DEPARTMENT OF CITY PLANNING

RECOMMENDATION REPORT

City Planning Commission

Date: **February 12, 2026**
Time: After 8:30 A.M.*
Place: Los Angeles City Hall
200 N. Spring Street, Room 340
Los Angeles, CA 90012

And via Teleconference. Information will be provided no later than 72 hours before the meeting on the meeting agenda published at https://planning.lacity.gov/about/commissionsboards-hearings and/or by contacting cpc@lacity.org.

Public Hearing: **Required**
Appeal Status: Conditional Uses are appealable to City Council.

Expiration Date: April 28, 2026
Multiple Approval: Yes

Case No.: CPC-2025-4636-CU3-WDI
CEQA No.: ENV-2025-4637-CE
Incidental Case: N/A
Council No.: 11 – Park
Plan Area: Palms – Mar Vista – Del Rey
Specific Plan: Los Angeles Coastal Transportation Corridor Specific Plan
Certified NC: Mar Vista
General Plan Land Use Designation: Medium Residential
Zone: [Q]RD1.5-1

Applicant: Jennifer T. Mottes
The Marianne Frostig Center for Educational Therapy
Representative: Dale Goldsmith
Armbruster Goldsmith & Delvac LLP

PROJECT LOCATION: **3655 – 3681 South Centinela Avenue; 12412 West Windward Avenue**

PROPOSED PROJECT: The project involves the change of use of an existing church to a Kindergarten through 12th grade private school in the [Q]RD1.5-1 Zone, with a maximum enrollment of 80 students. Approximately 3,935 square feet of the existing surface parking lot will be converted into an outdoor playground for students. The project proposes to utilize AB 2097 to eliminate parking requirements and will provide 23 vehicular parking spaces on site. The existing 15,376-square-foot building will remain and there will be no new building structures or expansion of the existing building. The project proposes interior tenant improvements to meet current technical codes and other requirements for an independent private school. Pick-up and drop-off of students will be located along Windward Avenue. The project is requesting a Waiver of Dedication and Improvements to waive the otherwise required dedication and improvements along the abutting alley.

REQUESTED ACTIONS:

1. Pursuant to CEQA Guidelines, Sections 15301 and 15304, Class 1 (Existing Facilities) and Class 4 (Minor Alterations to Land), Exemptions from CEQA, and that there is no substantial evidence demonstrating that an exception to a categorical exemption pursuant to CEQA Guidelines, Section 15300.2 applies;

2. Pursuant to Los Angeles Municipal Code (LAMC) Section 12.24 U.24(b), a Class 3 Conditional Use to permit the change of use of an existing church to a Kindergarten through 12th grade private school in the [Q]RD1.5-1 Zone, consisting of a maximum enrollment of 80 students; and

3. Pursuant to LAMC Section 12.37 I, a Waiver of Dedication and Improvements to waive the otherwise required dedication and improvements along the abutting alley to the west.

RECOMMENDED ACTIONS:

1. **Determine** that based on the whole of the administration record; the Project is exempt from CEQA pursuant to CEQA Guidelines, Sections 15301 and 15304, Class 1 and Class 4, and there is no substantial evidence demonstrating that an exception to a categorical exemption pursuant to CEQA Guidelines, Section 15300.2 applies;

2. **Approve** a Class 3 Conditional Use to permit the change of use of an existing church to a Kindergarten through 12th grade private school in the [Q]RD1.5-1 Zone, consisting of a maximum enrollment of 80 students;

3. **Approve** a Waiver of Dedication and Improvements to waive the otherwise required dedication and improvements along the abutting alley to the west.

4. **Adopt** the attached Conditions of Approval; and

5. **Adopt** the attached Findings.

VINCENT P. BERTONI, AICP
Director of Planning



Heather Bleemers
Senior City Planner

Iris Wan

Iris Wan
City Planner

ADVICE TO PUBLIC: *The exact time this report will be considered during the meeting is uncertain since there may be several other items on the agenda. Written communications may be mailed to the *Commission Secretariat, Room 272, City Hall, 200 North Spring Street, Los Angeles, CA 90012* (Phone No. 213-978-1300). While all written communications are given to the Commission for consideration, the initial packets are sent to the week prior to the Commission's meeting date. If you challenge these agenda items in court, you may be limited to raising only those issues you or someone else raised at the public hearing agendized herein, or in written correspondence on these matters delivered to this agency at or prior to the public hearing. As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability, and upon request, will provide reasonable accommodation to ensure equal access to these programs, services and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or other services may be provided upon request. To ensure availability of services, please make your request not later than three working days (72 hours) prior to the meeting by calling the Commission Secretariat at (213) 978-1300.

TABLE OF CONTENTS

Project Analysis **A-1**

Project Summary
Project Background
Public Hearing
Issues and Considerations
Conclusion

Conditions of Approval **C-1**

Findings **F-1**

Conditional Use Findings
Waiver of Dedication and Improvements Findings
CEQA Findings

Public Hearing and Communications **P-1**

Exhibits:

Exhibit A – Project Plans

Exhibit B – Maps

Radius Map
Zoning Map
Vicinity Map

Exhibit C – Environmental Document

ENV-2025-4637-CE

Exhibit D – Public Correspondence

Exhibit E – Department Letters

PROJECT ANALYSIS

PROJECT SUMMARY

The proposed project involves the change of use of an existing church to a Kindergarten through 12th grade private school, located at 3655 South Centinela Avenue (see *Figure 1* below). The existing 15,376-square-foot building will remain and there will be no new building structures or expansion of the existing building. No changes are proposed to the exterior of the building aside from addition of building identification signage near the main entrance along Centinela Avenue. The project proposes interior tenant improvements to meet current technical codes and other requirements for an independent private school. There will be up to four administrative staff on-site and approximately 16 teachers. Approximately 3,935 square feet of the existing surface parking lot will be converted into an outdoor playground for students. The project proposes new 6-foot-tall fences and gates to enclose the outdoor playground, as well as new planter, shrubs, vines, and three (3) shade trees. None of the existing trees or palms are proposed to be removed. The project proposes to utilize AB 2097 to eliminate parking requirements and will provide 23 vehicular parking spaces on site. Pick-up and drop-off of students will be located along Windward Avenue. Vehicular entrances are provided from two existing curbs along Centinela Avenue.

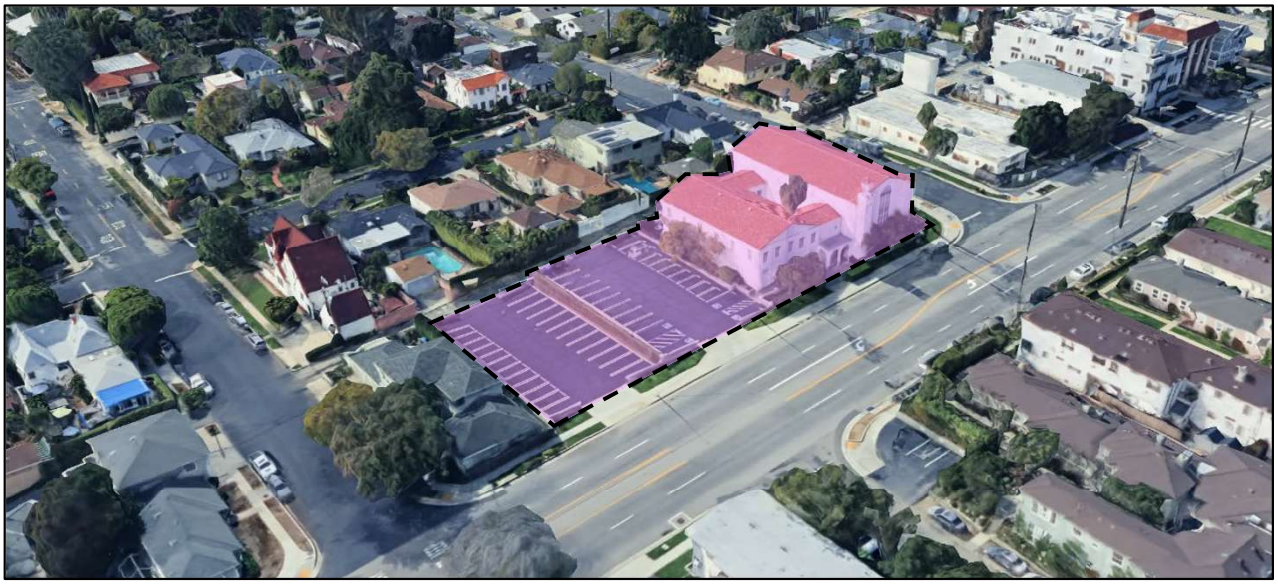


Figure 1. Existing church facility and associated surface parking lot.

The primary pedestrian entrance for the school will be located along Centinela Avenue. Two additional entrances located along Windward Avenue are utilized for emergency access only, and one entrance located in the alley is reserved for maintenance staff. The surface parking lot is bisected into two portions by existing planter and 4-foot-tall retaining wall. Subsequent to the conversion into the outdoor playground, the upper parking lot will

provide one (1) accessible vehicular parking space and the lower parking lot will provide 22 vehicular parking spaces.

Table 1 displays the proposed hours of operation for the school site. Additional details regarding pick-up/drop-off and project circulation can be found in the "Streets, Parking, and Circulation" section below.

Table 1: Hours of Operation, Frostig School Louma G. Campus

Category	**Hours of Operation**
General School Instruction	8:00 a.m. to 3:30 p.m., Monday through Friday with staggered dismissal
Occasional Extracurricular Activities	3:30 p.m. to 6:30 p.m., Monday through Friday
Gymnasium	Occasional use 7:30 a.m. to 6:00 p.m., on weekdays and weekends
School Special Events	5:00 p.m. to 10:00 p.m., occasional weekday and weekend nights
Community Partners	7:00 p.m. to 10:00 p.m., occasional weekday and weekend nights for meeting use
Faculty, staff, maintenance, security personnel	Present on the campus at any time
Summer school	8:30 a.m. to 2:30 p.m. for four weeks from mid-June to mid-July (open to enrolled students of the school only)

Special events will include one evening fundraising event per year with approximately 100 people in attendance. Five to ten basketball games are proposed during the school day, with approximately 15 to 20 adults in attendance each year. Graduation events for senior students will occur annually. In addition, parent-teacher conferences will be hosted during the day and spread over five days in one week for the parents once a semester.

PROJECT BACKGROUND

Project Site

The project site is comprised of five parcels with a total lot area of 25,379 square feet in the Mar Vista neighborhood. A portion of the project site is developed with a two-story building with associated surface parking lot (See *Figure 2*). The existing 15,376-square-foot building was formerly occupied by a church and contains an auditorium, a

gymnasium, classrooms, and offices. The surface parking lot is bisected into two separate lots, each with its own vehicular driveway located along Centinela Avenue. The upper parking lot is approximately 6,340 square feet and consists of 23 vehicular parking spaces. The lower parking lot is approximately 6,000 square feet and consists of 25 vehicular parking spaces. Both parking lots are paved with asphalt concrete and provide a total of 48 vehicular parking spaces. A 4-foot-tall concrete retaining wall separates the upper and lower parking lots.

The project proposes the change of use of an existing church to a Kindergarten through 12th grade private school. The existing two-story building will remain and no changes are proposed to the exterior of the building aside from the addition of building identification signage near the main entrance. A portion of the upper parking lot will be converted to a 3,935-square-foot outdoor playground for students. In addition, the project proposes interior tenant improvements to meet current technical codes and other requirements for an independent private school. Vehicular ingress will be provided via the existing vehicular driveway located along Centinela Avenue. The project site spans approximately 250 feet along Centinela Avenue, with a depth of 100 feet along Windward Avenue.



Figure 2. Project Site (outlined in red), Aerial Map.

General Plan Land Use Designation and Zoning

The project site is located within the Palms – Mar Vista – Del Rey Community Plan, which is one of the 35 Community Plans which together form the land use element of the

General Plan. The Community Plan designates the site for Medium Residential land uses with corresponding zones of R3 (See *Figure 3*). The project site is zoned [Q]RD1.5-1 and subject to Qualified "Q" Conditions contained within Ordinance No. 164,475. The "Q" Conditions pertaining to density, height, and guest parking are not applicable to the project. The "Q" Conditions related to lighting, covenant recordation, and submittal of plans are applicable to the project.

The project site is located within the Los Angeles Coastal Transportation Corridor Specific Plan (ZI-1874), a Transit Priority Area (ZI-2452), a Housing Element Site (ZI-2512), Urban Agriculture Incentive Zone, Special Grading Area, and is situated 4.49 kilometers from the Santa Monica Fault Zone. The site is also located in a Tier 2 Transit Oriented Communities area.

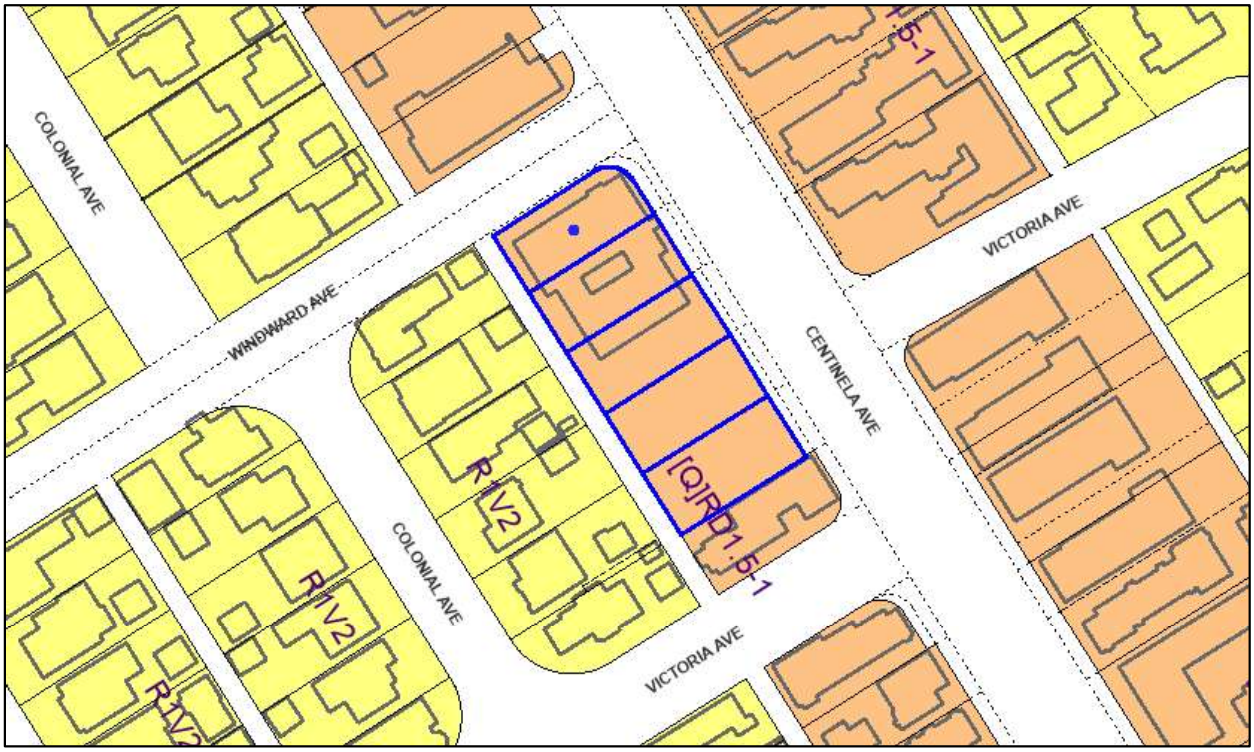


Figure 3. Project Site (outlined in blue), Zoning Map

Surrounding Properties

The project site is located in an urbanized area surrounded by primarily residential uses in the R1 and RD1.5 Zones (See *Figure 4*). Properties located across Centinela Avenue to the east are zoned [Q]RD1.5-1 and developed with one- and two-story residential structures. Property located to the north across Windward Avenue is zoned [Q]RD1.5-1 and developed with a one-story commercial structure that is currently vacant. The property adjoining the site to the south is zoned [Q]RD1.5-1 and developed with one- and two-story residential structures. There is a 15-foot alley abutting the site to the west.

Properties located across the 15-foot alley are zoned R1V2 and developed with one- and two-story residential structures.

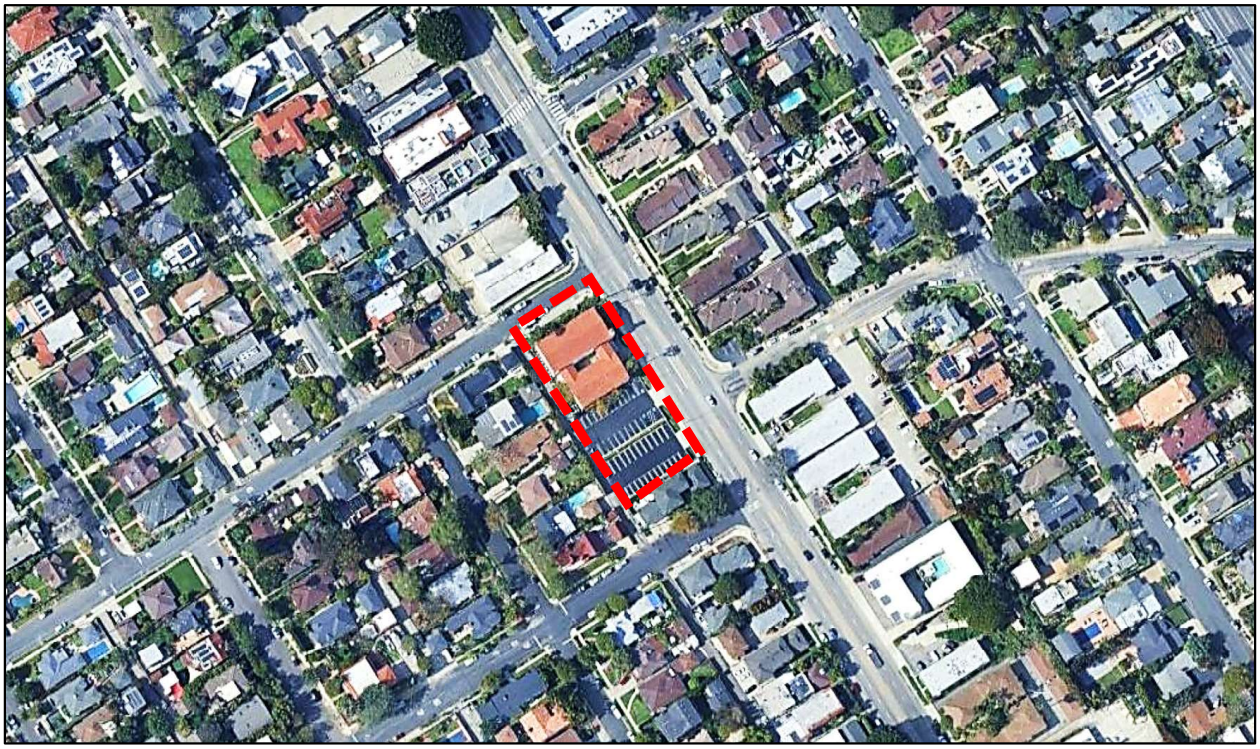


Figure 4. Project Site (outlined in red), Aerial Map.

Streets, Parking, and Circulation

Centinela Avenue, adjoining the subject property to the east is Avenue I, dedicated to a right-of-way width of 100 feet and a roadway width of 70 feet, and is improved with an asphalt roadway, concrete curb, gutter, and sidewalk.

Windward Avenue, adjoining the subject property to the north is a Local Street - Standard, dedicated to a right-of-way width of 60 feet and a roadway width of 36 feet, and is improved with an asphalt roadway, concrete curb and sidewalk.

Alley, adjoining the subject property to the west is a 15-foot alley, improved with asphalt concrete. The through alley can be accessed via Windward Avenue to the north and Victoria Avenue to the south.

Per the Applicant, none of the students will drive cars and approximately one-third of the students will arrive and depart by school-sponsored vans, with the remaining students to be picked up and dropped off by parents.

Per circulation plan provided by the applicant (See *Figure 5*), the upper parking lot will not be used for pick-up or drop-off of students. The proposed pick-up and drop-off area is

located along Windward Avenue. Parents and guardians of students driving along Centinela Avenue will enter the lower parking lot and turn right onto the 15-foot alley, and make another right turn onto Windward Avenue. Students dropped off along Windward Avenue will walk along the existing concrete sidewalk and enter the school via the main entrance along Centinela Avenue. School staff and/or faculty will supervise the pick-up and drop-off pursuant to a queue management plan to ensure smooth operations and avoid excessive queueing. Parents will be instructed to arrive at the school via Centinela Avenue and avoid local neighborhood streets, and pick-up hours will be staggered to avoid potential queues. In addition, the school is seeking approval of a school passenger loading zone at the Windward Avenue drop-off and pick-up area.

Faculty and staff of the school will enter the lower parking lot from Centinela Avenue and utilize the lower parking lot for staff parking. There is no pedestrian access between the lower and upper parking lots, as there is an existing 4-foot-tall retaining wall and planting area separating the two parking lots. Faculty, staff, and visitors of the school can utilize the existing concrete sidewalk along Centinela Avenue to access the main entrance.

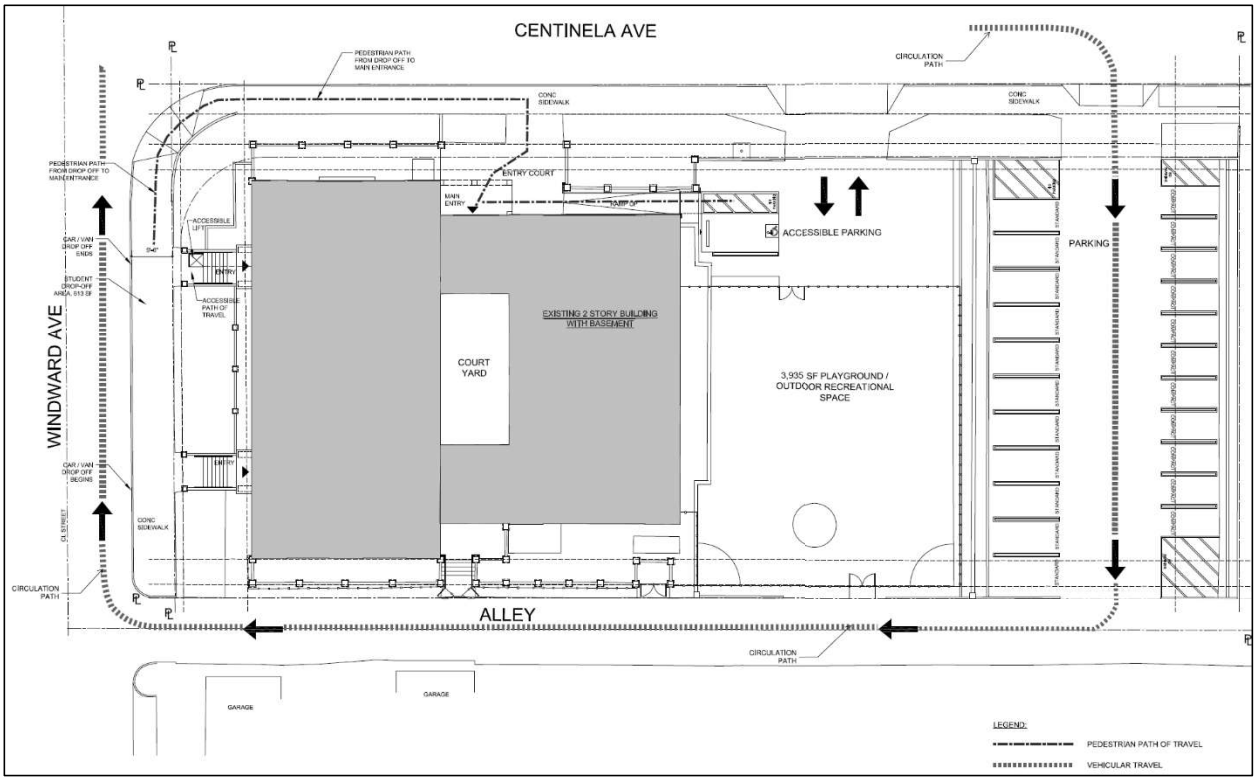


Figure 5. Vehicle and Pedestrian Circulation.

Previous Cases, Affidavits, Permits, and Orders on the Subject Property

ZA-2007-4571-ZV – On December 15, 2008, the Zoning Administrator accepted a request from the applicant to withdraw a Zone Variance application for a 28,137 square-foot parking structure with 122 spaces.

LADBS Document No. 1988LA16138 – On December 10, 1990, the LADBS issued a Certificate of Occupancy for the existing two-story church and gymnasium building. A total of 49 vehicular parking spaces was required.

LADBS Document No. 1968WL72876 – On March 13, 1969, the LADBS issued a Certificate of Occupancy for the 50 feet by 115 feet parking lot, located at 3655 – 3675 Centinela Avenue.

LADBS Document No. 1955VE13730 – On May 19, 1954, the LADBS issued a Certificate of Occupancy for the addition of classrooms to an existing two-story church.

LADBS Document Nos. 1945LA18280 and 1947LA80024 – On December 14, 1949, the Los Angeles Department of Building and Safety (LADBS) issued a Certificate of Occupancy for the addition of two assembly rooms in the rear of basement of an existing two-story church.

LADBS Document No. 1928LA14684 – On May 22, 1928, the LADBS issued a building permit for the construction of a two-story church building.

Relevant Cases within 1,000 Feet of the project Site

A 1,000-foot radius search of relevant cases pertaining to this Project was conducted on the City's Zone Information and Map Access System (ZIMAS). No relevant cases were found.

Public Hearing

A public hearing on this matter was held by the Hearing Officer virtually on December 17, 2025 (see Public Hearing and Communications, Page P-1). The hearing was attended by the Applicant, Jennifer Tucker Mottes, and Representatives, Dean Conklin and Dale Goldsmith.

After Mr. Goldsmith's presentation, Planning Staff requested an update on outreach efforts and asked that the Applicant's team clarify some details regarding Project access, circulation, and design features around the playground. Five members of the public provided verbal testimony at the public hearing. Concerns were raised regarding parking, traffic, and impacts to adjacent residential neighborhood. Mr. Goldsmith provided

responses to the concerns received from the public. A detailed discussion and response can be found in the “Public Hearing and Communications” section of this report on Page P-1.

Following the Hearing Officer Hearing, the Applicant requested the addition of a Waiver of Dedication and/or Improvement entitlement, as the Bureau of Engineering has required for a 2.5-foot wide strip of land to be dedicated along the alley, in order to complete a 10-foot wide half right-of-way width in accordance with alley standards. Furthermore, the project is required to provide improvements along the alley, including removal of existing broken asphalt pavement and reconstruction of new alley intersection, as well as repair or replace any broken or off-grade pavement.

Issues and Considerations

A letter (dated December 26, 2025) was received from the Bureau of Engineering, which identified infrastructure deficiencies adjacent to the project site. No dedication is required on Centinela Avenue or Windward Avenue. For the abutting 15-foot alley located west of the project site, a 2.5-foot-wide strip of land is required to be dedicated along the property, in order to complete a 10-foot-wide half right-of-way width. Per the Applicant, the requirement to widen the existing alley would require relocating the existing power pole and is not feasible for the proposed project. Subsequent to the Hearing Officer Hearing, the Applicant filed for a Waiver of Dedication and/or Improvement entitlement.

Public Comments

At the preparation of this report, five (5) emails in support of the project have been received. In addition, a letter (Dated: January 28, 2026) was received from the Mar Vista Community Council which expressed support for the proposed project. On January 30, 2026, the applicant provided four (4) letters from parents of students of the Frostig School and expressed support for the school. A detailed discussion can be found in the “Public Hearing and Communications” section of this report on Page P-1.

Conclusion

The project implements the goals and policies of the Palms – Mar Vista – Del Rey Community Plan by locating schools in appropriate locations and providing adequate school facilities to serve the needs of the existing and future population. Based on the public hearing and information submitted to the record, staff recommends that the City Planning Commission determine, based on its independent judgment, after consideration of the administrative record, that the project is categorically exempt from CEQA, and approve the requested Conditional Use and Waiver of Dedication and Improvements.

CONDITIONS OF APPROVAL

Pursuant to Sections 12.24 U.24(b) 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 high school uses serving Kindergarten through 12th grade students for the Frostig School. The 3,935 square-foot outdoor playground shall be limited to the area located southeast of the main school building, and limited to occupancy by Frostig School personnel, students, authorized volunteers and authorized visiting guests.

    a. The maximum student enrollment for the Frostig School Louma G. Campus (Kindergarten through 12th grade) shall be limited to 80 students.

    b. A maximum of 20 faculty and administrative staff members shall be permitted at the Frostig School Louma G. Campus at all times.

3. **Floor Area**. The total size of all buildings on the subject property shall be limited to 15,376 square feet of floor area.

4. **Hours of Operation**. The Frostig School Louma G. Campus' (Kindergarten through 12th grade) hours of operation shall be limited to the following hours:

    a. General School Instruction – 8:00 a.m. to 3:30 p.m., Monday through Friday with staggered dismissal.

    b. Occasional Extracurricular Activities – 3:30 p.m. to 6:30 p.m., Monday through Friday.

    c. Gymnasium – Occasional use 7:30 a.m. to 6:00 p.m. occasional weekdays and weekends.

    d. School Special Events – 5:00 p.m. to 10:00 p.m., occasional weekday and weekend nights.

    e. Community Partners – 7:00 p.m. to 10:00 p.m., occasional weekday and weekend nights for meeting use.

f. Faculty, staff, maintenance, and security personnel may be present on the campus at any time.

5. The school's gymnasium shall be permitted for all school related uses.

6. **Signage**. On-site signs shall be limited to the maximum allowable under the Los Angeles Municipal Code. The location, type, and size of signage are not part of this approval.

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

8. **Plan Approval**. 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 pursuant to Condition No. 7 demonstrating compliance with each condition of the grant.

Special Events/Calendar/Neighborhood Outreach

9. On-site school athletics and major events, events which attract more than 100 non-student or faculty members, shall be limited to those consistent with the annual School Calendar and the List of Major Events as to the hours, type, and location of the specific activity.

10. A copy of the Calendar and List of Major 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.

11. 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.

12. 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.

13. 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.

Parking and Traffic Management

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

15. **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.

16. 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 at least 6 months prior to school opening.

17. The on-site drop-off and pick-up periods for the school (Kindergarten through 12th grade) shall occur as follows:

    a. The drop-off period for the school shall be limited to 8:15 a.m. to 8:45 a.m.

    b. The pick-up period for the school shall be limited to the following:

        i. Lower School (Grades K-5) – 2:15 p.m. to 2:45 p.m.

        ii. Middle School (Grades 6 – 8) – 2:45 p.m. to 3:15 p.m.

        iii. Upper School (Grades 9 – 12) – 2:45 p.m. to 3:15 p.m.

18. 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.

19. 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.

20. Carpool Program.

    a. The applicant shall distribute information to parents explaining the carpool program. The information shall include family names and phone numbers so that parents can identify potential carpool opportunities.

21. One or more parking monitors in orange vests or other distinctive attire shall be located at the driveway entrance along Centinela 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.

22. 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.

23. **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.

24. **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.

25. 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.

26. **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.

Security and Emergency Plans

27. 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 prior to the issuance of a certificate of occupancy. A copy of such document shall be submitted to the Department of City Planning upon its approval.

28. 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, prior to the issuance of a certificate of occupancy. 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.

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

30. **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.

Noise

31. 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.

32. 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.

33. **Waiver of Dedication and Improvements**.

a. **Waiver of Dedication and Improvements**. No dedication or improvements shall be required along the abutting alley to the west of the subject property.

b. **Improvements**. All improvements otherwise required by the Bureau of Engineering or other agencies shall be provided.

Administrative Conditions

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. **Department of Water and Power**. Satisfactory arrangements shall be made with the Los Angeles Department of Water and Power (LADWP) for compliance with LADWP's Rules Governing Water and Electric Service. Any corrections and/or modification to plans made subsequent to this determination in order to accommodate changes to the project due to the under-grounding of utility lines, that are outside of substantial compliance or that affect any part of the exterior design or appearance of the project as approved by the Director, 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.

42. **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.

43. **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.

44. **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.

45. **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.

46. **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 project proposes the change of use of an existing church to a Kindergarten through 12th grade private school, located at 3655 South Centinela Avenue. The existing 15,376-square-foot building will remain and there will be no new building structures or expansion of the existing building. No changes are proposed to the exterior of the building aside from addition of building identification signage near the main entrance along Centinela Avenue. The project proposes interior tenant improvements to meet current technical codes and other requirements for an independent private school. There will be up to four administrative staff on-site and approximately 16 teachers. Approximately 3,935 square feet of the existing surface parking lot will be converted into an outdoor playground for students. The project proposes new 6-foot-tall fences and gates to enclose the outdoor playground, as well as new planter, shrubs, vines, and three (3) shade trees. None of the existing trees or palms are proposed to be removed. The project proposes to utilize AB 2097 and will provide 23 vehicular parking spaces on site. Pick-up and drop-off of students will be located along Windward Avenue. Vehicular entrances are provided from two existing curbs along Centinela Avenue.

For almost 75 years, the Frostig School has operated as an independent private school serving students with diverse learning needs. In 1951, the original Marianne Frostig Center for Educational Therapy opened on the west side of Los Angeles. The campus moved to Pasadena in the early 1980's, where currently approximately 120 students are taught by specialists in small classes. In 2019, a new Frostig School opened at Bel Air Church (16221 Mulholland Drive), currently attended by 30 students from elementary through high school (Grades K-12). In February of 2025, the nonprofit private school purchased the property at 3655 South Centinela Avenue, formerly occupied by the Church of Latter-day Saints.

As proposed, the Frostig School will operate the independent private school within the existing building. The school will educate and improve the lives of children with various learning needs and will therefore be beneficial to the community, city, and region. The project will enhance the built environment by modernizing an aging building and improving the property so that it meets all current technical codes and other requirements for a private school. As such, the use of an educational facility

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 church to a Kindergarten through 12th grade private school, located at 3655 South Centinela Avenue. The existing 15,376-square-foot building will remain and there will be no new building structures or expansion of the existing building. No changes are proposed to the exterior of the building aside from addition of building identification signage near the main entrance along Centinela Avenue. Approximately 3,935 square feet of the existing surface parking lot will be converted into an outdoor playground for students. The project proposes new 6-foot-tall fences and gates to enclose the outdoor playground, as well as new planter, shrubs, vines, and three (3) shade trees. None of the existing trees or palms are proposed to be removed.

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- and multi-family residential uses. 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 church to a Kindergarten through 12th grade private school, located at 3655 South Centinela Avenue. The existing 15,376-square-foot building will remain and there will be no new building structures or expansion of the existing building. No changes are proposed to the exterior of the building aside from addition of building identification signage near the main entrance along Centinela Avenue. The project proposes interior tenant improvements to meet current technical codes and other requirements for an independent private school. Approximately 3,935 square feet of the existing surface parking lot will be converted into an outdoor playground for students. The project proposes new 6-foot-tall fences and gates to enclose the outdoor playground, as well as new planter, shrubs, vines, and three (3) shade trees. None of the existing trees or palms are proposed to be removed. The requested entitlement is for a conditionally permissible use, and the project will comply with all other applicable provisions of the zoning code.

The proposed change of use from an existing church to a private Kindergarten through high school facility is consistent with the following objectives and policies of the Framework Element:

Framework Element

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.

For almost 75 years, the Frostig School has operated as an independent private school serving students with diverse learning needs. With the proposed change of use located at 3655 South Centinela Avenue, the school will provide additional educational

opportunities for its students. Furthermore, the school's gymnasium will also be used by local volleyball clubs for practices.

The subject property is zoned [Q]RD1.5-1 and designated for Medium Residential land uses. The proposed private school use is conditionally permitted pursuant to LAMC Section 12.24 U.24. 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). In relation to public schools, a goal of the Palms – Mar Vista – Del Rey Community Plan is to locate schools in appropriate locations and provide adequate school facilities to serve the needs of the existing and future population.

The project meets the following relevant land use objectives and policies of the Community Plan:

Palms – Mar Vista – Del Rey Community Plan

Goal 6: Appropriate locations and adequate school facilities to serve the needs of the existing and future population.

Objective 6-1: To site schools in locations complementary with existing land uses and adequate buffering between residential uses and convenient to the community with access to recreational opportunities.

Policy 6-1.1: Encourage compatibility between school locations, site layout and architectural design with adjacent land uses and community character.

The Frostig School will provide an essential service to the community with the proposed change of use. The project will provide tenant improvements to an aging structure so that it meets all current technical codes and other requirements for a private school. In order to accommodate school uses, portions of the existing surface parking lot will be converted to an outdoor playground for students. Fence and gates will be installed to provide security around the perimeter of the playground. New shrubs, vines, planter, and shade trees will be added to landscape the outdoor playground.

The project will not involve construction of any new building structures or the expansion of the existing two-story building. The existing building and proposed outdoor playground are buffered from nearby residential uses by on-site surface parking lot, adjacent alley, and streets. As no exterior changes are proposed to the

existing building, no significant impacts to adjacent land uses and community character are anticipated. The Frostig School will encourage parents and guardians to comply with the proposed pick-up and drop-off instructions in the morning and afternoon to address traffic congestion and accessibility. Furthermore, the project's parking area, driveway, and drop-off/pick-up plans are required to be submitted and approved by the Los Angeles Department of Transportation.

As discussed above, the project supports the goals, objectives, and policies of the Framework Element and the Palms – Mar Vista – Del Rey Community Plan by supporting the growth of new educational facilities. The required findings in support have been made and the operation has been imposed with conditions of approval to minimize potential impacts on the surrounding neighborhood. Therefore, the project conforms to the purpose, intent, and provisions of the General Plan and the Palms – Mar Vista – Del Rey Community Plan.

Waiver of Dedication and/or Improvement Findings

Pursuant to LAMC Section 12.37 I, the Director may waive, reduce, or modify the required dedication or improvement as appropriate after making any of the following findings, on writing, based on substantial evidence in the record.

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

b. The dedication or improvement is not necessary to meet the City's mobility needs for the next 20 years based on guidelines the Streets Standards Committee has established.

c. The dedication or improvement requirement is physically impractical.

4. The dedication or improvement requirement is physically impractical.

The proposed project involves the change of use of an existing church to a Kindergarten through 12th grade private school. Approximately 3,935 square feet of the existing surface parking lot will be converted to an outdoor playground for the students. No new construction or expansion of the existing building is proposed. New fence and gates are proposed to enclose the outdoor playground for security purposes.

A letter (dated December 26, 2025) was received from the Bureau of Engineering, which identified infrastructure deficiencies adjacent to the project site. No dedications are required on Centinela Avenue and Windward Avenue. For the

abutting alley to the west, a 2.5-foot-wide strip of land is required to be dedicated, in order to complete a 10-foot-wide half right-of-way width in accordance with alley standards. Furthermore, required improvements along the alley include removal of existing broken asphalt pavement along the property line, and reconstruction of a new 10-foot-wide half alley with 2-foot concrete gutter. The project is also required to construct new concrete standard alley intersection at the intersection with Windward Avenue, and repair or replace any broken or off-grade pavement.

The dedication and improvement requirements along the abutting alley are physically impractical given the existing physical improvements of the site and surrounding area. The dedication and improvement requirements would require relocation of existing power pole and power lines located within the dedication area, which currently connects to a larger system of power lines and power poles that extend to the north and south along the alley. To accommodate the required widening of the existing alley, the existing power pole would need to be relocated to the east onto the project site, which would conflict with existing improvements that will remain. In addition, the relocation would require the power lines to be rerouted over private property, including the proposed outdoor playground and abutting multi-family residential building to the south. Furthermore, the dedication and improvements would require relocation of existing stairs, gate, mechanical units, parking lot retaining wall, hedges and fence, and the loss of two vehicular parking spaces.

The requested Waiver of Dedication and Improvements along the abutting alley will facilitate the proposed change of use. The dedication is likely to go unfulfilled in the future as these five parcels have no immediate need or opportunity to fulfill this dedication. The project will provide the required improvements for the adjacent sidewalks along Centinela Avenue and Windward Avenue. As there are various existing components to remain on site, it is physically impractical to provide the required dedication and improvements along the alley.

CEQA 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) and Section 15304 (Class 4), and there is no substantial evidence demonstrating that an exception to a categorical exemption pursuant to CEQA Guidelines, Section 15300.2, applies.

   The proposed Project qualifies for a Class 1 Categorical Exemption because it involves the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or

topographical features, involving negligible or no expansion of existing or former use. The project qualifies for a Class 4 Categorical Exemption because it involves minor public or private alterations in the condition of land, water, and/or vegetation which do not involve removal of healthy, mature, scenic trees except for forestry or agricultural purposes. The Categorical Exception document for the associated environmental case (Case No. ENV-2025-4637-CE) attached to the subject case file provides the full analysis and justification for project conformance with the definition of a Class 1 and Class 4 Categorical Exemptions.

6. The National Flood Insurance Program rate maps, which area 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 the project is located outside of a flood zone.

PUBLIC HEARING AND COMMUNICATIONS

Public Hearing

Summary

A public hearing for Case No. CPC-2025-4636-CU3-WDI was held virtually by the Hearing Officer on Wednesday, December 17, 2025. The purpose of the hearing was to receive public testimony on behalf of the City Planning Commission as the decision maker on the case. At the time of the hearing, the applicant has not filed for the Waiver of Dedication and/or Improvements entitlement.

The hearing was attended by the Applicant, Jennifer Tucker Mottes, and Representatives, Dean Conklin and Dale Goldsmith. Mr. Goldsmith provided a brief summary of the school, the existing site conditions, and the requested scope of work. Mr. Goldsmith stated that the initial enrollment will be 35 students and expand gradually to a maximum of 80 students over a period of ten years. Mr. Goldsmith stated that the Applicant has had discussion with LADOT and no objections or concerns were raised pertaining to the proposed circulation plan. In regard to the required dedication and improvements in the abutting alley, the Applicant has significant concerns as there is an existing power pole that runs along the alley to Windward Avenue. Per the Applicant, there is not sufficient room to relocate the power pole on site as it is costly and requires it to relocate it in the proposed playground and on private property. As such, the Applicant requests for the dedication and improvements in the alley not to be included in the determination as a part of the Conditions of Approval.

After Mr. Goldsmith's presentation, five members of the public provided verbal testimony regarding the requested entitlement. The following statements were received:

Local Resident

- Schools are important and wonderful resources;
- Have been a resident for more than 30 years;
- Have questions regarding school's long-term planning;
- Curious to know if it will be codified in the Conditional Use Permit (CUP) regarding the maximum enrollment count;
- Have questions regarding staff and teachers;
- The 23 vehicular parking spaces will not be adequate for special events;
- If you have 20 employees and 23 spaces that leaves only 3 visitor spaces;
- Advocate for language in the CUP regarding traffic, carpooling, and busing;

- Has concerns about potential collisions for entrance on Windward Avenue; it is a very narrow street and there are regular near misses when people turn on that street;
- City may want to create a no-parking area if that is going to be the main pick-up and drop-off area;
- Want language that articulates that there is to be no parking on neighboring streets and no purchases of adjacent properties allowed for anything other than residential use.

Local Resident

- Live on Windward Avenue and has been at the location for 21 years;
- Concern is ingress and egress for the school;
- South-bound traffic on Centinela Avenue between the hours of 1:00 p.m. to 7:00 p.m. is problematic; very difficult to ingress and egress onto Centinela Avenue from Windward Avenue; literally impossible to go north-bound on Centinela Avenue;
- People coming out from the school will head west on Windward Avenue, off north on Wasatch Avenue, and we will have further congestions;
- Windward Avenue is already congested because people are cutting through from Windward Avenue;
- Overall concern is how will people deal with additional traffic;
- It is difficult to turn onto Windward Avenue as it is narrow;
- Cars have been hit three times on Windward Avenue;
- Once people see that Centinela Avenue is hard to turn to, cars will turn to other streets in the neighborhood.

Local Resident

- Live right next door;
- School has gotten security and neighborhood is so much better now;
- Feel that school has covered every base regarding drop-off and pick-up;
- Use Windward Avenue all the time with no problem;
- There is traffic and that is the way it is these days;
- School has been great with outreach;
- School has knocked on doors and talked to us;
- The school is a plus for the neighborhood;
- Hope City Planning give them what they need.

Local Resident

- Mar Vista resident and have lived here for more than 50 years;

- Live on Ocean View Avenue;
- Confused as there was no outreach to our street and Ocean View is directly east of Centinela Avenue;
- Traffic on Centinela Avenue south-bound is horrendous;
- Have concerns about traffic;
- Need widening of Windward Avenue in front of the school.

Board of Director, Frostig School

- Have been on the board and served as past Chair of the school;
- Served on the board for 20 years and son attended the school for 10 years;
- School is forefront for teaching kids with learning differences;
- School is amazing and wonderful;
- School started on west side of Los Angeles and moved to Pasadena;
- School saw that there is tremendous need on the west side and this is an ideal location;
- Hard to believe that any other uses would have less of an impact;
- This is ideal use for the facility on this street;
- School does our best to be good neighbor and be an asset to the community;
- Have no trouble with circulation and the plan that is putting forth;
- Never had problem turning on Centinela Avenue and have been there at all hours of the day; has not had issues;
- Site is in prime location;
- Consider the alternate use that is more intense than the school;
- Hope everyone will support the use that is beneficial to the community and students.

Subsequent to receiving the public comments, Mr. Goldsmith provided responses to the issues raised by members of the public. The following responses were provided:

- Appreciate and inputs and questions raised;
- Regarding maximum enrollment, the Planning Commission would impose a condition; the number of students will be capped;
- Regarding the pick-up and drop-off along Windward Avenue; have vetted with LADOT; there really is not a very good option; if you have direct access out to Centinela Avenue, there will be real problems in the parking lot;
- Having a no-parking area is a very good idea; we would request with the appropriate City department;
- This use is a very minimal use; current enrollment is only 35 students; a third are arriving by vanpool or small bus; that is perhaps 20 students which would be

staggered over a period of time; that is a fraction of what you would normally see from a private school;
- This site is shy of half an acre and designated as an opportunity area under the City's new mixed income incentive programs which allows for unlimited density; if the school use was not there, you might have a 60- to 70-unit apartment building which would generate far more trips;
- It is a low intensity use; we would be amenable to a condition that requires a preparation of a TDM (Transit Demand Management) program to the satisfaction of the LADOT; that would reinforce the effort that the school is already making to reduce trips.

After Mr. Goldsmith's rebuttal, Planning Staff requested an update on outreach efforts and asked that the Applicant's team clarify some details regarding Project access, circulation, and design features around the playground. Mr. Goldsmith and Mr. Conklin provided clarification and the responses were as follows:

- School starts at 8:30 a.m.; between 7:45 a.m. to 8:30 a.m. is when parents are dropping off students; there may be about 50 cars dropping off students when enrollment is at the maximum;
- Elementary school gets out before upper school; there would be half and hour to an hour difference between when elementary gets out to when upper school gets out; that will be roughly 2:30 p.m. for elementary and 3:30 p.m. for upper school;
- We allow for parents to come by after school gets out; parents tend to pick up the students within the half-hour window of when school gets out;
- Loading and unloading of the buses will occur along Windward Avenue;
- There is a path that goes along the building to the playground area; we are looking at the path for ADA compliance and anticipate making any adjustments as required per ADA compliance; the students would exit out of a door on Centinela Avenue, walk right next to the building, and walk down to the playground area; the playground area is fenced in;
- Goal would be to keep students safe; fencing would be fully compliant with all the regulations and driven for safety for the kids; open to screening of the fences; still developing the drawings and have not zeroed in on the transparency of the fence; able to make adjustments if needed; will provide more details as to the type of screening materials and the height of the fence;
- There are some shade trees and low-level plantings; understand the need to have more greenery; amenable to the condition that prior to building permits, we will provide a landscape plan to City Planning for review;
- The only lighting is related to security lighting;
- Not anticipating after-school care at this point;

- Anticipated to have summer camp for roughly half of the amount of the typical school population; the hours typically start around 9:00 a.m. and end around 1:00 p.m.; that will be for four weeks in the summer;
- Still in discussion with LADWP regarding the feasibility of moving the existing power pole;
- Reached out to Council Office and will continue to work with the Council Office; will follow up prior to the City Planning Commission meeting;
- Met with Land Use Committee of the Neighborhood Council and they voted to support the project; will provide a letter later.

Public Correspondence

On January 30, 2026, the applicant provided four (4) letters of support from parents of students who attend the Frostig School.

A letter (Dated: January 28, 2026) was received from the Mar Vista Community Council in support of the proposed project. The letter stated that the project was presented to the Mar Vista Community Council Planning and Land Use Committee during its November 13, 2025 public meeting, and the committee concluded that the school appears to have a low impact and positive use for the site. No major objections were raised by the committee members or the community. At the board meeting held on January 22, 2026, the Mar Vista Community Council voted to support the proposed change of use.

On January 26, 2026, three (3) email correspondences were received from neighbors residing near the project site. The emails expressed support for the proposed project and the requested waiver.

On January 23, 2026, an email correspondence was received from a neighbor residing adjacent to the project site. The email stated support for the proposed waiver to allow the school project to proceed without the need for further construction in the abutting alley.

On January 22, 2026, an email correspondence was received from a neighbor residing adjacent to the project site. The email stated support for the school.

On December 17, 2025, an email correspondence was received from a member of the public, which inquired about vehicular access into the lower parking lot when traveling north-bound on Centinela Avenue. Questions were raised regarding the drop-off sequence for vehicles traveling north on Centinela Avenue.

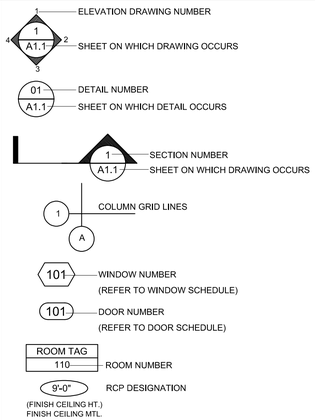
EXHIBIT A

Project Plans

ABBREVIATIONS

ABV	ABOVE
A.F.F.	ABOVE FINISHED FLOOR
ACC	ACCESS
AC	ACOUSTICAL
AD	AREA DRAIN
ADD	ADDENDUM
ADH	ADHESIVE
ADJ	ADJACENT
AGG	AGGREGATE
ALT	ALTERNATE
AL	ALUMINUM
ARCH	ARCHITECT[URAL]
AUTO	AUTOMATIC
BSMT	BASEMENT
BM	BENCH MARK
BEL	BELOW
BHD	BEHIND
BTWN	BETWEEN
BVL	BEVELED
BIT	BITUMINOUS
BLKG	BLOCKING
BD	BOARD
BOTT	BOTTOM
B.O.	BOTTOM OF
BLDG	BUILDING
BYD	BEYOND
CAB	CABINET
CB	CATCH BASIN
CPT	CARPET(ED)
CSMT	CASEMENT
CI	CAST IRON
CIP	CAST IN PLACE
CB	CATCH BASIN
CLK	CAULK(ING)
CLG	CEILING
CEM	CEMENT
CER	CERAMIC
CIR	CIRCLE
CIRC	CIRCUMFERENCE
CLR	CLEAR(ANCE)
COL	COLUMN
COMB	COMBINATION
COMPO	COMPOSITION
CONC	CONCRETE
CMU	CONCRETE MASONRY UNIT
CONST	CONSTRUCTION
CONT	CONTINUE
CONTR	CONTRACT(OR)
CJT	CONTROL JOINT
CG	CORNER GUARD
CTR	COUNTER
CFL	COUNTERFLASHING
CS	COUNTERSINK
CRS	COURSE(S)
CRG	CROSS GRAIN
DL	DEAD LOAD
DEMO	DEMOLISH(ED)
DEP	DEPRESSION
DTL	DETAIL
DG	DECOMPOSED GRANITE
DIAG	DIAGRAM
DIAM	DIAMETER
DIM	DIMENSION
DIV	DIVISION
DR	DOOR
DH	DOUBLE HUNG
DS	DOWNSPOUT
DRN	DRAIN
DW	DISHWASHER
DWR	DRAWER
DWG	DRAWING
(E)	EXISTING
ELEC	ELECTRIC(AL)
EL	ELEVATION
ENCL	ENCLOSE(URE)
EQ	EQUAL
EQUIV	EQUIVALENT
EQUIP	EQUIPMENT
EST	ESTIMATE
EXC	EXCAVATE
EXH	EXHAUST
EXIST	EXISTING
EXP	EXPOSED
EXT	EXTERIOR
F.O.	FACE OF
F.O.C.	FACE OF CONC
F.O.F.	FACE OF FINISH
F.O.M.	FACE OF MASONRY
F.O.S.	FACE OF STUD
F.O./V.	FLOOD OPENING/VENT
F.O.W.	FACE OF WALL
FF	FACTORY FINISH
FAST	FASTEN(ER)
FIN	FINISH(ED)
FIN FL	FINISH FLOOR
FPL	FIREPLACE
FLG	FLASHING
FLEX	FLEXIBLE
FL	FLOOR(ING)
FD	FLOOR DRAIN
FPL	FLOOR PLATE
FJT	FLUSH JOINT
FTG	FOOTING
FND	FOUNDATION
FR	FRAME(ING)
FBO	FINISH BY OTHERS
FUR	FURRED(ING)
FUT	FUTURE
GA	GAUGE
GV	GALVANIZED
GC	GENERAL CONTRACTOR
GL	GLASS(GLAZING)
GD	GRADE(ING)
GRV	GRAVEL
GT	GROUT
GYP	GYPSUM
GYPBD	GYPSUM WALLBOARD
HW	HARDWARE
HDWD	HARDWOOD
HDR	HEADER
HTG	HEATING
HVAC	HEATING/ VENTILATING/ AIR CONDITIONING
HT	HEIGHT
HORIZ	HORIZONTAL
HB	HOSE BIBB
HWH	HOT WATER HEATER
INCL	INCLUDE(D)(ING)
INS	INSULATE(D)(ION)
INT	INTERIOR
INTM	INTERMEDIATE
JC	JANITOR CLOSET
JF	JOINT FILLER
J	JOIST
KPL	KICK PLATE
KITCH	KITCHEN
KO	KNOCK OUT
LBL	LABEL(ED)
LAB	LABORATORY
LAD	LADDER
LB	LAG BOLT
LAM	LAMINATE(D)
LH	LEFT HAND
L	LENGTH
LT	LIGHT
LTWT	LIGHT WEIGHT
LL	LIVE LOAD
LVR	LOUVER
MB	MACHINE BOLT
MFR	MANUFACTURE(R)
MAS	MASONRY
MAT	MATERIAL
MAX	MAXIMUM
MECH	MECHANICAL
MED	MEDIUM
MMB	MEMBRANE
MTL	METAL
MWK	MILLWORK
MIN	MINIMUM
MISC	MISCELLANEOUS
MOD	MODULAR
MLD	MOLDING
MT	MOUNT(ED)(ING)
MOV	MOVABLE
MULL	MULLION
(N)	NEW
NAT	NATURAL
NEC	NECESSARY
NOM	NOMINAL
NIC	NOT IN CONTRACT
N.T.S.	NOT TO SCALE
O/	OVER
OC	ON CENTER
OP	OPAQUE
OPNG	OPENING
OPP	OPPOSITE
OPPH	OPPOSITE HAND
PT	PAINT
PTD	PAINTED
PNL	PANEL
PAR	PARALLEL
PBD	PARTICLE BOARD
PTN	PARTITION
PVMT	PAVEMENT
PERI	PERIMETER
PV	PHOTOVOLTAIC
PCS	PIECES
PLAS	PLASTER
PLAM	PLASTIC LAMINATE
PL	PLATE
PLUMB	PLUMBING
PLYWD	PLYWOOD
PT	POINT
PVC	POLYVINYL CHLORIDE
PL	PROPERTY LINE
PT	PRESSURE TREATED
RAD	RADIUS
RL	RAIL(ING)
REC	RECOMMENDED
REF	REFRIGERATOR
REG	REGISTER
REINF	REINFORCE(D)(ING)
REM	REMOVE
REQ	REQUIRED
RF	RESILIENT FLOORING
RET	RETURN
REV	REVISE(D)(ION)
RH	RIGHT HAND
ROW	RIGHT OF WAY
R	RISER
RD	ROOF DRAIN
RM	ROOM
RO	ROUGH OPENING
SB	SPLASH BLOCK
SCHED	SCHEDULE(D)
SF	SQUARE FEET
SLNT	SEALANT
SEC	SECTION
SHTG	SHEATHING
SHT	SHEET
SH	SHELF/(VING)
SIM	SIMILAR
SKYL	SKYLIGHT
SC	SOLID CORE
SPEC	SPECIFICATION(S)
SQ	SQUARE
ST STL	STAINLESS STEEL
STBK	SETBACK
STD	STANDARD
STN	STONE
SD	STORM DRAIN
STRUCT	STRUCTURAL
SUB	SUB CONTRACTOR
SYM	SYMMETRICAL
T.O.	TOP OF
TEL	TELEPHONE
TC	TERRA COTTA
THK	THICKNESS
THR	THRESHOLD
TL	TILE
TOL	TOLERANCE
T&G	TONGUE AND GROOVE
T&B	TOP AND BOTTOM
T.O.S.	TOP OF SLAB
T.O.W.	TOP OF WALL
TB	TOWEL BAR
T	TREAD
TYP	TYPICAL
TS	TUBE STEEL
UNF	UNFINISHED
UNO	UNLESS NOTED OTHERWISE
VB	VAPOR BARRIER
VAR	VARNISH
VNR	VENEER
VERT	VERTICAL
VIN	VINYL
VB	VINYL BASE
VT	VINYL TILE
WH	WATER HEATER
WTW	WALL TO WALL
WC	WATER CLOSET
WP	WATER PROOF(ING)
WWF	WELDED WIRE FABRIC
W	WIDTH
WIN	WINDOW
WM	WATER METER
W	WITH
W/O	WITHOUT
WD	WOOD
WI	WROUGHT IRON

SYMBOLS



PROJECT DIRECTORY

Owner:
The Marianne Frostig Center
for Educational Therapy

Dr. Jenny Tucker Mottes
971 N. Altadena Drive
Pasadena, CA 91107
Phone: 626.791.1255
Email: jenny@frostig.org

Architect:
SPACELAB+
Claudia Kessner
181 Ramona Place
Pasadena, CA 91107
Phone: 323.646.1426
Email: claudia@spacelabplus.com

Surveyor:
Surveying and Drafting Services, Inc.
901 Seward Street
Los Angeles, CA 90038
Phone: 323.366.2882

FROSTIG SCHOOL WEST

PROJECT DESCRIPTION:
CHANGE IN USE FROM CHURCH TO SCHOOL. RENOVATION OF AN EXISTING 2 STORY BUILDING PLUS BASEMENT INTO A SCHOOL W/ 10 CLASSROOMS. EXISTING GYM IN BASEMENT TO REMAIN. CREATION OF AN OPEN REC SPACE.

APPLICABLE CODES:

CITY of LOS ANGELES MUNICIPAL CODE
2023 CITY OF LOS ANGELES BUILDING CODE (LABC)
2023 LOS ANGELES GREEN BUILDING CODE (LAGBC)
2022 LOS ANGELES FIRE CODE (LAFC)
2022 CALIFORNIA BUILDING CODE (CBC)
2022 CALIFORNIA ENERGY CODE
2023 LOS ANGELES ELECTRICAL CODE
2023 LOS ANGELES PLUMBING CODE
2023 LOS ANGELES MECHANICAL CODE

PROJECT DATA

EXISTING BUILDING:

GROSS AREA:		FLOOR AREA:	
FIRST FLOOR:	7,462 SF	FIRST FLOOR:	6,568 SF
SECOND FLOOR:	4,250 SF	SECOND FLOOR:	3,789 SF
BASEMENT:	3,664 SF	BASEMENT:	3,017 SF
TOTAL:	15,376 SF	TOTAL:	13,374 SF

LOT AREA:
GROSS: 29,915 SF
NET (EXCL PUBLIC EASEMENTS): 25,379 SF

FAR:
Floor area/ net lot area= FAR
13,374 SF/ 25,379 SF= 0.53

BUILDING FOOTPRINT: 7,462 SF	24.9% OF GROSS LOT AREA
COURTYARD HARDSCAPE: 567SF	1.9% OF GROSS LOT AREA
LANDSCAPE: 4,995 SF	16.7% OF GROSS LOT AREA
HARDSCAPE/PAVING/PUBLIC SIDEWALKS: 16,162 SF	54% OF GROSS LOT AREA
PERMEABLE HARDSCAPE: 0 SF	0% OF GROSS LOT AREA

SHEET INDEX

GENERAL

T1.00	TITLE SHEET & PROJECT DATA
T1.10	SITE CONTEXT
T1.20	BUILDING SITE PHOTOS
T1.21	INTERIOR PHOTOS
A1.00	SITE PLAN
A1.10	TREE INVENTORY PLAN
L1.00	SITE LANDSCAPE PLAN
A1.11	PEDESTRIAN AND VEHICULAR CIRCULATION PLAN
D2.10	FIRST FLOOR DEMO PLAN
D2.20	SECOND FLOOR DEMO PLAN
A2.10	FIRST FLOOR FLOOR PLAN
A2.11	SECOND FLOOR PLAN
A2.12	BASEMENT PLAN
A3.10	EXTERIOR ELEVATIONS
A3.11	EXTERIOR ELEVATIONS
A3.12	EXTERIOR ELEVATIONS
A3.13	EXTERIOR ELEVATIONS

LEGAL DESCRIPTION

LOTS 64, 65, 66, 67 AND 68, INCLUSIVE, OF TRACT NO. 6052, AS PER MAP RECORDED ON APRIL 25, 1923 IN BOOK 67, PAGES 71 AND 72 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF LOS ANGELES COUNTY.

1. REFERENCE DOCUMENT FOR LEGAL DESCRIPTION AND EASEMENTS:
OLD REPUBLIC TITLE COMPANY ALTA COMMITMENT FOR TITLE INSURANCE, ORDER NO. 2202074474, DATED NOVEMBER 20, 2024.

2. SITE ADDRESS: 3655 S. CENTINELA AVENUE
LOS ANGELES CA 90066.

3. ASSESSOR'S PARCEL NUMBER: 4246–009–022

4. GROSS AREA: 29,915 SQ. FT. 0.687 ACRE
NET AREA (EXCLUDING PUBLIC STREET EASEMENTS): 25,379 SQ. FT. 0.583 ACRE

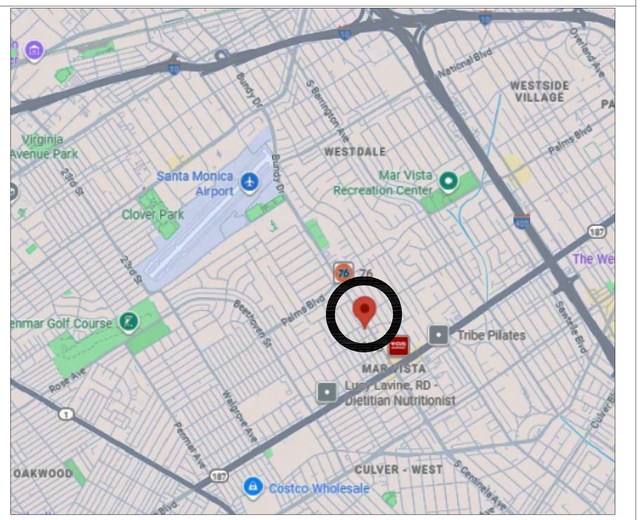
5. EXISTING PARKING SPACES: NO PARKING REQUIRED, SITE WITH AB2097
4 HANDICAP STALLS
21 STANDARD STALLS
23 COMPACT STALLS

6. CURRENT ZONING:
RD1.5–1 (RESTRICTED DENSITY MULTIPLE DWELLING)

7. BUILDING RESTRICTIONS PER ZONE:
SETBACKS:
FRONT: 15 FEET
SIDE: 5 FT; OR 10% OF LOT WIDTH WHERE LOT IS LESS THAN <50 FT WIDE; 3 FT MIN; +1 FT FOR EACH STORY OVER 2nd, NOT TO EXCEED 16 FEET.
REAR: 15 FEET

HEIGHT LIMIT: 45 FEET
FLOOR AREA RATIO: 3:1

VICINITY MAP



SPACELAB+
181 Ramona Place
Pasadena. CA 91107
t 323.646.1426
claudia@spacelabplus.com

FROSTIG SCHOOL RENOVATION

3655 Centinela Ave
Los Angeles, CA 90066

OWNER
The Marianne Frostig Center for Educational Therapy

971 N. Altadena Dr
Pasadena, CA 91107

Revisions

08/15/25	CUP SUBMISSION
11/06/25	CUP RE-SUBMISSION
12/04/25	CUP RE-SUBMISSION

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Sheet Title
TITLE SHEET

Sheet Number
T1.00



PHOTOGRAPH 8



PHOTOGRAPH 9



PHOTOGRAPH 10

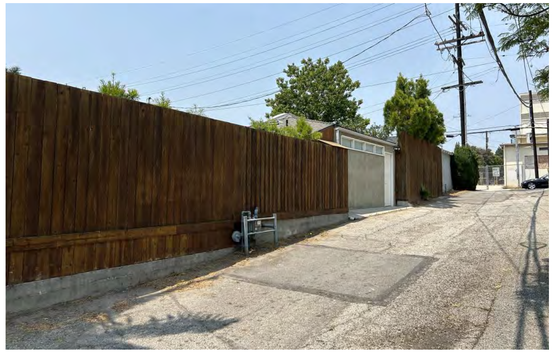


PHOTOGRAPH 1





PHOTOGRAPH 2



PHOTOGRAPH 7



PHOTOGRAPH 3



PHOTOGRAPH 6



PHOTOGRAPH 5



PHOTOGRAPH 4

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Sheet Title

SITE CONTEXT

Sheet Number

T1.10

TRUE NORTH
E
N
S
W



PHOTOGRAPH 7



PHOTOGRAPH 8



PHOTOGRAPH 1



PHOTOGRAPH 6





PHOTOGRAPH 2



PHOTOGRAPH 5





PHOTOGRAPH 4



PHOTOGRAPH 3

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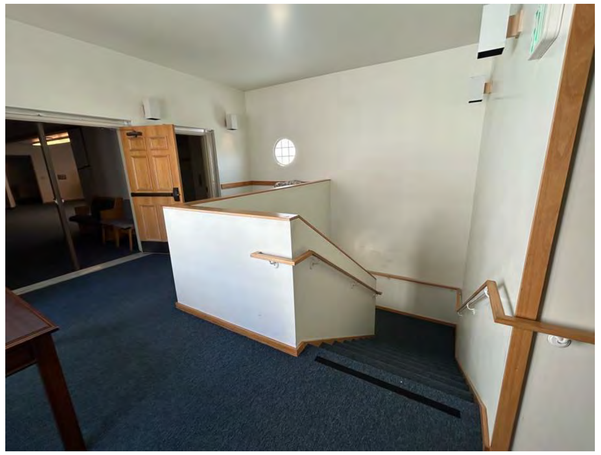
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Sheet Title

SITE PHOTOS

Sheet Number

T1.20



STAIR LOBBY



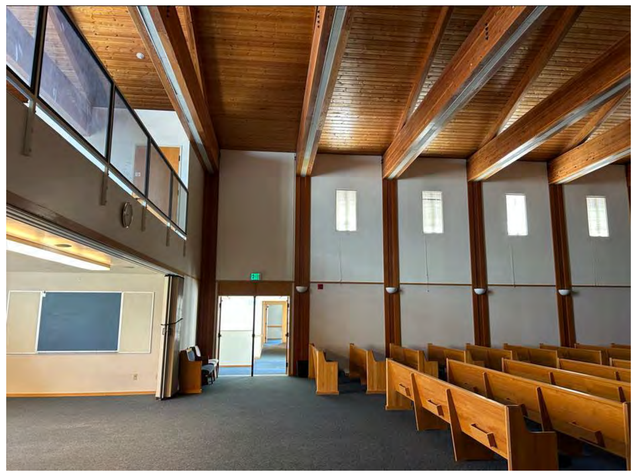
ENTRANCE LOBBY



GYMNASIUM



COURTYARD

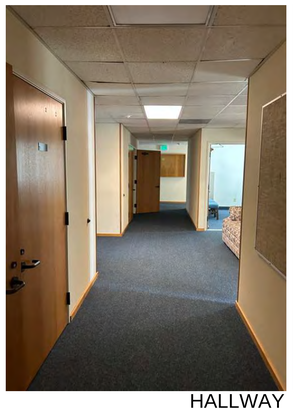


SANCTUARY









HALLWAY



CLASSROOM



CLASSROOM

SPACELAB+

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Pasadena. CA 91107
t 323.646.1426
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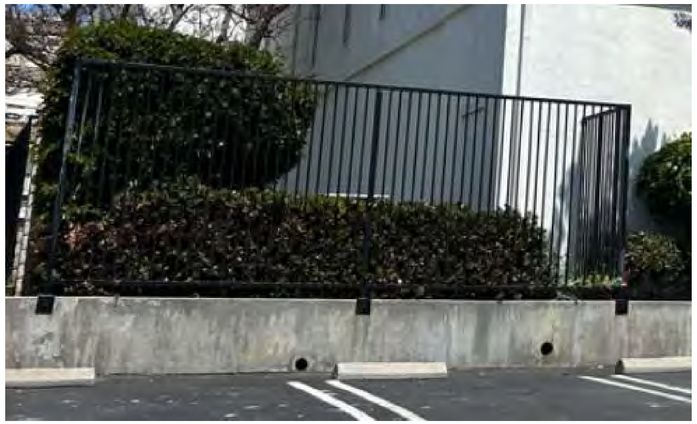
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Sheet Title

INTERIOR PHOTOS

Sheet Number

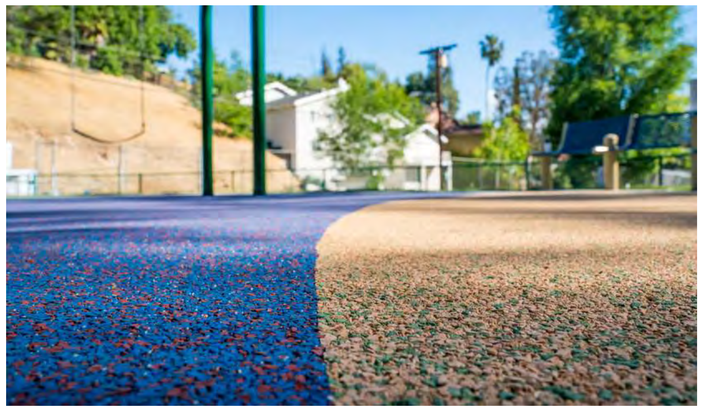
T1.21







BLACK METAL FENCING WITH SHRUBS AND VINES



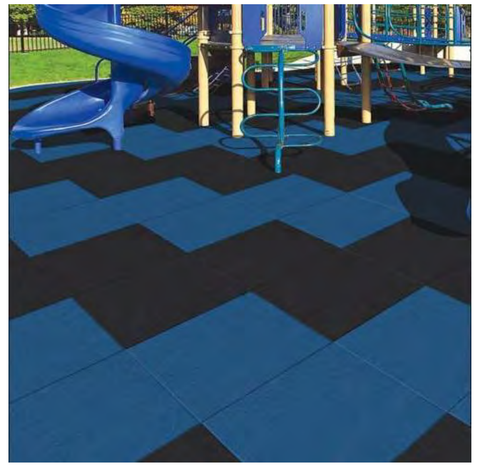






PLAYGROUND: RUBBER SURFACING- POURED IN PLACE





PLAYGROUND: RUBBER TILE

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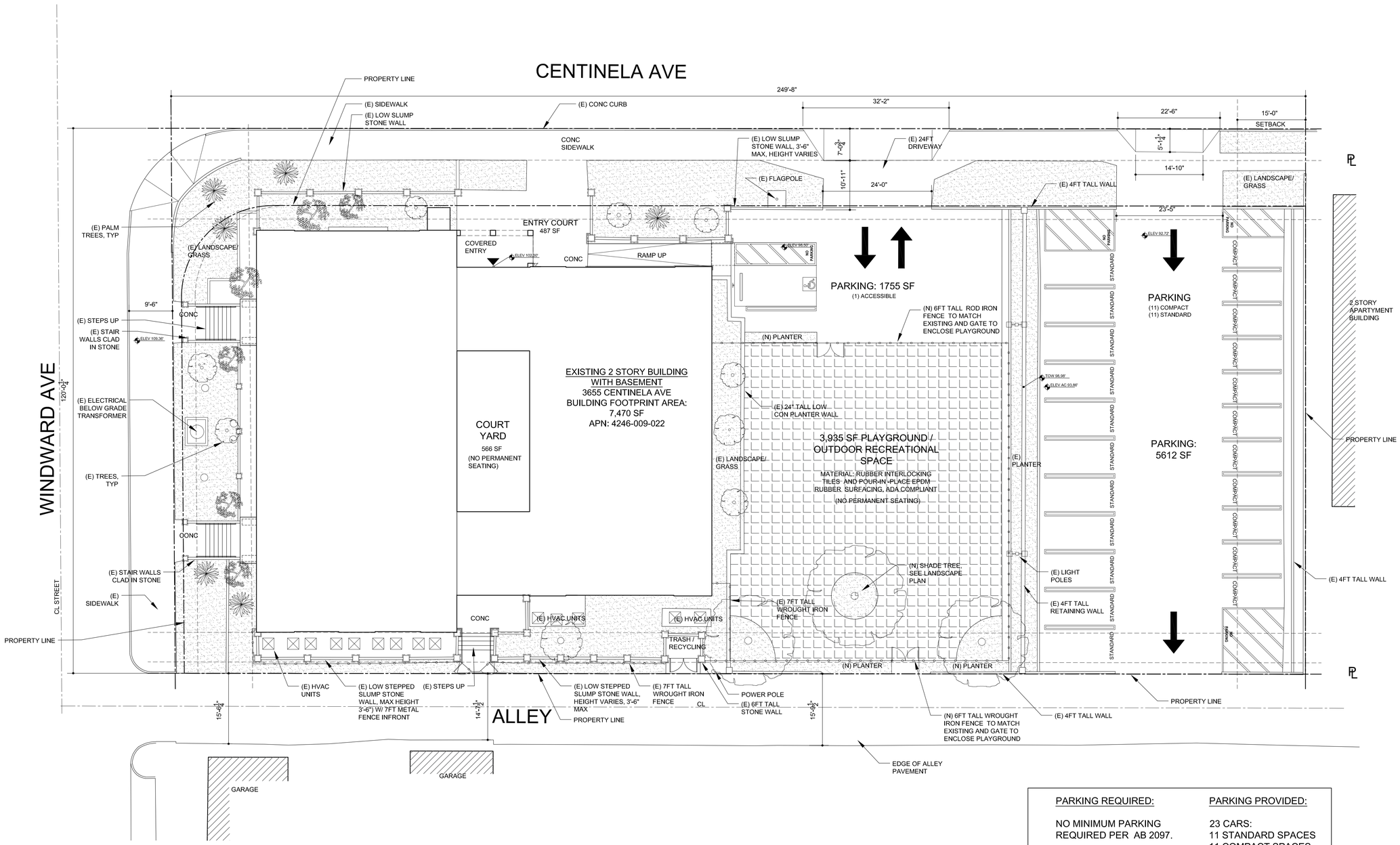
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Sheet Title

SITE MATERIALS / FINISHES

Sheet Number

T1.30



PARKING REQUIRED:	PARKING PROVIDED:
NO MINIMUM PARKING REQUIRED PER AB 2097.	23 CARS: 11 STANDARD SPACES 11 COMPACT SPACES 1 ACCESSIBLE SPACE

01 SITE PLAN
SCALE: 3/32"=1'-0"

TRUE NORTH
E
N
S
W

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181 Ramona Place
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t 323.646.1426
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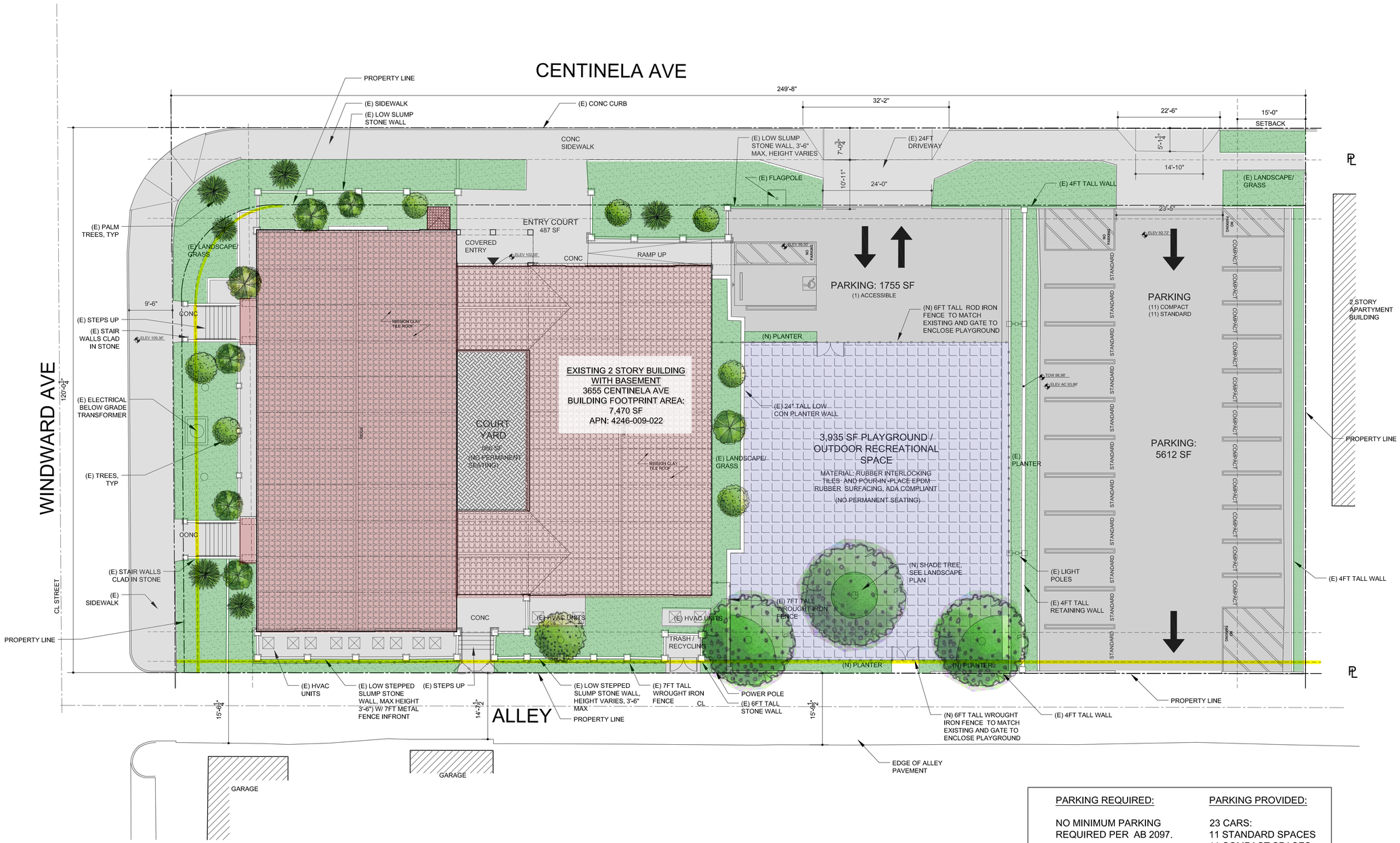
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12/04/25	CUP RE-SUBMISSION

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Sheet Title
SITE PLAN

Sheet Number
A1.00



PARKING REQUIRED:	PARKING PROVIDED:
NO MINIMUM PARKING REQUIRED PER AB 2097.	23 CARS: 11 STANDARD SPACES 11 COMPACT SPACES 1 ACCESSIBLE SPACE

01 SITE PLAN
SCALE: 3/32"=1'-0"

TRUE NORTH

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Pasadena. CA 91107
t 323.646.1426
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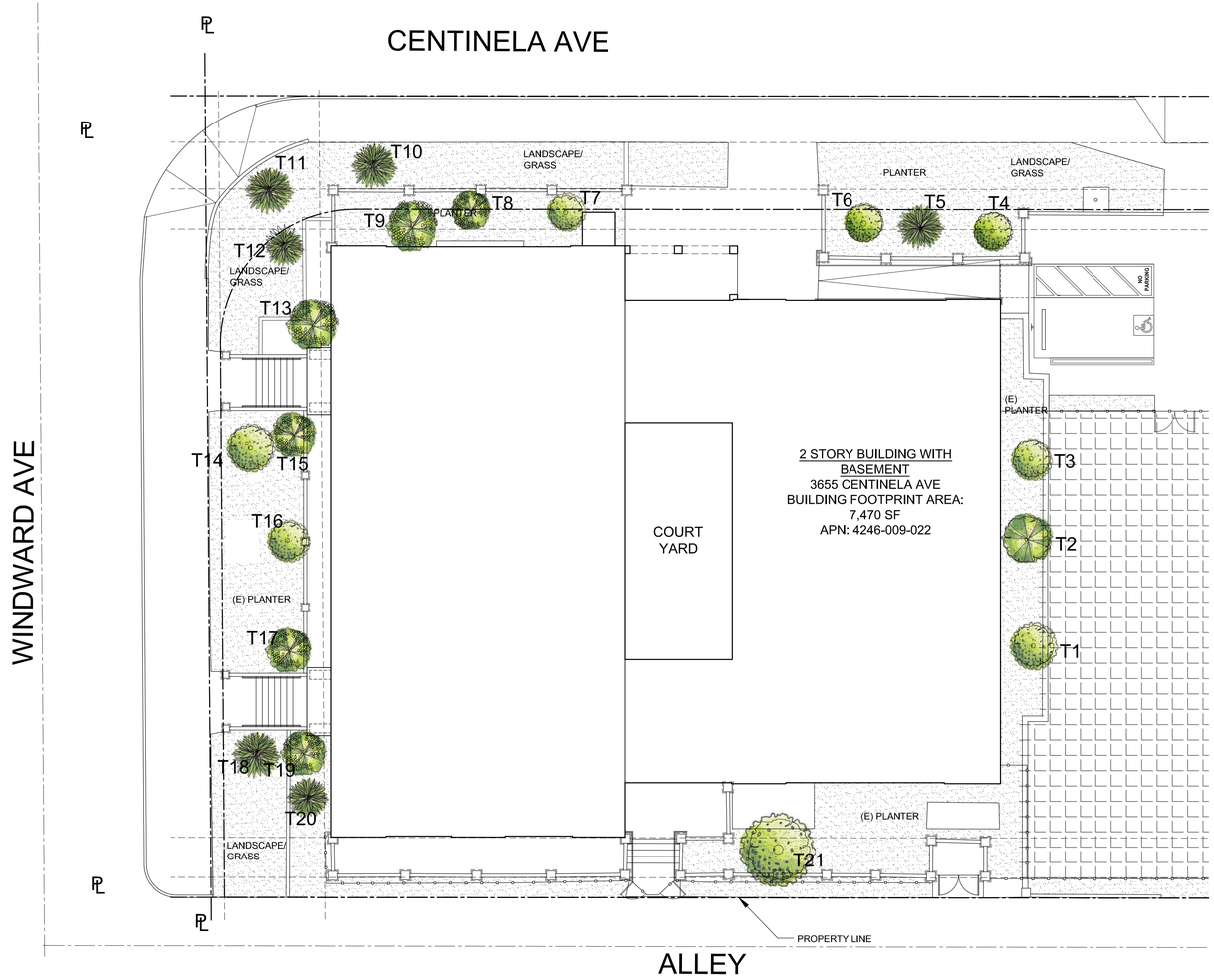
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Sheet Title
SITE PLAN

Sheet Number
A1.00



01 EXISTING TREE PLAN
SCALE: 3/32"=1'-0"

Marker	Species	Common Name	Trunk Sizes
T1	***Jacaranda mimosifolia***	Blue Jacaranda	1. 24" 2. 15"
T2	***Jacaranda mimosifolia***	Blue Jacaranda	1. 22"
T3	***Jacaranda mimosifolia***	Blue Jacaranda	1. 16" 2. 12"
T4	***Jacaranda mimosifolia***	Blue Jacaranda	1. 16.5"
T5	***Washingtonia filifera***	California Palm	1. 55"
T6	***Jacaranda mimosifolia***	Blue Jacaranda	1. 28"
T7	***Heptapleurum actinophyllum***	Australian Umbrella Tree	1. 43"
T8	***Heptapleurum actinophyllum***	Australian Umbrella Tree	1. 22" 2. 15"
T9	***Heptapleurum actinophyllum***	Australian Umbrella Tree	1. 27"
T10	***Washingtonia filifera***	California Palm	1. 62"
T11	***Washingtonia filifera***	California Palm	1. 54"
T12	***Washingtonia filifera***	California Palm	1. 52"
T13	***Heptapleurum actinophyllum***	Australian Umbrella Tree	1. 31"
T14	***Jacaranda mimosifolia***	Blue Jacaranda	1. 18"
T15	***Heptapleurum actinophyllum***	Australian Umbrella Tree	1. 20" 2. 19"
T16	***Heptapleurum actinophyllum***	Australian Umbrella Tree	1. 20" 2. 18"
T17	***Heptapleurum actinophyllum***	Australian Umbrella Tree	1. 12" 2. 15"
T18	***Washingtonia filifera***	California Palm	1. 42"
T19	***Heptapleurum actinophyllum***	Australian Umbrella Tree	1. 24" 2. 22"
T20	***Washingtonia filifera***	California Palm	1. 51"
T21	***Jacaranda mimosifolia***	Blue Jacaranda	1. 41"

02 EXISTING TREE INVENTORY

TRUE NORTH
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S
W

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Pasadena. CA 91107
t 323.646.1426
claudia@spacelabplus.com

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Sheet Title
EXISTING TREE INVENTORY PLAN

Sheet Number
A1.10



RUBERIZED PLAY SURFACE MOUNDS



RUBERIZED PLAY SURFACE W/
SYNTHETIC TURF MOUNDS



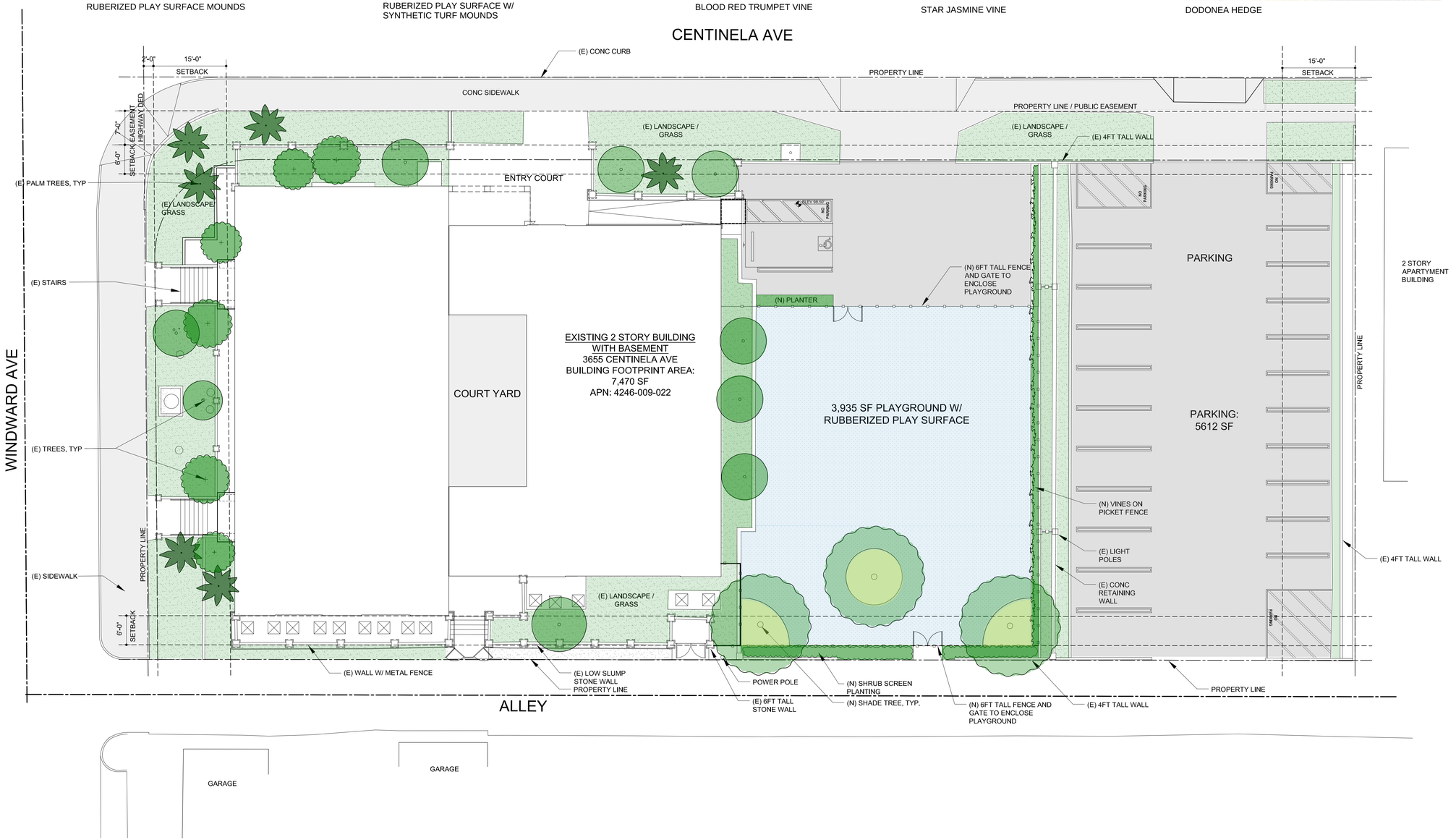
BLOOD RED TRUMPET VINE



STAR JASMINE VINE



DODONEA HEDGE



01 SITE LANDSCAPE PLAN
SCALE: 3/32"=1'-0"

TRUE NORTH
E
N
S
W

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181 Ramona Place
Pasadena. CA 91107
t 323.646.1426
claudia@spacelabplus.com

LINK landscape architecture
4429 E. Anaheim Street
Long Beach, CA 90804
Phone: 562-982-4400
www.link-la.com

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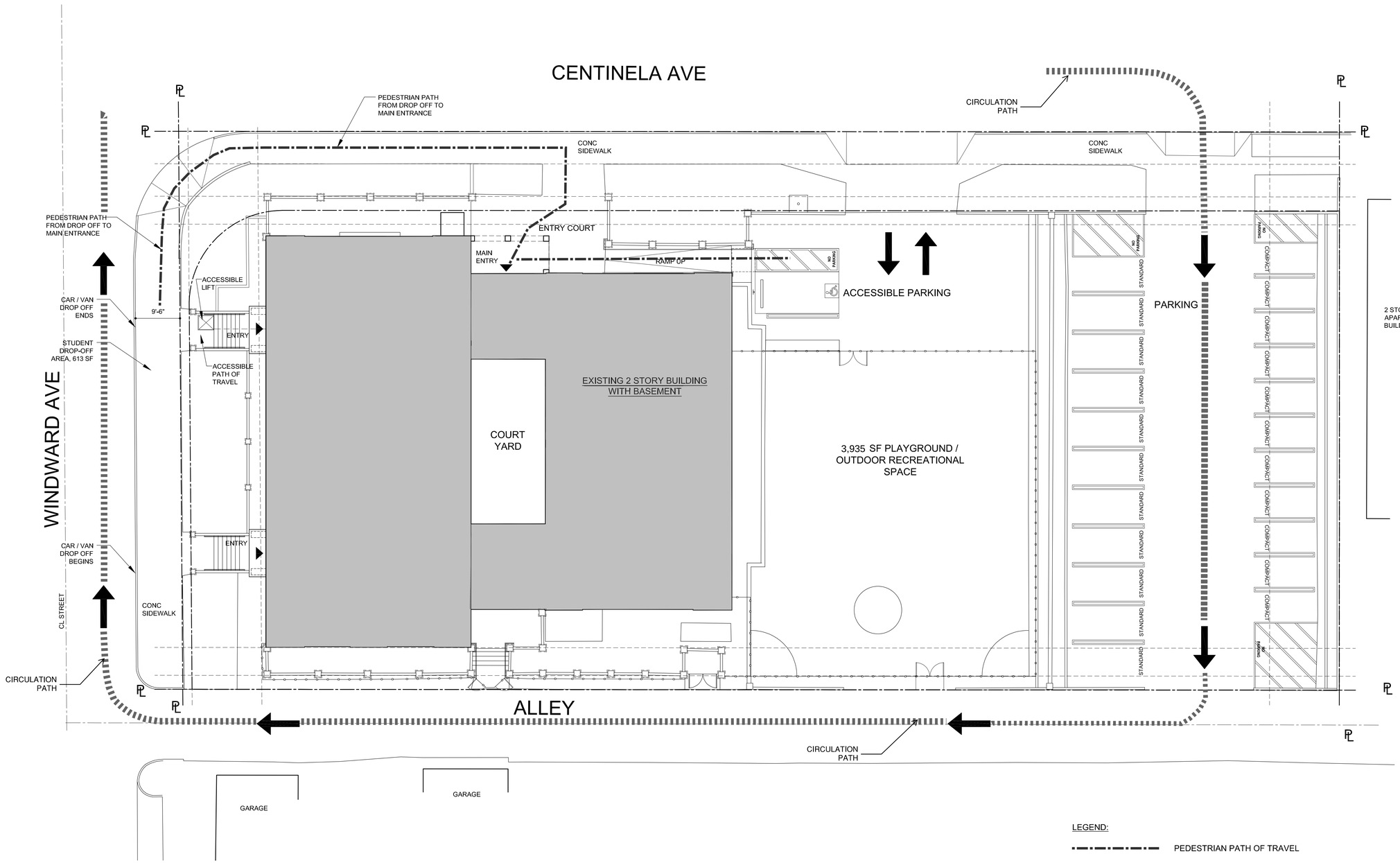
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Sheet Title
SITE LANDSCAPE PLAN

Sheet Number
L1.00



LEGEND:

PEDESTRIAN PATH OF TRAVEL

VEHICULAR TRAVEL

01 VEHICLE AND PEDESTRIAN CIRCULATION
SCALE: 3/32"=1'-0"

TRUE NORTH

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181 Ramona Place
Pasadena. CA 91107
t 323.646.1426
claudia@spacelabplus.com

FROSTIG SCHOOL RENOVATION

3655 Centinela Ave
Los Angeles, CA 90066

OWNER
The Marianne Frostig Center for Educational Therapy

971 N. Altadena Dr
Pasadena, CA 91107

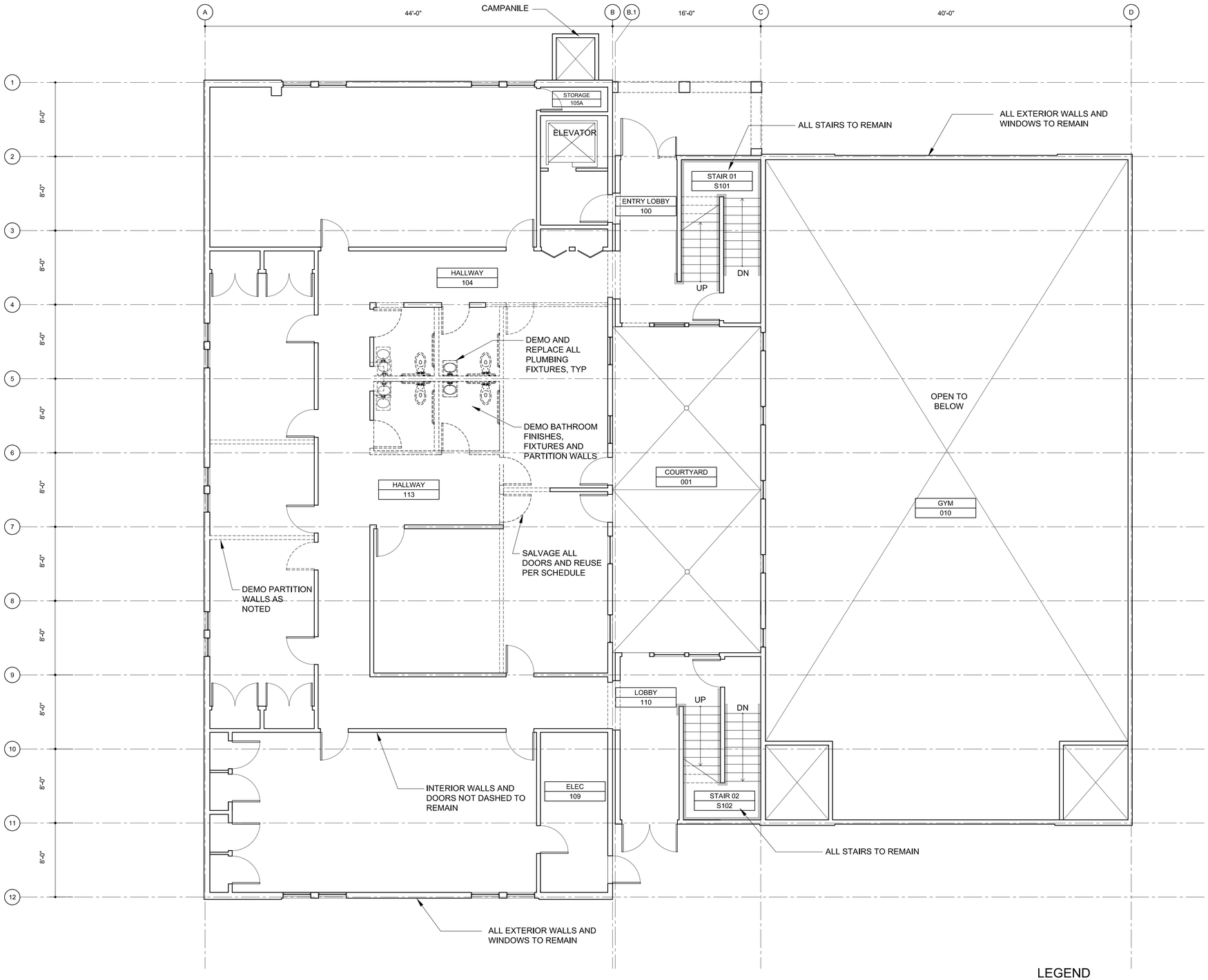
Revisions

08/15/25	CUP SUBMISSION
11/06/25	CUP RE-SUBMISSION
12/04/25	CUP RE-SUBMISSION

Notes
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Sheet Title
VEHICLE AND PEDESTRIAN CIRCULATION

Sheet Number
A1.11



01 FIRST FLOOR DEMO PLAN
SCALE: 3/16"=1'-0"

LEGEND

TO BE DEMOLISHED

EXISTING TO REMAIN

ALL ELEMENTS NOT NOTED TO BE DEMOLISHED TO REMAIN

TRUE NORTH
PLAN NORTH
E
S
W

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Revisions

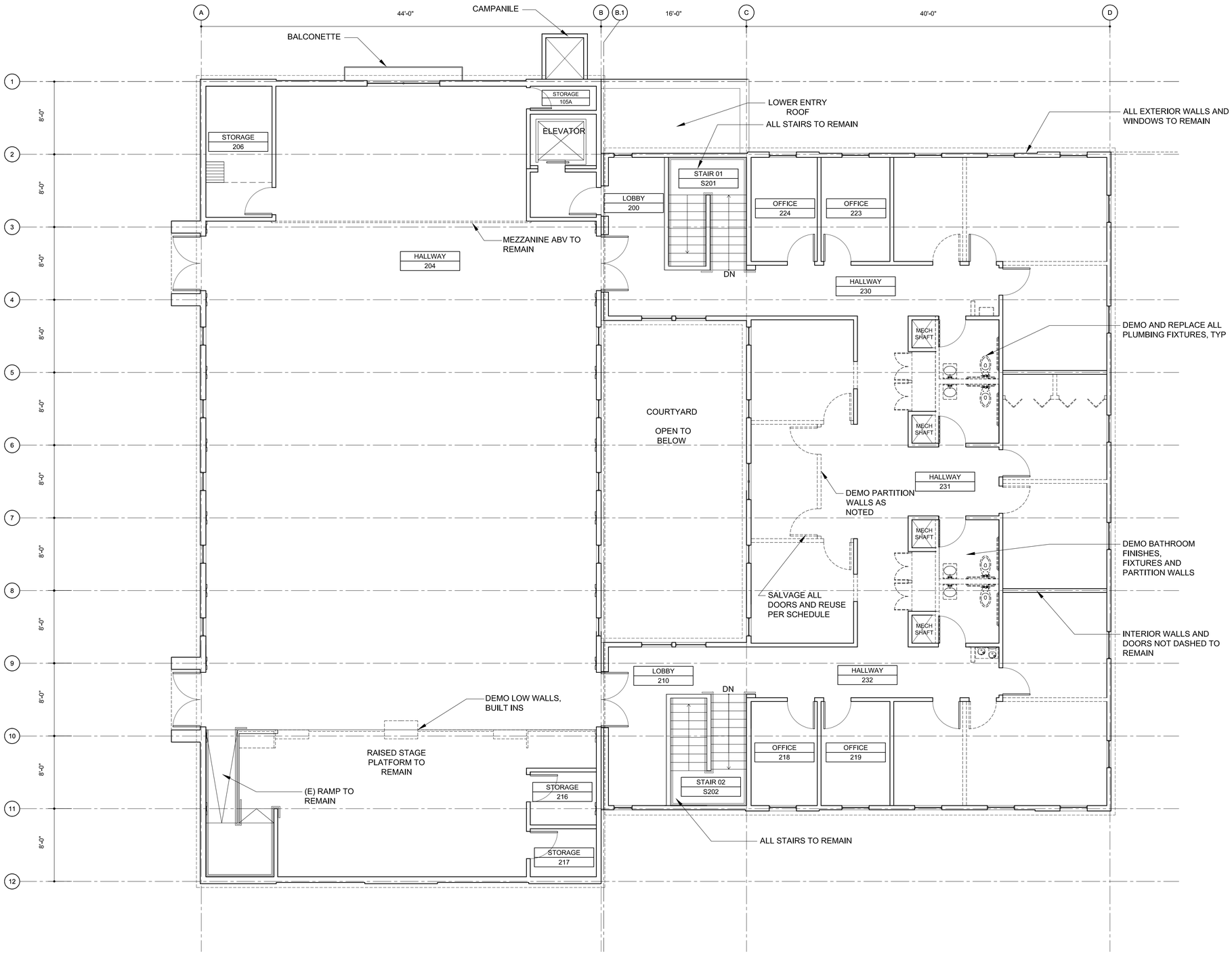
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11/06/25	CUP RE-SUBMISSION
12/04/25	CUP RE-SUBMISSION

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Sheet Title
FIRST FLOOR DEMO PLAN

Sheet Number
D2.10



01 SECOND FLOOR DEMO PLAN
SCALE: 3/16"=1'-0"

LEGEND

- TO BE DEMOLISHED
- EXISTING TO REMAIN

ALL ELEMENTS NOT NOTED TO BE DEMOLISHED TO REMAIN

TRUE NORTH / PLAN NORTH

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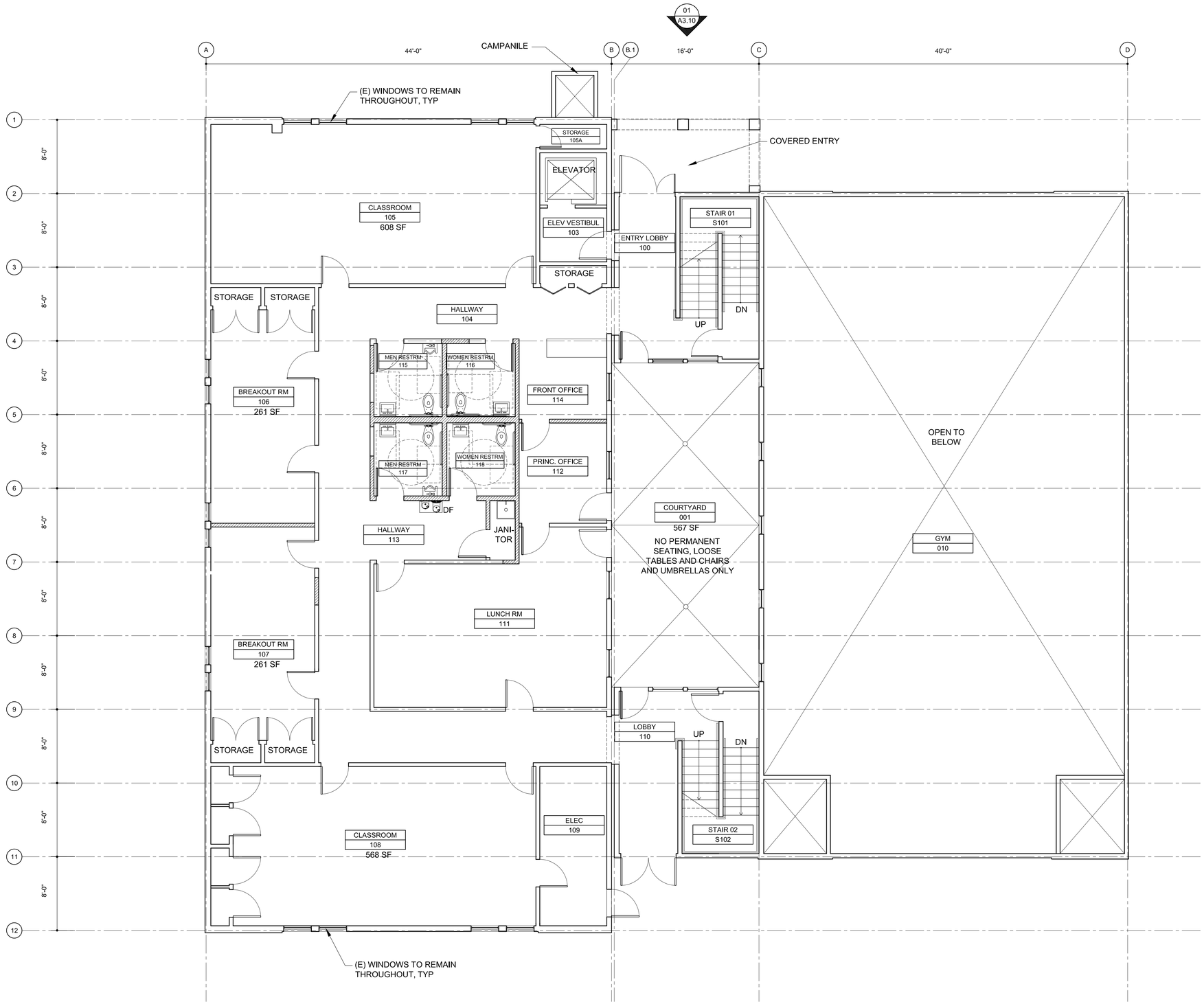
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12/04/25	CUP RE-SUBMISSION

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Sheet Title
SECOND FLOOR DEMO PLAN

Sheet Number
D2.11



01 FIRST FLOOR PLAN
SCALE: 3/16"=1'-0"

TRUE NORTH
PLAN NORTH
E
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181 Ramona Place
Pasadena. CA 91107
t 323.646.1426
claudia@spacelabplus.com

FROSTIG SCHOOL RENOVATION

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Revisions

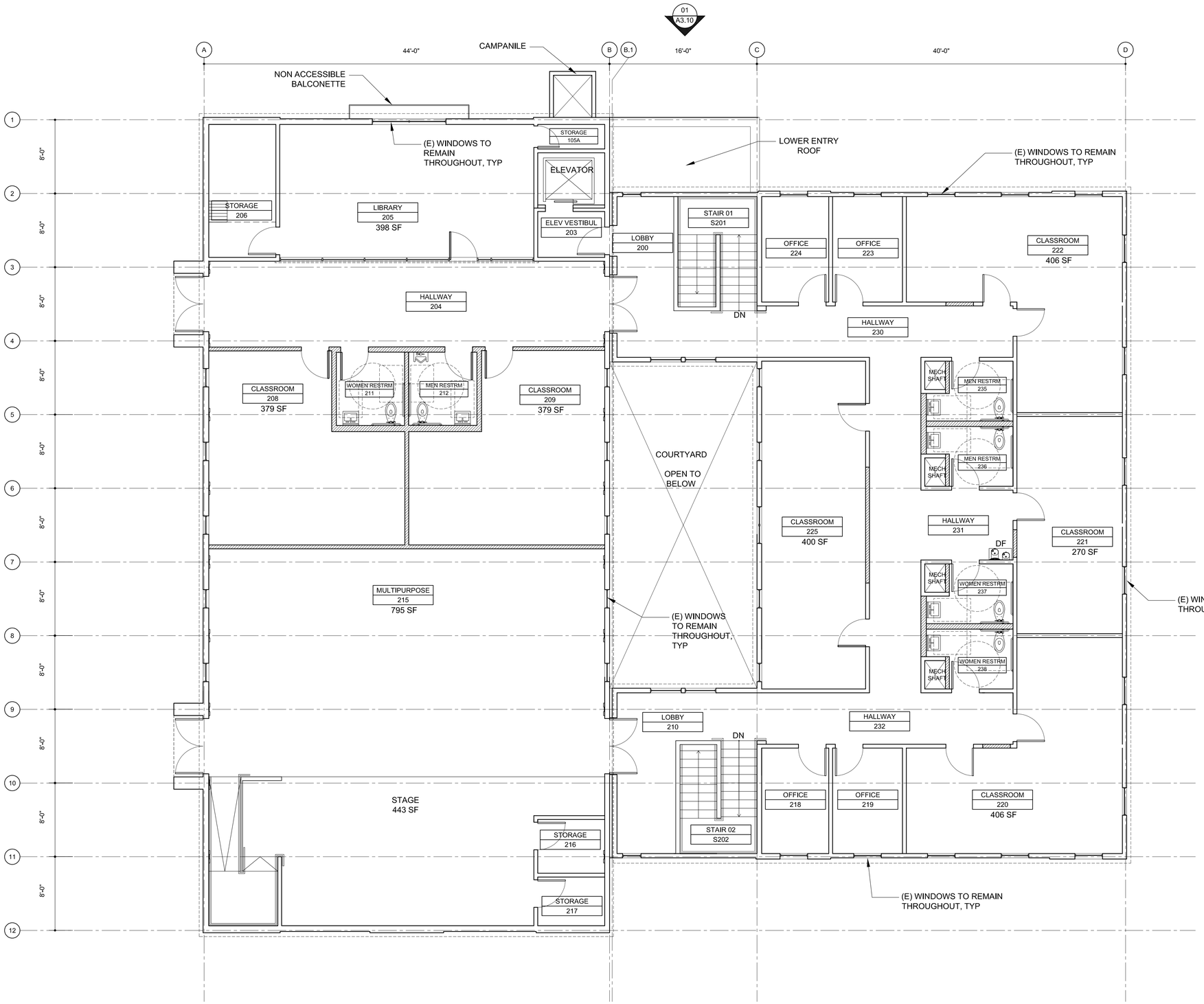
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12/04/25	CUP RE-SUBMISSION

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Sheet Title
FIRST FLOOR PLAN

Sheet Number
A2.10



01 SECOND FLOOR PLAN
SCALE: 3/16"=1'-0"

TRUE NORTH
PLAN NORTH
E
S
W

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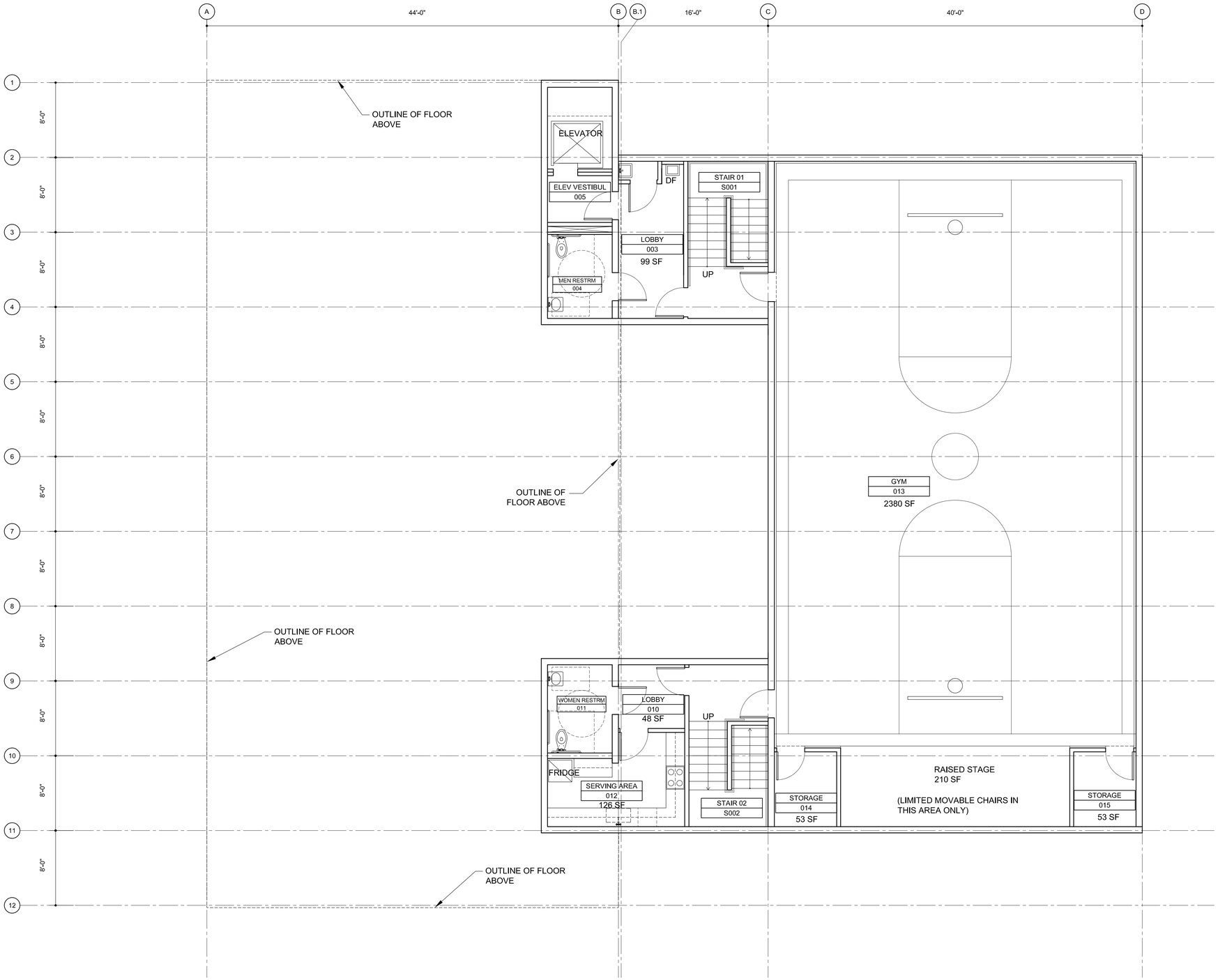
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Sheet Title
SECOND FLOOR PLAN

Sheet Number
A2.11



01 LOWER LEVEL / BASEMENT PLAN
SCALE: 3/16"=1'-0"

TOTAL FLOOR AREA BASEMENT:
3,017SF

TRUE NORTH
PLAN NORTH
E
S
W

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t 323.646.1426
claudia@spacelabplus.com

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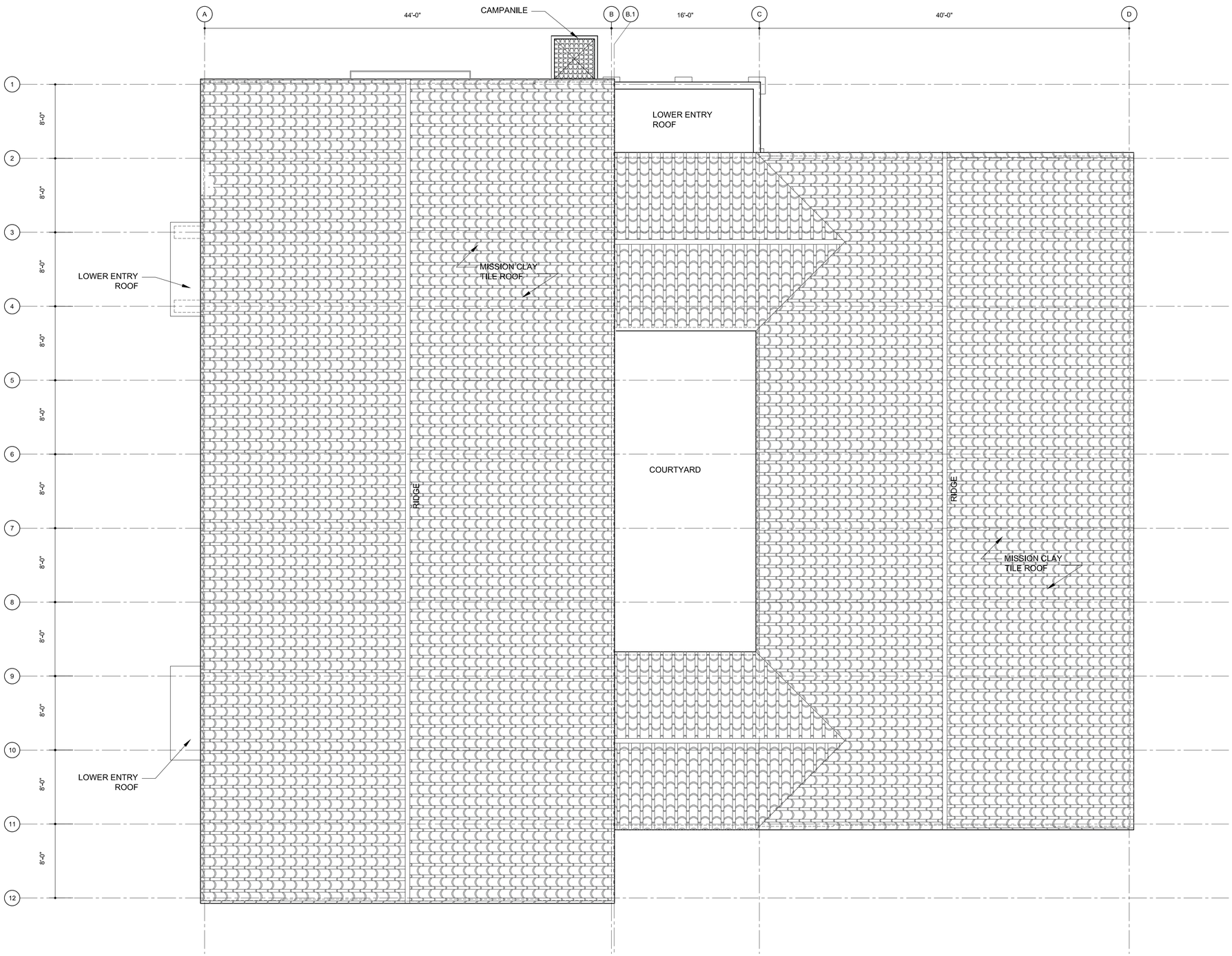
Revisions

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Sheet Title
BASEMENT PLAN

Sheet Number
A2.12



01 ROOF PLAN
SCALE: 3/16"=1'-0"

TRUE NORTH
PLAN NORTH
E
S
W

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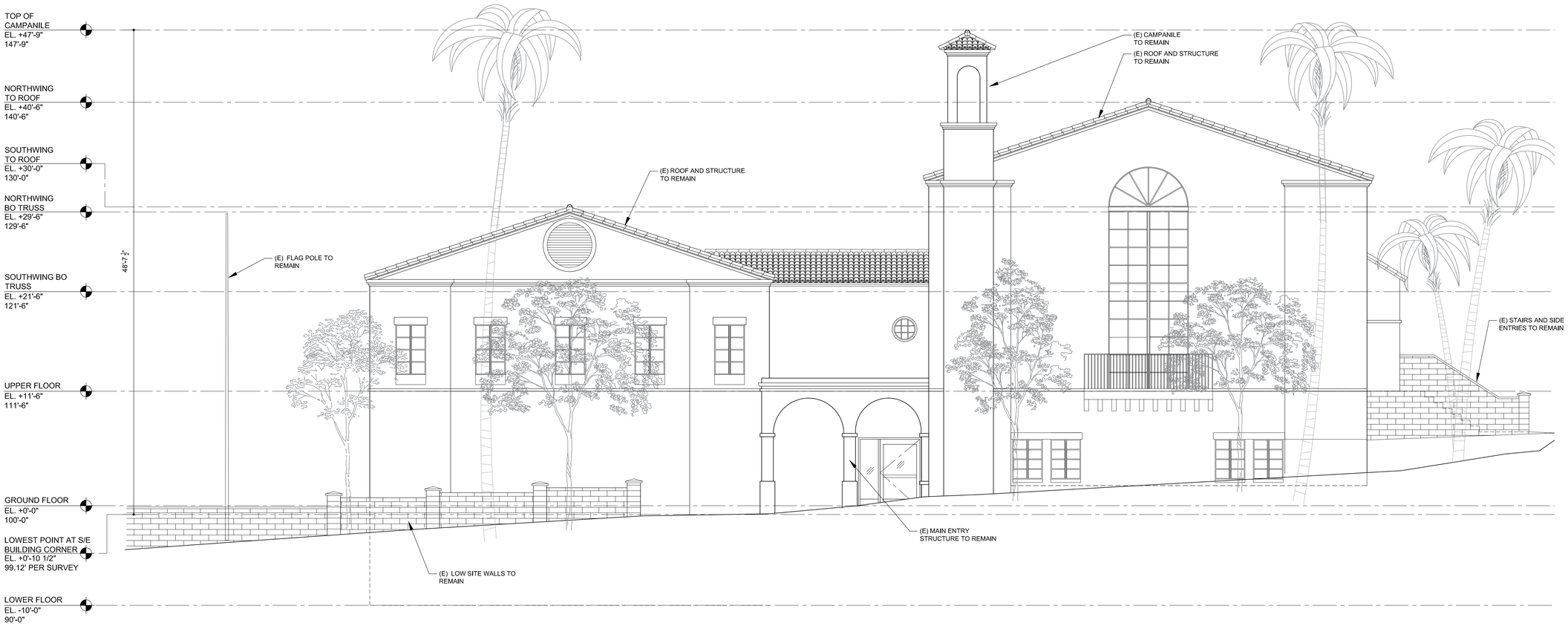
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12/04/25	CUP RE-SUBMISSION

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Sheet Title
ROOF PLAN

Sheet Number
A2.13



01 EAST ELEVATION - MAIN ENTRY FACADE
SCALE: 3/16"=1'-0"

NO CHANGES TO EXTERIOR OF BUILDING AND FOOTPRINT. ALL TI IMPROVEMENTS ARE INTERIOR REMODEL ONLY.

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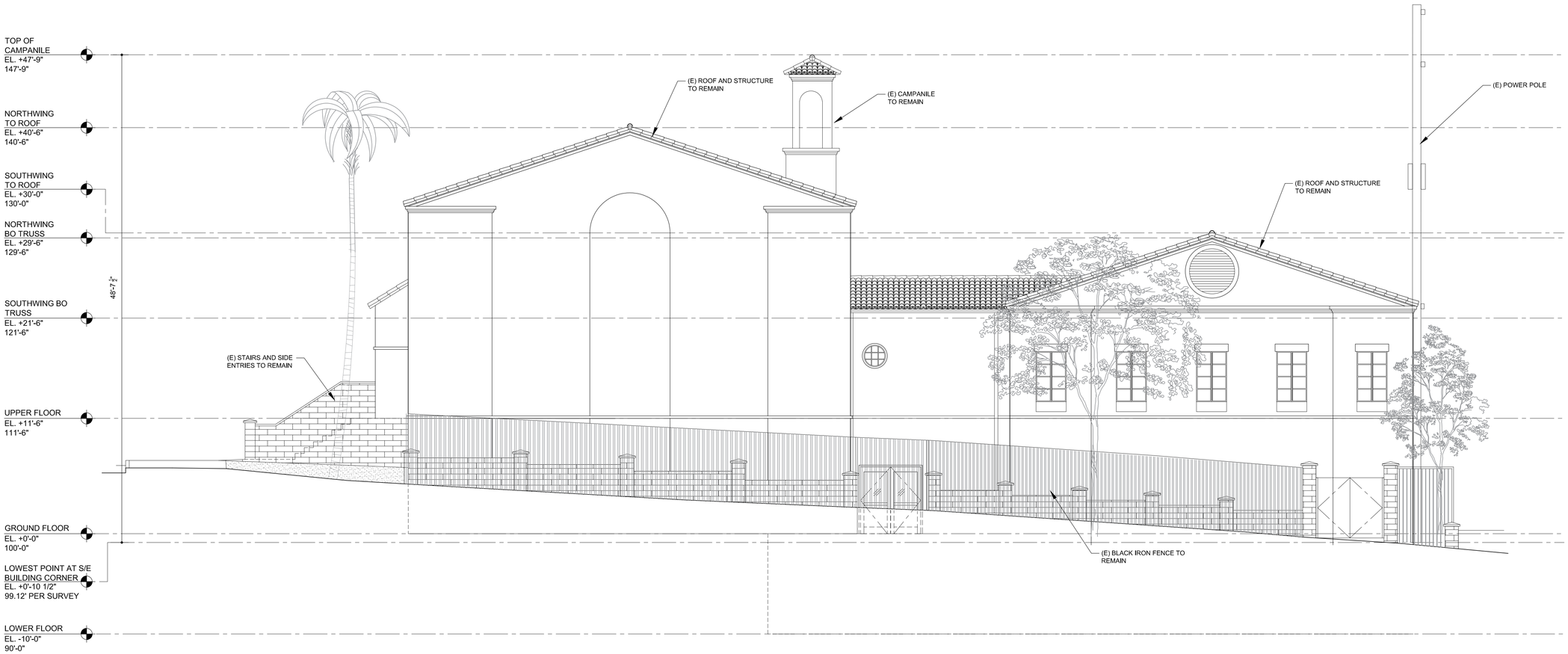
Revisions

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Sheet Title
ELEVATIONS

Sheet Number
A3.10



01 WEST ELEVATION - ALLEY FACADE
SCALE: 3/16"=1'-0"

NO CHANGES TO EXTERIOR OF BUILDING AND FOOTPRINT. ALL TI IMPROVEMENTS ARE INTERIOR REMODEL ONLY.

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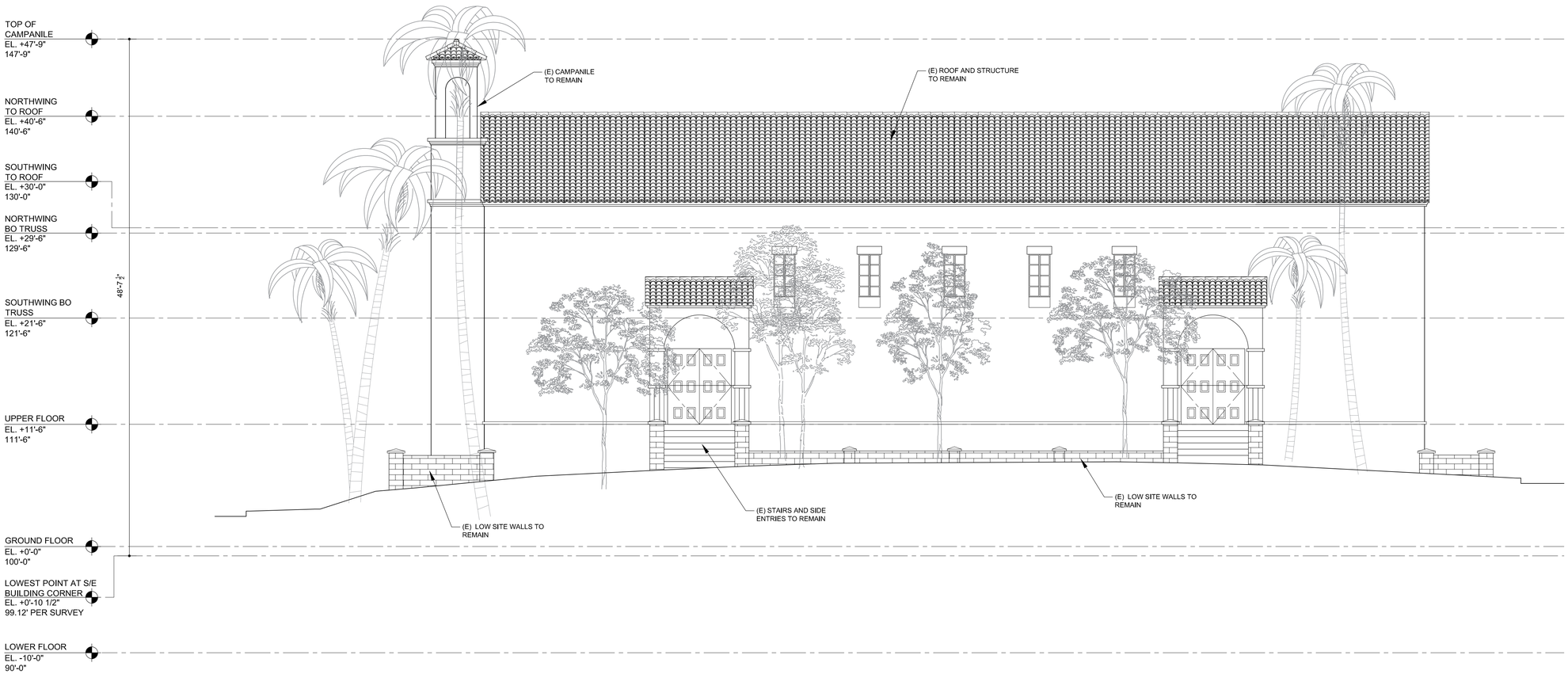
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Sheet Title
ELEVATIONS

Sheet Number
A3.11



01 NORTH ELEVATION - WINDWARD FACADE
SCALE: 3/16"=1'-0"

NO CHANGES TO EXTERIOR OF BUILDING AND FOOTPRINT. ALL TI IMPROVEMENTS ARE INTERIOR REMODEL ONLY.

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claudia@spacelabplus.com

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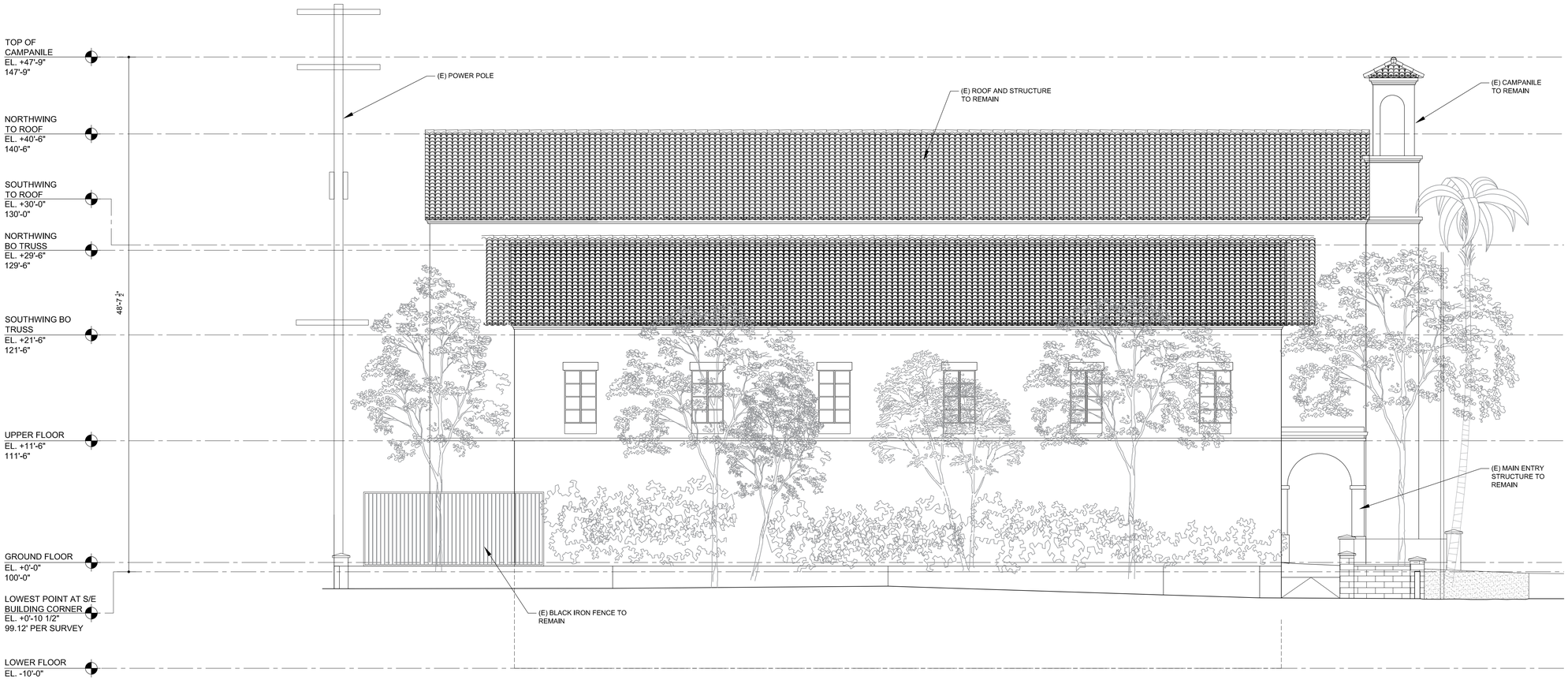
08/15/25	CUP SUBMISSION
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Sheet Title
ELEVATIONS

Sheet Number
A3.12



01 SOUTH ELEVATION
SCALE: 3/16"=1'-0"

NO CHANGES TO EXTERIOR OF BUILDING AND FOOTPRINT. ALL TI IMPROVEMENTS ARE INTERIOR REMODEL ONLY.

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t 323.646.1426
claudia@spacelabplus.com

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Los Angeles, CA 90066

OWNER
The Marianne Frostig Center for Educational Therapy

971 N. Altadena Dr
Pasadena, CA 91107

Revisions

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11/06/25	CUP RE-SUBMISSION
12/04/25	CUP RE-SUBMISSION

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Sheet Title
ELEVATIONS

Sheet Number
A3.13

EXHIBIT B

Maps

Radius Map
Zoning Map
Vicinity Map



CONDITIONAL USE PERMIT - CLASS 3

QMS Quality Mapping Service
14549 Archwood St. Suite 301
Van Nuys, California 91405
Phone (818) 997-7949 - Fax (818) 997-0351
qmapping@qesqms.com

THOMAS BROTHERS
Page: 672 **Grid:** C-3

LEGAL
LOT: 64-68
TRACT: 6052
M.B. 67-71/72

ASSESSOR PARCEL NUMBER: 4246-009-022

SITE ADDRESS: 3655-3681 S. CENTINELA AVE
12412 W. WINDWARD AVE

CD: 11
CT: 2721.00
PA: PALMS MAR VISTA DEL REY
USES: RECORD / FIELD

CASE NO:
SCALE: 1" = 100'
D.M.: 114B153

CONTACT: ARMBRUSTER GOLDSMITH DELVAC
PHONE: 310-209-8800

NORTH

DATE: 09-15-025
Update:

NET AC: 0.582 +/-
QMS: 25-168

ZIMAS INTRANET

Generalized Zoning

01/20/2026

City of Los Angeles
Department of City Planning



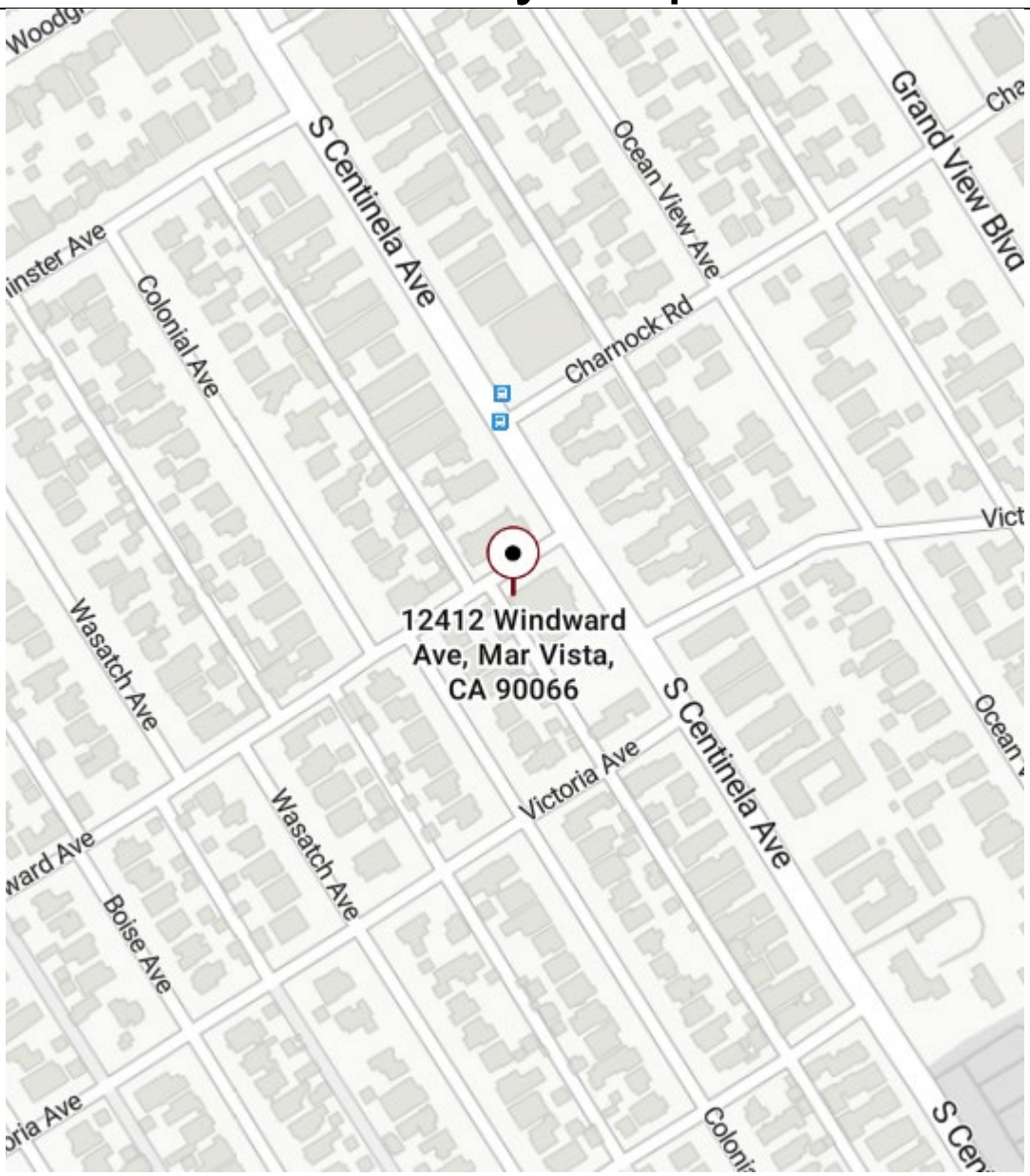
Address: 3655 S CENTINELA AVE
APN: 4246009022
PIN #: 114B153 954

Tract: TR 6052
Block: None
Lot: FR 68
Arb: None

Zoning: [Q]RD1.5-1
General Plan: Medium Residential

N
W
E
S

Vicinity Map



Address: 3655-3681 S CENTINELA AVE
12412 W WINDWARD AVE

QMS # 25-168

EXHIBIT C

Environmental Document

ENV-2025-4637-CE
Notice of Exemption

COUNTY CLERK'S USE

CITY OF LOS ANGELES
OFFICE OF THE CITY CLERK
200 NORTH SPRING STREET, ROOM 395
LOS ANGELES, CALIFORNIA 90012

CALIFORNIA ENVIRONMENTAL QUALITY ACT

NOTICE OF EXEMPTION

(PRC Section 21152; CEQA Guidelines Section 15062)

Pursuant to Public Resources Code § 21152(b) and CEQA Guidelines § 15062, the notice should be posted with the County Clerk by mailing the form and posting fee payment to the following address: Los Angeles County Clerk/Recorder, Environmental Notices, P.O. Box 1208, Norwalk, CA 90650. Pursuant to Public Resources Code § 21167 (d), the posting of this notice starts a 35-day statute of limitations on court challenges to reliance on an exemption for the project. Failure to file this notice as provided above, results in the statute of limitations being extended to 180 days.

PARENT CASE NUMBER(S) / REQUESTED ENTITLEMENTS
CPC-2025-4636-CU3-WDI

LEAD CITY AGENCY	CASE NUMBER
City of Los Angeles (Department of City Planning)	ENV-2025-4637-CE
PROJECT TITLE: Frostig School, Louma G. Campus	COUNCIL DISTRICT: CD 11 – Park

PROJECT LOCATION (Street Address and Cross Streets and/or Attached Map) ☐ Map attached.
3655-3681 South Centinela Avenue & 12412 West Windward Avenue

PROJECT DESCRIPTION: ☐ Additional page(s) attached.
The Project involves the change of use of an existing church to a Kindergarten through 12th grade private school, with a maximum enrollment of 80 students. The existing 15,376-square-foot building will remain and be improved to meet all current technical codes and other requirements for a private school. Approximately 3,935 square feet of the existing surface parking lot will be converted to an outdoor playground for students. Project seeks a waiver of dedication and improvements to the otherwise required dedication and improvements along the abutting alley to the west.

NAME OF APPLICANT / OWNER:
The Marianne Frostig Center for Educational Therapy

CONTACT PERSON (If different from Applicant/Owner above)	(AREA CODE) TELEPHONE NUMBER | EXT.
Jennifer Tucker Mottes	(626) 791-1255

EXEMPT STATUS: (Check all boxes, and include all exemptions, that apply and provide relevant citations.)

STATE CEQA STATUTE & GUIDELINES

☐ STATUTORY EXEMPTION(S)
Public Resources Code Section(s) _____

☒ CATEGORICAL EXEMPTION(S) (State CEQA Guidelines Sec. 15301-15333 / Class 1-Class 33)
CEQA Guideline Section(s) / Class(es) **CEQA Guidelines Section 15301 / Class 1 ; Section 15304 / Class 4**

☐ OTHER BASIS FOR EXEMPTION (E.g., CEQA Guidelines Section 15061(b)(3) or (b)(4) or Section 15378(b)
_____

JUSTIFICATION FOR PROJECT EXEMPTION: ☐ Additional page(s) attached
The project is exempt because it involves the change of use of an existing church to a Kindergarten through 12th grade private school. No expansion or new construction of buildings are proposed. Approximately 3,935 square feet of the existing surface parking lot will be converted to an outdoor playground for students. New 6-foot-tall fence and gates will be added to enclose the playground. No removal of existing trees is proposed. None of the exceptions to the Categorical Exemption Under CEQA Guidelines Section 15300.2 applies to the proposed project. (a) Location: The project is not located within a hillside area or the Santa Monica Mountains Zone. (b) Cumulative Impact: Per ZIMAS, the LADBS Haul Route Status Table, and Navigate LA, there are no concurrent approved or pending projects or haul routes within the same place of the project site. The proposed Project will not result in significant cumulative impacts from successive projects of the same type in the same place. (c) Significant Effect: The project will not have a significant effect on the environment due to unusual circumstances. Most adjacent lots are developed with residential structures, and the subject site is of similar size and slope to nearby properties. The project site is located in a typical urbanized area of the Palms – Mar Vista -Del Rey Community Plan, and the project would be consistent with the designated zoning and would adhere to all requirements of the LAMC, with the approval of the Conditional Use Permit and Waiver of Dedication and Improvements. Furthermore, there is not a reasonable possibility that the project would have a significant effect on the environment due to unusual circumstances. The project site is not located in the Very High Fire Hazard Severity Zone. (d) Scenic Highways: The project is not in the vicinity of a state scenic highway and will not damage scenic resources in a state scenic highway. (e) Hazardous Waste Sites: The project site is not on a list compiled pursuant to Government Code Section 65962.5 related to hazardous waste sites. (f) Historical Resources: Per ZIMAS, SurveyLA, and/or Historic Places LA, the project site is not identified or eligible as a historical resource. The project will not cause a substantial adverse change in the significance of a historical resource.

☒ None of the exceptions in CEQA Guidelines Section 15300.2 to the categorical exemption(s) apply to the Project; no unusual circumstance is found.

IF FILED BY APPLICANT, ATTACH CERTIFIED DOCUMENT ISSUED BY THE CITY PLANNING DEPARTMENT STATING THAT THE DEPARTMENT HAS FOUND THE PROJECT TO BE EXEMPT. If different from the applicant, the identity of the person undertaking the project.

CITY STAFF USE ONLY:

CITY STAFF NAME AND SIGNATURE	STAFF TITLE
Iris Wan	City Planner

ENTITLEMENTS APPROVED
Class 3 Conditional Use Permit / Waiver of Dedication and Improvements

DISTRIBUTION: County Clerk, Agency Record Rev. 9-17-2025

EXHIBIT D

Public Correspondence

MarVista.org
P.O. Box 66871
Mar Vista, CA 90066
info@marvista.org

Officers 2025-2026

Chair
Charlene Samiley
Charlene.Samiley@MarVista.org

1st Vice Chair
Jennifer Rafeedie
Jennifer.Rafeedie@MarVista.org

2nd Vice Chair
Andrew Marton
Andrew.Marton@MarVista.org

Secretary
Jakob Meuser
Jakob.Meuser@MarVista.org

Treasurer
April Peterson
April.Peterson@MarVista.org

Board of Directors 2025-2026

Zone 1
Ian Blue

Zone 2
Emily Lin

Zone 3
Andrew Marton

Zone 4
Deborah Poppink

Zone 5
Delaram Ahmadyveasi

Zone 6
Aaron Vanek

Zone 7
Derl Clausen

At-Large Directors

Steven Hedge
Greg Kopelow
Jakob Meuser
Stephen Paddock
April Peterson
Jennifer Rafeedie
Charlene Samiley

Community Director
Carolyn Honda

Youth Director
Chloe Samiley

Certified Neighborhood Council
August 13, 2002

January 28, 2026

Transmitted via email

To: City of Los Angeles Department of City Planning
Attn: Phillip Bazan, Expedited Processing; Management Analyst
Phillip.bazan@lacity.org

CC: Office of City of Los Angeles Councilmember Traci Park
Attn: Jeff Khau, Planning Deputy
Jeff.khau@lacity.org
Attn: Matt Halden – Mar Vista Field deputy
Matt.Haden@lacity.org

RE: Support for 3655 Centinela Ave. Change of Use Permit (CPC 2025-4636-CU3)

Dear Mr. Bazan:

During its November 13, 2025 public meeting, the MVCC PLUM Committee heard an agenda item concerning the applicant's request for a Change of Use Permit – changing the current use of church to a private Elementary and High School at 3655 S. Centinela Ave.

Dale Goldsmith from AGD Law, Jenny Tucker, Dean Conklin and David Harden, who all represented the Frostig School, presented to the PLUM Committee and community members on November 13, 2025. After discussions related to traffic, parking and noise, the committee concluded that the school appears to have a low impact and positive use for the site. No major objections were raised by committee members or the community.
Following this discussion, the PLUM Committee voted to support the request (11-Yes, 0-No, 0-Abstain).

At the Board Meeting held on January 22, 2026, the Mar Vista Community Council subsequently approved support for the Change of Use by a vote of 15-Yes, 0-No, 0-Abstain, 1-Absent.

Please contact us if any additional information is needed.

Best Regards,

Charlene Samiley
Board Chair
Mar Vista Community Council

Stephen Paddock
At-Large Director
PLUM Committee Chair

To whom it may concern,

I am writing to offer my passionate support for Frostig West's new home on Centinela Ave.

As a parent of a special needs child, I am often faced with a difficult question: *will my child fit in*? Whether considering birthday parties, playground visits or – most significantly – schools, there is a persistent concern about how he will be met with his unique, neurodiverse personality.

It may seem from the outside that there are many schools in Los Angeles where a child with special needs would be welcome. In reality, there are not. This is why our family is so deeply grateful to have found Frostig West. Our son is not only welcomed everyday by a knowledgeable and caring staff, he is challenged academically and socially in a way my wife and I thought may not have been in the cards for him. He loves going to school every day. After years of searching, we finally found a place where he can go each day to be safe and loved.

We are thrilled at the possibility of a new dedicated home for Frostig West School which can fit our growing community and the needs of all our kids. Our circle of parents is engaged and ready to help the new location be positive part of the west side of LA and a place

where kids who have been not welcome elsewhere, can thrive.

Thank you for your time. Please feel free to reach out to me with any questions.

Sincerely,
Andrew Bowler

(917) 723 9146
afbowler@gmail.com

From:	Kim Petrarca
To:	Dean Conklin; Alix Wisner
Subject:	Fwd: Rhys x Frostig School West
Date:	Friday, January 30, 2026 10:07:11 AM
Attachments:	image008.png

---------- Forwarded message ---------
From: **Damian Manning** <daegloe@gmail.com>
Date: Thu, Jan 29, 2026 at 2:32 PM
Subject: Rhys x Frostig School West
To: Kim Petrarca <kim@frostig.org>
Cc: Rebecca Brey <rebecca.brey@gmail.com>

Hi Kim, FSW means so much to our family that it's difficult to put into words.

Our son Rhys started attending the elementary school in the fall of 2024 soon after we relocated from NYC. It was a challenging, cross country move for everyone, but especially for Rhys who has autism and medical disabilities. We toured other schools beforehand and were terrified by the conditions and inadequacy of the programs. We seriously considered packing up and heading back east. Our visit to Frostig West turned everything around and we haven't looked back.

Rhys goes to bed every night and wakes up every morning asking to go to school -- even on the weekends! When we pick him up at the end of the day, he pleads to stay longer and insists on saying goodbye to every classmate before he leaves. He adores his teachers, who are all lovely and deeply care about their students -- even helping babysit on occasion. The community of parents, who host support groups and plan gatherings, are wonderful. Most importantly, Rhys is now learning and growing as an individual at an accelerated pace. He finally has a place that accepts him for who he is, and you can see that he feels proud of what he's achieving. We're so grateful.

We can't imagine a better school for Rhys. It sounds cliché, I know. It's the truth.

Best,
Damian

--
Kim Petrarca, M.A.
Director of Frostig School West
16221 Mulholland Drive, Los Angeles, CA 90049



FrostigSchool.org

From: Kim Petrarca
To: Dean Conklin; Alix Wisner
Subject: Fwd: Letter of Support
Date: Friday, January 30, 2026 10:05:26 AM
Attachments: image008.png

Dear City of LA,

Our names are Randall Park and Jae Suh. We have an amazing 13 year old daughter named Ruby who is a fun, happy, and immensely creative girl who happens to be on the autism spectrum. After she was diagnosed at age 4, we had her at various schools that focus on neurodiverse students. But none of them felt like the right fit for Ruby, who has very specific needs. Teaching Ruby requires a deep understanding of who she is as a person - something that requires patience, persistence and an absolute belief in her abilities and potential.

The moment she joined the Frostig West family, we knew she was at the right place. Like all kids, Ruby thrives in an environment where she feels safe, valued, and free to be her. But here, she also works hard, faces challenges, and embraces new experiences that have opened up her world. The teachers and staff are all such wonderful people - kind hearted, talented, and smart. They all love what they do, and it shows every day. This school has been an absolute godsend for us and for so many of the families at Frostig West. We feel so lucky to be a part of this community.

The only piece that had been missing was a permanent campus. So when we found out that the school had found a building to serve as our very own campus, that thrilled us to no end. All the things at a typical school that had been missing - like a playground, a cafeteria, a stage for performances - were now possibilities for Ruby and her schoolmates. A permanent campus will give these kids a stronger sense of identity, school pride, and a tangible place to serve as their second home.

We are so excited for Ruby's school to have a permanent location, and we are willing to do whatever it takes to help with the process. Thank you so much for your time!

- Randall & Jae

--
Kim Petrarca, M.A.
Director of Frostig School West
16221 Mulholland Drive, Los Angeles, CA 90049

FrostigSchool

FrostigSchool.org

To Whom It May Concern,

This letter is meant to show support for Frostig School West. Our daughter has been attending Frostig since 2023 when she entered as a 4th grader and we cannot fully explain how impactful this school has been to her life. Prior to entering Frostig, our daughter was enrolled in a SLD program at a LAUSD charter school. She was struggling to learn due to the curriculum not being modified to her abilities. She was not able to really connect with peers due to minimal involvement by teachers to assist in socialization. She did not want to be in school, would elope constantly from the classroom and had behavioral issues due to being in an environment she could not navigate.

Once she started at Frostig, we saw change. It was slow change at first, small steps forward and then backward and then forward again. It took time for her to trust her new environment, but thanks to the consistent warmth, patience, understanding, persistence and security the Frostig staff showed her, our daughter began to trust again. She began to love school, she would ask to go even on the weekends. She began to make friends and really feel connected to her peers.

We have seen so much growth in our daughter over the last 3 years. The Frostig staff has encouraged her independence, pushed her to work to her capabilities, cheered her on every time an achievement is attained and created an environment where she feels comfortable and safe to be herself. Our daughter had a BII since starting preschool, and we always assumed she would need one. Thanks to the amazing Frostig staff, we were able to phase out her 1:1 over a year ago and our daughter still continues to do well.

We are beyond thankful to have our daughter at Frostig School West. We truly believe in the mission and vision for this school and we are always encouraging families we know of kids who are neurodivergent to look into Frostig as a school option.

We are hopeful that Frostig will continue to grow and be able to enroll more students who are unable to find a school environment that fits their individual needs. More schools like Frostig are needed to serve this very special population of children and without Frostig our daughter would not be thriving the way she is currently.

Sincerely,

Amita Shenoy-current parent

Iris Wan <iris.wan@lacity.org>

Case#: CPC-2025-4636-CU3-WDI/ Environmental Case #: ENV-2025-4637-CE

nate@natesays.com <natequan@natesays.com> Mon, Jan 26, 2026 at 8:27 PM
To: "iris.wan@lacity.org" <iris.wan@lacity.org>

RE: 3655 S CENTINELA AVE

Dear Iris Wan:

My name is Nate Quan & I reside at 3670 Colonial Ave, 90066. I am a neighbor of the Frostig School (Marianne Frosting Care Center for Educational Therapy) at 3655 S Centinela Ave, 90066. Frostig School is a great addition to our neighborhood.

I hear they have a waiver that they have requested be considered. I hope that they get that waiver.

Thank you,

Nate Quan.

Iris Wan <iris.wan@lacity.org>

New school at 3655 Centinela Ave

Tom Mchenry <tommchenry2@aol.com> Mon, Jan 26, 2026 at 12:33 PM
To: "iris.wan@lacity.org" <iris.wan@lacity.org>

Hi Iris, we spoke briefly last week about the school. After that I spoke with a few neighbors and we all are of a like mind when it comes to this school. The school has gone above an beyond outreach with the neighborhood. Everyone i have spoken to on this subject agrees that this school great. This subject was also discussed at the Mar Vista Community Council last Thursday. The meeting was attended by 4 people from the school and a few stakeholders. After hearing testimony the board voted to approve the waiver for Thank what the school is asking for unanimously (14-0). Thank you for your consideration. Tommy McHenry

12407 Victoria Ave
L.A. 90066
310-924-5439

Iris Wan <iris.wan@lacity.org>

Case#: CPC-2025-4636-CU3-WDI/ Environmental Case #: ENV-2025-4637-CE

Gigi Houghton Quan <itsme@gigiquan.com> Mon, Jan 26, 2026 at 5:18 PM
To: "iris.wan@lacity.org" <iris.wan@lacity.org>

To Iris Wan,

I live at 3670 Colonial Avenue directly behind the Frostig School. I am writing this letter to let you know that I am truly impressed with the directors of this school. They make sure to inform every neighbor of what meetings are going on and invite us to be part of their community. They are our dream neighbors and I am hoping that you can consider their request for their waiver for this case #.

Thank you for your time reading this and for setting up this opportunity for us to let you know how much we would like to have them become part of our neighborhood.

Aimee Houghton Quan
323-627-1264

Iris Wan <iris.wan@lacity.org>

Support for school project

Susan Gonzales <susangonzales1@verizon.net> Fri, Jan 23, 2026 at 1:27 PM
To: iris.wan@lacity.org

Dear Ms. Wan,

I am writing to offer our support for the Frostig School project at Centinela and Windward, Mar Vista, LA 90066.

We are residents at 3675 Colonial Avenue, LA, 90066, adjacent to the project.

We fully support the proposed waiver to allow the school project to move forward without the need for further construction in the alley between Victoria and Windward.

Thank you for your consideration.

Sincerely,

Oscar and Susan Gonzales

Iris Wan <iris.wan@lacity.org>

Frostig School Alley Waiver

Candace Correa <candace_correa@yahoo.com> Thu, Jan 22, 2026 at 4:40 PM
Reply-To: Candace Correa <candace_correa@yahoo.com>
To: "iris.wan@lacity.org" <iris.wan@lacity.org>

Hi Iris,

I'm a neighbor that shares the alleyway with the Frostig School. My neighbor, Tom McHenry, just told me about the LA City requirements to have the school pave the alleyway, move their HVAC and move some telephone poles. I would support a waiver of these efforts because I don't think they are necessary and the cost would be so high as to possibly force the school to sell the property. I would rather have the school there.

If you can please note my support of the school, I would appreciate it. Also, if you can please add me to any email list regarding happenings related to The Frostig school, that would be great.

Sincerely,
Candace Correa
3664 Colonial Ave
Los Angeles, CA 90066
M:310.717.2477

Iris Wan <iris.wan@lacity.org>

3655 S CENTINELA AVE

6 messages

Andrew Galambos <andrew@andrewgalambos.com> Wed, Dec 17, 2025 at 12:33 PM
To: iris.wan@lacity.org

Follow up comment: with the drop off / pick up concept, it seemed to mainly address students coming from the North traveling south on Centinela, but I am not sure if addressed those coming from the South, traveling North on Centinela - they would need to make a left turn into the parking lot?

Also, could you point me to where / how to find information on the Q conditions on the site, I looked around on Zimas and could not find anything specific. I am ultimately curious about what density is allowed on the site.

Regards,

Andrew

--
Andrew Galambos, Architect
C - 31982
andrew@andrewgalambos.com
310-902-4119

Andrew Galambos <andrew@andrewgalambos.com> Wed, Dec 17, 2025 at 1:01 PM
To: iris.wan@lacity.org

Also, can you also point me to where to sign up for notifications, it is not readily apparent where to do so.

Thanks
[Quoted text hidden]

Iris Wan <Iris.Wan@lacity.org> Wed, Dec 17, 2025 at 1:29 PM
To: Andrew Galambos <andrew@andrewgalambos.com>

Hi Andrew,

Please see the agenda HERE for instructions on the Interested Parties Form.
The Q conditions are from Ordinance No. 164,475 which can be found HERE.
Please refer to page 2 of the Ordinance for a list of 8 conditions.

For access to the parking lot from the South, I will get confirmation from the applicant.

Please let me know if you have further questions.

Thank you.

[Quoted text hidden]

Iris Wan <Iris.Wan@lacity.org> Wed, Dec 17, 2025 at 1:39 PM
To: Andrew Galambos <andrew@andrewgalambos.com>

Hi Andrew,

Per the applicant, there appears to be a double yellow line which would prevent the left turn into the parking lot.

[Quoted text hidden]

Andrew Galambos <andrew@andrewgalambos.com> Wed, Dec 17, 2025 at 4:28 PM
To: Iris Wan <Iris.Wan@lacity.org>

Thank you for your help.

There may need to plastic bollards to prevent turning left into the parking lot (there are some just down the street in front of Mitsuwa / CVS). Ultimately the question is what is the drop off sequence for those traveling North on Centinela - Left on Victoria than right on the Alley?

Regards,

Andrew

[Quoted text hidden]

Iris Wan <Iris.Wan@lacity.org> Thu, Dec 18, 2025 at 9:36 AM
To: Andrew Galambos <andrew@andrewgalambos.com>

Good morning Andrew,

Please see below response from the applicant:

"Upon further investigation, the double lines end just south of the driveway, which allows for a left turn into the driveway from northbound Centinela. Therefore, the circulation will be the same. We anticipate that most trips will come from the north, where the students currently live."

Thank you.

[Quoted text hidden]

EXHIBIT E

Department Letters

FORM GEN. 160 (Rev. 6-80)

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: December 26, 2025

To: Vincent P. Bertoni, Director
Department of City Planning
Attn: Iris Wan (City Planner)



From: Hui M. Huang, Principal Civil Engineer
Permit Case Management Division
Bureau of Engineering (BOE)

Subject: **Case No. CPC-2025-4636-CU3 (3655-3681 South Avenue & 12412 West Windward Avenue) – Revised Memo**

The following recommendations identifying the infrastructure deficiencies adjacent to the above-referenced site. The recommendations are respectfully submitted for your consideration in the approval of a Class 3 Conditional Use Permit application:

1. Dedication Required:

   Centinela Avenue (Avenue I) – None.

   Windward Avenue (Local Street) – None.

   Alley (West of Centinela Avenue) - A 2.5-foot wide strip of land along the property frontage to complete 10-foot wide half right-of-way in accordance with Alley standards.

2. Improvements Required:

   Centinela Avenue – Construct a 15-foot wide concrete sidewalk in accordance with Avenue I standard. Repair and/or replace any damaged, cracked, broken or off-grade concrete curb, gutter, and roadway pavement. Close any unused driveways with full-height curb, gutter and sidewalk.

   Windward Avenue – Reconstruct the curb return at Windward Avenue and the alley west of Centinela Avenue. Repair or replace any broken, damaged, or off-grade adjacent asphalt concrete pavement.

   Alley – Remove existing broken asphalt pavement in the alley along the rear property line and reconstruct a new 10-foot wide half alley with 2-foot concrete longitudinal center gutter. Construct new concrete standard alley intersection at the intersection with Windward Avenue. Repair or replace any

broken or off-grade pavement. All these improvements shall suitably transition to join the existing improvements satisfactory to the City Engineer.

Notes: Broken curb and/or gutter includes segments within existing score lines that are depressed or upraised by more than ¼ inch from the surrounding concrete work or are separated from the main body of the concrete piece by a crack through the entire vertical segment and greater than 1/8 inch at the surface of the section.

Non-ADA compliant sidewalk shall include any sidewalk that has a cross slope that exceeds 2% and/or is depressed or upraised by more than ¼ inch from the surrounding concrete work or has full concrete depth cracks that have separations greater than 1/8 inch at the surface. The sidewalk also includes that portion of the pedestrian path of travel across a driveway.

All new sidewalk curb and gutter shall conform to the Bureau of Engineering Standard Plans S410-2, S440-4, S442-6 and S444-0.

Upgrade all existing curb ramps to comply with ADA requirements.

Install tree wells with root barriers and plant street trees satisfactory to the City Engineer and the Urban Forestry Division of the Bureau of Street Services. The applicant should contact the Urban Forestry Division for further information at https://engpermits.lacity.org/public or via https://appointments.lacity.org/apptsys/Public/Account.

Notes: Street lighting may be required satisfactory to the Bureau of Street Lighting at https://lalights.lacity.org or via https://appointments.lacity.org/apptsys/Public/Account.

Department of Transportation may have additional requirements for dedication and improvements.

Refer to the Department of Transportation regarding traffic signals, signs and equipment at (213) 485-1062 or via https://appointments.lacity.org/apptsys/Public/Account.

Regarding any conflicts with power pole matters, contact the Department of Water and Power at (213) 367-0562 or via https://appointments.lacity.org/apptsys/Public/Account.

Refer to the Fire Department Hydrants and Access Unit regarding fire hydrants at (213) 482-6543 or via https://appointments.lacity.org/apptsys/Public/Account.

3. Provide proper drainage for street being improved and for the site being developed.

4. Sewer lines exist in the alley west of Centinela Avenue. Extension of house connection laterals to the new property line may be required. All Sewerage Facilities Charges and Bonded Sewer Fees are to be paid prior to obtaining a building permit.

5. Submit a request to the West Los Angeles (WLA) District Office sewer counter to determine the capacity of the existing public sewer to accommodate the proposed development at https://engpermits.lacity.org/public or via https://appointments.lacity.org/apptsys/Public/Account.

6. Obtain a Revocable Permit from the WLA District Office for any landscaping, fence, wall and structures to remain in the dedicated right-of-way https://engpermits.lacity.org/public or via https://appointments.lacity.org/apptsys/Public/Account.

7. Submit a parking area and driveway plan to the WLA District Office of the Bureau of Engineering and the Department of Transportation for review and approval.

Any questions regarding this report may be directed to the Bureau of Engineering Permit Case Management Division - Land Development Group, via the Customer Service Request system at https://dscsr.lacity.org/.