complaint, the date and time of the response of the complaint, and a description of how the issue was responded to or resolved. Record of all complaints must be maintained on the premise. Information on how the public can report concerns or complaints shall be posted online on the school's website, and prominently at the school visible from the public right of way, 10 days prior to the beginning of each school year for public reference.

11. No variation to allow any "major" event that is not included on the Calendar shall be scheduled without a minimum 20-day advance notification to the applicable Council District Office, Certified Neighborhood Council, and abutting owners and occupants of the school properties.

12. **Parking.** Automobile parking shall be provided consistent with LAMC and/or Assembly Bill (AB) 2097.

13. **Bicycle Parking.** At least nine (9) bicycle parking spaces (six (6) short-term and three (3) long-term spaces shall be located in a prominent, accessible location, as depicted in Exhibit A, and in accordance with the provisions of Section 12.21.A.16 of the Municipal Code.

14. **Loading and Unloading.** Student drop-off/pick-up activities shall be located as indicated on the plans in "Exhibit A". The drop-off/pick-up plan may be modified to the satisfaction of the Los Angeles Department of Transportation (LADOT). Modifications required by the LADOT shall be submitted to the Department of City Planning for the record.

15. All new school projects must contact LADOT for an assessment of the school's proposed drop-off/pick-up process and to determine if any traffic controls, school warning and speed limit signs, school crosswalk and pavement markings, passenger loading zones and school bus loading zones are needed. To allow appropriate time for review, contact LADOT prior to school opening.

16. The applicant shall inform parents, students, faculty and staff in writing on an annual basis of all rules regulating school traffic and parking. A copy shall be mailed to the Department of City Planning at the same time for inclusion in the case file. The school administration shall maintain a list of license plate numbers of all families whose children are enrolled as well as the license plate numbers for each employee who parks on the property.

17. Activities outside normal instructional hours, including parent teacher conferences, school meetings, and other customary school activities shall be scheduled so as to adequately provide

parking on-site for all staff and visitors. Arrangements shall be made to provide off-street parking for events exceeding the parking capacity on-site.

18. One or more parking monitors in orange vests or other distinctive attire shall be located at the driveway entrance along Le Conte Avenue and Hilgard Avenue during all drop-off and pick-up hours and at all special events to preclude noise from car horns, car radios, car alarms and loud voices, and to maintain smooth ingress to and egress from the parking areas. Monitors shall report any violations to the school administration.

19. The parking and student drop-off/pick-up operational requirements shall be included in the school policies. These school policies should be communicated to faculty, staff, students, and parents at the beginning of the school year and be reinforced throughout the school year and should include information on parking operations, campus access and circulation, and any on-site and off-site student drop-off/pick-up operations. In addition, contact information including phone number and contact person will be posted on signs on the school building with notice of the appropriate person to contact regarding school related traffic and parking issues.

20. The school shall stagger beginning and ending class times so as to minimize conflict with other schools in the area. In conjunction therewith, the applicant shall submit to the satisfaction of the City Planning Department a summary of drop off and pick up times applicable to the nearest five schools prior to the issuance of a certificate of occupancy.

21. **Plans**. Prior to the issuance of building permits, detailed development plans, including a complete landscape plan, shall be submitted to the satisfaction of the Department of City Planning.

22. **Landscaping and Recreation**. All open areas not used for buildings, driveways, parking areas, or walkways shall be attractively landscaped and maintained in accordance with a landscape plan and an automatic irrigation plan, prepared by a licensed Landscape Architect and to the satisfaction of the decision maker.

23. The maximum occupancy of the building at any time shall not exceed the number of persons the Fire Department establishes, and the building shall be so posted.

24. **Trash**.

    a. Trash shall be covered at all times.
    b. Trash/recycling containers shall be locked when not in use.
    c. Trash/recycling containers shall not be placed in or block access to vehicular parking spaces.

25. An Emergency Procedures Plan shall be established identifying guidelines and procedures to be utilized in the event of fire, medical urgency, earthquake, or other emergencies to the satisfaction of the Police Department and Fire Department within six months of operation. A copy of such document shall be submitted to the Department of City Planning upon its approval.

26. A security plan shall be developed in consultation with the Police Department, outlining security features to be provided in conjunction with the operation of the school within six months of operation. In addition, the property owner shall provide the Commanding Officer a diagram of the site indicating access routes and any additional information that might facilitate police response. The applicant shall submit evidence of compliance to the Department of City Planning.

27. The property shall be internally secured when not in use.

28. **Lighting.** All lighting shall be directed onto the site and no floodlighting shall be located so as to be seen directly by the adjacent residential areas. This condition shall not preclude the installation of low-level security lighting.

29. **School Noise.**

    a. No outdoor public address system shall be installed or maintained on the subject property. No paging system shall be installed which is audible outside the building in which it is located.
    b. No amplified music or loud non-amplified music is permitted outside.
    c. Compressors and other equipment which may introduce noise impacts beyond any property line shall be enclosed or otherwise attenuated so as to be inaudible off-site.
    d. No exterior bells, horns, or similar sound-emitting devices are permitted.
    e. Staff members shall monitor the exterior corridors before and after school and between classes, and shall seek to prevent excessive noise.
    f. Staff members shall monitor students at all times they are outside the building, including before and after school, lunch, and any breaks, to prevent excessive or unnecessary noise.

30. **Maintenance**. The subject property (including any trash storage areas, associated parking areas, sidewalks, driveways, yard areas, parkways, and exterior walls along the property lines) shall be maintained in an attractive condition and shall be kept free of trash and debris.

31. Delivery vehicles shall enter and exit the property from Le Conte Avenue only. The School Administrator shall instruct companies who deliver to do so between 7:30 a.m. and 6:00 p.m. but outside the stated hours of student drop off and pick up.

32. **Traffic Management Program**. The project shall be in compliance with the Traffic Management Program (TMP) dated August 14, 2026, and attached to the subject case file. Substantial modifications of the TMP shall be reviewed by LADOT and a copy shall be provided to the Department of City Planning for inclusion in case file.

WAIVER OF DEDICATIONS AND IMPROVEMENTS

33. **Waiver of Dedications and Improvements**.

    b. **Waiver of Dedications and Improvements**. No dedications or improvements shall be required along Hilgard Avenue and Le Conte Avenue.
    c. **Improvements**. No improvements otherwise required by the Bureau of Engineering or other agencies shall be provided.

34. **Final Plans.** Prior to the issuance of any building permits for the project by the Department of Building and Safety, the applicant shall submit all final construction plans that are awaiting issuance of a building permit by the Department of Building and Safety for final review and approval by the Department of City Planning. All plans that are awaiting issuance of a building permit by the Department of Building and Safety shall be stamped by the Department of City Planning staff “Final Plans”. A copy of the Final Plans, supplied by the applicant, shall be retained in the subject case file.

35. **Notations on Plans**. Plans submitted to the Department of Building and Safety, for the purpose of processing a building permit application shall include all of the Conditions of Approval herein attached as a cover sheet, and shall include any modifications or notations required herein.

36. **Building Plans**. A copy of the first page of this grant and all Conditions and/or any subsequent appeal of this grant and its resultant Conditions and/or letters of clarification shall be printed on the building plans submitted to the Development Services Center and the Department of Building and Safety for purposes of having a building permit issued.

37. **Corrective Conditions**. The authorized use shall be conducted at all times with due regard of the character of the surrounding district, and the right is reserved by the City Planning Commission, or the Director pursuant to Section 12.27.1 of the Los Angeles Municipal Code, to impose additional corrective conditions, if, in the Commission's or Director's opinion, such conditions are proven necessary for the protection of persons in the neighborhood or occupants of adjacent property.

38. **Approvals, Verification and Submittals**. Copies of any approvals, guarantees or verification of consultations, reviews or approval, plans, etc., as may be required by the subject conditions, shall be provided to the Department of City Planning for inclusion in the subject case file.

39. **Code Compliance**. All area, height and use regulations of the zone classification of the subject property shall be complied with, except wherein these conditions explicitly allow otherwise.

40. **Department of Building and Safety**. The granting of this determination by the Director of Planning does not in any way indicate full compliance with applicable provisions of the Los Angeles Municipal Code Chapter IX (Building Code). Any corrections and/or modifications to plans made subsequent to this determination by a Department of Building and Safety Plan Check Engineer that affect any part of the exterior design or appearance of the project as approved by the Director, and which are deemed necessary by the Department of Building and Safety for Building Code compliance, shall require a referral of the revised plans back to the Department of City Planning for additional review and sign-off prior to the issuance of any permit in connection with those plans.

41. **Covenant**. Prior to the issuance of any permits relative to this matter, an agreement concerning all the information contained in these conditions shall be recorded in the County Recorder's Office. The agreement shall run with the land and shall be binding on any subsequent property owners, heirs or assign. The agreement must be submitted to the Department of City Planning for approval before being recorded. After recordation, a copy bearing the Recorder's number and date shall be provided to the Department of City Planning for inclusion in the subject case file.

42. **Definition**. Any agencies, public officials or legislation referenced in these conditions shall mean those agencies, public offices, legislation or their successors, designees or amendment to any legislation.

43. **Enforcement**. Compliance with these conditions and the intent of these conditions shall be to the satisfaction of the Department of City Planning and any designated agency, or the agency's successor and in accordance with any stated laws or regulations, or any amendments thereto.

44. **Expedited Processing Section**. Prior to the clearance of any conditions, the applicant shall show proof that all fees have been paid to the Department of City Planning, Expedited Processing Section.

45. **Indemnification and Reimbursement of Litigation Costs**.

Applicant shall do all of the following:

a. Defend, indemnify and hold harmless the City from any and all actions against the City relating to or arising out of, in whole or in part, the City's processing and approval of this entitlement, including but not limited to, an action to attack, challenge, set aside, void, or otherwise modify or annul the approval of the entitlement, the environmental review of the entitlement, or the approval of subsequent permit decisions, or to claim personal property damage, including from inverse condemnation or any other constitutional claim.

b. Reimburse the City for any and all costs incurred in defense of an action related to or arising out of, in whole or in part, the City's processing and approval of the entitlement, including but not limited to payment of all court costs and attorney's fees, costs of any judgments or awards against the City (including an award of attorney's fees), damages, and/or settlement costs.

c. Submit an initial deposit for the City's litigation costs to the City within 10 days' notice of the City tendering defense to the Applicant and requesting a deposit. The initial deposit shall be in an amount set by the City Attorney's Office, in its sole discretion, based on the nature and scope of action, but in no event shall the initial deposit be less than $50,000. The City's failure to notice or collect the deposit does not relieve the Applicant from responsibility to reimburse the City pursuant to the requirement in paragraph (ii).

d. Submit supplemental deposits upon notice by the City. Supplemental deposits may be required in an increased amount from the initial deposit if found necessary by the City to protect the City's interests. The City's failure to notice or collect the deposit does not relieve the Applicant from responsibility to reimburse the City pursuant to the requirement in paragraph (ii).

e. If the City determines it necessary to protect the City's interest, execute an indemnity and reimbursement agreement with the City under terms consistent with the requirements of this condition.

The City shall notify the applicant within a reasonable period of time of its receipt of any action and the City shall cooperate in the defense. If the City fails to notify the applicant of any claim, action, or proceeding in a reasonable time, or if the City fails to reasonably cooperate in the defense, the applicant shall not thereafter be responsible to defend, indemnify or hold harmless the City.

The City shall have the sole right to choose its counsel, including the City Attorney's office or outside counsel. At its sole discretion, the City may participate at its own expense in the defense of any action, but such participation shall not relieve the applicant of any obligation imposed by this condition. In the event the Applicant fails to comply with this condition, in whole or in part, the City may withdraw its defense of the action, void its approval of the entitlement, or take any other action. The City retains the right to make all decisions with respect to its representations in any legal proceeding, including its inherent right to abandon or settle litigation.

For purposes of this condition, the following definitions apply:

"City" shall be defined to include the City, its agents, officers, boards, commissions, committees, employees, and volunteers.

"Action" shall be defined to include suits, proceedings (including those held under alternative dispute resolution procedures), claims, or lawsuits. Actions include actions, as defined herein, alleging failure to comply with any federal, state or local law.

Nothing in the definitions included in this paragraph are intended to limit the rights of the City or the obligations of the Applicant otherwise created by this condition.

FINDINGS

Conditional Use Findings

1. **The project will enhance the built environment in the surrounding neighborhood or will perform a function or provide a service that is essential or beneficial to the community, city, or region.**

The proposed project involves a change of use and tenant improvement within an existing 15,629-square-foot vacant office building to accommodate a new Kindergarten through 6th Grade private school with a maximum enrollment of 50 students. The proposed project also includes the construction of a small play area and mechanical screening on the building's roof top, reducing the total floor area from 15,629 square feet to 15,415 square feet. There will be no change to this existing building's height (43 feet and 11 inches) or massing.

The proposed interior work will involve the demolition of structural and non-structural elements and the construction of new interior improvements, seismic/structural upgrades, new fire sprinklers, and mechanical, electrical, and plumbing upgrades. As a result of the seismic/structural upgrades, the LAMC floor area will be reduced from 15,629 square feet to 15,415 square feet, representing a decrease of 214 square feet. Additionally, there are seven (7) existing street trees along the perimeter of the property and nine (9) non-protected trees on-site. None of the trees will be impacted and all trees will be retained and protected in place.

The surrounding single-family residential, multi-family residential, and commercial properties will be minimally affected by the tenant improvements and the current building will be preserved and enhanced with landscaping. Additionally, the surrounding streets will be activated by converting the existing vacant office building with a K-6 school use.

The proposed school, "Chippingford School" is a private school that specializes in small-group and individualized education models. Class sizes are small to accommodate a student-teacher ratio of one (1) teacher for every six (6) students. Enrollment for the school is limited to 50 students. Currently, there are no K-6 private schools in the neighborhood, therefore the project will provide a school option that is not currently available in the neighborhood for grades K-6.

In addition to the proposed activation of a vacant building, the proposed tenant improvements will include seismic and structural upgrades that greatly benefit the safety of the surrounding community, particularly the adjacent single-family and hotel property owners. As such, the project will enhance the built environment in the surrounding neighborhood and will perform a function and provide a service that is essential and beneficial to the community, city, and region.

2. **The project's location, size, height, operations and other significant features will be compatible with and will not adversely affect or further degrade adjacent properties, the surrounding neighborhood, or the public health, welfare, and safety.**

The project proposes the change of use of an existing vacant office building to a Kindergarten through 6th grade private school, located at 900 Hilgard Avenue. The existing building will remain and there will be no new building structures or expansion of the existing building.

The project proposes the addition of a 4,289 square foot play area on the rooftop of the existing building, fencing around mechanical equipment on the rooftop, and street-level fencing around the existing cement patio area along Hilgard Avenue. The street-level fence will improve the welfare and safety of the neighborhood by providing a small outdoor space for the school's teachers and staff separate from the sidewalk and street. The screening for mechanical

equipment on the rooftop will not adversely affect the surrounding neighborhood because it will block the equipment with a visually pleasing screen. The play area on the rooftop, which is not visible from the street, will not adversely affect the surrounding neighborhood because students will only use the play area for limited times during the school day and will not be used after 3:00 p.m. after the regular school programming ends. The project will also enhance the rooftop with landscaping elements, sun shades, bicycle racks, and picnic tables – all of which will only be used Monday through Friday during the school's regular operations from 8:00 a.m. to 4:30 p.m.

As no changes are proposed to alter the existing building's location, size, height, or other significant features, the change of use to an educational facility is not expected to adversely affect or further degrade adjacent properties, the surrounding neighborhood, or the public health, welfare, and safety. The proposed interior improvements will provide upgraded facilities and enhance the existing building. No material exterior changes are proposed to the existing building, which will maintain its appropriate scale with the neighborhood. Furthermore, schools are permitted on residentially zoned properties through the approval of conditional use permits. Many independent private schools throughout the City of Los Angeles are located in single-and multi-family residential neighborhoods. Properties within the vicinity of the project site are currently developed with single-family residential, multi-family residential, and commercial properties. As conditioned, the project's parking area, driveway, and drop-off/pick-up plans shall be to the satisfaction of the Los Angeles Department of Transportation. Therefore, the project's circulation will not adversely impact adjacent properties.

3. The project substantially conforms to the purpose, intent and provisions of the General Plan, the applicable community plan, and any applicable Specific Plan.

The General Plan is the City's roadmap for future growth and development. The General Plan Elements establish goals, policies, purposes, and programs that provide for the regulatory environment in managing the City, and for addressing environmental concerns and problems. The majority of the policies derived from these elements are implemented in the form of Municipal Code requirements. The General Plan is comprised of the Framework Element, seven state-mandated elements, and four additional elements. The Framework Element establishes the broad overall policy and direction for the General Plan.

The project proposes the change of use of an existing vacant office building to a Kindergarten through 6th grade private school. The proposed project involves tenant improvement within an existing 15,629-square-foot vacant office building to accommodate a Kindergarten through 6th Grade private school serving up to 50 students and the construction of a small play area and mechanical screening on the building's roof top, reducing the total floor area from 15,629 square feet to 15,415 square feet. There will be no change to this existing building's height (43 feet and 11 inches) or massing.

Furthermore, there will be fencing around the mechanical equipment on the rooftop, and street-level fencing around the existing cement patio area along Hilgard Avenue. The play area on the rooftop, which is not visible from the street, will not be used after 3:00 p.m. after the regular school programming ends. The rooftop will also contain landscaping elements, sunshades, bicycle racks, and picnic tables – all of which will only be used Monday through Friday during the school's regular operations from 8:00 a.m. to 3:00 p.m.

The proposed change of use from an existing vacant office building to a private Kindergarten through 6th grade facility is consistent with the following objectives and policies of the Framework Element:

<u>Framework Element</u>

Objective 5.4: Encourage the development of community facilities and improvements that are based on the need within the centers and reinforce or define those centers and the neighborhood they serve.

Policy 5.4.1: Encourage the design of existing and new schools for multiple functions.

Objective 9.33: Maximize the use of local schools for community use and local open space and parks for school use.

Policy 9.33.1: Encourage a program of decision-making at the local school level to provide access to school facilities by neighborhood organizations.

The subject site is located within the Westwood Community Plan Area, which is one of 34 Community Plans which together form the Land Use Element of the General Plan. The property is designated with a Medium Residential land use designation and the property is zoned [Q]R3-1-O. The General Plan does not specifically address provisions or standards for private schools, although it encourages “public schools [to] provide a quality education for all of the City’s children, including those with special needs, and adequate school facilities to serve every neighborhood in the City so that students have an opportunity to attend school in their neighborhoods” (Goal 9N, Framework Element). Furthermore, the project meets the following relevant land use objectives and policies of the Community Plan:

Westwood Community Plan

Goal 1: A safe, secure, and high quality residential environment for all economic, age and ethnic segments of the community.

Policy 1-1.1 – Protect existing single family residential neighborhoods from new out of scale development and other incompatible uses.

Goal 11: A system of safe, efficient and attractive bicycle and pedestrian facilities.

Objective 11-2 – To provide pedestrian-oriented access and routes that are safe, efficient and attractive for commuter, school and recreational use, and facilitate economic activity and access to transit facilities.

Policies 11-2.3 – Protect and improve pedestrian-oriented street segments.

The proposed project will protect the neighborhood by maintaining the existing building so it will not be out of scale with the neighborhood. The project is located at the corner of Hilgard Avenue and Le Conte Avenue with the UCLA campus to the northwest and commercial and multi-family residential properties to the north and west. The project will improve the corner intersection by converting a vacant office building into a vibrant and activated street corner where improved landscaping and school security will improve the pedestrian and cyclist experience. Additionally, during student drop-off/pick-up, school staff will be present at the Hilgard Avenue frontage of the property to facilitate safe transfer to the school/parent vehicle and safe pedestrian travel in the community. As such, project substantially conforms to the purpose, intent and provisions of the General Plan, the applicable community plan, and any applicable Specific Plan

Waiver of Dedications and/or Improvements Findings

4. The dedication or improvement requirement does not bear a reasonable relationship to any project impact.

The subject site is comprised of two (2) lots with 130 feet of frontage along Hilgard Avenue which is designated as an Avenue II and 119 feet of frontage along Le Conte Avenue designated as a Local Street. The property is developed with an existing building that has been vacant since 2016.

Adjacent to the subject property, Hilgard Avenue is currently dedicated to a variable Right-of-Way width of 80 feet and Le Conte Avenue is currently dedicated to a variable Right-of-Way width of 62 feet. A 13-foot-wide sidewalk (including parkway width) currently exists along the entire frontage of the property along Hilgard Avenue and a seven-foot-wide sidewalk (including parkway width) currently exists along the entire frontage of the property along Le Conte Avenue. Furthermore, the existing sidewalk ramp at the corner intersection of Hilgard Avenue and Le Conte Avenue has a four-foot-width and 22-foot-length.

The project is requesting a waiver of all street and corner dedications proposed by BOE along Hilgard Avenue and Le Conte Avenue. Specifically, the three-feet dedication along Hilgard Avenue for the purpose of completing the 43-feet half Hilgard Avenue right-of-way; the 20-feet corner radius dedication (or 15-feet by 15-feet corner cut) at the intersection of Hilgard Avenue and Le Conte Avenue, the half roadway widening and improvement of Hilgard Avenue along the property's frontage from 25-feet to 28-feet, and the half roadway widening and improvement of Le Conte Avenue along the Property's frontage from 17.5-feet to 18-feet.

While these dedications to widen the roadways and corner radius dedication/corner cut are necessary to complete the half width right-of-way and corner radius dedication/corner cut, the imposition does not bear a reasonable relationship to the project. Since the existing building on the property will only involve a change of use, there is no significant exterior site work proposed along the sidewalks or streets. Furthermore, the existing Hilgard Avenue half roadway would not be materially changed with a three-feet dedication and the existing Le Conte Avenue half roadway would not be materially changed with a 0.5-foot dedication. As there is no proposed demolition of the existing building, these dedications and improvements along both streets and the corner intersection would only lessen the pedestrian experience by decreasing the existing space between the roads and the existing building. The project as a whole will benefit the community by activating the vacant building with a school use and providing a private school option that is not currently available in the community.

Furthermore, the primary dedications and improvements required by the PLUR involve widening and dedication along Hilgard Avenue to achieve a three-foot increase to the half roadway, widening and dedication along Le Conte Avenue to achieve a 0.5-foot increase to the half roadway, and a 15-foot by 15-foot corner cut at the intersection of Hilgard Avenue and Le Conte Avenue. This extensive work is beyond the change of use currently proposed by the proposed project and would greatly impact pedestrian safety and transportation at the intersection.

Additionally, the existing building has been identified by SurveyLA, the Citywide historic survey, as potentially significant and there are seven (7) street trees and nine (9) non-protected significant trees on the property. Therefore, any demolition of the existing building to achieve the dedications and improvements would severely impact the pedestrian experience by removing existing trees and a potentially significant historic building in addition to the extensive construction work that would be required.

Currently, the corner intersection provides an ADA-accessible ramp and the existing building's setback from the property line provides a scenic and spacious pedestrian experience along Hilgard Avenue. Additionally, the existing driveways to access the building are located on Le

Conte Avenue and prevent traffic queuing along Hilgard Avenue. In order to provide the required dedications and improvements, the project would remove these existing pedestrian-focused elements.

The proposed project is a change of use to allow a K-6 grade private school within an existing three-story vacant office building. The only construction work related to the project is tenant improvements to perform necessary interior upgrades and the addition of a small play area on the roof that will not be visible from the street. The required dedications and improvements would be physically impractical because the existing building and Property lines would need to be relocated through demolition and resulting sewer connections.

Since no demolition is proposed by the project, the dedications and improvements required would result in physical and practical hardships as well as significant detrimental effects to the potentially historic existing building and the existing trees on-site. As such, the dedications and improvements imposed on the project are physically impractical.

Environmental Findings

5. It has been determined based on the whole of the administrative record that the project is exempt from CEQA pursuant to State CEQA Guidelines, Section 15301, Class 1 (Existing Facilities) and Section 15303, Class 3 (New Construction or Conversion of Small Structures), Section 15332, Class 32 (In-fill Development) and there is no substantial evidence demonstrating that an exception to a categorical exemption pursuant to CEQA Guidelines, Section 15300.2, applies.

The Categorical Exception document dated July 2026 and attached to the subject case file provides the full analysis and justification for project conformance with the definition of Class 1, 3, and 32 Categorical Exemptions.

6. Flood Insurance. The National Flood Insurance Program rate maps, which are a part of the Flood Hazard Management Specific Plan adopted by the City Council by Ordinance No. 172,081, have been reviewed and it has been determined that this project is located in Zone X, areas of 0.2 percent annual chance flood hazard, areas of 1 percent annual chance flood with average depth less than one foot or with drainage areas of less than one square mile.